Work Done By The Department Of Transportation For Counties, Cities, Or Other Governmental Agencies
UDOT 06A-41
Effective:  February 3, 1969          Revised:  February 6, 2014

Purpose
To establish the procedure and to place responsibility for authorizing the performance of work by Utah Department of Transportation (Department) forces or the furnishing of materials to other governmental agencies through an interlocal cooperative agreement.

Policy
Work may be done by the Department for other governmental agencies provided the requesting agency can demonstrate that engaging the Department for the work will be more beneficial to the traveling public than performing the work with its own forces or engaging a private contractor. Generally, it is expected that such work activities will be small in scope, and limited to the kinds of activities that are not commonly performed by private contractors. The work may not interfere with Department work schedules or operation.
Procedures
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UDOT 06A-41.1

Responsibility: Requesting Party

Actions

1. Contact the Region Director explaining the need for and the reasons why the work is not advertised for a private contract or materials purchased from a private firm. The justification should include a statement quantifying the benefit the traveling public would receive if the Department were to perform the work and/or supply the materials.

Responsibility: Region Director and Staff

2. Determine if Region forces can do the work without interfering with their own operations or hindering their schedules and if the State can provide the requested materials.

3. Prepare Interlocal Cooperative Agreement (six copies) specifying:
   - the duration of the agreement,
   - its purpose,
   - the manner of financing the undertaking,
   - terms establishing the budget,
   - terms for terminating the agreement, and
   - any other necessary and proper matters.

4. Submit the agreement to the assigned Assistant Attorney General for review as to proper form and compliance with applicable law.

5. Obtain the notarized signature of the person having authority to enter into the agreement for the agency requesting the work.

Responsibility: Region Director

6. Approve the agreement as authorized by the Executive Director.
Responsibility: Region Director and Staff

7. Distribute the Work Agreement as follows: (Requires original signatures)
   - One copy for Region Files
   - One copy for party requesting work
   - One copy to the supervisor performing the work
   - One copy to Central Files
   - One copy to Comptroller
   - One copy to Director of Maintenance

Responsibility: Region Accounting Office

8. Prepare and submit Accounts Receivable Invoice.

9. Send bill to the party for whom the work was done for collection.