

Section 109 Measurement and Payment

PAY NOTE REQUIREMENTS

Take or convert all measurements of work according to the International System of Units (SI), IEEE/ASTM SI 10.

Submit measurement notes to the CO within 24 hours of performing the work. Measurement notes form the basis of the Government's receiving report (see Subsection 109.08(d)). For lump sum items, submit documentation to support invoiced progress payment on a monthly basis.

Examples of acceptable field note formats are available by written request according to Subsection 106.01. As a minimum, include the following information in all records of measurement:

- (a) Project name and number
- (b) Contract item number
- (c) Date the work was performed
- (d) Location of the work
- (e) Measured quantity
- (f) Calculations made to arrive at the quantity
- (g) Supporting sketch and/or details as needed to clearly define the work performed and the quantity measured
- (h) Names of persons measuring the work
- (i) Identification as to whether the measurement is interim or final; and
- (j) Signed certification statement by the person taking the measurements, performing the calculations, and submitting them for payment that the measurement and calculations are correct to the best of their knowledge and that the quantity being measured is subject to direct payment for the identified item under the contract.

The Government may check contractor measurements to verify pay quantities and validity of contractor measurement methods.