




Illinois Department of Transportation

Memorandum

To: Regional Engineers
From: Jack A. Elston 
Subject: Special Provision for Weekly DBE Trucking Reports
Date: January 10, 2025

This special provision was developed by the Office of Business and Workforce Diversity and the Bureau of Construction as a result of revised Disadvantaged Business Enterprise (DBE) monitoring requirements set forth in 49 CFR 26.37. It has been revised to require Weekly DBE Trucking Reports for all DBE trucks on the project, whether they are utilized for DBE goal credit or not, and to require advance notice of DBE trucking activity for labor and reporting requirements.

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 April 25, 2025 and subsequent lettings. The Project Coordination and Implementation Section will include a copy in the contract.

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WEEKLY DBE TRUCKING REPORTS (BDE)

Effective: June 2, 2012

Revised: January 2, 2025

The following applies to all Disadvantaged Business Enterprise (DBE) trucks on the project, whether they are utilized for DBE goal credit or not.

The Contractor shall notify the Engineer at least three days prior to DBE trucking activity.

The Contractor shall submit a weekly report of DBE trucks hired by the Contractor or subcontractors (i.e. not owned by the Contractor or subcontractors) to the Engineer on Department form "SBE 723" within ten business days following the reporting period. The reporting period shall be Sunday through Saturday 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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