

State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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MLC



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May 27, 2020

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

REQUESTED ACTION

Authorize the Department of Administrative Services, Bureau of Court Facilities to increase its fleet by one (1) vehicle pursuant to Administrative Rule 611.08(g). The Bureau of Court Facilities is requesting permission to purchase a vehicle (2014 Ford Fusion w/89K miles) from White Farm for \$4,500 upon Governor and Council approval. This will be assigned as a permanent vehicle for a Regional Manager-Northern NH. Additional upfront maintenance estimated to cost \$1,000 to \$1,500, tires, tune-up, and minor body repair. The bureau has funds to cover this purchase and maintenance in the equipment line.

EXPLANATION

The Department of Administrative Services (DAS), Bureau of Court Facilities, has strived to minimize the cost of operating a fleet, while continuing to meet the needs of our customers and our mission. The territory of the Bureau of Court Facilities (State of New Hampshire) consists of five regions, each having a regional manager. With a recent reorganization of the bureau, a regional manager was added in the Northern region. The Northern Regional Manager, based out of Coos County Courthouse in Lancaster has a territory that includes owned/leased courthouses located in Lancaster, Littleton, Plymouth, Ossipee, Conway, Berlin, and Colebrook.

The Regional Manager is required to make routine visits to the locations in his territory, which per the Google Maps Route attached is a 315 mile radius. The purpose of this request is to acquire a car for the Northern Regional Manager so that he can travel throughout the territory in a State-owned vehicle (.29 cents per mile) vs. paying the current mileage rate (.575 Cents) for personal car use reimbursement. Traveling this route each week for a year is 16,380 miles, which would cost \$9,419 in personal vehicle use travel reimbursement, whereas the cost of an additional fleet vehicle would be \$4,750.

The Bureau of Court Facilities intends to keep this vehicle for a period of four-years, with the purchase of the White Farm vehicle vs. paying personal mileage, the estimated cost saving is \$14,007.

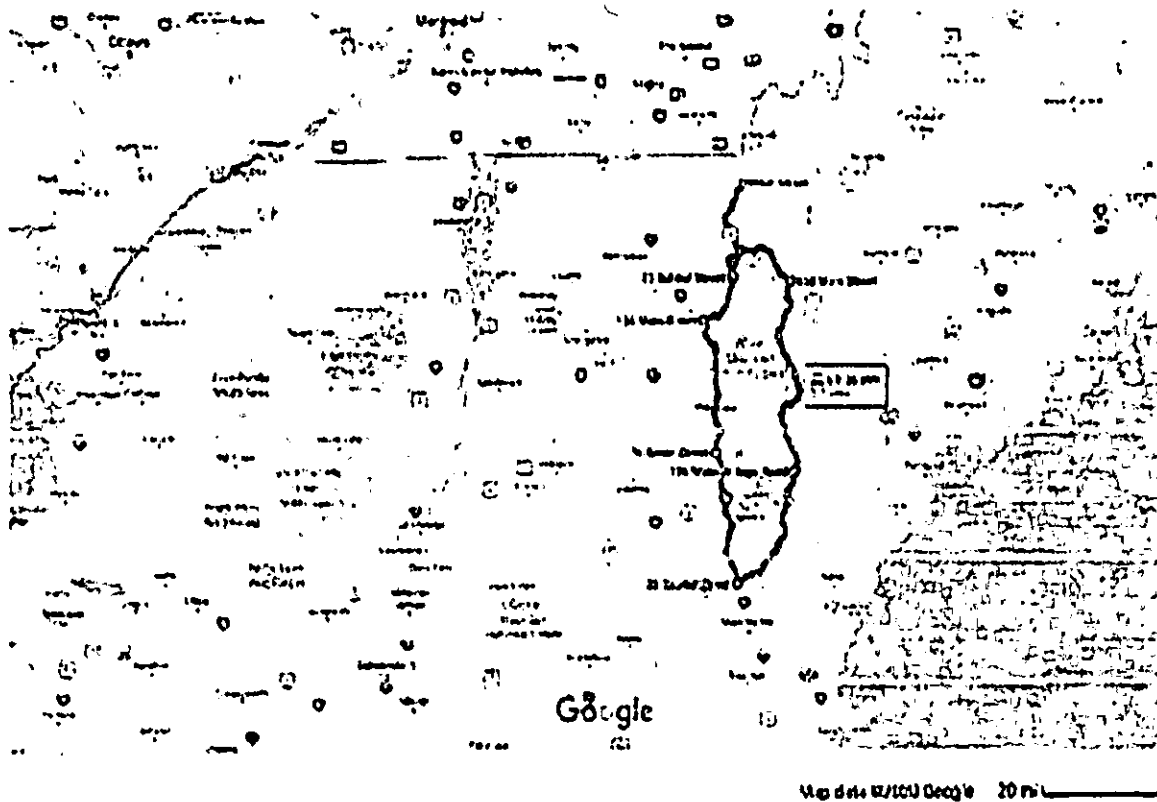
The Bureau of Court Facilities will continue with the addition of this new vehicle, to operate in a manner that best serves the State of New Hampshire and its citizens.


Respectfully submitted,



Charles M. Arlinghaus
Commissioner

Bureau of Court Facilities, Northern-Region



 via US-3 S and NH-116 W 6 h 36 min
6 h 36 min without traffic 315 miles

Explore SS School St

Trask, Sarah

From: Capelle, Colin
Sent: Monday, June 15, 2020 3:15 PM
To: Trask, Sarah
Cc: Lunetta, Gary
Subject: RE: PROD Unreleased Requisition - 0203735
Attachments: G_Cltr.docx

Hi Sarah,

Based upon the attached G&C justification for the increase in the fleet of DAS Bureau of Court Facilities I would approve the purchase from White Farm. The efficiency and budgetary justifications in the letter make sense for the Bureau and the State at this time.

I have cc'd Gary for his additional approval or if there are further questions in advance of proceeding.

Thanks and have a great afternoon,
Colin

-----Original Message-----

From: Trask, Sarah <sarah.g.trask@das.nh.gov>
Sent: Monday, June 15, 2020 2:56 PM
To: Capelle, Colin <Colin.S.Capelle@das.nh.gov>
Subject: RE: PROD Unreleased Requisition - 0203735

Hi Colin,
Are you available by phone?

I am attaching a G&C letter so you have some background.

Thanks,
Sarah

-----Original Message-----

From: Hofmann, Alan S <Alan.S.Hofmann@das.nh.gov>
Sent: Monday, June 15, 2020 2:48 PM