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**State of New Hampshire**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
 OFFICE OF THE COMMISSIONER  
 25 Capitol Street – Room 120  
 Concord, New Hampshire 03301

VICKI V. QUIRAM  
 Commissioner  
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January 18, 2017

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

**REQUESTED ACTION**

The Department of Administrative Services, Bureau of Purchase and Property requests authorization to accept and expend federal funds in the amount of \$42,450 earned from the recent and future transfers of federal surplus property that will be used to pay for expenses related to the acquisition of surplus federal assets, as well as authorization to accept and expend funds in the amount of \$1,018 to cover utility expenses for the period effective upon Governor and Council approval through June 30, 2017.  
**100% Other.**

Funds are to be budgeted in the account # 01-14-14-141510-81000000, Surplus Property as follows:

<u>Class</u>	<u>Class Description</u>	<u>Current Adjusted Authorized FY 2017</u>	<u>Amount to Budget</u>	<u>Revised Adj. Authorized FY 2017</u>
<b>009-402165</b>	<b>AGENCY INCOME</b>	<b>\$156,231</b>	<b>\$43,468</b>	<b>\$199,699</b>
010-500100	PERSONAL SERVICES PERM CLASS	\$94,001	\$0	\$94,001
020-500200	CURRENT EXPENSES	\$8,326	\$42,450	\$50,776
022-500255	RENTS LEASES OTHER THAN STATE	\$501	\$0	\$501
023-500291	HEAT, ELECTRICITY, WATER	\$497	\$1,018	\$1,515
026-500251	ORGANIZATIONAL DUES	\$700	\$0	\$700
039-500188	TELECOMMUNICATIONS	\$524	\$0	\$524
042-500620	ADDITIONAL FRINGE BENEFITS	6,000	\$0	\$6,000
050-500109	PERSONAL SERVICE TEMP APPOINTE	\$1	\$0	\$1
060-500602	BENEFITS	\$45,480	\$0	\$45,480
070-500704	IN STATE TRAVEL REIMBURSEMENT	\$1	\$0	\$1
080-500710	OUT OF STATE TRAVEL REIMBURSEMENT	\$200	\$0	\$200
		<b>\$156,231</b>	<b>\$43,468</b>	<b>\$199,699</b>

### EXPLANATION

The State of NH Federal Surplus Program at White Farm (White Farm) has the ability to obtain surplus equipment from the federal government on behalf of state agencies and NH cities and towns through the General Services Administration (GSA) surplus program. Per RSA 21-I:12(7)A, should an agency or municipality (Recipient) identify equipment that they would like to purchase on the GSA surplus listings website <https://gsaccess.gov/> they notify White Farm for requesting, transporting, receiving, warehousing, and delivering the surplus commodity. White Farm makes arrangements to have the item shipped to New Hampshire. The items are generally shipped directly to White Farm and because these are often military surplus vehicles, may be shipped from an overseas location. The federal government then donates the item to the state, and the state pays the shipping costs. The Recipient then reimburses White Farm for the cost of shipping plus an administrative fee of between 3% and 10% to cover the states' administrative costs. This program has recently experienced a resurgence of activity.

The federal surplus program at White Farm was recently able to locate a Skytrack lull (forklift) type vehicle, three (3) all-terrain forklifts, and a 2011 Ford ¾-ton pickup with a stainless steel plow and poly spreader, with only 23,000 miles. The vehicles will be transferred to the Department of Transportation, Town of Hillsborough, and the Department of Resources and Economic Development, respectively. White Farm will be reimbursed for \$21,018 in transportation costs, plus \$9,432 for administrating the transaction. The total cost to the three recipients for these three vehicles is \$30,450.

This request is to transfer funds of \$30,450 into existing budget classes in the federal surplus program accounts within the Department of Administrative Services to account for the transaction above, as well as an additional \$12,000 to be used for future up front transportation and acquisition costs expected to be necessary to continue the program through the end of FY 2017.

The additional request for a transfer of \$1,018 is to cover utility costs that are higher than were anticipated during preparation of the budget. The additional funds will be allocated and expended as follows:

Class 020	Transportation and acquisition costs	\$42,450
Class 023	Utilities costs	<u>\$ 1,018</u>
		\$43,468

The Department of Administrative Services requests approval of the above accept and expend request.

Respectfully Submitted,



Vicki V. Quiram  
Commissioner