

MEMORANDUM

State of Alaska

AGENCY NAME

TO: Brad Bylsma
Fleet Manager

DATE:
FILE NO:

THRU:

TELEPHONE NO:

FROM:

SUBJECT: Request for Additional or
"X" Class Equipment

"X" REQUEST - QUESTIONS 1-7

1. VEHICLE/EQUIPMENT NO.

2. LOCATION TO BE ASSIGNED

3. CODING FOR CHARGES

4. IS THIS A TEMPORARY
ASSIGNMENT?

4.A (YES) DURATION OF
TEMPORARY ASSIGNMENT

5. ARE YOU KEEPING A REPLACED
ASSET?

5.A (YES) WHAT OPERATIONALLY
HAS CHANGED THAT REQUIRES
THIS UNIT TO REMAIN IN SERVICE?

6. (NO) WHAT OPERATIONAL
CONDITIONS EXIST THAT REQUIRE
THIS ASSET? WHAT WILL NOT GET
DONE IF NOT APPROVED?

7. HAVE YOU REVIEWED YOUR
CURRENT INVENTORY FOR A
POSSIBLE TURN-IN?

ADDITIONAL ASSET REQUEST – QUESTIONS 8-14

8. CAN THIS ITEM BE SHARED?

9. ARE THERE SIMILAR PIECES OF
EQUIPMENT THAT COULD BE
BORROWED OR RENTED FROM
SEF?

10. DOES SEF HAVE AVAILABLE
USED UNITS?

11. WHERE WILL THIS PIECE OF
EQUIPMENT BE USED?

12. IS THERE SEASONAL EQUIPMENT THAT COULD BE RETROFITTED TO PERFORM IN THIS CAPACITY?

13. WHAT OPERATIONALLY HAS CHANGED THAT REQUIRES THIS EQUIPMENT?

14. WHAT FUNDING IS BEING USED TO PURCHASE THIS EQUIPMENT

THE FOLLOWING ARE THE CONDITIONS FOR ASSIGNMENT OF "X" EQUIPMENT. :

It is understood the user agency is responsible for the following and accepts all conditions of use:

- 1. All costs incurred in bringing this vehicle into safe and reliable condition including meeting emission standards and performing any past or about due preventative maintenance will be billed to the user agency.**
- 2. All subsequent maintenance costs, including damage and accident repairs, will be billed to the using agency.**
- 3. Any costly repairs will result in the vehicle being taken out of service and sold, if deemed in the best interest of the State by the District Equipment Manager. If a unit is found to be mechanically unsafe it will immediately be removed from service. An effort will be made to locate another suitable vehicle for the using agency.**
- 4. "X" class units are to be considered a loan from SEF. "X" class units are not considered permanent nor are they replaceable.**
- 5. The vehicle will be returned in the same condition that it was received less normal wear and tear. The cost of repairing non-normal wear and tear will be billed to the using agency.**
- 6. Should the unit be damaged or totaled in an accident or avoidable incident, the user agrees to cover the cost of the salvage value.**
- 7. The user will be responsible for returning the unit to the SEF shop it was received from unless the District Equipment Manager has approved other arrangements.**
- 8. In the event of an emergency need to keep airports and highways open, all units considered snow removal equipment (i.e., dump trucks, loaders, graders, sanders, plows and snow blowers) will be returned upon the Equipment Manager's request.**

COMMISSIONER OR DESIGNEE'S APPROVAL

SIGNATURE

DATE