

information and have the contractor complete the remaining information on the request. After you have gathered as much information on a piece of equipment as possible, submit the request to Construction Services.

When the rental rate determinations have been completed, all rental rates for equipment and any wage rates, such as the foreman's rate discussed previously, are added to SFN 13890 Agreement for Wage and Equipment Rental Rates. This agreement is signed by the contractor and the project engineer and indicates the contractor's acceptance of the rental and wage rates shown.

Equipment rates and hours are entered in the equipment details portion of force account in CARS.

Material

The contractor is also compensated for any material incorporated into the force account work. Any items used in the force account work that are part of the original bid items will be paid at contract unit prices on the progressive estimate not on the force account. All other material used on a force account will be paid at prices shown on invoices furnished by the contractor. The contractor will also be compensated for any state and local taxes paid on the material and any shipping costs shown on the invoice.

If material is used to construct the force account but is not incorporated as a permanent part of the extra work item, a reasonable depreciation for the material plus transportation costs will be allowed. An example would be concrete forms or form material.

When all the necessary documentation for materials has been received, it can be entered in the materials detail section of CARS.

Summary of Force Account

When all the information for labor, equipment and material has been collected and entered in the details sections, a summary will be generated. This computes the totals with all markups for the force account. The summary will be signed by the project engineer and the contractor. The force account work will be added to the project with a change order. After the change order has been signed by the contractor and the project engineer, it is submitted to Construction Services.

The following supporting documents will be submitted with the change order:

1. All Statements of Daily Force Account Work
2. The Force Account Equipment, Materials and Personnel detail reports from CARS
3. The Force Account Summary report from CARS
4. Copies of the contractor's payrolls supporting the personnel entries
5. The Agreement for Wage and Equipment Rental Rates
6. Any invoices supporting materials entries

Do not approve the change order in CARS until the change order and force account documents have been checked and returned to you by Construction Services. If any errors are found in the force account, the final amount on the change order can be edited before it is added to the CARS pay items.

If the force account becomes large or covers a long time period, you may want to create a change order for an estimated force account item. This can be done in order to make payment to the contractor until all the required documentation is gathered and the force account total calculated. Remember to subtract the estimated force account payment from the pay quantities when you pay for the final amount of the completed force account. For a large force account, you may also submit the completed force account documentation to Construction Services to be checked before creating the change order.

Enter Force Account Information in CARS

To enter force account information into CARS:

1. From the Main Menu, click on the Force Account link. The Force Account Selection page is displayed.
2. Click on the Add button. The Force Account Maintenance page is displayed.
3. On the Force Account Maintenance page, enter the following information:
 - a. A short description of the type of work
 - b. Enter the date. This date will be displayed when printing the Summary of Force Account report.
 - c. If the force account work was performed by a subcontractor, pick the subcontractor from the list in the drop down box.
 - d. Default values for percent of labor, percent of materials and the prime contractor's percentage automatically fill the text boxes. These percentages can be edited if required. For example, if the force account is for work on a structure the labor percentage should be changed to 75.0 or if the force account was done by the prime contractor, the prime contractor's percentage would be changed to 0.0.
4. After all the information is entered on the Force Account Maintenance page, click on the Save button. You will be returned to the Force Account Selection page and a number will be assigned to the force account. Click on the Details link by the newly created force account. The Force Account Equipment/Material/ Personnel Selection page is displayed.
5. Click on the Add link by Equipment. The Force Account Equipment Maintenance page is displayed. To enter information for equipment:
 - a. Enter the date the equipment was used.
 - b. Enter the type of equipment.
 - c. Enter the unit number, serial number and capacity. These fields are not required but will help identify each piece of equipment listed on the Force Account Equipment Selection page.
 - d. Enter the bare rate and service charge rate.
 - e. Enter the hours for that day and any standby hours if applicable.
 - f. Click on either the Save or the Save and Add New button.

Clicking on the Save button returns you to the Force Account Equipment/Material/ Personnel Selection page. Enter data for additional equipment by clicking on the Add link and entering the required information.

Clicking on the Save and Add New button saves the data entered and brings up a new entry screen. The date and rental hours will be blank. The equipment information fields will be filled with the last piece of equipment entered. Enter a new date and rental hours or edit the information to add a new piece of equipment. You can also clear any information in the text boxes by clicking on the Clear button.

Additional entries can also be made by going to the Force Account Equipment/Material/ Personnel Selection page and clicking on the Maintain link for Equipment. Click on the Copy link for a specific piece of equipment. The Force Account Equipment Maintenance page with the information for that equipment will be displayed. Edit the date and hours and click on the Save button. A new entry for that equipment will be generated.

6. Click on the Add link by Material. The Force Account Material Maintenance page is displayed. To enter information for material:
 - a. Enter the date the material was used.
 - b. Enter the type of material used.
 - c. Enter the invoice number. This field is not required but can help identify the material on the Force Account Material Selection page.
 - d. Enter the quantity used, unit and unit price of the material.
 - e. Enter the sales tax as shown on the invoice. The tax will be entered as a whole number i.e. six percent is entered as 6.0.
 - f. Click on the Save or Save and Add New Button.

Clicking on the Save button returns you to the Force Account Equipment/Material/ Personnel Selection page. Enter data for additional material by clicking on the Add link and entering the required information.

Clicking on the Save and Add New button saves the data entered and brings up a new entry screen. The date and quantity will be blank. The other material information fields will be filled with the information from the previous entry. Enter a new date and quantity or edit the information to add a new material entry. You can also clear any information in the text boxes by clicking on the Clear button.

Additional entries can also be made by going to the Force Account Equipment/Material/ Personnel Selection page and clicking on the Maintain link by Material. Click on the Copy link for a specific material entry. The Force Account Material Maintenance page with the information for that date will be displayed. Edit the date and quantity and click on the Save button. A new entry for that material will be generated.

7. Click on the Add link by Personnel. The Force Account Personnel Maintenance page is displayed. To enter information for personnel:
 - a. Enter the date the employee worked
 - b. Enter the last name and first name of the employee
 - c. Enter the employee's craft designation and group number as shown on project payrolls
 - d. Enter the hourly wage amount for the employee as shown on the project payrolls
 - e. Enter the Health & Welfare amount if it applies. Not all craft designations have a Health & Welfare amount so if it does not apply to the employee, enter 0 in the text box.
 - f. Enter the straight time and overtime hours for that employee.
 - g. The overtime multiplier has a default value of 1.5. This number can be edited in the event that the employee has any hours paid as double time. Double time entries will be rare but they do occur sometimes especially with certain craft designations.
 - h. Click on the Save or Save and Add New button.

Clicking on the Save button returns you to the Force Account Equipment/Material/ Personnel Selection page. Enter data for additional personnel by clicking on the Add link and entering the required information.

Clicking on the Save and Add New button saves the data entered and brings up a new entry screen. The date, straight time hours and overtime hours will be blank. The last name, first name, craft designations, hourly wage and health & welfare hours will be filled with the last employee information entered. Enter a new date and hours worked or edit the information to add a new employee. You can also clear any information in the text boxes by clicking on the Clear button.

Additional entries can also be made by going to the Force Account Equipment/Material/ Personnel Selection page by clicking on the Maintain link by Personnel. Click on the Copy link for a specific employee. The Force Account Personnel Maintenance page with the information for that date and employee will be displayed. Edit the date and hours and click on the Save button. A new entry for that employee will be generated.

8. After all the daily equipment, material and personnel information has been entered, the force account reports and summary can be printed.
 - a. To print the equipment, material and personnel reports, go to the Force Account Selection page and click on the Details link for the force account. The Force Account Equipment/Material/Personnel Selection page is displayed. Click on the Report link for equipment, material or personnel. A report will be generated and can be printed.
 - b. To print the Summary of Force Account report, go to the Force Account Selection page and click on the Summary link. The Summary of Force Account report will be generated and can be printed.