

Chapter 14
MAINTENANCE

BUREAU OF LOCAL ROADS AND STREETS MANUAL

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Chapter 14
MAINTENANCE - MFT

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14-1 MAINTENANCE OPERATIONS

The *Illinois Highway Code* defines maintenance as “the performance of all things necessary to keep a highway in serviceable condition for vehicular traffic” ([605 ILCS 5/2-214](#)). There are several sections of the *Illinois Highway Code* that permit the use of Motor Fuel Tax (MFT) funds for maintenance of the local highway system.

The phrase “to keep a highway” refers to an existing highway. If proposed work is to qualify as a maintenance operation, it must not involve upgrading the geometrics or the design characteristics of the roadway. Maintenance may involve the repair or restoration of the existing cross section of an existing highway item, facility, or appurtenance, but may not involve the complete replacement, widening, or expansion of any of these elements. Only work properly classified as maintenance may be included in the maintenance program for local public agencies (LPAs).

This Chapter discusses the general maintenance program.

14-1.01 Maintenance Administration

14-1.01(a) Publication of Notice of Letting

The cost to locally publish the notice of letting for maintenance work is an acceptable maintenance operation eligible for the use of MFT funds. When using MFT for advertising, it is included as part of maintenance engineering. The Illinois Department of Transportation (IDOT) publishes a free weekly Notice to Contractors Bulletin, see [Section 12-3](#) for more details.

14-1.01(b) Maintenance Engineering

Engineering services required for a LPA to complete its maintenance is an acceptable maintenance operation. This includes both preliminary engineering and engineering inspection. These services are to be performed by the LPA’s staff under the direction of a licensed professional engineer or by securing the services of a licensed professional engineer. It is also permissible to include certain limited engineering services not directly related to a construction project (e.g., bridge inspections, traffic counts) as part of maintenance engineering, see [Section 5-5](#) for more details.

14-1.01(c) Maintenance Supervision

Maintenance supervision is an eligible MFT maintenance operation. Maintenance supervision is defined as the services of one or more persons who act as foremen, have general charge of maintenance work, or provide technical assistance in preparing maintenance papers not requiring a licensed professional engineer. It may be considered as a separate maintenance operation or

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included in the various day labor maintenance operations. The cost of these services must be based on the hourly rate of the employees providing the services.

14-1.01(d) Maintenance Operations

Figure 14-1A provides a summary of various maintenance operations eligible for MFT funds and Sections 14-1.02 thru 14-1.07 provides further explanation. If you are unsure of a maintenance operation not listed, contact your District Bureau of Local Roads and Streets (BLRS) office.

14-1.02 – Maintenance of Roadway Surface	(a) Pavement Patching and Joints (b) Aggregate Surfaces (c) Dust Palliative (d) Bituminous Surface Treatments (e) Slurry Seals (f) Micro-Surfacing (g) Hot In-Place Recycling (h) Cold In-Place Recycling (i) Bituminous Surface Plant Mix (j) Hot Mix Asphalt (HMA) or Warm Mix Asphalt (WMA)
14-1.03 – Maintenance of Drainage Features	(a) Bridges (b) Culverts (c) Curb and Gutter (d) Storm Sewers Miscellaneous – Bridge inspections, bridge deck patching, minor bridge repairs, debris removal, minor scour repair, end sections, riprap including bedding, minor scour protection, ditch cleaning, repair and replacement of inlets / manholes / catch basins, and repair structural failure of storm sewer.
14-1.04 – Maintenance of Traffic Control Devices	Pavement Markings, Signs, Traffic Signals, and Traffic Signal Software
14-1.05 – Maintenance of Transportation System Appurtenances	(a) Bicycle Paths (b) Existing Street Lighting System (c) Motor Vehicle Safety Inspection Lanes (d) Parking Facilities (Municipalities) (e) Sidewalks
14-1.06 – Maintenance of Safety Items	(a) Roadside Barriers (b) Snow and Ice Control (c) Tree Trimming
14-1.07 – Miscellaneous Maintenance	County garages, grade separations, mowing of roadway ROW, salt storage facilities, state highways, and hauling for MFT eligible maintenance operations.

MAINTENANCE OPERATIONS SUMMARY

Figure 14-1A

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14-1.02 Maintenance of Pavements

The maintenance responsibility of street and side road approaches that intersect State highways is defined in the IDOT Bureau of Operations *Maintenance Policy Manual*.

14-1.02(a) Pavement Patching

Pavements may be patched and joints repaired as a maintenance operation.

14-1.02(b) Aggregate Surfaces

Aggregate surface material may be placed as a maintenance operation provided the material placed is limited to a maximum loose thickness of 8 in (200 mm). Approved placement methods are based on the aggregate type and are as follows:

1. Aggregate Surface Course, Type A. The *IDOT [Standard Specifications for Road and Bridge Construction](#)* (*Standard Specifications*) require aggregates used for surface courses to be placed by means of a spreader and to be compacted with a roller. Tailgate spreading is an unacceptable method for the placement of Aggregate Surface Course, Type A.
2. Aggregate Surface Course, Type B. Tailgate spreading of Aggregate Surface Course, Type B, is permitted if a Special Provision allowing tailgate spreading is included in the bid proposal or request for quotations.

14-1.02(c) Dust Palliative

Dust palliatives may be specified on an aggregate surface as a maintenance operation. Any liquid asphalt, road oil, or emulsified asphalt used for prime coats may be specified. The application of any approved dust palliative including salt, calcium chloride, or lignum sulfanate may be specified.

14-1.02(d) Bituminous Surface Treatments

Bituminous patching material may be used to fill potholes. Bituminous surface treatments may be applied on existing earth, aggregate, and bituminous surface treatments as a maintenance operation. The following conditions will apply:

- Scarifying and adding aggregate base material as necessary to replace existing aggregate bases is acceptable.
- Bituminous patching material may be placed to repair an existing base. This includes placement of hot mix asphalt (HMA) at intermittent locations.
- Bituminous materials must be placed in accordance with the [Standard Specifications](#). If a particular bituminous material is desired, it must be specified in a Special Provision.
- The LPA may specify the type of aggregate for bituminous surface treatments for cover and seal coat aggregate, and for blotter aggregates. A Special Provision is required specifying the type of aggregate for which bids will be received. If a specific gradation is desired, the gradation must be specified in a Special Provision.

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- The application of Bituminous Surface Treatment Class A-1, A-2, or A-3 is permitted.
- Due to environmental concerns, the general use of cutback asphalts will not be permitted between May 1 and September 30. However, the use of SC-70, MC-30, MC-70, and RC-70 in prime coat applications will be allowed.
- The work may be done by contract, with day labor forces, or spread and applied by a materials supplier.

14-1.02(e) Slurry Seals

See [Section 45-6](#).

14-1.02(f) Micro-Surfacing

See [Section 45-6](#).

14-1.02(g) Hot In-Place Recycling

See [Section 46-6](#).

14-1.02(h) Cold In-Place Recycling

See [Section 46-6](#).

14-1.02(i) Bituminous Surface Mixture (Class B)

Bituminous Surface Plant Mix up to a thickness of 2 in (50 mm), plus material needed to fill depressions and to correct crown deficiencies may be placed as a maintenance operation. [LR 400-2](#) BITUMINOUS SURFACE MIXTURE (CLASS B) should be used.

14-1.02(j) Hot Mix Asphalt (HMA) or Warm Mix Asphalt (WMA)

A HMA/WMA surface course up to 2 in (50 mm), plus leveling binder to fill depressions and to correct crown deficiencies, may be placed over existing pavements as part of maintenance. The milling of a pavement to any depth and replacing this material with HMA/WMA up to the same thickness as milling plus up to 2 in (50 mm) HMA/WMA may also be classified as maintenance.

The following conditions apply:

1. The work shall be completed by contract or by day labor forces.
2. For work done by contract and estimated to cost \$50,000 or more, prequalification of bidders shall be required.
3. Resurfacing shall be a minimum of one lane in width. The length of a segment shall be at least 300 ft (91 m).
4. Curb ramps shall be installed and/or updated to comply with requirements in [Section 41-6](#) to the maximum extent practicable.

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5. Minimum lift thickness shall be according to [Section 44-1](#).
6. The HMA/WMA resurfacing shall be no wider than the existing surface in order to avoid the breakup of the pavement edges by traffic.
7. There should not be evidence of extensive structural failure on the existing pavement. Subgrade/base failures shall be repaired prior to resurfacing. If more than ten percent of the total project pavement area will be patched, other rehabilitation techniques should be considered.
8. An area reflective crack treatment or a strip reflective crack control treatment may be included as part of the maintenance project.
9. Only drainage corrections to restore the road cross section or to correct drainage problems within the eligible segments shall be allowed. This includes replacement/repair of crossroad culverts beneath the roadway and into the foreslopes, damaged curb and gutter, inlets, catch basins, and manholes. Minimal ditch work at the crossroad pipe culverts will be allowed to ensure adequate drainage. Efforts should be made on curb and gutter sections to retain the flow line of the gutter and adequate curb height.
10. High crash locations are not intended to be addressed as a maintenance project. Highways on the state or local 5% Safety Report or other locations experiencing higher than expected fatal and serious injury crashes for the traffic volume, geometric characteristics, and/or posted speed limit should be improved according to [Chapter 32](#) or [33](#).

14-1.03 Maintenance of Drainage Features

14-1.03(a) Bridges

Routine bridge maintenance can be done as part of the general maintenance program. This includes such items as bridge inspection expenses, debris removal, minor scour repair, deck patching, and minor repairs. More extensive repairs, especially those requiring the review of the Bureau of Bridges and Structures (BBS), should be done as individual projects.

MFT funds may be used for the maintenance of movable bridges, but cannot be used for the wages of the operator or the cost of energy used in the operation of bridges.

14-1.03(b) Culverts

Culverts may be replaced as a maintenance operation. All installations should be adequately sized to efficiently accommodate the runoff and provide adequate protection to the highway and abutting property. Proper documentation of this sizing should be retained for installation of culverts with a diameter greater than 36 in (900 mm) or combined openings greater than 7 ft² (0.65 m²). The LPA is responsible for coordinating with the District BLRS office for completing environmental coordination, submitting a preliminary bridge design and hydraulic report, and obtaining permits, when applicable. Give consideration to clear zone requirements and planned future improvements to the roadway, especially for larger sized culverts. Rather than including the replacement of large culverts in the general maintenance program, it is recommended that

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these replacements be done as individual projects, especially for those being replaced by contract.

The initial installation of entrance culverts and the cleaning of existing culverts are also allowed as a maintenance operation.

14-1.03(c) Curb and Gutter

Intermittent deteriorated curb and gutter can be replaced as necessary as a maintenance operation. Complete curb and gutter replacement cannot be classified as maintenance.

14-1.03(d) Storm Sewers

Storm sewers along streets and highways can be maintained with MFT funds. This includes such items as cleaning sewer lines, inlets, manholes, and catch basins; repairing and replacing inlet, manhole, and catch basin frames, grates, and lids; and repairing structural failures between adjacent manholes. [605 ILCS 5/7-202.7](#) provides specific conditions for municipalities. For counties and road districts, this is an eligible expense provided the storm sewers are for roadway drainage.

14-1.04 Maintenance of Traffic Control Devices

MFT funds may be used for the maintenance and operation of warranted traffic control devices. These traffic control devices may include, but are not limited to, traffic signals, beacons, signs, and pavement markings. Traffic control devices can only be installed where the [Illinois Supplement to the Manual of Uniform Traffic Control Devices \(ILMUTCD\)](#) warrants have been met and where the devices are maintained in accordance with the provisions of the [ILMUTCD](#). This includes software necessary for traffic signal maintenance or programming.

14-1.05 Maintenance of Transportation System Appurtenances

14-1.05(a) Bicycle Paths

Municipalities may use MFT funds to maintain bicycle paths, bicycle parking facilities, and signs/markings within the municipality.

Counties over 500,000 population may use MFT funds to maintain bicycle path and signs/markings. Townships may only use MFT funds to maintain signs and markings on bicycle paths.

14-1.05(b) Existing Street Lighting System

Municipalities may use MFT funds for the maintenance and operation of existing lighting systems that meet the following conditions:

- the street lighting is on an improved municipal street, county highway, or State highway; and

- the system is in satisfactory condition.

This includes the payment of rental charges for facilities owned by a utility. The lighting must be for street purposes and provide relatively uniform lighting levels on the section of street on which MFT funds are being used.

14-1.05(c) Motor Vehicle Safety Inspection Lanes

Municipalities may maintain motor vehicle safety inspection lanes with MFT funds when the lanes are of a permanent nature and in operation on a regular basis throughout the year.

14-1.05(d) Parking Facilities (Municipalities)

MFT funds may be used for the maintenance of parking facilities provided MFT funds were used in their construction, see [Section 4-3](#). Any revenue obtained from the use of these facilities must be used for maintenance before MFT funds can be used.

14-1.05(e) Sidewalks

Road districts and counties can use MFT funds to maintain or repair existing sidewalks.

Municipalities may maintain and repair existing sidewalks with MFT funds ([605 ILCS 5/7-202.15](#)). Short gaps on existing sidewalk systems may also be filled in as part of a maintenance operation provided there are no problems with sidewalk grades or cross slopes and the work can be done within the existing right-of-way and meet the requirements of the *Americans with Disabilities Act* (ADA) or *Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way* (PROWAG).

14-1.06 Maintenance of Safety Items

14-1.06(a) Roadside Barriers

See [Section 35-4](#).

14-1.06(b) Snow and Ice Control

MFT funds can be used for snowplowing and for snow and ice control materials. Establishment of material purchase prices will be permitted for the entire winter season, even if this extends over two maintenance periods. The estimate of maintenance cost for the 1st maintenance period may be used to cover the purchase during the 2nd maintenance period. This must be noted on the estimate of maintenance cost and on any proposal required per Section 14-2.07. The purchase is charged to the maintenance period in which the purchase took place. Using this procedure may result in material purchases reported on the maintenance expenditure statement as being paid at two different unit prices.

14-1.06(c) Tree Trimming and Removal

In general, it is not permissible to use MFT funds to pay for the cost of tree trimming or tree removal as a maintenance operation except for the following:

- the trimming of limbs or the removal of dead trees that are in imminent danger of falling, thereby endangering vehicular traffic;
- the removal of limbs or trees that have fallen onto streets or roads;
- the trimming or removal of trees that obscure traffic signals, street lights, or traffic signs; or
- the trimming or removal of trees to eliminate highway safety hazards.

An area wide tree treatment or removal project, involving the removal of trees on a wholesale basis, may not be paid with MFT funds except for the treatment or removal of Ash trees due to the Emerald Ash Borer (EAB) infestation. If removing Ash trees, or performing a cost effective EAB treatment for Ash trees the following criteria shall be met, if using MFT funds:

- the LPA is located in the EAB quarantined zone published by the Illinois Department of Agriculture;
- the Ash trees are located on the public right-of-way or are a potential hazard to vehicle travel; and
- the Ash trees to be treated or removed are shown in a detailed inventory; and
- MFT funds are not used to plant replacement trees.

14-1.07 Miscellaneous Maintenance

[Section 4-3](#) provides reference to both the Statutes and BLRS determinations on MFT eligibility. Items listed under this section are for only the maintenance of:

- county garages;
- grade separations;
- mowing of roadway ROW;
- salt storage facilities;
- state highways;
- hauling of MFT materials.

If the MFT eligibility of a maintenance operation is unknown, contact the District BLRS office.

14-2 MAINTENANCE INITIATION

14-2.01 Methods of Performing Maintenance

14-2.01(a) Day Labor Maintenance

Maintenance operations performed by LPA employees using publicly owned equipment is classified as day labor maintenance. The use of non-publicly owned equipment may be permitted, see [Section 12-1](#). When a LPA elects to do maintenance work by day labor, sufficient publicly owned equipment and personnel must be available to do the work. The LPA should also demonstrate, by past performance, that the work to be done by day labor will be satisfactory and cost effective. If these provisions cannot be met, day labor maintenance will not be permitted.

Furnishing and spreading materials on the road by a material supplier without specialized equipment may also be considered day labor maintenance. See [Section 12-1](#) for information for obtaining approval to perform this work using day labor for work which typically would fall under Contract Maintenance.

A material proposal, deliver and install proposal, or request for quotations is used for the taking of bids for materials necessary to perform day labor maintenance operations.

14-2.01(b) Contract Maintenance

Maintenance operations which will require a formal contract; if the bidder is requested to do more than furnish the material, spread it on the road or street, roll aggregates, or do a small amount of base repair, see [Section 12-1](#). Maintenance operations which require the bidder to provide specialized equipment and personnel to manipulate materials into a finished product must be done by contract. This includes the placement of bituminous plant mixture, except for intermittent resurfacing.

A contract proposal is used for the taking of bids for contract maintenance.

14-2.02 Maintenance Period

IDOT has designated 12 or 24 months as the accounting period for LPA MFT maintenance programs. This period starts January 1 and ends December 31. The LPA may use different starting and ending dates with IDOT approval, contact the District BLRS office for guidance.

14-2.03 Maintenance Resolution

A maintenance resolution is required for a county or municipality to appropriate MFT funds to be used for maintenance operations contemplated during the maintenance period. Form [BLR 14220](#) is provided for maintenance resolutions. The appropriation for all general maintenance work for the maintenance period may be included in one maintenance resolution. The resolution must be submitted to the district for approval prior to the incurring of any expenses to the MFT funds for the maintenance period covered by the resolution. Should the actual cost of maintenance exceed

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the total amount of MFT funds appropriated, the LPA must adopt a supplement resolution appropriating the additional funds, if MFT funds are to be used for the overage.

Counties and municipalities have the option of submitting a copy of their approved budget with the corresponding resolution, instead of a MFT maintenance resolution. The submittal shall include the approved resolution for the budget and only the pages from the budget showing the MFT funds. The line item(s) for MFT shall indicate it as maintenance with the amount. If the budget year differs from the maintenance period, a minimum of two line items will be required.

Example:

If the budget year is May 1, 2018 thru April 30, 2019 and the maintenance period is January 1 to December 31, then the budget line items would appear similar to:

MFT Maintenance	\$48,000
May 1 to December 31 – 2018 MFT Maintenance	\$32,000
January 1 to April 30 – 2019 MFT Maintenance	\$16,000

Maintenance appropriations may not exceed the sum of a LPA’s current unobligated balance plus estimated MFT allotments for the remainder of the maintenance period. A LPA may not commit MFT allotments for any succeeding year to be used for payment of bills incurred during the current maintenance period. If a proposed maintenance program exceeds the amount of MFT funds estimated to be available, the source of the additional funds to be provided should be shown.

Road districts do not pass resolutions; therefore, to appropriate MFT funds for general maintenance; submit Form [BLR 14222](#) “Estimate of Maintenance Cost/Maintenance Expenditure Statement” or Form [BLR 09150](#) “Request for Expenditure/Authorization of Motor Fuel Tax Funds” to IDOT for approval. The forms shall be signed by the county engineer and township highway commissioner for each road district. Either of these are considered to be the appropriation of MFT funds for road district general maintenance.

MFT funds will not be authorized until a MFT maintenance resolution is submitted; for road districts either Form [BLR 14222](#) or Form [BLR 09150](#) must be submitted with signatures from the road commissioner and the county engineer. The amount of MFT funds authorized is limited to the lesser amount of either MFT funds appropriated in the maintenance resolution, Form [BLR 14222](#), Form [BLR 09150](#), or the amount of MFT funds estimated to be available during the maintenance period.

14-2.04 Section Designation

For general guidance on MFT section numbers, see [Section 2-4](#).

Use the following procedure to assign section numbers for general maintenance programs:

1. Year. Use the last two digits of the calendar year or LPA fiscal year of the program.
2. Agency Sequence. For counties and municipalities, use 00000. For road districts, the first two digits would be the road district code number followed by three zeros.

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3. Subsection. All day labor maintenance work may be included under one subsection, usually 00. Each maintenance contract for the same maintenance period must be identified with a separate subsection. The appropriations for all work may be included in one resolution under one section number usually subsection 00.
4. Section Type. General Maintenance (GM) section type designations will be used for the annual maintenance program.

14-2.05 Maintenance Engineering Categories

All maintenance operations on Form [BLR 14222](#) for the estimate of maintenance costs, shall require one of the following maintenance engineering category designations. The maintenance category always falls to the lowest applicable category, see Figure 14-2A.

1. Category I. Services purchased without a proposal such as electrical energy or materials purchased from Central Management Services' Joint Purchasing Program (www.purchase.state.il.us) or another joint purchasing program that has been approved by the District BLRS office or Central BLRS (CBLRS).
2. Category II-A. Maintenance items that do not require competitive sealed bids according to [Section 12-1](#) or a local ordinance/resolution and do not fall into Category I.
3. Category II-B. Maintenance items that require competitive sealed bids according to [Section 12-1](#) or a local ordinance/ resolution. Maintenance includes all items in the following work categories: snow removal, street sweeping, lighting and traffic signal maintenance, cleaning ditches or drainage structures, tree trimming or removal, mowing, crack sealing, pavement marking, shoulder maintenance, limited amounts of Concrete Curb & Gutter (CC&G repair), scour mitigation, pavement patching, and minor drainage repairs.
4. Category III. Maintenance items that are not covered by Category II-B and require competitive bidding with a material proposal or a delivery and install proposal.
5. Category IV. Maintenance items that are not covered by Category II-B and require competitive bidding with a formal contract proposal.

14-2.06 Estimate of Maintenance Costs

Form [BLR 14222](#) is for use by all LPA types at the beginning of the maintenance period for the preparation of an estimate of maintenance cost and again at the end of the maintenance period for preparation of the maintenance expenditure statement, see Section 14-3.04. Form [BLR 14222](#) is designed to allow the estimate of maintenance cost to be updated with actual quantities used and costs, along with the addition of other maintenance operations as discussed below.

An estimate of maintenance cost must include all known maintenance operations to be funded with MFT funds. If other maintenance operations are added during the maintenance period which would require the operation to seek competitive sealed bids, see [Section 12-1](#); a revised estimate is required. Any other maintenance operations, not included on the estimate of maintenance costs or revised estimate, are required to be included individually on the maintenance expenditure statements. All estimate of maintenance costs must be submitted to the district for approval within

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120 days after the start of the maintenance period or after the submittal of the resolution, whichever is later and prior to seeking competitive sealed bids for a maintenance operation, see [Section 12-1](#).

The estimate of maintenance costs must be signed by the named official on the form or other authorized individual. See [Section 2-3](#) for additional information.

14-2.06(a) Maintenance Engineering

The estimated cost of engineering services to be paid in connection with a LPA's MFT maintenance program must be set forth separately on the estimate of maintenance costs as "Maintenance Engineering." The amount counties may charge road districts is determined by resolution passed by the county board. A copy of the resolution must be submitted to the appropriate IDOT district.

Maintenance engineering must be listed as a separate item on the estimate. The fees paid for maintenance engineering should not exceed the schedule of maximum fees on Form [BLR 05520](#) "Maintenance Engineering to be performed by Consulting Engineers". The cost for other services (e.g. materials testing, advertising, bridge inspections) would be in addition to the normal maintenance engineering fees.

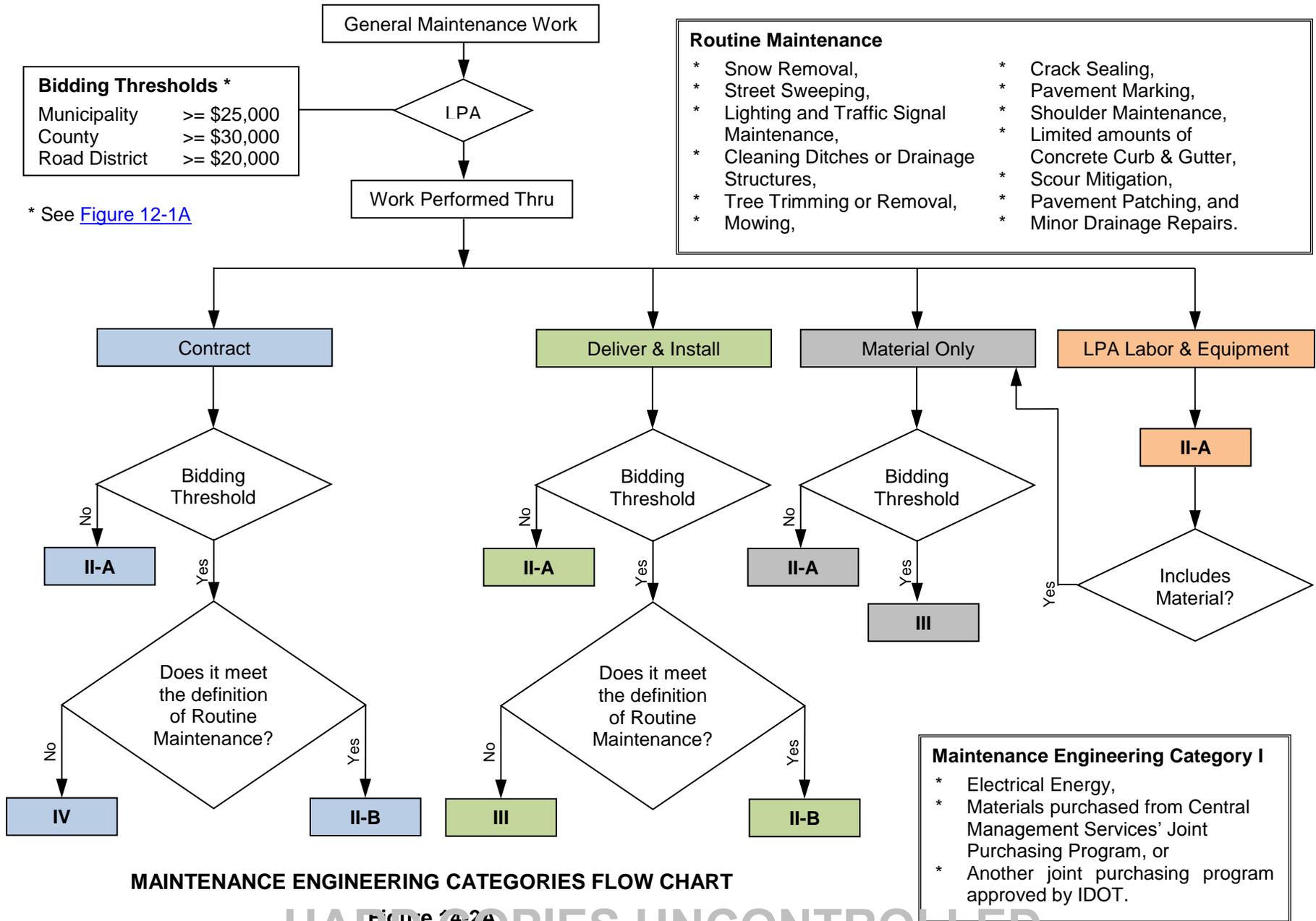
If additional maintenance operations are added during the maintenance period, but not included in the estimate of maintenance costs and additional engineering services are needed, the additional maintenance engineering costs will be listed separately on the maintenance expenditure statement.

MFT funds for "Maintenance Engineering" may be initially authorized under "Maintenance", however; "Maintenance Engineering" must be accounted separately by the LPA. When the maintenance expenditure statement is submitted, the district will make revisions as needed to show the final authorization for "Maintenance" and "Maintenance Engineering".

14-2.06(b) Listing of Material, Labor, and Equipment

LPAs should use Form [BLR 14222](#) to prepare an estimate of maintenance cost for both day labor and contract maintenance operations. For each day labor operation, estimate the cost of material categories (aggregate, bituminous material, culvert, etc.), along with the total estimated cost of material for each maintenance operation. LPAs may provide a total of their estimated labor cost and a total estimated equipment cost for their entire maintenance program or an LPA may list their labor and equipment estimated costs for each maintenance operation. If a consultant is utilized, the LPA's labor and LPA's equipment costs fall under Maintenance Engineering Category II-A.

Each maintenance contract should be indicated as a separate maintenance operation listing the type of work in each contract and the total estimated cost of the contract.



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Figure 14-2A
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14-2.06(c) Equipment Ownership Expenses

LPA's planning to use MFT funds to reimburse locally owned equipment used for maintenance operations must meet the requirements discussed in [Sections 12-1](#) and [15-1](#). The submittal of the required documentation as discussed in [Section 12-1](#) must be submitted with the estimate of maintenance costs for approval.

14-2.06(d) Non-MFT Items

The LPA may include maintenance work not funded with MFT funds in their maintenance program; however, it should be identified as non-MFT on the estimate of maintenance costs.

14-2.07 Maintenance Letting**14-2.07(a) Bidding Proposals**

Proposals for day labor maintenance and contract maintenance need to be prepared in the same manner as for construction projects. See [Section 12-2](#) for information on contract proposal, material proposal, delivery and install proposal, and request for quotations.

Prequalification of bidders is optional for maintenance contracts and material proposals except for bituminous resurfacing contracts greater than \$50,000 for which prequalification is required. If prequalification is required, it must be indicated in the letting advertisement.

The scope of a maintenance proposal should be identified so all work is completed or all material is delivered by the end of the maintenance period. It is imperative an award be made at an early date to allow this work to be completed by the end of the maintenance period. Include a Special Provision in the material proposal specifying that all materials must be furnished and spread by a designated termination date no later than the end of the maintenance period.

Material proposals for the purchase of salt or other ice control measures may be for an entire winter period even if it extends over two maintenance periods. If the purchase of salt or other ice control measures will occur in the 2nd maintenance period, a resolution will need to be submitted and approved. When appropriate, the LPAs may solicit quotes from material suppliers rather than taking formal bids. See [Section 12-1](#) for more information.

A maintenance contract must contain either a number of working days or a completion date no later than the end of the maintenance period. When working days are used, the allowable number of working days should typically not exceed the average number of working days remaining in the maintenance period. Approval of IDOT is required when a maintenance contract must continue beyond the end of the maintenance period.

It is permissible to award contracts for lighting, traffic signals, and other contracts only involving equipment and labor with minor replacement materials for a period not exceeding three years. This is allowed because it is not always feasible for a contractor to increase the work force to provide the necessary services for a short period. A separate subsection is set up for each contract for the first year of the contract; see Section 14-2.04. The cost for the remaining years

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of the contract may be included in the same subsection as the day labor maintenance work (usually a 00 subsection) each year.

14-2.07(b) Letting and Award

The requirements for bidding and for advertising to receive bids are the same as for construction and can be found in [Section 12-3](#).

14-3 RECORD KEEPING

14-3.01 General

14-3.01(a) Expenditures

The expenditure of MFT funds for maintenance may not exceed the lesser of the approved appropriation resolutions or the amount authorized by IDOT. MFT funds may not be expended for items to be bid or quotations obtained, see [Section 12-1](#), until the estimate of maintenance costs and other documentation are approved, see Sections 14-2.03, 14-2.06 and 14-2.07.

MFT funds authorized for expenditure for a maintenance period must be accounted for in that period. Outstanding bills not paid by the end of the maintenance period will still be charged to the maintenance period in which the bills were incurred. All costs incurred as part of a maintenance contract will be charged to the maintenance period in which the contract that was awarded even if it was necessary to extend the contract beyond the end of the maintenance period. An exception is for multi-year contracts for lighting and traffic signal maintenance that extend beyond the maintenance period. The costs for these operations apply to the maintenance period in which they actually occur.

14-3.01(b) County Maintenance

Maintenance operations may be performed by counties either on a countywide basis or on a section basis or patrol basis. Resolutions appropriating MFT funds for the work may be lump sum, covering all sections or patrols, or may be in separate amounts with a separate appropriation for each section or patrol. Likewise, authorization for the expenditure of MFT funds for the work will be in one amount if the appropriation is a blanket one or in separate amounts if an appropriation is made for each section or patrol. Actual cost records must be kept accordingly (i.e., whichever way it is set up).

14-3.01(c) Road District Maintenance

Maintenance operations on township and road district roads may be performed either on a district-wide basis, section basis, or patrol basis. Authorization for the expenditure of MFT funds for this work may be lump sum or for each section and/or patrol, as requested by the county engineer.

14-3.01(d) Municipal Maintenance

Resolutions that appropriate MFT funds for municipal maintenance work and authorization of the expenditure of MFT funds may be lump sum for all streets to be maintained. Cost records, however, should be kept by maintenance operation as established on the estimate.

14-3.02 Overruns**14-3.02(a) Day Labor**

For day labor maintenance operations, the following will apply if:

1. Additional maintenance operations not included in the approved estimate of maintenance costs will require the submission of a revised estimate of maintenance cost when the operation is required to be bid or request for quotations obtained, see Section 14-2.06.
2. If the total cost of overruns of a maintenance operation is \$10,000 or less, no additional IDOT approval is necessary. If the maintenance operation includes multiple bid groups, the \$10,000 or less will apply to the individual bid groups.
3. If the total cost of overruns of a maintenance operation exceeds \$10,000 ([720 ILCS 5/33E-9](#)), a written request is required for IDOT's approval justifying the increase. If the maintenance operation includes multiple bid groups, the \$10,000 limit will apply to the individual bid groups. IDOT's approval of this request should be documented in the district's file.

14-3.02(b) Contract Maintenance

For contract maintenance operations, prepare Form [BLR 13210](#) "Request for Approval of Change in Plans" when required by the criteria presented in [Section 13-2](#). See [Section 9-1](#) for when MFT funds are authorized.

14-3.03 Material Inspection for Maintenance

Material inspection for maintenance consists of the following steps:

1. Inspection of Materials. Conduct physical testing or visual inspection of the materials to ensure compliance with the [Standard Specifications](#) in accordance with the [Project Procedures Guide \(PPG\)](#).
2. Evidence of Materials Inspection. Ensure there is proof that the required material sampling and testing has been performed in accordance with the [PPG](#).
3. Documentation of Inspection. Document the fact that the materials received on the job site were accompanied by adequate evidence of material inspection as described in Step 2 and include the documentation as part of the project files.

The LPA may request assistance from IDOT, as needed. The LPA will maintain the documentation of inspection for a minimum of three years after the completion of the contract for possible review.

14-3.04 Maintenance Expenditure Statements (MES)

After the end of the maintenance period, the LPA shall submit the Maintenance Expenditure Statement (MES), Form [BLR 14222](#) to IDOT within three months after the end of the maintenance period. At this time, all outstanding bills should have been paid. Maintenance resolutions and

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estimates of maintenance costs submitted for future maintenance periods after that date may not be processed until the delinquent MES has been submitted.

The MES should include lump sum costs for labor, equipment, and maintenance engineering costs. Material costs and maintenance contract costs should be shown for each day labor operation. LPAs may provide a total actual labor cost and a total actual equipment cost or list labor and equipment actual costs for each maintenance operation. The MES shall also include all other maintenance operations listed separately which were paid using MFT funds but not included in the estimate of maintenance costs, see Section 14-2.06.

After the receipt of a LPA's MES, IDOT will ensure adequate MFT funds have been appropriated and authorized and will credit any funds not expended to the LPA's unobligated balance.

IDOT's documentation review of MFT funds will determine if all maintenance expenditures were made in accordance with approved estimates of maintenance costs, approved contracts and award of materials, and the equipment rate schedule; see [Chapter 15](#).

Whenever IDOT determines MFT funds have been used to pay for maintenance operations not approved or otherwise have been improperly expended, the LPA will be given an opportunity to document the acceptability of the unapproved items or improper expenditure. If it is determined that the expenditure is not proper, the LPA will be required to refund the expenditure to their MFT account from a separate non-MFT account as a permanent transfer.

14-4 MAINTENANCE INSPECTION (COUNTIES AND ROAD DISTRICTS)

Roads constructed with Federal funds are discussed in [Section 25-2](#).

[605 ILCS 5/5-702](#) and [5/6-702](#) require that IDOT withhold MFT funds from individual counties, townships, and road districts when proper maintenance is not being performed on MFT funded construction projects.

The districts should review the quality of maintenance of MFT construction projects on county, township, and road district roads through their design life of 15 to 20 years. The method of accomplishment will be left to the districts. The districts should work closely with the county engineer to determine if township and road district roads are maintained in a manner satisfactory to IDOT and the county. However, all county, township, and road district projects should be observed at least once every five years. Efforts should be documented when problems are found, and again when they have been corrected.

14-4.01 Items of Inspection

The district should conduct maintenance inspections that include the following:

- name of county or county and road district;
- section number;
- date of inspection;
- surface type;
- condition of surface, shoulders, ditches, structures, traffic control, and guardrail;
- type of maintenance being performed during the year:
- routine (e.g., mowing, patching);
- extraordinary (e.g., placement or removal of large amounts of materials, seal coats); and
- recommended maintenance work to bring the section up to a serviceable condition for vehicular traffic.

14-4.02 Notification

The district will inform the county engineer of all needed maintenance corrections noted during the inspection. If a maintenance correction is essential to provide for safe operation of vehicular traffic, the district will advise the LPA immediately.

14-4.03 Bridge Inspection

LPAs are required to perform periodic inspections of bridges in accordance with the *National Bridge Inspection Standards (NBIS)* and report their findings to IDOT; see [Section 6-3](#).

14-5 ACRONYMS

This is a summary of the acronyms used within this chapter.

ADA	<i>Americans with Disabilities Act</i>
BBS	Bureau of Bridges and Structures
BLRS	Bureau of Local Roads and Streets
CBLRS	Central Bureau of Local Roads and Streets
CC&G	Concrete Curb & Gutter
EAB	Emerald Ash Borer
GM	General Maintenance
HMA	Hot Mix Asphalt
IDOT	Illinois Department of Transportation
ILCS	<u>Illinois Compiled Statutes</u>
ILMUTCD	<u>Illinois Supplement to the Manual of Uniform Traffic Control Devices</u>
LPA	Local Public Agency
MES	Maintenance Expenditure Statement
MFT	Motor Fuel Tax
NBIS	<i>National Bridge Inspection Standards</i>
PPG	<u>Project Procedure Guide</u>
PROWAG	<i>Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way</i>
ROW	Right of Way
WMA	Warm Mix Asphalt

14-6 REFERENCES

1. *Maintenance Policy Manual*, IDOT
2. [Illinois Compiled Statutes](#)
3. [Illinois Supplement to the Manual of Uniform Traffic Control Devices](#), IDOT, June 2014.
4. [Project Procedures Guide](#), IDOT, April 2018
5. [Standard Specifications for Road and Bridge Construction](#), IDOT