



Illinois Tollway

Central Engineering Payment System (CEPS) General User Guide

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PREPARED FOR
Illinois Tollway Authority

PREPARED BY
HNTB

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PURPOSE

The Illinois Tollway Central Engineering Payment System (CEPS) is a new construction payment system to replace the 23-year-old Centralsys and Fieldsys systems. The modernization of the construction payment system will save time for both CM and Tollway staff as it will utilize data in real-time and does not require periodic transfer of Fieldsys databases to and from the field staff to synchronize with Centralsys. It is accessible via internet and includes enhanced security measures, including unique accounts and multi-factor authentication.

This document is designed to assist individuals accessing the CEPS website with the application's functionality.

SYSTEM/BROWSER REQUIREMENTS

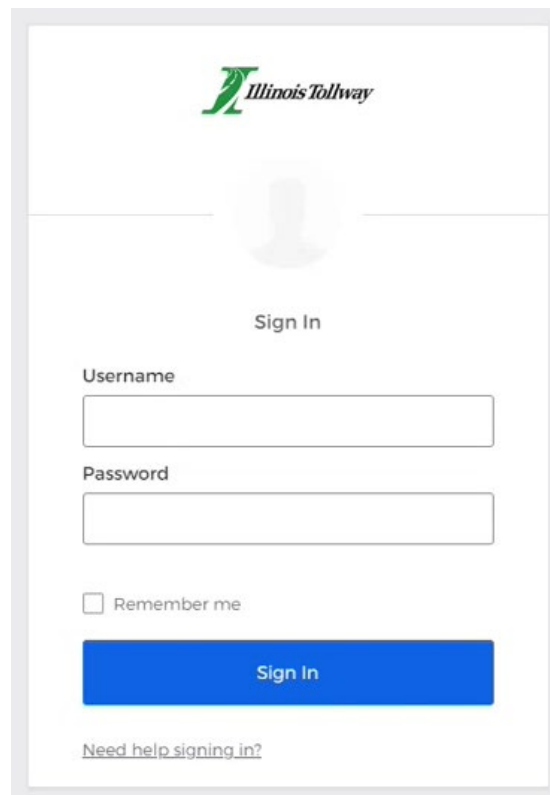
Following are system/browser requirements for using the website:

- Windows 10
 - NOTE: Windows XP and 8.1 are not supported.
- Google Chrome Web Browser (version 98 and up)
- Microsoft Edge (Version 100 and up)

GETTING STARTED

The CEPS website is located at the following URL: <https://ceps.tollway.state.il.us/>

Users must be registered and approved before accessing the website. Once registered, each user will receive a unique username and password to access the website. Start the application by opening Google Chrome and inputting the URL into the address bar of the browser. You will be prompted with a login screen upon accessing the site.



The screenshot shows the login interface for the Illinois Tollway CEPS website. At the top, the Illinois Tollway logo is displayed. Below the logo is a large, faint silhouette of a person. Underneath the silhouette, the text "Sign In" is centered. Below this, there are two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember me". At the bottom of the form is a blue button labeled "Sign In". Below the button is a link that says "Need help signing in?".

HOME PAGE (DASHBOARD)

The first screen presented to an auditor is a dashboard providing pertinent audit information to the user. It is made of the following parts:

The screenshot shows the 'Central Engineering Payment System' dashboard. At the top is a green header with the system name and navigation icons. Below is a 'Contracts' section with a search bar and a table. The table has columns for 'Contract #' and 'Description'. Three rows are visible, each with a callout number: 1 points to the main dashboard area, 2 to the navigation icons, 3 to the search bar, and 4 to the first row of the table. The table footer shows 'Rows per page: 10' and '1-3 of 3'.

Contract #	Description
I-19-4449	Roadway and Bridge Widening and Rehabilitation - Tri-State Tollway (I-294) - Wolf Road to Balmoral Avenue - Mile Post 36.3 to Mile Post 39.8 - Station 1917+81.50 to Station 2104+00.00.
I-19-4454	Right-Of-Way Parcel Management, Tri-State Tollway (I-294) MP 17.8 TO MP 40.0
I-21-4598	Roadway Reconstruction and Bridge Rehabilitation, Ogden Avenue Interchange, Tri-State Tollway (I-294), M.P. 27.4 to M.P. 27.55

1 LINK TO MAIN PAGE

A link back to the homepage from any page on the site.

3 SEARCH BAR

A search bar to find or search through contracts on the Contract # or Description a portion or phrase to bring back items.

2 NAVIGATION/LOGOUT

Links displayed on each page of the site that allow quick access to the Admin Panel, and to logout of the system.

4 MY CONTRACTS

This grid lists all open contracts assigned to the individual. The following information is shown:

- Contract Number
- Description

DAILY REPORTS

The following rules apply to Daily Report creation:

- Daily reports can only be entered for a contract after the 'Notice To Proceed' date.
- Daily reports cannot be entered for any date within an already approved and locked estimate.
- Daily reports cannot be entered if the contract expiration date has passed.
- Daily reports **must not be altered if a pay estimate has been submitted to the Tollway via e-Builder.**

The screenshot shows the 'Central Engineering Payment System' interface. At the top, there is a green header with the system name and a user profile icon. Below the header is a navigation bar with several menu items: VIEW CONTRACT, BIDS \$, DAILY REPORTS, ESTIMATES, CHANGE ORDERS, EXTRA WORK ORDERS, MATERIALS IN STORAGE, and REPORTS. The main content area is divided into two sections. The first section is titled 'Contract I-19-4456' and contains four expandable panels: Basic Information, Contact Information, Contractor Information, and Financial Information. The second section is titled 'Daily Reports' and features a red 'ADD DAILY REPORT' button. Below the button is a table with two columns: 'Report #' and 'Report Date'. The table contains two rows of data: Report # 10 with Report Date 3/11/2022, and Report # 9 with Report Date 3/9/2022.

To add new daily reports, click on "Add Daily Report" button. A popup will be generated, where Report Date can be selected/entered along with Inspector Initials. Then click "Save".

The screenshot shows the 'Central Engineering Payment System' interface with a popup form overlaid on the 'Daily Reports' section. The popup form has a white background and a thin border. It contains a 'Report Date' field with a calendar icon, a text input field for 'Inspector Initials', and two buttons: 'SAVE' (green) and 'CANCEL' (orange). The background interface is dimmed, showing the 'ADD DAILY REPORT' button and the 'Daily Reports' table with columns 'Report #' and 'Report Date'. The table contains several rows of data, including Report # 10, 9, 8, 7, and 6 with their respective dates.

To add items to an open 'Daily Report':

- Fill out the location, pay item and quantity boxes (*these are required, comments are optional*)
- 'Pay Item' box allows you to search for a specific item
- Click the 'Add Item' button to add the item to the report

Manage Daily Report # 1980

[BACK TO DAILY REPORTS](#)

Report Date: 6/12/2023
Inspector Initials: RD

[SAVE REPORT](#) [DELETE REPORT](#) [ADD DAILY REPORT](#)

Location*
Add Pay Item*
Quantity*
Comments
[ADD ITEM](#)
Search Report Items

To edit an item, click on the item and the editable fields are enabled once the changes are made click on the tick mark to save the changes.

<input type="checkbox"/>	Item #	Item Desc	Location	Unit	Qty	Comments	DR SEQ #
<input type="checkbox"/>	78005110	EPOXY PVT MK LINE 4	chicago	FOOT	5.00	test	

Rows per page: 10 1-1 of 1

One can also delete items added to a Daily Report by selecting the items to delete (via checkbox on the left) and click on "Delete Selected Item(s)".

[SAVE REPORT](#) [DELETE REPORT](#) [ADD DAILY REPORT](#)

Location*
Add Pay Item*
Quantity*
Comments
[ADD ITEM](#)
[DELETE SELECTED ITEM\(S\)](#) Search Report Items

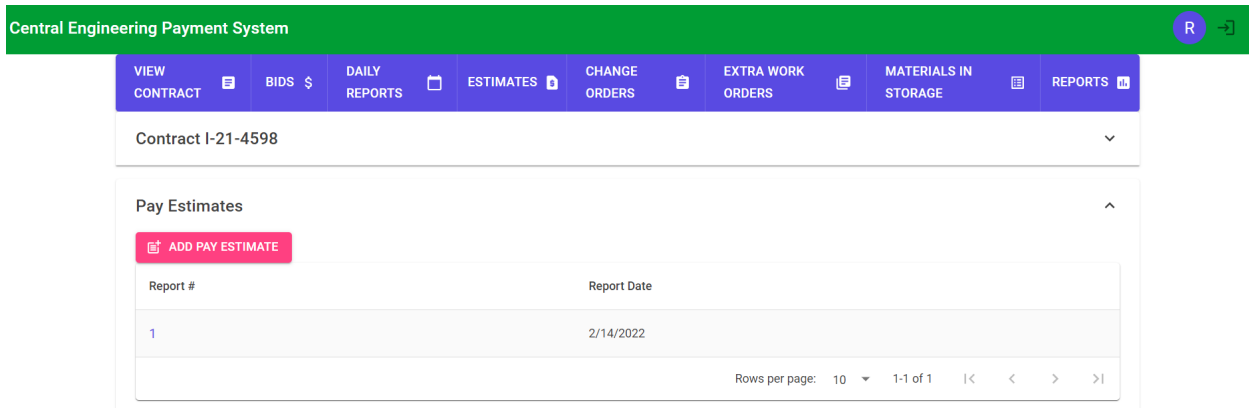
<input checked="" type="checkbox"/>	Item #	Item Desc	Location	Unit	Qty	Comments	DR SEQ #
<input checked="" type="checkbox"/>	78005110	EPOXY PVT MK LINE 4	chicago	FOOT	5.00	test	103127

Rows per page: 10 1-1 of 1

You can delete the entire Daily Report by clicking the Delete Report button. **Note: Only daily reports that are open (ex: those not on a pay estimate) can be deleted.**

ESTIMATES

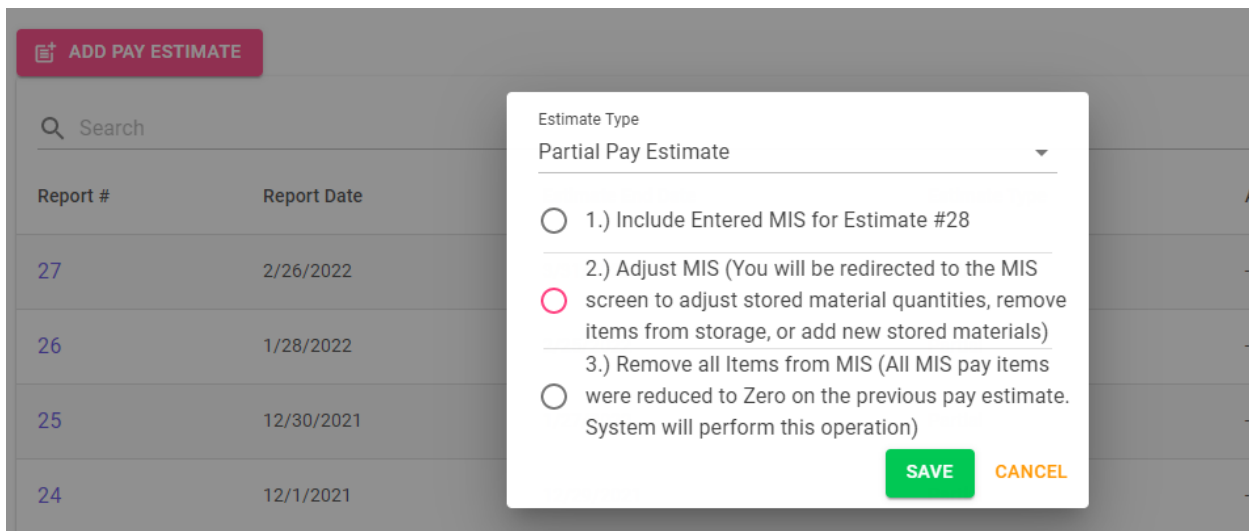
On the Estimates page, user can see existing estimates or add new Estimates to the selected Contract.



Click on the “Add Pay Estimates” to add an estimate based on the below types:

- Partial
- Semi-Final (Administrators only)
- Final Pay Estimate (Administrators only)

When creating a new Estimate, the user is prompted with choices on how to handle Materials in storage, like below. One can only add MIS items to future estimates (ex. ones that have not been created yet).



MIS options include:

1. Include Entered MIS for Estimate – This option adds whatever MIS that has been entered for an estimate to the estimate report.
2. Carry Over Previous MIS – This takes MIS from a previous estimate and copies it to the estimate being generated. No changes to MIS will be made.
3. Adjust MIS – This will take the user to the Materials In Storage page to make adjustments. **Note:** after making adjustments, the user will need to return to the Pay Estimate page to add the estimate, and should choose option 1 (Include Entered MIS) to include whatever adjustments were made.
4. Remove all Items from MIS – This option will zero out quantity in storage for all MIS items.

- Run Pay Estimate w/o MIS – This option only appears if there is currently no MIS on the contract and none on the previous estimate.

To view an existing Pay Estimate, click on one of the numbers under Report #. This will take you to the estimate detail page which lists all pay items that will appear on the estimate report.

Estimate Detail

[BACK TO PAY ESTIMATES LIST](#)

Report Date

2/14/2022



Inspector Initials

Item #	Proposal Qty	Approved Adj. Qty	Unit	Description	Unit Price	Qty this Period	Earned this Period	Qty to Date	Earned to Date
20100110	4644.00	4644.00	UNIT	TREE REMOV 6-15	\$9.00	0.00	\$0.00	0.00	\$0.00
20100210	1770.00	1770.00	UNIT	TREE REMOV OVER 15	\$9.95	0.00	\$0.00	0.00	\$0.00
20200100	1808.00	1808.00	CU YD	EARTH EXCAVATION	\$34.00	0.00	\$0.00	0.00	\$0.00
20400800	1771.00	1771.00	CU YD	FURNISHED EXCAVATION	\$1.00	0.00	\$0.00	0.00	\$0.00
20800150	144.00	144.00	CU YD	TRENCH BACKFILL	\$57.00	0.00	\$0.00	0.00	\$0.00
25000400	46.00	46.00	POUND	NITROGEN FERT NUTR	\$3.00	0.00	\$0.00	0.00	\$0.00

As long as an estimate has not been locked by an administrator, that estimate can also be deleted by clicking the 'Delete Estimate' button.

Never delete or modify a Pay Estimate after it has been submitted to the Tollway via e-Builder.

CHANGE ORDERS

On the Change Order page, users are able to view current change orders as well as add new change orders to the selected Contract.

Report #	Report Date	Approval Status	Date Approved	Total
3	11/19/2021	-1	12/27/2021	(\$395,417.27)
2	11/3/2020	-1	11/23/2020	(\$10,000.00)
1	11/1/2020	-1	11/23/2020	(\$24,000.00)

To add a new “Change Order”. Click on the “Add Change Order” button. Enter a Report Date and click “Save”.

Report #	Report Date	Approval Status	Date Approved	Total
3	11/19/2021	-1	12/27/2021	(\$395,417.27)
2	11/3/2020	-1	11/23/2020	(\$10,000.00)
1	11/1/2020	-1	11/23/2020	(\$24,000.00)

Once the report has been created, click on the Report # to view and manage the order details.

Contract I-19-4454

Change Orders

[ADD CHANGE ORDER](#)

Search

Report #	Report Date	Approval Status	Date Approved	Total
4	10/24/2022	0		
3	11/19/2021	-1	12/27/2021	(\$395,417.27)
2	11/3/2020	-1	11/23/2020	(\$10,000.00)
1	11/1/2020	-1	11/23/2020	(\$24,000.00)

Rows per page: 10 | 1-4 of 4

To add items to an order, click on “Add Items”. You’ll then be shown a list of all contract items, along with a search bar to find specific items.

Central Engineering Payment System

Manage Change Order

[BACK TO CHANGE ORDERS](#)

Report Date
10/24/2022

[SAVE ORDER](#)

[ADD ITEM\(S\)](#)

<input type="checkbox"/>	Item #	Item Desc	Unit	Qty	Price	Item Total
<input type="checkbox"/>	Order Item Total: \$0.00					

Rows per page: 10 | 0-0 of 0

On the next page, the list of contract items will appear with a checkbox next to each. There's also a search bar to find specific items. To select the items you wish to add to the order, click the checkbox next to each.

Central Engineering Payment System

Add Item(s) to Report

CANCEL Selected Items: X2503110, JT154002, JT154058

ADD SELECTED ITEM(S)

<input type="checkbox"/>	Item #	SEQ	Description
<input checked="" type="checkbox"/>	JT154002	23625.00	DISPOSAL OF UNIDENTIFIED HAZARDOUS WASTE
<input checked="" type="checkbox"/>	JT154058	23673.00	CONTRACT ALLOWANCE FOR SITE CLEAN-UP
<input checked="" type="checkbox"/>	X2503110	17215.00	MOWING SPL
<input type="checkbox"/>	FRC02000	23676.00	DEAD TREE REMOVAL
<input type="checkbox"/>	FRC07000	23686.00	Temporary Sign Installations
<input type="checkbox"/>	XT010000	23675.00	ROW FENCE AND GATE
<input type="checkbox"/>	XT030000	23677.00	ADDITIONAL TREE REMOVAL
<input type="checkbox"/>	XT040000	23678.00	DEAD TREE REMOVAL - AUP

Then click on “Add selected Items” to add the selected items to the Change Order report. Once items are saved and added to the order, a confirmation and redirect takes place. You can also click on “Cancel” to return to previous step without adding the selected items.

Central Engineering Payment System

Manage Change Order

BACK TO CHANGE ORDERS

Report Date: 10/24/2022 **SAVE ORDER**

ADD ITEM(S)

<input type="checkbox"/>	Item #	Item Desc	Unit	Qty	Price	Item Total
<input type="checkbox"/>	JT154002	DISPOSAL OF UNIDENTIFIED HAZARDOUS WASTE	UNIT	0.00	\$1.00	\$0.00
<input type="checkbox"/>	JT154058	CONTRACT ALLOWANCE FOR SITE CLEAN-UP	UNIT	0.00	\$1.00	\$0.00
<input type="checkbox"/>	X2503110	MOWING SPL	ACRE	0.00	\$451.00	\$0.00
<input type="checkbox"/>	Order Item Total: \$0.00					

Rows per page: 10 1-3 of 3

To edit items of open COs/EWOs, click the item on the report detail page.

- Change Order (CO) items can only have their quantity edited.
- To save item changes, click the checkmark that appears on the right.
- To cancel item changes, click the ‘X’ that appears on the right.
- Items can be deleted from an order by clicking the checkbox at the beginning of each line.

Never delete or modify a CO or EWO after it has been submitted to the Tollway via e-Builder.

Manage Change Order # 120

[BACK TO CHANGE ORDERS](#)

Report Date
4/27/2023



[SAVE ORDER](#)

[DELETE REPORT](#)

[APPROVE ORDER ✓](#)

[ADD ITEM\(S\)](#)

<input type="checkbox"/>	Item #	Item Desc	Unit	Qty	Price	Item Total	
<input type="checkbox"/>	JS813016	JUNCTION BOX, SS, EMBEDDED IN STRUCT, 36'X36'X10"	EACH	-2.00	\$4,315.90	(\$8,631.80)	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Order Item Total: (\$8,631.80)						

Rows per page: 10 1-1 of 1

Review items in the above page then click on "Save Order" to save to the report created.

Note: With each button click, please wait for confirmation in the top right corner.

EXTRA WORK ORDERS

Within the same selected contract, we can add Extra work orders, or return to main screen to select another contract.

Contract I-19-4454

Extra Work Orders

[ADD EXTRA WORK ORDER](#)

Search

Report #	Report Date	Approval Status	Date Approved	Total
7	10/29/2021	-1	12/14/2021	\$3,380.00
6	10/29/2021	-1	12/27/2021	\$463,140.00
5	10/25/2021	-1	12/14/2021	\$19,892.08
4	11/3/2020	-1	11/23/2020	\$5,432.30
3	11/1/2020	-1	11/23/2020	\$31,511.54
2	9/9/2020	-1	9/30/2020	\$10,000.00
1	6/25/2019	-1	7/18/2019	\$8,691.21

Rows per page: 10 1-7 of 7

To review current work orders click on any Report #. To add a new work order click on “Add Extra Work Order”.

Contract I-19-4454

Extra Work Orders

[ADD EXTRA WORK ORDER](#)

Search

Report #	Report Date	Approval Status	Date Approved	Total
7	10/29/2021	-1	12/14/2021	\$3,380.00
6	10/29/2021	-1	12/27/2021	\$463,140.00

Select the Report Date, and click “save”. This creates a blank order.

VIEW CONTRACT | BIDS \$ | DAILY REPORTS | ESTIMATES | CHANGE ORDERS | EXTRA WORK ORDERS | MATERIALS IN STORAGE | REPORTS

Contract I-19-4454

Extra Work Orders

ADD EXTRA WORK ORDER

Search

Report #	Report Date	Approval Status	Date Approved	Total
7	10/29/2021	-1	12/14/2021	\$3,380.00
6	10/29/2021	-1	12/27/2021	\$463,140.00
5	10/25/2021	-1	12/14/2021	\$19,892.08
4	11/3/2020	-1	11/23/2020	\$5,432.30

Report Date: 10/24/2022

SAVE CANCEL

Once the EWO is created, click on the newly created Report # to manage details.

VIEW CONTRACT | BIDS \$ | DAILY REPORTS | ESTIMATES | CHANGE ORDERS | EXTRA WORK ORDERS | MATERIALS IN STORAGE | REPORTS

Contract I-19-4454

Extra Work Orders

ADD EXTRA WORK ORDER

Search

Report #	Report Date	Approval Status	Date Approved	Total
8	10/24/2022	0		
7	10/29/2021	-1	12/14/2021	\$3,380.00
6	10/29/2021	-1	12/27/2021	\$463,140.00

To add items, click on the “Add Items” button.

Manage Extra Work Order

[BACK TO EXTRA WORK ORDERS](#)

Report Date
10/24/2022



[SAVE ORDER](#)

[ADD ITEM\(S\)](#)

<input type="checkbox"/>	Item #	Item Desc	Unit	Qty	Price	Item Total
<input type="checkbox"/>	Order Item Total: \$0.00					

Rows per page: 10 0-0 of 0 |< < > >|

You'll then be shown a form listing the item #, description, unit, quantity, price, and item group. All of these fields must be filled out.

Add Item(s) to Report

[CANCEL](#)

Item #	Unit 0
Item Description	
Quantity	Price
Item Group 0	

[SAVE ITEM](#)

Once Item details are entered click on "Save Item" to save the entry, and be redirected to the EWO details screen. Once all items have been added to the work order, click on "Save Order".

Manage Extra Work Order

[BACK TO EXTRA WORK ORDERS](#)

Report Date
10/24/2022



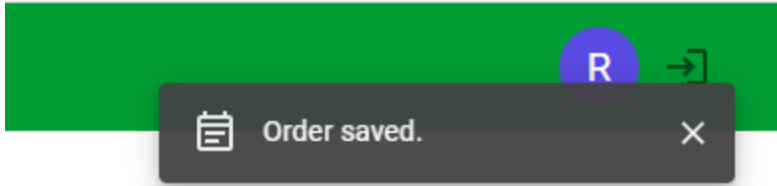
[SAVE ORDER](#)

[ADD ITEM\(S\)](#)

<input type="checkbox"/>	Item #	Item Desc	Unit	Qty	Price	Item Total
<input type="checkbox"/>	34	test	AECH	25.00	\$1,500.00	\$37,500.00
<input type="checkbox"/>	Order Item Total: \$37,500.00					

Rows per page: 10 1-1 of 1 |< < > >|

Save confirmation:



To edit items of open EWOs by clicking the item on the report detail page.

- To save item changes, click the checkmark that appears on the right.
- To cancel item changes, click the 'X' that appears on the right.
- Items can be deleted from an order by clicking the checkbox at the beginning of each line.

Never delete or modify a CO or EWO after it has been submitted to the Tollway via e-Builder.

Manage Extra Work Order # 104

[BACK TO EXTRA WORK ORDERS](#)

Report Date: 5/12/2023

[SAVE ORDER](#) [DELETE REPORT](#) [APPROVE ORDER ✓](#)

[ADD ITEM\(S\)](#)

<input type="checkbox"/>	Item #	Item Desc	Unit	Qty	Price	Item Total	
<input type="checkbox"/>	FRC01040	Removal of Jacked 36" RCP and Steel Casing	UNIT	9,021.36	\$1.00	\$9,021.36	✓ ✕
<input type="checkbox"/>	Order Item Total: \$9,021.36						

Rows per page: 10 1-1 of 1

MATERIALS IN STORAGE (MIS)

Within a contract Materials in Storage (MIS) can be entered and tracked.

Note: Adding/Modifying MIS can only be done for an upcoming estimate. User aren't able to add/edit MIS for an estimate that's already been generated. Users also cannot modify MIS until pending estimate(s) is approved or deleted.

To add a MIS item, click the Add Material(s) button.

Central Engineering Payment System

VIEW CONTRACT | BIDS \$ | DAILY REPORTS | ESTIMATES | CHANGE ORDERS | EXTRA WORK ORDERS | MATERIALS IN STORAGE | REPORTS

Contract I-19-4449

Basic Information | Contact Information | Contractor Information | Financial Information

ADD MATERIAL(S) | SAVE MATERIAL(S)

Search

SEQ	Description	Est. #	Unit	Unit Cost	Qty. Previous Estimate	Qty. Added/Removed	Qty. In Storage	Value In Storage (This Est.)	Insurer	
1.00	Z0034806 - Modular Expansion Joint 6"	28	FOOT	\$3,008.00	1.00	0.00	1.00	\$3,008.00	Acord Corporation	
2.00	Z0034812 - Modular Expansion Joint 12"	28	FOOT	\$2,943.00	71.00	0.00	71.00	\$208,953.00	Acord Corporation	
3.00	XT027000 - Performance Based Noise Abatement Wall (Precast Concrete) No. 2	28	LSUM	\$20,289.50	0.00	0.00	0.00	\$0.00	Acord Corporation	DELETE

Central Engineering Payment System

Add Material(s) to Contract

CANCEL

Contract I-19-4449, 20200100, 20201200

ADD SELECTED ITEM(S)

Search

<input type="checkbox"/>	Item #	SEQ	Description
<input checked="" type="checkbox"/>	20100110	1.00	TREE REMOV 6-15
<input checked="" type="checkbox"/>	20200100	13.00	EARTH EXCAVATION
<input checked="" type="checkbox"/>	20201200	17.00	REM & DISP UNS MATL
<input type="checkbox"/>	20700220	25.00	POROUS GRAN EMBANK
<input type="checkbox"/>	20800150	26.00	TRENCH BACKFILL
<input type="checkbox"/>	25000400	78.00	NITROGEN FERT NUTR
<input type="checkbox"/>	25000600	80.00	POTASSIUM FERT NUTR
<input type="checkbox"/>	25000750	82.00	MOWING

Select materials by clicking on the checkbox by each that need to be added. Once all are selected, click on “Add Selected Items”.

To modify a material’s quantity, cost, and insurer, click on the item row. The row will become editable, and the following signs will show by them ✓ to save the information, And ✕ to cancel.

4.00	52000110 - Performed Joint Strip Seal	28	FOOT	\$187.50	219.00	0.00	219.00	\$41,062.50	Acord Corporation	
13.00	20200100 - EARTH EXCAVATION	28	CU YD	\$9.00	0.00	4.00	4.00	\$36.00	Acord	
1.00	20100110 - TREE	28	UNIT	\$0.00	0.00	0.00	0.00	\$0.00	\$0.00	✓ ✕
13.00	20200100 - EARTH EXCAVATION	28	CU YD	\$0.00	0.00	0.00	0.00	\$0.00		DELETE

Once all items are updated click on “Save Material(s)” to confirm all changes.

Only items with no quantity in storage will have the option to delete. Newly added items do not have a quantity and therefore also have the option to delete by them. As shown below.

Central Engineering Payment System

ADD MATERIAL(S)
SAVE MATERIAL(S)

SEQ	Description	Est. #	Unit	Unit Cost	Qty. Previous Estimate	Qty. Added/Removed	Qty. In Storage	Value In Storage (This Est.)	Insurer	
1.00	Z0034806 - Modular Expansion Joint 6"	28	FOOT	\$3,008.00	1.00	0.00	1.00	\$3,008.00	Acord Corporation	
2.00	Z0034812 - Modular Expansion Joint 12"	28	FOOT	\$2,943.00	71.00	0.00	71.00	\$208,953.00	Acord Corporation	
3.00	XT027000 - Performance Based Noise Abatement Wall (Precast Concrete) No. 2	28	LSUM	\$20,289.50	0.00	0.00	0.00	\$0.00	Acord Corporation	DELETE
4.00	52000110 - Performed Joint Strip Seal	28	FOOT	\$187.50	219.00	0.00	219.00	\$41,062.50	Acord Corporation	
13.00	20200100 - EARTH EXCAVATION	28	CU YD	\$0.00	0.00	0.00	0.00	\$0.00		DELETE
1.00	20100110 - TREE REMOV 6-15	28	UNIT	\$0.00	0.00	0.00	0.00	\$0.00		DELETE
13.00	20200100 - EARTH EXCAVATION	28	CU YD	\$0.00	0.00	0.00	0.00	\$0.00		DELETE
17.00	20201200 - REM & DISP UNS MATL	28	CU YD	\$0.00	0.00	0.00	0.00	\$0.00		DELETE

Rows per page: 10 | 1-8 of 8 | < > >> <<

REPORTS

To access reports. Click on a Contract # you would like to generate reports for.

Contract #	Description
I-20-4518	Roadway Reconstruction and Widening, Tri-State Tollway (I-294), M.P. 19.3 (Plaza 39) to M.P. 22.3 (75th Street)
I-21-4582	Roadway and Bridge Reconstruction, Tri-State Tollway (I-294), Ramp F from South of I-290 to South of St. Charles Road, M.P. 30.3 to 32.3

Once within the Contract, in the top right-corner of the navigation you'll be able to click on "Reports".

View Contract

EDIT

Contract I-20-4518

- Basic Information
- Contact Information
- Contractor Information
- Financial Information

Contract Pay Items

Within the Reports page you'll have numerous options to select and run reports in both PDF and Excel format. The format will vary by report.

Report Menu

Contract I-20-4518

Basic Information

Contact Information

Contractor Information

Financial Information

Balancing/Tracking Reports

- QUANTITY BALANCE SPREADSHEET
- MATERIALS IN STORAGE
- EARNED TO DATE
- DAILY REPORT LISTING
- REPORT TOTALS
- A6 REPORT
- PAY ITEM SEARCH
- DAILY REPORT VERIFICATION

Bid Reports

- BID TAB REPORT
- BID ANALYSIS
- BIDDERS LIST

PDF Excel

Extra Work Order, Change Order, Estimate Reports

- EXTRA WORK ORDERS
- CHANGE ORDERS
- PAY ESTIMATES

Report #	Report Date
1	2/22/2021

Types of Reports

Quantity Balance Spreadsheet

Report details contract item quantities, including quantities entered on daily reports, change orders, and extra work orders, as well as the value for each on pay estimates.

Figure 1 – Generated Report

Project Number: I-20-4518 Project Description: Roadway Reconstruction and Widening, Tri-State Tollway (I-294), M.P. 19.3 (Plaza 39) to M.P. 22.3 (75th Street) Contractor Name: Walsh Construction Company II, LLC									
Pay Item	Item Description	Unit of Measure	Unit Price	Proposal Quantity	Change Order # 1	Change Order # 2	Change Order # 3	Change Order # 4	Change Order # 5
20100110	TREE REMOV 6-15	UNIT	10.19	1536					
20100210	TREE REMOV OVER 15	UNIT	13.94	1536					
20100500	TREE REMOV ACRES	ACRE	2926	2.9					
20200100	EARTH EXCAVATION	CU YD	0.01	202303					
20201200	REM & DISP UNS MATL	CU YD	0.01	1932					
20700220	POROUS GRAN EMBANK	CU YD	0.01	1943					
20800150	TRENCH BACKFILL	CU YD	17.07	28171	-102				
25000400	NITROGEN FERT NUTR	POUND	3	711					
25000600	POTASSIUM FERT NUTR	POUND	3	2133					
25000750	MOWING	ACRE	350	26.1					
25100630	EROSION CONTR	SQ YD	0.85	114732					

Bid Analysis Report

Report details contract bid items and compares the engineer's estimate cost to those of entered contract bids. This report can be generated as either a PDF or Excel spreadsheet.

Figure 1 – Generated Report

Illinois State Toll Highway Authority - Bid Analysis													
Contract No: I-20-4518 Description: Roadway Reconstruction and Widening, Tri-State Tollway (I-294), M.P. 19.3 (Plaza 39) to M.P. 22.3 (75th Street) Number of Bidders: 4 Bid Opening Date: 10/1/2020 Begin Date: 1/6/2021 End Date: 12/14/2022													
Item	Description	Unit	Qty	Engineer's Estimate		Low Bidder		Max	Min	Average		Variance	Contributory
				Price	Item Total	Price	Item Total			Price	Item Total		
20100110	TREE REMOV 6-15	UNIT	1,536.00	\$30.00	\$46,080.00	\$10.19	\$15,651.84	\$19.00	\$10.19	\$14.30	\$21,960.96	71.30%	\$30,428.16
20100210	TREE REMOV OVER 15	UNIT	1,536.00	\$40.00	\$61,440.00	\$13.94	\$21,411.84	\$27.00	\$13.94	\$19.24	\$29,544.96	72.50%	\$40,028.16
20100500	TREE REMOV ACRES	ACRE	2.90	\$4,000.00	\$11,600.00	\$2,926.00	\$8,485.40	\$13,000.00	\$2,926.00	\$5,981.50	\$17,346.35	48.90%	\$3,114.60
20200100	EARTH EXCAVATION	CU YD	202,303.00	\$20.00	\$4,046,060.00	\$0.01	\$2,023.03	\$29.00	\$0.01	\$19.32	\$3,907,482.45	0.10%	\$4,044,036.97
20201200	REM & DISP UNS MATL	CU YD	1,932.00	\$30.00	\$57,960.00	\$0.01	\$19.32	\$39.00	\$0.01	\$24.88	\$48,063.33	0.00%	\$57,940.68
20700220	POROUS GRAN EMBANK	CU YD	1,943.00	\$45.00	\$87,435.00	\$0.01	\$19.43	\$40.00	\$0.01	\$28.50	\$55,380.36	0.00%	\$87,415.57
20800150	TRENCH BACKFILL	CU YD	28,171.00	\$23.00	\$647,933.00	\$17.07	\$480,878.97	\$54.50	\$17.07	\$37.44	\$1,054,792.67	45.60%	\$167,054.03
25000400	NITROGEN FERT NUTR	POUND	711.00	\$5.00	\$3,555.00	\$3.00	\$2,133.00	\$3.00	\$2.50	\$2.75	\$1,955.25	90.90%	\$1,777.50
25000600	POTASSIUM FERT NUTR	POUND	2,133.00	\$5.00	\$10,665.00	\$3.00	\$6,399.00	\$3.00	\$2.50	\$2.75	\$5,865.75	90.90%	\$5,332.50
25000750	MOWING	ACRE	26.10	\$350.00	\$9,135.00	\$350.00	\$9,135.00	\$500.00	\$350.00	\$412.50	\$10,766.25	84.80%	\$0.00
25100630	EROSION CONTR BLANKET	SQ YD	114,732.00	\$1.00	\$114,732.00	\$0.85	\$97,522.20	\$1.05	\$0.85	\$0.95	\$108,995.40	89.50%	\$17,209.80
25100635	HD EROS CONTR BLANKET	SQ YD	16,238.00	\$1.50	\$24,357.00	\$1.00	\$16,238.00	\$1.20	\$1.00	\$1.10	\$17,861.80	90.80%	\$8,119.00
42001300	PROTECTIVE COAT	SQ YD	89,240.00	\$1.00	\$89,240.00	\$0.43	\$38,373.20	\$0.43	\$0.01	\$0.18	\$15,617.00	5.70%	\$88,347.60
42101426	LUG SYSTEM COMPL 26	EACH	1.00	\$39,000.00	\$39,000.00	\$38,646.54	\$38,646.54	\$70,000.00	\$29,083.85	\$44,432.60	\$44,432.60	65.50%	\$9,916.15
42101439	LUG SYSTEM COMPL 39	EACH	1.00	\$58,500.00	\$58,500.00	\$55,905.03	\$55,905.03	\$85,000.00	\$38,138.55	\$59,760.90	\$59,760.90	63.80%	\$20,361.45
42101441	LUG SYSTEM COMPL 41	EACH	1.00	\$61,500.00	\$61,500.00	\$61,461.21	\$61,461.21	\$90,000.00	\$38,744.09	\$62,551.33	\$62,551.33	61.90%	\$22,755.91
44200200	PC CONC SIDEWALK 5	SQ FT	565.00	\$7.00	\$3,955.00	\$7.47	\$4,220.55	\$12.00	\$7.47	\$9.87	\$5,575.14	75.70%	(\$265.55)
44000100	PAVEMENT REM	SQ YD	69,842.00	\$17.00	\$1,187,314.00	\$38.82	\$2,711,266.44	\$38.82	\$14.25	\$23.52	\$1,502,825.24	66.20%	\$192,065.50
44000157	HMA SURF REM 2	SQ YD	2,831.00	\$2.00	\$5,662.00	\$20.00	\$56,620.00	\$20.00	\$17.93	\$19.48	\$55,154.96	92.00%	(\$45,097.83)
44000400	GUTTER REM	FOOT	5,931.00	\$9.00	\$53,379.00	\$3.95	\$23,427.45	\$7.25	\$3.00	\$4.87	\$28,869.14	61.60%	\$35,586.00
44004250	PAVED SHLD REMOVAL	SQ YD	30,667.00	\$10.00	\$306,670.00	\$23.62	\$724,354.54	\$23.62	\$7.65	\$12.01	\$368,310.67	63.70%	\$72,067.45
44201745	CLD PATCH T3 8	SQ YD	15.00	\$100.00	\$1,500.00	\$250.00	\$3,750.00	\$300.00	\$250.00	\$262.50	\$3,937.50	95.20%	(\$2,250.00)
44201747	CLD PATCH T4 8	SQ YD	25.00	\$100.00	\$2,500.00	\$250.00	\$6,250.00	\$300.00	\$250.00	\$262.50	\$6,562.50	95.20%	(\$3,750.00)

Bid Tab Report

Report details contract bids entered for a contract, and compares the prices for each item. The users can specify a range of bids to view (ex: 1-3, 4-6, 7-9, etc.) before generating the report. This report can be generated as either a PDF or Excel spreadsheet.

Figure 1 – Under Bid Reports, click on the “BID TAB REPORT”, select the bidders option and then click on “RUN REPORT”

The screenshot shows a web interface for 'Bid Reports'. At the top is a blue header with the text 'Bid Reports'. Below the header are three buttons: 'BID TAB REPORT' (highlighted with a green box), 'BID ANALYSIS', and 'BIDDERS LIST'. Under these buttons are two radio buttons for file format: 'PDF' (selected) and 'Excel'. Below that are four radio buttons for bidder selection: 'Bidders 1-3' (selected), 'Bidders 4-6', 'Bidders 7-9', and 'Bidders 10-12'. At the bottom is a large blue button labeled 'RUN REPORT'.

Figure 2 – Generated report

Illinois State Toll Highway Authority - Bid Tabulation Report						Bidders: 1 to 3			
Contract No: I-20-4518		Description: Roadway Reconstruction and Widening, Tri-State Tollway (I-294), M.P. 19.3 (Plaza 39) to M.P. 22.3 (75th Street)		Walsh Construction Company II, F. H. Paschen, S.N. Nielsen & Lorig Construction Company LLC Assoc., LLC					
Bid Opening Date: 10/1/2020	Begin Date: 1/6/2021	End Date: 12/14/2022	Bidder 1	Bidder 2	Bidder 3	Auth Total	Auth Total	Auth Total	Auth Total
			\$70,518,407.28	\$71,778,227.33	\$73,988,267.48	\$70,518,407.28	\$71,778,227.33	\$73,944,509.48	\$73,944,509.48
			Bid Cred Sbmtd \$500,000.00	Bid Cred Sbmtd \$500,000.00	Bid Cred Sbmtd \$500,000.00	Bid Cred Used \$0.00	Bid Cred Used \$0.00	Bid Cred Used \$0.00	Bid Cred Used \$0.00
			Awd. Criteria \$70,518,407.28	Awd. Criteria \$71,778,227.33	Awd. Criteria \$73,944,509.48				
Item No	Item Desc	Unit	Qty	Price	Amount	Price	Amount	Price	Amount
20100110	TREE REMOV 6-15	UNIT	1,536.00	\$10.19	\$15,651.84	\$19.00	\$29,184.00	\$14.00	\$21,504.00
20100210	TREE REMOV OVER 15	UNIT	1,536.00	\$13.94	\$21,411.84	\$27.00	\$41,472.00	\$18.00	\$27,648.00
20100500	TREE REMOV ACRES	ACRE	2.90	\$2,926.00	\$8,485.40	\$13,000.00	\$37,700.00	\$4,000.00	\$11,600.00
20200100	EARTH EXCAVATION	CU YD	202,303.00	\$0.01	\$2,023.03	\$21.00	\$4,248,363.00	\$27.25	\$5,512,756.75
20201200	REM & DISP UNS MATL	CU YD	1,932.00	\$0.01	\$19.32	\$21.50	\$41,538.00	\$39.00	\$75,348.00
20700220	POROUS GRAN EMBANK	CU YD	1,943.00	\$0.01	\$19.43	\$34.00	\$66,062.00	\$40.00	\$77,720.00
20800150	TRENCH BACKFILL	CU YD	28,171.00	\$17.07	\$480,878.97	\$25.00	\$704,275.00	\$54.50	\$1,535,319.50
25000400	NITROGEN FERT NUTR	POUND	711.00	\$3.00	\$2,133.00	\$2.50	\$1,777.50	\$3.00	\$2,133.00
25000600	POTASSIUM FERT NUTR	POUND	2,133.00	\$3.00	\$6,399.00	\$2.50	\$5,332.50	\$3.00	\$6,399.00
25000750	MOWING	ACRE	26.10	\$350.00	\$9,135.00	\$450.00	\$11,745.00	\$350.00	\$9,135.00
25100630	EROSION CONTR BLANKET	SQ YD	114,732.00	\$0.85	\$97,522.20	\$1.05	\$120,468.60	\$0.85	\$97,522.20
25100635	HD EROS CONTR BLANKET	SQ YD	16,238.00	\$1.00	\$16,238.00	\$1.20	\$19,485.60	\$1.00	\$16,238.00
42001300	PROTECTIVE COAT	SQ YD	89,240.00	\$0.43	\$38,373.20	\$0.01	\$892.40	\$0.25	\$22,310.00
42101426	LUG SYSTEM COMPL 26	EACH	1.00	\$38,646.54	\$38,646.54	\$70,000.00	\$70,000.00	\$40,000.00	\$40,000.00
42101439	LUG SYSTEM COMPL 39	EACH	1.00	\$55,905.03	\$55,905.03	\$85,000.00	\$85,000.00	\$60,000.00	\$60,000.00

Bidders List

Report lists the various vendors who have put in bids for a contract, including the total bid amounts, credit submitted/used, and award criteria. This report can be generated as either a PDF or Excel spreadsheet.

Figure 1 – Under Bid Reports, click on the “BIDDERS LIST”, select the bidders option and then click on “RUN REPORT”

Figure 2 – Generated Report

Illinois State Toll Highway Authority - Bidders							
Contract I-20-4518				ADV. Date 8/18/2020			
Description Roadway Reconstruction and Widening, Tri-State Tollway (I-294), M.P. 19.3 (Plaza 39) to M.P. 22.3 (75th Street)				Due Date 10/1/2020			
No.	Contractor	DBE Submitted	DBE Waiver	Bid Amount	Bid Credit Submitted	Bid Credit Used	Award Criteria
1	Walsh Construction Company II, LLC	No	No	\$70,518,407.28	\$500,000.00	\$0.00	\$70,518,407.28
2	F. H. Paschen, S.N. Nielsen & Assoc., LLC	No	No	\$71,778,227.33	\$500,000.00	\$0.00	\$71,778,227.33
3	Lorig Construction Company	Yes	No	\$73,988,267.48	\$500,000.00	\$0.00	\$73,944,509.48
4	K-Five Construction Corporation	No	No	\$74,072,460.55	\$500,000.00	\$0.00	\$74,072,460.55

Materials in Storage

Report lists entered materials in storage including quantities used and in storage.

Figure 1 – Generated Report

Illinois State Toll Highway Authority							
Contract Number: I-20-4518							
Pay Estimate No.: 45							
Date: 2/25/2023							
Description of Material (Include Pay Item No)	Unit	Contractor's Unit Cost	Quantity Previous Estimate	Qty. Added/Removed	Quantity in Storage	Value in Storage	Name of Insurance Company
J1631110 TBT TY 1 SPL	EACH	1338.00	1.00	0.00	1.00	1338.00	Corkill Insurance Agency / Union Insurance Company
J8631135 TBT TY 6B	EACH	1648.00	1.00	0.00	1.00	1648.00	Corkill Insurance Agency / Union Insurance Company
J1706282 IMPACT ATTENS TEMP SUN TEST LVL 3 TO RIP	EACH	22500.00	2.00	0.00	2.00	45000.00	Union Insurance Company
50901760 PIPE HANDRAIL	FOOT	179.00	282.00	0.00	282.00	50478.00	Union Insurance Company
Value of Materials In Storage 598,464.00							

Earned to Date

Report lists all contract pay items, their price, the amount used to date, and the amount earned to date.

Figure 1 – Generated Report

Contract Earned to Date Report					
Contract Number:					
Item #	Description	Unit of Measure	Price	Used to Date	Earned to Date
20100110	TREE REMOV 6-15	UNIT	\$10.19	1186.00	\$12,085.34
20100210	TREE REMOV OVER 15	UNIT	\$13.94	0.00	\$0.00
20100500	TREE REMOV ACRES	ACRE	\$2,926.00	3.22	\$9,421.72
20200100	EARTH EXCAVATION	CU YD	\$0.01	178588.79	\$1,785.89
20201200	REM & DISP UNS MATL	CU YD	\$0.01	0.00	\$0.00
20700220	POROUS GRAN EMBANK	CU YD	\$0.01	0.00	\$0.00
20800150	TRENCH BACKFILL	CU YD	\$17.07	23029.33	\$393,110.66
25000400	NITROGEN FERT NUTR	POUND	\$3.00	112.74	\$338.22
25000600	POTASSIUM FERT NUTR	POUND	\$3.00	338.22	\$1,014.66
25000750	MOWING	ACRE	\$350.00	0.70	\$245.00
25100630	EROSION CONTR BLANKET	SQ YD	\$0.85	38850.00	\$33,022.50
25100635	HD EROS CONTR BLANKET	SQ YD	\$1.00	2190.80	\$2,190.80
42001300	PROTECTIVE COAT	SQ YD	\$0.43	10949.67	\$4,708.36
42101426	LUG SYSTEM COMPL 26	EACH	\$38,646.54	1.00	\$38,646.54
42101439	LUG SYSTEM COMPL 39	EACH	\$55,905.03	1.00	\$55,905.03
42101441	LUG SYSTEM COMPL 41	EACH	\$61,461.21	1.00	\$61,461.21
42400200	PC CONC SIDEWALK 5	SQ FT	\$7.47	0.00	\$0.00
44000100	PAVEMENT REM	SQ YD	\$38.82	83945.69	\$3,258,771.69

Daily Report Listing

Report lists all daily report item entries for a contract, including the report # and date they were entered for, the quantity, location, and any associated comments.

Figure 1 – Generated Report

Daily Report Listing: I-20-4518					
Description: Roadway Reconstruction and Widening, Tri-State Tollway (I-294), M.P. 19.3 (Plaza 39) to M.P. 22.3 (75th Street)					
Rpt #	Date	Item #	Quantity	Locations	Comments
1	2/4/2021	20100110	0.00	Limits	
66	4/20/2021	20100110	1037.00	I-294 NB Sta1035+00-1046+00RT, SB Sta1059+00-1049+00LT, NB Sta1059+00-1086+00RT	
123	5/12/2021	20100110	149.00	I-294 NB Sta1026+00-1035+00RT	
54	4/17/2021	20100500	3.15	Sta1060+75.6, 169.2LT to Sta5083+42, 701 LT	
66	4/20/2021	20100500	0.07	I-294 NB Sta1033+00-1046+00RT	
180	6/2/2021	20200100	459.00	I-294 NB Pond 1 Sta1065+20-1064+30 RT	Estimate
200	6/10/2021	20200100	1079.20	I-294 NB Sta1061+50-1063+00, 75RT	
337	8/11/2021	20200100	5000.00	I-294 NB Sta1065+00-1068+00, 110RT	
356	8/22/2021	20200100	95741.60	I-294 Project Limits - PE#11	Estimate
472	9/25/2021	20200100	11.70	I-294 NB Sta5081+00-5086+50 MSE Wall 7 undercut	
589	11/3/2021	20200100	24.60	Ramp F Sta609+69-609+88 & Sta609+90-610+88	
651	11/30/2021	20200100	1126.40	Ramp F Sta608+29-616+12	
712	1/9/2022	20200100	3139.50	I-294 NB Sta1061+50-1063+00, 75RT	Correction to A-1#200
713	1/9/2022	20200100	-1079.20	I-294 NB Sta1061+50-1063+00, 75RT	Corevitive, deducts A-1#200
797	2/20/2022	20200100	2106.10	Project Limits Stage 2/2A I-294	Est
869	3/28/2022	20200100	1386.47	I-294 NB RT of Lane 4 Sta1043+15-1060+50, 1062+25-1063+00, 1065+00-1069+00, 5072+50-5079+15	agg subgrade 12" removed under snow storage pav
884	4/4/2022	20200100	12025.80	I-294 NB Sta1062+00-1064+00 Pond PR20A	
932	4/30/2022	20200100	11138.40	I-294 NB at pond area Sta1061+50-5069+00	Est
1086	7/25/2022	20200100	544.42	I-294 NB LN2	Est JUNE 2022
1.00 x 8.50 in	7/25/2022	20200100	11952.00	I-294 NB Pond 1 & SB Pond 2	Est JULY 2022

Report Totals

Report lists the totals for all entered change orders, extra work orders, and pay estimates, ordered by report number.

Figure 1 – Generated Report

I-20-4518 Report Totals				
	A	B	C	D
	Change Orders		Extra Work Orders	Pay Estimates
Rpt #	Amount	Amount	Amount	
1	\$63,103.41	\$13,000.00	\$2,835,000.00	
2	(\$31,615.18)	\$124,324.20	\$1,416,411.14	
3	(\$344.75)	\$10,000.00	\$1,368,498.08	
4	(\$124,324.20)	\$116,000.00	\$1,504,486.29	
5	\$9,030.00	\$16,000.00	\$3,714,977.70	
6	(\$116,000.00)	\$28,000.00	\$1,813,177.63	
7	(\$15,816.90)	\$249,383.15	\$1,139,838.63	
8	\$21,156.90	\$60,000.00	\$324,451.69	
9	\$22,858.40	\$45,000.00	\$2,081,698.76	
10	\$15,667.34	\$45,000.00	\$823,961.55	
11	(\$269,397.03)	\$18,000.00	\$0.00	
12	(\$60,000.00)	\$27,000.00	\$1,240,639.99	

A6 Reports

Report lists daily report entries for items, as well as any change order or extra work orders put in for them. It also allows for users to generate blank reports to fill out when tracking item usage and can be generated for either a single item or all contract items. **Note:** For contracts with several items, batch generation can take a while to process.

Figure 1 – Modal pop-up to select Pay Item

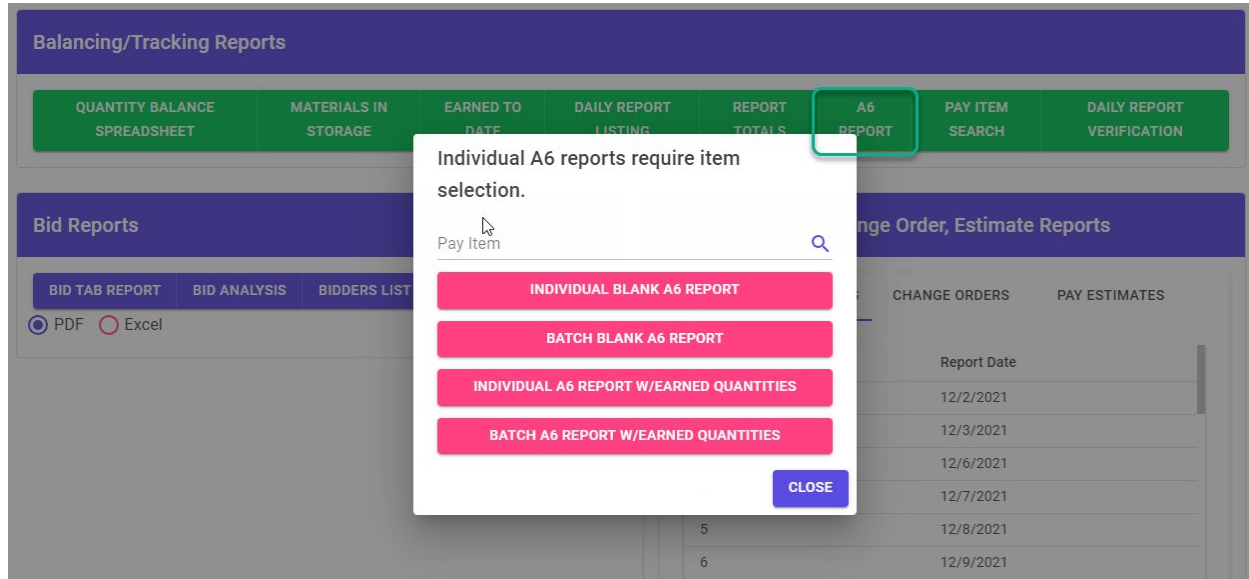


Figure 2 – Individual Blank A6 Report

Illinois State Toll Highway Authority						
Quantity Record				AUTHORIZATION		
Contract No.	I-21-4582		EWO No.	CO No.	Date	Approved Adjusted Quantity
Item No.	20100210			1	12/13/2021	390.00
Item Desc.	TREE REMOV OVER 15		Plan Quantity & Units	34.00 UNIT		
Price	\$18.00					
DATE	Station to Station Location or Description	Qty This Date	Qty To Date	Pay Est No.	CES Observation Notes	Source of Documentation

Figure 5 – Batch A6 Report with Earned Quantities

Illinois State Toll Highway Authority		AUTHORIZATION					
Quantity Record		EWO No.	CO No.	Date	Add	Deduct	Approved Adjusted Quantity
Contract No.	I-21-4582						
Item No.	20100110						
Item Desc.	TREE REMOV 6-15						
Plan Quantity & Units	457.00 UNIT						
Price	\$15.00						
20100110 Usage							
DATE	Station to Station Location or Description	Qty This Date	Qty To Date	Pay Est No.	CES Observation Notes	Source of Documentation	
11/5/2021	MP 30.3 TO 32.3	0.00	0.00	1		DR# 1	
11/20/2021	RAMP G RT INFIELD FROM ELECTRIC AVE TO S LIMITS	1,340.00	1,340.00	2		DR# 11	

Pay Item Search Report (Administrators Only)

Report lists all instances of an item being used across multiple contracts. Items can be searched for in either IDOT, ISTHA, or Non-Standard lists.

Figure 1 – Search Items screenshot

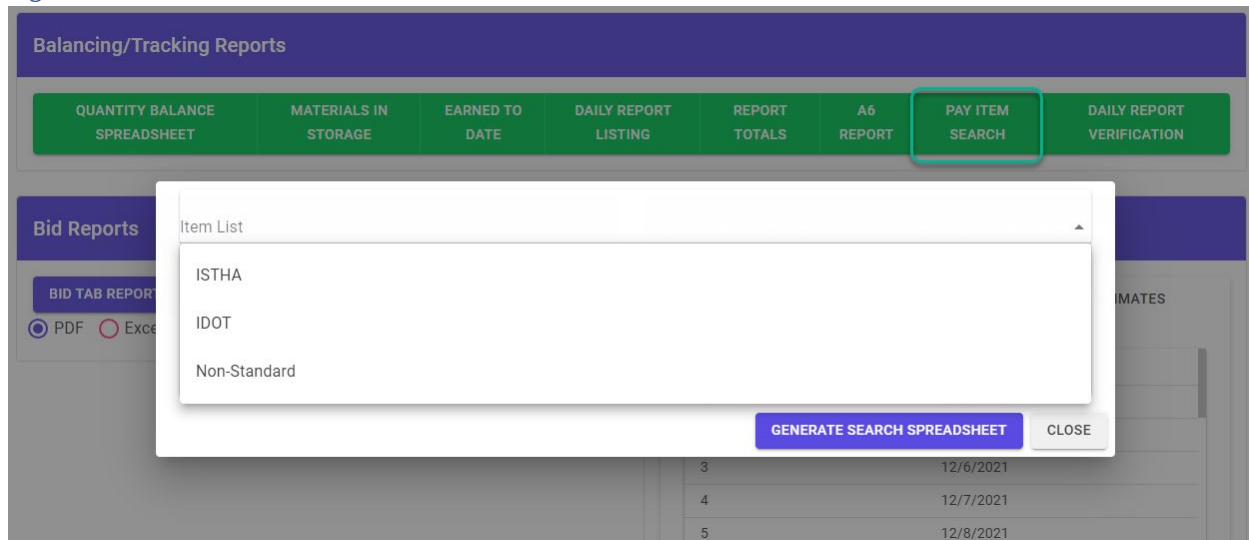


Figure 2 – select the items to generate Pay Item Search Report

Item List
ISTHA

Search

<input type="checkbox"/>	Item #	SEQ	Description
<input checked="" type="checkbox"/>	JA000100	25000.00	24" x 20" TAPPING SLEEVE AND VALVE
<input checked="" type="checkbox"/>	JA000110	25001.00	BUTTERFLY VALVE AND VAULT, 16"
<input type="checkbox"/>	JA000113	25002.00	BUTTERFLY VALVE AND VAULT, 20"
<input type="checkbox"/>	JA000115	25003.00	BUTTERFLY VALVE AND VAULT, 24"
<input type="checkbox"/>	JA000120	25004.00	BUTTERFLY VALVE AND VAULT, 30"
<input type="checkbox"/>	JA000125	25005.00	BUTTERFLY VALVE AND VAULT, 36"
<input type="checkbox"/>	JA000130	25006.00	BUTTERFLY VALVE AND VAULT, 42"
<input type="checkbox"/>	JA000135	25007.00	BUTTERFLY VALVE AND VAULT, 48"
<input type="checkbox"/>	JA000140	25008.00	BUTTERFLY VALVE AND VAULT, 54"
<input type="checkbox"/>	JA000145	25009.00	BUTTERFLY VALVE AND VAULT, 60"

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GENERATE SEARCH SPREADSHEET CLOSE

Figure 3 – Generated Excel Report

1	FEIN	Bidder Name	Contract Num	Item No	Item Desc	Bid Qty	Engineer Price	Price	H	Paid Qty	DRPTotal	Adj Qty	CHOXWOTotal	Type Id	Has Final	Database	R
1	27-0887958	Walsh Construction Company II, LLC	I-20-4518	20100110	TREE REMOV 6-15	1536	30	10.19							1 N	LIVE	#
2	27-0887958	Walsh Construction Company II, LLC	I-20-4518	20100110	TREE REMOV 6-15	1536	30	10.19		1037	10567.03				1 N	LIVE	#
3	27-0887958	Walsh Construction Company II, LLC	I-20-4518	20100110	TREE REMOV 6-15	1536	30	10.19		149	1518.31				1 N	LIVE	#
4	27-0887958	Walsh Construction Company II, LLC	I-20-4518	20100500	TREE REMOV ACRES	2.9	4000	2926		3.15	9216.9				1 N	LIVE	#
5	27-0887958	Walsh Construction Company II, LLC	I-20-4518	20100500	TREE REMOV ACRES	2.9	4000	2926		0.07	204.82				1 N	LIVE	#
6	27-0887958	Walsh Construction Company II, LLC	I-20-4518	20200100	EARTH EXCAVATION	202303	20	0.01		459	4.59				1 N	LIVE	#
7	27-0887958	Walsh Construction Company II, LLC	I-20-4518	20200100	EARTH EXCAVATION	202303	20	0.01		1079.2	10.792				1 N	LIVE	#

Daily Report Verification

Report lists all daily report item entries, including the report number they're entered for, their quantities, locations, and comments. Users can specify either a date range or a specific estimate to gather items for.

Figure 1 – Search a report by date range or by estimate

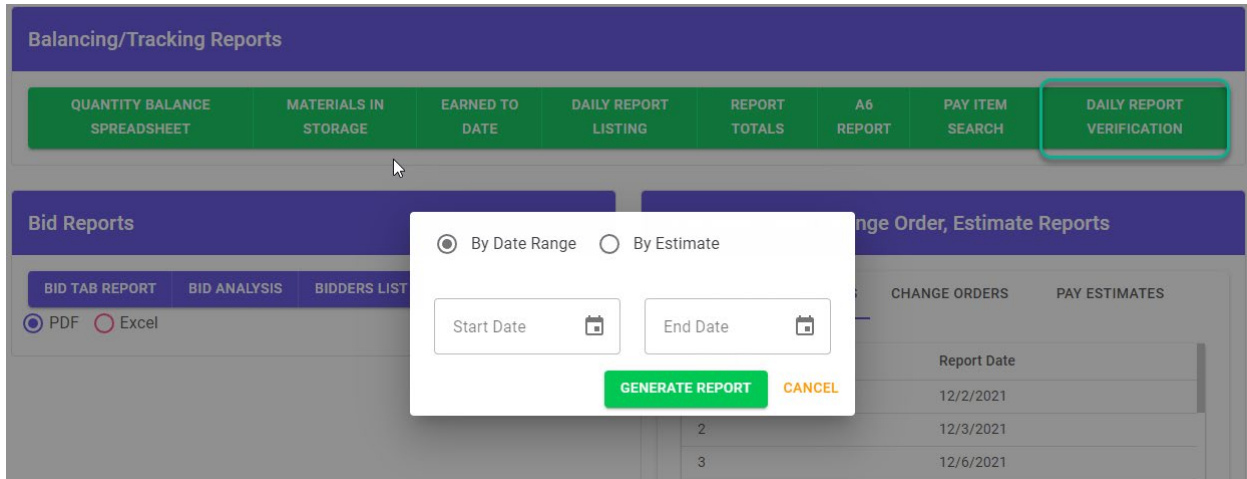


Figure 2 – Example of report generated in PDF

Daily Report Data Entry Verification: I-21-4582							Pay Est #: 14	
Description: Roadway and Bridge Reconstruction, Tri-State Tollway (I-294), Ramp F from South of I-290 to South of St. Charles Road, M.P. 30.3 to 32.3								
Rpt #	Date	Item #	Item Desc	Quantity	Locations	Comments	Initial	Date
527	11/8/2022	63200310	GUARDRAIL REMOV	707.00	I-294 SB 1631+98.5 - 1639+05.5			
528	11/1/2022	20800150	TRENCH BACKFILL	18.08	DP-4009			
529	11/7/2022	JT512302	PILE CSG CORRGTD METAL PIPE 30"	816.80	BN 224 NORTH ABUTMENT - SOUTH END			
529	11/7/2022	X5120003	PRECORING	824.00	BN 224 NORTH ABUTMENT - SOUTH END			
530	11/16/2022	550A0360	STORM SEW CL A 2 15	36.00	DP-0244, STA 127+22 TO 127+61			
531	11/6/2022	X0325318	LT WT CELL CONC FILL	1,120.28	BN 226A N & S ABUT			
532	11/9/2022	XT002401	YELLOW JACKETS 24"	26.80	BN 226A SOUTH ABUTMENT BENT PILES			
533	11/10/2022	XT002401	YELLOW JACKETS 24"	26.80	BN 226A N ABUT BENT PILE SLEEVES			
534	11/1/2022	XT002401	YELLOW JACKETS 24"	56.00	BN 226A NORTH & SOUTH ABUTMENT BENTS			
535	11/1/2022	J1704001	TEMP CONC BARR CROSS-BOLT CONNECTN	-3,277.00	SB 294 STA 107+00 RT TO RAMP H STA 50+15 RT			
535	11/1/2022	J1704013	FURN & INSTL TEMP CONC BARR CRS-BLT CONNCTN TO RIP	3,277.00	SB 294 STA 107+00 RT TO RAMP H STA 50+15 RT			
536	11/1/2022	J1704001	TEMP CONC BARR CROSS-BOLT CONNECTN	-658.00	I-294 MEDIAN STA 1598+07 TO 1604+65 (SOUTH CROSSOVER)			
536	11/1/2022	J1704013	FURN & INSTL TEMP CONC BARR CRS-BLT CONNCTN TO RIP	658.00	I-294 MEDIAN STA 1598+07 TO 1604+65 (SOUTH CROSSOVER)			
537	11/1/2022	J1704001	TEMP CONC BARR CROSS-BOLT CONNECTN	-25.00	RAMP H STA 50+15 - 50+40 RT			

Pay Request (Administrators Only)

This report is to be generated for closed estimates to be submitted to accounting for payment to vendors. It includes various pay estimate information including the amount, pay estimate/invoice number, and pay estimate/invoice period.

Figure 1 – to generate a Pay Request report, under “Extra Work Order, Change Order, Estimate Reports” panel select “Pay Estimates”

Extra Work Order, Change Order, Estimate Reports		
EXTRA WORK ORDERS	CHANGE ORDERS	<u>PAY ESTIMATES</u>
Report #	Report Date	
1	10/21/2021	
2	11/6/2021	
3	12/2/2021	
4	1/1/2022	
5	2/1/2022	
6	3/1/2022	
7	4/1/2022	
8	5/1/2022	
9	6/1/2022	
10	7/1/2022	
11	8/1/2022	

Figure 2 – Select a Report # and Report Date, which will then display buttons to generate reports.

Extra Work Order, Change Order, Estimate Reports

EXTRA WORK ORDERS CHANGE ORDERS PAY ESTIMATES

Selected Report #: 2 **GENERATE REPORT** **GENERATE PAY REQUEST**

Report #	Report Date
1	10/21/2021
2	11/6/2021
3	12/2/2021
4	1/1/2022
5	2/1/2022
6	3/1/2022
7	4/1/2022
8	5/1/2022
9	6/1/2022
10	7/1/2022
11	8/1/2022

SUPPORT & RESOURCES

If you have any questions about CEPS, encounter any issues, or have any suggestions for improvement of the system, please contact CEPS Support at CEPSSupport@getipass.com.

If you have issues accessing the site, or issues with Okta credentials, you can contact the Illinois Tollway Help Desk directly at HelpDesk@getipass.com or contact CEPS Support to assist you.