ARIZONA DEPARTMENT OF TRANSPORTATION
INTERMODAL TRANSPORTATION DIVISION
ENGINEERING CONSULTANTS SECTION
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Arizona Governor's Award for Quality
1995 Pioneer Award Recipient

JANE DEE HULL
Governor

MARY E. PETERS
Director

THOMAS G. SCHMITT
State Engineer

February 19, 1999

Engineering Consultants Section

INFORMATION BULLETIN 99-04

TO: Consultants

FROM: Engineering Consultants Section

SUBJECT: Purchase Of Property Or Equipment By Consultants

Recently there have been instances where the purchase of equipment under a consultant contract did not follow proper procedures. Contract Clause 4.37 states that "Except as otherwise provided in the contract, the lease, rental or purchase of property or equipment to perform the work herein described must have the prior written approval of the state". This means that the consultant can not make purchases without the written approval of the ADOT Project Manager or the ADOT authority responsible for the contract. The involvement of the Engineering Consultants Section (ECS) is also necessary to assure that proper funding, contract compliance and procurement procedures are followed. If there are any questions please call ECS at 602-255-7525.