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Victoria F. Sheehan
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

Bureau of Mechanical Services
April 10, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

INFORMATIONAL ITEM

In accordance with Chapter 275, Laws of 2015, 04-96-96-960515-30050000-030 footnote, attached is the Department's Monthly Equipment Acquisition Plan status report for the period ending March 31, 2017, which is submitted for review by the Governor and the Council.

EXPLANATION

Chapter 275, Laws of 2015, 04-96-96-960515-30050000-030 footnote reads as follows: "This appropriation shall not be expended, encumbered or obligated in any way until such time as the Department of Transportation has developed an acquisition plan and received the approval of such plan from both the Capital Budget Overview Committee and the Governor and Council. The Department of Transportation shall submit monthly a status report of the plan to the Capital Budget Overview Committee and the Governor and Council for review both during and between legislative sessions." Attachment 1 provides the status for fleet units purchased under Chapter 275, laws of 2015.

Chapter 324:8, Laws of 2016, Department of Transportation; Purchase of Fleet Vehicles. The Department of Transportation may expend up to \$2,500,000 in excess funds from the winter maintenance accounting unit (2928) from fiscal year 2016 for the purchase of fleet vehicles. Eighty-five percent of said funds shall be appropriated for trucks and heavy equipment. Fifteen percent of said funds shall be appropriated for light trucks and passenger vehicles. Said funds shall be appropriated from the undesignated highway surplus account and shall be continually appropriated and nonlapsing. It has been determined that the available excess funds (lapse amount) for this purpose are \$2,316,929. Attachment 2 is provided for information and for overall understanding of the Department's Equipment Acquisition Plan.

Sincerely,

Victoria F. Sheehan
Commissioner

Attachments.

**Bureau of Mechanical Services
Fiscal Year 2017 Equipment Acquisition Status Report - Chapter 275, Laws of 2015
March 2017**

ITEM	Plan as approved by CBOC and G&C			Actual Purchase Information adjusted based on Bids				
	Planned Quantity	Planned Unit Cost	Planned Total	Purchased Quantity	Bid Price Including Options	Total Cost	Date Purchased	Notes
HDT - Heavy Duty Trucks - 6 Wheelers Plow Truck	2	\$121,000	\$186,000	2	\$90,998	\$181,996	1/9/2017	
Cab & Chassis (airbag deduct)	2	\$93,000						
4/6 C.Y. Dump Bodies	2	\$11,000	\$22,000	2	\$10,399	\$20,798	2/13/2017	
Hydraulic Systems - Single Wing	2	\$16,000	\$32,000	2	\$15,475	\$30,950	1/25/2017	
Hydraulic Systems - Double Wing	2	\$22,000	\$0					
6 C.Y. Load Covers	2	\$1,000	\$2,000	2	\$750	\$1,500	1/30/2017	
Software	1			1	\$42,404	\$42,404	1/9/2017	
MDT	15							
15,000# (F-450) Ton Trucks 2wd	7			1	\$31,481	\$31,481	2/9/2017	
Standard Cab	7	\$31,500	\$220,500					
15,000# (F-450) Ton Trucks 4wd	8							
Standard Cab	2	\$34,400	\$68,800	7	\$33,754	\$236,278	2/9/2017	
Crew Cab	6	\$37,500	\$225,000	6	\$39,102	\$234,612	2/10/2017	
Aerial Lift and Service Body	1	\$55,000	\$55,000	1	\$42,883	\$42,883	3/21/2017	
Dump Body	5	\$10,000	\$50,000	5	\$9,159	\$45,795	3/27/2017	
Dumping Rack Body	1	\$10,000	\$10,000	0				
Conecrack body	7	\$7,500	\$52,500	0				
Flat bed w/lift gate	1	\$10,000	\$10,000	0				
Plow	8	\$5,500	\$44,000	13	\$4,990	\$64,870	2/13/2017	
LDT1 - Light Duty Trucks	29							
1/2 Ton Reg Cab Pickups (White)	20	\$18,500	\$370,000	8	\$18,626	\$149,008	3/20/2017	C
1/2 Ton Reg Cab Pickups (Orange)	6	\$700	\$4,200	13	\$19,121	\$248,573	3/20/2017	
Truck Cap with ladder rack	9	\$19,000	\$171,000	6	\$738	\$4,428	3/6/2017	
Sport Utility Vehicle - SUV	10							
3/4 Ton Ex-cab Pickups	7	\$25,500	\$178,500	6	\$25,278	\$151,670	2/9/2017	
3/4 Ton Crew Cab Pickups (White)	3	\$25,500	\$76,500	4	\$25,067	\$100,268	2/8/2017	C
3/4 Ton Crew Cab Pickups (Orange)	3	\$20,000	\$60,000	1	\$25,517	\$25,517	3/8/2017	
Service Bodies	4	\$700	\$2,800	2	\$11,357	\$22,714	3/20/2017	
Truck Cap with ladder rack	6			1	\$10,450	\$10,450	3/20/2017	C
PASSAUTO - Passenger Autos	6							
Mid-size Sedan	6	\$16,500	\$99,000	6	\$17,059	\$102,354	3/2/2017	
Full-size Sedan	2			1	\$20,182	\$20,182		A,B,C
AE - Associated Equipment	2							
11 C.Y. Hydraulic Spreaders	2	\$25,500	\$51,000	2	\$20,931	\$41,863	2/24/2017	
Miscellaneous Fleet Repair Equipment								
Plow for Loader	1			1	\$7,043	\$7,043		A
Rolling Stairs	1			1	\$809	\$809		A
Totals:	64		\$1,990,800			\$1,989,624		

Bold indicates current Month's Reporting

Budget \$2,000,000

Fund 15, Org. 3005, Class 30 Appropriation \$1,989,624

Total Expenditures to Date \$10,376

Available Balance

A = Requisitions have been processed
B = Bids have been received
C = Volume purchased was increased by one unit due to favorable bid results.

**Bureau of Mechanical Services
Fiscal Year 2017 Equipment Acquisition Status Report - Chapter 324:8, Laws of 2016
March 2017**

ITEM	Plan as reviewed by CBOC and G&C			Actual Purchase Information adjusted based on Bids				
	Planned Quantity	Planned Unit Cost	Planned Total	Purchased Quantity	Bid Price Including Options	Total Cost	Date Purchased	Notes
EHDT - Extra Heavy Duty Trucks - 10 Wheelers	3			3				
Knuckle Boom Crane Truck		\$275,000	\$275,000					
Cab & Chassis	1	\$125,000		1	\$123,009	\$123,009	1/9/2017	
Articulating Crane	1	\$105,000		1	\$99,300	\$99,300	1/27/2017	
Roll-off Body	1	\$44,000		1	\$41,725	\$41,725	2/2/2017	
Plow Truck	2	\$166,000						
Cab & Chassis	2	\$128,500	\$257,000	2	\$124,636	\$249,272	1/9/2017	
10/12 C.Y. Dump Bodies	2	\$14,500	\$29,000	2	\$14,266	\$28,532	2/13/2017	
Hydraulic Systems - Single Wing	2	\$16,000		2	\$15,475	\$30,950	1/25/2017	
Hydraulic Systems - Double Wing	2	\$22,000	\$44,000	0				
12 C.Y. Load Covers	4	\$1,000	\$4,000	5	\$990	\$4,950	1/30/2017	
Software	1			1	\$3,993	\$3,993	1/9/2017	
HDT - Heavy Duty Trucks - 6 Wheelers	8			8				
Plow Truck	8	\$121,000	\$744,000	9	\$90,998	\$818,982	1/9/2017	C
Cab & Chassis (airbag deduct)	8	\$93,000						
4/6 C.Y. Dump Bodies	8	\$11,000	\$88,000	9	\$10,399	\$93,591	2/13/2017	C
Hydraulic Systems - Single Wing	8	\$16,000	\$128,000	9	\$15,475	\$139,275	1/25/2017	C
Hydraulic Systems - Double Wing	8	\$22,000		0				
6 C.Y. Load Covers	8	\$1,000	\$8,000	9	\$750	\$6,750	1/30/2017	C
Software								
LDT2 - Cargo/Box Trucks 8,501 to 10,000 lbs.	1			1				
1 Ton Cargo Van	1	\$24,500	\$24,500	1	\$22,398	\$22,398	3/2/2017	
LDT2 - Utility Vehicles	2							
1 Ton Cargo Van (Cut Away)	1	\$24,500	\$24,500	1	\$24,831	\$24,831	3/10/2017	
Aerial Lift	1	\$50,500	\$50,500	1	\$38,226	\$38,226	3/14/2017	
3/4 Ton Crew Cab Pickups	1	\$25,500	\$25,500	1	\$25,067	\$25,067	2/8/2017	
Truck Cap with ladder rack	1	\$700	\$700	1	\$739	\$739	3/9/2017	
LDT1 - Light Duty Trucks	11			11				
1/2 Ton Pickups	4	\$18,500	\$74,000	4	\$18,626	\$74,504	3/20/2017	
1/2 Ton Ex-cab Pickups	2	\$21,000	\$42,000	2	\$19,890	\$39,780	1/31/2017	
Truck Cap with ladder rack	2	\$700	\$1,400	2	\$1,570	\$3,140.90	3/16/2017	
Sport Utility Vehicle - SUV	5	\$19,000	\$95,000	5	\$18,572	\$92,860	3/2/2017	
LDT1- VANSIBUSES - UP TO 8 PASSENGERS CAPACITY	1			1				
8 Passenger Van	1	\$24,500	\$24,500	1	\$24,622	\$24,622	3/8/2017	
MEC - Mobile Equipment Construction	1			1				
Loaders	1	\$165,000	\$165,000	1	\$164,900	\$164,900	2/13/2017	
AE - Associated Equipment	10			10				
5 C.Y. Hydraulic Spreaders	10	\$20,500	\$205,000	10	\$16,251	\$162,513	2/24/2017	
Miscellaneous Fleet Repair Equipment								
Totals:	37		2,309,600	23		\$2,313,910		

Bold indicates current Month's Reporting
Fund 15, Class 30 Additional Appropriation - Chapter 324:8, Laws of 2016
Budget \$2,316,929
Total Expenditures to Date \$2,313,910
Available Balance \$3,019

A = Requisitions have been processed
B = Bids have been received
C = Volume purchased was increased by one unit due to favorable bid results.

State of New Hampshire
Department of Transportation
Bureau of Mechanical Services

Equipment Acquisition Plan Status Report
Fiscal Year 2017

MARCH 2017

Prepared by:

William J. Dusavitch

Administrator

Submitted by:

Victoria F. Sheehan

Commissioner

Department of Transportation - Bureau of Mechanical Services

Equipment Acquisition Plan Status Report

Fleet Purchasing Process

Chapter 275 Laws of 2015, 04-96-96-960515-30050000-030, footnote requires the Department to develop an Equipment Acquisition Plan and receive approval from both the Capital Budget Overview Committee and the Governor and Council before purchasing any new or replacement equipment. This Chapter also requires NHDOT, Bureau of Mechanical Services to submit a monthly status report of the plan to the Capital Budget Overview Committee and the Governor and Council. This document serves as the **MARCH 2017**, Status Report.

The Department purchases replacement equipment and vehicles in five distinct and separate phases throughout a given fiscal year:

Phase I - Approval Process: The Department reviews the fleet to prioritize replacement needs considering equipment condition, age, and usage. Based on the needs identified and the available budget, the Department identifies the pieces to be replaced and prepares the Equipment Acquisition Plan. The Department then submits the plan to the Capital Budget Overview Committee and the Governor and Council for approval prior to expending Class 30 – Equipment New/Replacement funding as appropriated.

Phase II - Bid & Award: Once the Acquisition Plan is approved the Department works with Administrative Services to prepare a bid package that includes equipment and vehicle specifications and options. When the documents are complete Administrative Services advertises and receives bids, determines the low bidder and executes a notice of contract.

Phase III - Financial Evaluation: The Department compares the contract costs to the estimated costs. Minor quantity adjustments may be made to adjust for actual vs. estimated costs, equipment failure or other factors.

Phase IV – Purchasing: Purchasing is initiated based on the financial evaluation. Priority is given to purchasing the major units and equipment. Remaining funds may be used to purchase necessary miscellaneous shop equipment.

Phase V - Reporting: The Department submits this monthly status report to both the Capital Budget Overview Committee and the Governor and Council. The Attachment to this report shows items to be purchased, planned quantity, planned cost and the planned total that were shown and approved in the Equipment Acquisition Plan. The attachment also shows the actual purchased quantity, the actual bid price, the actual total cost and the date purchased.

Amendments: Based on actual expenditures and available funding mechanisms, any significant change to the approved plan will be submitted as an amendment to be approved by the Capital Budget Overview Committee and Governor and Council.