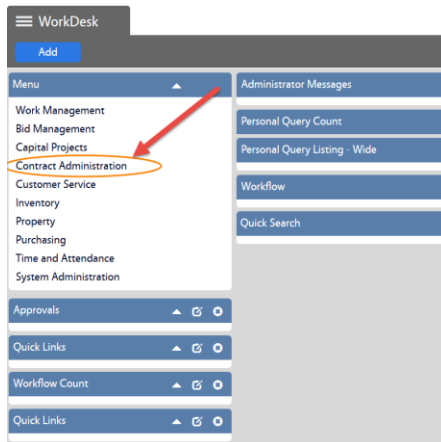


## CONSTRUCTION CONTRACT - LPW

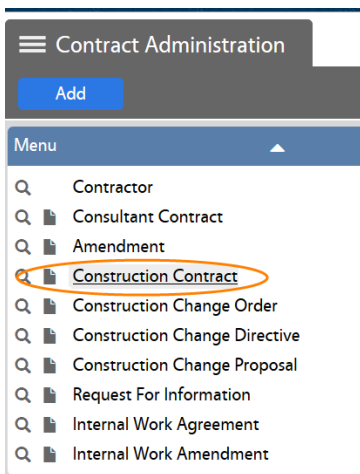
The **UPL / COORDINATOR** will initiate new agreements.

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.



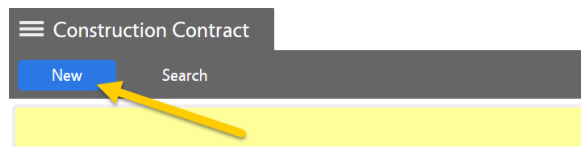
2. Select the **Construction Contract** menu option.



3. Create a New Construction Contract



OR




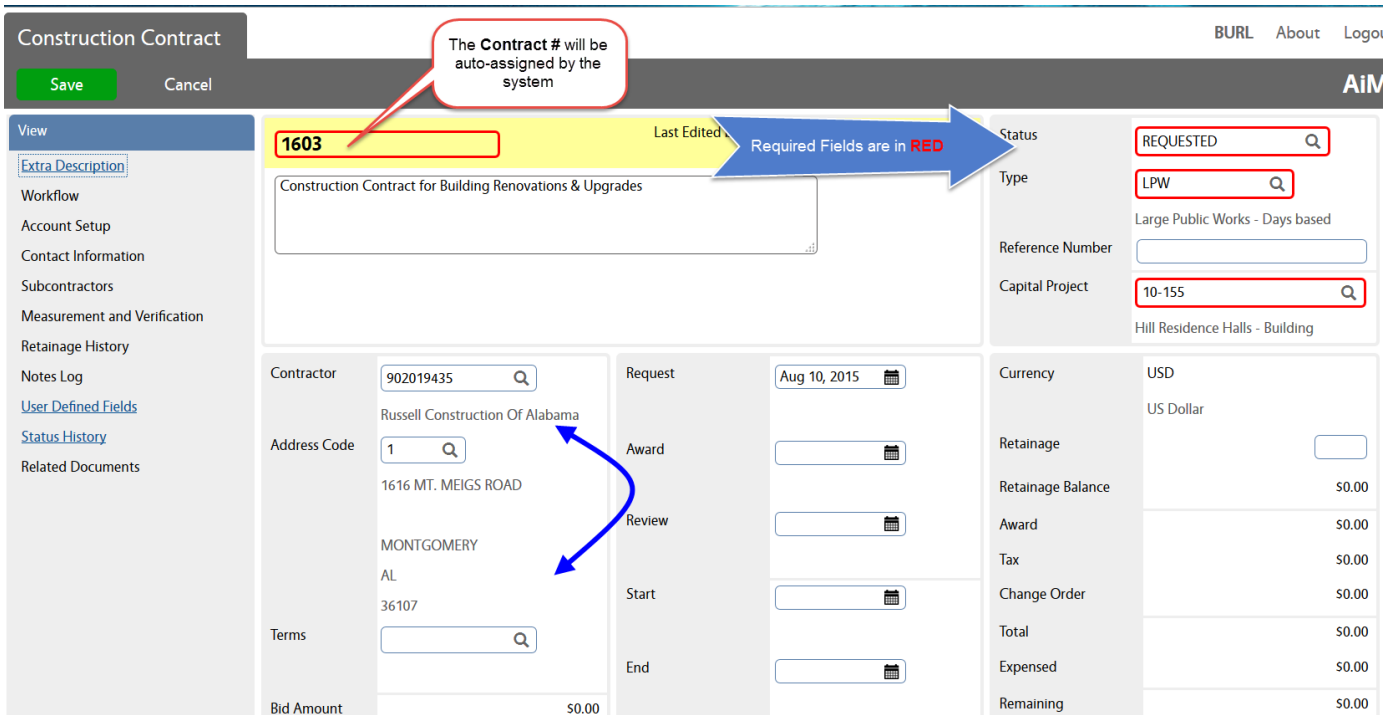
*The initial status will show as REQUESTED*

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.

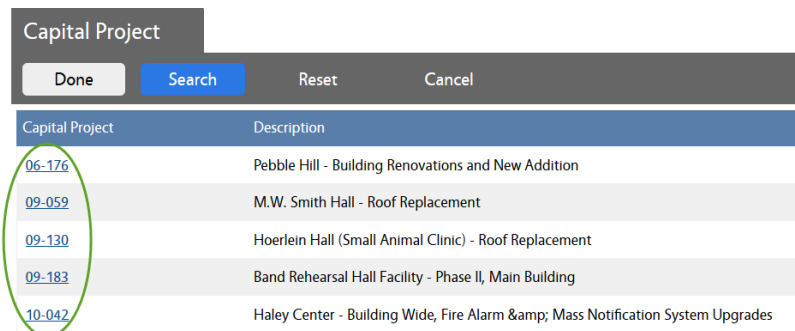
3. Request Date (Date Contract is entered into AiM)
4. Type = **LPW** - Enter the contract type directly in the field or click on the  icon for a list of contract types.



The screenshot shows the 'Construction Contract' form in the AiM system. A callout box indicates that the contract number '1603' is auto-assigned. A blue arrow points to the 'Request' date field, which is highlighted in red. Another blue arrow points to the 'Type' field, which is also highlighted in red. The 'Capital Project' field is set to '10-155'. The summary table shows the following values:



Retainage	
Retainage Balance	\$0.00
Award	\$0.00
Tax	\$0.00
Change Order	\$0.00
Total	\$0.00
Expensed	\$0.00
Remaining	\$0.00

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.

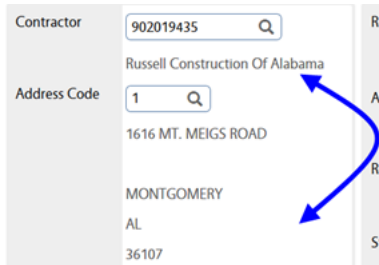


The 'Capital Project' search dialog box displays the following list of projects:

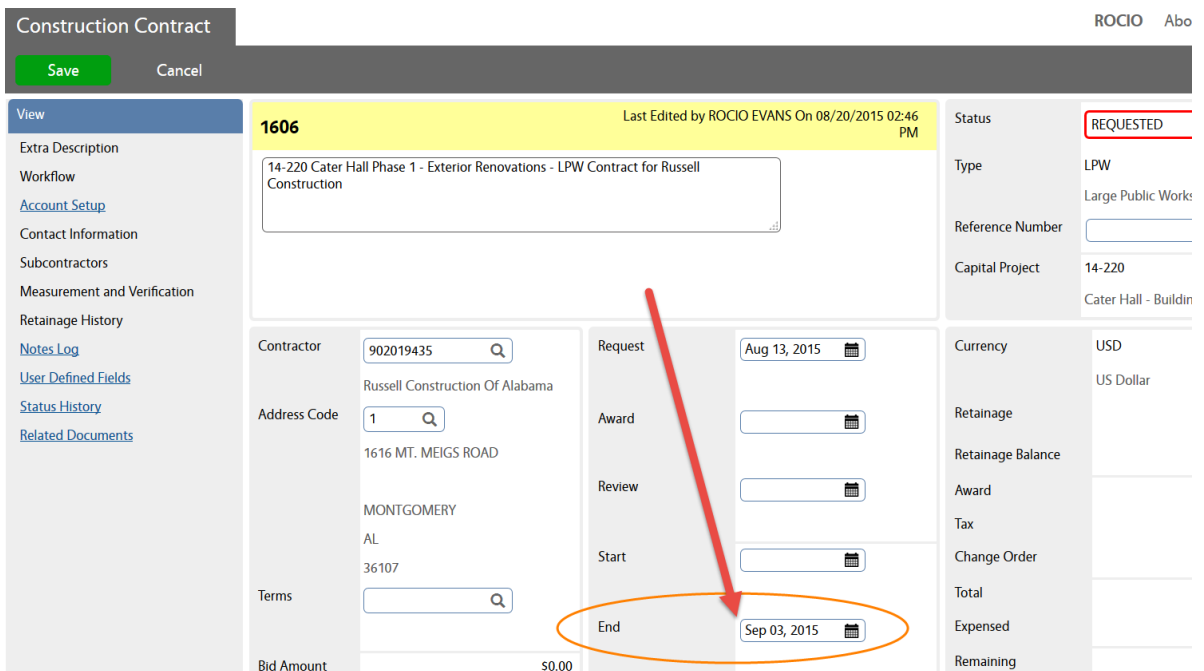
Capital Project	Description
<a href="#">06-176</a>	Pebble Hill - Building Renovations and New Addition
<a href="#">09-059</a>	M.W. Smith Hall - Roof Replacement
<a href="#">09-130</a>	Hoerlein Hall (Small Animal Clinic) - Roof Replacement
<a href="#">09-183</a>	Band Rehearsal Hall Facility - Phase II, Main Building
<a href="#">10-042</a>	Haley Center - Building Wide, Fire Alarm & Mass Notification System Upgrades

- 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.



- 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:**

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

**Example:** Contract Time (Calendar Days)

➔ 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.)

User Defined Fields

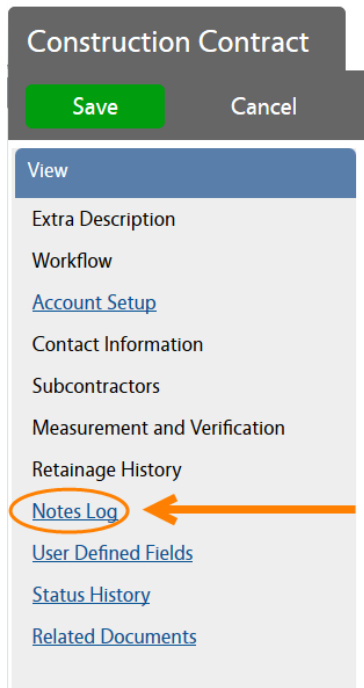
Done Cancel

\*\*\* LPW Section \*\*\*

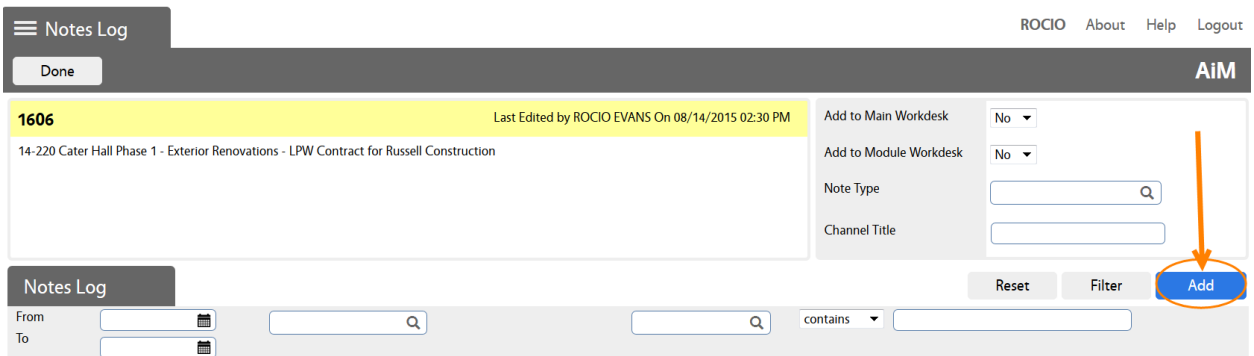
Contract Documents are dated:	***** AUGUST/1/2015
Addenda	ONE THROUGH FOUR
Architect Name	GODFREY, MILLS & CAWOOD, INC.
Architect Address	2660 EAST CHASE LANE, SUITE 200, MONTGOMERY, AL 36117
Liquidated Damage Amount	200
Contract Time (Calendar Days)	85
Contractor's License No.	1234
Contractor's Bid Limit	UNLIMITED
Contractor's Classification	BC: BUILDING, CONSTRUCTION, D: DEMOLITION, EV: ENVIRONMENTAL
SURETY - Name	FIDELITY AND DEPOSIT COMPANY OF MARYLAND
SURETY - Principal Address	1400 AMERICAN LANE, TOWER 1 18TH FLOOR, SCHAUMBURG, IL 60196
SURETY - Phone No.	617-89-4569


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)

Note Type	
Note Type ↓	Description
<a href="#">CONTRACT TIME</a>	LPW CONTRACT TIME SPECIAL CONDITIONS

ROCIO About Help Logou
AIM

Save
Cancel

**1606** Last Edited by ROCIO EVANS On 08/20/2015 02:46 PM

14-220 Cater Hall Phase 1 - Exterior Renovations - LPW Contract for Russell Construction

Entry Date: Aug 20, 2015 03:31 PM

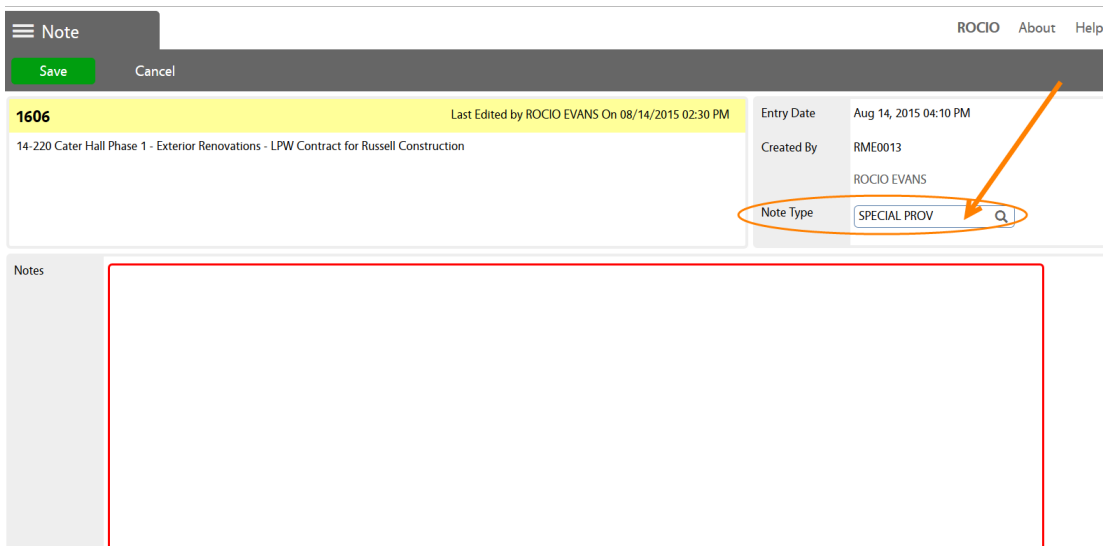
Created By: RME0013  
ROCIO EVANS

Note Type:

**(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.)**

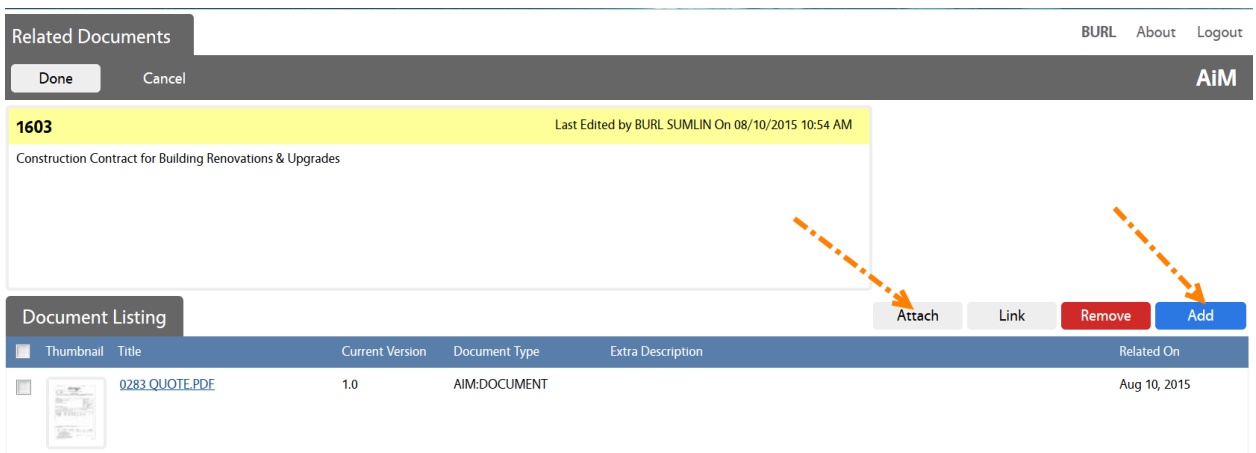
e) SPECIAL PROVISIONS - The information that you enter under this note type will be printed under section # 13 (special provisions) of the LPW contract.

Note Type	
Note Type ↓	Description
<a href="#">SPECIAL PROV</a>	LPW SPECIAL PROVISIONS

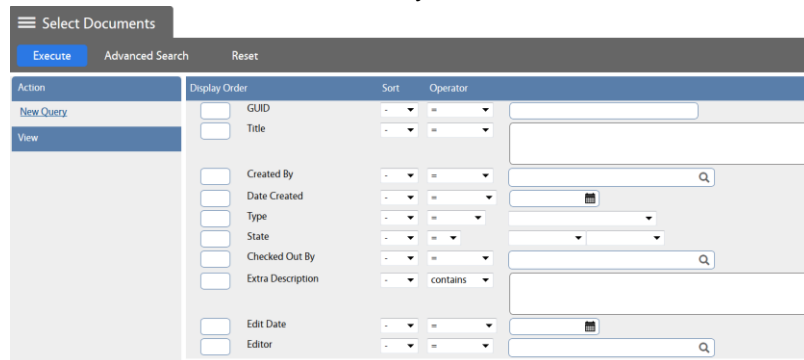


## 5. Attach Quote/Proposal as a related document

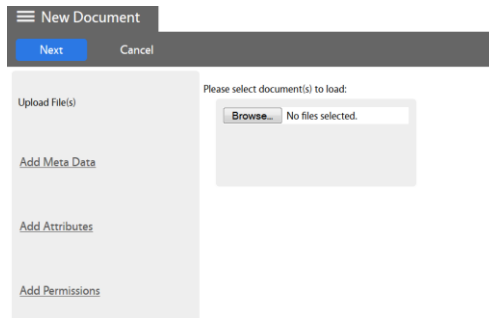
You may “attach” an existing document in AiM or “add” a new document from the network or from your computer.



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



➔ To Add – Browse to the desired file and select it:

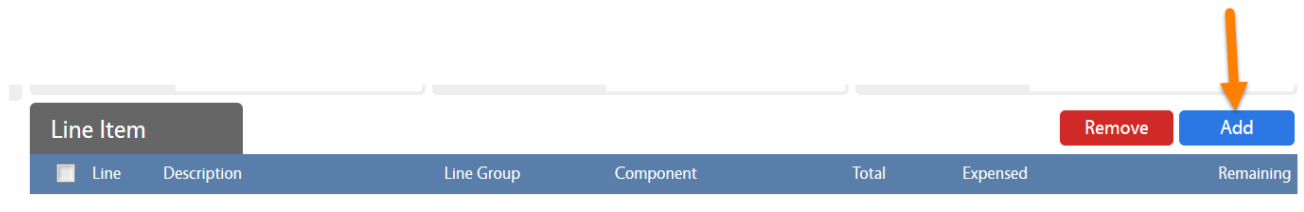


- a. Click on **Next** three times to bypass the sections for Meta Data, Attributes, and Permissions. The information for these options is not required.
- b. Click on **Save** on the Related Documents screen.

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.



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.



Line Item ROCIO About Logout

Done Add Cancel AiM

View

- Extra Description
- Account Setup
- Notes Log
- Related Documents

**003** Last Edited by ROCIO EVANS On 07/27/2015 10:31 AM

AE ADDITIONAL SERVICES

Capital Project	10-155	Total Budget	\$0.00
	Hill Residence Halls - Building		
Component Group	DESIGN	Remaining	\$0.00
	DESIGN		
Component	AE ADDITIONAL SERVICE	Percent Complete	
	AE ADDITIONAL SERVICES		

Contract

1012

EMC will perform a

Line Group

---

**Totals**

Award

Amendment \$0.00

Tax 1 \$0.00

Tax 2 \$0.00

Tax Rebate \$0.00

---

Line Total \$0.00

Expensed \$0.00

Remaining \$0.00

Construction Contract BURL About Logout

Edit New Search Browse AiM

- Extra Description
- Workflow
- Account Setup
- Contact Information
- Subcontractors
- Measurement and Verification
- Retainage History
- Sent Email
- Notes Log
- User Defined Fields
- Status History
- Related Documents

Contractor	902019435	Request	Aug 10, 2015
	Russell Construction Of Alabama	Award	
Address Code	1	Review	
	1616 MT. MEIGS ROAD	Start	
	MONTGOMERY	End Date	
	AL		
Terms	36107		
Bid Amount	\$0.00		

Capital Project

10-155

Hill Residence Halls - Building

---

Currency

USD

US Dollar

---

Retainage

Retainage Balance \$0.00

Award \$53,000.00

Tax \$0.00

Change Order \$0.00

---

Total \$53,000.00

Expensed \$0.00

Remaining \$53,000.00

Remove Add

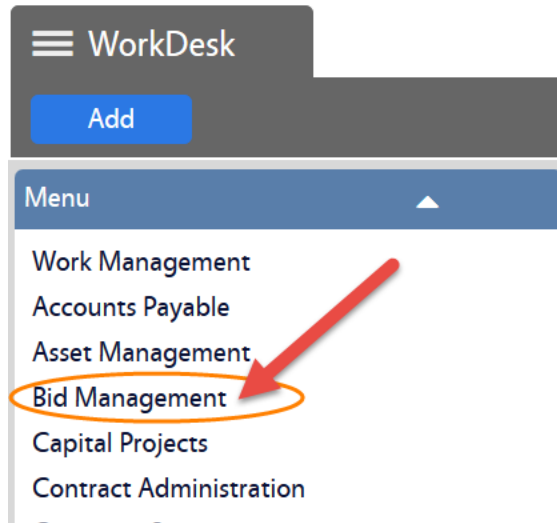
Line	Description	Line Group	Component	Total	Expensed	Remaining
001	SITE - SITE WORK - Test RE		SITE - SITE WORK	\$53,000.00	\$0.00	\$53,000.00

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**

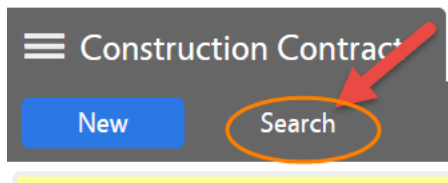
11. Print the "AU Construct Contract LPW"

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

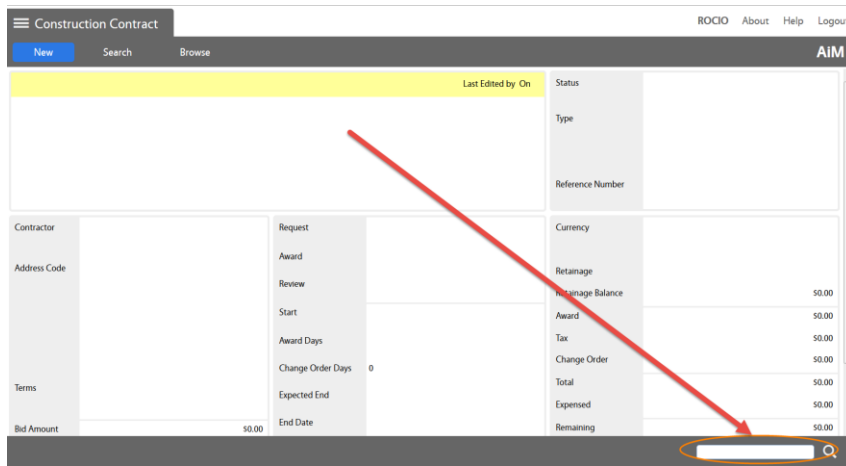
Remember that you can search from here:



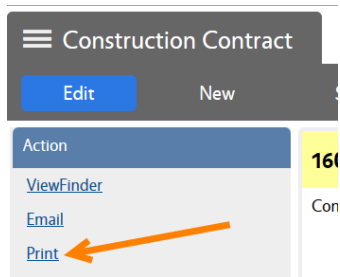
OR



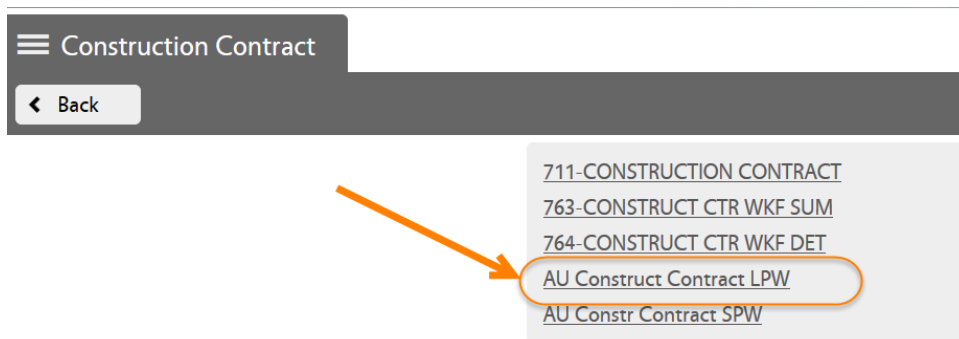
OR



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



3. Select the contract named "AU Construct Contract LPW"



B.C Project No. 10-155

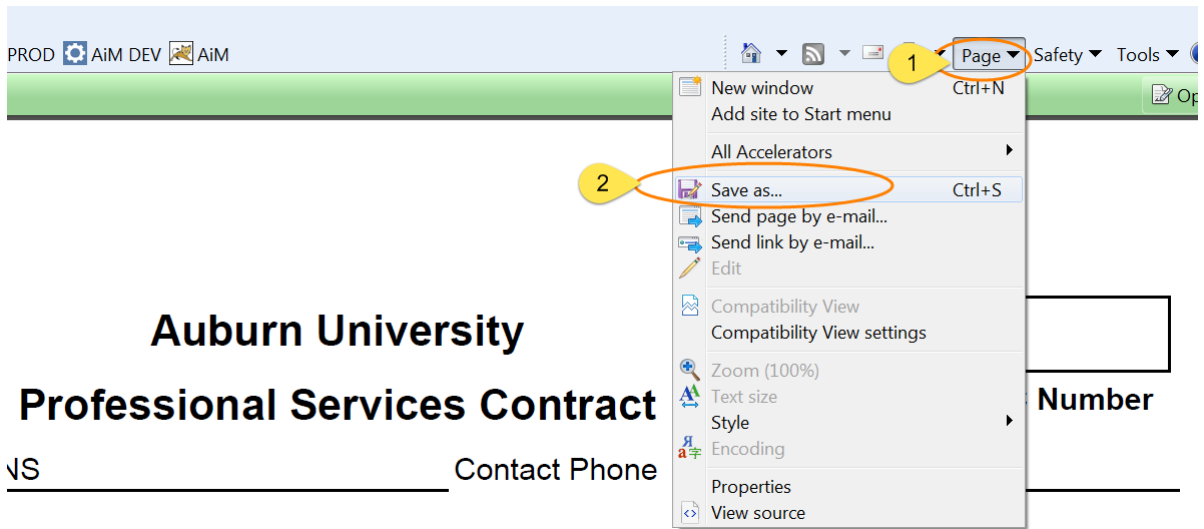
## CONSTRUCTION CONTRACT

- (1)
- (2) This Construction Contract is entered into this August 10, 2015
- (3) 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
- (4) and the **CONTRACTOR**,  
Russell Construction Of Alabama  
1616 MT. MEIGS ROAD  
  
MONTGOMERY, AL 36107
- (5) for the **WORK** of the Project, identified as:  
AU Project Name: Construction Contract for Building Renovations & Upgrades  
AU Project No.: 10-155
- (6) The **CONTRACT DOCUMENTS** are dated , and have been amended by  
(7) **ADDENDA: ONE THROUGH TWO**
- (8) The **ARCHITECT** is: CHB MECHANICAL, LLC  
140 WEST OXMOOR RD, STE 200, HOMEWOOD, AL 35209
- (9) 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
- (10) **BID ALTERNATE PRICES:**  
Base Bid:

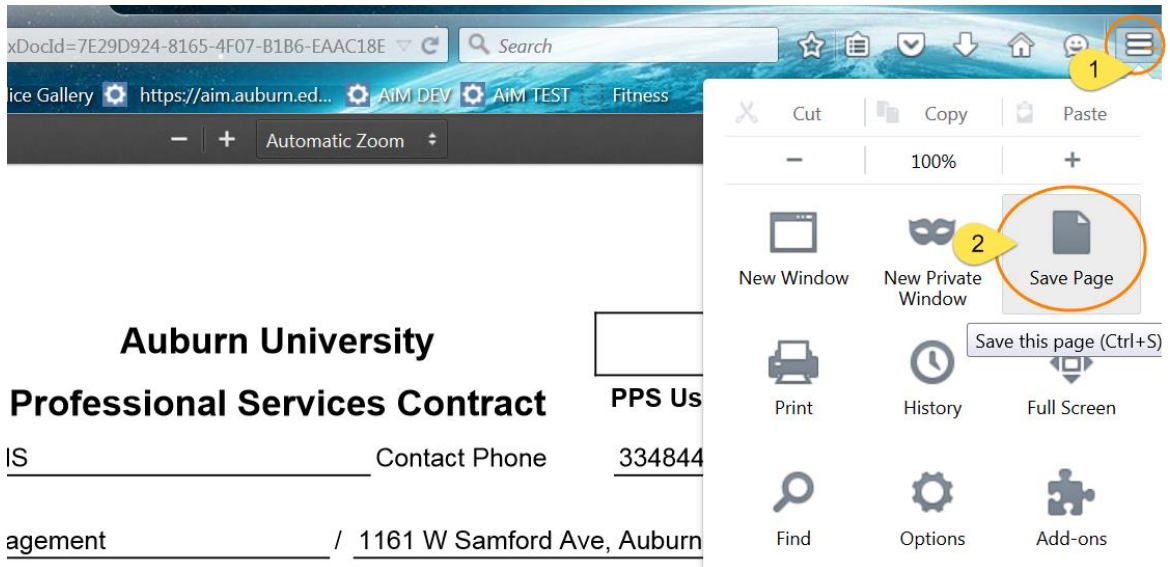
12. Save the agreement as a PDF file in the network folder with the related project documentation.

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

Explorer:



### Mozilla Firefox:

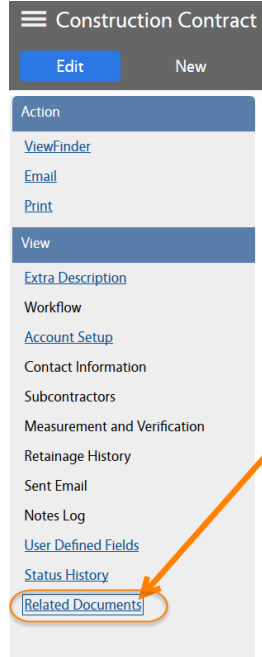


13. Go back to the contract

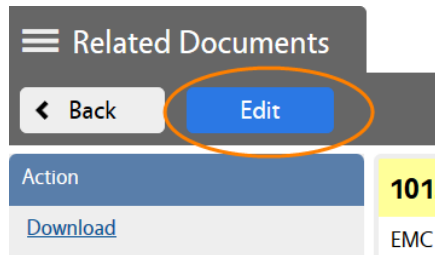


14. Attach the Agreement PDF file as a "Related Document" to the AiM Contract.

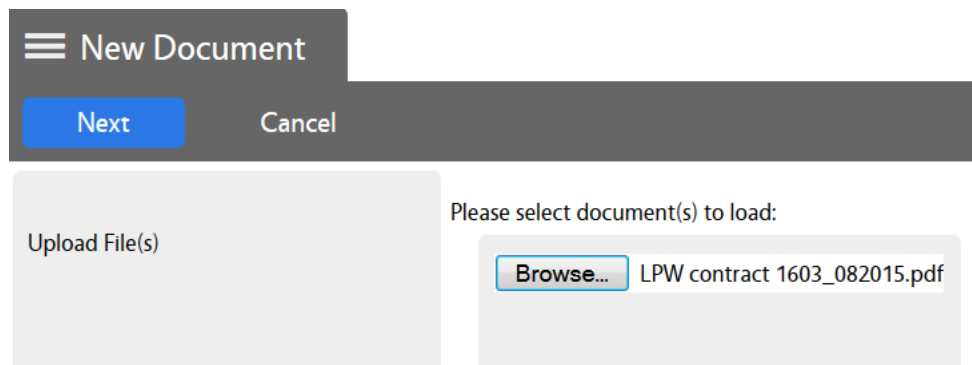
- a. From the main Consultant Contract screen, go to the “**Related Documents**” view:



- 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”:

**New Document**

Next Cancel

Upload File(s)

Add Meta Data

Add Attributes

Add Permissions

Title LPW contract 1603\_082015.pdf

Type LPW

Tags

File Name(s) LPW contract 1603\_082015.pdf

- f. Click on **Next** three times to bypass meta data and permissions options.
- g. Click on **Save** on the Related Documents screen.

**Related Documents** BURL About Logout

Save Cancel AiM

**1603** Last Edited by BURL SUMLIN On 08/10/2015 01:32 PM

Construction Contract for Building Renovations & Upgrades

**Document Listing** Attach Link Remove Add

Thumbnail	Title	Current Version	Document Type	Extra Description	Related On
	<a href="#">LPW contract 1603_082015.pdf</a>	1.0	LPW		Aug 10, 2015
	<a href="#">0283 QUOTE.PDF</a>	1.0	AIM:DOCUMENT		Aug 10, 2015

- h. Click on **Back** (or on Edit if you want to revise anything).

**Related Documents**

Back Edit

Action

[Download](#)

**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**