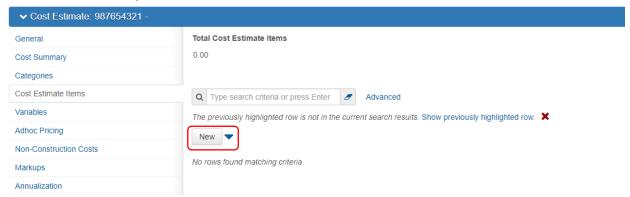
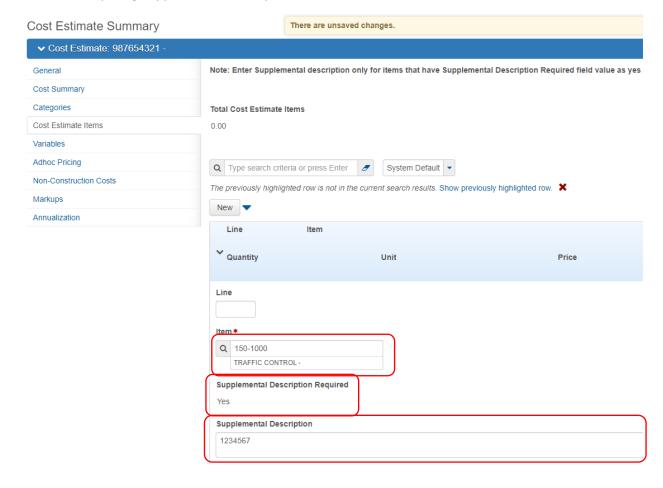
## How to Add a Required Supplemental Description for Pay Items

Add the pay item.

## Cost Estimate Summary

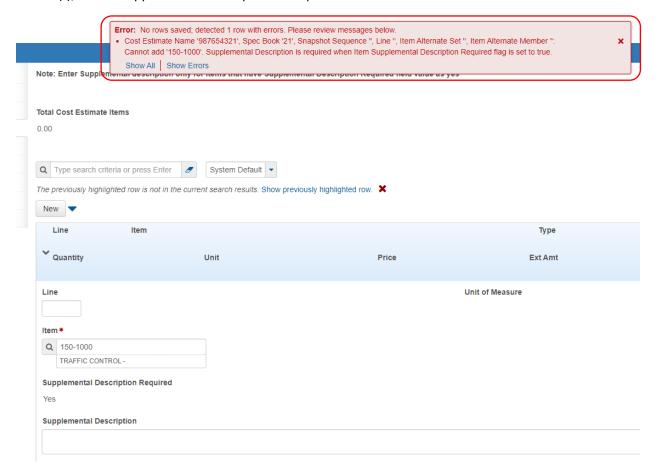


After selecting the item (either by name or number), the row below for Supplemental Description Required should populated either Yes or No. If No, do not enter anything in the Supplemental Description box. If Yes, then enter the information into the Supplemental Description box. This information will be displayed in the project's cost estimate and in the proposals produced by CBA for contractors to bid on. Note, information entered in the Supplemental Description box will only be displayed in the Budge Class Report and GDOT 411 estimate for items marked as requiring Supplemental Description.

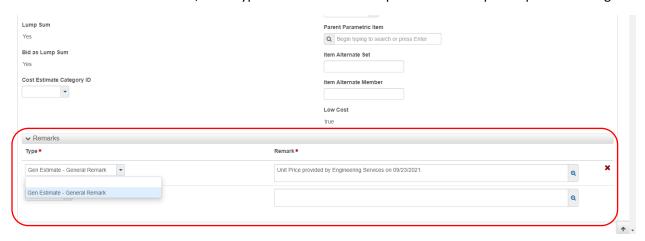


## How to Add a Required Supplemental Description for Pay Items

If the Supplemental Description Required box is populated with Yes and the Supplemental Description box is left blank, an error message will appear when the save button is clicked. In general, if the item description ends with a dash (-), then a Supplemental Description is required.



Only provide the appropriate information in the Supplemental Description box, such as PI No., size, station, etc. depending on the pay item and what is prescribed by the current GDOT Standard Specifications. Any other information, such as how the quantity was derived or when and whom the unit price came from, should be placed in the Remarks box at the bottom of the page. Note, this information is not required though it is marked with an asterisk. When utilized, both Type and Remarks are required to be completed prior to saving.



## How to Add a Required Supplemental Description for Pay Items

It is encouraged that designers document the date and who gave them a unit price if a bid history unit price is not utilized. Doing so is beneficial for a couple of reasons. It allows the designer to recognize pay items that will not automatically update prices if the bid history is updated in AASHTOWare during the life of the project. It also allows a new designer who may pick up a project from a previous designer to discern how pay items and a unit prices were handled by the previous designer and where they got their information.

Supplemental Descriptions are required for general items that are unique to each project (Traffic Control, Grading Complete, Removal of Bridge, etc.) or that can be broken out further by specifications (such as measurements for size of bore, pipes, plants, etc.). In both instances, the unit price from the item history cannot be used. The unit prices in AASHTOWare are a weighted average of that pay item, regardless of the project or specifications. This can result in an overestimated or underestimated unit price. Therefore, the unit price must be manually entered along with the Supplemental Description. Contact an SME either in Engineering Services or other office for guidance in determining a unit price.