



Arizona Department of Transportation

INTERMODAL TRANSPORTATION DIVISION
Construction Group

CONSTRUCTION BULLETIN 09-02

To:
Floyd P. Roehrich, Jr., State Engineer
Dallas Hammit, Deputy State Engineer,
Operations
Sam Maroufkhani, Deputy State
Engineer, Development
Todd Williams, Director, Office of
Environmental Services
District Engineers
Construction Orgs
Consultant Contract Administrator

Date: July 9, 2009

From: Julio Alvarado, Assistant State
Engineer, Construction

Subject: Force Account Documentation

Force Account Forms Format Requirement

Purpose

Effective immediately force account payments are **not** to be made by the Field Office unless the Contractor has recapped their costs on the “Prime Contractor Force Account Weekly Detail Summary Sheet.”

Background

To ensure consistency and accuracy, the revised form (Prime Contractor Force Account Weekly Detail Summary Sheet) was adopted in May 2009 but is not universally used; of particular concern is that markups are not correctly handled and that all Orgs are not using the correct formulas.

In some instances the Orgs have been completing the form instead of the contractor. The *Contractor* must submit their costs using this form for payment to be approved.

Procedure

Contractor forms can be accessed through one of the following links:

http://adotnet/divisions/itd/Office_Managers/Forms.asp

<http://www.azdot.gov/Highways/ConstGrp/contractors/Forms.asp>

From that page select “Force Account Detail.” The form needs to be saved to the user’s hard drive and contains formulas to assist with accurate processing. A copy of the summary sheet has been attached to this bulletin.

Attachment