

COUNTY ROAD MACHINERY AND EQUIPMENT REVOLVING FUND

RESOLUTION**For FY-2026**

BE IT THEREFORE RESOLVED:

On this 11th day of August, 2025 the Board of County Commissioners of Latimer County does hereby request to participate in the County Road Machinery and Equipment Revolving Fund as the county does not have sufficient funds to purchase the listed equipment for this fiscal year.

PRIORITY LIST

NOTE: Please list the requested equipment with District number. 3 requests per county allowed.

<u>DESCRIPTION OF EQUIPMENT</u>	<u>DISTRICT</u>
<u>Road Grader</u>	<u>1</u>
<u>Road Grader</u>	<u>2</u>
<u>Road Grader</u>	<u>3</u>

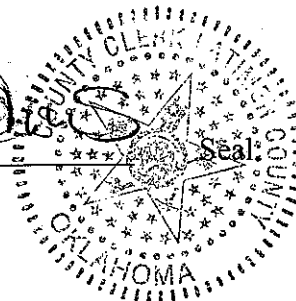
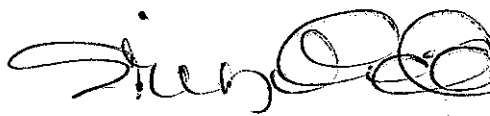
It is understood that the Revolving Fund is limited and the Department of Transportation will notify each participating county of the equipment it will be authorized to order for lease purchase through the Revolving Fund. It is also understood that the Policy and Procedures dated July 2025 have been provided to and read by each requesting County Commissioner.

Board of County Commissioners

District 1 Commissioner

District 2 Commissioner

District 3 Commissioner

ATTEST:
County Clerk:

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COUNTY ROAD MACHINERY AND EQUIPMENT REVOLVING FUND

July 2025

PURPOSE:

The Oklahoma Department of Transportation County Advisory board will establish rules and regulations for the proper and efficient administration of the "County Road Machinery and Equipment Revolving Fund" as provided for by 69 O.S. 1991, Section 636.1 through 636.7 as amended by Section 2, Chapter 6 O.S.L. 1992 (69 O.S. Supp. 1993, Section 636.3 through 636.7).

FINANCING:

1. A revolving fund was created and designated as the "County Road Machinery and Equipment Revolving Fund", consisting of all appropriations and deposits resulting from lease, lease purchase, sale or resale of equipment purchased out of monies in the Revolving Fund.
2. All purchases of equipment, for use by the counties as provided by this program, shall be charged to this fund.
3. Any cost to repair or recondition machinery and equipment performed by ODOT shall be charged to this fund.
4. Any costs or expense necessarily incurred by ODOT in the administration of the County Road Machinery and Equipment Revolving Fund may be charged to this fund.

PROGRAM ADMINISTRATION:

Delivery of equipment shall be made to the appropriate ODOT Field Division Headquarters. The ODOT Field Division Shop Supervisor shall notify the county when the machinery or equipment has arrived for the county's inspection, complete the appropriate paper work to enter the machinery and equipment into the ODOT inventory and mark the machinery and equipment with black letters not less than four (4") inches in height with the words, "STATE OF OKLAHOMA", followed by "LEASED TO (the appropriate county name and district no.)"; and, in not less than two (2") black letters the Oklahoma Department of Transportation identification number, "ODOT No. 99-XXXX".

Upon receipt of the proper paperwork supplied by the Field Division, the Local Government Division will prepare the lease agreement and 324A claim form, prior to the requesting county taking possession of the machinery or equipment.

Once the lease agreement has been signed by the County Commissioners, the county's District Attorney and attested by the County Clerk it shall be returned to ODOT along with the 324A Claim Form, and the County's PO if the allowance was exceeded

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leaving the County with a balance to pay. Once the Fund Administrator receives all necessary paperwork, the county may take possession of the machinery or equipment.

Once possession is taken, the leasing county assumes all risk and liability for and shall hold ODOT and its agents harmless from all damages to property or injury to persons arising out of the use, possession or transportation of said road machinery or equipment.

Invoices for billing will be furnished to the county for each separate piece of machinery and equipment each month.

At the end of each fiscal year, ODOT will issue to each county a lease renewal form listing each piece of machinery or equipment that the county has a remaining balance.

The county has the option of

- Renewing the Lease on the machinery or equipment for the ensuing fiscal year
- Purchasing the machinery or equipment for the remaining balance of the lease
- Returning the machinery or equipment to ODOT in good condition except for normal wear and tear.

Machinery or equipment returned to ODOT shall be offered to other counties for lease purchase or in the case that no other county wishes to lease the machinery or equipment, it will be offered for sale to state agencies and then the general public through auction.

POLICY AND PROCEDURES

POLICY:

A county shall be eligible to enter into a lease or lease purchase contract with ODOT for road machinery and equipment if it does not have sufficient funds available for the purchase of such equipment. Funds available for each fiscal year's purchase shall be apportioned among those counties giving written notice of their intention to participate in the program. Funds will be apportioned to each county in a manner approved by the ODOT/County Advisory Board in an order as designated by the County Funding Classification Designation order until all funds have been depleted. Any funds not used during the current fiscal year will be re-apportioned to a following fiscal year on the same basis.

When a county is notified, by ODOT, that funds have been approved for the purchase of machinery or equipment, the county can:

1. Solicit their own bids pursuant to the provisions of H.B. 1258 and the bid procedures provided for in Section 1500 et seq. of Title 19 of the Oklahoma Statutes.

2. Choose to Purchase through Statewide Contract, Sourcewell, or Like Contracting Sources if available.
3. Purchases cannot be made through Auction.

Beginning, January 2, 1997 a three percent (3%) flat fee will be assessed on all machinery and equipment purchased through the Revolving Fund.

Beginning, January 2, 1997 the amortization schedule for machinery and equipment will be as follows:

Cost per Unit	Depreciation
\$0 - \$49,999	48 months
\$50,000 - \$74,999	60 months
\$75,000 - \$149,999	84 months
\$150,000 – CAP	96 months

Any county leasing road machinery and equipment from ODOT shall care for the machinery and equipment in a careful and prudent manner and shall pay all operating and maintenance expenses while in that county's possession.

All risk physical damage insurance shall be carried on all equipment and road machinery purchased through the County Road Machinery and Equipment Revolving Fund. ODOT is authorized to arrange such coverage and include the cost of premium in the lease-purchase contract. The county is authorized to request such coverage through ODOT or provide said coverage through a county insurance plan. Proof of insurance shall be sent to ODOT annually. If a county is self-insured, documentation of self-insurance shall be sent to ODOT annually.

PROCEDURES:

1. Requests for equipment and machinery will be received and accepted by the Oklahoma Department of Transportation (ODOT) appointed Fund Administrator (FA) from August 1st through October 1st of each year. Unless otherwise authorized, requests received after October 1st will be returned to the requesting county with no action taken.
 - a. All requests must be on the standard request Resolution Form No. CERF- 100.
 - b. No more than one request for three (3) pieces of equipment per county per year will be accepted. However, in the event that all requests have been filled and funds still remain, new requests will be taken for that year.

- c. An exception to Item 1.b. can be brought before the County Advisory Board. The CAB has the authority to amend the limit of three (3) pieces of equipment per county and will do so on a case-by-case basis. Specific allowances would still be in place and cannot exceed the original allowance as approved by the CAB at their regularly scheduled fall meeting.
2. ODOT will arrange requests in a manner approved by the ODOT/County Advisory Board utilizing the county funding classification designation order.
3. Top three (3) priorities for each county will be considered for funding.
4. All requesting counties shall be notified if they are to receive funding or will not receive funding.
5. Counties that will not receive funding may apply again the following year. No requests will be held over from year to year.
6. Counties that will receive funding will be authorized to purchase the requested equipment. The amount that will be paid will not exceed the authorized allowance for each piece of equipment authorized.
7. Counties that are authorized to receive funding shall request bids in accordance with Section 1500 et seq. of Title 19 of the Oklahoma Statutes or may purchase from a statewide contract, Sourcewell, or Like Contracting Sources if available.
8. Counties that are to receive funds shall have sixty (60) days from the date of their authorization letter to receive and approve bids and notify ODOT by way of a signed Purchase Contract, an OSA&I Form-100. If bids are not taken and approved and a Purchase Contract submitted to ODOT within the sixty (60) days, the county will forfeit their use of the funds for that year.
9. Counties authorized to receive funds after the initial 60 days, will have 45 days from the date of their authorization letter to submit their OSA&I Form-100. If not received within the stated 45 days, the county will forfeit their use of the funds for that year.
10. All invitations to bid shall be on Form No. CERF-200 and show the designation for delivery to be the ODOT Field Division office that the requesting county is in.
11. All invitations to bid shall show that the invoice for the equipment shall be sent to the requesting county for payment.

12. If the machinery or equipment is purchased from a Statewide Contract, Sourcewell, or Like Contracting Source, the County shall notify the vendor that the unit will be delivered to the ODOT Field Division office the county is in and that the invoice be sent to the county.
13. For equipment requiring a license tag, the MSO and/or Title must show ODOT as the owner and be sent to ODOT's main address.
14. After the requesting county receives and approves bids, they shall send a copy of the awarded bid and specifications for the equipment or machinery through email to the Fund Administrator.
15. In the event the County does not consider the lowest bid to be the best bid, the following procedure shall be followed before any bid is approved by the County
 - a. The reason for determining that the lowest bid is not the best bid shall be recorded.
 - b. The reason and all bids submitted shall be sent to the County's District Attorney's office for review and approval as to form and legality.
 - c. The bid approved by the District Attorney, and awarded by the county, shall be sent, along with the reason, a copy of a summary sheet showing all vendors and their bids, the ODOT Local Government Division and the State Auditor and Inspector's Office.
16. When the county has determined who will be awarded the bid, the county shall complete an ODOT/SA&I Form 100 (Purchase Contract) as per instructions.
17. All equipment and machinery shall be delivered to the ODOT Field Division Office shown on the Invitation to Bid (Form CERF-200). Any equipment and machinery not delivered to the ODOT Field Division Office may not be paid for from this Fund and could become the total responsibility of the requesting county.
18. Upon delivery of the equipment or machinery, the ODOT Field Division Shop Supervisor will contact the county and a representative of the requesting county shall inspect the equipment and machinery prior to the acceptance.
19. Upon acceptance of the equipment and machinery, the ODOT Shop will complete the proper inventory documentation, and email the signed 72B to the Fund Administrator, then decal the equipment.

20. The Fund Administrator will prepare the Lease Agreement and a 324A Claim Form and send it to the county for their next Board of County Commissioner meeting. The lease amount shown on the Lease Agreement shall not be greater than the authorized amount plus a 3% one-time flat fee.
21. The 324A claim form must be turned in to the Fund Administrator along with the Lease Agreement. The requesting county will show the vendor as the claimant in the assignment block and payment will be made directly to the vendor in an amount not to exceed that which was authorized.
22. The requesting county shall be responsible for any cost of the machinery or equipment over the authorized amount.
23. Upon obtaining the required signatures (At least 2 of the 3 Commissioners, District Attorney, County Clerk w/ seal), the county will email a copy of the Lease Agreement, 324A claim form, and a copy of the County's Purchase Order if the amount exceeds the allowance, to the Fund Administrator and then may take a copy of the Agreement to the ODOT Field Division Shop and take possession of the equipment or machinery.
24. ODOT will use electronic signatures which carry the same authority as if signed by hand, and email the signed Lease Agreement back to the County with a date of the first payment due.
25. The Fund Administrator will register required vehicles in ODOTs name with Service Oklahoma and request Tags be mailed to the ODOT division.
26. Once the Fund Administrator has been notified by Comptroller that the lease has been paid in full, the Fund Administrator will mail a Bill of Sale to the County including any title paperwork.

POLICY FOR THE PURCHASE OF USED EQUIPMENT THROUGH THE COUNTY
ROAD MACHINERY AND EQUIPMENT REVOLVING FUND.

1. All used equipment must go out for bid.
2. All invitations to bid shall be on Form No. CERF-200 and show the designation for delivery to be the ODOT Field Division office that the requesting county is in.
3. All invitations to bid shall show that the invoice for the equipment shall be sent to the requesting county for payment.
4. The Policy for buying used equipment through the bid process will be the same as buying new equipment stated in the Procedures section above.
5. It shall be the responsibility of the County to perform due diligence in the purchase of a used piece of equipment.
 - a. Visual Inspection
 - b. Test drive
 - c. Engine condition
 - d. Research
6. The estimated amount set for the purchase will be the same as for a new piece of equipment. Any amount not used will be returned to the fund.

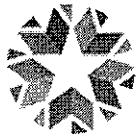
PROCEDURE FOR EARLY TERMINATION OF LEASE AGREEMENT

1. In the event that the machinery or equipment must be returned to ODOT prior to the payment in full of the contract purchase price the county must notify ODOT and request an inspection and appraisal of any such unit of equipment or machinery.
2. At the appointed time of inspection of item being returned, a county commissioner, an ODOT representative and an independent appraiser will determine the fair market value of said item.
3. Should the appraised value not meet or exceed the balance remaining on the contract for lease-purchase, the county shall be assessed the difference and shall not be permitted to participate in the Fund until such difference is paid in full. The extent of the financial obligation by the county will be based on the appraisal of equipment and road machinery at the time of inspection.

4. The county may elect to remedy any deficiencies noted at the inspection meeting and request a subsequent inspection and appraisal after the deficiencies are corrected.
5. The cost of the appraisal(s) will be added to the outstanding balance of the item.
6. ODOT will then go down the list of requests for that year and offer it in order of the Designation order to any county who requested the same machinery or equipment. If no one on the list chooses to buy the item then ODOT will notify all counties of availability of the machinery or equipment and give a two-week availability window. The item will be sold on a first come first serve basis.
7. If no county expresses intent to accept the equipment in the allotted time, then the item will be offered for sale to all other state agencies for a two-week period.
8. If no state agency expresses intent to purchase the equipment during this time, then with approval, the equipment may be returned to an ODOT field yard and procedures for public auction sale will begin.
9. In the case that another county or state agency wishes to accept the machinery or equipment they may purchase in full or continue the lease from the remaining contract balance amount or the appraised value (whichever is less).
10. Excess funds generated from the sale of any equipment shall be placed into the Revolving Fund.
11. No equipment or machinery shall be returned to ODOT field yards without Fund Administrator's approval.
12. The County will be held to the terms of lease agreement until such time as both parties agree to terminate.
13. Any equipment being sold at public auction shall follow ODOT's policies and procedures. Proceeds from auction sales must be placed back into the Revolving Fund.

Directions to Upload Completed and Signed CERF-100 to ODOT

1. Open the fillable CERF-100 form that was attached to the CERF-100 email.
2. Complete and print the form. The form can be completed electronically before printing or by hand after printing.
3. Obtain all of the required signatures on the completed CERF-100 form. Must have at least 2 Commissioner signatures.
4. Scan and save the completed and signed CERF-100 form to your computer as a PDF.
5. Open the submission link in the email, complete the form and drag the saved CERF-100 form to the upload section of the form. If the link doesn't work by clicking on it, try copy and paste into your browser. You may have to try different browsers as well.
6. If you would like to receive a copy of your submission, check the box next to "Send me a copy of my responses".
7. Click the submit button.



IMPORTANT INFORMATION

August 5, 2025

RE: County Road Machinery and Equipment Revolving Fund Program

Dear Commissioners:

It's time to begin the first step for equipment purchases through the County Road Machinery and Equipment Revolving Fund Program for State FY-2026. Attached is the Resolution, Form CERF-100, for your use. Please forward to additional personnel in your county or let us know who may need to be involved in preparing the form and/or getting it on your county's BOCC agenda.

The deadline to submit your request to participate is Wednesday, October 1, 2025.

Scan and submit your completed and signed CERF-100 form to ODOT via <https://app.smartsheet.com/b/form/f1452b8a03774c1b93b3b2c864af2acb> before the deadline. **CERF-100 forms will only be accepted when submitted through the above link.** Copy and paste the blue link into your browser if clicking on it doesn't work.

Keep in mind ...

1. Three pieces of equipment per county.
2. Only one Form CERF-100 per county; districts need to consolidate requests on a single form.
3. Only requests submitted on the Form CERF-100 will be accepted.
4. The total allowance amount on the submitted CERF-100 cannot be increased after October 1. If you know you want to participate but not sure what you want yet, please request a motor grader and we can change it later.
5. Only requests received by close of business on 10-1-2025 will be considered.
6. If your county is not interested in participating this year, please use the above link to let us know your intent.

Thank you for your interest in the program. If you have any questions or need additional information, send me an email, text, or give me a call.

Sincerely,

Jessica Hankins
County Equipment Revolving Fund Administrator
405-215-1372
JeHankins@odot.org

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no

**ALLOWANCES FOR EQUIPMENT AND MACHINERY
PURCHASED THROUGH THE
COUNTY ROAD MACHINERY AND EQUIPMENT REVOLVING FUND
FISCAL YEAR 2026**

7% INCREASE

For FY-2022, the County Advisory Board approved an exception to the above formula and increased allowances by 7% with a not-to-exceed limit of \$10,000.

At the CAB meeting on 11-2-2022, the County Advisory Board approved another exception to the above-referenced formula. For FY-2023, allowance amounts for machinery or equipment purchased through the Revolving Fund have been increased by 7% with a not-to-exceed limit of \$10,000. The amount listed is the maximum amount allowed for comparable machinery or equipment.

For FY-2023, the maximum allowance for machinery or equipment is \$265,000.00 (Two hundred fifty-five thousand dollars). This amount represents the cap.


At the CAB meeting on 9-27-23, the County Advisory Board approved another exception to the above-referenced formula. For FY-2024, allowance amounts for machinery or equipment purchased through the Revolving Fund have been increased by 7%. The Motor Grader has been increased to \$330,000.00. The amount listed is the maximum amount allowed for comparable machinery or equipment.

At the CAB meeting on 7-30-25, the County Advisory Board approved another exception to the above-referenced formula. For FY-2026, allowance amounts for machinery or equipment purchased through the Revolving Fund have been increased by 7%.

For FY-2026, the maximum allowance for machinery or equipment is \$353,100.00 (Three hundred fifty-three thousand one hundred dollars). This amount represents the cap.

Any amount above the allowance becomes the responsibility of the county making the purchase.

(Notations of horsepower (hp), pounds (lb), cubic yards (cy), etc., are not intended to be exact and/or limited but are representative of a possible range.)

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**ALLOWANCES FOR EQUIPMENT AND MACHINERY
PURCHASED THROUGH THE
COUNTY ROAD MACHINERY AND EQUIPMENT REVOLVING
FUND FISCAL YEAR 2026**

**TYPE OF EQUIPMENT
ALLOWANCE**

Asphalt distributor, hydrostatic, 1,500 gal, truck mounted	\$ 263,300.00
Asphalt distributor, hydrostatic, 2,000 gal, truck mounted	\$ 263,300.00
Asphalt recycler & soil stabilizer, 79" cut	\$ 303,400.00
Asphalt recycler, reclamation attachment, 48" - 72" cut	\$ 234,700.00
Brush chipper, 80 hp, diesel engine	\$ 37,400.00
Bulldozer, 70 hp	\$ 166,900.00
Bulldozer, 110 hp	\$ 223,200.00
Bulldozer, 140 hp	\$ 286,200.00
Bulldozer, 165 hp	\$ 303,400.00
Chip Spreader, self-propelled, 13' wide	\$ 246,100.00
Compactor, pad foot, vibratory, 10 - 12 ton	\$ 205,000.00
Crack sealer machine, trailer mounted	\$ 83,500.00
Dump bed, steel hydraulic, 10 cubic yards, installed	\$ 46,300.00
Dump bed, steel hydraulic, 12 cubic yards, installed	\$ 40,500.00
Dump bed, steel hydraulic, 5 cubic yards, installed	\$ 36,200.00
Elevating scraper, 229 hp, 15 cubic yards	\$ 303,400.00
Excavator, hydraulic, track mounted, 32,000 lb	\$ 235,500.00
Excavator, hydraulic, track mounted, 44,000 lb	\$ 303,300.00
Excavator, hydraulic, track mounted, 70,000 lb	\$ 303,300.00
Excavator, hydraulic, truck mounted, 40,000 lb GVWR	\$ 303,300.00
Excavator, mini	\$ 197,800.00
Flatbed, steel hydraulic, 12 foot, installed	\$ 18,000.00
Front-end loader, 2.25 cubic yards, 4 WD	\$ 201,200.00
Front-end loader, 3 cubic yards, 4 WD	\$ 238,100.00
Front-end loader, 4 cubic yards, 4WD	\$ 286,200.00
Fuel storage tank, above ground split tank, 13,000-gallon total	\$ 104,300.00

**ALLOWANCES FOR EQUIPMENT AND MACHINERY
PURCHASED THROUGH THE
COUNTY ROAD MACHINERY AND EQUIPMENT REVOLVING
FUND FISCAL YEAR 2026**

**TYPE OF EQUIPMENT
ALLOWANCE**

Fuel storage tank, underground, installed	\$ 229,000.00
Motor grader, 125 hp	\$ 353,100.00
Motor grader, 135 hp, 6WD	\$ 353,100.00
Motor grader, 150 hp	\$ 353,100.00
Motor grader, 150 hp, 6WD	\$ 353,100.00
Motor grader, 175 hp	\$ 353,100.00
Motor grader, 200 hp	\$ 353,100.00
Mower, boom, articulated 21', mid-mounted	\$ 76,500.00
Mower, flail, 88" cut	\$ 20,900.00
Mower, rotary, 1 section, 5-foot, 3 pt. mount	\$ 7,000.00
Mower, rotary, 3 section, 15-foot, trail type	\$ 27,800.00
Pothole patching machine, trailer mounted	\$ 139,100.00
Pothole patching machine, truck mounted	\$ 234,700.00
Roller, 9-wheel pneumatic, 100 hp	\$ 158,300.00
Roller, sheepsfoot, towed, 10 ton	\$ 43,100.00
Roller, single drum, vibratory, 13 ton	\$ 173,900.00
Roller, single drum, vibratory, 7 - 10 ton	\$ 152,900.00
Roller, tandem, steel wheel, 10-20 ton, vibratory	\$ 205,100.00
Roller, tandem, steel wheel, 2 - 4 ton, retractable	\$ 83,500.00
Roller, tandem, steel wheel, 4 - 6 ton, retractable	\$ 83,500.00
Rotary broom, self-propelled, diesel engine, 76 hp	\$ 76,500.00
Skid steer loader	\$ 111,300.00
Track loader, 2 cy, 100 hp	\$ 205,100.00
Tractor only, 100 hp	\$ 141,600.00
Tractor w/ side mount slope mower, 70 hp	\$ 160,000.00
Tractor w/ side mount, heavy duty brush cutter, 85 hp	\$ 166,900.00

**ALLOWANCES FOR EQUIPMENT AND MACHINERY
PURCHASED THROUGH THE
COUNTY ROAD MACHINERY AND EQUIPMENT REVOLVING
FUND FISCAL YEAR 2026**

**TYPE OF EQUIPMENT
ALLOWANCE**

Tractor w/ side mount, heavy duty brush cutter, 95 hp	\$ 186,900.00
Tractor-loader-backhoe, 62 hp	\$ 125,100.00
Tractor-loader-backhoe, 80 hp	\$ 146,100.00
Trailer, asphalt dump, 24 cy, frameless, end dump	\$ 66,800.00
Trailer, belly dump, 20 cy, double hopper, double gate	\$ 55,600.00
Trailer, belly dump, 20 cy, single hopper, single gate	\$ 55,600.00
Trailer, equipment, 10 ton	\$ 27,800.00
Trailer, gooseneck, 30 ton	\$ 66,100.00
Trailer, gooseneck, 35 ton	\$ 75,100.00
Trailer, lowboy, 50 ton	\$ 111,300.00
Trailer, pup, 10 cy	\$ 43,100.00
Truck tractor w/ 5th wheel, diesel, 350 hp	\$ 180,400.00
Truck, 24,000 lb GVWR, diesel engine, 185 hp	\$ 104,300.00
Truck, 24,000 lb GVWR, gasoline engine, 200 hp	\$ 83,500.00
Truck, 32,000 lb GVWR, diesel engine, 210 hp	\$ 111,300.00
Truck, 32,000 lb GVWR, gasoline engine, 200 hp	\$ 104,300.00
Truck, 46,000 lb GVWR, diesel engine, 210 hp	\$ 132,100.00
Truck, 52,000 lb GVWR, diesel engine, 230 hp	\$ 139,100.00
Truck, 58,000 lb GVWR, diesel engine, 350 hp	\$ 159,900.00
Truck, dump, 10-wheel	\$ 197,800.00
Truck, oil distributor	\$ 263,300.00
Truck, pickup, 10,000 lb GVWR, dual rear wheels	\$ 62,600.00
Truck, pickup, 6,500 lb GVWR	\$ 41,700.00
Truck, pickup, 9,000 lb GVWR	\$ 55,600.00
Wheel tractor, diesel engine, 70 hp	\$ 97,300.00
Wheel tractor, diesel engine, 85 hp	\$ 104,300.00