



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

CHARLES M. ARLINGHAUS
Commissioner
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Assistant Commissioner
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May 3, 2018

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 their fleet by one (1) vehicle pursuant to Administrative Rule 611.08(g).

EXPLANATION

Over the years, 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. However, in the past eighteen months the Bureau of Courts has gone through a major organization change. The territory of the Bureau of Court Facilities (State of New Hampshire) has been divided up into five regions, each with a new regional manager. Each manager is responsible for the operation and maintenance of each courthouse both leased and owned within their region. The Bureau has come to realize that the addition of one fleet vehicle will create more cost effective access to our buildings. The current mileage rate of .545 cents per mileage for personal car reimbursement is one that can be offset significantly with an additional fleet vehicle that is .36 cents per mile to operate in comparison.

By approving this request, the Bureau of Court Facilities will be adequately equipped to provide transportation for the seacoast region of the state. This region includes the owned courthouses in Brentwood, Dover, Rochester, Portsmouth, and the soon to be built Hampton courthouse. The seacoast region also includes three leased locations in Seabrook, Plaistow and Strafford County (Dover). We will absorb the cost of acquiring this new vehicle in our current budget and assume its operating costs hereafter. With the addition of this new vehicle the Bureau of Court Facilities will continue to operate in a manner that best serves the State of New Hampshire and its citizens.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'C. Arlinghaus'.

Charles M. Arlinghaus
Commissioner

Vehicle Acquisition Request and Recommendations for Commissioner Approval

RQNumber: 183138 Purchasing Memo Date: 3/28/2018 Business Supervisor: McMenemy, Dorothy
Agency: Administrative Services Department Division: Plant & Property Management Bureau: Bureau of Court Facilities
Funding Source: 100% Agency Income Purchase Type: Fleet Increase Acquisition Type: Used Purchase
RQ Amount: \$14,000.00 Quantity: 1

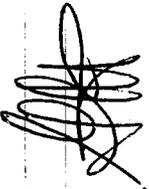
Proposed Vehicle to be Surplussed	Requested Replacement Vehicle	DAS Alternate Recommendation
	PassAUTO 0	

Vehicle Type: PassAUTO
Model Year: 0
Make:
Model:
Description: FORD FOCUS OR EQUIVALENT,
LESS THAN 4 YEARS, LESS THAN
36,000 MILES.

Vehicle History	Condition of Surplus Vehicle:
TCO: Plate or ID Number Purchase Price: \$14,000.00 Odometer (current): Prior FY Mileage: Prior FY MPG: Prior FY Repair Costs: Prior FY Maintenance Costs:	

Fleet Management and Business Supervisors Recommendation
RECOMMEND CONDITIONAL APPROVAL: PENDING G&C APPROVAL. NO ADDITIONAL EFFICIENCIES ARE AVAILABLE FOR THIS PURPOSE.

Submission to Commissioner 3/30/2018
Requisition Approved: Conditionally Approved: Requisition Denied:
Search GSA General Bid Process

Signatory Comments:
Authorizing Authority Signature:  Date: 3/30/18
Authorizing Authority Title: Director, DPSS