



Highway Maintenance Manual
Chapter 02 Administration
Section 25 Cost Invoicing
Subject 10 Equipment Rental (County)

Bureau of Highway Maintenance
January 2006

1.0 Policy

1. There shall be no monetary limit on equipment rentals from other county highway departments providing the estimated cost is within the approved Host County (county where work is currently being done) RMA.
2. The Regional SPO Manager, hereinafter called the "Region", shall control the use of equipment for all state highway maintenance work within their respective districts.
3. The Region, in cooperation with the County, shall estimate what equipment is necessary to complete:
(a) the work enumerated in the RMA, or (b) the process plan for an emergency operation. The equipment not available in a County shall be rented from a near by county whenever feasible.

2.0 RMA Budget Alternatives

The Region, in cooperation with the counties, shall consider budget alternatives when equipment and personnel from a vendor county is used within a host County. Both the host and vendor equipment and personnel costs should remain accurate for county highway department planning and budgeting.

1. Host County RMA

The host County shall provide the vendor County with the appropriate project ID for charging equipment, personnel costs and administrative support.

The host county shall provide the vendor county a project ID to charge to for equipment rental.

2. Vendor County RMA

Note: Equipment rental between counties for local force accounts-state must be billed directly to the host county.

The vendor County shall set up a project, using the host county project ID, and invoice the department in the traditional manner as part of the routine monthly invoice. This invoicing is only applicable under RMA, but not under local force accounts-state projects.

The vendor county shall report back to the host county the final costs billed to the state for the host county project ID.