

Pay notes

What pay notes does the QCCS fill out?

Where do I find the Pay note workbook?

How do I submit a Pay note to Doc Express?

What else should I know about Pay notes?

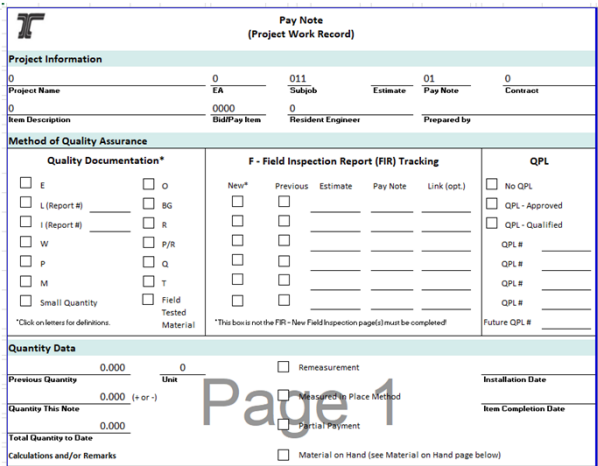
Where can I go for help?

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What types of Pay notes does a QCCS fill out?

Items subject to Adjustments

- Escalation/De-escalation
- Bonuses (smoothness)



Page 1

2

Where do I find the most current Pay note?

- [DocExpress](#) 00- Standard Documents Contract, Forms drawer, 2605
- [Oregon Department of Transportation : Forms : Construction : State of Oregon Construction Forms \(search 2605\)](#)

Contracts / 00 - Standard Documents / Forms

2605

Forms

00 - Standard Documents - Provides standard forms, documents, supporting resources. Please send an email to ODOTeConstr...

2605 - Pay Note - Project Work Record - updated 20220929 Forms update Submitted

Oregon Department of Transportation Transition Actions

1 comment 0 supporting documents

Sep 29 02:53 PM PDT Submitted  
Version 1 (current)

2022 734-2605 Pay Note (9/29/22 update):  
Pay Note improvements from the 9/3/22 version include:  
 • Summary Tab: removed Tab Number links in Column A, (weren't working correctly) and added a "click here to jump to a specific sheet" button instead  
 • Pay Notes: corrected error on the MOH page 4 (wasn't populating the header data correctly)

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How do I submit a Pay note to DocExpress?

- You will need:
- Adobe Acrobat Pro
  - Completed Excel Pay note
  - Required Backup Documentation

**Pay Note (Project Work Record)**

Project Information: US102 Columbia River (Astoria-Maglieri) Bridge, CON04414, 011, 11, 02, C15285

Method of Quality Assurance: Quality Documentation, F-Field Inspection Report (FIR), QPL

Quantity Data: 117,000 Gal, 18,000 Lbs, 135,000

**Adobe Acrobat Pro (32-bit)**

**CERTIFICATE OF MATERIALS ORIGIN**

PROJECT NAME/SECTION: US102 Columbia River (Astoria-Maglieri) Bridge, Pay Note

CONTRACT NO.: 2881156

SYSTEM OVERVIEW: SELF-CONTAINED 80 WATT SOLAR ENGINE

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**Pay Note (Project Work Record)**

**Project Information**

US101 Columbia River (Astoria-Megler) Bridge CON04414 011 09 01 C15285  
 Project Name EA Subjob Estimate Pay Note Contract

BOLT REPLACEMENT 4002A JAYSON BUCHHOLZ Bart Rummell  
 Item Description Bid/Pay Item Resident Engineer Prepared by

**Method of Quality Assurance**

Quality Documentation*	F - Field Inspection Report (FIR)	QPL
<input type="checkbox"/> E	<input checked="" type="checkbox"/> New*	<input checked="" type="checkbox"/> No QPL
<input checked="" type="checkbox"/> L (Report #) See Below	<input type="checkbox"/> Previous	<input type="checkbox"/> QPL - Approved
<input type="checkbox"/> I (Report #)	<input type="checkbox"/> Estimate	<input type="checkbox"/> QPL - Qualified
<input type="checkbox"/> W	<input type="checkbox"/> Pay Note	QPL # _____
<input type="checkbox"/> P	<input type="checkbox"/> Link (opt.)	QPL # _____
<input type="checkbox"/> M		QPL # _____
<input type="checkbox"/> Small Quantity		QPL # _____
<input type="checkbox"/> O		Future QPL # _____
<input type="checkbox"/> BG		
<input type="checkbox"/> R		
<input type="checkbox"/> P/R		
<input type="checkbox"/> Q		
<input type="checkbox"/> T		
<input type="checkbox"/> Field Tested Material		

\*Click on letters for definitions. \*Enter on New Field Inspection Information page below.

**Quantity Data**

Previous Quantity 0.000 EACH Remeasurement 2022.02.14  
 Unit Installation Date

41.000 (+ or -) Measured in Place Method

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**Pay Note (Project Work Record)**

**Project Information**

US101 Columbia River (Astoria-Megler) Bridge CON04414 011 09 01 C15285  
 Project Name EA Subjob Estimate Pay Note Contract

Coating Material - Zinc Content 6020 JAYSON BUCHHOLZ Bart Rummell  
 Item Description Bid/Pay Item Resident Engineer Prepared by

**Method of Quality Assurance**

Quality Documentation*	F - Field Inspection Report (FIR)	QPL
<input type="checkbox"/> E	<input checked="" type="checkbox"/> New*	<input type="checkbox"/> No QPL
<input checked="" type="checkbox"/> L (Report #) See Below	<input type="checkbox"/> Previous	<input type="checkbox"/> QPL - Approved
<input type="checkbox"/> I (Report #)	<input type="checkbox"/> Estimate	<input type="checkbox"/> QPL - Qualified
<input type="checkbox"/> W	<input type="checkbox"/> Pay Note	QPL # 3375
<input type="checkbox"/> P	<input type="checkbox"/> Link (opt.)	QPL # _____
<input type="checkbox"/> M		QPL # _____
<input type="checkbox"/> Small Quantity		QPL # _____
<input type="checkbox"/> O		Future QPL # _____
<input type="checkbox"/> BG		
<input type="checkbox"/> R		
<input type="checkbox"/> P/R		
<input type="checkbox"/> Q		
<input type="checkbox"/> T		
<input type="checkbox"/> Field Tested Material		

\*Click on letters for definitions. \*Enter on New Field Inspection Information page below.

**Quantity Data**

Previous Quantity 0.000 GAL Remeasurement 2022.05.31  
 Unit Installation Date

Quantity Measured 117.000 (+ or -) Measured in Place Method See Completion Date

Total Quantity to Date 117.000 Partial Payment

Calculations and/or Remarks Material on Hand [see Material on Hand page below]

Water coating system regarding Pink/Zinc tested 3% lower than specifications but is being allowed to be used on the project with an approval from the EOR at an adjusted rate. See attached documents for additional information.

117 gals used to date out of a total of 135 gals approved for use.

No Quality Documentation Required  Photos Attached  Illustration Attached

**Reviewed by**

Quality Checked by \_\_\_\_\_ Date \_\_\_\_\_ Quantity Checked by \_\_\_\_\_ Date \_\_\_\_\_

734-2623 (Revised July 2021)

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**Pay Note (Installation Record)**  
 (Project Work Record)

US101 Columbia River (Astoria-Megler) Bridge      6020      09      01      C15285  
Project Name      Bid/Pay Item      Estimate      Pay Note      Contract

Materials Installed on this Project					
Date Installed	Plan Sheet	Plan Note	Stations	Location	Quantity
2022.04.30	J02			Bays 12, 13, 14, 15, 16	69.000
2022.05.31	J02			Bays 7, 8, 9, 10, 11	48.000

**REQUEST FOR INFORMATION**

Project : US 101: Columbia River (Astoria-Megler) Bridge Project      RFI No. : 5  
 Owner : ODOT      Date : 11/10/21  
 Engineer : Jayson Buchholz, PM      Contractor : S & K Painting, Inc.  
 Engineer's Project No. : C15285      Contractor's Project No. : VO4-21

**CONTRACTOR'S REQUEST**

Subject : MC Zinc 2.8 Pink  
 Associated Specification : 0504  
 Associated Drawing No. : N/A  
 Description of Request: Please confirm that the MC Zinc 2.8 Pink Batch # 2011106 is permitted to be used on this project.

If this box is checked, see the attached pages or drawings.  
 Requested By : Steve Smith  
 Response Requested By (date) : ASAP

**ENGINEER'S RESPONSE**

Reply :  
 I approve the use of MC Zinc 2.8 as substitute for MC Zinc 100.  
 Andrew S Blower

**Pay Note (New Field Inspection)**  
 (Project Work Record)

US101 Columbia River (Astoria-Megler) Bridge      6020      09      01      C15285  
Project Name      Bid/Pay Item      Estimate      Pay Note      Contract

Materials Delivered for this Project			
Type of Material	Date Delivered	Delivered to (Name of Contractor/Subcontractor)	
Zinc coat of 3 part coating system	2021.11.24	S&K Painting	
Wasser	0.00	N/A	
Source of Material (Manufacturer or Fabricator)	Quantity Requested	Rejection explanation/reason	
Quantity Delivered	Unit	Quantity Received	On site
135.00	Gals	135.00	Where inspected
Total Accepted to Date	Estimated Total Required	Inspector Name	
135.00	135.00	Bart Rummell	
Includes: MC-Zinc 100- Primer Lot#2109003 only @ 77% Zinc Film content. Materials were shipped, stored and applied per manufacturers recommendations. Materials appear to comply with SS 00594.10 and 00594.11 with the exception of Zinc Film content. QPL#3375. Adhesion tests were completed and witnessed by Atlas 3rd Party Inspector. Delivery date was approximately 11/24/2021. See attached EOR approval for application of adjusted materials.			

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**Pay Note**  
 (Project Work Record)

US101: Youngs Bay Bridge-Neptune Dr      CON04470      011      04      03      C15324  
Project Name      Subitem      Estimate      Pay Note      Contract

PG 64-22 ASPHALT IN 1/2 INCH ACP      0410      Jayson Buchholz      Adam Rose  
Item Description      Bid/Pay Item      Resident Engineer      Prepared By

Method of Quality Assurance		F - Field Inspection Report (FIR)				QPL	
<input type="checkbox"/> E	<input type="checkbox"/> O	<input type="checkbox"/> New*	Previous	Estimate	Pay Note	Link (opt.)	<input type="checkbox"/> No QPL
<input type="checkbox"/> L (Report #)	<input type="checkbox"/> BG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> QPL - Approved
<input type="checkbox"/> I (Report #)	<input type="checkbox"/> R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> QPL - Qualified
<input type="checkbox"/> W	<input type="checkbox"/> P/R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	QPL # _____
<input type="checkbox"/> P	<input type="checkbox"/> Q	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	QPL # _____
<input type="checkbox"/> M	<input type="checkbox"/> T	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	QPL # _____
<input type="checkbox"/> Small Quantity	<input type="checkbox"/> Field Tested Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	QPL # _____
*Click on letters for definitions.		*Enter on New Field Inspection Information page below.				Future QPL # _____	

**Quantity Data**  
 Previous Quantity: 257,940 TON       Remeasurement      July 2022      Installation Date  
 Quantity This Note: 299,400 (+ or -)       Measured in Place Method      July 2022      Item Completion Date  
 Total Quantity to Date: 557,340       Partial Payment  
 Calculations and/or Remarks:  Material on Hand (see Material on Hand page below)

524.13 lot 1 Oil  
 524.13-224.73 previously Paid- 299.40 to be paid

No Quality Documentation Required       Photos Attached       Illustration Attached

**Reviewed by**  
 Quality Checked by: \_\_\_\_\_ Date: \_\_\_\_\_      Quantity Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

734-2005 (Revised August 3, 2021)

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**Pay Note (Installation Record)**  
**(Project Work Record)**

US101: Youngs Bay Bridge-Neptune Dr 0410 04 03 C15324

Project Name: Estimate: Pay Note: Contract:

**Materials Installed on this Project**

Date Installed	Plan Sheet	Plan Note	Stations	Location	Quantity
July 2022				StatSpec Asphalt Lot 1	299.400

**PRICE ADJUSTMENT COMPUTATIONS** 3.10.05 File: LOT 1.SS Date: 8/12/2022-5:43 PM

Section: US101 Youngs Bay Bridge - Neptune Est #: 15324 Mix Qty: 22.000000 Source: 04-010-2  
 Contractor: Granite Construction % Ramp: 0.3  
 Proj Mgr: Jayson Buchholz Lot #: 1 A/C Brand: M&C/AI  
 Bid Item #: 400 Level: 3 A/C Grade: 64-22  
 Mat Type: Level 3 1/2 Dense Lbl: Weaving Plant Type: Crum

**HMAC Price Determination:**

HMAC M <sub>r</sub> Formula					
Cement %	x	Asphalt Cement Bid Price per Ton/Mg	=	Asphalt Cement Price per Ton/Mg of HMAC	+ HMAC Bid Price per Ton/Mg
100			=		
5.500	x	\$1.00	=	0.06	+ \$109.00
100			=		\$109.06

**HMAC Adjustment Calculations:**

HMAC (Ton/Mg)	x	HMAC Price per Ton/Mg	x	( C/P - 1 )	x	C/P Adjustment Factor	=	HMAC Adjustment
9600.86	x	\$109.06	x	( 1.0472 - 1 )	x	1.00	=	\$48,421.69

**Asphalt Cement Pay Quantity Calculations:**

HMAC Quantity (Ton/Mg)	x	100	x	% Asphalt Cement (mean)	=	Pay Quantity (Tons or Mgs)
(100 + % Moisture (mean))	x	100	x	100	=	
9600.86				5.472	=	
(100 + 0.235)	x	100	x	100	=	\$24.13

Prepared by: \_\_\_\_\_ Signature: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Region: \_\_\_\_\_

StatSpec 3.70  
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**STATISTICAL BONUS DATA** 3.10.05 File: 0410.SS Date: 8/12/2022

Section	Contract	Contract Description	Estimate #	Station	Quantity
US101	0410	Youngs Bay Bridge - Neptune	0410	04	299.400

**STATISTICAL COMPUTATIONS** 3.10.05 File: 0410.SS Date: 8/12/2022

Section	Contract	Contract Description	Estimate #	Station	Quantity
US101	0410	Youngs Bay Bridge - Neptune	0410	04	299.400

StatSpec 3.75  
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**Pay Note**  
**(Project Work Record)**

US101: Necanicum Jct. - Nehalem River Bridge Sec. COND4380 000 05 03 15257

Project Name: Estimate: Pay Note: Contract:

Statistical Bonus - 1/2" Level 3 ACP P16401B Jayson Buchholz Adam Rose

Mat Description: Resident Engineer: Prepared by:

**Method of Quality Assurance**

Quality Documentation*		F - Field Inspection Report (FIR)				QPL	
<input type="checkbox"/> E	<input type="checkbox"/> O	Now*	Previous	Estimate	Pay Note	Link (opt.)	<input type="checkbox"/> No QPL
<input type="checkbox"/> L (Report #)	<input type="checkbox"/> BG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> QPL - Approved
<input type="checkbox"/> I (Report #)	<input type="checkbox"/> R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> QPL - Qualified
<input type="checkbox"/> W	<input type="checkbox"/> P/R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> QPL # _____
<input type="checkbox"/> P	<input type="checkbox"/> Q	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> QPL # _____
<input type="checkbox"/> M	<input type="checkbox"/> T	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> QPL # _____
<input type="checkbox"/> Small Quantity	<input type="checkbox"/> Field Tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> QPL # _____
*Click on letters for definitions.		*Enter on New Field Inspection Information page below.					

**Quantity Data**

Previous Quantity	33849.200	Dollars		<input type="checkbox"/> Re-measurement	Installation Date
Quantity This Note	16830.400 (+ or -)			<input type="checkbox"/> Measured in Place Method	Start Completion Date
Total Quantity to Date	50679.600			<input type="checkbox"/> Partial Payment	
				<input type="checkbox"/> Material on Hand (see Material on Hand page below)	

**Calculations and/or Remarks**

Statistical Bonus for LOT #1 Placed in June/July. Per 745.02 in the special provisions Lot size is to be 10,000 tons with a max of 20,000 tons on the final lot per JMF.

Calculations Provided on separate sheet from statSpec.

Please Pay \$16,830.40 for the Statistical Bonus.


No Quality Documentation Required  Photos Attached  Illustration Attached

**Reviewed by**

Quality Checked by: \_\_\_\_\_ Date: \_\_\_\_\_ Quality Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

734-2605 (Revised August 3, 2021)

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**Pay Note (Installation Record)**  
(Project Work Record)

US26: Necanicum Jct. - Nehalem River Bridge Sec. PI6401B 05 03 15257

Project Name: Bid/Pay Item: Estimate: Pay Note: Costbook:

**Materials Installed on this Project**

Date Installed	Plan Sheet	Plan Note	Stations	Location	Quantity
7/13/21 - 7/19/21	BA01-BA02		171+70 to 315+00	Hwy 26 all Lanes Base and Wearing	16830.400



**PRICE ADJUSTMENT COMPUTATIONS**

Revision: US26 Necanicum - Nehalem      Bid Price      2148000.00      Revision: HE 03/19/21

Contract: C2027      Mileage      96      % Labor      50

Contractor: C2027      Item #      90      AC Base      30

Proj Mgr: Jason Sumbac      Lanes      1      AC Under      100/4.02

Estimate: 0510      Lanes      1      AC Under      100/4.02

Mat Type: ASP      Lanes      Wearing      Plant Type: Drum

**HMAC Price Determination:**

Item	Unit	Contract	Contract %	Asphalt Content	Asphalt Content Bid Price per TonMg	HMAC Bid Price per TonMg	HMAC Price per TonMg
100		\$0.01	0.00		\$0.00	\$0.00	\$0.00

**HMAC Adjustment Calculations:**

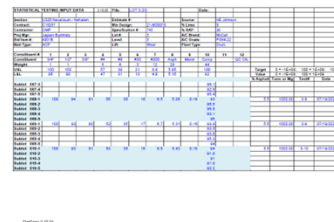
Item	Unit	Contract	Contract %	Asphalt Content	Asphalt Content Bid Price per TonMg	HMAC Bid Price per TonMg	HMAC Price per TonMg
1000.00		\$0.00	1.0000	1.1	1.00	\$16.830.40	\$16.830.40

**Asphalt Content Pay Quantity Calculations:**

Item	Unit	Contract	Contract %	Asphalt Content	Asphalt Content Bid Price per TonMg	HMAC Bid Price per TonMg	HMAC Price per TonMg
1000.00		\$0.00	1.0000	1.1	1.00	\$41.84	\$41.84

**STATISTICAL COMPUTATIONS**

Item	Unit	Contract	Contract %	Asphalt Content	Asphalt Content Bid Price per TonMg	HMAC Bid Price per TonMg	HMAC Price per TonMg
1000.00		\$0.00	1.0000	1.1	1.00	\$16.830.40	\$16.830.40



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## What else should I know about Pay notes?

### Naming Conventions

**BI vs PI**

**A word about comments and supporting documents**

**Naming Conventions:**

**\*\*USE THE DE DOCUMENT DIRECTORY\*\*** Available in the Standard Documents contract or as of 010/2022 in the Contract Documents drawer of all contracts.

Only one BI or PI number is necessary in the title. (more about this in a minute)

Title must be under 256 characters. Preferably under 50. (50 characters takes up about 1/2 the width of your computer screen.)

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Paynotes

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## What else should I know about Pay notes? (continued)

- BI vs PI
  - BI -(BI0020 Mobility) is an item available at bid.
  - PI -(BI4020 Mobiliy) is an item ODOT is going to pay for that was NOT included at time of bid.
    - i.e. Contractor needs a second loader to complete extra excavation added with a change order. ODOT agrees to pay extra Mobility for the contractor to move this excavator to the construction site.

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## What else should I know about Pay notes? (continued)

- Comments and Supporting Documents
  - Comments are searchable in DocExpress.
    - If your backup documentation applies to multiple bid items, put them in comments.
  - Attachments can be Excel spreadsheets, Word Docs, photos or PDFs.
    - You are not limited to a flattened PDF as a supporting document.

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## Where do I go for help?

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- Your local experts! The RAS or CAS in your office probably have tips and tricks for filling out pay notes.
- Lynda Nelmes
  - 503-509-7648 [Lynda.nelmes@ODOT.Oregon.gov](mailto:Lynda.nelmes@ODOT.Oregon.gov)
- Summer Guthrie
  - 503-910-8770 [Summer.Guthrie@ODOT.Oregon.gov](mailto:Summer.Guthrie@ODOT.Oregon.gov)