



How to Request for Salvage Materials

NMDOT—District Four
P.O. Box 10
Las Vegas, NM 87701

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PUBLIC ENTITY REQUEST FOR SALVAGE MATERIAL CHECK OFF LIST

1. Public entity requests in writing salvage material such as cold milling, culvert pipe, guardrail materials, etc. Be specific on items requested. Please specify quantity and purpose intended for. Request should be addressed to District Engineer/Business Manager, PO Box 10 Las Vegas, NM 87701.
2. If public entity is requesting to purchase the materials directly from the NMDOT, material will be sold at fair market value price.
3. If donation is requested, please provide verification of hardship on financial status from Department of Finance and Administration (DFA).
4. Once letter is received, a follow-up letter is sent by NMDOT advising of availability or status of material requested.
5. Once request is approved by NMDOT, Inspection and Condemnation report is filed and sent to NMDOT General Office for approval.
6. Inspection and Condemnation report is presented at Policy and Procedures Committee who usually meet during the last week of the month.
7. If Inspection and Condemnation report is approved for donation or sale, then a thirty day waiting period is initiated for final approval from State Auditor and General Services Department (GSD-Right of Refusal).
8. Once final approval has been given, Public Entity will be notified when and where to pick up material.

Note: Depending on date when Inspection and Condemnation report is submitted, 45-60 day waiting period can occur. If submitted at end of month, then 30-45 day waiting period occurs.



