

Pay notes

Form 734-2605 workbook

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?

1

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)

2

How do I submit a Pay note to DocExpress?

You will need:

- Adobe Acrobat Pro
 - Completed Excel Pay note (Complete in full – if you have information/explanations which help tell a story, include it.)
 - Required Backup Documentation
- *Structure documents in a way that makes sense and ensure documents requiring a signature have been wet signed or are digitally signed.

Pay Note (Project Work Record)

Project Information

US101 Columbia River (Astoria-Megler) Bridge CON04414 011 09 C15285
 Coating Material - Zinc Content 6020 JAYSON BUCHHOLZ Matt Olson (Bart Rummel)
 Description Bid/Item Resident Engineer Prepared by

Method of Quality Assurance

Quality Documentation*		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 #) See below	<input type="checkbox"/> BG	<input checked="" type="checkbox"/>	009	001			<input type="checkbox"/> QPL - Approved
<input type="checkbox"/> I (Report #)	<input type="checkbox"/> R						<input type="checkbox"/> QPL - Qualified
<input type="checkbox"/> W	<input type="checkbox"/> P/R						QPL # _____
<input type="checkbox"/> P	<input type="checkbox"/> T						QPL # _____
<input type="checkbox"/> M	<input type="checkbox"/> Q						QPL # _____
<input type="checkbox"/> Small Quantity	<input type="checkbox"/> Field Tested Material						QPL # _____
							Future QPL # _____

Quantity Data

Previous Quantity 117,000 Gal Unit Remeasurement 2022.06.30
 Unit EACH Measured in Place Method 2022.06.30
 Previous Quantity 18,000 (+ or -) Unit Parcel Payment
 Unit EACH 135,000 Material on Hand (See Material on Hand page below)

Calculations and Remarks
 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.
 The last 18 gals used for this note. To date, 135 out of a total of 135 gals approved for use.

Adobe Acrobat Pro (32-bit)

ORIGOR DEPARTMENT OF TRANSPORTATION
 MATERIALS LABORATORY Page 1 of 1
 800 ALASKA ST. SE SUITE 06 97331-0702 FAX (503) 846-3000
 CONTRACT No.: C15285 EA No.: CON04414 Lab No.: 21-022819
 PROJECT: US101 COLUMBIA RIVER (ASTORIA - MEGLER) BRIDGE Date Booked: #44902 275
 BIDDING: GROUP CODE (ASTORIA - MEGLER) BRIDGE
 CONTRACTOR: J & K PAINTING INC. PA No.: 80014831
 PROJECT MANAGER: JAYSON BUCHHOLZ Bid Item No.: 6020
 SUBMITTAL BY: JAYSON BUCHHOLZ Date Booked: 3/13/24
 1/13/24 4. Rechecked: 3/13/24 Tested: 3/13/24
 JAYSON BUCHHOLZ Date Reported: 3/13/24

CERTIFICATE OF MATERIALS ORIGIN

PROJECT NAME: US101 Columbia River (Astoria-Megler) Bridge Painting
 TEST REPORT: PAINT - STROCY. COATINGS CHECK
 CONTRACT NO.: C15285
 PROJECT: US101 COLUMBIA RIVER (ASTORIA - MEGLER) BRIDGE
 CONTRACTOR: J & K PAINTING INC.
 PROJECT MANAGER: JAYSON BUCHHOLZ
 SUBMITTAL BY: JAYSON BUCHHOLZ
 DATE REPORTED: 3/13/24

TEST REPORT: PAINT - STROCY. COATINGS CHECK

Determined Results Specification
 Material: Coated Polystyrene
 Material: Coated Polystyrene

SELF-CONTAINED 30 WATT SOLAR ENGINE

Standard Battery Size: 20 Ah (12 V, 16 Wh) Standard
 Standard Battery Voltage: 12 V Standard
 Standard Battery Capacity: 20 Ah Standard
 Standard Battery Weight: 2.5 lbs Standard
 Standard Battery Dimensions: 4.5" x 2.5" x 1.5" Standard

POWER MANAGEMENT

Charger Capacity: 100 to 200 mAh Standard
 Automatic Shut-Off: Yes Standard
 Solar Panel Orientation: 180° Standard

SYSTEM PROTECTION

System Protection: 100% Standard
 System Protection: 100% Standard
 System Protection: 100% Standard

LED BEACON SIGNAL HEAD

Beacon Signal Head: 100 Standard
 Beacon Signal Head: 100 Standard
 Beacon Signal Head: 100 Standard

SYSTEM OVERVIEW

System Overview: 100 Standard
 System Overview: 100 Standard
 System Overview: 100 Standard

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Pay Note (Project Work Record)

Project Information

US101 Columbia River (Astoria-Megler) Bridge CON04414 011 09 C15285
 Project Name EA Subject Estimate Pay Note Contract
 BOLT REPLACEMENT 4002A JAYSON BUCHHOLZ Bart Rummel
 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 type="checkbox"/> O	<input type="checkbox"/> New*	Previous	Estimate	Pay Note	Link (opt.)	<input type="checkbox"/> No QPL
<input checked="" type="checkbox"/> L (Report #) See Below	<input type="checkbox"/> BG	<input checked="" type="checkbox"/>	009	001			<input type="checkbox"/> QPL - Approved
<input type="checkbox"/> I (Report #)	<input type="checkbox"/> R						<input type="checkbox"/> QPL - Qualified
<input type="checkbox"/> W	<input type="checkbox"/> P/R						QPL # _____
<input type="checkbox"/> P	<input type="checkbox"/> T						QPL # _____
<input type="checkbox"/> M	<input type="checkbox"/> Q						QPL # _____
<input type="checkbox"/> Small Quantity	<input type="checkbox"/> Field Tested Material						QPL # _____
							Future QPL # _____

Quantity Data

Previous Quantity 0.000 Unit Remeasurement 2022.02.14
 Unit EACH Measured in Place Method
 Previous Quantity 41.000 (+ or -) Unit Parcel Payment

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Pay Note (Project Work Record)

Project Information

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

Coating Material - Zinc Content 6020 JAYSON BUCHHOLZ Bart Rummell
 Bid/Pay Item Standard Engineer Responsible

Method of Quality Assurance

Quality Documentation*		F - Field Inspection Report (FIR)				QPL	
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<input type="checkbox"/> J (Report #)	<input type="checkbox"/> R	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> QPL - Qualified
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<input type="checkbox"/> M	<input type="checkbox"/> T	<input type="checkbox"/>	<input type="checkbox"/>				QPL #
<input type="checkbox"/> Small Quantity	<input type="checkbox"/> Field Tested Method	<input type="checkbox"/>	<input type="checkbox"/>				QPL #

*Click on letters for definitions

Quantity Data

Previous Quantity: 0.000 Unit: Gal Re-measurement 2022.05.31 Installation Date

Quantity this Note: 117.000 (+ or -) Measured in Place Method

Total Quantity to Date: 117.000 Partial Payment

Calculations and/or Remarks: Material on Hand (see Material on hand page below)

Wasser 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: _____ Quality Checked by: _____ Date: _____

734-2402 (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: 12/10/21

Engineer: Jayson Buchholz, PM Contractor: S & K Painting, Inc.
 Engineer's Project No.: C15285 Contractor's Project No.: VO4.31

CONTRACTOR'S REQUEST

Subject: MC Zinc 2.8 Pink

Associated Specification: 0594
 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

Zinc coat of 3 part coating system 2021.11.24 S&K Painting
 Type of Material Date Delivered Delivered to (Name of Contractor/Subcontractor)

Wasser 0.00 N/A
 Source of Material (Manufacturer or Fabricator) Quantity Requested Rejection explanation/reason

Quantity Delivered: 135.00 Gals 135.00 On site
 Unit Quantity Received Where inspected

Total Accepted to Date: 135.00 Estimated Total Required: 135.00 Bart Rummell Inspector Name Cert. #


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.

Remarks

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Always include:

- Calculations;
- Sketches;
- Measurements;
- Locations/Stations;
- Explanations;
- And any information required to be included (i.e. Pipe markings on the FIR.)



Pay Note
(Project Work Record)

Project Information

US101: Youngs Bay Bridge-Neptune Dr	COND4470	011	04	03	C15324
Project Name	ID	Station	Estimate	Pay Note	Contract
PG 64-22 ASPHALT IN 1/2 INCH ACP	0410	Jayson Buchholz	Adam Rose		
Item Description	Sub/Item	Resub Engineer	Prepared by		

Method of Quality Assurance

<p>Quality Documentation*</p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> E</td> <td><input type="checkbox"/> O</td> </tr> <tr> <td><input type="checkbox"/> L (Report #)</td> <td><input type="checkbox"/> BG</td> </tr> <tr> <td><input type="checkbox"/> I (Report #)</td> <td><input type="checkbox"/> R</td> </tr> <tr> <td><input type="checkbox"/> W</td> <td><input type="checkbox"/> P/R</td> </tr> <tr> <td><input type="checkbox"/> P</td> <td><input type="checkbox"/> Q</td> </tr> <tr> <td><input type="checkbox"/> M</td> <td><input type="checkbox"/> T</td> </tr> <tr> <td><input type="checkbox"/> Small Quantity</td> <td><input type="checkbox"/> Field Tested Material</td> </tr> </table> <p><small>*Click on letters for definitions.</small></p>	<input type="checkbox"/> E	<input type="checkbox"/> O	<input type="checkbox"/> L (Report #)	<input type="checkbox"/> BG	<input type="checkbox"/> I (Report #)	<input type="checkbox"/> R	<input type="checkbox"/> W	<input type="checkbox"/> P/R	<input type="checkbox"/> P	<input type="checkbox"/> Q	<input type="checkbox"/> M	<input type="checkbox"/> T	<input type="checkbox"/> Small Quantity	<input type="checkbox"/> Field Tested Material	<p>F - Field Inspection Report (FIR)</p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> New*</td> <td><input type="checkbox"/> Previous</td> <td><input type="checkbox"/> Estimate</td> <td><input type="checkbox"/> Pay Note</td> <td><input type="checkbox"/> Link (opt.)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> <p><small>*Enter on New Field Inspection Information page below.</small></p>	<input type="checkbox"/> New*	<input type="checkbox"/> Previous	<input type="checkbox"/> Estimate	<input type="checkbox"/> Pay Note	<input type="checkbox"/> Link (opt.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>QPL</p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> No QPL</td> </tr> <tr> <td><input type="checkbox"/> QPL - Approved</td> </tr> <tr> <td><input type="checkbox"/> QPL - Qualified</td> </tr> <tr> <td>QPL # _____</td> </tr> <tr> <td>QPL # _____</td> </tr> <tr> <td>QPL # _____</td> </tr> <tr> <td>QPL # _____</td> </tr> <tr> <td>QPL # _____</td> </tr> <tr> <td>Future QPL # _____</td> </tr> </table>	<input type="checkbox"/> No QPL	<input type="checkbox"/> QPL - Approved	<input type="checkbox"/> QPL - Qualified	QPL # _____	QPL # _____	QPL # _____	QPL # _____	QPL # _____	Future QPL # _____
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Quantity Data

Previous Quantity	257.940	TON	<input type="checkbox"/> Re-measurement	July 2022
Quantity This Note	299.400	(+ or -)	<input type="checkbox"/> Measured in Place Method	July 2022
Total Quantity to Date	557.340		<input type="checkbox"/> Partial Payment	Start Completion Date

Calculations and/or Remarks

524.33-641 E QPL
524.33-224.73 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 _____
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734-2055 (Revised August 3, 2021)

7

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 12/2023 in the Contract Documents drawer of all contracts.

Only one BI or PI number should be listed in the title. (more about this in a minute)

Title must be under 256 characters. Preferably under 50. (50 characters takes up about ½ the width of your computer screen.)

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4

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

- BI vs PI
 - BI - (BI0020 Mobilization) is an item available at the bid of the project.
 - PI - (PI4020 Mobilization) is an item ODOT is paying 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 Mobilization 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
 - You are not limited to a flattened PDF as a supporting document.
 - Attachments can be Excel spreadsheets, Word Docs, photos or PDFs or zip files.
 - Comments are searchable in DocExpress.
 - If your backup documentation applies to multiple bid items, put them in comments.
 - i.e.: 'This document applies to BI0170 BI0180 and BI0190.'

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Where do I go for help?



- Your local experts! The RAS for your office probably has tips and tricks for filling out Pay notes.
- Lynda Nelmes 503-509-7648
Lynda.nelmes@ODOT.Oregon.gov
- eConstruction
ODOTeConstruction@odot.oregon.gov