



Illinois Department of Transportation

Memorandum

To: All Regional Engineers
From: Omer M. Osman, P.E. *Omer M. Osman*
Subject: Special Provision for Weekly DBE Trucking Reports
Date: April 17, 2015

This special provision was developed by the Office of Business and Workforce Diversity and the Bureau of Construction as a result of revised DBE monitoring requirements set forth in 49 CFR 26.37. It has been revised to clarify when the reports are required.

This special provision should be inserted into all contracts.

The districts should include the BDE Check Sheet marked with the applicable special provisions for the July 31, 2015 and subsequent lettings. The Project Development and Implementation Section will include a copy in the contract.

This special provision will be available on the transfer directory April 17, 2015.

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WEEKLY DBE TRUCKING REPORTS (BDE)

Effective: June 2, 2012

| Revised: April 2, 2015

| The Contractor shall submit a weekly report of Disadvantaged Business Enterprise (DBE) trucks hired by the Contractor or subcontractors (i.e. not owned by the Contractor or subcontractors) that are used for DBE goal credit.

| The report shall be submitted to the Engineer on Department form "SBE 723" within ten business days following the reporting period. The reporting period shall be Monday through Sunday for each week reportable trucking activities occur.

Any costs associated with providing weekly DBE trucking reports shall be considered as included in the contract unit prices bid for the various items of work involved and no additional compensation will be allowed.

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