



# Helpful Hints

## Understanding the Numbers

Pay Item numbers have meaning for many users. More than just a description, **the number identifies the specification section, category of work, and many other details.** For example:

### 0123-abc-def Pay Item Description, Each

The leading digits (0123 or 123) identify the applicable specs section. If the specs section number does not apply, the pay item doesn't either.

The remaining digits/variables describe the item, operation, size, shape, materials, color, etc. Variables are used to describe features that may have a significant impact on the price of the item(s).

Pay items of similar completed/installed cost (including materials, labor, equipment, and incidentals) will be grouped together. These pay item groups help the estimators to track pricing trends, as well as predicting future bids.

## Selecting Pay Items

Use the BOE to select applicable pay items. If the description, specifications, and/or standards do not match the work to be completed, request a NEW Item. Never use a pay item note or detail to "modify" the intent of the pay item.

If a different operation is needed (Furnish, Install, Remove, Relocate, etc), request a NEW item. **DO NOT** use two operations "remove/install" when a single "relocate" is needed.

Remember: Items should only be used on the applicable category (Signals Items for Signals

work, Structures for Structures work, etc. )

Pay item notes are to be used to clarify payment, not to "fix" descriptions or "bury" additional work.

## Coordinating Plans, Specs, and Pay Items

The Designer must ensure that specifications are available and applicable for all pay items included on their current project.

**Specifications for each pay item should include a description, materials requirements, construction requirements, measurement, and payment information.**

Specs may include: Standard Specifications Book, Supplemental Specifications, Special Provisions, Technical Special Provisions, and/or Developmental Specifications.

For some items of work, the Design Standards or "Indexes" will work with

the plans and available specifications to detail the materials and/or construction requirements. Plan details may also be used to describe the item, materials, and/or construction requirements.

When adding notes or details to the plans, the designer should ensure that the additional information is not repeating or conflicting with the specifications.

*If the Specs don't apply, the pay item doesn't either.*

## Opening an Item

If an item is listed in the BOE, but not currently shown on the Master Pay Item list, it can be OPENED upon request.

Requests are e-mailed to the District Estimates Coordinator. Include the Item Number, Description, Unit of Measure, and estimated price. Also Include the Project Number, let date, and your contact information.

"Special", "Custom", or technical items will require additional information, either in the form of plan details or specifications. Ensure that complete information (description of item/work, materials, construction/testing requirements, measurement and payment) is available for the District Specifications Engineer at the time of the pay item request.

While most items are opened immediately upon receipt, please allow 24 hours for items to be opened.

## Requesting a NEW Item

For items, operations, or other variables not listed in the BOE, request a NEW Item. These may include new/special items, construction methods, and/or non-standard applications.

Along with the information requested for opening an item, include a detailed description of the item, method, and/or application, to ensure that the NEW item can be reviewed by the appropriate technical experts.

Please submit requests as soon as the need is identified. Approval times vary, depending on available specs, standards, and other documentation.