

## SALES TO OTHER STATE AGENCIES

- \*\*\* 1. **Purpose:** To provide policy for permitting supplies and materials, available in the department inventory, to be released to other State Agencies, Counties, Cities, Townships and Villages in Nebraska (see State Statute 39-1356.) The office of primary responsibility for this DOT-OI is the Operations Division. This DOT-OI 80-05 supersedes DOT-OI 80-05 dated December 6, 2017.
- \*\*\* 2. This policy does not apply to materials and products, which have been salvaged and recovered from the construction, reconstruction, or repair of highways. In these instances, see DOT-OI 80-15 entitled USE, SALE AND TRANSFER OF SALVAGED MATERIALS OR PRODUCTS.
- \*\*\* 3. This policy does not apply to materials and products, which have been purchased by the Department that are either in or not in the Supply Inventory System. For those instances, see DOT-OI 80-05 entitled SALES TO OTHER ENTITIES or DOT-OI 80-15, entitled SALE AND TRANSFER OF SURPLUS MATERIALS OR PRODUCTS, respectively.
- \*\*\* 4. Requests from other entities will be processed if stock quantities permit.
- \*\*\* 5. Operations Procurement Unit will prepare an electronic Stock Requisition from the Supply Inventory System, identifying the items and quantities released in accordance with existing procedures. The "Ship To" address will, in all cases, indicate the billing address of the requesting agency. The name of two requesting individuals will be in the "Requested By" areas on the Stock Requisition. The cost accounting data will, in all cases, consist of the coding "X-900" (State Patrol) or "X-502" (all other entities) in the AFE column and coding "4710" in the activity column. In addition, the existing "average unit price" and "amount" will be indicated for each line item in the appropriate column. The Stock Requisition will be processed through both the Stock Control Unit and the Warehouse to release the requested items.
- \*\*\* 6. Operations Procurement Unit will distribute a copy of the Stock Requisition, reflecting the amount billed to the requesting entity with the supplies and materials.
- The Supply Inventory System generates the necessary paperwork for the Controller Division in accordance with normal batch procedures.
  - The goldenrod copy will be released to the requesting State Agency, City, Township or Village with the supplies and materials.
  - The Supply Inventory System generated copy will be used by the Controller Division as a basis for reimbursement from the requesting State Agency, City, Township or Village. The DAS Form 02-12, "Intrastate Transactions Document," which serves as the billing instrument, will reflect AFE "X-502" or "X-900".

Nebraska Department of Transportation  
Operating Instruction 80-05  
August 5, 2019

- \*\*\* 7. The Supply Inventory System generates the necessary paperwork for the Controller Division in accordance with normal batch procedures.

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Deputy Director – Operations

## SURPLUS PROPERTY

- \*\*\* 1. **Purpose:** To provide policy for surplusing serviceable and unserviceable equipment and materials. The policy for fleet inventory (automotive and heavy road equipment) is covered in the Equipment Management Manual. The office of primary responsibility for this DOT-OI is the Operations Division. This DOT-OI 80-06 supersedes DOT-OI 80-06 dated December 6, 2017.
- \*\*\* 2. This policy does not apply to materials and products, which have been salvaged and recovered from the construction, reconstruction, or repair of highways. In these instances, see DOT-OI 80-15, entitled USE, SALE AND TRANSFER OF SALVAGED MATERIALS OR PRODUCTS.
- \*\*\* 3. This policy does not apply to materials and products, which have been purchased by the Department that are either in or not in the Supply Inventory System. For those instances, see DOT-OI 80-05, entitled SALES TO OTHER ENTITIES or DOT-OI 80-15, entitled USE, SALE AND TRANSFER OF SALVAGED MATERIALS OR PRODUCTS, respectively.
- \*\*\* 4. Surplus items, including fleet inventory (automotive and heavy road equipment), will be reported to the Operations Division Fleet Management. Fleet Management will maintain an updated spreadsheet for the Districts/Divisions to review. If a District/Division finds equipment that will serve a purpose, they will notify the Fleet Manager. The Fleet Manager will set a price with the selling District. If there is no need, Fleet Management will dispose of equipment through AS Materiel Division Surplus Property.
- \*\*\* 5. **The Divisions/Districts will:**
- A. Bring all equipment to be surplused to Operations Division (Lincoln, NE) for proper processing.
- \*\*\* B. Scrap, such as paint barrels, etc., will be processed as outlined in DOT-OI 80-08, "Scrap."
- \*\*\* C. Indicate on the turn-in document, any pertinent data about the condition that may be helpful in the event the item is purchased by another District/Division or transferred to another agency or sold at auction. Required documentation that will accompany surplus items to Operations are:
- \*\*\* (1) NDOT Form 51, "Transfer of New/Used Equipment Between and Within Districts"
- \*\*\* (2) NDOT Form 28, "Miscellaneous Surplus Materials/Property Disposal Request"
- \*\*\* (3) NDOT Form 332, "Furniture and Equipment Issue/Transfer Document"

- \*\*\* (4) NDOT Form 254, (Brown Envelope), "Surplus Equipment Checklist"
- \*\*\* (5) NDOT Form 254 a, "Surplus Property Prep Checklist"
- \*\*\* 6. Fleet Management will receive surplus items for disposal and if the Department has no further need for the items, Fleet Management will prepare a Form SP 1, "Surplus Property Notification" and deliver it to AS Material Division Surplus Property for disposal action. Necessary records will be maintained to provide adequate audit trails.
- \*\*\* 7. Each District/Division will report to Fleet Management on NDOT Form 51, "Transfer of New/Used Equipment Between and Within Districts," equipment that has been damaged beyond repair or is being considered for destruction locally. Upon receipt of NDOT Form 51, Fleet Management will, if necessary, request a Certificate of Destruction Form from AS Materiel Division Surplus Property. Equipment cannot be destroyed until Fleet Management receives the Certificate of Destruction. If approved for destruction, this form will be sent to the District/Division for the signature of the District Engineer/Division Head and a witness when the equipment is destroyed. The signed and dated form shall be returned to Fleet Management along with documentation of destruction (i.e., pictures) for further processing to remove this unit from inventory.

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## CAPITAL FACILITIES PROJECTS

- \*\*\* 1. **Purpose:** To provide policy for Capital Facilities (CAP-FAC) maintenance, repair, or construction projects as related to NDOT facilities, including, but not limited to, buildings, yards, rest areas, and weigh stations. CAP-FAC projects do not include the construction, reconstruction, improvement, maintenance, or repair of roads, bridges, or their appurtenances. The office of primary responsibility for this DOT-OI is the Operations Division. This DOT-OI supersedes DOT-OI 80-07 dated August 4, 2016.
2. CAP-FAC **construction** project contracts shall not exceed \$100,000 in cost and shall be let in accordance with the formal bidding procedures as determined by scope and need. \$15,000 and less shall be let in accordance with the Open Market Purchasing procedures in paragraph four. See Section 39-1355, Nebraska Statutes. Construction projects in excess of \$100,000 shall follow the requirements of the K-Program; refer to the Capital Facilities Procedures Manual.

Examples include:

- A. New buildings/structures.
- B. Building additions.
- C. Major remodels

3. Contracts for CAP-FAC **maintenance** projects shall be awarded to the lowest responsible bidder. Contracts estimated to cost \$100,000 or more shall be let in accordance with the formal or informal bidding procedures as determined by scope and need. Contracts estimated to cost \$15,000 to \$100,000 shall be let in accordance with the informal competitive bidding procedures in section four. Contracts estimated to cost \$15,000 and less shall be let in accordance with the Open Market Purchasing procedures in paragraph five. See Section 72-803, Nebraska Statutes.

Examples include:

- A. Minor remodels.
- B. Overhead door replacements.
- C. Re-roof projects.
- D. HVAC replacement/upgrade projects.

4. **Open Market Purchasing:** Contracts for CAP-FAC construction and/or maintenance projects estimated to cost \$15,000 and less may be let as informal bids.
  - A. AFE Numbers are required for all projects.
  - B. Advertisement is not required unless the District Engineer/Division Head determines that additional notice is appropriate.
  - C. Price quotations are strongly recommended and should be documented in a manner appropriate for the scope and nature of the work.
  - D. Award shall be made to the lowest responsible bidder.
  - E. Price quotations shall be secured and documented in a manner determined to be the most appropriate for the scope and nature of the work, goods and services involved.
  
5. **Informal Competitive Bidding:** Contracts for CAP-FAC maintenance projects estimated to cost more than \$15,000, but less than \$100,000, shall be let as follows:
  - A. AFE Numbers are required for all projects.
  - B. Advertisements shall not be required unless the District Engineer/Division Head determines that additional notice is appropriate.
  - C. Minimum of three (3) bids shall be sought for the work to be performed.
  - D. Bids will be accepted only on the bid proposal form issued by the department and said form will provide the following information:
    - \*\*\* (1) Bids must be submitted to the Operations Division Capital Facilities Manager, Nebraska Department of Transportation, P.O. Box 94759, Lincoln, Nebraska 68509-4759 and/or the responsible District, as appropriate.
    - (2) The department will fix not only the day upon which such bids will be returned, received, or opened, as provided by other statutes, but will also fix the time at which such bids will close. The department will also provide that such bids will be immediately and simultaneously opened in the presence of the bidders, or representatives of the bidders, when the time is reached for the bids to close. In cases where bids are being opened on more than one contract, the department may, if deemed advisable by the department, award each contract as the bids are opened. Reference: Section 73-101, Nebraska Statutes.
    - (3) The department reserves the right to reject any and all bids or waive technical errors when it is in the best interest of the department.

- (4) A bid-bond shall not be required unless determined necessary by the department.
  - (5) All projects estimated to cost in excess of \$15,000, performance bonds shall be provided equal to the contract amount. See Section 52-118 and 72-803, Nebraska Statutes.
  - (6) Insurance requirements will be stated on or within the bidding documents.
6. **Formal Competitive Bidding:** Contracts for CAP-FAC construction and facility maintenance projects estimated not to exceed \$100,000 in cost shall be let as follows.
- A. AFE Numbers are required for all projects.
  - B. Advertisements for bids must be published in a newspaper of general circulation in the state for a period of not less than 20 days by publication of notice thereof once a week for three consecutive weeks.
  - C. Bids will be accepted only on the bid proposal form issued by the department and said form will provide the following information.

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- (1) Bids must be submitted to the Operations Division Capital Facilities Manager, Nebraska Department of Transportation, P.O. Box 94759, Lincoln, Nebraska 68509-4759 and/or the responsible District, as appropriate.
- (2) The department will fix not only the day upon which such bids will be returned, received, or opened, as provided by other statutes, but will also fix the time at which such bids will close. The department will also provide that such bids will be immediately and simultaneously opened in the presence of the bidders, or representatives of the bidders, when the time is reached for the bids to close. In cases where bids are being opened on more than one contract, the department may, if deemed advisable by the department, award each contract as the bids are opened. Reference: Section 73-101, Nebraska Statutes.
- (3) The department reserves the right to reject any and all bids or waive technical errors when it is in the best interest of the department.
- (4) Bids must be sealed and accompanied by a certified check or bid-bond in a sum fixed by the department.
- (5) All projects estimated to cost in excess of \$15,000, performance and payment bond shall be provided equal to the contract amount. See Section 52-118 and 72-803, Nebraska Statutes.
- (6) Insurance requirements will be stated on, or within, the bidding documents.

- D. A bidder is permitted to withdraw his/her unopened bids prior to the time specified in the proposal for the close of bidding. The request for withdrawal shall be in writing and shall include the reason(s) for withdrawal.
- E. After the proposals are opened and read aloud, the results of the comparisons will be made public within 24 hours after the announced time for opening bids, excluding non-working days. Award will be made in accordance with State Statute 81-1108.55, "Competitive bids; award to lowest responsible bidder; elements considered; procurement reports." The contract will be awarded to the lowest responsible bidder and the contract documents will be sent to said bidder within 30 days of the award.

**7. Documentation:**

- A. The form "Capital Facilities Construction Proposal and Agreement," shall be the authorization document.
- B. Projects estimated to cost in excess of \$15,000 require assignment of an AFE from the Operations Division Capital Facilities Manager and/or responsible District.
- C. All original documentation will be retained by the Operations Division Capital Facilities Unit and/or responsible District.
- \*\*\* D. Project payments shall be made using a NDOT Form 225, "Order/Payment Form," and will be processed through the Operations Division to the Controller Division.

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Deputy Director – Operations

## SCRAP

- \*\*\* 1. **Purpose:** To provide policy for the collection, storage, and disposal of scrap. The office of primary responsibility for this DOT-OI is the Operations Division. This DOT-OI 80-08 supersedes DOT-OI 80-08 dated December 6, 2017.
- \*\*\* 2. This policy does not apply to materials and products, which have been salvaged and recovered from the construction, reconstruction, or repair of highways. In these instances, see DOT-OI 80-15, entitled USE, SALE AND TRANSFER OF SALVAGED MATERIALS OR PRODUCTS.
- \*\*\* 3. This policy does not apply to materials and products, which have been purchased by the Department that are either in or not in the Supply Inventory System. For those instances, see DOT-OI 80-05, entitled SALES TO OTHER ENTITIES or DOT-OI 80-15, entitled USE, SALE AND TRANSFER OF SALVAGED MATERIALS OR PRODUCTS, respectively.
- \*\*\* 4. Scrap will be offered for disposal as frequently as the quantity on hand dictates, or at least annually. The Operations Division Fleet Management Section is responsible for developing and administering the department's scrap collection and disposal programs and maintaining a central scrap collection point. Aluminum, iron, pallets, copper, brass, and bronze will be transported to the department's scrap collection points.
- \*\*\* 5. All aluminum signs shall be delivered to an Alters metal recycling site for disposal, for those areas that do not have an Alters site, obtain a letter and warrant from a local recycling company that states they will not resell them without rendering them non-functional or otherwise destroy them.
- \*\*\* 6. Central headquarters, divisions and selected yards within District 1 will deliver all scrap to the central scrap collection point at 5001 South 14th Street in Lincoln. Other State agencies may use this collection point. All warrants and scale tickets will be forwarded to the Operations Division Fleet Management Section, Surplus Property Coordinator.
- \*\*\* 7. **Districts 2 – 8 will:**
- A. Operate scrap collection points at appropriate locations in or near large communities.
  - B. Identify and segregate the respective saleable types of scrap within collection points.
  - C. Assure scrap collection points are appropriately secured and are neat appearing.
  - \*\*\* D. Permit potential buyers to inspect the scrap materials on which they were invited to bid. **Note:** Three potential bids required, if possible. Some District areas fall under the Scrap Metal Contract.

- E. Supervise the successful bidders loading operation to insure that:
  - (1) Scale tickets are obtained for the empty truck and each category of saleable scrap loaded. Scale tickets will be annotated to identify the truck and the type of saleable scrap involved.
  - (2) All saleable scrap included in the terms of the sale is removed from the collection point. It is imperative that buyers remove all of the scrap and not be permitted to pick out the good or best portions.

\*\*\* F. Forward all warrants and scale tickets to the Operations Division Fleet Management Section, Surplus Property Coordinator.

**8. The Operations Division Fleet Management Unit will:**

- A. Report all scrap offered for disposal to the AS Materiel Division in accordance with applicable procedures.
- B. A Scrap Metal Contract is in place for some locations. For questions, contact the Surplus Coordinator in the Operations Division.
- C. Forward scale tickets, indicating the types and quantities of scrap from department yards, to the AS Materiel Division.
- D. Follow-up to insure that the AS Materiel Division processes a "Report of Sale" for all warrants that were received for scrap metal and other recycled assets.
- E. Inform Controller Division that a "Report of Sale" is available in OnBase to identify dollar amounts due the department.

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## PROCUREMENT

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1. **Purpose:** To provide policy which standardizes and controls the procurement of stocked and nonstocked items, repairs, and services. The office of primary responsibility for this DOT-OI is the Operations Division. This DOT-OI supersedes DOT-OI 80-09 dated April 24, 2012.
  2. All purchases of the following items must be made through the Department's approved Resource Manager or other designated representative (unless otherwise authorized). Resource Managers are as follows:
    - A. Operations Division:
      - Supplies and Materials
      - Office Equipment/Furniture
      - Engineering Equipment
      - Motor Vehicles & Other Road Equipment
      - Telecommunications Equipment
      - Shop Equipment
      - Highway Maintenance Contracts
      - Building Construction and Repair
    - B. Business Technology Support Division:
      - Data Processing Equipment, Systems, Software, and Services
    - C. Materials and Research Division:
      - Testing Equipment
    - D. Project Development:
      - Contractual Services
  3. All requests for purchases will be made on a completed NDOT Form 225, "Purchase Order" which has been approved by an individual identified on the Division's/District's propriety of purchasing listing. Resource managers will coordinate all requests for purchases through the Operations Division with the exception of contractual services. Operations Division will review all requests and submit them to the State Purchasing Agent.

4. Local purchases of certain items are allowed on an "as required" basis. Purchases of this type will not exceed \$2,000. Procurement may not be split among two or more transactions or into individual transactions to avoid the \$2,000 limitation, procurement cards may be used for these type of purchases. Price comparisons are highly recommended on purchases greater than \$500 and should be noted on the purchase order. Certain items are restricted from the local purchase authorizations and CANNOT BE PURCHASED LOCALLY FOR ANY DOLLAR AMOUNT. Items restricted are:

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- A. **Contract Items** - Items for which contracts have been established by the State of Nebraska may not be purchased from other sources. (For information regarding contract availability, contact Operations Division.) The contract number must be recorded on the Department of Transportation's purchase order.
- B. **Items produced by Cornhusker State Industries** - Items that are manufactured or produced by Cornhusker State Industries that can be reasonably adapted to the actual needs must be purchased from Cornhusker State Industries through Operations Division. Includes items such as office furniture, lockers, soaps, detergents, etc.
- C. **Office Supply Items** - All office supply items must be purchased through the statewide contract. Procedures have been established by Operations Division.
- D. **Office Furniture** - All office furniture items must be purchased through the Operations Division.
- E. **Printing** - All printing by an outside vendor must go through the Division of Communications, who then determines where the job will be performed to best meet the needs.
- F. **Printing, Reproduction, and Mailing Equipment** - All equipment must be purchased through the Administrative Services-Materiel Division.
- G. **Motor Vehicles & Other Road Equipment** - All equipment must be purchased through Operations Division Fleet Manager.
- H. **Telecommunications Equipment** - All items must be purchased through Operations Division. Telecommunications equipment includes:
  - 1) telephone equipment, fax machines, services, and facilities
  - 2) data communications equipment, modems, services, and facilities
  - 3) radio equipment

- I. **Data Processing** – Business Technology Support Division is responsible for the acquisition, coordination and consolidation of all data processing equipment, software, and services. Districts and Divisions are authorized to purchase data processing equipment, software and services costing less than \$500, with the following restrictions or reporting requirements:

1) **Purchasing IT Hardware and Software - following are the instructions to be used for purchasing IT hardware and software.**

\*\*\* Items less than or equal to \$500 - Items in this category must be compatible with current NDOT products. Items may be purchased locally, see note on contracted items below, or the Business Technology Support Division may be requested to order them. All hardware items will be coded to account 4313 and all software items will be coded to account 4314.

\*\*\* Items less than or equal to \$1,500 and greater than \$500 - Items in this category must be compatible with current NDOT products and be purchased by the Business Technology Support Division. All hardware items will be coded to account 4313 and all software items will be coded to account 4314.

\*\*\* Items greater than \$1,500 - Items in this category must be compatible with current NDOT products and be purchased by the Business Technology Support Division. All hardware items will be coded to account 4856 and all software items will be coded to 4857.

Contracted Items – The State has established contracts for personal computers and selected software. Therefore, all purchases of these items must be made from the established contracts. Before purchasing any IT hardware or software locally, the Business Technology Support Division should be contacted to see if there is a State contract for that item and if there is a department suggested standard brand/model.

2) **Inventory - The following are the instructions to be used for inventorying IT hardware and software.**

The Business Technology Support Division will determine which hardware and software will be inventoried regardless of how they were obtained (purchased by the Business Technology Support Division, purchased locally, downloaded from the Internet, etc.) or how much they cost. Hence, all hardware and software purchased locally must be reported to the Business Technology Support Division. Likewise, any software products downloaded from the Internet must be reported to the Business Technology Support Division for inventory purposes.

- 5. Motor Vehicle Parts and Repair: For all motor vehicle repairs greater than \$3,000:
  - A. **Prior** to any purchasing, receive approval from the Operations Division Fleet Manager.
  - B. Forward all documents for payment to Operations Division Fleet Manager.
- 6. Building Maintenance/Repair: \$15,000 and Over.
  - A. \$0 - \$15,000: Open market Purchasing process; Three quotes strongly recommended and documented, no AFE number required.
  - B. \$15,000 - \$35,000: Open market Purchasing process; AFE number required.
  - C. \$35,000 - \$70,000: Informal Competitive bid process by operations and/or responsible District and an AFE number required.
  - D. \$70,000 and greater: Formal Competitive bid process by Operations and an AFE number required.
  - \*\*\* E. For further information, see DOT-OI Cap Fac 80-07.
- \*\*\* 7. Emergency Procurement required to safeguard the State Highway system, as indicated in Nebraska Statute Section 39-1343, will be documented on a NDOT Form 225 Purchase Order, with a statement, "Emergency Procurement as Authorized by Section 39-1343" and a brief description of the emergency situation.  
  
Authority to make these emergency purchases is limited as follows:

Up to \$100,000	=	District Engineers
More than \$100,000	=	Director
- \*\*\* 8. NDOT Form 168 "Accounting Coding Attachment" is being replaced by NDOT Form 225. It should be used for the purchase of and payment for the following items:
  - A. Utilities, including telephone billings
  - B. Janitorial services
  - C. Lodging
  - D. Office machine repair
  - E. Postage and advertising expenses
  - F. Freight charges not covered on purchase orders

## ENGINEERING EQUIPMENT AND SHOP REPAIRS

- \*\*\* 1. **Purpose:** To provide policy for the repair of engineering equipment and shop equipment. The office of primary responsibility for this DOT-OI is the Operations Division. This DOT-OI supersedes DOT-OI 80-12 dated August 4, 2016.
2. Engineering equipment and shop equipment will be repaired to assure a serviceable condition and acceptable appearance. Users are responsible for identifying and reporting deficiencies as outlined below.
3. The Operations Division will manage the engineering equipment and shop equipment repairs, budget funds, and furnish supplies/materials to support the in-house repair program. The exception is that all divisions and districts will be responsible for their own office machine repairs and should budget accordingly.
- \*\*\* 4. Divisions will report unserviceable engineering equipment and shop equipment on a NDOT Form 124, "Shop Work Order."
- Contact Operations Division to arrange pickup.
- \*\*\* 5. Districts will report unserviceable engineering equipment and shop equipment on a NDOT Form 124, "Shop Work Order."
- \*\*\* Districts will send items to be repaired to the Operations Division via department transportation. A NDOT Form 124 will accompany the item and include the inventory description, a brief description of the problem and the inventory tag number.

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## FURNITURE AND EQUIPMENT INVENTORY

\*\*\* 1. **Purpose:** To provide policy governing the accountability and inventory responsibilities for department furniture and shop equipment. The office of primary responsibility for this DOT-OI is the Operations Division. This DOT-OI supersedes DOT-OI 80-14 dated August 4, 2016.

2. A physical inventory of all department furniture and shop equipment on NIS will be conducted annually. Division/district heads will maintain accountability for furniture and equipment assigned to their areas.

3. **Property included: All items \$1,500.00 and above:**

Account Code	Description
4841	Inventoried Office Equipment
4861	Telecommunications Equipment
4881	Printing and photographic equipment
4882	Engineering equipment
4883	Lab Testing Equipment
4884	Technical Equipment
4886	Shop Equipment

4. **The Operations Division will:**

A. Maintain the master inventory list and audit trails for department-owned furniture and equipment on NIS and file this inventory report in accordance with Section 81-118.02, Nebraska Statutes.

B. Ensure that NIS **new** procurements are properly tagged (State of Nebraska identification number) upon receipt at the Operations Division or in the field.

C. Provide the necessary data and instructions to division/district heads so that they can conduct their annual physical inventory as required.

\*\*\* D. During the inventory year, provide signed receipts by use of the NDOT Form 332, "Furniture and Equipment Issue/Transfer Document," for all furniture and equipment turned into the Operations Division.

\*\*\* E. At the close of each division/district physical inventory, prepare a NDOT Form 159, "Accountable Equipment Inventory Missing (Lost or Stolen)/Damage Report," for those items not located during the physical inventory. Route this document to the Operations Division Manager via the division/district head for approval. Remove the missing item(s) from the inventory record when this approval has been received. A NIS SPN (Surplus Property Notification) will be forwarded to the AS Materiel Division (State Purchasing). **Note: This report must be filed within 10 days (if possible) of the reported loss.**

5. **Division/district heads will:**
  - A. Maintain accountability for all furniture and equipment that is assigned to their area of responsibility.
  - B. Ensure that the physical inventory is visually confirmed, accurately reported, and that all deviations and discrepancies are properly researched and documented before the inventory report is forwarded to the Operations Division.
  - C. Maintain inventory listings and updates in their files.
  - D. Update and maintain the on-line NIS inventory to accurately indicate the current location of inventory items.
  - E. Report all excess office furniture and equipment to the Operations Division.
6. **The Audit Section of the Controller Division will** provide periodic audit tests of the furniture and equipment inventories in the divisions/districts and report the findings to the Director.

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## USE, SALE AND TRANSFER OF SALVAGED MATERIALS OR PRODUCTS

- \*\*\* 1. **Purpose:** To provide policy for dispensing with excess materials or products, which have been salvaged and recovered from construction, reconstruction, or repair of highways. The office of primary responsibility for this DOT-OI is the Operations Division. This DOT-OI 80-15 supersedes DOT-OI 80-15 dated December 6, 2017.
2. This policy does not apply to salvaged materials or products that become the property of a contractor pursuant to a Department contract.
3. This policy applies only to materials or products that have been salvaged and recovered from the construction, reconstruction, or repair of a highway. All other excess materials or products shall be dispensed with in accordance with the applicable Operating Instructions shown below:
- \*\*\* A. DOT-OI 80-05 entitled SALES TO OTHER ENTITIES
- \*\*\* B. DOT-OI 80-06 entitled SURPLUS PROPERTY
- \*\*\* C. DOT-OI 80-08 entitled SCRAP
- \*\*\* D. DOT-OI 80-20 entitled SALE AND TRANSFER OF EXCESS MATERIALS OR PRODUCTS
4. **USE:**
- A. Department employees shall exercise good stewardship by reusing, recycling, or selling salvaged materials or products whenever practical, in accordance with Department policy, and by properly disposing of these materials when reuse, recycling or sale is not practical.
- B. Salvaged materials or products may have value. Employees shall not take, use, or otherwise convert any salvaged materials or products to a personal purpose or use.
- C. The Department may use or place salvaged materials or products anywhere on state property, anywhere within the highway right-of-way, and anywhere directly adjacent to the highway right-of-way as necessary to carry on its work and to otherwise preserve the assets of the State.
- D. Salvaged materials or products shall not be given away, traded, used, or applied for the benefit of another party without arranging for proper compensation.

**5. SALES TO OTHER POLITICAL OR GOVERNMENTAL ENTITIES:**

A. Salvaged materials or products may be sold to other political or governmental entities or to contractors who will use such materials solely for the purpose of building or maintaining public roads, streets, alleys, or structures. The procedures for such sale are as follows:

- (1) The District Engineer, or their designee, shall set the price for the salvaged materials or products and establish a timeframe for removal of the material.
- (2) Terms of the sale, including the total amount sold and the price, shall be emailed to the Controller Division using the following email address:  
[NDOT.ControllerMaterials@nebraska.gov](mailto:NDOT.ControllerMaterials@nebraska.gov)
- (3) The email shall contain the following information:
  - The name and address of the public entity.
  - The name of the contact person.
  - The email address of the contact person.
  - A phone number for the contact person.
  - The amount and type of material purchased.
  - The unit price and the total dollar amount of material purchased.

**6. SALES TO PRIVATE PARTIES:**

- A. Giving away salvaged materials or products to private parties is prohibited.
- B. Trading salvaged materials or products for services or other items is prohibited.
- C. Private parties may purchase salvaged materials or products through the Department of Administrative Services, Materiel Division – Surplus Property process. Districts shall use the following process for initiating the sale:
  - (1) The District Engineer, or their designee, will complete NDOT Form 28 and forward it to the Operations Division for processing. List the names and address of any known potential bidders on the form. List three potential bidders if possible.
  - (2) The Operations Division will complete all necessary paperwork, and forward the completed Form SP1, “Surplus Property Notification” to A.S. Surplus Property utilizing current surplus property procedures.
  - (3) A.S. Surplus Property will be responsible for sending out the invitations to bid, and for tracking the sale to completion. The sale concludes with the issuance of a pickup letter by A.S. Surplus Property.
  - (4) The buyer may remove the salvaged materials or products from Department premises after they present the pickup letter, issued by A.S. Surplus Property, to the District Engineer, or their designee.

**7. TRANSFER TO OTHER POLITICAL OR GOVERNMENTAL ENTITIES:**

- A. The District Engineer, or their designee, may transfer salvaged materials or products (provided they will be used for a public purpose) to other public entities in exchange for material or products needed by the Department. The terms for the transfer shall be mutually agreed upon by both parties.
- B. An email documenting the terms of the transfer shall be sent to the appropriate political or governmental entity and a copy shall be retained in the District file. The email shall contain the amount and type of material transferred to the other public entity and the amount and type of material received by the Department.

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Deputy Director – Operations

## SALE AND TRANSFER OF EXCESS MATERIALS OR PRODUCTS

- \*\*\* 1. **Purpose:** To provide policy for dispensing with materials or products that have been purchased by the Department and are not presently needed to carry on its work. The office of primary responsibility for this DOT-OI is the Operations Division. This DOT-OI 80-20 supersedes DOT-OI 80-20 dated December 6, 2017.
2. This policy does not apply to materials or products that become the property of a contractor pursuant to a Department contract.
3. This policy applies only to materials or products purchased by the Department that are **not** in the Supply Inventory System. Materials of this nature include, but are not limited to, gravel, crushed rock, road salt, culverts, worker protection barriers, etc. All other excess materials or products shall be dispensed with in accordance with the applicable Operating Instructions shown below:
- \*\*\* A. DOT-OI 80-05 entitled SALES TO OTHER ENTITIES
- \*\*\* B. DOT-OI 80-06 entitled SURPLUS PROPERTY
- \*\*\* C. DOT-OI 80-08 entitled SCRAP
- \*\*\* D. DOT-OI 80-15 entitled USE, SALE, AND TRANSFER OF SALVAGED MATERIALS OR PRODUCTS
4. **SALES TO OTHER POLITICAL OR GOVERNMENTAL ENTITIES:**
- A. Excess materials or products may be sold to other political or governmental entities or to contractors who will use such materials solely for the purpose of building or maintaining public roads, streets, alleys, or structures. The procedures for such sale are as follows:
- (1) The District Engineer, or their designee, shall establish the timeframe for removal of the material from State property and set the price for the excess materials or products by using the most current invoice available for the material. If a current invoice is not available, they shall consult with the Operations Division and use their best judgement to set a reasonable price.
- (2) Terms of the sale, including the total amount sold and the price, shall be emailed to the Controller Division using the following email address:  
[NDOT.ControllerMaterials@nebraska.gov](mailto:NDOT.ControllerMaterials@nebraska.gov)

(3) The email shall contain the following information:

- The name and address of the public entity.
- The name of the contact person.
- The email address of the contact person.
- A phone number for the contact person.
- The amount and type of material purchased.
- The unit price and the total dollar amount of material purchased.

**5. SALES TO PRIVATE PARTIES:**

\*\*\* A. Giving away excess materials or products to private parties is prohibited.

\*\*\* B. Trading excess materials or products for services or other items is prohibited.

\*\*\* C. Private parties may purchase excess materials or products through the Department of Administrative Services, Materiel Division – Surplus Property process. Districts shall use the following process for initiating the sale:

(1) The District Engineer, or their designee, will complete NDOT Form 28 and forward it to the Operations Division for processing. List the names and address of any known potential bidders on the form. List three potential bidders if possible.

(2) The Operations Division will complete all necessary paperwork, and forward the completed Form SP1, “Surplus Property Notification” to A.S. Surplus Property utilizing current surplus property procedures.

(3) A.S. Surplus Property will be responsible for sending out the invitations to bid, and for tracking the sale to completion. The sale concludes with the issuance of a pickup letter by A.S. Surplus Property.

\*\*\* (4) The buyer may remove the excess materials or products from Department premises after they present the pickup letter, issued by A.S. Surplus Property, to the District Engineer, or their designee.

**6. TRANSFER TO OTHER POLITICAL OR GOVERNMENTAL ENTITIES:**

A. Transferring excess materials or products that were purchased by the Department to other political or governmental entities in exchange or trade for services or other non-monetary items of value, is prohibited.

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