Inspector Daily Report- 1.3 Bid Pay Items

The Bid Pay Items process is used to add Bid Pay Items to an IDR.

Note: Do not add Bid Pay Items that are included in a Ticket Package as they will be added by Web Services in the next step of the workflow.

Optional Step

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

STEP 1/13

Click **Bid Pay Items**

General

Contract Reference *

Type a Contract No...

Project Number

T202106201

Creation Date

Project Name

Pavement & Rehabilitation, Kent I, (US 13-South DuPont Hwy- Harrington to We

Status

Spec Year

Due Date

First Chargeable Day

Report Details

Creator

Rose Heinlein

Critical?

Contractor

Project Location

Type a ID...

Location Name

Daily Activity Date *

MM/DD/YYYY

Required

Overnight?

Time In (Hr)

Time In (Min)

Time Out (Hr)

Time Out (Min)

Attachments | Comments | Linked Records

Information

No Attachments.

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | **Bid Pay Items** | Non-Bid Pay Items | Materials | Visitors | Issues

Add | Actions

STEP 2/13

Click **Add**

Back

No.	...on	Pay Item Name	Foreman Name	UOM	Quant...	Source Documen Attached

Total: 0

Information

No line items are available.

Self Help

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | **Bid Pay Items** | Non-Bid Pay Items | Materials | Visitors | Issues

Add | Actions

No.			Tkt Pkg No	Pay Item	Section	Pay Item Name	Foreman Name	UOM	Quant...	Source Documen Attached

Total: 0

Line Item Details

Pay Item Selection

Bid Pay Item Types *

- (●) Pay Item
- ( ) Ticket Package Bid Pay Item

Ticket Package Pay Item

Pay Items

General

STEP 3/13

Click the **Pay Items** block to expand the section

Back

Contractor

Type a Vendor ID...

Contractor

Crew / Foreman Name

Is Source Document Review Required?

( ) Yes (●) No

Source Documents Attached?

Self Help

Cancel | Save | Save & Add New

Add Actions

No.	Tkt Pkg No	Pay Item	Section	Pay Item Name	Foreman Name	UOM	Quant...	Source Documents Attached?	Contractor	Location

Total: 0

Line Item Details

Pay Item Selection

Bid Pay Item Types *

(•) Pay Item ( ) Ticket Package Bid Pay Item

Ticket Package Pay Item

Pay Items

Pay Item Number *

Type a Short Description...

Required

Pay Item Record #

Pay Item

Pay Item Name

Section

Pay Item Suffix

Pay Item Desc

Unit of Measure

STEP 4/13

Type the **Pay Item Number** or select from the **Record Picker** icon

*Click **Next** to proceed*

Back Next

Cancel Save Save & Add New

Optional Step

Pay Items

Pay Item	Section	Pay Item Name	UOM	Sublet Exclusion	Item Unit Cost	Item Quantity	Surcharge	Contract No	Status
T202106201									
Active									
202000	0001	EXCAVATION AND EMBANKMENT	CY	No	18.00	1,568	No	T202106201	Active
202004	0001	UNDERCUT EXCAVATION, PATCHING	CY	No	27.00	76	No	T202106201	Active
207021	0001	STRUCTURAL BACKFILL, (BORROW TYPE C)	CY	No	30.00	12	No	T202106201	Active
209006	0001	BORROW, TYPE F	CY	No	35.00	277	No	T202106201	Active
211001	0001	REMOVAL OF PORTLAND CEMENT CONCRETE PAVEMENT, CURB A...	SY	No	50.00	559	No	T202106201	Active
301001	0001	GABC	CY	No	90.00	105	No	T202106201	Active
301002	0001	GABC, PATCHING	CY	No	105.00	85	No	T202106201	Active
301003	0001	GABC	TON	No	65.00	172	No	T202106201	Active
401016	0001	SUPERPAVE TYPE B, PG 76-22	TON	No	100.00	5,930	No	T202106201	Active
401031	0001	SUPERPAVE TYPE BCBC, PG 64-22, PATCHING	TON	No	135.00	185	No	T202106201	Active
401046	0001	SUPERPAVE TYPE C, PG 76-22 (NON-CARBONATE STONE)	TON	No	90.00	70,725	No	T202106201	Active
401504	0001	HIGH PERFORMANCE BITUMINOUS CONCRETE WEARING SURFACE	TON	No	155.00	3,200	No	T202106201	Active
401690	0001	ENTRANCE, DRIVEWAY, AND INTERSECTING STREET PAVING AND M...	TON	No	15.00	1,457	Yes	T202106201	Active
402000	0001	BITUMINOUS CONCRETE PATCHING	SYIN	No	4.00	2,800	No	T202106201	Active
403000	0001	BITUMINOUS CONCRETE AND/OR COLD-LAID BITUMINOUS (TRM) ...	TON	No	55.00	610	No	T202106201	Active
503001	0001	PATCHING PCC PAVEMENT, 6' TO 15', TYPE A	SY	No	218.00	2,984	No	T202106201	Active
503006	0001	DOWEL BARS	EACH	No	19.50	5,968	No	T202106201	Active
601011	0001	REINFORCED CONCRETE PIPE, 15", CLASS III	LF	No	145.00	32	No	T202106201	Active
602002	0001	DRAINAGE INLET, 34" X 18"	EACH	No	4,500.00	1	No	T202106201	Active
602100	0001	DRAINAGE INLET GRATE(S)	EACH	No	300.00	9	No	T202106201	Active
602101	0001	DRAINAGE INLET FRAME(S)	EACH	No	265.00	9	No	T202106201	Active
[illegible]	0001	ADJUSTING AND REPAIRING EXISTING DRAINAGE INLET	EACH	No	1,250.00	49	No	T202106201	Active

Total: 73

STEP 5/13

Double-click on the applicable record

Back

Cancel Select

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | **Bid Pay Items** | Non-Bid Pay Items | Materials | Visitors | Issues

Add | Actions

No.			Tkt Pkg No	Pay Item	Section	Pay Item Name	Foreman Name	UOM	Quant...	Source Documer Attached

Total: 0

Line Item Details

Pay Item

Pay Item Name

Section

Pay Item Suffix

Pay Item Desc

Unit of Measure

Quantity *

0

STEP 6/13

Enter the Quantity of the Bid Pay Item

*Click **Next** to proceed*

Back | Next

Self Help

Cancel | Save | Save & Add New

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | **Bid Pay Items** | Non-Bid Pay Items | Materials | Visitors | Issues

Add | Actions

No.	Tkt Pkg No	Pay Item	Section	Pay Item Name	Foreman Name	UOM	Quant...	Source Documer Attached

Total: 0

Line Item Details

Pay Item Suffix

Pay Item Desc

Unit of Measure

Quantity *

0

STEP 7/13

Type the **Vendor ID** or select from the **Record Picker** icon

*Click **Next** to proceed*

Back | Next

General

Contractor

Type a Vendor ID...

Contractor

Crew / Foreman Name

Self Help

Cancel | Save | Save & Add New

Optional Step

Project Vendors

Vendor ID	Vendor Name	Project Vendor Type	Project DBE?	Status
Active				
AUDIBLE	Audible Lines LLC	Sub-Contractor	Yes	Active
CPPI	Callahan Paving Products Inc	Sub-Contractor	Yes	Active
DelDOT	Delaware Department of Transportation	Owner		Active
DMAT	Diamond Materials LLC	Prime Contractor		Active
D&CINC	Direct & Correct, Inc.	Sub-Contractor	Yes	Active
ECA	Everyone Can Achieve	Sub-Contractor	Yes	Active
JAQUEZ	Jaquez Concrete LLC	Sub-Contractor	Yes	Active
KRISS	Kriss Contracting Inc	Sub-Contractor	Yes	Active
MSLLC	Mattiola Services LLC	Sub-Contractor		Active
RAMT	Ram T Corporation	Sub-Contractor	Yes	Active
ZONE	Zone Striping Inc	Sub-Contractor	No	Active

Total: 11

STEP 8/13

Double-click on the applicable **Vendor**

Back

Cancel Select

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | **Bid Pay Items** | Non-Bid Pay Items | Materials | Visitors | Issues

Add | Actions

No.			Tkt Pkg No	Pay Item	Section	Pay Item Name	Foreman Name	UOM	Quant...	Source Documen Attached

Total: 0

Line Item Details

Pay Item Desc

Unit of Measure

Quantity *

0

General

Contractor

Type a Vendor ID...

STEP 9/13

Type the Crew/Forman's Name

*Click **Next** to proceed*

Back | Next

Contractor

Crew / Foreman Name

Is Source Document Review Required?

Yes | No

Source Documents Attached?

Self Help

Cancel | Save | Save & Add New

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | **Bid Pay Items** | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.			Tkt Pkg No	Pay Item	Section	Pay Item Name	Foreman Name	UOM	Quant...	Source Documents Attached?	Contractor	Location

Total: 0

Line Item Details

Unit of Measure

Quantity *

0

General

Contractor

Type a Vendor ID...

Contractor

Crew / Foreman Name

STEP 10/13

Select the appropriate value for 'Is Source Document Required'

If 'Yes' is selected, answer the following question 'Source Document Attached'

*Click **Next** to proceed*

Back Next

Is Source Document Review Required?

○ Yes ◉ No

Source Documents Attached?

○ Yes ○ No

Remarks

Location

Cancel Save Save & Add New

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | **Bid Pay Items** | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.			Tkt Pkg No	Pay Item	Section	Pay Item Name	Foreman Name	UOM	Quant...	Source Documents Attached?	Contractor	Location

Total: 0

Line Item Details

Unit of Measure

Quantity *

0

General

Contractor

Type a Vendor ID...

Contractor

Crew / Foreman Name

Is Source Document Review Required?

Yes No

Source Documents Attached?

Yes No

STEP 11/13

Enter **Remarks**

Back Next

Remarks

Location

Cancel Save Save & Add New

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.			Tkt Pkg No	Pay Item	Section	Pay Item Name	Foreman Name	UOM	Quant...	Source Documents Attached?	Contractor	Location

Total: 0

Line Item Details

Contractor

Type a Vendor ID...

Contractor

Crew / Foreman Name

Is Source Document Review Required?

Yes No

Source Documents Attached?

Yes No

Remarks

STEP 12/13

Enter the **Location**

*Click **Next** to proceed*

Back Next

Location

Project Location

Short Description

--

Admin Use Only

Cancel Save Save & Add New

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | **Bid Pay Items** | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.			Tkt Pkg No	Pay Item	Section	Pay Item Name	Foreman Name	UOM	Quant...	Source Documents Attached?	Contractor	Location

Total: 0

Line Item Details

Contractor

Type a Vendor ID...

Contractor

Crew / Foreman Name

Is Source Document Review Required?

Yes No

Source Documents Attached?

Yes No

Remarks

Location

Project Location

Short Description

--

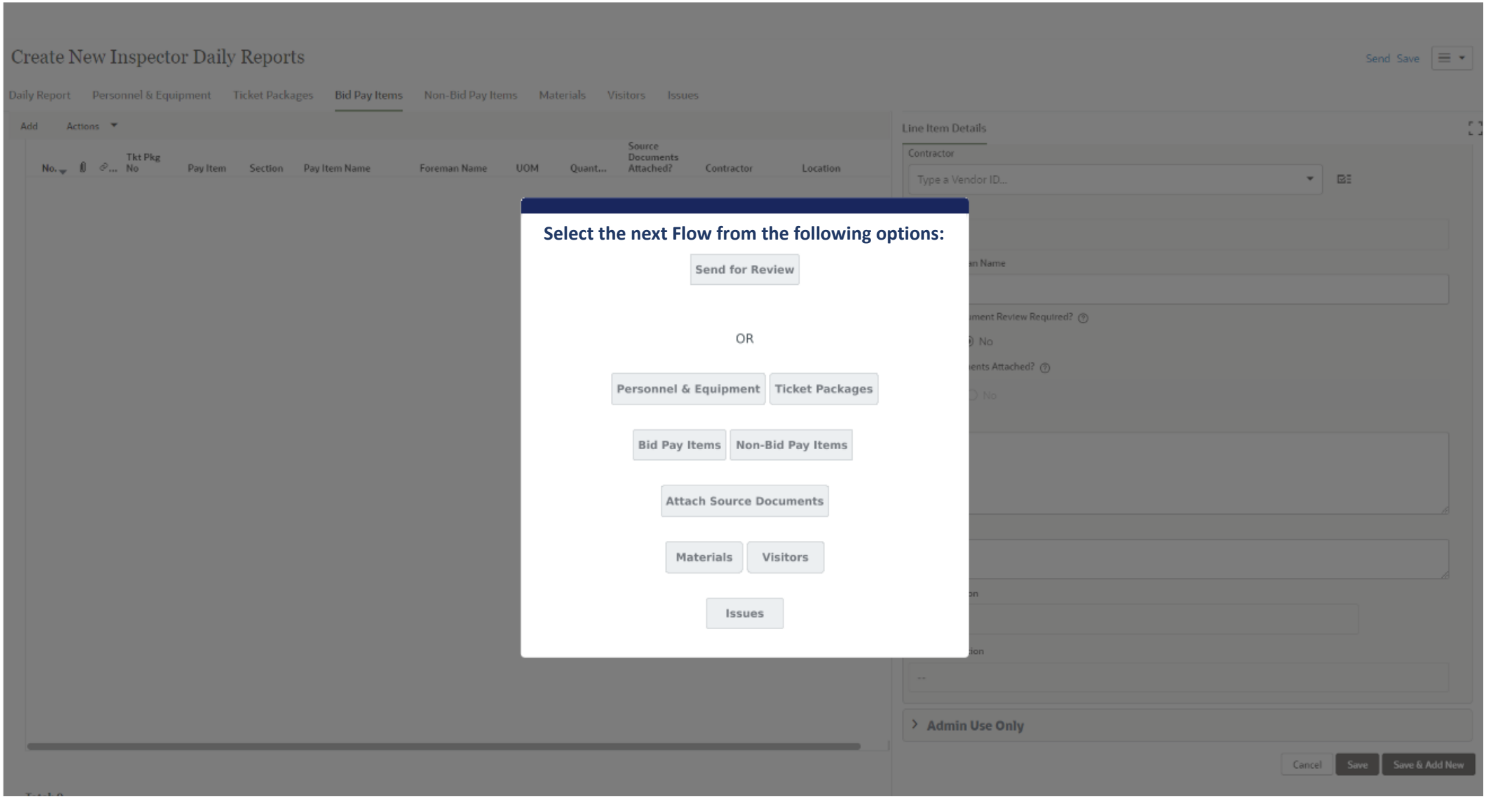
STEP 13/13

Click **Save**

Back

Admin Use Only

Cancel Save Save & Add New


Create New Inspector Daily Reports
Send Save
Daily Report
Personnel & Equipment
Ticket Packages
Bid Pay Items
Non-Bid Pay Items
Materials
Visitors
Issues
Add
Actions
No.
Tkt Pkg No
Pay Item
Section
Pay Item Name
Foreman Name
UOM
Quant...
Source Documents Attached?
Contractor
Location
Line Item Details
Contractor
Type a Vendor ID...
Select the next Flow from the following options:
Send for Review
OR
Personnel & Equipment
Ticket Packages
Bid Pay Items
Non-Bid Pay Items
Attach Source Documents
Materials
Visitors
Issues
Admin Use Only
Cancel
Save
Save & Add New