

Extra Work Performed on Force Account Basis

When the Project Manager orders the Contractor to perform Extra Work on Force Account basis, at least four different documents or types of documentation must be performed or processed. These items are discussed in detail below. They are:

1. The Project Manager must prepare an Order For Extra Work to Be Performed on Force Account Basis (EWO), form 734-3208. This order formalizes the proper approval authority, defines the work to be done by the Contractor, and tells the Contractor the Order number to use on its billings. If the work must be started before the Project Manager issues the EWO, issue a written order as discussed below.
2. For each day that work is performed on an EWO, the Inspector must complete a Daily Force Account Record (DFAR), form 734-3428. The Inspector and Contractor's representative must both sign the sheet daily, indicating agreement on the resources involved for that day.
3. When work on each EWO is completed, or no more frequently than on a monthly basis, the Contractor will submit billings to the Project Manager. The billings will be on a Force Account Invoice for Labor - Standard Calculation, form 734-1863A, or on a Force Account Invoice for Labor Over \$10,000 or NCCI Rate Over 25%, form 734-1863B, and on a Force Account Invoice for Equipment and Materials, form 734-1864. The Contractor may use its own billing form, instead of the ODOT form, as long as the form includes all required information in a similar format. This is discussed later in this section of this Manual.
4. The Project Manager will complete and submit a Force Account Summary, form 734-3385.

Force account work is addressed in Section 00197 of the contract. The Project Manager must become familiar with that section.

As described in Section 00197.01, ODOT will solely determine the manner and method in which the force account work is performed. Before ordering the force account work to be performed, the Project Manager needs to discuss the work with the Contractor and seek the Contractor's comments and advice on the manner and method to perform the work.

In ordering the work to be performed and in directing the force account work, the Project Manager personnel should only give direction through the Contractor superintendent or supervisor assigned to the work. The Project Manager should not give direction directly to the Contractor workers, but should answer questions or provide other clarification requested by the workers.