

FORCE ACCOUNT

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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.

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
DAILY COSTS OF FORCE ACCOUNT

Contract No. 3636 Date 4-25-19
Change Order No. 3 Report No. _____

Description of Work: Repairing Drainage Problem @ "X" 100+30 RT
Category No. 01 Item No. 5069000

(LABOR)	Name	Classification	Hour	Hourly Rate	Vacation Rate	Remote Area Pay Rate	Total
	<u>Cody Bellinger</u>	<u>Mason Group 1</u>	<u>4</u>				\$ -
	<u>Casey Seager</u>	<u>Carpenter A1</u>	<u>4</u>				\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Rates verified against payroll no. _____ Total Payroll.....							\$ 01 -
for contractor: Labor Surcharge (see special provisions) @ _____ \$ -							
	Other fringe benefit -				/hr. for	.0 hrs	\$ -
for week ending: Other fringe benefit - /hr. for .0 hrs \$ -							
Other fringe benefit - /hr. for .0 hrs \$ -							
Notes: Other fringe benefit - /hr. for .0 hrs \$ -							
Other fringe benefit - /hr. for .0 hrs \$ -							
							Subsistence and/or travel \$ -
Subtotal.....							\$ -
+25.00% on labor costs.....							\$ -
Verified by: _____ Total cost of labor.....(A)							\$ -
(EQUIPMENT)	Description	Year	Operating Hrs	Standby Hrs	Rate	Total	
	<u>Y2 Ton Truck 4x2 Gas 143HS ComCab</u>	<u>2018</u>	<u>4</u>			\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Note: Obtain rental rates from Equipment Watch							Subtotal.....
							\$ -
+20.00% on Operating costs.....							\$ -
Total cost of equipment.....(B)							\$ -
(MATERIALS)	Invoice No.	Pre-Tax	Sales Tax	Total			
<u>10 Linft of 24 inch RCP</u>				\$ -			
<u>1 24 inch Metal End Section</u>				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
Subtotal.....				\$ -			
+20.00% on material Pre-Tax.....				\$ -			
Total cost of materials.....(C)				\$ -			
Total (A+B+C)				\$ -			

Approved: Justin Yurman Tech 4
State's Representative Title
Chadley Hamilton Foreman
Contractor's Representative Title

Rates and extensions by _____
Checked by _____
Estimate no. _____

NDOT 040-008 Rev. 04/21

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:
 - a. Use the contractor's payroll from [LCPTracker](#) 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 [Construction Administrative Services Documentation Resource](#) 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.
- i. 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 [Equipment Watch](#), not an invoice. If there are any questions concerning the service provider form, contact the Administrative Services Division's Contract Compliance Section.*

Nevada Department of Transportation (NDOT)							
FRINGE BENEFIT ITEMIZED CONTRIBUTIONS/DEDUCTIONS STATEMENT							
NDOT Contract No.: 3836		NDOT Project No.(s): SPFR-PE01(2)				Date: 4/20/2016	
Contractor/Subcontractor: Keep On Trucking			To: RESIDENT ENGINEER				
Phone No.: 775-331-5100			Phone No.: 775-888-7880				
Contractor/Subcontractor Address: 975 Industrial Way, Sparks, NV 89431			Resident Engineer Address: 1283 South Stewart Street, Carson City, NV 89712				
<p>This form is to be completed and submitted in addition to the certified payroll as a means of compliance. The Nevada Administrative Code (NAC) to Chapter 338 of the Nevada Revised Statutes (NRS) requires that each certified payroll report must include a itemization of all contributions made to a third person pursuant to a fund, plan or program in the name of a workman as authorized by NRS 338.035, if any such contributions were made as part of the wages of that workman, NAC 338 - 11(1).</p> <p>To ensure the proper Fringe Benefit rates are applied to the certified payrolls and/or to any Force Account work (if applicable to this contract), the rates for fringe benefits, subsistence and/or travel allowance payment (as required by the State Labor Commissioner and the U.S. Department of Labor) used for employees, on the various classes or work, are tabulated below.</p>							
Name of the classification and/or employee(s) receiving the benefit. Use additional sheet if needed.	Subsistence or Travel Allowance	Indicate the amount of each contribution as an hourly rate.					Effective Date of Benefit
		Health and Welfare	Pension	Vacation/Holiday	Training or Apprenticeships	Other	
Mason/Jmyman		4.5					10/1/2015
Laborer Apprentice Level 2		4.5	4.5			.97**	10/1/2015
Carpenter		4.5					10/1/2015
* Vacation/holiday is included in rate of pay							
**Dues Checkoffs included in rate of pay							
Funds Submitted Each Month:							
Northern Nevada Laborers Trust Fund							
445 Apple St., Ste 109							
Reno, NV 89502							
<p>A revised statement must be submitted when changes occur. If differing benefits apply to various employees the employer is required to report said differences on the certified payroll or this form.</p> <p>The contractor/subcontractor certifies the information provided on this form is accurate, correct and complete. All wage deductions and contributions to fringe benefits comply with applicable state of federal laws and regulations. Refer to NRS 608, NRS 338, 40 USC 278(a) Davis Bacon Act and related rules and regulations for public works law, i.e., NAC 338, titles 29, 41 and 49 of the Code of Federal Regulations.</p> <p>Signature of the employer or its agent who pays or supervises the payment of the persons employed under the contract. Falsification of this report may subject the contractor or subcontractor to civil or criminal prosecution and sever penalties:</p>							
Signature <i>Stephanie Wadleigh</i>				Title of person signing Payroll/HR Manager			
Form No. 052-062							

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).

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
FORCE ACCOUNT EQUIPMENT LISTING

Contract No. 3636 Project No. SPFR-PE01(2) Date 4/25/16

Equipment Description And #	Year	Make (Manufacturer)	Model No.	Power Source (Gas, Diesel, Etc.)	Size or Weight Capacity	HP.
BACKHOE	2011	CASE	580	DIESEL	1 CUYD	
COMPACTOR	2011	WACKER	RS800A	GAS	28.3" DRUM	11
TRUCK	2011	CHEVY	1500	GAS	4 X 2	143
NDOT 040-033 (10-05)		Submitted: Contractor/subcontractor		By: <i>Eddie Lacy</i>		
		KEEP ON TRUCKING				

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
Joe B. Wilson, Owner Date

Joseph Henry Doll
JOSEPH HENRY DOLL
Notary Public - State of Nevada
Appointed November 15, 2006 - County
No. 0047121 / EXP. 06/15/2011 4/22/16

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 obtained 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.

**STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
DAILY COSTS OF FORCE ACCOUNT**

Contract No. 3636 Date 4/25/2019
 Change Order No. 3 Report No. 1 of 1
 Description of Work: Repairing Drainage Problems @ "X" 100 + 30 RT
 Category No. 1 Item No. 5069000

(LABOR)	Name	Classification	Hour	Hourly Rate	Vacation Rate	Remote Area Pay Rate	Total
	Cody Bellinger	Mason Group 1	4	\$37.76			\$ 151.04
	Casey Seager	Carpenter	4	\$33.30			\$ 133.20
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Rates verified against payroll no. <u>12</u> Total Payroll.....							\$ 284.24
for contractor: Labor Surcharge (see special provisions) @ <u>21.34%</u>							\$ 60.66
	Keep on Trucking	Other fringe benefit - Mason		\$4.50 /hr. for	4.0 hrs		\$ 18.00
	for week ending: 4/25/2019	Other fringe benefit - Carpenter		\$4.50 /hr. for	4.0 hrs		\$ 18.00
	Notes:	Other fringe benefit -		/hr. for	.0 hrs		\$ -
		Other fringe benefit -		/hr. for	.0 hrs		\$ -
		Other fringe benefit -		/hr. for	.0 hrs		\$ -
		Subsistence and/or travel					\$ -
Subtotal.....							\$ 380.90
+25.00% on labor costs.....							\$ 95.22
Verified by: <u>J. Pederson</u> Total cost of labor.....(A)							\$ 476.12
(EQUIPMENT)	Description	Year	Operating Hrs	Standby Hrs	Rate	Total	
	1/2 Ton Truck 4X2 Gas 143 HP Conv Cab	2018	4		\$14.33	\$ 57.32	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
Note: Obtain rental rates from Equipment Watch							
Subtotal.....							\$ 57.32
+20.00% on Operating costs.....							\$ 11.46
Total cost of equipment.....(B)							\$ 68.78
(MATERIALS)	Invoice No.	Pre-Tax	Sales Tax	Total			
	10 Lift. of 24 inch RCP Price Per Affidavit	\$300.00	7.00%	\$ 321.00			
	(1) 24 inch Metal End Section Price per Affidavit	\$200.00	7.00%	\$ 214.00			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
Subtotal.....				\$ 535.00			
+20.00% on material Pre-Tax.....				\$ 100.00			
Total cost of materials.....(C)				\$ 635.00			
Total (A+B+C)				\$ 1,179.90			

Approved: _____
 State's Representative Title
 Contractor's Representative Title

Rates and extensions by Kristen McDaniel
 Checked by Terri Fife
 Estimate no. 85074007481

NDOT
040-008
Rev. 04/21

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 DocuSign signatures for the 'Rates and extension 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.

CONTRACT NO. 3635 **FORCE ACCOUNT RECAP** SHEET 1 of 1
 DESCRIPTION: Repairing Drainage Problem @ "X" 1000 + 30 RT
 ITEM NO. 5069000 CATG NO. 01

REPORT 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	\$88.78	\$635.00	\$1,179.90	1179.90	31	4/29/19	
		\$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				
		\$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				
FINAL TOTALS		\$476.12	\$88.78	\$635.00	\$1,179.90				

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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).

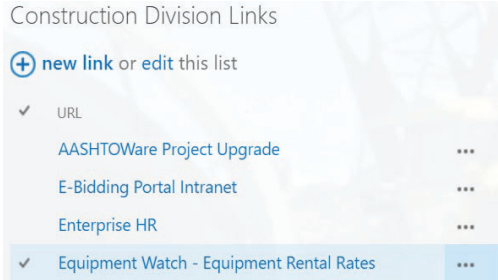


Figure 4-7: EquipmentWatch Link on SharePoint

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

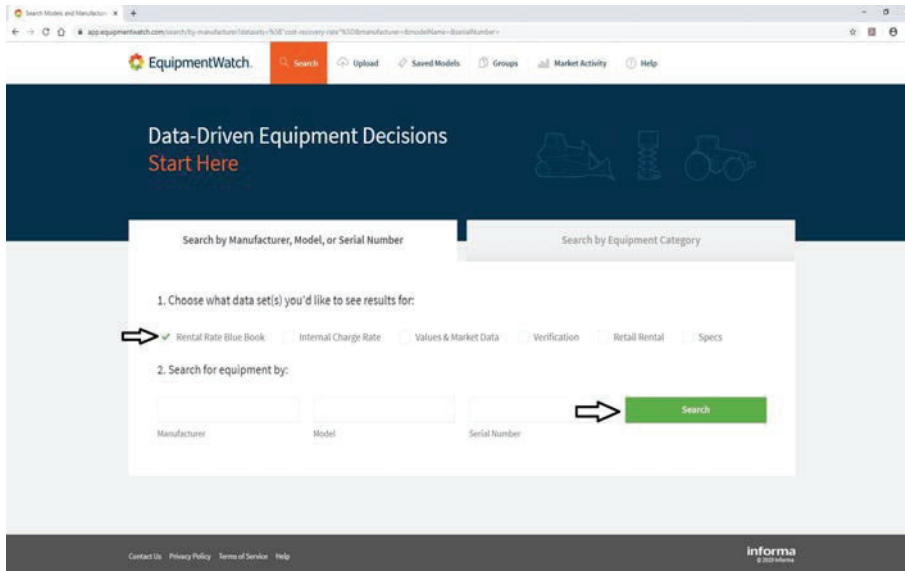


Figure 4-8: EquipmentWatch Homepage

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

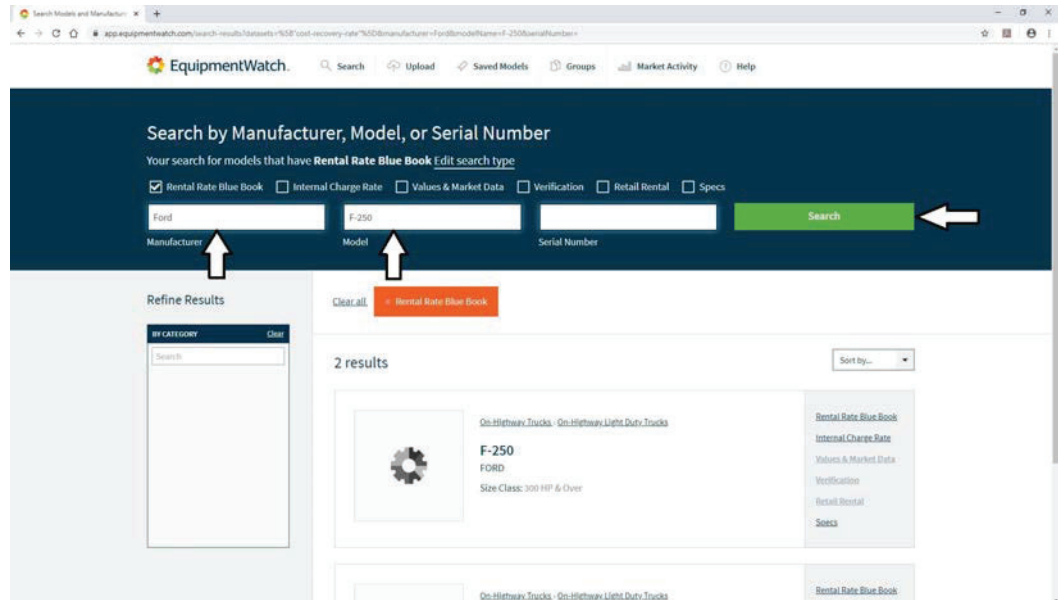


Figure 4-9: EquipmentWatch Search Area

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

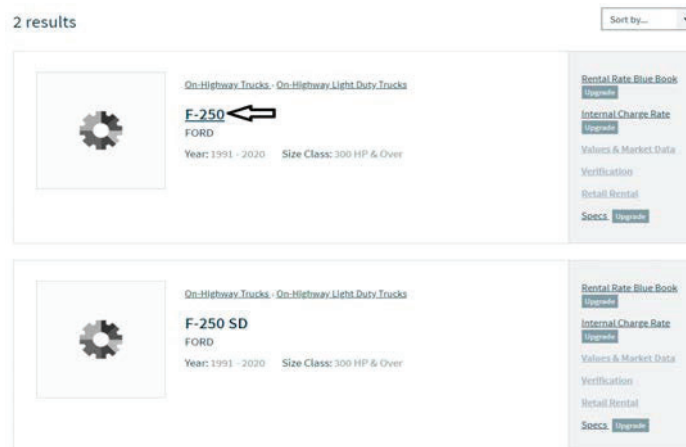


Figure 4-10: EquipmentWatch Search Results

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

FORD F-250
On-Highway Trucks · On-Highway Light Duty Trucks · 300 HP & Over | [COMPARE SIMILAR MODELS](#)

YEAR: 2014 | in Hours or MI/KILM | SERIAL NUMBER:

NOTES:

YOUR CONFIGURATION* Please select your configuration from the list below

Axle Configuration	Cab Type	Horsepower	Power Mode	Ton Rating
<input type="checkbox"/> 4.0 X 2.0	Conventional	385.0	Gasoline	3.0 / 4.0
<input type="checkbox"/> 4.0 X 2.0	Crew	137.0	Gasoline	3.0 / 4.0
<input type="checkbox"/> 4.0 X 2.0	Crew	385.0	Gasoline	3.0 / 4.0
<input type="checkbox"/> 4.0 X 4.0	Conventional	137.0	Gasoline	3.0 / 4.0
<input type="checkbox"/> 4.0 X 4.0	Conventional	385.0	Gasoline	3.0 / 4.0
<input checked="" type="checkbox"/> 4.0 X 4.0	Crew	385.0	Gasoline	3.0 / 4.0

* Indicates required field

[CONFIRM EQUIPMENT CONFIGURATION](#)

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).

COSTS/RENTAL RATE BLUE BOOK | VALUES & MARKET DATA | VERIFICATION | RETAIL RENTAL | **SPECS**

Cost Recovery Rate | Internal Charge Rate | Traditionally Rental Rate | [Print Report](#)

Nevada DOT x

LOCATION: | OWNERSHIP ADJUSTMENT: 100% | OPERATING ADJUSTMENT: 100% | OWNERSHIP TIME STANDARD: Monthly

Active Rate
Rate Effective Date: Always Use Current Rate

Ownership Cost (Hourly): USD \$6.01
+USD \$0.13 | 2.3% from Unadjusted Rate

Operating Cost (Hourly): USD \$23.93
USD \$0.00 | 0% from Unadjusted Rate

Your Adjusted Hourly Rate: USD \$29.94
+USD \$0.13 | 0.4% from Unadjusted Rate

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).

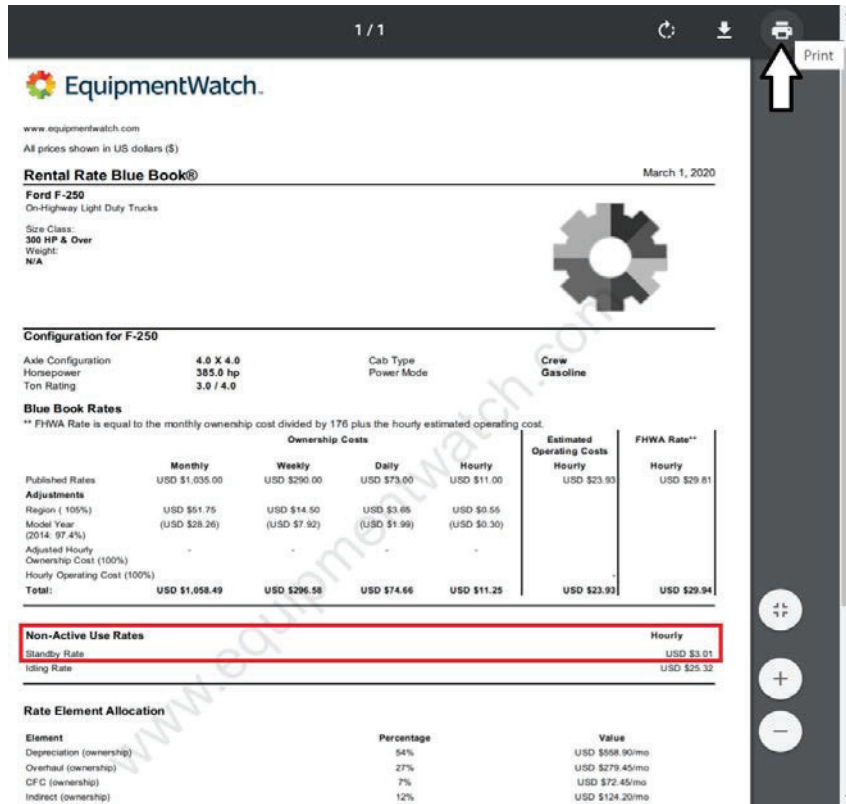


Figure 4-13: EquipmentWatch Equipment Rates Report

- 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).

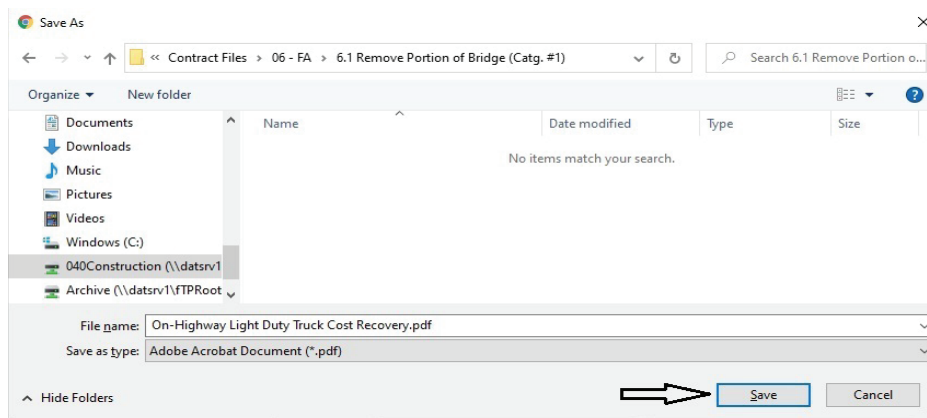


Figure 4-14: Save As Window

- b. Option 2:

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

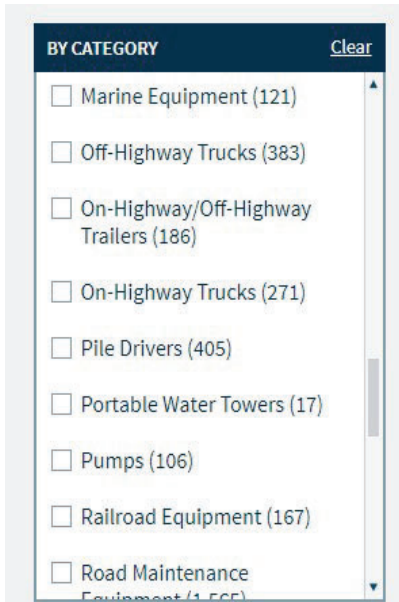


Figure 4-15: EquipmentWatch By Category Search

- 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).

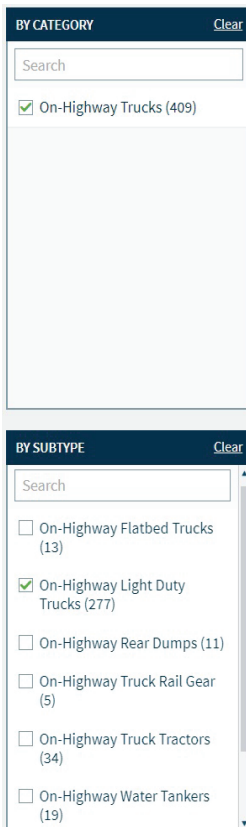


Figure 4-16: EquipmentWatch By Category & By Subtype Search

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

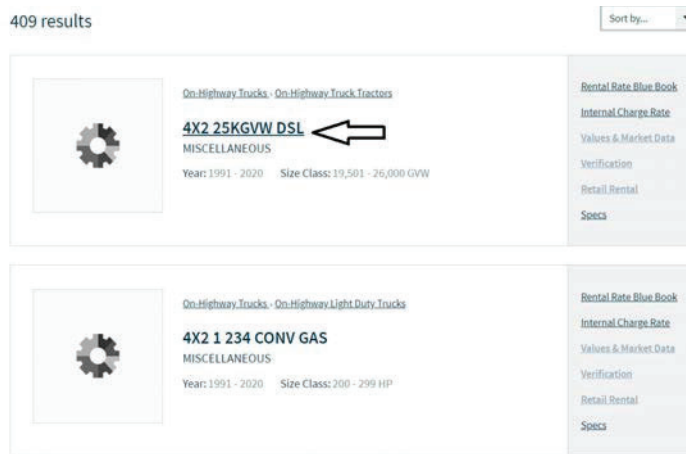


Figure 4-17: EquipmentWatch Search Results

- 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).

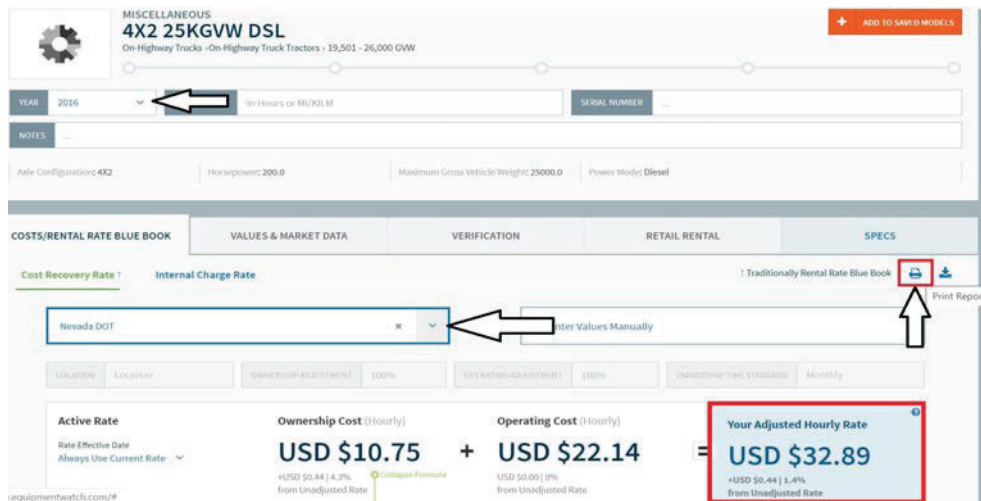


Figure 4-18: EquipmentWatch Equipment Rates

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

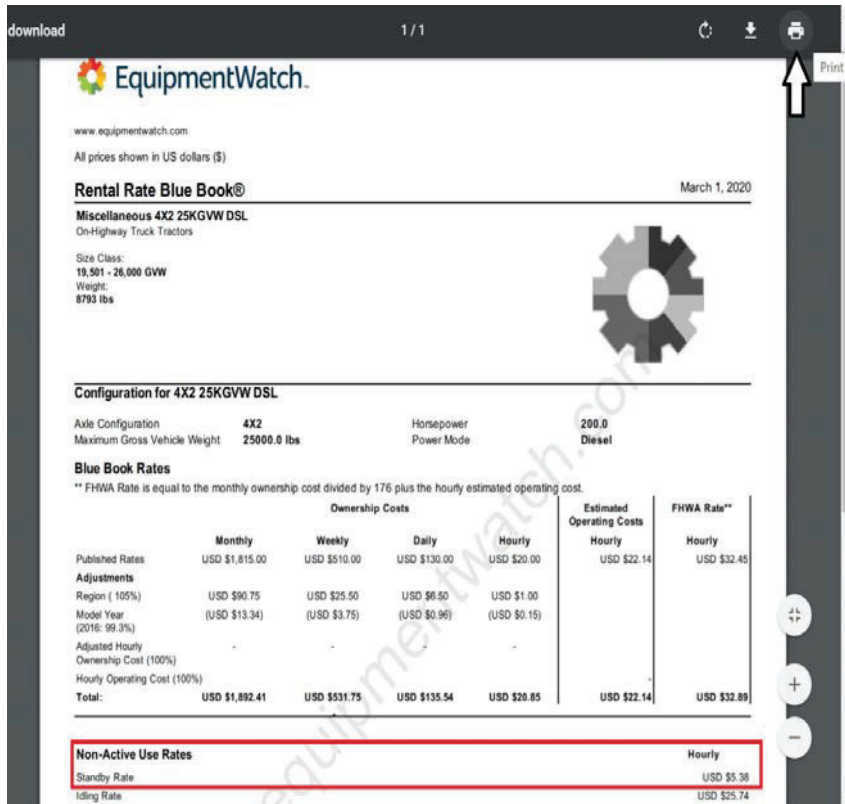


Figure 4-19: EquipmentWatch Equipment Rates Report

- 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).

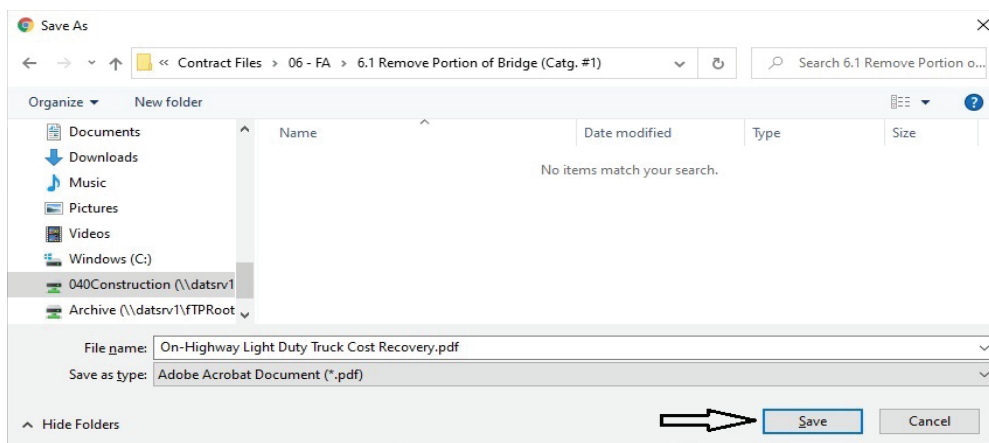


Figure 4-20: Save As Window

