

REVISED LIMIT ON FORCE ACCOUNT WORK:

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GUIDELINES FOR FORCE ACCOUNT CONSTRUCTION WORK PERFORMED BY DISTRICT CRAFTS, TRADES, AND MAINTENANCE & OPERATIONS PERSONNEL

1. A construction or remodeling Project shall have no more than \$40,000 in Force Account cost, as defined below. There is no annual cumulative cap on Force Account work, nor any limit on the total cost of a Project containing Force Account work.
2. The total Force Account Cost is the total cost of the following used or consumed in the Project:
 - a. **Direct labor cost**, calculated as the average wage of the full range of salary steps for the particular trade or craft category. Benefits and other indirect costs are not included as part of the direct labor cost.
 - b. **All materials and supplies** incorporated into the Project, except for small off the shelf materials. All materials and supplies should be purchased through separate PO's, college credit card or LPO's in order to accurately track costs and assign them to the project. Existing Blanket PO's or Petty Cash are not to be used for acquiring materials or supplies for these projects.
 - c. **Equipment** directly purchased by the college and installed in the Project by college personnel
 - d. **Equipment rental** required in the performance of the work

All regular Purchasing Procedures apply to obtaining materials, supplies, services, equipment and outside contractors.

3. The following costs are **NOT** considered part of Force Account costs:
 - a. Purchase orders or contracts for outside contractors who supply AND install materials or equipment on the Project
 - b. Permit costs or similar fees
 - c. Outside consultant costs including architects, engineers or building code consultants
 - d. College and their Facilities Department administrative time or cost required to manage and coordinate Force Account work and subcontracted work by outside vendors including the time and cost to obtain competitive quotes, write PO's and contracts, administer payments and subcontracts throughout the construction period of the Project. This time be should be tracked voluntarily in order to compile the actual impact to college resources.
4. Projects shall not be artificially split or divided to remain under the \$40,000 limit. A Project is defined as work done in a single or continuous effort, related to a single need or use, within the

same/adjacent physical location, in a single or continuous time period. Work done in a single building in a single phase or done in separate buildings in consecutive phases-for example, an initial remodel of building A allowing a group to move from Building B and then remodeling the vacated space in Building B- all would be considered as a single “project” for the purposes of this Guideline. Similar work done in adjacent areas with less than six months between projects likely should be considered a single project.

5. Skilled labor work shall be done only within the job description, by individuals who are experienced in the type of work to be provided, AND who have received formal training, apprenticeship or work experience providing the proposed type of work. Skilled labor work shall NOT be performed by trades outside of their job description, personal expertise or experience.
 - a. The college Director of Facilities is responsible for assuring that an individual has the proper experience and safety training for the assigned work, as well as use of proper personal safety equipment.
 - b. Common labor (general labor not requiring a particular skill or training) may be provided by any craft or trades person under the supervision of a properly trained or experienced crafts or trades person.
 - c. All personnel injuries on college projects shall be reported promptly to the District’s Occupational Health and Safety Manager.
6. Each project shall each be accounted for as a separately managed and controlled project, with a unique project number or accounting code assigned for tracking, audit and review purposes. The college Director of Facilities shall provide the final total cost and Force Account cost to the college’s Vice President of Administration at the completion of the Project.
7. Early in the planning stage, the college’s Director of Facilities shall submit any Projects over \$3,000 total cost (Force Account plus outside contractor/purchase orders) to Facilities Planning & Development for a quick building code review. The only exception is if the work is reviewed/permitted/under the jurisdiction of a municipal or Tribal authority, or if one of the District’s code consultants will be used for reviews. Any changes to the structure or modifications/additions to mechanical, electrical or plumbing work that substantially alters those systems must be designed by a registered engineer. The College is responsible for all code compliance, including required permits, outside code consultant, public agency or Fire Marshal review and inspections.
8. Work performed by college personnel may be for a Project completed entirely by the college or may be part of a Project primarily provided by an outside contractor.
9. Force Account labor and equipment rental must be paid from Fund 1 or Fund 2 budgets and cannot be paid for by college or district capital funds, or bond funds. Material and equipment installed by college crafts may be funded by college’s bond funds, Fund 1, 2 or 7 resources as appropriate.

10. Force Account work provided for new construction or remodeling should not detract from or prevent normal college maintenance and operations performed by college crafts and trades.
11. The college assumes the responsibility, liability and cost for warranties, coordination, and corrections of improper work performed in Force Account projects, including additional cost arising from work provided by outside contractors.