



**INSTRUCTIONAL MEMORANDUMS
To County Engineers**

To	County Engineers	Date	September 2005
From	Office of Local Systems	IM No.	3.41
Subject	Advertisement of Locally Let Projects in the Iowa DOT Weekly Letting Report		

The purpose of this I.M. is to instruct county engineers in the process of including locally let projects in the Iowa Department of Transportation (Iowa DOT) Weekly Letting Report.

It is possible to have secondary road projects that are to be let locally or construction products lettings advertised in the Iowa DOT Weekly Letting Report.

Requests for advertising in the Weekly Letting Report must be submitted using either the current Iowa DOT Bulletin Reporting Form (Form 650013) or the Iowa County Engineers Service Bureau on-line tool.

Submittal Using the Iowa DOT Form:

Form 650013 is available in either [Microsoft Word](#) or [Adobe Acrobat \(PDF\)](#) format. Complete one form for each project. Blank spaces have been provided on the form for construction product descriptions. When the bid items on the form are not used, leave the quantities blank and insert items that need to be included on the blank lines provided.

Completed Form 650013 should be e-mailed to the Iowa DOT, Office of Contracts according to the instructions provided on the form.

Submittal Using the Service Bureau On-line Tool:

County engineers can also include projects in the Iowa DOT Weekly Letting Report by completing the form located on the Iowa County Engineer's Association Service Bureau [web site](#).

From the home page, this form can be located by selecting: > Online Tools > Projects > Lcl Letting Notice. Completing this on-line form will send data to be included in the Iowa DOT Weekly Letting Report as well as the Association of General Contractors (AGC) Report and FW Dodge Report.