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Railroad Flagging and Inspection Force Account	4-19
Partnering Force Account	4-22



# **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 (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 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\Division No. 6 - Force Account\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 <u>Area: Construction Admin - Payment Forms</u> Area for the latest version.

# **GENERAL FORCE ACCOUNT**

### **INSPECTOR'S RESPONSIBILITIES**

- 1. Obtain the Daily Costs of Force Account form (Figure 4-1).
- 2. Record the following required information in the Form Header section:
  - a. Contract number, date performed, Contract Modification 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., and the actual hours worked.
  - 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.

	DAILY COST							
Description of Work: Repairing	ing Drainage P	Problems	0	x"10	0+3	ORT.		
Calegory No. OI	1.01		1	tem No.	50	6 9000	2	
(LABOR)						Remole		
Name	Classification	Hour	Rate	Va	cation	Area Pay	-	Total
Jordy Nelson	Mason	4	<u> </u>	_			<u> </u>	\$ 0.0
Sterling Sharpe	Carpenter	7		_			-	\$ 0.0
		_	<u> </u>	+			-	\$ 0.0
				100	_			\$ 0.0
								\$ 0.0
					(constable)			\$ 0.0
								\$ 0.0
					24 - Y		2	\$ 0.0
					6			\$ 0.0
tates verified against payroll no.	Total Payroll				- 32			\$ 0.0
or contractor:	Labor Surcharge (see	the same as a second		.%				\$ 0.0
an over the second s		other fringe be			/hr. for	0 hrs.		\$ 0.0
or week ending:		other fringe be other fringe be			/hr. for	0 hrs.		\$ 0.0
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/erified by:		other fringe be	Subsister Subtotal. + 25.009	on lab	or travel		(A)	\$ 0.0
(EQUIPMENT) De	scription		Subsister Subtotal. + 25.009	% on lab	or travel		(A)	\$ 0.0 \$ 0.0 \$ 0.0
(EQUIPMENT) De	scription		Subsister Subtotal. + 25.009	% on lab	or travel		(A)	\$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0
(EQUIPMENT) De	scription		Subsister Subtotal. + 25.009	6 on labor of labor Year	or travel or costs Hours		(A)	\$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0
(EQUIPMENT) De	scription		Subsister Subtotal. + 25.009	6 on labor of labor Year	or travel or costs Hours		(A)	\$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0 \$ 0.0
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(EQUIPMENT) De	scription		Subsister Subtotal. + 25.009	6 on labor of labor Year	or travel or costs Hours		(A)	\$ 0.0 \$ 0.0
(EQUIPMENT) De	scription		Subsister Subtotal. + 25.009	6 on labor of labor Year	or travel or costs Hours		(A)	\$ 0.0 \$ 0.0
(EQUIPMENT) De	scription		Subsister Subtotal. + 25.009	6 on labor of labor Year	or travel or costs Hours		(A)	\$ 0.0 \$ 0.0
(EQUIPMENT) De	scription		Subsister Subtotal. + 25.009	6 on labor of labor Year	or travel or costs Hours		(A)	\$ 0.0 \$ 0.0
	scription s 143 HP Conv.		Subsister Subtotal + 25.00 Total cos	once and/o 6 on labor 1 of labor 2014	Hours	Rate	(A)	\$ 0.0 \$ \$ 0.00 \$ \$ 0.000\$ \$ \$ \$
(EQUIPMENT) De	scription s 143 HP Conv.		Subsister Subtotal. + 25.00? Total cos	once and/o or labor t of labor Year 2014	Hours		(A)	\$ 0.0 \$ 0.0
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(EQUIPMENT) De	scription s 143 HP Conv.		Subsister Subtotal. + 25.00? Total cos Subtotal. + 20.00?	6 on labor Vear 2014	Pricests.	Rate		\$ 0.0 \$
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(EQUIPMENT) De 2 Ton Truck 42 Ga 1000: Obtain rental rates from Equipm (MATERIALS) 10 Linft of 24 int 1 24 inch Metal internal intern	ent Watch	Cab	Subiotal. * 25.00 Total cos Subiotal. * 20.00 Total cos Subiotal.	6 on mat	Prevention of the second secon	Rate		\$ 0.0 \$
(EQUIPMENT) De	ent Watch	Cab	Subiotal. + 25.00 Total cos Subiotal. + 20.00 Total cos Subiotal. + 20.00 Subiotal. + 20.00 Sales tax	6 on mail 6 on equip	Prevention of the second secon	Rate		\$ 0.0 \$ 0.00\$ \$

040-008 Rev. 11/16

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

- 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.
- i. Print the payroll document as a PDF file and save it to the appropriate EDOC Contract Files\Contract Files\Division No. 6 - Force Account 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.

**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	TTE MIZE D	CONTRI	BUTIONS	DEDUCT	IONS STA	TE MEN T			
NDOT Contract No.: 3636	NDOT Projec	t No.(s): SPI	FR-PE01(2)			Date: 4/20/2	016		
Contractor/Subcontractor: Keep On	Trucking		To: RESIDE	ENTENGIN	EER				
Phone No.: 775-331-5100			Phone No.: 775-888-7680						
Contractor/Subcontractor Address: 9	975 Industrial V	Nay,	Resident Engineer Address: 1283 South Stewart Street,						
Sparks, NV 89431			Carson City	, NV 89/12					
This form is to be completed and Administrative Code (NAC) to Chap must include a itemization of all con workman as authorized by NRS 33/ 338 - 11(1). To ensure file proper Fringe Benefit to this contract), the rates for fringe Commissioner and the U.S. Departn	er 338 of the htributions 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 rec	ach certified program in t es of that w wccount work quired by th	payroll report he name of a orkman, NAC (if applicable e State Labo		
News of the electric and/or	Subsistence	Indi	cate the amo	ount of each	contribution	as an hourly	/ rate.		
Name of the classification and/or 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	ofpav				2	-			
**Dues Checkoffis included in rate o	1991 <sup>- 1</sup>						-		
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 certifi deductions and contributions to fing 608, NRS 338, 40 USC 276(a) Davi 29, 41 and 49 of the Code of Federal Signature of the employer or its ag	ge benefits co s Bacon Act a Regulations.	mply with a and related r	pplicable sta ules and reg	nte of federa gulations for	I laws and r public works	egulations. s law, i.e., N	Refer to NRS AC 338, titles		
Falsification of this report may subje	ct the contract	tor or subcor	ntractor to ci	vil or crimina	I prosecution	n and sever p	enaltes:		
	nature	ordh		Dev		rson signing			
Stephan	waaa	eugn		Pav	TOII/ HK IV	lanager			

#### 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 No3636		Project No. SPFR-PE01(2)		Date 4/25/1	6	-
Equipment Description And #	Year	Make (Manufacturer)	Model No.	Power Source (Gas, Diesel, Etc.)	Size or Weight Capacity	HF
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
				a		
				1.		
		Submitted: Contractor/Subcontractor		By:		
DOT 40-033 (10-05)		KEEP ON TRUCKI		Eddu	e Lacy	

#### 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 "EquipmentWatch", in this chapter, for details on using EquipmentWatch.
- c. Record the FHWA Rate (Hourly) dollar amount under the Rate column (Figure 4-5).

Note: Standby time for idle equipment will be paid at 50% of the FHWA Rate (Hourly).

- 5. Enter the following in the MATERIALS Section:
  - 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.
    - 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:

Doc 13. Wilson 4/22/16

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.

Date

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

Contract No. 3636	DEPAR								
Contract Modification No. 3	- DAILY CO	DAILY COSTS OF FORCE ACCOUNT							of <u>1</u>
Description of Work: Repairing Draina	ge Problems @ "X" 10	00+30 RT.							
Category No. 01	gory No. 01 Item No. 506 9000								
(LABOR)				-	1		Remote		
Name	Classificat	lion	Hour	Rate	Va	cation	Area Pay		Total
Jordy Nelson	Mason		4	\$ 37.	76	1000	1000		\$ 151.04
Sterling Sharpe	Capenter		4	\$ 33.	30				\$ 133.20
									\$ 0.00
						2003			\$ 0.00
				-					\$ 0.00
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Data wailed as a last as well as 10	Total Dawn"								\$ 0.00
Rates verified against payroll no. 12	Total Payroll	1000 00	al provide last	-10	00.000	2			\$ 284.24
for contractor: Keep on Trucking	Labor Surcharge				23.82%	Ine for-	4 hrs.	-	\$ 67.71
for week ending: 04/29/2016	(Mason (Capenter		er fringe ben er fringe ben			/hr. for /hr. for	4 hrs.		\$ 18.00
tor week ending. Owraar2010	( Capenier		er fringe ben			/hr. for	0 hrs.		\$ 18.00
	(		er fringe ben			/hr. for	0 hrs.	-	\$ 0.00
	i i		er fringe ben			/hr. for	0 hrs.		\$ 0.00
		,		Subsisten			4 110		\$ 0.00
									\$ 387.95
		-	nitional - R	+ 25.00%	on labo	or costs.			\$ 96.99
Verified by:				Total cost	of labor			(A)	\$ 484.93
				1000 0005				100	3404.33
(EQUIPMENT) Desc	riplion			10101 0001		Hours		(n)	3 404.93
			_					101	
				1000 000	Year	Hours	Rate	10	\$ 49.32
					Year	Hours	Rate		\$ 49.32 \$ 0.00 \$ 0.00
					Year	Hours	Rate		\$ 49.32 \$ 0.00 \$ 0.00 \$ 0.00
					Year	Hours	Rate		\$ 49.32 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00
					Year	Hours	Rate		\$ 49.32 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00
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					Year	Hours	Rate		\$ 49.32 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00
1/2 Ton Truck 4X2 Gas 143 HP Conv. C	ab				Year 2014	Hours 4	Rate \$ 12.33		\$ 49.32 \$ 0.00 \$ 0.000 \$ 0.0000 \$ 0.000 \$ 0.0000\$ \$ 0.0000\$ \$ 0.0000\$ \$ 0.0000\$ \$ 0.0000\$ \$ 0.0000\$ \$ 0.000\$ \$ 0.000\$ \$ 0.0000\$ \$ 0.0000\$ \$ 0.0000\$ \$ 0.0000\$ \$ 0.000\$ \$ 0
1/2 Ton Truck 4X2 Gas 143 HP Conv. C	ab			Sublotal	Year 2014	Hours 4	Rate \$ 12.33		\$ 49.32 \$ 0.00 \$ 49.32
1/2 Ton Truck 4X2 Gas 143 HP Conv. C	ab			Subtotal + 20.00%	Year 2014	Hours 4	Rate \$ 12.33		\$ 49.32 \$ 0.00 \$ 0.00\$ \$ 0.00 \$ 0.000 \$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.00
1/2 Ton Truck 4X2 Gas 143 HP Conv. C	ab			Subtotal + 20.00%	Year 2014	Hours 4	Rate \$ 12.33	(8)	\$ 49.32 \$ 0.00 \$ 0.00\$ \$ 0.00 \$ 0.000 \$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.00
1/2 Ton Truck 4X2 Gas 143 HP Conv. C Note: Obtain rental rates from Equipmer (MATERIALS)	ab			Subtotal + 20.00%	Year 2014	Hours 4	Rate \$ 12.33		\$ 49.32 \$ 0.00 \$ 0.90 \$ 0.93 \$ 0.93 \$ 49.32 \$ 9.86 \$ 59.18
1/2 Ton Truck 4X2 Gas 143 HP Conv. C Note: Obtain rental rates from Equipmer (MATERIALS) 24-Inch RCP 10 linit. @ \$30.00 per linit.	ab N Watch			Subtotal + 20.00%	Year 2014	Hours 4	Rate \$ 12.33		\$ 49.32 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 49.32 \$ 9.86 \$ 59.18 \$ 59.18 \$ 300.00
1/2 Ton Truck 4X2 Gas 143 HP Conv. C Note: Obtain rental rates from Equipmer (MATERIALS) 24-Inch RCP 10 linit. @ \$30.00 per linit.	ab N Watch			Subtotal + 20.00%	Year 2014	Hours 4	Rate \$ 12.33		\$ 49.32 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 49.32 \$ 9.86 \$ 59.18 \$ 59.18 \$ 300.00 \$ 2.00.00
1/2 Ton Truck 4X2 Gas 143 HP Conv. C Note: Obtain rental rates from Equipmer (MATERIALS) 24-Inch RCP 10 linit. @ \$30.00 per linit.	ab N Watch			Subtotal + 20.00%	Year 2014	Hours 4	Rate \$ 12.33		\$ 49.32 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 49.32 \$ 9.86 \$ 59.18 \$ 59.18 \$ 300.00 \$ 200.00 \$ 0.00 \$ 0.00\$ \$ 0.00 \$ 0.000\$ \$ 0.0
1/2 Ton Truck 4X2 Gas 143 HP Conv. C Note: Obtain rental rates from Equipmer (MATERIALS) 24-Inch RCP 10 linit. @ \$30.00 per linit.	ab N Watch			Subtotal + 20.00%	Year 2014	Hours 4	Rate \$ 12.33		\$ 49.32 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 49.32 \$ 9.86 \$ 59.18 \$ 300.00 \$ 200.00 \$ 0.00 \$ 0.000\$
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1/2 Ton Truck 4X2 Gas 143 HP Conv. C Note: Obtain rental rates from Equipmer (MATERIALS) 24-Inch RCP 10 linit. @ \$30.00 per linit. 24-Inch End Section 1ea. @ \$200.00 pri	ab N Watch			Subtotal + 20.00% Total cost	Year 2014 on equip	Hours 4	Rate \$ 12.33		\$ 49.32 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 49.32 \$ 9.86 \$ 59.18 \$ 300.00 \$ 200.00 \$ 0.00 \$ 0.000 \$ 0.000 \$ 0.000 \$ 0.000 \$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.0
1/2 Ton Truck 4X2 Gas 143 HP Conv. C Note: Obtain rental rates from Equipmer (MATERIALS) 24-Inch RCP 10 linit. @ \$30.00 per linit. 24-Inch End Section 1ea. @ \$200.00 pri	ab N Watch			Subtotal + 20.00% Total cost	Year 2014	ipment c	Rate \$ 12.33		\$ 49.32 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 49.32 \$ 9.86 \$ 59.18 \$ 300.00 \$ 200.00 \$ 0.00 \$ 0.000 \$ 0.000 \$ 0.000 \$ 0.000 \$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.0
1/2 Ton Truck 4X2 Gas 143 HP Conv. C Note: Obtain rental rates from Equipmer (MATERIALS) 24-Inch RCP 10 linit. @ \$30.00 per linit. 24-Inch End Section 1ea. @ \$200.00 pri	ab N Watch			Subtotal + 20.00% Total cost	Year 2014 on equip	Hours 4 ipment c	Rate \$ 12.33		\$ 49.32 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 2.00 \$ 0.00 \$ 2.00 \$ 2.00 \$ 2.00 \$ 2.00 \$ 0.00 \$ 2.00 \$ 0.00 \$ 0.00\$ \$ 0.00 \$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000
1/2 Ton Truck 4X2 Gas 143 HP Conv. C Note: Obtain rental rates from Equipmen (MATERIALS) 24-Inch RCP 10 linit. @ \$30.00 per linit. 24-Inch End Section 1ea. @ \$200.00 pri Approved:	ab N Watch			Subtotal + 20.00% Total cost Subtotal + 20.00% Sales tax	Year 2014 on equip of equip	Hours 4	Rate \$ 12.33 \$ 12.33\$ \$ 12.33\$	(8)	\$ 49.32 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 49.32 \$ 9.86 \$ 59.18 \$ 300.00 \$ 200.00 \$ 200.00 \$ 0.00 \$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000
1/2 Ton Truck 4X2 Gas 143 HP Conv. C Note: Obtain rental rates from Equipmer (MATERIALS) 24-Inch RCP 10 linit. @ \$30.00 per linit. 24-Inch End Section 1ea. @ \$200.00 pri	ab N Watch	Title		Subtotal. + 20.00% Total cost Subtotal. + 20.00% Sales tax Total cost	Year 2014 	Hours 4	Rate \$ 12.33		\$ 49.32 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 200.00 \$ 200.00 \$ 0.00 \$ 0.
1/2 Ton Truck 4X2 Gas 143 HP Conv. C Note: Obtain rental rates from Equipmen (MATERIALS) 24-Inch RCP 10 linit. @ \$30.00 per linit. 24-Inch End Section 1ea. @ \$200.00 pri Approved:	ab N Watch	Title		Subtotal. + 20.00% Total cost Subtotal. + 20.00% Sales tax Total cost	Year 2014 	Hours 4	Rate \$ 12.33 \$ 12.33\$ \$ 12.33\$	(8)	\$ 49.32 \$ 0.00 \$ 0.00\$ 0.00 \$ 0.000 \$ 0.000 \$ 0.000 \$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.00
1/2 Ton Truck 4X2 Gas 143 HP Conv. C Note: Obtain rental rates from Equipmer (MATERIALS) 24-Inch RCP 10 linit. @ \$30.00 per linit. 24-Inch End Section 1ea. @ \$200.00 pri Approved: State's Representative	ab N Watch			Subtotal. + 20.00% Total cost Subtotal. + 20.00% Sales tax Total (A)+ Rates and	Year 2014 on equip of equip of equip of mater (B)+(C).	Hours 4 ipment d ipme	Rate \$ 12.33	(B)	\$ 49.32 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 200.00 \$ 200.00 \$ 0.00 \$ 0.
1/2 Ton Truck 4X2 Gas 143 HP Conv. C 1/2 Ton Truck 4X2 Gas 143 HP Conv. C Note: Obtain rental rates from Equipment (MATERIALS) 24-Inch End Section 1ea. @ \$200.00 pri Approved: State's Representative Contractor's Representative	ab N Watch	Title		Subtotal + 20.00% Total cost Subtotal + 20.00% Sales tax Total cost Total (A)+ Rates and Checked B	Year 2014 on mat	Hours 4 ipment d ipme	Rate \$ 12.33	(B)	\$ 49.32 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 200.00 \$ 200.00 \$ 0.00 \$ 0.
1/2 Ton Truck 4X2 Gas 143 HP Conv. C Note: Obtain rental rates from Equipment (MATERIALS) 24-Inch RCP 10 linit. @ \$30.00 per linit. 24-Inch End Section 1ea. @ \$200.00 pri Approved: State's Representative	ab N Watch			Subtotal. + 20.00% Total cost Subtotal. + 20.00% Sales tax Total (A)+ Rates and	Year 2014 on mat	Hours 4 ipment d ipme	Rate \$ 12.33	(B)	\$ 49.32 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 49.32 \$ 9.86 \$ 59.18 \$ 59.18 \$ 50.00 \$ 0.00 \$ 0.

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

- Save the form to the EDOC Contract Files\Contract Files\Division No. 6 Force Account\6.# [Name of the Force Account] directory.
- Scan the Inspector's handwritten form and save to the EDOC Contract Files\Contract Files\Division No. 6 Force Account\6.# [Name of the Force Account] directory.
- Email copies of the completed Daily Costs Force Account forms to the contractor. Both forms are the source documentation for payment.
- 10. Enter the Force Account Daily Total in a FieldManager IDR posting Figure 4-33 shows an example of a Force Account IDR posting). Refer to Chapter 7, *Inspectors Daily Reports (IDRs)* in the FieldManager User Guide, for details on IDR postings.

4

11. 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\Division No. 6 - Force Account\6.# [Name of the Force Account] directory.

	ACT NO. 36		e problems @ "X			JNT RECAP			SHEE	T <u>1</u> of <u>1</u>
EM N	O. 508 9000				CATG NO. 01					
PORT NO.	DATE / DATE RANGE	LABOR	EQUIPMENT COST	MATERIALS COST	DAILY TOTAL	RUNNING TOTAL PER ESTIMATE	AMOUNT PAID PER ESTIMATE	PAYMENT NO.	DATE	REMARKS
	4/25/2016	\$484.93	\$ 59.28	\$ 600.00	\$ 1,144.21	\$ 1.144.21	\$ 1,144.21	31	04/25/2016	
	2	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00			S	
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00			8	
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		1	8	
		\$ 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			8	
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00			0.000	
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
	5	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
	3	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00			8	
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00			2	
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
3	2	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00			8	
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
	1	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00			2	
		\$ 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			8	
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
1	0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		2		
		\$ 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	\$ 484,93	\$ 59,28	\$ 600.00	\$ 1,144.21			14		

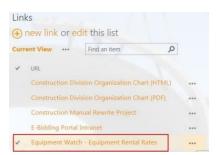
Rev. 12-16

#### Figure 4-6: Force Account Recap Sheet

### EQUIPMENTWATCH

To use the EquipmentWatch program:

1. Go to SharePoint, dick on Construction Division Links, and then EquipmentWatch - Equipment Rental Rates (Figure 4-7).



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

2. The homepage will open (Figure 4-8).

Search by model, manufacturer and cat	Search by model, manufacturer and category or browse all										
Start Your Search	1 Upload		💼 All Saved Models 🛛 🗞 Groups	Product (	Guides	ad	Market Act	tivi			
94,964 Results MODEL SEARCH	EQWINODELS	Your Model Nothing to sh									
Filters	CinarAll	EQW Models									
DATA SETS			ABG								
Costs (14,197) Voluces & Market Data (12,858) Venflication (76,802)		+ ACO TO	TITAN 125 Asphait Equipment > Crawler Mounted Asphait Pavers SERIAL #	*	=	-	H				
Retail Rental (31,702)     Specs (22,381)			ABG TITAN 226 Asphalt Equipment - Crawler Mounted Asphalt Pavers	*	-	-	۵				
CATEGORIES	Clear	+ ADD TO									
Aerial Lifts (3,063)	> ^	1.00	ABG								
Aggregate Equipment (2,880)	>	Lines.	TITAN 273 Asphalt Equipment - Wheel Mounted Asphalt Pavers	~	-	-	-				
Agricultural Equipment (10,453)	>	+ 40910									
Air Compressors (2,431)	>		ABG								
Air Tools (160)	>	-	TITAN 325								
Asphalt Equipment (1,333)	>	+ ADD TO	Asphalt Equipment > Crawler Mounted Asphalt Pavers YEAR SERIAL #	-	1	-	<b>1</b>				
			2003								

#### 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 in the orange box above Start Your Search (Figure 4-9).

light duty	
Start Your Search	土 Upload
Start rour search	

### Figure 4-9: EquipmentWatch Search Area

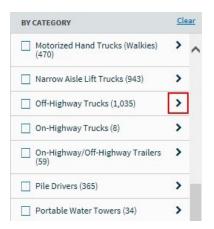
ii. A drop down will pop up with items matching the type of equipment entered. Click on the equipment item that best matches your inquiry (Figure 4-10).

w F <u>a</u> vorites ]	[ools <u>H</u> elp					
light duty						
Models	Miscellaneous On-Highway Light Duty Trucks On-Highway Light Duty Trucks					
	Yamaha U-MAX LIGHT DUTY Utility Tractor					
	Yamaha U-MAX LIGHT DUTY ELECTRIC Utility Tractor					
	Miscellaneous Light Duty Manual Hoists Light Duty Manual Hoists					
Categories	Light Duty Manual Hoists					
	On-Highway Light Duty Trucks					

- Figure 4-10: EquipmentWatch Search Choices
- b. Option 2

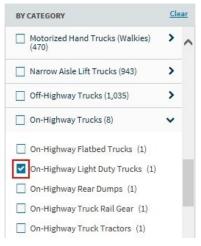
4

i. Use the By Category list. Scroll down to the category of equipment needed (Figure 4-11). Click on the > symbol.



### Figure 4-11: EquipmentWatch By Category Search

ii. This will open a complete list of equipment in the category (Figure 4-12). Check the box for the type of equipment.



### Figure 4-12: EquipmentWatch By Category Search

iii. To further refine the search, use the By Manufacturer list (Figure 4-13). Check the box for the manufacturer needed.



#### Figure 4-13: EquipmentWatch By Manufacturer Search

4. The Model Result will open. Click on the green check box under Costs (Figure 4-14).



### Figure 4-14: EquipmentWatch Model Result

5. On the equipment record, choose the Year of the equipment in the drop-down arrow (Figure 4-15).

Woćel Imoge	On-High	HIGNV	On-Highwa	ight Duty Trucks > 100 - 199 HI	.KS						
ar 2016		METER	R READS	in Hours or MI/KILM				SERIAL NUMBER			
16		∧ iration	~	Cab Type	Horsepower	~	Ton Rating	~	Power Mode	~	
15				Conventional	143		1/2		Gasoline	· ·	
14											
13											CONFIRM EQUIPMENT CONFIGURATIO
2											

### Figure 4-15: EquipmentWatch Equipment Record

6. Complete Your Configuration and then click on the Confirm Equipment Configuration button (Figure 4-16).

YEAR 2014	✓ METER READS	In Hours or MI/KILM			SERIAL NUMBER		
YOUR CONFIGURATION:	Axle Configuration 4X2 4X2	Cab Type Conventional	Horsepower 143	Ton Rating 1/2	~	Power Mode Gasoline	
	4X4						CONFIRM EQUIPMENT CONFIGURATION

### Figure 4-16: EquipmentWatch Configuration Confirmation

7. In the Select Organization drop-down, choose Nevada DOT (Figure 4-17).

COSTS	VALUES & MARKET DATA	V
Cost Recovery Rate †	nternal Charge Rate	
Select Organization		~
		٩
Minnesota DOT		^
Montana DOT		
Nevada DOT		
New Hampshire DOT		
North Carolina DOT		
North Dakota DOT		
South Dakota DOT		
Washington DOT		~

### Figure 4-17: EquipmentWatch Select Organization

8. Record the FHWA Rate (Hourly) dollar amount (Figure 4-18) on the Daily Costs of Force Account form in the EQUIPMENT section, under the Rate column.

4

**Note:** The EquipmentWatch calculations are based on Subsection 109.03, (Measurement and Payment) Force Account, of the Standard Specifications formula for calculating hourly rates.

	Ownersh	ip Cost (Hourly)		Operating Cost (Hou	rly)		Your FHWA Rate (Hourly)
Rate Effective Date Always Use Current Rate 🛛 🗸	\$3.5	8 。	+	\$8.75		=	\$12.33
	+\$0.17   5% from Unadj			\$0.00   0% from Unadjusted Rate			+\$0.17   1.4% from Unadjusted Rate
	Ownership Cost, Unadjusted (Monthly)	Ownership Adjustment (100%)		Regional Adjustment (+5%)		Year Adjustment (2016: 0%)	
		\$0.00	+	\$30.00	+	\$0.00	

Figure 4-18: EquipmentWatch FHWA Rate (Hourly)

9. Click on the Download Reports icon 📩 (Figure 4-19) to save and file this report in your EDOC Contract Files, Contract Files, Division No. 6 - Force Account directory.

Power Mode Gasoline	EDIT
Ton Rating: 1/2	Power Mode: Gasoline
RETAIL RENTAL	SPECS
† Tra	aditionally Rental Rate Blue Book 🛛 🔒 📩 😕

#### Figure 4-19: EquipmentWatch Report Download

10. In the Open or Save Pop-up message box, click on the Open button (Figure 4-20).



11. The report will open as a PDF (Figure 4-21).

	lit View Window Help						
Hom	e Tools Miscellan	ieous On ×					
TIN			m 0.0				
B			$\oplus \Theta \Theta$	D 117% -			
	All prices shown in US\$						
	Dental Data Dive	Deale					September 14, 201
	Rental Rate Blue						000000000000000000000000000000000000000
	Miscellaneous On-Highw On-Highway Light Duty Truck Size Class: 100 - 199 HP Weight: N/A					Model Ima	ige
	Configuration for On- Power Mode	Gasoline	7 Trucks	Horsepower Ton Rating		143 1/2	
	Cab Type Axle Configuration	Conventional 4X2		Ton Raung		1/2	
	Axle Configuration			Ton Kaung		1/2	
		4X2	divided by 176 pl		ted operating cos		
	Axle Configuration Blue Book Rates	4X2	divided by 176 p Ownership	lus the hourly estimat	ted operating cos	it. Estimated Operating	FHWA Rate**
	Axle Configuration Blue Book Rates	4X2 monthly ownership cost	Ownership	lus the hourly estimat		st. Estimated Operating Costs	
	Axle Configuration Blue Book Rates ** FHWA Rate is equal to the	4X2 monthly ownership cost Monthly	Ownership Weekly	lus the hourly estima Costs Daily	Hourly	st. Estimated Operating Costs Hourly	Hourly
	Axle Configuration Blue Book Rates ** FHWA Rate is equal to the Published Rates	4X2 monthly ownership cost	Ownership	lus the hourly estimat		st. Estimated Operating Costs	
	Axle Configuration Blue Book Rates ** FHWA Rate is equal to the Published Rates Adjustments	4X2 monthly ownership cost Monthly	Ownership Weekly	lus the hourly estima Costs Daily	Hourly	st. Estimated Operating Costs Hourly	Hourly
	Axle Configuration Blue Book Rates ** FHWA Rate is equal to the Published Rates Adjustments Region (100%)	4X2 monthly ownership cost Monthly	Ownership Weekly	lus the hourly estima Costs Daily	Hourly \$6.00	st. Estimated Operating Costs Hourly	Hourly
	Axle Configuration Blue Book Rates ** FHWA Rate is equal to the Published Rates Adjustments Region (100%) Model Year (100%)	4X2 emonthly ownership cost Monthly \$600.00 -	Ownership Weekly \$170.00	us the hourly estima Costs Daily \$43.00	Hourly \$6.00	st. Estimated Operating Costs Hourly	Hourly
	Axle Configuration Blue Book Rates ** FHWA Rate is equal to the Published Rates Adjustments Region (100%) Model Year (100%) Ownership (105%)	4X2 e monthly ownership cost Monthly \$600.00 -	Ownership Weekly \$170.00	lus the hourly estima Costs Daily	Hourly \$6.00	st. Estimated Operating Costs Hourly	Hourly
	Axle Configuration Blue Book Rates ** FHWA Rate is equal to the Published Rates Adjustments Region (100%) Model Year (100%)	4X2 emonthly ownership cost Monthly \$600.00 -	Ownership Weekly \$170.00	us the hourly estima Costs Daily \$43.00	Hourly \$6.00	st. Estimated Operating Costs Hourly	Hourly \$12.10
	Axle Configuration Blue Book Rates ** FHWA Rate is equal to the Published Rates Adjustments Region (100%) Model Year (100%) Ownership (105%) Operating (100%)	4X2 emonthly ownership cost Monthly \$600.00 - - \$30.00 \$630.00	Ownership Weekly \$170.00 - - \$8.50	us the hourly estima Costs Dally \$43.00 - - \$2.15	Hourly \$6.00 - - \$0.30	t. Estimated Operating Costs Hourly \$8.75	Hourly \$12.10
	Axle Configuration Blue Book Rates ** FHWA Rate is equal to the Published Rates Adjustments Region (100%) Model Year (100%) Ownership (105%) Operating (100%) Total: Rate Element Allocation	4X2 emonthly ownership cost Monthly \$600.00 - - \$30.00 \$630.00	Ownership Weekly \$170.00 - - \$8.50	lus the hourly estima Costs Daily \$43.00 - \$2.15 \$45.15	Hourly \$6.00 - - \$0.30	t. Estimated Operating Costs Hourly \$8.75	Hourly
	Axle Configuration Blue Book Rates FHWA Rate is equal to the Published Rates Adjustments Region (100%) Model Year (100%) Ownership (105%) Operating (100%) Total: Rate Element Allocation Element	4X2 emonthly ownership cost Monthly \$600.00 - - \$30.00 \$630.00	Ownership Weekly \$170.00 - - \$8.50	lus the hourly estima Costs Daily \$43.00 - \$2.15 \$45.15 Percentage	Hourly \$6.00 - - \$0.30	t. Estimated Operating Costs Hourly \$8.75 \$8.75	Hourly \$12.16 \$12.33
	Axle Configuration Blue Book Rates FHWA Rate is equal to the Published Rates Adjustments Region (100%) Model Year (100%) Ownership (105%) Oynerating (100%) Total: Rate Element Allocation Element Depreciation (ownership)	4X2 emonthly ownership cost Monthly \$600.00 - - \$30.00 \$630.00	Ownership Weekly \$170.00 - \$8.50	lus the hourly estima Costs Daily \$43.00 - \$2.15 \$45.15 Percentage 57%	Hourly \$6.00 - - \$0.30	t. Estimated Operating Costs Hourly \$8.75 \$8.75 \$8.75 Value \$342.00/r	Hourly \$12.16 \$12.33
	Axle Configuration Blue Book Rates FHWA Rate is equal to the Published Rates Adjustments Region (100%) Model Year (100%) Ownership (105%) Operating (100%) Total: Rate Element Allocation Element Depreciation (ownership) Overhaul (ownership)	4X2 emonthly ownership cost Monthly \$600.00 - - \$30.00 \$630.00	Ownership Weekly \$170.00 - \$8.50	lus the hourly estima Costs Daily \$43.00 \$2.15 \$45.15 Percentage 57% 28%	Hourly \$6.00 - - \$0.30	t. Estimated Operating Costs Hourly \$8.75 \$8.75 \$8.75 Value \$342.00/r \$168.00/r	Hourly \$12.16 \$12.33
	Axle Configuration Blue Book Rates ** FHWA Rate is equal to the Published Rates Adjustments Region (100%) Model Year (100%) Ownership (105%) Operating (100%) Total: Rate Element Allocation Element Depreciation (ownership) Overhaul (ownership) CFC (ownership)	4X2 emonthly ownership cost Monthly \$600.00 - - \$30.00 \$630.00	Ownership Weekly \$170.00 - \$8.50	lus the hourly estimat Costs Daily \$43.00 \$2.15 \$45.15 Percentage 57% 28% 5%	Hourly \$6.00 - - \$0.30	t. Estimated Operating Costs Hourly \$8.75 \$8.75 \$8.75 \$8.75 \$8.75	Hourly \$12.16 \$12.33
	Axle Configuration Blue Book Rates ** FHWA Rate is equal to the Published Rates Adjustments Region (100%) Model Year (100%) Ownership (105%) Operating (100%) Total: Rate Element Allocation Element Depreciation (ownership) Overhaul (ownership)	4X2 emonthly ownership cost Monthly \$600.00 - - \$30.00 \$630.00	Ownership Weekly \$170.00 - \$8.50	lus the hourly estima Costs Daily \$43.00 \$2.15 \$45.15 Percentage 57% 28%	Hourly \$6.00 - - \$0.30	t. Estimated Operating Costs Hourly \$8.75 \$8.75 \$8.75 Value \$342.00/r \$168.00/r	Hourly \$12.10 \$12.30 \$12.30 00

### Figure 4-21: EquipmentWatch PDF File

12. Save the file by going to File > Save As (Figure 4-22).

File	Edit	View	Window	Help	
<u>s</u>	<u>)</u> pen				Ctrl+O
80	reate				
🖹 <u>S</u>	ave				Ctrl+S
S	ave <u>A</u> s				Shift+Ctrl+S
S	ave As (	Dt <u>h</u> er	•		

### Figure 4-22: Saving the PDF File

13. Browse to the EDOC Contract Files\Contract Files\Division No. 6 - Force Account\6.# [Name of the Force Account] directory and click on the Save button (Figure 4-23).

4

Save As	1-mm = 10	10 40 27 5	0.00	4445		X
	ontract Files 🕨 Division	No. 6 - Force Account 🕨	6.1 Repairing Drainage Pro	blems 👻 🍫	Search 6.1 Repa	iring Drainage 🔎
Organize 🔻 New	w folder					II • 🕡
Pictures	<ul> <li>Name</li> </ul>	*	Date modified No items match yo	Type our search.	Size	
P Computer Cocal Disk (C:) C 040Constructi C 040Constructi C 040Public (\\D C KMcDaniel (\\	c c b					
Sa Network	<b>.</b>					
File <u>n</u> ame:		hway Light Duty Trucks Co	st Recovery.pdf			•
Save as <u>t</u> ype:	Adobe PDF Files (*.pdf					•
Hide Folders			Save to	o Online Account 🔻	Save	Cancel

Figure 4-23: Save As Window

### UNIFORM TRAFFIC CONTROL OFFICER FORCE ACCOUNT

Uniformed Traffic Control Officers are paid as a Force Account using the Daily Costs Force Account (Form No. 040-008). This only applies to Nevada Highway Patrol Officers.

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

The Prime Contractor will turn in a copy of the Uniform Traffic Control Officer invoice (Figure 4-24) they received from the Nevada Department of Public Safety.

- 1. Open a new Daily Costs Force Account form.
- 2. Enter the invoice amount in the Materials section with a 10 percent mark-up (Figure 4-25).
- 3. Once the Office Engineer's Daily Costs Force Account form is complete (Figure 4-25):
  - a. Email copies of the completed Daily Costs Force Account form to the contractor.
    - b. Enter the Force Account Daily Total in a FieldManager IDR posting. Figure 4-33 shows an example of a Force Account IDR posting). Refer to Chapter 7, *Inspectors Daily Reports (IDRs)* in the <u>FieldManager User Guide</u>, for details on IDR postings.
    - c. Enter the daily totals (materials) for each Daily Costs Force Account sheet on a Force Account Recap sheet (Figure 4-26) and save to the appropriate EDOC Contract Files\Contract Files\Division No. 6 Force Account\6.# [Name of the Force Account] directory.



### SERVICE INVOICE

#### HIGHWAY PATROL DIVISION

357 HAMMILL LANE RENO, NEVADA 89511-2015 (775) 688-2500 Fex: (755) 688-2788

#### SERVICE FOR:

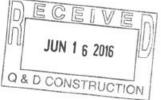
Traffic Control in construction zones May 23 - 27, 2016 Tuesday - Friday Mt. Rose project

#### BILL TO:

Q&D Construction Attn: Sarah VanEmmerik 1050 South 21st Street Sparks, NV 89431

### INVOICE NUMBER RN16-42-03 NHP TAX I.D.# 88-6000022 DATE 6/15/2016

updated



SERVIC ooper 9.5 hrs of immobile svcs 0 miles of mobile svcs 0 miles of immobile svcs 0 miles of mobile svcs 0 miles of mobile svcs	(TOTAL HRS WORKED) (round to 1 hr from above total) (from substation to substation) (TOTAL HRS WORKED) (round to 1 hr from above total) (from substation to substation) (TOTAL HRS WORKED) (round to 1 hr from above total)	0 0	HOURS	RATE \$65.49 \$4.00 \$0.40 \$65.49 \$4.00 \$0.40	AMOUNT \$687.65 \$38.00 \$0.00 \$687.65 \$38.00 \$0.00
<ul> <li>5 hrs of immobile svcs</li> <li>a miles of mobile svcs</li> <li>b opper</li> <li>b hrs of immobile svcs</li> <li>a miles of mobile svcs</li> <li>b opper</li> </ul>	(round to 1 hr from above total) (from substation to substation) (TOTAL HRS WORKED) (round to 1 hr from above total) (from substation to substation)		9.5 10.5 9.5	\$4.00 \$0.40 \$65.49 \$4.00 \$0.40	\$38.00 \$0.00 \$687.65 \$38.00
<ul> <li>5 hrs of immobile svcs</li> <li>a miles of mobile svcs</li> <li>b opper</li> <li>b hrs of immobile svcs</li> <li>a miles of mobile svcs</li> <li>b opper</li> </ul>	(round to 1 hr from above total) (from substation to substation) (TOTAL HRS WORKED) (round to 1 hr from above total) (from substation to substation)		9.5 10.5 9.5	\$4.00 \$0.40 \$65.49 \$4.00 \$0.40	\$38.00 \$0.00 \$687.65 \$38.00
0 miles of mobile svcs copper 0.5 hrs of immobile svcs 0 miles of mobile svcs copper	(round to 1 hr from above total) (from substation to substation) (TOTAL HRS WORKED) (round to 1 hr from above total) (from substation to substation)		9.5 10.5 9.5	\$4.00 \$0.40 \$65.49 \$4.00 \$0.40	\$38.00 \$0.00 \$687.65 \$38.00
ooper 9.5 hrs of immobile svcs 9 miles of mobile svcs 0 ooper	(from substation to substation) (TOTAL HRS WORKED) (round to 1 hr from above total) (from substation to substation)		10.5 9.5	\$0.40 \$65.49 \$4.00 \$0.40	\$0.00 \$687.65 \$38.00
9.5 hrs of immobile svcs miles of mobile svcs poper	(round to 1 hr from above total) (from substation to substation) (TOTAL HRS WORKED)	0	9.5	\$4.00 \$0.40	\$38.00
) miles of mobile svcs	(round to 1 hr from above total) (from substation to substation) (TOTAL HRS WORKED)	0	9.5	\$4.00 \$0.40	\$38.00
ooper	(from substation to substation) (TOTAL HRS WORKED)	0		\$0.40	
			6		
			6		
hrs of immobile svcs	(round to 1 hr from above total)			\$65.49	\$392.94
	(round to 1 in noin above (otal)		5	\$4.00	\$20.00
miles of mobile svcs	(from substation to substation)	0		\$0.40	\$0.00
ooper	(TOTAL HRS WORKED)		6	\$65.49	\$392.94
hrs of immobile svcs	(round to 1 hr from above total)		5	\$4.00	\$20.00
miles of mobile svcs	(from substation to substation)	0		\$0.40	\$0.00
oper	(TOTAL HRS WORKED)		10.25	\$65.49	\$671.27
.25 hrs of immobile svcs	(round to 1 hr from above total)		9.25	\$4.00	\$37.00
miles of mobile svcs	(from substation to substation)	0		\$0.40	\$0.00
oper	(TOTAL HRS WORKED)		10.5	\$65.49	\$687.65
.5 hrs of immobile svcs	(round to 1 hr from above total)		9.5	\$4.00	\$38.00
miles of mobile svcs	(from substation to substation)	0		\$0.40	\$0.00
	TOTALS	0	101.5		\$3,711.09
vada Highway Patrol		p	age total	<u>ls</u>	\$3,711.0
	hrs of immobile svcs miles of mobile svcs 25 hrs of immobile svcs miles of mobile svcs oper 5 hrs of immobile svcs miles of mobile svcs miles of mobile svcs vada Highway Patrol 7 Hammill Lane	hrs of immobile svcs (round to 1 hr from above total) miles of mobile svcs (from substation to substation) oper (TOTAL HRS WORKED) 25 hrs of immobile svcs (round to 1 hr from above total) miles of mobile svcs (from substation to substation) oper (TOTAL HRS WORKED) 5 hrs of immobile svcs (round to 1 hr from above total) miles of mobile svcs (round to 1 hr from above total) (from substation to substation) 5 hrs of immobile svcs (round to 1 hr from above total) miles of mobile svcs (round to 1 hr from above total) miles of mobile svcs (round to 1 hr from above total) TOTALS	hrs of immobile svcs (round to 1 hr from above total) miles of mobile svcs (from substation to substation) 0 oper (TOTAL HRS WORKED) 25 hrs of immobile svcs (round to 1 hr from above total) miles of mobile svcs (from substation to substation) 0 oper (TOTAL HRS WORKED) 5 hrs of immobile svcs (round to 1 hr from above total) miles of mobile svcs (round to 1 hr from above total) miles of mobile svcs (from substation to substation) 0 vada Highway Patrol 7 Hammill Lane	hrs of immobile svcs     (round to 1 hr from above total)     5       miles of mobile svcs     (from substation to substation)     0       oper     (TOTAL HRS WORKED)     10.25       25 hrs of immobile svcs     (round to 1 hr from above total)     9.25       miles of mobile svcs     (from substation to substation)     0       oper     (TOTAL HRS WORKED)     10.5       shrs of immobile svcs     (from substation to substation)     0       oper     (TOTAL HRS WORKED)     10.5       shrs of immobile svcs     (round to 1 hr from above total)     9.5       miles of mobile svcs     (round to 1 hr from above total)     0       the svcs     (from substation to substation)     0       TOTAL S     0     101.5       wada Highway Patrol     page total       7 Hammill Lane     Page total	oper       (TOTAL HRS WORKED)       6       \$65.49         hrs of immobile svcs       (round to 1 hr from above total)       5       \$4.00         miles of mobile svcs       (from substation to substation)       0       \$0.40         oper       (TOTAL HRS WORKED)       10.25       \$65.49         25 hrs of immobile svcs       (round to 1 hr from above total)       9.25       \$4.00         miles of mobile svcs       (round to 1 hr from above total)       9.25       \$4.00         miles of mobile svcs       (from substation to substation)       0       \$0.40         oper       (TOTAL HRS WORKED)       10.5       \$65.49         shrs of immobile svcs       (from substation to substation)       0       \$0.40         oper       (TOTAL HRS WORKED)       10.5       \$65.49         5 hrs of immobile svcs       (round to 1 hr from above total)       9.5       \$4.00         miles of mobile svcs       (from substation to substation)       0       \$0.40         TOTALS       0       101.5       \$0.40         wada Highway Patrol       page totals       \$0         7 Hammill Lane       \$101.5       \$101.5

#### Figure 4-24: Uniformed Traffic Control Invoice

HH	CO	

STATE OF NEVADA Contract No. 3636 Date Range 5/23 - 5/27 DEPARTMENT OF TRANSPORTATION Contract Modification No. Report No. 1 \_\_\_\_\_ of \_\_\_\_\_ — DAILY COSTS OF FORCE ACCOUNT Description of Work: Uniformed Traffic Control Officer6/6 Category No. 01 Item No. 624 0010 (LABOR) Remote Name Classification Hour Rate Vaca Area Pay Total \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0,00 \$ 0.00 \$ 0.00 Rates verified against payroll no. Total Payroll \$ 0.00 Labor Surcharge (see special provisions) @ for contractor: 23.82% \$ 0.00 ) other fringe benefits @ \$ 0.00 /hr. for 0 hrs. \$ 0.00 for week ending: ) other fringe benefits @ \$ 0.00 /hr. for 0 hrs. \$ 0.00. ) other fringe benefits @ \$ 0.00 /hr. for 0 hrs. \$ 0.00 1 ) other fringe benefits @ \$ 0.00 /hr. for 0 hrs. 1 \$ 0.00 ) other fringe benefits @ \$ 0.00 /hr. for 0 hrs. \$ 0.00 4 Subsistence and/or travel \$ 0.00 Subtotal. \$ 0.00 + 25.00% on labor costs. \$ 0.00 Verified by: (EQUIPMENT) Total cost of labor ... (A) \$ 0.00 Description Year Hours Rate \$ 0,00 \$ 0,00 \$ 0,00 \$ 0.00 \$ 0.00 \$ 0,00 \$ 0,00 \$ 0,00 \$ 0.00 Note: Obtain rental rates from Equipment Watch Subtotal \$ 0,00 20.00% on equipment costs, \$ 0 00 Total cost of equipment. (8) \$ 0.00 (MATERIALS) Invoice No NHP - Traffic control in construction zone RN16-42-03 \$ 3,711,09 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 Faure Techt presentative Davis Proj. Mar. \$ 3,711,09 Subtotal. + 10.00% on material costs. \$ 371.11 Sales tax (if paid) 0.00% \$ 0.00 Total cost of materials ..... \$ 4.082.20 (C) Total (A)+(B)+(C)..... \$ 4,082.20

Rates and extensions by Deena Rose Checked by Cecilia Whited Estimate no. 10

NDOT 040-008 Rev. 12/16

Figure 4-25: Completed Daily Costs Force Account Form (Uniformed Traffic Control)

4

CONTRACT NO 3636

EPORT NO.	DATE / DATE RANGE	LABOR COST	EQUIPMENT	MATERIALS COST	DAILY	RUNNING TOTAL PER ESTIMATE	AMOUNT PAID PER ESTIMATE	PAYMENT NO.	PAYMENT DATE	REMARKS
	5/23 - 5/27	\$ 0.00	\$ 0.00	\$ 4,082.20	\$ 4,082.20	\$ 4,082.20	\$ 4,082.20	1	06/03/2016	
		\$ 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	1	
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00			17 (F	
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	1			
		\$ 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		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			2	
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00			2	
	2	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00			2	
-		\$ 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		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		1		
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	1		8	
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00			6	
		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00			5	
		\$ 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		1		
-		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
_		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
FINAL	TOTALS	\$ 0.00	\$ 0.00	\$ 4,082.20	\$ 4,082.20					

Rev 12-16

Figure 4-26: Completed Force Account Recap Form (Uniformed Traffic Control)

### RAILROAD FLAGGING AND INSPECTION FORCE ACCOUNT

Qualified railroad flaggers/inspectors are paid as a force account using the Daily Costs Force Account (Form No. 040-008).

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

The Prime Contractor will turn in a copy of the railroad flagger/inspector invoice (Figure 4-27) they received from the service provider.

- 1. Open a new Daily Costs Force Account form.
- 2. Enter the invoice amount in the Materials section with a 5% mark-up (Figure 4-28).
- 3. Once the Office Engineer's Daily Costs Force Account form is complete (Figure 4-28):
  - a. Email copies of the completed Daily Costs Force Account form to the contractor.
  - b. Enter the Force Account Daily Total in a FieldManager IDR posting. Figure 4-33 shows an example of a Force Account IDR posting). Refer to Chapter 7, Inspectors Daily Reports (IDRs) in the FieldManager User Guide, for details on IDR postings.
  - c. Enter the daily totals (materials) for each Daily Costs Force Account sheet on a Force Account Recap sheet (Figure 4-29) and save to the appropriate EDOC Contract Files\Contract Files\Division No. 6 - Force Account\6.# [Name of the Force Account] directory.

FORCE ACCOUNT RECAP

SHEET 1 of 1

		S					Ir	voice
FIELD :	SERVICE	s		SERV	ICES PRO	VIDED TO	):	
RailPros Invoice # Invoice Date Due Date RP Task Order No. PO# Terms	AC6302 2/16/2 2/16/2 630 PO#16 Due on r	017 017 2 6208		Attn: PO Bo Phoen 358	Southwest Linda Rog. ox 60726 nix, AZ 850 33 itted Via:	bers - A/F		
Task Name	RWIC Protection							
Location	Caliente						NV	
Period	Jan-17							
	Description		U/	м	Quant	titv	Rate	Amount
RWIC Chad Winn - 0 RWIC Chad Winn	12/01, 02/02		DAILY OT		23		950.00 125.00	1,900.00 375.00
(supporting documen	ts attached)			_			_	
PLEA	SE PAY THIS A	MOUNT	>>		Due this	invoice	ę	\$2,275.00
Please make	check payable to:				l Serv			
Please rer	mit payment to:	RailP	ros F	ield	l Servi	ices,	Inc.	
		1705 W. Grapevi Phone:	ne, TX	76051		e 150		

Figure 4-27: Railroad Flagger/Inspector Invoice

Fax:

866-762-7619 Email: accounting@railprosfs.com

Contract No. 3583	STAT DEPARTMENT O	E OF NEVADA			Date Range	2/1/2017 - 2/2/2017
Contract Modification No.	- DAILY COSTS O	FFORCE	ACCOUNT	r R	eport No. 1	of 1
Description of Work: Railroad Flagging an	nd Inspector					
Category No. 5			Item	No. 734 022	4	
(LABOR)					Remote	
Name	Classification	Hour	Rate	Vacation	Area Pay	Total
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
Rates verified against payroll no.	Total Payroll					\$ 0.00
for contractor:	Labor Surcharge (see spe	cial provision	s) @ 22.7	5%		\$ 0.00
			nefits @ \$ 0.0			\$ 0.00
for week ending:			nefits @ \$ 0.0 nefits @ \$ 0.0			\$ 0.00
Notes:			refits @ \$ 0.0		-	\$ 0.00
			nefits @ \$ 0.0			\$ 0.00
	/ / •	iner innige wer		and/or travel		\$ 0.00
			Subtotal			\$ 0.00
			+ 25.00% o	n labor costs.		\$ 0.00
Verified by:			Total cost of	labor		(A) \$ 0.00
Verified by: (EQUIPMENT) Description	ion		Total cost of	labor Year Hours		
	lion		Total cost of			\$ 0.00
	ion		Total cost of			\$ 0.00 \$ 0.00
	lion		Total cost of			\$ 0.00 \$ 0.00 \$ 0.00
	lion		Total cost of			\$ 0.00 \$ 0.00
	lion		Total cost of			\$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00
	lion		Total cost of			\$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00
	lion		Total cost of			\$ 0.00 \$ 0.00
(EQUIPMENT) Descript			Total cost of	Year Hours	Rate	\$ 0.00 \$ 0.00
			Total cost of	Year Hours	Rate	\$ 0.00 \$ 0.00
(EQUIPMENT) Descript			Total cost of Subtotal	Year Hours	Rate	\$ 0.00 \$ 0.000\$ \$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.00\$
(EQUIPMENT) Descript			Total cost of Subtotal	Year Hours	Rate	\$ 0.00 \$ 0.00
(EQUIPMENT) Descript			Total cost of Subtotal	Year Hours	Rate	\$ 0.00 \$ 0.000\$ \$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.00\$
(EQUIPMENT) Descript Descript Note: Obtain rental rates from Equipment V (MATERIALS)			Total cost of Subtotal	Year Hours	Rate	\$ 0.00 \$ 0.000\$ \$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.000\$ 0.00\$
(EQUIPMENT) Descript Descript Note: Obtain rental rates from Equipment V (MATERIALS)			Total cost of Subtotal	Year Hours	Rate	\$ 0.00 \$
(EQUIPMENT) Descript Descript Note: Obtain rental rates from Equipment V (MATERIALS)			Total cost of Subtotal	Year Hours	Rate	\$ 0.00 \$
(EQUIPMENT) Descript Descript Note: Obtain rental rates from Equipment V (MATERIALS)			Total cost of Subtotal	Year Hours	Rate	\$ 0.00          \$ 0.00
(EQUIPMENT) Descript Descript Note: Obtain rental rates from Equipment V (MATERIALS)			Total cost of Subtotal	Year Hours	Rate	\$ 0.00 \$ 0.00
(EQUIPMENT) Descript Descript Note: Obtain rental rates from Equipment V (MATERIALS) Rail Pros Field Services			Subtotal	Year Hours	Rate	\$ 0.00 \$ 2,275.00 \$ 0.00 \$ 0.00
(EQUIPMENT) Descript Descript Note: Obtain rental rates from Equipment V (MATERIALS)			Subtotal.	Year Hours	Rate	\$ 0.00 \$ 0.00
(EQUIPMENT) Descript  EQUIPMENT) Descript  Note: Obtain rental rates from Equipment V  (MATERIALS) Rail Pros Field Services  Approved:	Vatch		Subtotal.	rear Hours	Rate	\$ 0.00 \$
(EQUIPMENT) Descript Descript Note: Obtain rental rates from Equipment V (MATERIALS) Rail Pros Field Services			Subtotal Subtotal Subtotal	rear Hours	Rate	\$ 0.00 \$ 0.00
(EQUIPMENT) Descript Constraint of the second seco	Vatch Office Engineer		Subtotal	rear Hours	Rate	\$ 0.00 \$
(EQUIPMENT) Descript Constraint of the second seco	Vatch Office Engineer		Subtotal + 20.00% o Total cost of Subtotal + 5.00% o Sales tax (f Total cost of Total cost of Total (A)+(B	rear Hours	Rate	\$ 0.00 \$ 2,275.00 \$ 0.00 \$ 0.0
(EQUIPMENT) Descript EQUIPMENT) Descript Note: Obtain rental rates from Equipment V (MATERIALS) Rail Pros Field Services Approved: Kristen McDaniel State's Representative Jos Swith	Vatch  Office Engineer Title  Foreman		Subtotal + 20.00% o Total cost of Subtotal + 5.00% o Sales tax (if Total cost of Total cost of Total cost of Rates and ei	rear Hours	Rate Rate	\$ 0.00 \$ 2,275.00 \$ 0.00 \$ 0.0
(EQUIPMENT) Descript Constraint of the second seco	VatchOffice EngineerTitle		Subtotal + 20.00% o Total cost of Subtotal + 5.00% o Sales tax (if Total cost of Total cost of Total cost of Rates and ei	rear Hours	Rate Rate	\$ 0.00 \$ 2,275.00 \$ 0.00 \$ 0.0

040-008 Rev. 3/17

Figure 4-28: Completed Daily Costs Force Account Form (Railroad Flagger/Inspector)

4

CONTRACT NO. 3583

FORCE ACCOUNT RECA	Р
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SHEET <u>1</u> of <u>1</u> CATG NO. <u>5</u>

DESCRIPTION: Railroad Flagging and Inspector ITEM NO. 734 0224

Report No.	DATE / DATE RANGE	LABOR COST	EQUIPMENT COST	MATERIALS COST	DAILY TOTAL	RUNNING TOTAL PER ESTIMATE	AMOUNT PAID PER ESTIMATE	PAYMENT NO.	PAYMENT DATE	REMARKS
1	2/1-2/17	\$ 0.00	\$ 0.00	\$ 2,388.75	\$ 2,388.75	\$ 2.388.75	\$ 2,388.75	35	02/10/2017	
		\$ 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	\$ 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	\$ 0.00	\$ 0.00	\$ 2.388.75	\$ 2.388.75					

Rev. 12-16

### Figure 4-29: Completed Force Account Recap Form (Railroad Flagger/Inspector)

# PARTNERING FORCE ACCOUNT

Partnering is paid as a Force Account using the Daily Costs Force Account (Form No. 040-008).

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

The Prime Contractor will turn in a copy of the Partnering Invoice (Figure 4-30).

- 1. Open a new Daily Costs Force Account form.
- 2. Enter the invoice amount in the Materials section (Figure 4-31).

Note: No markup is allowed.

- 3. Once the Office Engineer's Daily Costs Force Account form is complete (Figure 4-31):
  - a. Email copies of the completed Daily Costs Force Account form to the contractor.
  - b. Enter the Force Account Daily Total into a FieldManager IDR posting (Figure 4-33). Refer to Chapter 7, *Inspectors Daily Reports (IDRs)* in the FieldManager User Guide, for details on IDR postings.
  - c. Enter the daily totals (materials) for each Daily Costs Force Account sheet on a Force Account Recap sheet (Figure 4-32) and save to the appropriate EDOC Contract Files\Contract Files\Division No. 6 Force Account\6.# [Name of the Force Account] directory.

lping Organizations	s Grow"			
June 7, 2016				
Mr. Randy Rosenbe	ra Proi Mar			
LAS VEGAS PAVI				
4420 South Decatur				
Las Vegas NV 8910				
			2 A A	
Our Invoice No.:	710			
Project:	US-95 Widening			
	Partnering Workshop with NDOT			
Workshop Date: Location:	February 12, 2007 Canyon Gate Club, Las Vegas, NV			
Location.	Carlon Carl Chur, Sas 1 Bas, 11			
<b>Facilitation Fee:</b>				
	of workshop materials, agenda, etc.			
	op communications and arrangements.			
	ne calls will all key representatives.			
	-day tailored workshop.		\$2,000.00	
Prepare Sun	nmary Report		\$2,000.00	
Other Expenses:				
	9.40 + \$81.90) \$	141.30		
	& Meals (8:00)	8.00		
Rental Car,	Airport Pkg, Gas (\$56.19 + \$10.00 +\$2)	68.19		
	_ attendees @ \$5.00 each	-0-		
Copies of P				
Summary	Reports (plus S&H) –	0		
1	Subtotal		<u>\$ 217.49</u>	
	TOTAL AMOUNT DUE		\$2,217.49	

Receipts enclosed.

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Figure 4-30: Partnering Invoice

4-23

EN	RUE	AC	CU	ī

Contract No. 3636		STATE OF NEVADA DEPARTMENT OF TRANSPORTATION					Date Range 6/7/2016			
Contract Modification No.	DAILY COSTS O	DAILY COSTS OF FORCE ACCOUNT								
Description of Work: Partnering										
Category No. 02			Item No.	685 0100	2					
(LABOR)		I		1	Remote					
Name	Classification	Hour	Rate Va	cation	Area Pay		Total			
							\$ 0.0			
							\$ 0.0			
							\$ 0.0			
104					. U	÷	\$ 0.0			
							\$ 0.0			
	2020	2000				Surgers.	\$ 0.0			
							\$ 0.0			
							\$ 0.0			
					- 22	2	\$ 0.0			
						2	\$ 0.0			
Rates verified against payroll no	Total Payroll	1940		326	- 1000 m - 10		\$ 0.0			
for contractor:	Labor Surcharge (see spe	cial provisions)	@ 22.75%	Ş.,			\$ 0.0			
	() 01	her fringe benef	its @ \$ 0.00	/hr. for	0 hrs.	8	\$ 0.0			
for week ending:			its @ \$ 0.00		0 h/s.		\$ 0.0			
			its @ \$ 0.00		0 hrs.		\$ 0,0			
			its@ \$0.00	the second s	0 hrs.	1	\$ 0.00			
	() ) )	her fringe benel		/hr. for	0 hrs.		\$ 0.00			
		Subsistence and/or travel								
		Subtotal								
			25.00% on lab				\$ 0.00			
Verified by: (EQUIPMENT) D	escription	~ 10	otal cost of labo	-		(A)	\$ 0.00			
(EQUIPMENT) U	escription		Tear	Hours	Rate					
					2		\$ 0,00			
				$\vdash$		-	\$ 0.00			
							\$ 0.00			
							\$ 0.00			
							\$ 0,00			
			_				\$ 0.00			
			_				\$ 0.00			
			_	$\vdash$			\$ 0.00			
Note: Obtain rental rates from Equipr	nent Watch	S	ubtotal				\$ 0.00			
			20.00% on equ				\$ 0.00			
			otal cost of equip			(B)	\$ 0.00			
(MATERIALS)				Invoice N						
Partnering				710			\$ 2,217,49			
							\$ 0.00			
							\$ 0.00			
						-	\$ 0.00			
		1411	0.00000		2		\$ 0.00			
							\$ 0,00			
					- 10 - 10 55	SS 02.00	\$ 0.00			
Approved;		S	ubtotal				\$ 2,217,49			
Ast. P.I	DE	+	0.00% on ma				\$ 0.00			
unon nodal	W K.E.	Si	ales tax (if paid)	0.00%			\$ 0.00			
State's Representative	Title		otal cost of mate			(C)	\$ 2.217.49			
1		Te	otal (A)+(B)+(C)				\$ 2,217.49			
Willie Dav	is Proj.M.		ates and extens		eena Rose					

Figure 4-31: Completed Daily Costs Force Account Form (Partnering)

NDOT 040-008 Rev. 12/16

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Estimate no. 35

CONTRACT NO. 3636 DESCRIPTION: Partnering				FORCE ACCOUNT RECAP					SHEE	T 1 of 1
	IPTION: Par 0. 685 0100	tnering							CATG	NO. 02
NO.	DATE / DATE RANGE	LABOR COST	EQUIPMENT COST	MATERIALS COST	DAILY TOTAL	RUNNING TOTAL PER ESTIMATE	AMOUNT PAID PER ESTIMATE	PAYMENT NO.	PAYMENT DATE	REMARKS
	6/7/16	\$ 0.00	\$ 0.00	\$ 2,217.49	\$ 2,217.49	\$ 2,217.49	\$ 2,217.49	35	06/17/2016	
		\$ 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		
		\$ 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	3			
		\$ 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				
		\$ 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				
1.000		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
INAL	TOTALS	\$ 0.00	\$ 0.00	\$ 2,217.49	\$ 2,217.49				10 K	

Rev. 12-16

### Figure 4-32: Completed Force Account Recap Form (Partnering)

챻 Add IDR (ID	DR: 10/20/2017, C	ecilia A Whited	) (Contract: 0358	3)		_ 🗆 🗙
General	Contractors	Site Times	Postings	Attachments	View	
Item: 6850	0100, PARTNERING	3				
Prop. Ln: 143	5 Unit: FA	Catg.	Auth. Qty: 10,000	0.000 Catg.	Auth. Amt:	\$10,000.00
Type: EXT	RA WORK		Unit Price: \$1.000	· · · · · · · · · · · · · · · · · · ·	ty. Placed:	1 C
		Catg. Pend	ing Chgs: 0.000	Cato	J. Qty. Paid:	0.000
			Item Posting			
Project/	60638C2C	MAIN ROADW	AY BREAKOUT			
Category:	02 💌	New "WS" Brid	ge I-3035 "WS"3	4+30.85 TO "WS	58+00.	
Contractor:	LAS VEGAS PA	VING CORPOR	ATION	-		
Quantity:	2,217.490 FA	A	ttention: 🗌			
Station From:		Brea	akdown:	•		
Station To:		R	emarks: Invoice	e No. 710		A
Location:	Entire Job					v
Materials		ОК	Add More	Cancel		d Materials Breakdowns

Figure 4-33: Force Account IDR Posting (Partnering)