



Florida Department of Transportation

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SECRETARY

DME MEMORANDUM NUMBER 20-03

DATE: May 26, 2020

TO: DISTRICT MAINTENANCE ENGINEERS

FROM: Rudy Powell, Jr., P.E., Director, Office of Maintenance



COPIES: Michael J. Soto, Program Resources Manager, Office of Maintenance
Angel Birriel, Mobile Equipment Manager, Office of Maintenance

SUBJECT: Heavy Equipment Lease Procedures

The following are procedures to be followed when leasing heavy equipment for use by the Department. The intent is to establish a set of guidelines and maintain continuity on the process needed to lease heavy equipment. This memo will expire when the Mobile Equipment procedure 400-000-001 is modified and implemented.

Heavy Equipment Lease Procedures:

1. Determine the equipment needed – size, attachments, and length of time.
2. Verify if the equipment is available on the DOT Agency Term Contract - Heavy Equipment Lease - DOT-ITN-19-9025-GH.
3. If the equipment needed is on the contract, contact the awarded vendor for the equipment.
4. If the equipment is not on the contract. Then verify if the equipment is available on the DMS Alternate Contract Source - Industrial Equipment and Tool Rental - 518-410-19-ACS. If not available from the DMS ACS contract, then obtain at least two quotes from other vendors. Follow the normal procurement process.
5. After determining the vendor and equipment to be leased, request a certificate of insurance (COI) from Nicole Loman (nicole.loman@dms.myflorida.com). The vendor will charge for insurance if the COI is not provided. A description, value, and term of the lease will be required. There are no fees charged to the cost center if this process is used.

6. A link has been provided in the DOT agency term contract document (page 7) that takes you to the DMS Contractor's Equipment Insurance page. The Certificate Request Form is located near the bottom of the page under "Documents and Forms".
7. Fill out the form and follow the directions on the bottom as to who to submit the form.
8. If the lease dates change from the original request – end early or need to be extended - inform the CO-Firm Administrators (CO-FIRMAdministrators@dot.state.fl.us). If a lease is for a fiscal year (7/1to 6/30) the service must be received and TME budget expended by June 30th of that fiscal year.
9. Issue a requisition for the items using MyFloridaMarketPlace (MFMP). When a requisition for a heavy equipment lease is over \$35k (or becomes over due to a change order), the District must encumber funds in accordance with Procedure Topic No. 350-030-200, Contract Funds Management – Funds Approval prior to issuing a PO. For example, a vendor has several pieces of equipment that the District needs to lease over a year and the total for all leases exceeds \$35k, an encumbrance and PO are required, and a P-Card cannot be used.
10. The Department of Financial Services form DFS-A1-411 *Checklist for Requesting Department of Financial Services Approval to Lease Equipment* is not applicable to heavy equipment leases unless the commodity contract requires deferred payments and the payment of interest, as per s. 287.063(1)(a), FS.
11. When leasing over the road vehicles on the Heavy Equipment Lease contract or Industrial Equipment and Tool Rental make sure to request a SunPass transponder if the vehicle will be traveling on the TURNPIKE network. This applies to the over the road items and trailer mounted equipment. The over the road items will require a SunPass mini and the trailer mounted equipment will require the tag be notified to Reno Abbadini (Reno.Abbadini@dot.state.fl.us) at the SunPass Program Office. Once the items are returned the SunPass mini transponder will need to be removed and canceled. When a vehicle or transponder needs to be deactivated, simply notify Reno Abbadini at the SunPass Program Office the plate number and or transponder number via email.
12. The lease items will need to be added by the district to the fleet information management system (FIMS) with the acquisition code of leased. The items that can be operated over the road will be identified in FIMS by the tag number on the vehicle. The items that are not operated over the road can use the vendor identifier number in FIMS.
13. Reporting utilization will be done manually in the FIMS record since the only items to be reported monthly are miles / hours and fuel consumption. The repairs and preventive maintenance will not be reported since this will be done by the vendor providing the lease / rental item.

14. Once the item is ready to be returned to the vendor the district will need to notify DMS Fleet Management to remove the item from FIMS. The district will need to send an email to Martha Balboni (Martha.Balboni@dms.myflorida.com) and FleetHelpDesk@dms.myflorida.com requesting the item be removed from FIMS.

If further clarification or additional information is needed on any of these items, please contact Angel Birriel at 850-410-5517.

RP:ab