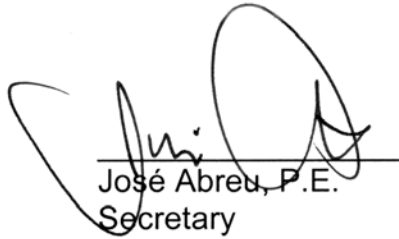


Approved:

Effective: March 31, 2004

Office: Maintenance

Topic No.: 850-005-001-j



José Abreu, P.E.
Secretary

REPORTING INCIDENTS AND MANAGEMENT OF DAMAGE REPAIR

PURPOSE:

In order to establish procedures for carrying out Department responsibilities for reporting state highway facility emergency situations and for management of repairs. To restore facilities to safe public use, the following sections of this procedure have been established.

Section One: Reporting Incidents
Section Two: Management of Facility Damage Repairs
Section Three: Facility Damage Claims

AUTHORITY:

Federal Highway Administration Alert Bulletin Procedure (5180.1E March 3, 1997)
Emergency Relief, 23 U.S.C. 125
Public Law 100-707
Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121
Sections 252.36, 287.057, 316.006(1), 335.10, 337.02, 337.11, 339.08(2)(c), and
339.281, Florida Statutes (F.S.)

SCOPE:

This procedure mainly affects Maintenance employees responsible for responding to emergency situations. Other offices that may be affected by this procedure in collecting data, processing claims, and affecting repairs are: General Counsel, Comptroller, Safety, Procurement Office, and Management and Budget.

REFERENCES:

Procedure No. 225-085-002, Recovery of Property Damage Claims
Procedure No. 500-000-015, Loss Prevention Manual

Section One REPORTING EMERGENCIES

1.1 EMERGENCY PERSONNEL

- 1.1.1** Each Area Maintenance Office is responsible for updating the computer listing of personnel to be contacted in the event of an emergency by providing input into the program known as "EMERGENCY PHONE LISTING". This information must be updated as changes occur and data is reviewed on January 1 and July 1 of each year. See ***Emergency Phone Listing (Appendix 1)*** for instructions for accessing this program.
- 1.1.2** The Area Maintenance Engineer shall provide these Emergency Phone listings to law enforcement and local emergency planning agencies.
- 1.1.3** A distribution list named **FDOT-INCIDENT** can be used to notify the Central Office personnel in **Section 1.3.3** via e-mail using Lotus Notes. The State Maintenance Office will update the **FDOT-INCIDENT** distribution list as necessary.

1.2 INCIDENTS TO BE REPORTED

Law enforcement and other public officials will be requested to report to the appropriate Area Maintenance Engineer as soon as possible after any of the following occurrences on the State Highway System:

- 1.2.1** Traffic crashes/incidents necessitating the evacuation of the immediate area, necessitating closing roads, streets, or highways.
- 1.2.2** Any highway crash involving the death of five or more persons.
- 1.2.3** Any highway crash involving more than 10 vehicles in a chain reaction collision.
- 1.2.4** Any crash involving a school bus which results in fatalities and/or disabling injuries.
- 1.2.5** Any incident that threatens the free use of highways, such as sniper fire, bomb threats, work stoppages, drivers purposely impeding highway movement, or transportation labor strikes affecting highway operations.

- 1.2.6 Any incident that causes an interstate highway to be closed for more than six hours, or a major highway to be closed for more than 24 hours, except for planned closures (maintenance, construction, etc.) where the public has been notified in advance.
- 1.2.7 Any incident that causes major damage to highway facilities.
- 1.2.8 Natural disasters of such magnitude that highway transportation would be seriously impeded for more than 24 hours.
- 1.2.9 All bridge failures or closures.

1.3 **REPORTING PROCEDURE**

- 1.3.1 Any incident defined above and verified by law enforcement or Department personnel must be reported immediately to the District Maintenance Engineer so the information can be transmitted to the offices listed below within 4 hours. Every effort shall be made to submit as complete an initial report as possible. When reporting any bridge information, the report shall include the full 6-digit bridge number. See **Section 1.3.3.9** for district response to a hazardous material spill.
- 1.3.2 The District Maintenance Office can select any one of the five methods described below to distribute the information contained in the **Incident Report, Form No. 850-005-03**:
 - 1.3.2.1 The preferred method for completing and distributing the **Incident Report** is to use the INFONET. To access the form, either enter the URL <http://procnet.dot.state.fl.us/forms/informs/85000503.asp> or from the home page, select Offices, then select Organization Forms and Procedures, then select Forms by Number, then scroll down to **Form 850-005-03**. The blank form will appear. After the form is filled out, proceed to step 2 at the bottom of the form (click on "Proceed to step 2"). If the information is correct, click on "Finalize, Send e-mail" at the bottom of the form. The completed form will be sent to the distribution list in **Section 1.3.3**.
 - 1.3.2.2 E-mail only the data without the form to the distribution list **FDOT-INCIDENT**.
 - 1.3.2.3 Fax the completed form to the distribution list in **Section 1.3.3**.

- 1.3.2.4** Fax only the data without the form to the distribution list in **Section 1.3.3**.
- 1.3.2.5** Using the telephone, call each office on the distribution list in **Section 1.3.3** and relay the data that is on the form. This is only recommended if any of the methods in **Section 1.3.2.1** through **1.3.2.4** cannot be used.
- 1.3.3** The District Maintenance Office will immediately send a complete as possible incident report in order to expedite notification, to the following:
 - 1.3.3.1** The State Maintenance Engineer at (850) 488-8814, Suncom 278-8814, Fax (850) 488-4418.
 - 1.3.3.2** The Department's Secretary of Transportation at (850) 414-5205, Suncom 994-5205, Fax (850) 488-5526.
 - 1.3.3.3** The Department's Assistant Secretary for Transportation Policy at (850) 414-5220, Suncom 994-5220, Fax (850) 488-5526.
 - 1.3.3.4** The State Highway Engineer at (850) 414-5240, Suncom 994-5240, Fax (850) 488-5526.
 - 1.3.3.5** The Highway Operations Director at (850) 414-4116, Suncom 994-4116, Fax (850) 410-5486.
 - 1.3.3.6** The Department's State Safety Office at (850) 410-4905, Suncom 210-4905, Fax (850) 413-0310, Attention: Emergency Operations/Safety Programs Manager.
 - 1.3.3.7** Federal Highway Administration at (850) 942-9650, Fax (850) 942-9691, Attention: Assistant Division Administrator.
 - 1.3.3.8** Other Department officials and other state emergency officials as appropriate.
 - 1.3.3.9** Each hazardous materials incident causing a road closure as specified in **Section 1.2.6** will be reported to the Division of Emergency Management of the Department of Community Affairs, State Warning Point Officer at (850) 413-9911, Suncom 293-9911 or 1-800-320-0519, and the Department's Environmental Office at (850) 922-7225, Suncom 292-7225. Fax (850) 922-7217, Attention: Contamination Administrator. Please note that the State

Warning Point Officer is not on the distribution list **FDOT- INCIDENT**.

The District shall report the incident to the local office of the Department of Environmental Protection.

- 1.3.3.10** The Inspector General's Office, for incidents involving a fatality on facilities or property owned, leased, or regulated by the Department at (850) 410-5800, Suncom 210-5800, Fax (850) 488-4417, Attention: Inspector General.
- 1.3.3.11** The Civil Litigation Division of the Office of General Counsel for any crash which causes damage to Department property in excess of \$10,000 at (850) 414-5265, Suncom 994-5265, Fax (850) 488-4412, Attention: Chief Civil Litigation Counsel.
- 1.3.3.12** The Permits Office for truck routing purposes at (850) 488-4961, Suncom 278-4961, Fax (850) 487-3858, Attention: Permits Office Manager.
- 1.3.3.13** The Central Office Public Information Office (PIO) at (850) 414-4540, Suncom 994-4540, Fax (850) 488-6155, Attention: Central Office Public Information Administrator.
- 1.3.3.14** The Engineer of Roadway Maintenance for road closures at (850) 488-4562, Suncom 278-4562, Fax (850) 488-4418.
- 1.3.3.15** The Engineer of Structure Maintenance for bridge closures at (850) 488-8815, Suncom 278-8815, Fax (850) 488-4418.
- 1.3.3.16** The State Bridge Quality Assurance Engineer at (850) 488-8815, Suncom 278-8815, Fax (850) 488-4418.
- 1.3.4** The District Maintenance Engineer, or other appropriate personnel shall notify the District Public Information Office of any significant damage to roads or bridges for dissemination to the media.
- 1.3.5** Supplementary reports shall be made as necessary to keep the Central Office abreast of developments utilizing the above procedure. As appropriate, supplementary incident reports may be sent to those offices and agencies initially contacted. A report shall be issued within one work day when the incident is over and the road(s)/bridge(s) are reopened.

Section Two MANAGEMENT OF FACILITY DAMAGE REPAIRS

2.1 DEFINITIONS

Minor Damage: Repair of such damage is usually limited to routine activities which do not require or qualify for a Declaration of Emergency. Minor damage repair may include such activities as replacing guardrail, replacing signposts or lightpoles, replacing bridge handrails, etc.

Major Damage: Repairs of these damages are given special attention, necessitating the maintenance of detailed records of replacement and repair costs. Repair projects may involve the execution of a Declaration of Emergency. The securing of special project numbers is required. Repairs may include such activities as repair of a damaged overpass, replacement of a damaged bridge beam, replacement of an overhead lighted sign structure, etc.

Declarations of Emergency: When it is determined that an emergency exists jeopardizing the health, safety, and welfare of the traveling public, the Department's Secretary of Transportation has the authority to suspend the standard bidding procedures for contracting and purchasing through a Declaration of Emergency. Requests for a Declaration of Emergency should be initiated within 48 hours of the time of the incident. Special consideration needs to be given to establishing project numbers for work, which may qualify for Federal reimbursement. (Districts should contact their Work Program offices to establish special project numbers. Central Office should contact the Program Development Office.)

Reimbursable Bridge Repair (RBRP) Funds: Statewide funds that are to be used for structural repairs to bridges and overhead sign structures caused by impact damage. RBRP funds are available only for Declared Emergencies.

2.2 PROCESS FOR DECLARATION OF EMERGENCY

2.2.1 Inspection and Documentation of Damages

As soon as possible after a crash or disaster, district maintenance personnel shall make an on-site inspection, document the extent of any damages, and estimate time and costs required to repair damages. The District Secretary will decide if an emergency needs to be declared.

2.2.2 Request for Declaration of Emergency

2.2.2.1 A Declaration of Emergency that will use RBRP funds must be prepared and processed by the State Maintenance Office based on information provided by the District.

2.2.2.2 A Declaration of Emergency not using RBRP funds may be prepared by the District Secretary or the District Maintenance Engineer and sent directly to the Deputy General Counsel in the Office of General Counsel. The State Maintenance Office will assist if needed and can generally expedite approval.

2.2.3 The following information must be provided by the District in each request for a ***Declaration of Emergency Request*** (See ***Appendix 2***):

- (A) The exact location and date of the incident.
- (B) Description of the incident.
- (C) Justification for effectuating repairs on an emergency basis.
- (D) Estimated cost to repair Department property.
- (E) Financial Project Identifier.
- (F) Fund Source.
- (G) The Cost Center to receive the funds if a transfer is necessary.

The Deputy General Counsel in the Office of the General Counsel may be contacted at any time for guidance and assistance.

2.2.4 Prior to finalization and signing, a ***Declaration of Emergency*** prepared by the State Maintenance Office should be forwarded to the Deputy General Counsel in the Office of the General Counsel via e-mail. If required, changes can be made and the ***Declaration*** finalized by the Office of the General Counsel and will be ready for signature upon arrival of the State Maintenance Engineer or delegate. If it meets statutory requirements, the ***Declaration of Emergency*** will be executed by the Department's General Counsel or delegate.

2.2.5 Upon execution by the General Counsel, or delegate, the ***Declaration of Emergency*** must be approved by an Assistant Secretary and executed by the Department's Secretary of Transportation.

2.2.6 The original executed ***Declaration of Emergency*** shall be maintained by the State Maintenance Engineer's Office in accordance with the Department's ***Records Management and Distribution Procedure, No. 050-020-025***, and the applicable retention schedule. Copies of the executed ***Declaration of Emergency*** are to be distributed by the initiating office as follows:

- (A) General Counsel.
- (B) District Maintenance Engineer.
- (C) Office of Management and Budget.
- (D) Financial Management Office.
- (E) Purchasing Office when commodities are involved.
- (F) Governor's Office (if contracting involved) within 30 days of the declaration.
- (G) District Structures & Facilities Engineer (when a bridge or structure emergency exists).
- (H) Highway Operations Director.
- (I) State Highway Engineer.
- (J) District Director of Operations.

2.2.7 After the ***Declaration of Emergency*** has been executed, the District should proceed with repairs.

2.2.7.1 If additional funds are required, an update to an executed ***Declaration of Emergency*** can be prepared following the above procedure.

2.2.7.2 State Forces

The District maintenance staff assigns work to in-house forces. The

necessary materials will be acquired to respond to the emergency repairs.

2.2.7.3 Contract Forces

After funds have been encumbered, a contract number and a financial project identifier should be established for the work to be contracted in accordance with **Section 337.11, F.S.** The District maintenance staff may also choose to extend the quantities of an existing contract to expeditiously facilitate the repairs with a contractor currently on site if applicable. The **Contract Funds Approval Manual (350-020-200)** should be referred to for fund approval and encumbrance instructions.

2.3 EMERGENCY REPAIRS NOT REQUIRING A DECLARATION OF EMERGENCY

When damage does not present an immediate threat to the public, facilities may be repaired as follows without a **Declaration of Emergency**.

Once a Financial Project Identifier has been established, the District staff will prepare plans and accomplish repairs by:

- (A) State forces without emergency purchase of materials; or
- (B) By contract, advertising and letting the project through normal routine bidding process, solicited bids, or by special lettings; or
- (C) By extending the quantities of an existing contract with a contractor currently on-site.

2.4 REIMBURSEMENT FOR DAMAGE REPAIRS

Reimbursement of damage expense should be pursued as outlined in **Section III, Facility Damage Claims**.

2.5 DISTRICT AND CENTRAL OFFICE FUNCTIONS

The State Maintenance Office will provide technical and administrative assistance to districts as necessary.

Section Three FACILITY DAMAGE CLAIMS

3.1 OBJECTIVE

The Area Maintenance Engineer is responsible for providing complete reports on the completion of repairs and costs to the Office of General Counsel. The statute of limitations bars claims brought more than four years from the date of the incident. The older a claim is, the more difficult it is to collect.

Reimbursement SHALL be pursued on ALL damaged state property when the cost to repair exceeds \$300. Reimbursement SHALL NOT be pursued when the cost to repair is \$300 or less. Any exceptions will be at the discretion of the Office of General Counsel.

3.2 CRASH REPORTS

3.2.1 The responding law enforcement office completes a ***Florida Traffic Crash Report*** for vehicle crashes on the highways under its jurisdiction. Among other information, this report contains the location of the traffic crash, the owner and driver of the vehicle, property damaged, and estimated cost of repair.

3.2.2 Through the Department of Highway Safety and Motor Vehicles, the Department's State Safety Office receives ***Florida Traffic Crash Reports*** of traffic crash damage to Department property and forwards them to the appropriate District Maintenance Offices.

3.2.3 District maintenance personnel are provided with these reports to inform them of locations of traffic crash damage so that repairs can be made, and for attachment to the ***Report of Repair and Certification of Funds Expenditure (Form No. 850-005-01)*** which must be forwarded to the Office of General Counsel together with documentation of costs to repair or replace damaged property. A computer-generated version of these forms is acceptable.

3.2.4 Maintenance personnel may locate and identify sites of damage prior to receiving copies of **Traffic Crash Reports**. If no crash report is received by the time of repair, the Area Maintenance Engineer may inquire of law enforcement field offices to determine if such a report was prepared and obtain a copy. Usually, investigations are not conducted, and traffic crash reports are not filed, in cases of "hit and run" crashes. If the extent of damage is substantial, the Area Maintenance Engineer should request an investigation of a "hit and run" at the earliest possible opportunity. If no potential party can be identified, the claim **should not** be sent to the Office of the General Counsel, because there is no person or entity that can be pursued to recover funds.

3.2.5 For reports of damage to marine facilities, the Area Maintenance Engineer will be responsible for obtaining copies of accident reports from maritime agencies, if appropriate.

3.3 DOCUMENTATION OF DAMAGE AND EXPENSE

3.3.1 The Area Maintenance Engineer will give special attention to the documentation of crash damage. The more clearly and timely a claim is pursued by the Office of General Counsel, the more likely it will be paid in full without the necessity of time-consuming litigation. In addition, if a claim is well documented, it is much less costly for the Department to prove its loss in court should litigation be required. If the damage requires a contract be let, the Area Maintenance Engineer is responsible for the presentation of a single, unified report identifying a "bottom line" figure for all Department expenses related to the crash, including consultant engineering inspection, contract costs, etc. The repair charges reported shall be limited to those charges for repairing damage related to the crash in question. Rates used will be those in effect at the time the damage occurred (refer to **Appendix 3**).

3.3.2 Together with the **Report of Repair and Certification of Funds Expenditure**, the Area Maintenance Engineer will submit to the Office of General Counsel the following:

- (A) A clear and legible copy of the **Florida Traffic Crash Report**.
- (B) If available, pictures of the damage which must be labeled with date, location, and name of the person taking the pictures. Pictures from all possible sides and angles should be taken of the offending vehicle, trailer, and load, if possible. Negatives, copies, backups, or disks for digital pictures, should be retained by the Area

Maintenance Office in accordance with the Department's **Records Management and Distribution Procedure, No. 050-020-025**, and the applicable retention schedule. Care should be taken to limit the number of people who have custody of the pictures.

- 3.3.3** The person who caused the traffic crash and the insurance carrier are entitled to a complete explanation of the costs. The following shall be included with the **Report of Repair and Certification of Funds Expenditure**:
- 3.3.3.1** The cost of any temporary repairs.
- 3.3.3.2** Traffic control, cleanup, and mobilization of repair crews costs (included in **Method for Documenting State Force/Contract Cost, see Appendix 3**).
- 3.3.3.3** Costs incurred for repair work performed by state forces.
- 3.3.3.3.1** Those costs in effect at the time of the traffic crash shall be used since the legal measure of damage relates to the date of the traffic crash rather than the date of repair.
- 3.3.3.3.2** The appropriate Department Regular Biweekly Payroll Register shall be the source used to calculate hourly labor rates.
- 3.3.3.3.3** The Official Department Mobile Equipment Rates shall be the source used to calculate appropriate equipment charges.
- 3.3.3.4** If work was performed by a contractor on a lump-sum basis, a breakdown must be provided, either by the contractor or District personnel. Insurance companies are quite adamant on this point.
- 3.3.3.5** State force costs and contract costs may be combined when warranted. For example, it is acceptable to use state force and materials costs for guardrail repair and contract cost for replacement of an overhead sign structure when both damages arise from the same traffic crash.

3.4 COMPLETION OF REPAIR

- 3.4.1** **Minor damage repairs** shall be completed and the **Report of Repair and Certification of Funds Expenditure** shall be submitted to the Office of General Counsel by the Area Maintenance Engineer within 60 days of receipt of the traffic crash report.

3.4.2 **Major damage repairs** shall be completed as quickly as possible. A target date of six months after receipt of the traffic crash report is set for submitting a ***Report of Repair and Certification of Funds Expenditure*** to the Office of General Counsel by the Area Maintenance Engineer. Damage resulting from a major disaster will not likely be completed within six months.

4. TRAINING

None required.

5. FORMS

Form No. 850-005-01, Report of Repair and Certification of Funds Expenditure

Form No. 850-005-02, State Force and Contract Cost Documentation

Form No. 850-005-03, Incident Report. See Section 1.3.2.1 for instructions to submit this form via INFONET.

APPENDICES

Appendix 1 Emergency Phone Listing Access Instructions

Appendix 2 Sample of Declaration of Emergency

Appendix 3 Method for Documenting State Force/Contract Costs

ACCESS TO EMERGENCY PHONE LISTING

Log on to TSO
"Master Application Menu" appears
Enter option "11"
"DOT Application Selection Menu" appears
Enter option "5"
"Maintenance Operations" appears
Enter option "1"
"Emergency Phone Listing" appears
Enter 1 for "Update Emergency Phone Listing" or
Enter 2 to "Print Emergency Phone Listing"

As an example:

Enter 1 "Update Emergency Phone Listing"
Enter District "8" (i.e., District 1-7, Turnpike = 8)
Enter Area "853" (Turnpike)
Update screen appears - Add your area's data
Hit "PF3" to exit

or

Enter 2 to "Print Emergency Phone Listing"
Enter 1 "Area Listing" (you have four options available here)
Enter Area 853
Enter Output Destination RMT79 (i.e., SMO)

or

Enter 2 "District Listing"
Enter District 8 (i.e., 8 = Turnpike)
Enter Output Destination RMT79

or

Enter 3 "Statewide Listing"

or

Enter 4 "Exit"

DATE: February 2, 2004

TO: José Abreu, P.E., Secretary of Transportation

FROM: Sharon E. Holmes, P.E., State Maintenance Engineer

Copies: Executive Office of Governor; Juanita Moore, Contracts Office; Charles Johnson, Purchasing Officer; Robin Naitove, Comptroller; Henry Lewis, Program Development Office; Dan Cashin, Budget Officer; Ricky Langley, District Secretary; Debbie Hunt, District Director of Operations; Chuck Lovell, District Maintenance Engineer; Freddie Simmons, State Highway Engineer; Bill Albaugh, Highway Operations Director

SUBJECT: DECLARATION OF EMERGENCY
State Road 93, Interstate 75 - Southbound over Big Slough
Bridge Number 170131, Roadway Section 17075, Sarasota County

On Monday morning, February 2, 2004, at approximately 7:00 A.M., a tractor-trailer transporting fuel southbound on I-75, crashed on the Big Slough Bridge. The damaged tanker began leaking fuel, which then ignited and burned on the bridge deck causing extensive damage to the bridge deck, beams, caps and piling. The I-75 southbound bridge has been closed since the crash, and I-75 southbound traffic is being rerouted onto US 41, a detour distance of approximately 15 miles. Extensive reconstruction of the I-75 bridge over Big Slough is needed to permanently restore southbound travel on I-75 at this location. In addition, maintenance of southbound traffic needs to be improved by constructing crossovers within the I-75 median to allow southbound traffic to be shifted to the inside lane of the existing I-75 northbound bridge. This temporary maintenance of traffic will remain in place until the permanent repairs can be completed.

Immediate corrective actions to restore the functions of this bridge, including design, construction engineering inspection, and construction, are needed to protect the health, safety, and welfare of the traveling public. This bridge is a critical component of Florida's transportation system for the movement of people and goods, and the unrestrained use of I-75 is essential for travelers as well as for local emergency vehicles responding to calls in a timely manner. In addition, this transportation system serves as a critical evacuation route in the event of a hurricane, or other emergency event. Delay due to competitively bidding these corrective actions would be detrimental to the state, and to the health, safety, and welfare of the public. District One recommends that the repairs to the bridge be performed under a declared emergency in accordance with Sections 287.055(3)(a) and 337.11(6), Florida Statutes, and FDOT Procedure 850-005-001. The estimated cost to complete the repairs is \$4,000,000. The source of funding is RBRP funds. Project number 416640-1-52-01 has been established to facilitate the repairs to the bridge.

Recommended Approval: _____
General Counsel Date

Recommended Approval: _____
Assistant Secretary Date

Approval: _____
Secretary of Transportation Date

Method for Documenting State Force/Contract Costs (Form 850-005-02)

This appendix is to provide current instructions, as well as current figures, for determining costs when expended in the following instances:

- (1) State forces repair of Department property and equipment such as signs, bridge handrails, inlets, guardrails, vehicles, etc.
- (2) State forces perform work for other agencies for which such agencies are billed by the Department.
- (3) Other instances when work may be performed by state forces.

Example:

Three panels of guardrail were damaged by automobile as a result of skidding off the roadway. The Florida Highway Patrol reported the crash and repairs were made. A mixed crew (state forces and prison inmates) consisting of a Highway Maintenance Technician Supervisor (\$644 biweekly), a Highway Maintenance Technician I (\$528.80 biweekly), a Highway Maintenance Technician I (\$510.40 biweekly) and two prison inmates were used for six hours to carry out the repair project. The round-trip distance from the maintenance yard to the job site and return is 14 miles and only one trip was required for repair. The cost per mile for equipment utilization is \$0.75. The materials required were three panels of guardrail, two posts, and two treated timber guardrail blocks.

- (1) Total state force cost for repair of damage is determined by combining labor cost, equipment cost, material cost, and contract cost.

Labor cost is computed by determining the gross hourly rate (before deductions) times the number of hours worked, plus benefits (social security contribution, insurance, etc.) and overhead (administrative cost).

***NOTE:** State force costs in effect at the time of a crash shall be used since the legal measure of damage relates to date of crash rather than date of repair.

Example documented rates and their effective dates are shown below:

Dates	Fringe Rate	Overhead Rate
9-17-1993 to 8-6-1997	0.5922	0.4307
8-7-1997 to 2-23-1999	0.5647	0.4984
2-24-1999 to 6-30-1999	0.5488	0.2220
7-1-1999 to 6-30-2000	0.6507	0.1291
7-1-2000 to Present	0.7522	0.0828

Example Labor Cost: (using 7-1-99 to 6-30-00 rates)

1 - HMTS rate = $\frac{\$644}{80} \times 6 \text{ Hours}$	=	\$ 48.30
1 - HMT I rate = $\frac{\$528.80}{80} \times 6 \text{ Hours}$	=	\$ 39.66
1 - HMT I rate = $\frac{\$510.40}{80} \times 6 \text{ Hours}$	=	<u>\$ 38.28</u>
Subtotal	=	\$126.24
Adjustment for benefits $\$126.24 \times 0.6507$	=	\$ 82.14
Adjustment for overhead $\$126.24 \times 0.1291$	=	\$ 16.30
2 inmates X 6 hours X \$5.81/hour (includes overhead rate of .1291) (5.15 X 1.1291 = \$5.81)	=	<u>\$ 69.72</u>
Total Labor Cost		\$294.40

Equipment cost is derived from the units of utilization (miles, hours, or days) of each piece of equipment used in making the repair. The cost per unit of utilization, as described in the Mobile Equipment Fleet Profile, is available from the District Mobile Equipment Engineer. For instance, if a tractor is used, the hours utilized are multiplied by the cost per hour to determine the cost; for a truck, the round-trip mileage from the maintenance yard to the repair site and back to the maintenance yard is multiplied by the cost per mile (See Column, "Total Cost", Mobile Equipment Fleet Profile) to determine its cost as shown below:

1 - Two Ton Crew Cab Truck = \$ 10.50
 (14 Miles X \$0.75 Per Mile)

Materials cost (itemized by unit cost) are derived from the materials and supply inventory, annual contracts or purchase orders, all of which are available from the local warehouse.

If an item is needed that is not available through the local warehouse and must be purchased from a local vendor, then the invoice unit price should be used.

3 - 12.5 ft. guardrails panels @ \$33.89	=	\$101.67
2 - Steel guardrails posts @ \$24.24	=	\$ 48.48
3 - Treated timber blocks @ \$3.05	=	<u>\$ 9.15</u>
Total Material Cost		<u>\$159.30</u>

Contract costs: Contract costs for the work to be performed are derived from the actual contract cost rate if a contract is active at the time the damage occurred.

TOTAL COST OF REPAIRS \$464.20

(2) Use of Maintenance Management Systems (MMS) Computer Program "SITECOST"

When crash locations are assigned through the MMS, a computer program called "SITECOST" may be used to generate repair costs for DOT and Department of Corrections personnel, equipment, and materials reported back through the MMS. This program may be used to develop the cost information requested on **Form No. 850-005-02, State Force and Contract Cost Documentation**. This program will calculate only the value of manhours, equipment, and materials, as reported through the MMS, for in-house and Department of Corrections efforts. Contract work value must be developed from individual assignments and reporting. Instructions for submittal of "SITECOST" program are available in the **MMS Mainframe User's Manual**.

Financial Project Number - The Financial Project Number is the identifier for the work that was performed. For details, please refer to **Procedure No. 350-020-002, Routine Maintenance Cost Collection**, and **Handbook**.

(3) The attached form shall be used in calculating state force costs. Note that one copy has been completed for the example given.

(4) When reporting state force costs for repair of crash damage, attach the completed form to the **Report of Repair and Certification of Funds Expenditure**, along with the **Florida Traffic Crash Report** (and **DOT Crash Report** for Department equipment) and forward the package to the General Counsel in Tallahassee.