FORCE ACCOUNT NOTICE - SAMPLE

_____(Date)_____

Contract No.: ___(#)_____
Project No.: ____(#)_____
F. A. No.: _____(#)_____
County: _(Name of County(ies))_

Description: _(TIP Number - Description of the Project)_____

Subject: Force Account Notice

Mr. John Doe   *(Person Authorized to Sign Supplemental Agreements)*
ACME Construction Company, Incorporated
100 Main Street
Mayberry, North Carolina 13000-1234

Dear Mr. Doe:

I am writing to advise you that the basis of payment for the following work will be Force Account in accordance with Articles *104-3 or 104-7* and 109-3 of the 2006 Standard Specifications for Roads and Structures:

Include here the exact location and detailed description
of the work to be performed by Force Account.

Prior to beginning this work, it will be necessary for you to submit to this office for approval a list of wage rates for the following labor classifications which have been determined to be necessary for the work:

Include here the list of labor classifications that will be
necessary to complete the Force Account work.

It will also be necessary for you to submit to this office, prior to beginning work, a list of the required numbers and types of equipment including the manufacturer's name, type, model, serial number, and year of manufacture for which you will receive hourly rental in accordance with Article 109-3 of the Standard Specifications:

Include here the list of required equipment and number of each
that will be necessary to complete the Force Account work.

It has been determined that the following material will be required for the work:

*Include here a list of required material(s) that will be
necessary to complete the Force Account work.*

Please be advised that the use of any labor classifications, equipment, or material not included herein, must be approved prior to use.

Sincerely,

(Signature)

I. M. Resident, PE
Resident Engineer

cc-
Division Engineer
State Construction Engineer
Project Inspector
Roadway Construction Engineer or Bridge Construction Engineer