This chapter contains the following sections:

Overview	4-3
General Force Account	4-3



## **OVERVIEW**

Force Account is the method to track and pay for labor, equipment and/or materials when work cannot easily be quantified during the design phase. It is also used when the Department and the contractor are unable to come to an agreed price on an item of work. The source documentation requirement for any work to be paid on a Force Account basis is the Daily Costs of Force Account w Standby (Form No. 040-008). Refer to Subsection 109.03, (*Measurement and Payment*) Force Account, of the Standard Specifications for specific requirements relating to force account.

All Daily Costs of Force Account w Standby forms, Force Account Recap sheets and supporting documentation, (e.g. invoices, payroll records, affidavits) will be saved electronically in the appropriate EDOC Contract Files\Contract Files\06 - FA\6.# [Name of the Force Account] directory(ies). Each Force Account will have a separate directory, (i.e. 6.1 (Name of Force Account), 6.2 (Name of Force Account)).

Note: Forms change periodically, go to the SharePoint Construction Forms Area for the latest version.

### **GENERAL FORCE ACCOUNT**

### **INSPECTOR'S RESPONSIBILITIES**

- 1. Obtain the Daily Costs of Force Account w Standby form (Figure 4-1).
- 2. Record the following required information in the Form Header section:
  - a. Contract number, date performed, Change Order number (if applicable), description of work, category number and item number.
- 3. Record the following required information in the LABOR Section:
  - a. The names, classification and hours worked of each person performing work on the force account.
  - b. Overtime hours will be listed separate from straight time hours.
- 4. Record the following required information in the EQUIPMENT Section:
  - a. The year and a complete description of each piece of equipment such as make, model, horsepower, capacity, size, etc., the actual hours worked, and standby hours.
  - b. Any equipment attachments and give a description.
- 5. Record the following required information in the MATERIALS Section:
  - a. A complete description and the quantities used on the Force Account work. The contractor may provide an invoice for the materials. Turn the invoice into your Office Engineer with the Force Account sheet.
- 6. Record the following required information in the APPROVED Section:
  - a. Review the Force Account form with the Contractor and obtain the Contractor's signature after the work for the day is completed. Do not fill in hourly rates, extended amounts, or material prices at this time.
- 7. Turn the partially completed sheet into the field Office Engineer.

**Note:** If mistakes are made on a paper form, line through the error and write in the corrected entry. Correction fluid and/or tape is not allowed.

4

Contract No. 3636 Change Order No.	STATE OF NEVADA DEPARTMENT OF TRANSPORTATION DAILY COSTS OF FORCE ACCOUNT					Date -19 port No.	
Bescription of Work	Repairing Drainag	e Prob	lem@"x	" 100+	30 RT	22	
Category No.	0		Item No.	50690	00		
(LABOR) Name	Classification	Hour	Hourly	Vacation Rate	Remote Area Pay Rate	1	Total
A 1 D 11 -	Mason Group 1	4	Rate	Rate	гаулан	\$	
( orly Bellinger	March Group I	7				\$	
Casey Seager	Carpenter Al	4				\$	
Cuscy suger	Sarpase ar					\$	
and the second						\$	+
						\$	
						\$	+
				1		\$	
						\$	-
						\$	
ates verified against payroll no.				I Payroll		\$	0 .
or contractor:		harge (see spec	ial provisions) @	24.64	.0 hrs	\$	
or week ending:	Other fringe benefit - Other fringe benefit -			/hr. for	.0 hrs	\$	
or week ending:	Other fringe benefit -			/hr. for	.0 hrs	\$	
lotes:	Other fringe benefit -			/hr. for	.0 hrs	\$	
Unita.	Other fringe benefit -			/hr. for	.0 hrs	\$	
					ince and/or travel	\$	
			Sub	total		\$	
			+25.00%	on labor o	osts	\$	
Verified by	c			Total cost of lab	oor(A)		
(EQUIPMEN	(T) Description	Year	Operating Hrs	Standby Hrs	Rate		Total
Y2 Ton Truck	4×2 Gas 143HS COnvCab	2018	4		1	\$	
						\$	
					<u></u>	\$	
						5	
						\$ \$	
						5	
						5	-
						\$	
	nment Watch			Subtotal		\$	
late: Obtain rental rates from Equi	priorit Traitor		+20.00%	on Operating or		\$	
lote: Obtain rental rates from Equi						s	+
lote: Obtain rental rates from Equi				Total cost of	equipment(B)		Total
lote: Obtain rental rates from Equi			Invoice No.	Total cost of Pre-Tax	Sales Tax		
	24 inch RCP					\$	
(MATERIALS) 10 LINGT OF						s s	
(MATERIALS) 10 LINGT OF	24 inch RCP Metal End Section					\$ \$ \$	
(MATERIALS) 10 LINGT OF						\$ \$ \$	-
(MATERIALS) 10 LINGT OF						s s s s s	
(MATERIALS) 10 LINGT OF						\$ \$ \$ \$ \$ \$ \$	•
(MATERIALS) 10 LINGT OF			Invoice No.			\$ \$ \$ \$	-
(MATERIALS) 10 Linst of 1 24 inch			Invoice No.	Pre-Tax	Sales Tax	\$ \$ \$ \$ \$ \$ \$ \$	-
(MATERIALS) 10 Linst of 1 24 inch			Invoice No. Subtotal	Pre-Tax	Sales Tax		-
(MATERIALS) 10 Linft of 1 24 inch	Metal End Section Tech 4		Invoice No. Subtotal	Pre-Tax	Sales Tax Pre-Tax	** ** ** ** ** ** **	-
(MATERIALS) 10 Linst of 1 24 inch	Metal End Section Tech 4		Invoice No. Subtotal	Pre-Tax	Sales Tax	** ** ** ** ** ** **	-
(MATERIALS) 10 Linft of 1 24 inch	Metal End Section Tech 4		Invoice No. Subtotal	Pre-Tax	Sales Tax Pre-Tax terials(C) Total (A+B+C)	** ** ** ** ** ** **	-
Approved: Justin Jurne States Representative Churler American	Metal End Section Tech 4 Foreman		Invoice No. Subtotal	Pre-Tax on material P fotal cost of ma	Sales Tax Pre-Tax terials(C) Total (A+B+C)	** ** ** ** ** ** **	-

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Figure 4-1: Example of Inspector's Entries in the Daily Costs of Force Account w Standby Form

### **OFFICE ENGINEER'S RESPONSIBILITIES**

The Daily Costs Force Account form signed by the Contractor and submitted by the Inspector (Figure 4-1) will be one of the source documents used to determine the total cost of the Force Account for that day.

Research and document the additional information on the Daily Costs of Force Account w Standby form (Figure 4-5):

- 1. Transfer all the Inspector's entries from the paper form to a new electronic form.
- 2. Enter the appropriate Report No. in the HEADER Section.
- 3. Enter the following in the LABOR Section:
  - Use the contractor's payroll from <u>LCPtracker</u> to obtain the correct hourly rates, remote area pay and vacation rate paid to each person listed.
  - b. Determine if the hourly rate on the payroll includes vacation and remote area pay. If the total hours multiplied by the hourly rate equals the gross pay, then the hourly rate includes vacation and remote area pay, if applicable. The hourly rate is entered on the force account sheet, leave the vacation and remote area pay columns blank. There is no need to separate the vacation or remote area pay, as long as it is included.
  - c. If the total hours multiplied by the hourly rate are less than the gross pay, add the total hours multiplied by the hourly vacation rate from the fringe benefit statement. If the two amounts added together equal the job gross, record the base rate and vacation rate on the force account sheet. Some Operating Engineers are paid time and one-half for vacation for overtime hours.
  - d. In order for the Contractor to be reimbursed for vacation and remote area pay, it must be included in the job gross.
  - e. Obtain the labor surcharge from the <u>Construction Administrative Services Documentation Resource</u> area on SharePoint. The labor surcharge reimburses the Contractor for the percentage paid into FICA, Workman's Compensation, State and Federal unemployment taxes. Use the applicable labor surcharge in effect at the time the work was performed.
  - f. Indicate the amount per hour for fringe benefits obtained from the Fringe Benefit Statement (Form No. 052-062) found in LCPtracker (Figure 4-2), and the total hours for each labor classification. The fringe benefit rate must be verified either by checking the rates against the payroll or contacting the Contractor for a breakdown. If the fringe benefits on the form do not match the fringe benefits on the payroll, verify the correct wage from the Contractor. If the Fringe Benefit Statement is in error, a revised form must be submitted.

**Note:** Non-union Contractors may not have fringe benefits listed on the Fringe Benefit Statement (Form No. 052-062). In this case, you would only pay their hourly rate.

- g. Obtain subsistence and/or travel expense (if any) from supporting documentation such as receipts and/or invoices must be provided.
- h. Make certain that the actual wage rates verified do not include any additives except vacation pay.
- Print the payroll document as a PDF file and save it to the appropriate EDOC Contract Files\Contract Files\06 FA directory.

**Note:** No payment will be made for labor performed on force account until the Contractor certified payrolls are entered in LCPtracker for the week that the work was performed. Save the certified payroll report to the appropriate EDOC Contract Files\Contract Files\06 - FA directory.

**Note:** If a company is a service provider, they must complete a service provider form and submit it to Contract Compliance for approval. The service provider shall also provide certified payrolls in LCPtracker. If the company is doing force account work, the labor will be based off the certified payrolls and the equipment rates will be based on <u>Equipment Watch</u>, not an invoice. If there are any questions concerning the service provider form, contact the Administrative Services Division's Contract Compliance Section.

4

	Nevada De	partment of	Transporta	tion (NDOT	)		
FRINGE BENEFIT	TITE MIZE D	CONTRI	BUTIONS	DEDUCT	IONS STA	TE MENT	
NDOT Contract No.: 3636	NDOT Projec	t No.(s): SPi	FR-PE01(2)			Date: 4/20/2	016
Contractor/Subcontractor: Keep On	Trucking		To: RESID	ENTENGIN	EER		
Phone No.: 775-331-5100			Phone No.:	775-888-768	30		
Contractor/Subcontractor Address: 9					ess:1263 So		
Contractor/Subcontractor Address: 5 Sparks, NV 89431	75 Industrial V	Nay,	Resident Er Carson City	-	ess:1283 So	uth Stewart	Street,
This form is to be completed and Administrative Code (NAC) to Chapt must include a itemization of all con workman as authorized by NRS 33 338 - 11(1). To ensure the proper Fringe Benefit to this contract), the rates for fringe Commissioner and the U.S. Departn	er 338 of the atributions ma 3.035, if any s rates are appl benefits, sub	Nevada Revi de to a third such contribu ied to the ce sistence and	sed Statute   person purs tions were r rtifed payrol I/or travel all	s (NRS) req suant to a fit made as par Ils and/or to owance pay	uires that ea ind, plan or t of the wag any Force A ment (as re	ach certified program in 1 es of that w account work quired by th	payroll report the name of a orkman, NAC (if applicable e State Labor
Name of the classification and/or	Subsistence	Indi	cate the amo	ount of each	contribution	as an hourly	/ rate.
employee(s) receiving the benefit. Use additional sheet if needed.	or Travel Allowance	Health and Welfare	Pension	Vacation/ Holiday	Training or Apprentice- ships	Other	Effective Date of Benefit
Mason/Jrnyman		4.5					10/1/2015
Laborer Apprenice Level 2		4.5	4.5			.97-	10/1/2015
Carpenter		4.5					10/1/2015
* Vacation/holiday is included in rate	ofpay						
**Dues Checkoffis included in rate of	3.0						
Funds Submitted Each Month:							
Northern Nevada Laborers Trust I	Fund						
445 Apple St., Ste 109					_		
Reno, NV 89502							
		·					
A revised statement must be submit required to report said differences on				enefits apply	to various e	mployees th	e employer is
The contractor/subcontractor certifie deductions and contributions to fing 808, NRS 338, 40 USC 278(a) Davi 29, 41 and 49 of the Code of Federal	es the informa ge benefits co s Bacon Act a	ation provide mply with a	d on this fo pplicable sta	ate of federa	I laws and r	egulations.	Refer to NRS
Signature of the employer or its ag Falsification of this report may subje							
sig Stephan	ieWadl	eigh		Pay	Title of pe roll/HR N	rson signing Aanager	
Form No .052-062		0		î		-	

#### Figure 4-2: Example of Fringe Benefit Statement

- 4. Enter the following in the EQUIPMENT Section:
  - a. Obtain the required Force Account Equipment Listing (Form No. 040-033) from the Contractor. This form should include each piece of equipment utilized on the Force Account (Figure 4-3).

#### DEPARTMENT OF TRANSPORTATION FORCE ACCOUNT EQUIPMENT LISTING Date 4/25/16 3636 Project No. SPFR-PE01(2) Contract No Power Source Size or Weight Year Model No. HP Equipment Description And # Make (Manufacturer) (Gas, Diesel, Etc.) Capacity 2011 580 DIESEL BACKHOE CASE 1 CUYD 2011 COMPACTOR WACKER **RS800A** GAS 28.3" DRUM 11 TRUCK 2011 CHEVY 1500 GAS 4 X 2 143 Eddie Lacy NDOT 040-033 (10-05) **KEEP ON TRUCKING**

# STATE OF NEVADA

#### Figure 4-3: Example of Force Account Equipment Listing form

- b. The rates for each type of equipment on a force account will be based on EquipmentWatch calculations. The EquipmentWatch program is found on the Construction Division's SharePoint home page under the Construction Division Links area. Refer to the "Using EquipmentWatch" on page 4-10 in this chapter, for details on using EquipmentWatch.
- c. Record the Adjusted Hourly Rate dollar amount under the Rate column.

Note: If equipment is in Standby mode enter the Standby Rate indicated on the EquipmentWatch, Rental Rate Blue Book report in the Non-Active Use Rates area. See red boxes in Figure 4-13 and Figure 4-19.

- 5. Enter the following in the MATERIALS Section:
  - a. Obtain copies of supplier's invoices from the Contractor to verify actual costs and quantities of materials used on the force account. To be eligible for payment, invoices for materials must:
    - i. Substantiate at least the total quantity of materials to be paid for on the force account.
    - ii. Be extended to show totals and sales tax.
      - The contractor can submit a copy of their Department of Taxation Statement for proof of sales tax paid.
  - iii. Be dated on or before the date work was performed.
  - b. Record the invoice number with the materials listed.
  - c. For materials not specifically purchased for force account work, but are taken from the Contractor's stock, an affidavit may be supplied in lieu of an invoice. The affidavit must be signed by the Contractor and notarized. The affidavit must certify that such materials were taken from stock, that the quantity claimed was actually used, and that the price and transportation claimed represent the actual cost (Figure 4-4).

**KEEP ON TRUCKING** 985 SAMMI ROAD **RENO, NV 89502** 

April 22, 2016

Mr. Aaron Rodgers State Of Nevada Department of Transportation 1202 S. Mary St. Reno, NV 89503

RE: Contract No. 3636, I-395 in Reno @ Plumb Lane Int.

Dear Mr. Rodgers,

I certify that the materials used on Contract No. 3636 force account for Contract Modification No. 3 were taken from my stock. The quantity claimed was actually used, and the price and transportation claimed represent the actual cost as listed below:

24-inch RCP	10 linft	@	\$30.00
24-inch End Section	1 each	@	\$200.00

Signed:

Joe B. Wilson 4/22/16 Date

Joe B. Wilson, Owner

#### Figure 4-4: Materials Affidavit

- d. No payment will be made for materials used on a Force Account until these documents have been supplied to the Resident Engineer. Freight charges for materials delivered for use on a Force Account will be paid if properly documented and included in the sub-total to which the markup is applied. State sales tax is to be included for reimbursement if it is properly documented on the materials invoice.
- e. Sales tax amounts are not subject to the markup on materials costs. Complete all extensions and total the materials costs. The Contractor's percentage of material costs will be as specified in Subsection 109.03, (Measurement and Payment) Force Account, of the Standard Specifications.
- 6. Enter the following in the Signatures and Payment area:
  - a. The Rates and Extension by line is signed by the person who completed the form. This signature can be obtailed via DocuSign.

- b. The form must be checked and signed by someone other than the person who completed the Rates and Extensions. This signature can be obtained via DocuSign
- c. Enter the Estimate number in which the Force Account was paid.

	STA	TE OF NEVA	DA				
Contract No.	DEPARTMEN	T OF TRANS	PORTATION			Date	
3636	DAILY COSTS OF FORCE ACCOUNT 4						9
Change Order No.	-					port N	
3						1 of 1	
	Repairing Drainage Problems @ "X" 100 +	30 RT					
Category No.	1		Item No.	. 50	69000		
(LABOR) Name	Classification	Hour	Hourly	Vacation	Remote Area		Total
			Rate	Rate	Pay Rate		
Cody Bellinger	Mason Group 1	4	\$37.76			\$	151.04
Casey Seager	Carpenter	4	\$33.30			\$	133.20
		_				\$	-
						\$	•
						\$	-
						\$	-
						\$	-
						\$	-
						\$	-
						\$	-
Rates verified against payroll no.	12		Tota			\$	284.24
for contractor:		Surcharge (see spe	ecial provisions) 🕲	21.34%		\$	60.66
Keep on Trucking	Other fringe benefit - Mason		\$4.50	/hr. for	4.0 hrs	\$	18.00
for week ending:	Other fringe benefit - Carpenter		\$4.50	/hr. for	4.0 hrs	\$	18.00
4/26/2019	Other fringe benefit -			/hr. for	.0 hrs	\$	-
Notes:	Other fringe benefit -			/hr. for	.0 hrs	\$	-
	Other fringe benefit -			/hr. for	.0 hrs	\$	-
			•	Subsist	ence and/or travel	\$	-
			Sub	total		5	380.90
			+25.00%			5	95.22
Verified by:	J. Pederson				h (8)	5	476.12
				I OTAL COST OF 18	bor(A)	•	479.14
(EQUIPMEN	T) Description	Year	Operating Hrs	Standby Hrs	Rate	÷	Total
(EQUIPMEN 1/2 Ton Truck 4X2 Gas 143 HP Con		Year 2018				ه ۲	
			Operating Hrs		Rate		Total
			Operating Hrs		Rate	\$	Total 57.32
			Operating Hrs		Rate	5 5	Total 57.32
			Operating Hrs		Rate	5 5 5	Total 57.32 -
			Operating Hrs		Rate	5 5 5 5 5	Total 57.32 -
			Operating Hrs		Rate	5 5 5 5 5 5	Total 57.32 - - -
			Operating Hrs		Rate	5 5 5 5 5 5 5 5	Total 57.32 - - - - - - -
			Operating Hrs		Rate	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Total 57.32 - - - - -
1/2 Ton Truck 4X2 Gas 143 HP Con	v Cab		Operating Hrs	Standby Hrs	Rate \$14.33	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Total 57.32 - - - - - - - - - -
	v Cab		Operating Hrs 4	Standby Hrs	Rate \$14.33	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Total 57.32 - - - - - - - - - - - - - - - - - - -
1/2 Ton Truck 4X2 Gas 143 HP Con	v Cab		Operating Hrs 4	Standby Hrs	Rate \$14.33	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Total 57.32 - - - - - - - - - - - - - - - - - - -
1/2 Ton Truck 4X2 Gas 143 HP Con	v Cab		Operating Hrs 4	Standby Hrs	Rate \$14.33	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Total 57.32 - - - - - - - - 57.32 11.45 68.78
1/2 Ton Truck 4X2 Gas 143 HP Con	v Cab		Operating Hrs 4	Standby Hrs Subtotal Operating o Total oost of Pre-Tax	Rate \$14.33 site sosts	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Total 57.32 - - - - - - - - - - - - - - - - - - -
1/2 Ton Truck 4X2 Gas 143 HP Con Note: Obtain rental rates from Equip (MATERIAL 8) 10 Linft. of 24 inch RCP Price Per	v Cab went Watch		Operating Hrs 4	Standby Hrs Subtotal On Operating o Total oost of Pre-Tax \$300.00	Rate \$14.33 osts equipment(B) Sales Tax 7.00%		Total 57.32 - - - - - - - - - - - - - - - - - - -
1/2 Ton Truck 4X2 Gas 143 HP Con	v Cab went Watch		Operating Hrs 4	Standby Hrs Subtotal Operating o Total oost of Pre-Tax	Rate \$14.33 site sosts		Total 57.32 - - - - - - - - - - - - - - - - - - -
1/2 Ton Truck 4X2 Gas 143 HP Con Note: Obtain rental rates from Equip (MATERIAL 8) 10 Linft. of 24 inch RCP Price Per	v Cab went Watch		Operating Hrs 4	Standby Hrs Subtotal On Operating o Total oost of Pre-Tax \$300.00	Rate \$14.33 osts equipment(B) Sales Tax 7.00%	* * * * * * * * * * * *	Total 57.32 - - - - - - - - - - - - - - - - - - -
1/2 Ton Truck 4X2 Gas 143 HP Con Note: Obtain rental rates from Equip (MATERIAL 8) 10 Linft. of 24 inch RCP Price Per	v Cab went Watch		Operating Hrs 4	Standby Hrs Subtotal On Operating o Total oost of Pre-Tax \$300.00	Rate \$14.33 osts equipment(B) Sales Tax 7.00%		Total 57.32 - - - - - - - - - - - - - - - - - - -
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1/2 Ton Truck 4X2 Gas 143 HP Con Note: Obtain rental rates from Equip (MATERIAL 8) 10 Linft. of 24 inch RCP Price Per	v Cab went Watch		Operating Hrs 4	Standby Hrs Subtotal On Operating o Total oost of Pre-Tax \$300.00	Rate \$14.33 osts equipment(B) Sales Tax 7.00%	* * * * * * * * * * * * * * * * * * *	Total 57.32 - - - - - - - - - - - - - - - - - - -
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1/2 Ton Truck 4X2 Gas 143 HP Con Note: Obtain rental rates from Equip (MATERIAL 8) 10 Linft. of 24 inch RCP Price Per	v Cab went Watch		Operating Hrs 4 4 +20.00% No. Subtotal	Standby Hrs Standby Hrs Subtotal on Operating o Total ooot of Pre-Tax \$300.00 \$200.00 On material l	Rate \$14.33 osts	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Total 57.32 - - - - - - - - - - - - - - - - - - -
1/2 Ton Truck 4X2 Gas 143 HP Con 1/2 Ton Truck 4X2 Gas 143 HP Con Note: Obtain rental rates from Equip (MATERIAL8) 10 Lint. of 24 Inch RCP Price Per (1) 24 Inch Metal End Section Pric Approved:	v Cab ment Watch Affidavit e per Affidavit		Operating Hrs 4 4 +20.00% No. Subtotal	Standby Hrs Standby Hrs Subtotal on Operating o Total ooot of Pre-Tax \$300.00 \$200.00 On material l	Rate \$14.33 osts	a         a	Total 57.32 - - - - - - - - - - - - -
1/2 Ton Truck 4X2 Gas 143 HP Con I/2 Ton Truck 4X2 Gas 143 HP Con (MATERIAL 8) I/2 (MATERIAL 8) I/2 Linft. of 24 Inch RCP Price Per (1) 24 Inch Metal End Section Price	v Cab went Watch		Operating Hrs 4 4 +20.00% No. Subtotal	Standby Hrs Standby Hrs Subtotal on Operating o Total ooot of Pre-Tax \$300.00 \$200.00 On material l	Rate \$14.33 osts	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Total 57.32 - - - - - - - - - - - - -
1/2 Ton Truck 4X2 Gas 143 HP Con 1/2 Ton Truck 4X2 Gas 143 HP Con 1/2 Ton Truck 4X2 Gas 143 HP Con 1/2 Contemporation of the text of tex of text of tex o	v Cab wment Watch Affidavit e per Affidavit Title		Operating Hrs 4 4 +20.00% No.	Standby Hrs Subtotal Or Operating o Total oost of Pre-Tax \$300.00 \$200.00 Operating on material Total oost of m Rates and external	Rate \$14.33 osts	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Total 57.32 - - - - - - - - - - - - -
1/2 Ton Truck 4X2 Gas 143 HP Con 1/2 Ton Truck 4X2 Gas 143 HP Con Note: Obtain rental rates from Equip (MATERIAL8) 10 Lint. of 24 Inch RCP Price Per (1) 24 Inch Metal End Section Pric Approved:	v Cab ment Watch Affidavit e per Affidavit		Operating Hrs 4 4 +20.00% No.	Standby Hrs Subtotal Or Operating o Total oost of Pre-Tax \$300.00 \$200.00 Operating on material Total oost of m Rates and external	Rate \$14.33 osts	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Total 57.32 - - - - - - - - - - - - -
1/2 Ton Truck 4X2 Gas 143 HP Con 1/2 Ton Truck 4X2 Gas 143 HP Con 1/2 Ton Truck 4X2 Gas 143 HP Con 1/2 Contemporation of the text of tex of text of tex of tex	v Cab wment Watch Affidavit e per Affidavit Title		Operating Hrs 4 4 +20.00% No.	Standby Hrs Subtotal On Operating o Total oost of Pre-Tax \$300.00 \$200.00 On material I Total oost of m	Rate \$14.33 oots	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Total 57.32 - - - - - - - - - - - - -

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#### Figure 4-5: Completed Daily Costs Force Account w Standby Form

- 7. Scan the Inspector's handwritten form and save to the EDOC Contract Files\Contract Files\06 FA\6.# [Name of the Force Account] directory.
- 8. Obtain handwritten or DocuSogn signatures for the 'Rates and extenstion by' and 'Checked by'.
- 9. Save the form to the EDOC Contract Files\Contract Files\06 FA\6.# [Name of the Force Account directory.
- 10. Email copies of the completed Daily Costs Force Account forms to the contractor. Both forms are the source documentation for payment.
- 11. Enter the Force Account Daily Total in an AWP DWR posting Figure 4-33 shows an example of a Force Account DWR posting). Refer to Chapter 5, Daily Work Reports in the *AWP User Guide With Materials*, for details on DWR postings.
- 12. Enter the daily totals (labor, equipment, materials) for each Daily Costs Force Account sheet on a Force Account Recap sheet (Figure 4-6) and save to the appropriate EDOC Contract Files\Contract Files\06 FA\6.# [Name of the Force Account] directory.

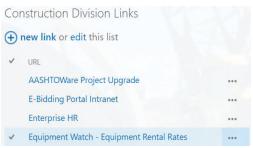
MN	O. 5069000		_					CATG NO. 01		
NO.	DATE / DATE RANGE	LABOR COST	EQUIPMENT COST	MATERIALS COST	DAILY TOTAL	AMOUNT PAID PER ESTIMATE	PAYMENT NO.	CUTOFF PAYMENT DATE	REMARKS	
1	4/25/19	\$476.12	\$68.78	\$635.00	\$1,179.90	1179.90	31	4/29/19	3	
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00				1	
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00			1	S	
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
_		\$0.00	\$0.00	\$0.00	\$0.00				-	
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
		\$0.00	\$0.00	\$0.00	\$0.00					
	TOTALS	\$476.12	\$68.78	\$635.00	\$1,179.90					

Figure 4-6: Force Account Recap Sheet

#### **USING EQUIPMENTWATCH**

To use the EquipmentWatch program:

1. Go to Construction Division SharePoint homepage. Under Construction Division Links, Click on the EquipmentWatch – Equipment Rental Rates link (Figure 4-7).



#### Figure 4-7: EquipmentWatch Link on SharePoint

2. The homepage will open. Check the Rental Rate Blue Book and click the green Search button (Figure 4-8).

C Search Modes and Manufact ← → C Ω ■ app	en × + peppententiations sensitive mandature fatures http://www.internet/allowed/datare-fatures/fatures-based/fature-base	- 5 ×
	Data-Driven Equipment Decisions Start Here	3-
	Search by Manufacturer, Model, or Serial Number Search by Equipment Category	
	Choose what data set(s) you'd like to see results for:      Provide the set of the	
	Manufacturer Hodel Serial Number	-
	Cantactila. Privary Policy: Nemeral Service: Nels	informa e 2019 Informa

Figure 4-8: EquipmentWatch Homepage

- 3. There are two options for searching for equipment.
  - a. Option 1:
    - i. Enter the type of equipment that you are inquiring about in the Manufacturer and Model boxes and click the Search button (Figure 4-9).

C G 🔹 app.equipmenteatch.com/search-results/datasets=%5	9 tool records rate %50 times during of protomode Name 17,300 and Namber	÷ II
C EquipmentWatch	, 🔍 Search 🖓 Upload 🛷 Saved Models 🕥 Groups 🔜 Market Activity 🕐 I	setp
Search by Manuf	acturer, Model, or Serial Number	
	have Rental Rate Blue Book Edit search type	
	nave <b>Rental Rate Blue Book <u>Loit Search type</u></b>	
Ford	F-250	Search
Manufacturer	Model Serial Number	
U		
Refine Results	Clear.all. Rental Rate Blue Book	
IN CATEGORY Clear		
BY CATCORY Clear Search	2 results	Soirt by •
	2 results	Sort by •
	2 results	Sort by
		Rental Sate Blue Book Internal Charge Rate
	On-Highway Trucks - On-Highway Light Dury Trucks F-250 FORD	Bental Rate Blue Book Internal Charge Bate Values & Market Data
	On-Hitchney, Trucka - On-Hitchney, Lipts, Dury, Trucka F-250	Rental Sate Blue Book Internal Charge Rate
	On-Highway Trucks - On-Highway Light Dury Trucks F-250 FORD	Rental Refs Rive Rook Internal Charp Rate Valves A Market Dela Vectoration
	On-Highway Trucks - On-Highway Light Dury Trucks F-250 FORD	Rental Rate Rise Root Internal Charge Rate Values & Marint Data Vectoration Becal Rental

Figure 4-9: EquipmentWatch Search Area

ii. The Results of the Search display. Click on the equipment item that best matches your inquiry (Figure 4-10).

sults		Sort by
¢	On-Highway, Inucka - On-Highway, Light, Duty, Inucka F-250 FORD Year: 1991 - 2020 Size Class: 300 HP & Over	Beental Rate Blue Bloo Mountal Internal Charge Rate Washers A. Market, Data Verification Betail Rental Special Wagnet
¢	On-Hipbway, Toucka - On-Hipbway, Light, Duty, Toucka F-250 SD FORD Year: 1991 - 2020 Size Class: 300 HP & Over	Rental Rate Blue Boo Groups Internal Charge Bate Regime Values & Market Data Verification Restal Rental

Figure 4-10: EquipmentWatch Search Results

iii. The equipment record opens. Select the Year, Axle Configuration and click the Confirm Equipment Configuration button (Figure 4-11).

	- 0				
EA	R 2014 ~	DS in Hours or MI/KILM	SERV	N. NUMBER	
101	ES				
ou	R CONFIGURATION* Please select yo	ur configuration from the list below			
	Axle Configuration *	Cab Type •	Horsepower o	Power Mode ¢	Ton Rating •
]	4.0 X 2.0	Conventional	385.0	Gasoline	3.0 / 4.0
1	4.0 X 2.0	Crew	137,0	Gasoline	3.0/4.0
1	4.0 X 2.0	Crew	385.0	Gasoline	3.0/4.0
1	4.0 X 4.0	Conventional	137.0	Gasoline	3.0/4.0
	4.0 X 4.0	Conventional	385.0	Gasoline	3.0 / 4.0
1					

#### Figure 4-11: EquipmentWatch Equipment Configurations

- iv. Go to the Costs/Rental Rate Blue Book tab and select Nevada DOT (Figure 4-12). Record the 'Your Adjusted Hourly Rate' amount on the Daily Costs of Force Account w Standby form in the EQUIPMENT section, under the Rate column (Figure 4-5).
- v. Click the Print Report icon (Figure 4-12).

Cost Recovery Rate 1 Intern	al Charge Rate		† Traditionally Re	ntal R
Nevada DOT	×		Values Manually	
LOCATION Location		0% OPDIATING ADJUSTMENT	100% Ownerstein twe standa	Monthly
				0
Active Rate	Ownership Cost (Ho	urly) Operating Co	st (Hourly) Your Adjus	ted Hourly Rate
Rate Effective Date Always Use Current Rate	USD \$6.0	)1 + USD\$	23.93 = USD	\$29.94
		Collapse USD \$0.00   0% Formula from Unadjusted	+USD \$0.13	0.4%

Figure 4-12: EquipmentWatch Equipment Rates

vi. The Rental Rate Blue Book report opens in a new browser tab. Click the Print icon (Figure 4-13).

April 2022

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🔅 Equipr	mentWatc	h.					
www.equipmentwatch.cor	n						
All prices shown in US of	tollars (\$)						
						March 1, 2020	
Rental Rate Blu	e Book®					March 1, 2020	-
Ford F-250 On-Highway Light Duty T	nucks						
Size Class: 300 HP & Over Weight: N/A							
Configuration for F-	-250				0		-
Axle Configuration Horsepower Ton Rating	4.0 X 4.0 385.0 hp 3.0 / 4.0		Cab Type Power Mode	1	Crew Gasoline		
Blue Book Rates							
** FHWA Rate is equal I	to the monthly ownersh	ip cost divided by 1	76 plus the hourly e	stimated operating			2 - E
		Ownership	Costs		Estimated Operating Costs	FHWA Rate**	
	Monthly	Weekly	Daily	Hourly	Hourly	Hourly	
Published Rates Adjustments	USD \$1,035.00	USD \$290.00	USD \$73.00	USD \$11.00	USD \$23.93	USD \$29.61	
Region ( 105%)	USD \$51.75	USD \$14.50	USD \$3.65	USD \$0.55	1 1		
Model Year (2014: 97.4%)	(USD \$28.26)	(USD \$7.92)	(USD \$1.99)	(USD \$0.30)	1 1		
Adjusted Hourly Ownership Cost (100%)	12		Q.	12			
Hourly Operating Cost (10 Total:	USD \$1,058.49	USD \$296.58	USD \$74.66	USD \$11.25	USD \$23.93	USD \$29.94	
		19.00					• (#)
Non-Active Use Rate	25					Houriy	
Standby Rate	0					USD \$3.01	
Idling Rate	. 0					USD \$25.32	+
Rate Element Alloc	ation						
Element			Percentage		Value		
Depreciation (ownership)			54%		USD \$558.0		
Overhaul (ownership)			27%		USD \$279.		
CFC (ownership)			7%		USD \$72.4		
Indirect (ownership)			12%		USD \$124.3	20/mo	

Figure 4-13: EquipmentWatch Equipment Rates Report

vii. Print the report to a PDF file, following the browser print options, and save to the EDOC Contract Files\Contract Files\06 - FA\6.# [Name of the Force Account] directory and click on the Save button (Figure 4-14).

→ * ↑	« Contract File	s > 06 - FA > 6.1 R	emove Portion of Brid	dge (Catg. #1)	v ©	∠ Search	6.1 Remove Portion
rganize 🔻 Ne	w folder						
<ul> <li>Documents</li> <li>Downloads</li> <li>Music</li> <li>Pictures</li> <li>Videos</li> <li>Windows (C:)</li> <li>040Construct</li> <li>Archive (\\data</li> </ul>	ion (\\datsrv1	Name	^	Date modified		Type	Size
File <u>n</u> ame:	On-Highway Lig	ght Duty Truck Cost R	ecovery.pdf				
	Adaba Assababl	Document (*.pdf)					

Figure 4-14: Save As Window

b. Option 2:

i. Use the By Category list. Scroll down to the category of equipment needed (Figure 4-15).



Figure 4-15: EquipmentWatch By Category Search

ii. Check the box for the type of equipment. This will open a By Subtype list. Check the box for the type of equipment (Figure 4-16).

BY CATEGORY <u>CI</u>	ear
Search	
On-Highway Trucks (409)	
BY SUBTYPE <u>CI</u>	ear
BY SUBTYPE Q	ear
	ear
Search	ear
Search On-Highway Flatbed Trucks (13) On-Highway Light Duty	
Search On-Highway Flatbed Trucks (13) On-Highway Light Duty Trucks (277)	
Search         ○ On-Highway Flatbed Trucks (13)         ☑ On-Highway Light Duty Trucks (277)         ○ On-Highway Rear Dumps (11)         ○ On-Highway Truck Rail Gear	

Figure 4-16: EquipmentWatch By Category & By Subtype Search

iii. The Results of the Search display. Click on the equipment item that best matches your inquiry (Figure 4-17).

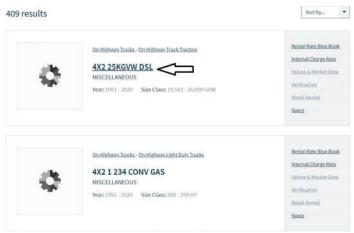


Figure 4-17: EquipmentWatch Search Results

- iv. The equipment records opens. Select the year and Nevada DOT (Figure 4-18). Record the 'Your Adjusted Hourly Rate' amount on the Daily Costs of Force Account w Standby form in the EQUIPMENT section, under the Rate column (Figure 4-5).
- v. Click the Print Report icon (Figure 4-18).

On-Highway Tru					
2016 ~ 🧲	In Hours or MI/RILM		SERM, NUMBER	-1	
onfiguration: 4X2	Horsepower: 200.0	Maximum Gross Vehicle We	ight: 25000.0 Power Mode: D	liesel	
RENTAL RATE BLUE BOOK	VALUES & MARKET DATA	VERIFICATI	DN J	RETAIL RENTAL	SPECS
	VALUES & MARKET DATA	VERIFICATI	N 3		y Rental Rate Blue Book 🔒 🛓
		verification and a second seco	nter Values Manuall	1 Traditionally	y Rental Rate Blue Book 🔒 🛓
Recovery Rate 1 Interna	il Charge Rate	* ~		1 Traditionally	y Rental Rate Blue Book 🔒 🕹
Nevada DOT	il Charge Rate	x ~ (rr hatne	nter Values Manuall	1 Traditionali Y	y Rental Rate Blue Book 🔒 🕹

- Figure 4-18: EquipmentWatch Equipment Rates
- vi. The Rental Rate Blue Book report opens in a new browser tab. Click the Print icon (Figure 4-19).

www.equipmentwatch.c	m						- 1
All prices shown in US	3 dollars (\$)						
Rental Rate BI	ue Book®					March 1, 202	0
Miscellaneous 4X2 On-Highway Truck Trac Size Class: 19,501 - 26,000 GVW Weight:					- 31	È.	
8793 lbs						S	
					- X.		
Configuration for	4X2 25KGVW DSL						
Configuration for Axle Configuration Maximum Gross Vehic	4X2	lbs	Horsepower Power Mode		200.0 Diesel	<b>•</b>	
Axle Configuration Maximum Gross Vehic	4X2	lbs		X			-
Axle Configuration Maximum Gross Vehic Blue Book Rates	4X2		Power Mode	stimated operatin	Diesel		-
Axle Configuration Maximum Gross Vehic Blue Book Rates	4X2 cle Weight 25000.0		Power Mode	stimated operatin	Diesel	FHWA Rate**	
Axle Configuration Maximum Gross Vehic Blue Book Rates	4X2 cle Weight 25000.0	hip cost divided by	Power Mode	stimated operatin Hourty	Diesel g cost. Estimated	FHWA Rate** Hourly	
Axle Configuration Maximum Gross Vehic Blue Book Rates	4X2 cle Weight 25000.0 al to the monthly owners	hip cost divided by Ownership	Power Mode 176 plus the hourty e o Costs	à	Diesel g cost. Estimated Operating Costs		-
Axle Configuration Maximum Gross Vehin Blue Book Rates ** FHWA Rate is equat Published Rates	4X2 cle Weight 25000.0 al to the monthly owners Monthly	hip cost divided by Ownership Weekly	Power Mode 176 plus the hourty e o Costs Daily	Hourly	Diesel cost. Estimated Operating Costs Hourty	Hourly	
Axle Configuration Maximum Gross Vehin Blue Book Rates ** FHWA Rate is equal Published Rates Adjustments	4X2 cle Weight 25000.0 al to the monthly owners Monthly USD \$1,815.00	hip cost divided by Ownership Weekly USD \$510.00	Power Mode 176 plus the hourly e o costs Daily USD \$130.00	Hourly USD \$20.00	Diesel cost. Estimated Operating Costs Hourty	Hourly	
Axie Configuration Maximum Gross Vehin Blue Book Rates ** FHWA Rate is equal Published Rates Adjustments Region ( 105%) Model Year	4X2 25000.0 al to the monthly owners Monthly USD \$1.815.00 USD \$90.75 (USD \$13.34)	hip cost divided by Ownership Weekly USD \$510.00 USD \$25.50	Power Mode 176 plus the hourly e o costs Daily USD \$130.00 USD \$6.50	Hourly USD \$20.00 USD \$1.00	Diesel cost. Estimated Operating Costs Hourty	Hourly	
Axie Configuration Maximum Gross Vehin Blue Book Rates "FHWA Rate is equal Published Rates Adjustments Region (105%) Model Year (2016: 99.3%) Adjustet Hourly	4X2 25000.0 If to the monthly owners Monthly USD \$1.815.00 USD \$1.815.00 USD \$1.815.00	hip cost divided by Ownership Weekly USD \$510.00 USD \$25.50	Power Mode 176 plus the hourly e o costs Daily USD \$130.00 USD \$6.50	Hourly USD \$20.00 USD \$1.00	Diesel cost. Estimated Operating Costs Hourty	Hourly	

Figure 4-19: EquipmentWatch Equipment Rates Report

vii. Print the report to a PDF file, following the browser print options, and save to the EDOC Contract Files\Contract Files\06 - FA\6.# [Name of the Force Account] directory and click on the Save button (Figure 4-20).

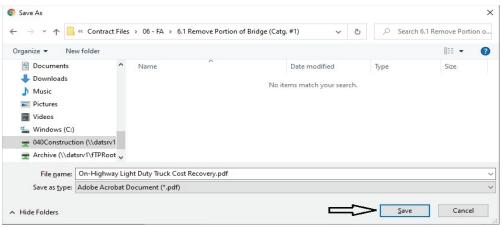


Figure 4-20: Save As Window