Inspector Daily Report
2.1 Inspector Review (Bid Pay Items)

The Inspector Review (Bid Pay Items) process is used to *add* the Vendor, Crew/Forman's Name, Remarks and Location for Bid Pay Items that were added from the Ticket Package or *review* Bid Pat Items that were added by the Inspector during Creation.

Optional Step

Inspector Daily Reports

Send Save

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

STEP 1/8

Click **Bid Pay Items**

General

Contract Reference *

T202106201

Project Number

T202106201

Creation Date

06/14/2023 02:25 PM

Project Name

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

Status

Tkt_Pkg_Review

Spec Year

2020

Due Date

First Chargeable Day

05/23/2022

Report Details

Creator

Rose Heinlein

Critical?

Contractor

Diamond Materials LLC

Project Location

Type a ID...

Location Name

Daily Activity Date *

06/16/2023

Overnight?

Time In (Hr)

-

Time In (Min)

-

Time Out (Hr)

-

Time Out (Min)

-

Attachments | Comments | Linked Records | Workflow Progress | Audit Log | Reference Reco

Information

No Attachments.

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
001			0052	401031	0001	SUPERPAVE TYPE BCB...		TON	45.77			

Total: 1

Line Item Details | Attachments

Pay Item Selection

STEP 2/8

Select a **Bid Pay Item** to add Notes

Note: If the Bid Pay Item was added from a Ticket Package the Contractor, Crew/Foreman's Name, Source Documents, Remarks and Location

*Click **Next** to proceed*

Back | Next

Type a Vendor ID...

Contractor

Crew / Foreman Name

Is Source Document Review Required?

Yes | No

Source Documents Attached?

Yes | No

Remarks

Location

Cancel | Save | Save & Add 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
002			0052	401031	0001	SUPERPAVE TYPE BCB...		TON	45.77			
001			0053	401016	0001	SUPERPAVE TYPE B, P...		TON	48.45			

Total: 2

STEP 3/8

Type the Vendor ID or select from the record picker

*Click **Next** to proceed*

Back | Next

Line Item Details | Attachments

Pay Item Selection

Bid Pay Item Types *

○ Pay Item ◉ Ticket Package Bid Pay Item

Ticket Package Pay Item

Pay Items

General

Contractor

Type a Vendor ID...

Contractor

Crew / Foreman Name

Is Source Document Review Required?

○ Yes ◉ No

Source Documents Attached?

○ Yes ○ No

Remarks

Location

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 4/8

Double-click on the applicable **Vendor**

Back

Cancel Select

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
001	0052	401031	0001	SUPERPAVE TYPE BCB...		TON	45.77			

Total: 1

STEP 5/8

Type the Crew/Forman's Name

*Click **Next** to proceed*

Back | Next

Line Item Details | Attachments

Pay Item Selection

Bid Pay Item Types *

○ Pay Item ◉ Ticket Package Bid Pay Item

Ticket Package Pay Item

Pay Items

General

Contractor

Type a Vendor ID...

Contractor

Crew / Foreman Name

Is Source Document Review Required?

○ Yes ◉ No

Source Documents Attached?

○ Yes ○ No

Remarks

Location

Cancel | Save | Save & Add 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
001			0052	401031	0001	SUPERPAVE TYPE BCB...		TON	45.77			

Total: 1

STEP 6/8

Enter **Remarks**

Back | **Next**

Line Item Details | Attachments

Pay Item Selection

Bid Pay Item Types *

○ Pay Item ◉ Ticket Package Bid Pay Item

Ticket Package Pay Item

Pay Items

General

Contractor

Type a Vendor ID...

Contractor

Crew / Foreman Name

Is Source Document Review Required?

○ Yes ◉ No

Source Documents Attached?

○ Yes ○ No

Remarks

Location

Cancel | Save | Save & Add 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
001	0052	401031	0001	SUPERPAVE TYPE BCB...		TON	45.77			

Total: 1

STEP 7/8

Enter the **Location**

*Click **Next** to proceed*

Back | **Next**

Line Item Details | Attachments

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

401031-00-0001

Admin Use Only

Cancel | Save | Save & Add New

Inspector Daily Reports

Send Save

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

Add Actions

			Tkt Pkg No	Pay Item	Section	Pay Item Name	Foreman Name	UOM	Quant...	Source Documents Attached?	Contractor	Location
001			0052	401031	0001	SUPERPAVE TYPE BCB...		TON	45.77			

Total: 1

Line Item Details | Attachments

Contractor

Type a Vendor ID...

Contractor

Crew / Foreman Name

Is Source Document Review Required?

Yes No

Source Documents Attached?

Yes No

Remarks

8

Location

Project Location

Short Description

401031-00-0001

STEP 8/8

Click **Save** if changes were made, or click **Next** if no changes were made.

Back Next

Admin Use Only

Cancel Save Save & Add New

Inspector Daily Reports

Send Save

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

Add | Actions

		Tkt Pkg No	Pay Item	Section	Pay Item Name	Foreman Name	UOM	Quant...	Source Documents Attached?	Contractor	Location
001		0052	401031	0001	SUPERPAVE TYPE BCB...		TON	45.77			

Review the following Detail forms:

Review Bid Pay Items

Non-Bid Pay Items

Materials

Once all forms have been reviewed, select 'Send for Review':

Send for Review

Line Item Details | Attachments

Contractor

Type a Vendor ID...

401031-00-0001

Admin Use Only

Cancel | Save | Save & Add New