

Construction Contract Definition

The project delivery method for a capital project affects the **Construction Contract** more than any other factor. Often the types defined for a construction contract represent the different delivery methods used by the capital project group. This contract is used for the bulk of the work and the cost related to the project. The contract will enable tracking of sub-contractors and retainage.

A construction contract requires a change order to change award amounts or dates (see Construction Change Order Training Document). Change orders are different from amendments used on Consultant Contracts in that they could consist of change proposals or change directives.

Construction contracts require a “Notice to Proceed” step. Retainage can optionally be tracked on a construction contract.

Responsibility: ADMIN ASST LRFP / ADMIN ASST UTILITIES / PROJECT MANAGER / CONTRACT SPECIALIST

The ADMIN ASST LRFP, ADMIN ASST UTILITIES, PROJECT MANAGER, or the CONTRACT SPECIALIST will perform the following procedures in AiM for entering a Construction Contract, depending on the Contract Type.

Create a Construction Contract:

1. From Quick Search, click: **Construction Contract**
(*Contract Administration Module > Construction Contract*)
2. Click: **NEW**
3. Fill-in the following information:

Quick Search

- Work Order
- Capital Project
- Consultant Contract
- Construction Contract**
- Master Asset Profile

AiM Construction Contract About Logout

Save Cancel

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TRANSFORMER FOR NEW EQUESTRIAN CONSTRUCTION PROJECT

Status: REQUESTED

Type: **1** FM LOW BID

Reference Number: FM LOW BID

Capital Project: CP16-0348

Currency: USD

Retainage: US Dollar

Retainage Balance: \$0.00

Award: \$0.00

Tax: \$0.00

Change Order: \$0.00

Total: \$0.00

Expensed: \$0.00

Remaining: \$0.00

Contractor: 2281 REXEL

Address Code: STW

323 EAST AIRPORT ROAD

STILLWATER

OK

74074

Terms:

Bid Amount: \$0.00

Request: Sep 01, 2015



Award:

Review:

Start:

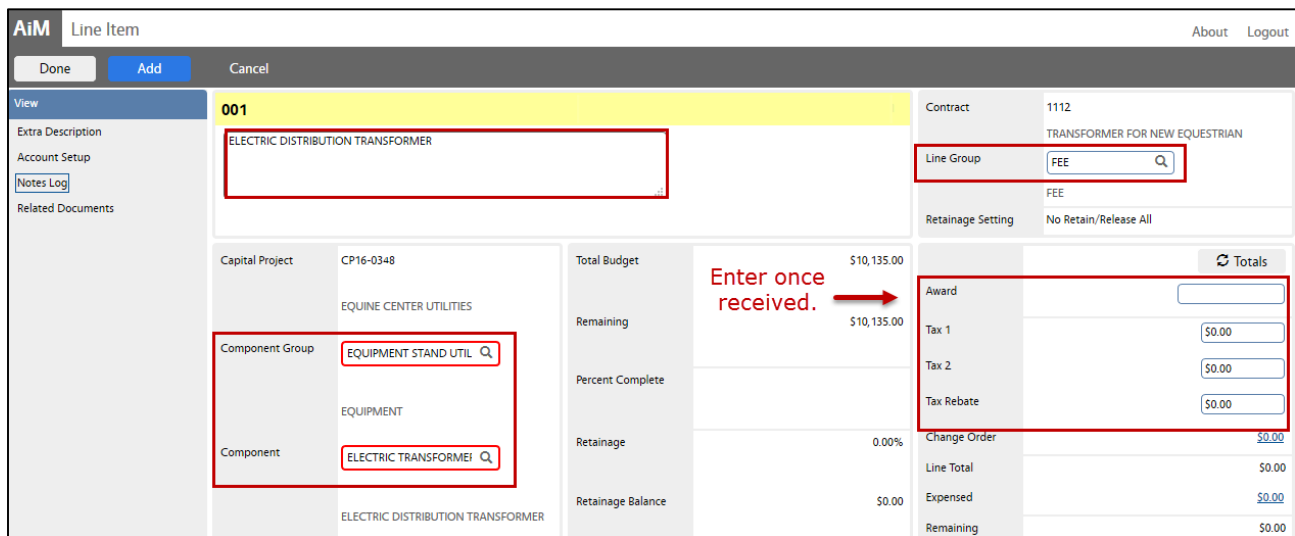
End:



4. The **Construction Contract Number** will be automatically generated by the system.
5. Select **Type**, Click: Zoom and select, the **Status** will automatically populate.

6. **Capital Project Number**, click:  Zoom and select
7. Enter Construction Contract title in the **Description**.
8. **Contractor Number (Vendor Number)** , click:  Zoom and select Number and Address Code
9. Complete the following dates when appropriate:
 - a. **Request Date** Date the Construction Contract was requested to be entered.
 - b. **Award Date** Date that the Construction Contract was Awarded (*approved*)
 - c. **Review Date** Date that the Construction Contract was reviewed (*optionally used*)
 - d. **Start Date** Date that the work is authorized to begin. (*Not before Award Date*)
 - e. **End Date** Completion date of the Construction Contract before any change orders that have either decreased or increased the original Construction Contract completion date



10. From Line Item, click: **ADD** and enter the following:



- a. Enter an accurate and complete **Description**
 - b. **Line Group**, click:  Zoom and select
 - c. **Component Group**, click:  Zoom and select Group and Component
 - d. Once received, enter **Award amount**
11. Click: **Done** to return the Construction Contract screen
 12. Review for accuracy, click: **Save**