Appendix A: How to fill out forms 1101 and 1101A

**Filling out Form 1101 – Force Account Statement**

Per subsection 109.05.D.11 the contractor is required to prepare form 1101 for each week of force account activity. Form 1101 Force Account Statement will detail the precise labor, equipment rental, and materials utilized to accomplish the force account work along with all supporting documentation. The contractor must furnish copies of original receipts (paid invoice cost) for materials, equipment cost verification, material certifications, freight, copies of rental equipment blue book sheets and certified payrolls.

After receiving this package from the contractor the engineer will review form 1101 and supporting documentation against the approved work plan, 1101A daily reconciliation forms, and engineers’ records to determine which costs are eligible for payment. The engineer is responsible for verification of the contents and the accuracy of the information prior to making payment (acceptance).

**Filling out Form 1101A - Force Account-Daily Field Record**

The engineer will need to properly fill out form 1101A – Force Account-Daily Field Record.

Inspector’s Daily report

Fill in the top portion of the daily field record completely each day (form 1101A) to include the name of contractor, control section, location, MDOT project number, federal number, route, subcontractor, work order number, work authorized by, date and type of work being performed.

Labor

* Record of the complete first and last name of each employee.
* Record the job classification(s) of each employee (truck driver and truck capacity, pipe layer, etc.).
* Record the number of hours worked by each employee. Keep regular hours separated from overtime hours.
* Describe work being performed by each employee. If job classification and description of duties do not correspond, explain in remarks.

Equipment

Equipment used by the contractor on force account work may be either his own or it may be rented. This should be noted under remarks, as there may be a different basis for payment to the contractor.

* Record the number of hours each equipment unit worked.

Note: Form 1101A, under equipment, directs that idled time of equipment be specifically noted. If equipment or labor is unable to work because the department has failed to properly provide for the contractor to proceed with the force account work, a different payment will be made. For this reason, it is essential that the inspector separate idled equipment or labor time from other force

account time. If there is a question whether or not a break in operations has occurred make a note in remarks section.

The equipment should be described completely in accordance with the Equipment Watch Rental Rate (Blue Book). If possible include a photograph of each piece of equipment and/or its ID plate in use on the force account as part of the documentation.

*Example: Allis Chalmers Crawler Tractor (1985), Model HD16 DP, diesel engine, and bulldozer blade attachment.*

The exact description of each unit of equipment, including any or all of the following:

* Manufacturers name and model designation, and year machine was manufactured.
* Rated capacity such as engine horsepower, lifting capacity, drawbar horsepower, etc.
* Gasoline or diesel powered.
* Crawler or rubber tired.
* Size of bucket and type of boom
* Power graders are rated by their net weight without attachments.
* Trucks are classified by type, such as tandem, pickup, etc., and rated according to the capacity of their net load exclusive of truck weight.
* Crawler tractors - give all attachments such as bulldozer, angle-dozer, control unit type, ripper, and type of power drive.
* The rate of foreman’s transportation unit will be $ 25.00 per hour.

Materials

* Record all materials used on site.
* Record the total quantity of materials used on site.
* Attach any record test slips, certification, and test reports received.
* Weight tickets.