Force Account Project Assessment Form (Estimate)

Ohio Revised Code 117.16 requires the Auditor of State to develop a force account project assessment form to be used by each public office to estimate or report the cost of a force account project. The form shall include costs for employee salaries and benefits, any other labor costs, materials, freight, fuel, hauling, overhead expense, workers' compensation premiums, and all other items of cost and expense, including a reasonable allowance for the use of all tools and equipment used on or in connection with such work and for the depreciation on the tools and equipment.

Project Name/Number: _____

Project Description: _____

_____

Proposed Start Date: _____ Proposed End Date: _____

ESTIMATED LABOR

Description	Base Wage	Hours Worked	Total
_____	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____

Total Base Wages _____

_____ % of base wages (fringe benefits, BWC, etc.) _____

_____ % of wages and fringe benefits for overhead _____

Total Labor Estimate _____

ESTIMATED MATERIALS

Description	Cost per Unit	Quantity	Unit Type	Total
_____	_____	X _____	_____	= _____
_____	_____	X _____	_____	= _____
_____	_____	X _____	_____	= _____
_____	_____	X _____	_____	= _____
_____	_____	X _____	_____	= _____
_____	_____	X _____	_____	= _____
_____	_____	X _____	_____	= _____
_____	_____	X _____	_____	= _____
_____	_____	X _____	_____	= _____
_____	_____	X _____	_____	= _____
_____	_____	X _____	_____	= _____
_____	_____	X _____	_____	= _____

Base Materials _____

_____ % of base materials for overhead _____

Total Materials Estimate _____

ESTIMATED EQUIPMENT

Each piece of equipment used in a project must be assigned an hourly rate. For equipment owned by the public entity, this rate must reflect the original purchase price of the equipment, maintenance costs, time in service, depreciation, freight, fuel, and hauling. The public office may use any generally accepted rate that reflects all of the aforementioned considerations, or it may use the statewide rates as published by the Ohio Department of Transportation and updated on a quarterly basis; however, the office must use the same rate source for all equipment used in a project. Any equipment rented by the public entity must be listed in the form and reflect the actual rental rate.

Description	Rate per Hour		Hours		Total
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	

Total Equipment Estimate _____

TOTAL ESTIMATED PROJECT COST _____ (labor + materials + equipment)

Prepared by: _____

Title: _____

Date: _____