



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

June 5, 2007

## CIRCULAR LETTER 2007-07

### FORCE ACCOUNT BILLING FOR LOCAL PROJECTS ON THE STATE LETTING

COUNTY ENGINEERS/SUPERINTENDENT OF HIGHWAYS  
MUNICIPAL ENGINEERS/DIRECTORS OF PUBLIC WORKS/MAYORS  
CONSULTING ENGINEERS

[Construction Memorandum 07-09](#), effective May 15, 2007, establishes Equipment Watch's Rental Rate Blue Book (Blue Book) as the source of equipment rates for force account billing on state let contracts. The Blue Book replaces the department's Schedule of Average Annual Equipment Ownership Expense Book (Rental Rate Book).

For local projects on the state letting, the local agency should verify that all force account bills are accurate. The bills should be submitted to the district with a note that equipment rates were not checked. District staff will verify the rates using the Blue Book.

For local let projects and Motor Fuel Tax Reimbursement, local agencies should continue to use the Rental Rate Book until further notice. The department is developing a process to provide local highway departments with access to the Blue Book.

Please contact Kevin Burke at [kevin.burkeiii@illinois.gov](mailto:kevin.burkeiii@illinois.gov) with any questions.

Sincerely,

Handwritten signature of Charles J. Ingersoll in cursive.

Charles J. Ingersoll, P. E.  
Engineer of Local Roads and Streets

Handwritten signature of Roger Driskell in cursive.

Roger Driskell, P.E.  
Engineer of Construction