EQUIPMENT

OVERVIEW

The following chapter is an outline for requesting and purchasing equipment, inventory responsibilities and repair request procedures.

PURCHASING AUTHORITY

Purchasing of budget items for construction survey will need to be directed through the Construction Division. In the spring of each year, the Chief Construction Engineer will send out the budgetary requests for equipment over $5,000 for the fiscal year. This will be the Resident Engineer’s opportunity to request new equipment for the next fiscal year. Your request must be returned to the chief for review and approval.

Purchasing of non-budget items for construction also need to be requested through the Construction Division by phone or e-mail, or with a completed “Combination Request for Supplies, Equipment and Shipping Record” form (aka “Form 51”). This will ensure timely delivery of parts and services and less confusion for vendors.

The Construction Division requests that all repairs be coordinated through the Construction Division, and suggests that all Trimble equipment be sent to Carson City for distribution. (If you are close to Reno, deliver directly to Monsen Engineering and notify the Construction Division). All Leica equipment is serviced by Kuker Ranken, Inc. This will better facilitate repair of survey equipment and provide a single point of contact, so the Department can improve the tracking and documentation of repair for future equipment replacement and repairs. Please consider the use of the construction sample runner for shipping. This approach will save the state money and ensure safe arrival of equipment.

For further information, contact the following:

- **NDOT Division, Quality Assurance Section:** Equipment purchasing, repairs, parts and shipping  
  775-888-7460

- **Monsen Engineering:** Trimble repair and software  
  775-359-6671  
  [http://www.monsenengineering.com/reno-location.htm](http://www.monsenengineering.com/reno-location.htm)

- **Kuker Ranken, Inc.:** Leica sales and service  
  702-604-1872  
  [http://www.krinc.net/contact-us.html](http://www.krinc.net/contact-us.html)

INVENTORY RESPONSIBILITIES

All survey inventory items over $5,000 will receive a blue asset tag attached to that piece of equipment; this tag is issued by state purchasing and is recorded in the state inventory records. Please make sure the tag is installed on your equipment in a permanent place on a non-removable part.

Each construction crew has the responsibility of keeping their inventory intact. If a piece of equipment is to be traded, moved or decommissioned, proper paper work must be completed to remove that equipment from crew inventory before the beginning of a state inventory inspection. Once a calendar year, the Construction Division will perform a state-wide survey equipment inventory inspection with construction crews. The inventory review will ideally be scheduled during the slower part of the construction season and will be announced. Survey equipment will be inspected for asset tags, condition and age; this would be an ideal time to obtain the necessary service, parts or small equipment.