CONSTRUCTION CONTRACT - LPW

The **UPL / COORDINATOR** will initiate new agreements.

In order to create a new agreement, please follow these steps:

1. Log into the AiM system, and go to the **Contract Administration** screen from the main Menu.

   ![Contract Administration Screen](image1)

2. Select the **Construction Contract** menu option.

   ![Construction Contract Menu](image2)

3. Create a New Construction Contract

   ![Construction Contract Option](image3)

   *The initial status will show as REQUESTED*

4. Enter the following information:
1. Description – Enter contract name and brief description. (This field contains 255 characters only.)

2. Scope - The Scope of the project should be entered into the “Extra Description” field.

**NOTE**: The Contract Number will be generated automatically by the system.

3. Request Date (Date Contract is entered into AiM)

4. Type = **LPW** - Enter the contract type directly in the field or click on the icon for a list of contract types.

5. Capital Project – Enter the pertinent Project # or click on the icon for a list of projects from which you can select the appropriate one by clicking on the project number in blue.
6. Contractor and Address Code – Type in the Contractor’s # or name and click on the icon to confirm the selection. You can also retrieve a comprehensive list of Contractors by clicking on the icon.

The Contractor’s Address will be automatically populated by the system, based on the selected Contractor. However, if the Contractor has multiple addresses in the system, please select the appropriate address code/address.

7. End Date: Work is to be completed prior to this End Date. The date that you enter here will print under section #11 (Contract Time) of the LPW contract.

“CONTRACT TIME” NOTES:

1) To enter a SPECIFIC number of calendar days, please use the UDF field called “Contract Time (calendar days)”.

Example: 85

⇒ See UDF instructions below (item # 8.)
2) To enter Contract Time SPECIAL dates & conditions, please use the Notes Log. Any other specific dates, exceptions, special conditions, etc. should be included in the contract time note.

➤ See Notes Log instructions below (item # 9.)

**ALL Contract Dates and/or Days (from the End Date field, UDF, and/or Notes log) will print under section # 11- Contract Time of the LPW agreement.**

8. Enter UDFs - Complete the fields under the “LPW Section” (The first field with the asterisks * is only dividing the sections for each Agreement type. So, do not enter anything in this field.)

9. Notes log - Two types of notes need to be entered:
   
a. Go to the NOTES LOG view:
b) Click on the “Add” blue button:

c) Go to the **Note Type** field, and click on the < zoom icon to select a note type:

d) **CONTRACT TIME** – The information that you enter under this type of note will print under section #11 (Contract Time) of the LPW contract. You may enter specific dates, exceptions, special conditions, etc.

**NOTE:** For calendar days, please use the UDF field called “Contract Time (calendar days)”

**Example:** Contract Time (Calendar Days) 85
(ALL Contract Dates and/or Days (from the End Date field, UDF, and/or Notes log) will print under section # 11- Contract Time of the LPW agreement.)

e) SPECIAL PROVISIONS - The information that you enter under this note type will be printed under section # 13 (special provisions) of the LPW contract.
5. Attach Quote/Proposal as a related document

You may “attach” an existing document in AiM or “add” a new document from the network or from your computer.

➔ To Attach - Search the file that you want to attach:

➔ To Add – Browse to the desired file and select it:
a. Click on **Next** three times to bypass the sections for Meta Data, Attributes, and Permissions. The information for these options is not required.

b. Click on **Save** on the Related Documents screen.

6. Enter Scope of Work into the Extra Description Field

7. **Line Item(s)**

   Go to the Line Item section and click on **“Add”**. (There is also a Remove icon to delete contract line items for edit purposes). Contract line items link to project components and contain the award amount to be applied as a committed cost to the component. The award amount will also roll up to the overall contract award amount.

   ![Line Item Screen](image)

   Enter:

   a. Component Group and Component

   b. Description – The description field can accommodate up to 255 characters. This field is automatically populated with the Component’s description. But, you may change it.

   - The Consultant Contract Line Item Screen has an Extra Description, Notes Log, and Related Documents views to capture additional information.

   c. Line Group - This field displays the line group code. The line group code is a reporting element for grouping contract line items.

   d. Award Amount – Enter amount **without** a comma.

   e. Tax and Tax Rebate, if applicable.

   f. Click on **Done**, or **Add** if another line item needs to be entered.
8. Click on **Save**

9. Before you print the agreement, you will have to activate the bidding components:

   **Activate Bidding:**

   i. Go to the main AiM WorkDesk screen

   ii. Select the “**Bid Management**” option from the main menu:
iii. Select the **Bid Proposal** option
iv. (TBD)

10. Click on **Save**

11. Print the “AU Construct Contract LPW”

1. Go back to the main AiM WorkDesk screen → Contract Administration → Construction Contract, and search for the LPW agreement that needs to be printed

Remember that you can search from here:

OR

**Construction Contract**

OR

OR
2. Once you open the agreement, click on Print

3. Select the contract named “AU Construct Contract LPW”
CONSTRUCTION CONTRACT

This Construction Contract is entered into this August 10, 2015
between the OWNER(s),
Auburn University, c/o Facilities Management
1161 West Samford Avenue
Auburn University, AL 36849-5514
Phone: 334-844-9450; Fax: 334-844-9452

and the CONTRACTOR,
Russell Construction Of Alabama
1616 MT. MEIGS ROAD
MONTGOMERY, AL 36107

The WORK of the Project, identified as:
AU Project Name: Construction Contract for Building Renovations & Upgrades
AU Project No.: 10-155

The CONTRACT DOCUMENTS are dated , and have been amended by
ADDENDA: ONE THROUGH TWO

The ARCHITECT is: CHB MECHANICAL, LLC
140 WEST OXMOOR RD, STE 200, HOMEWOOD, AL 35209

The CONTRACT SUM is Fifty-Three Thousand Dollars and 0 Cents ($53,000.00) and is the sum of the
Contractor's Base Bid for the Work and the following

12. Save the agreement as a PDF file in the network folder with the related project documentation.

The steps to save the file may vary depending on your web browser. Here are two examples:
13. Go back to the contract

a. From the main Consultant Contract screen, go to the “Related Documents” view:

b. On the Related Documents view, click on Edit

c. Click on Add
d. Browse for the agreement PDF file and click on Next

e. Enter the Document Type. In this case “LPW”: 
f. Click on **Next** three times to bypass meta data and permissions options.
g. Click on **Save** on the Related Documents screen.

h. Click on **Back** (or on Edit if you want to revise anything).
15. Change the Status to as follows in order to send the agreement to the AD for Review.

1. Click on **Edit**

   - If Contract is initiated by design, change status to **AD DES REVIEW**
   - If Contract is initiated by construction, change status to **AD CONSTR REVIEW**