

THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION

3



William Cass, P.E. Assistant Commissioner

Funds are available as follows:

020-500200 Current Supplies

His Excellency, Governor Christopher T. Sununu and the Honorable Council State House Concord, NH 03301 Bureau of Finance and Contracts November 18, 2022

REQUESTED ACTION

Authorize the Department of Transportation to enter into a **retroactive** authorization for an amount of \$19,431.14 to include \$14,994.00 to a single vender, Lemay & Son's Beef, LLC (Vendor #156032) in Goffstown, NH, for expenses related to NHDOT Safety/Training days in the fall of 2022, effective upon Governor and Council approval. 100% Highway Funds.

FY 2023

\$2,747.81

04-96-96-960515-3007
Highway Maintenance
020-500200 Current Supplies \$11,258.80

04-96-96-960515-3005
Mechanical Services
020-500200 Current Supplies \$2,742.22

04-96-96-960515-3008
Bridge Maintenance
020-500200 Current Supplies \$2,682.31

04-96-96-961017-7022
Turnpikes Administration

EXPLANATION

Retroactive payment is requested due to services already provided. The Department of Transportation's Division of Operations supports and encourages the Bureaus and Highway Maintenance Districts to hold semi-annual safety/training days with their staff. This provides an opportunity to gather the staff to disseminate information, provides field personnel access to state services and a platform to present initiatives that Districts or Bureaus are focusing on. It also provides a forum for the Commissioners and Directors to address the field staff and respond to questions.

Due to Covid restrictions on gatherings, the Department had eliminated gatherings for the past several years. Upon approval this year, staff were anxious & appreciative to be able to resume Safety Day events

prior to winter operations. Travel to event locations at each of the 6 districts across the state can be significant for staff. In addition, disbursing 100+ employees locally for lunch significantly reduces available training time at these events. Therefore, in order to maximize the effectiveness of the day's events, the Department has historically funded a light breakfast and lunch for attendees.

Totals spent for food and services exceeded the \$2,500 threshold due to inflation of these items despite increasing vacancy rates in these positions. In addition, several districts and bureaus utilized the same vendor for their events resulting in total costs to the vendor exceeding the \$10,000 threshold. Other contributing factors to the overages include the following:

- Late approval to hold the events required staff to move quickly in early summer for early fall events prior to winter maintenance needs,
- Resulting high turnover in the positions that coordinate the events and resulting lack of training on purchasing rules.
- The decision to utilize a catering service to enable all staff participation in the training vs some involved in the food preparation and distribution,

To address these concerns and to avoid similar issues in the future, the Division of Operations will provide training on the Manual of Procedures (MOP) for the positions involved with event planning, as well refresher training for supervisory and administrative staff. Specifically, sections that are relevant to contract use by Bureaus and Districts, to include spending limits without G&C approval.

Additionally, methods to track state contract usage will be investigated so contract use by multiple bureaus can be tracked. The intent will be to identify and flag contracts to supervisory staff before a commitment is made and a contract is executed.

The Department therefore requests approval to pay these invoices.

Your approval of this resolution is respectfully requested.

Sincerely,

William Cass, P.E.

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Assistant Commissioner

Attachments

District/

Bureau	Vendor	Am	ount	Notes																	
1	n/a	S	-	no safety day this year per Jen F	District/		Brightside	Dunkin	Leavitt's Country	Lemay &	Market		Nancy	n				Diane		Coca-Cola	
2	unknown/no response	\$			Bureau	Wholesale	LLC	Donuts	Bakery	Son's Beef	Basket	n/a	Spauk	ding re	esponse	WB	Mason	Funk/Dunk	Foods	Beverages	Grand Tota
3	Lemay & Son's Beef	\$	2,499.00		1							\$ -									\$ -
3	Leavitt's Country Bakery	\$	160.00		2									\$							\$ -
3	Nancy Spaulding	\$	30.31		3					\$ 2,499.00			\$ 3	0.31		\$	22.20				\$ 2,711.5
3	WB Mason	\$	22.20		4			\$ 299.11		\$ 2,499.00											\$ 3,084.4
4	Market Basket	\$	286.36		5	\$ 215.7	8			\$ 2,499.00											\$ 2,714.7
4	Dunkin Donuts	\$	299.11		6					\$ 2,499.00									\$ 187.66	\$ \$ 61.30	\$ 2,748.0
4	Lemay & Son's Beef	\$	2,499.00		26		\$ 2,115.00				\$ 410.00)						\$ 157.3	l.		\$ 2,682.3
5	BJ's Wholesale	\$	215.78		30									- 4							5 -
5	Lemay & Son's Beef	\$	2,499.00		38					\$ 2,499.00	\$ 243.22	1									\$ 2,742.2
6	Lemay & Son's Beef	\$	2,499.00		42							\$ -									\$ -
6	Favorite Foods	\$	187.66		70					\$ 2,499.00	\$ 248.81										\$ 2,747.8
6	Coca-Cola Beverages	\$	61.38		Grand To	\$ 215.7	8 \$ 2,115.00	\$ 299.11	\$ 160.00	\$ 14,994.00	\$ 1,188.39	\$ -	\$ 3	0.31	- *	\$	22.20	\$ 157.3	\$ 187.60	5 \$ 61.34	\$ 19,431.1
25	Brightside LLC	\$	2,115.00																		
26	Market Basket	\$	410.00																		
26	Diane Funk/Dunks	5	157.31	she used personal cc as she didn't have	the state or	e with her.															
30	unknown/no response	\$																			
38	Market Basket	\$	243.22																		
38	Lemay & Son's Beef	\$	2,499.00																		
42	n/a	\$	-	no safety day this year per Kris M																	
70	Market Basket	\$	248.81																		
70	Lemay & Son's Beef	5	2,499.00																		