

MAINTENANCE EQUIPMENT PREAPPROVAL PROCESS PROCEDURE

1	Finalization of equipment purchase list for the new biennium.	Maintenance Procedure
2	Review planned equipment purchase items to determine if they are on the Preapproved Maintenance Equipment List.	Maintenance
3	Newspaper Advertisement posted biennially in top ten statewide newspapers.	Maintenance
4	Determine which SPO bidders list(s) apply to the intended biennial equipment purchases.	Maintenance & NDDOT Procurement
5	Post a Notice regarding preapproval requirements on SPO website to vendors on appropriate bidders lists.	NDDOT Procurement
6	When vendor(s) contacts NDDOT, follow Maintenance Equipment Preapproval Process as set forth in the Maintenance Equipment Preapproval Vendor Agreement SFN 59659 .	Maintenance
7	Use the Maintenance Equipment Preapproval Evaluation Form, SFN 59435 , when evaluating potential equipment list additions.	Maintenance, District(S) Conducting Test & NDDOT Procurement
8	If the equipment passes the Maintenance Equipment Preapproval Evaluation process – Add approved equipment to Preapproved Maintenance Equipment List and update appropriate equipment specification (purchase and rental).	Maintenance
9	If the equipment fails the Maintenance Equipment Preapproval Evaluation process – Notify the vendor and identify reasons for failure.	Maintenance
10	Annual review of specifications and Preapproved Maintenance Equipment List.	Maintenance & Specification Committee
11	Hold meetings with vendors as necessary to review specifications as required.	Maintenance & Vendors
12	Determine whether a re-qualification of equipment will be required to remain on the Preapproved Maintenance Equipment List if specifications change.	Maintenance