CONSTRUCTION DIRECTIVE 07220.100.10 February 1, 2002

SUBJECT Force Account Work Report Form

FORM NO: OOC79

GENERAL:

Excessive costs are being reflected in Change Orders because the Specification requirements for Force Account Work (Section T.C. 7.03) are not being adhered to consistently.

PURPOSE:

To emphasize that Construction Inspection Division (CID) Personnel are responsible for total control of Force Account Work.

PROCEDURE:

CID Inspection Personnel are to be aware that in addition to enforcing Force Account specifications, they must monitor production on the operation(s) for efficiency.

Project personnel are to ensure that Contractors proceed with work in an efficient manner. Use of equipment and manpower should be compatible with the type of work being performed. No more equipment and manpower than needed to effectively perform the work should be permitted. Complete and accurate records detailing such information must be kept.

Note that the entries of equipment and manpower must be agreed to and signed by a representative of the Contractor and the inspector on a daily basis.

Material used must be accompanied by invoice or tickets to ensure an accurate accounting.

Hourly rates for labor may be obtained from certified payrolls which Contractor is required to provide in order to be compensated for Force Account Work.

If equipment rates are not available when the work is performed, the District Office will obtain current rates from the Rental Rates Blue Book.

Details to be documented on the Force Account form include, but are not limited to:

1. List labor classification, names and social security numbers, straight time and overtime hours of all workmen on the approved operation.
2. List detailed equipment information active or standby hours, straight time and overtime hours.
3. List complete accounting of material received and used in the operation.

CONSTRUCTION DIRECTIVE 07220.100.10

PROCEDURE: (continued)

4. Typical machinery is listed below:

   Dozers – Make, model, year built; size; gas/diesel ID number.

   Motor Grader - Make, model, year built; size; gas/diesel ID number.

   Front End Loaders - Make, model, year built; size; track/rubber; bucket size; gas/diesel ID number.

   Air Compressors - Make, model, year built; capacity in CFM; length and diameter of hose; gas/diesel ID number.

   Hydraulic Excavators (e.g. Gradall) - Make, model, year built; track/rubber; bucket size and type; gas/diesel ID number.

   Generators – Make, model, year built; capacity in kW; gas/diesel ID number.

   Cranes - Make, model, year built; mechanical or hydraulic; boom length; track/rubber; bucket size if used; gas/diesel ID number.

   Hydroseeder - Make, model, year built; tank size; gas/diesel - truck information; ID number.

   Low Boy Trailers - Make, model, year built; number of axles; tilt/non-tilt deck; trailer length; capacity; ID number.

   Trucks - Make, model, year built; GVW dump or flat; number of axles; ID number; license number.

Any other equipment should be listed as above with comprehensive information so that errors may be avoided.

Chief, Construction Inspection Division

APPROVED:

Director, Office of Construction