



**CHRISTOPHER D. CLEMENT, SR.**  
**COMMISSIONER**

**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



**JEFF BRILLHART, P.E.**  
**ASSISTANT COMMISSIONER**

Bureau of Mechanical Services  
April 19, 2013

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**Informational Item**

In accordance with Chapter 223, Laws of 2011, 04-96-96-960515-30050000-030 footnote, attached is the Department's Monthly Equipment Acquisition Plan status report for the period ending March 31, 2013, which is submitted for review by the Governor and the Council.

**Explanation**

Chapter 223, Laws of 2011, 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."

Sincerely,

A handwritten signature in black ink that reads "C. D. Clement".

Christopher D. Clement, Sr.  
Commissioner

CDC/dlm

**State of New Hampshire**  
**Department of Transportation**  
**Bureau of Mechanical Services**

## **Equipment Acquisition Plan Status Report**

March 2013

Prepared by:

William J. Dusavitch

Administrator

Submitted by:

Christopher D. Clement, Sr.

Commissioner

**Department of Transportation**  
**Bureau of Mechanical Services**  
**Equipment Acquisition Plan Status Report**

**Fleet Purchasing Process**

Chapter 223 Laws of 2011, 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 2013**, 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.

**Bureau of Mechanical Services  
Fiscal Year 2013 Equipment Acquisition Status Report  
March 2013**

Attachment	ITEM	Plan as approved by CBOC and G&C			Actual Purchase Information adjusted based on Bids				Notes
		Planned Quantity	Planned Unit Cost	Planned Total	Purchased Quantity	Bid Price Including Options	Total Cost	Date Purchased *	
3-5 Ton Cab & Chassis	4/6 C.Y. Dump Bodies** Hydraulic Systems - Single Wing Hydraulic Systems - Double Wing 6 C.Y. Load Covers 5 C.Y. Hydraulic Spreaders Diagnostic Equipment/Software	12	\$88,000	\$1,056,000	12	\$93,727	\$1,124,728	2/14/2013	
		12	\$10,000	\$120,000	12	\$10,600	\$127,200	2/15/2013	
		12	\$15,500	\$186,000		<b>\$14,621</b>			C
		0	\$22,000	\$0		<b>\$21,283</b>			C
		12	\$700	\$8,400		\$775	\$9,300	2/15/2013	
		12	\$12,000	\$144,000		<b>\$9,994</b>			C
		9	\$600	\$5,400		\$4,600	\$46,000	2/14/2013	B
		5	\$117,000	\$585,000		\$117,670	\$588,350	<b>3/12/2013</b>	
		5	\$15,000	\$75,000		\$13,373	\$66,865		C
		8	\$15,000	\$120,000		<b>\$12,360</b>			C
Tandem Cab & Chassis	10/12 C.Y. Dump Bodies*** 11 C.Y. Hydraulic Spreaders Hydraulic Systems - Single Wing Hydraulic Systems - Double Wing 12 C.Y. Load Covers Diagnostic Equipment/Software	5	\$15,500	\$77,500		<b>\$14,621</b>			C
		0	\$22,000	\$0		<b>\$21,283</b>			C
		5	\$950	\$4,750		\$965	\$4,825	2/26/2013	
		9	\$1,500	\$13,500		\$0			D
		7							
3/4 Ton Extended Cab Pickups	2 Wheel Drive 4 Wheel Drive	6	\$22,000	\$132,000	6		\$0		A
		1	\$24,000	\$24,000	1	\$24,010	\$24,010	<b>3/8/2013</b>	
		1	\$31,000	\$31,000	1	\$28,777	\$28,777	<b>3/11/2013</b>	
1-1/2 T 4X4 Cab & Chassis	Accessories Package #1****	1	\$12,500	\$12,500	1	\$14,293	\$14,293	<b>3/11/2013</b>	
		1	\$0	\$7,935					
Miscellaneous Fleet Repair Equipment		Total: \$2,602,985			Total: \$2,034,348				

**Budget**

Original Appropriation	\$2,937,985
Lapse (Chapter 223:19,II Laws of 2011)	-\$335,000
Balance (approved acquisition plan 2013)	\$2,602,985
Total	\$2,034,348
Available Balance as of 3/31/2013	\$568,637

\* **Bold indicates current Month's Reporting**

A = Currently being re-bid

B = Software Units increased to cover additional location, price increased because of 10 year upgrades included in purchase price

C = Bids received, however purchase orders not yet processed in March

D = NHDOT Turnpikes Bureau purchased this software

\*\* 4/6 C.Y is industry standard dump body size for 6 wheel truck

\*\*\* 10/12 C.Y is industry standard size for 10 wheel truck

\*\*\*\* Accessorie Package #1 = Plow and dump body