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THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER

Bureau of Mechanical Services
June 5, 2015

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

INFORMATIONAL ITEM

The Department of Transportation requests to place item on the Consent Calendar.

In accordance with Chapter 143, Laws of 2013, 04-96-96-960515-30050000-030 footnote, attached is the Department's Monthly Equipment Acquisition Plan status report for the period ending May 31, 2015, which is submitted for review by the Governor and the Council.

EXPLANATION

Chapter 143, Laws of 2013, 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,

William Cass, P.E.
Assistant Commissioner

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

**Equipment Acquisition Plan Status Report
Fiscal Year 2015**

May 2015

Prepared by:
William J. Dusavitch
Administrator

Submitted by:
William Cass, P.E.
Acting Commissioner

Department of Transportation - Bureau of Mechanical Services

Equipment Acquisition Plan Status Report

Fleet Purchasing Process

Chapter 143 Laws of 2013, 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 **May 2015**, 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.

**Bureau of Mechanical Services
Fiscal Year 2015 Equipment Acquisition Status Report
May 2015**

revised 6/5/2015

ITEM	Planned Quantity	Planned Unit Cost	Planned Total	Purchased Quantity	Amended Quantity (1-93)	Bid Price Including Options	Total Cost	Date Purchased	Notes
3-5 Ton Cab & Chassis									
(airbag deduct)	15	\$94,000	\$1,410,000	15	6	\$90,220	\$1,894,620	9/9/2014 & 1/16/2015	
4/6 C.Y. Dump Bodies**	15	-\$500	\$165,000	15	6	-\$500	-\$3,000		
Hydraulic Systems - Single Wing *	0	\$11,000	\$0	15	6	\$10,949	\$229,929	9/30/2014 & 12/14/2014	
Hydraulic Systems - Double Wing *	15	\$15,000	\$322,500	15	6	\$15,649	\$234,735	1/1/4/2014	
6 C.Y. Load Covers	15	\$21,500	\$322,500	15	6	\$22,599	\$135,594	12/24/2014	
5 C.Y. Hydraulic Spreaders	0	\$1,000	\$15,000	15	6	\$750	\$15,750	9/30/2014 & 12/8/2014	
Diagnostic Equipment/Software Wet Systems	1	\$10,500	\$0	0	6	\$12,226	\$73,356	3/2/2015	
		\$46,000	\$46,000		6				
		\$5,500				\$6,749	\$40,492	5/19/2015	
Tandem Cab & Chassis									
10/12 C.Y. Dump Bodies***	2	\$118,000	\$236,000	2	1	\$125,600	\$376,800	9/9/2014 & 1/16/2015	
Hydraulic Systems - Single Wing *	2	\$13,500	\$27,000	2	1	\$14,519	\$43,557	9/30/2014 & 12/14/2014	
Hydraulic Systems - Double Wing *	0	\$15,000	\$0	1	1	\$15,649	\$15,649	1/1/4/2014	
12 C.Y. Load Covers	2	\$21,500	\$43,000	1	1	\$22,559	\$45,118	12/24/2014	
11 C.Y. Hydraulic Spreaders	2	\$1,000	\$2,000	2	1	\$990	\$2,970	9/30/2014 & 12/8/2014	
Diagnostic Equipment/Software Wet Systems	0	\$13,500	\$0	0	1	\$16,506	\$16,506	3/2/2015	
	1	\$27,000	\$27,000		1	\$6,749	\$6,749	5/19/2015	
		\$5,500							
1-12 Ton Dump Truck w/ Plow-diesel									
gas		\$57,000				\$53,952			
2 C.Y. Spreader	2	\$44,677	\$88,354		2	\$44,677	\$89,354	2/17/2015	
		\$8,000			2	\$4,590	\$9,180	4/15/2015	
3/4 Ton Extended Cab Pickup									
W/ Service Body	23	\$22,000	\$506,000	27	1	\$24,716	\$667,332	2/18/2015	
W/ Diesel Engine				1	1	\$10,373	\$10,373	3/12/2015	
				1	1	\$31,619	\$31,619	2/18/2015	
Miscellaneous Fleet Repair Equipment									
Mid-Rise Hydraulic Lift (scissor-Lift)	1	\$500	\$500		1	\$2,499	\$2,499	5/20/2015	C
King Pin Removal Press					1	\$1,671			
Total:			\$2,800,000				\$3,939,182		

Budget
 Class 30 Appropriation \$2,800,000
 Class 030 Transfer \$1,142,000
 Total expenditures to Date \$3,939,182
 Available Balance \$2,818

A = Requisitions have been processed
 B = Bids have been received
 C = No bids required, straight purchase

Bold indicates current Month's Reporting
 * Wing configuration TBD just prior to purchasing
 ** 4/6 CY is industry standard dump body size for 6 wheel truck
 *** 10/12 CY is industry standard size for 10 wheel truck