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Washington State Department of Transportation

Memorandum

September 10, 2002 Instructional Memo: 02-12

TO: Curt Gegoux - Equipment Superintendent NWR
Brad Littlefield - Equipment Superintendent NCR
Jim Green - Equipment Superintendent OR
Jerry Stark - Equipment Superintendent SWR
Bruce Haley - Equipment Superintendent SCR
Craig Clouse - Equipment Superintendent ER
Bill Marr – Administrative Officer Materials Laboratory
John Tull – Manager Photogrammetry
Deb Regester – Manager Printing Services

FROM: Brian Ziegler
Director, Maintenance & Operations Programs

SUBJECT: Requesting Equipment That Is On State Contract

I. Purpose:

To establish a program wide uniform process for purchasing equipment that is on state contract.

II. Discussion:

It is important that OTEF has a capital purchasing process that allows for ease of program operations, without negatively impacting the program's ability to monitor, track, and report the status of capital purchasing cycles. With that in mind, it is imperative that the following procedures be implemented, and adhered to by program staff and management.

III. Procedures:

A. Unit Replacement List

1. The agency Equipment Manager will initiate capital purchases in a manner that allows ample time to complete the purchasing cycle within the fiscal year for which the units are funded.

2. At the appropriate time, and within the program's approved Business Plan, the Equipment Administration Office will develop a list of eligible equipment for replacement. Only active inventory units meeting established age and use criteria may be selected for replacement.

3. The list will be forwarded to each region, and separate headquarters customer programs, for concurrence that selected units meet replacement criteria.

4. During this review, the Equipment Superintendent or separate headquarters customer program managers may determine to substitute a selected unit, if the substitute item is eligible for replacement.

5. After receiving feedback on the selection list, the Equipment Manager will issue finalized Equipment Replacement Authorizations to Equipment Superintendents and headquarters customer program managers.

B. Customer Coordination:

1. Equipment Superintendents are responsible for communicating with regional customer organizations to determine if:

   a. The customer desires to turn in the selected old unit, without replacement or substitution.

   b. In-kind replacement is desired. An in-kind replacement is defined as the new unit and the old unit being in the same equipment subclass; and the new unit's total cost being within the amount authorized.

   c. Substitute purchasing is desired. If so, the cost of the new, different unit cannot exceed the amount set aside for the replacement of the existing, old unit -- unless the requesting customer organization agrees to fund the additional cost.

2. The Equipment Administration Office will coordinate directly with the Materials Lab, Geo Services, Reproduction, and Aviation on purchases of items in their unique equipment subclasses.

3. Equipment replacement authorizations are to cover the entire in-service cost of all new replacement units- including the unit's purchase, all supplies and materials required for outfitting, freight or transportation charges, and taxes or fees.

   a. Customer requested options or upgrades exceeding the amount authorized for the old unit will be funded by the requesting organization; and valid charge codes must be obtained from the customer prior to submitting a request.

   b. Optional or upgrade items or components that are purchased separately from the base unit purchase will be paid for directly by the requesting organization.

4. Equipment Superintendents must obtain approval from appropriate regional management prior to submitting requests; especially, if optional items or upgrades have been requested.

C. Submitting Field Orders:

1. Field Orders will be used to requisition all items on state contract, including light vehicles, for which an expenditure authorization has been issued.

2. New or used vehicles or equipment not on state contract will be ordered by submitting an A-15 purchase request to the Equipment Manager.

3. Regional OTEF staff, and program administrative staff in the case of the Materials Lab, Geo Services, Reproduction, and Aviation will create Field Orders.

4. Each field order submitted must be signed by a manager having the appropriate signature authority level:

   a. Fully OTEF funded Field Orders may be signed by an Equipment Superintendent.

   b. Field Orders that obligate customer program operating dollars to assist in paying for a base unit, or to upgrade a base unit, must be co-signed by the regional level customer program manager whose funds are being obligated.

   c. Field Orders that obligate customer program operating dollars to purchase an entire unit for donation to OTEF must (1) reflect the words "To be donated to OTEF upon receipt;" and (2) be signed by the region level program manager whose funds are being obligated.

2. After proper approval is obtained, the Equipment Superintendent's designee, and headquarters customer program offices may mail a copy of field orders to the appropriate equipment supplier. Simultaneously, the original copy of each field order will be mailed to the Equipment Administration Office, through campus mail -- do not send FAX copies.

3. In the case of light vehicle requisitions, Field Orders will not be mailed to suppliers; rather the Equipment Superintendents' representative, designated in Appendix 1, will submit a GA on-line electronic order form for each vehicle:

   a. The new unit's field order number will be entered in the comments section of each GA on-line order form.

   b. GA will issue the vehicle purchase order, and electronically transmit copies to the headquarters Equipment Administration Office, and to the originating office.

4. Headquarters will create new equipment records; and distribute license plates and fuel cards to the regions based on the information provided on the appropriate field order.

IV. Conclusion:

This process will be evaluated periodically to ensure that program level tracking and reporting capabilities are not negatively impacted.

Appendix 1

Persons authorized to submit on-line electronic light vehicle request forms to General Administration:

Region	Person
Northwest	Kelly Heathman
North Central	Don Hirzel
Olympic	Jay Wells
Southwest	Rich Sliva
South Central	Lindy Giles
Eastern	Gerald Beyersdorf
Headquarters	Joe Stinton