

CONTRACT ITEMS

This chapter contains the following sections:

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AWP contracts contain two types of Item Sources: Original and Change Order.

Original items are those that were included in contract documents at time of award.

Change Order items are items not contained in the original contract which have been approved by a Change Order.

CONTRACT ITEMS OVERVIEW

At any point during the contract, the items can be reviewed for any reason (check quantities, review unattached items, overruns, etc.).

1. Confirm current role is set to NV Crew Office. (Figure 4-1)

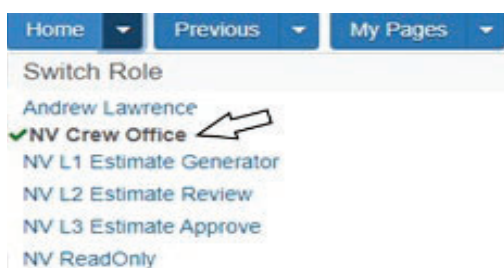


Figure 4-1. Current Role

2. From the Home page, click Contract Progress under the Construction component. (Figure 4-2)

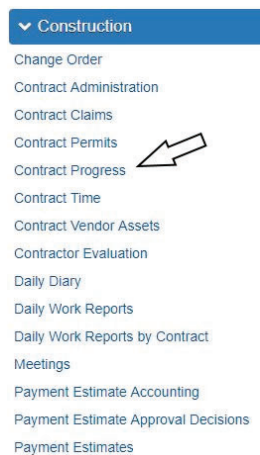


Figure 4-2. Construction Component

3. In the search box, enter the Contract Number, or click Show first 10. (Figure 4-3)

Contracts Progress Overview

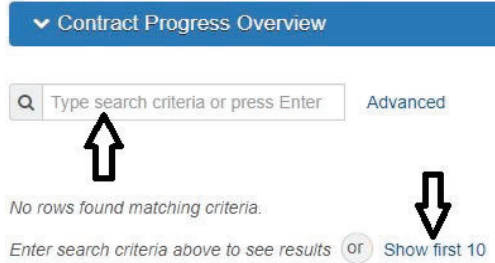


Figure 4-3. Contract Progress Overview

4. Click the Contract number hyperlink. (Figure 4-4)

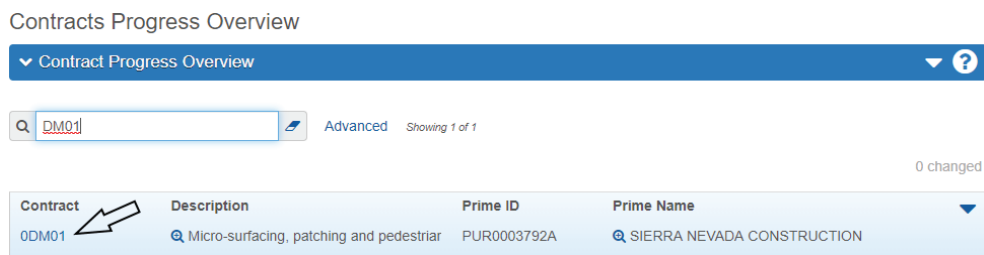


Figure 4-4. Contract Progress Overview Search Results

5. In the Quick Links at the top of the screen, click Items (Figure 4-5)

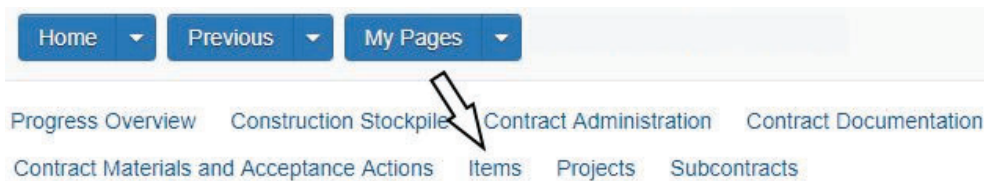


Figure 4-5. Contract Progress Quick Links

6. To review items at the Contract Items or Project/Category Items level, use the navigational tabs. (Figure 4-6 and Figure 4-7)

Contract Items

Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements Save ?

Contract Items

Project/Category Items

Contractor Items

Q Type search criteria or press Enter System Default Showing 50 of 50

0 marked for deletion | 0 changed

Item	Suppl Descr	Cmpl												
2020585 - REMOVAL OF FENCE		Complete: Yes												
<table border="1"> <thead> <tr> <th>Current Quantity</th> <th>Qty Pd to Dt</th> <th>Qty Posted to Dt Appr DWRs</th> </tr> </thead> <tbody> <tr> <td>96.000</td> <td>0.000</td> <td>96.000</td> </tr> <tr> <th>Unit</th> <th>Unit Price</th> <th>Change Order Number</th> </tr> <tr> <td>LFT - LINEAR FOOT</td> <td>15.00000</td> <td></td> </tr> </tbody> </table>			Current Quantity	Qty Pd to Dt	Qty Posted to Dt Appr DWRs	96.000	0.000	96.000	Unit	Unit Price	Change Order Number	LFT - LINEAR FOOT	15.00000	
Current Quantity	Qty Pd to Dt	Qty Posted to Dt Appr DWRs												
96.000	0.000	96.000												
Unit	Unit Price	Change Order Number												
LFT - LINEAR FOOT	15.00000													
2020935 - REMOVAL OF COMPOSITE SURFACE		Complete: No												
<table border="1"> <tbody> <tr> <td>727.200</td> <td>0.000</td> <td>0.000</td> </tr> <tr> <th>Unit</th> <th>Unit Price</th> <th>Change Order Number</th> </tr> <tr> <td>CUYD - CUBIC YARD</td> <td>112.00000</td> <td></td> </tr> </tbody> </table>			727.200	0.000	0.000	Unit	Unit Price	Change Order Number	CUYD - CUBIC YARD	112.00000				
727.200	0.000	0.000												
Unit	Unit Price	Change Order Number												
CUYD - CUBIC YARD	112.00000													

Figure 4-6. Contract Items

Contract Items

Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements Save ?

Contract Items

Project/Category Items

Contractor Items

Q Type search criteria or press Enter Advanced Showing 2 of 2

0 changed

Project - Description	Category - Description	Project Item ...																		
DM016C1C - MICRO-SURFACE, PLAN	01 - MICRO-SURFACE, PLANTMIX PAT	44																		
<table border="1"> <tbody> <tr> <td colspan="3">2020585 - REMOVAL OF FENCE</td> </tr> <tr> <td>96.000</td> <td>0.000</td> <td>96.000 LFT</td> </tr> <tr> <td></td> <td>15.00000</td> <td></td> </tr> <tr> <td colspan="3">2020935 - REMOVAL OF COMPOSITE SURFACE</td> </tr> <tr> <td>725.20</td> <td>0.000</td> <td>0.000 CUYD</td> </tr> <tr> <td></td> <td>112.00000</td> <td></td> </tr> </tbody> </table>			2020585 - REMOVAL OF FENCE			96.000	0.000	96.000 LFT		15.00000		2020935 - REMOVAL OF COMPOSITE SURFACE			725.20	0.000	0.000 CUYD		112.00000	
2020585 - REMOVAL OF FENCE																				
96.000	0.000	96.000 LFT																		
	15.00000																			
2020935 - REMOVAL OF COMPOSITE SURFACE																				
725.20	0.000	0.000 CUYD																		
	112.00000																			

Figure 4-7. Project/Category Items

- To review the item's details, click the chevron to expand the item . (Figure 4-8)

Item	Suppl Descr	Cmpl
2020585 - REMOVAL OF FENCE		Complete: No
Current Quantity	Qty Pd to Dt	Qty Posted to Dt Appr DWRs
96.000		0.000
Unit	Unit Price	Change Order Number
LFT - LINEAR FOOT	15.00000	
Contract Item Line Number		Item ID
0005		2020585
Item Description		Supplemental Description
REMOVAL OF FENCE		
Unit		Attention
LFT - LINEAR FOOT		0
Contract Item Unit Price		Bid Extended Amount
15.00000		1,440.00
Item Complete		Current Extended Amount
No		1,440.00
Bid Quantity		Sample Count
96.000		
Current Quantity		Paid Quantity to Date
96.000		
Spec Book		Quantity Paid to Date Extended Amount
14		
Section ID		Net Change Order Quantity
		0.000
Quantity Posted To Date		Pending Change Order Amount
0.000		0.00
Change Order Number		Subcontract To Date Amount
Pending Change Order Quantity		Record Source
0.000		Construction
Subcontract To Date Quantity		Major Item
		<input type="checkbox"/>
Item Source		Specialty Item
Original		<input type="checkbox"/>
Comments		Quantity Posted to Date Appr DWRs
<input type="text"/>		0.000
Pay Plan Quantity		
<input type="checkbox"/>		

Figure 4-8. Item Details

MARKING ITEMS AS COMPLETE

As items are completed they must be manually marked as completed. This step is applicable to the Field Close-out process (see Chapter 10 in this user guide). All items must be marked as completed before the Semi-Final estimate can be created.

1. Follow Steps 1 - 5 from the "Contract Items Overview" Section in this chapter to navigate to the Contract Items.
2. In the Contract Items screen, click the Component Row Actions drop-down and select Mark Items Complete. (Figure 4-18)

Contract Items

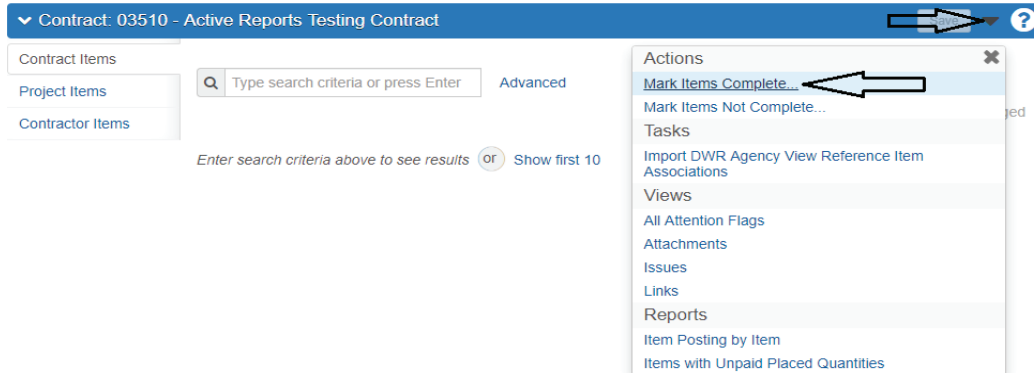


Figure 4-9. Contract Items Component Row Actions Drop-down

- In the Select Items window, individual items can be selected by clicking on them or ALL items can be selected using the All link. Once the item(s) are selected click the Mark Items Complete button. (Figure 4-19)

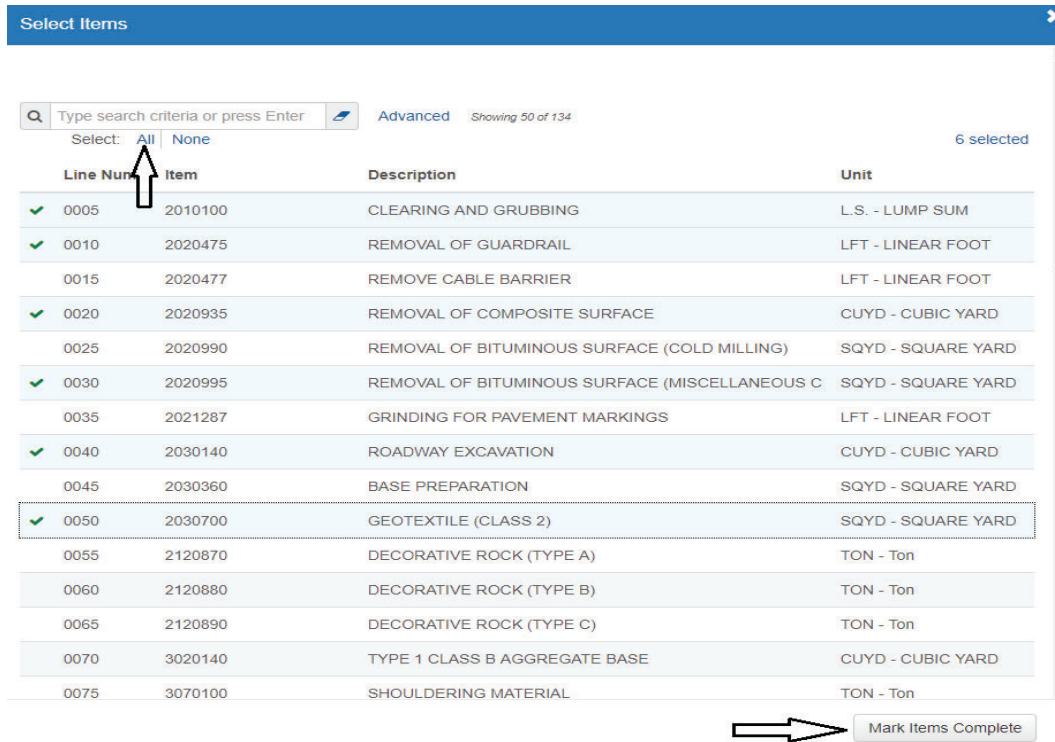


Figure 4-10. Select Items for Marking As Complete

- After you select Mark Items Complete, AWP will automatically save and will display the item as complete in the blue header. (Figure 4-20)

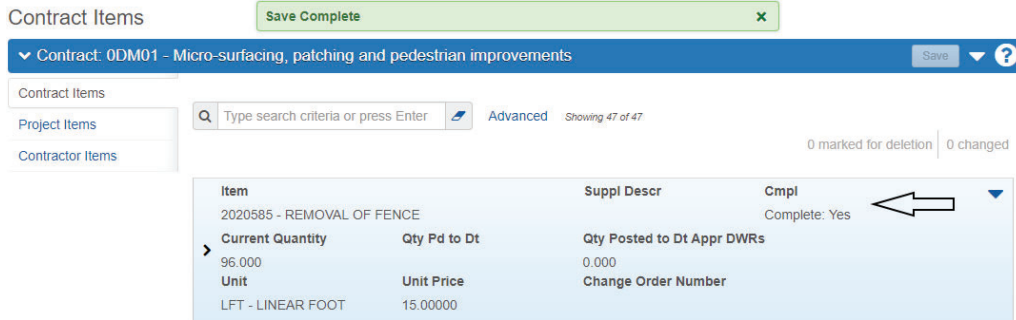


Figure 4-11. Item Marked as Complete

- If a completed item is not actually complete, follow the same steps, but select Mark Item Not Complete. (Figure 4-21)

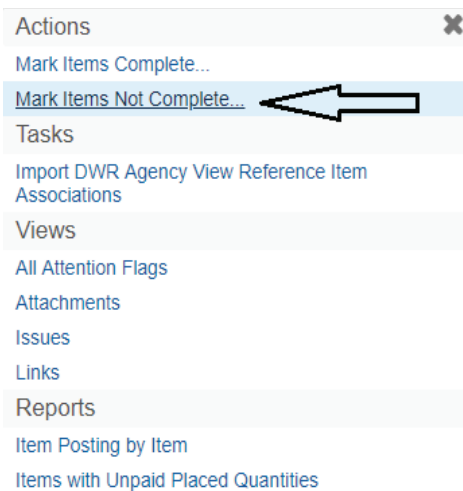


Figure 4-12. Contract Items Component Actions Drop-down: Mark Item Not Complete

- Select the item(s) and click on the Mark Items Not Complete button. (Figure 4-22)

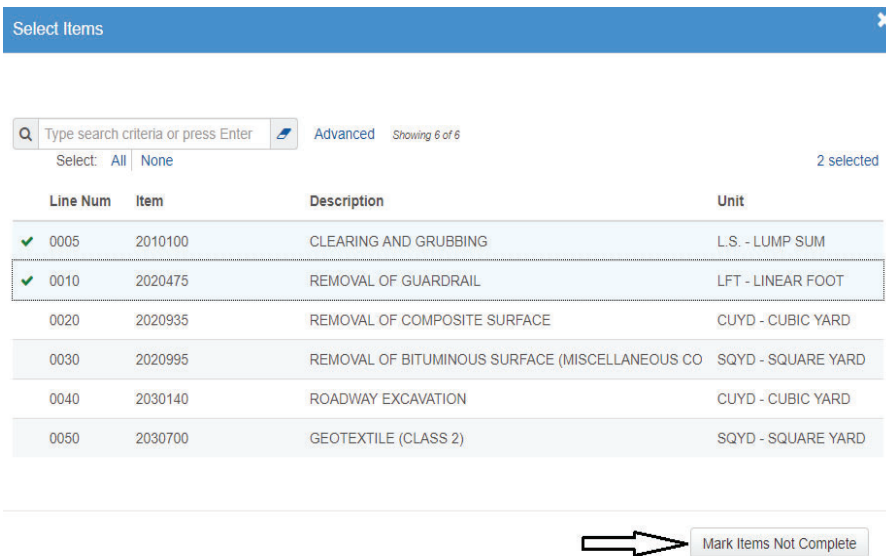


Figure 4-13. Select Items for Mark Item Not Complete

MARKING A CONTRACT ITEM AS A MAJOR ITEM

The AWP software does not have an automated process to indicate if an item is considered a Major item (NDOT policy is any item that has a Current Extended Amount (current quantity x unit price) of \$50,000 or more). The following steps to mark and item as a Major item MUST be completed when adding a new item to a contract via a Change Order and the new item's Extended Amount is \$50,000 or more or when increasing an existing bid item's quantity via a Change Order brings the Current Extended Amount to \$50,000 or more.

1. Confirm current role is set to NV Crew Office. (Figure 4-23)



Figure 4-14. Current Role

2. From the Home page, click Contract Progress under the Construction component. (Figure 4-24)



Figure 4-15. Construction Component

3. In the search box, enter the Contract Number, or click Show first 10. (Figure 4-25)

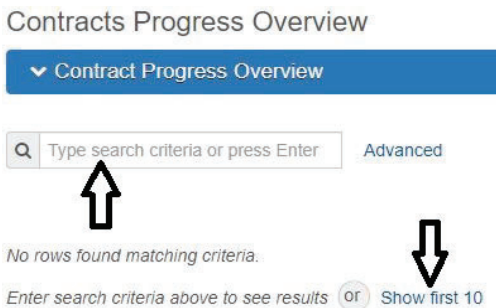


Figure 4-16. Contract Progress Overview

- Click the Contract number hyperlink. (Figure 4-26)

Contracts Progress Overview

Contract Progress Overview

Q ODM01 Advanced Showing 1 of 1 0 changed

Contract	Description	Prime ID	Prime Name
ODM01	Micro-surfacing, patching and pedestrian	PUR0003792A	SIERRA NEVADA CONSTRUCTION

Figure 4-17. Contract Progress Overview Search Results

- In the Quick Links at the top of the screen, click Items. (Figure 4-27)

Home Previous My Pages

Progress Overview Construction Stockpile Contract Administration Contract Documentation
Contract Materials and Acceptance Actions **Items** Projects Subcontracts

Figure 4-18. Contract Progress Quick Links

- Type the item number in the Search box and click the Expand chevron. (Figure 4-28)

Contract Items

Contract: 0201X - Kristen McDaniel for Training Exercise Save

Contract Items Project/Category Items Contractor Items

Q 4020190 System Default Showing 1 of 1 0 marked for deletion 0 changed

Item	Suppl Descr	Cmpl
4020190 - PLANTMIX SURFACING (TYPE 2C)(WET)		Complete: No
Current Quantity	Qty Pd to Dt	Qty Posted to Dt Appr DWRs
3,500.000		0.000
Unit	Unit Price	Change Order Number
TON - Ton	120.00000	0001

Figure 4-19. Search for Major Item

- Check the Major Item box. (Figure 4-29)


Item 4020190 - PLANTMIX SURFACING (TYPE 2C)(WET)	Suppl Descr	Cmpl Complete: No
Current Quantity 3,500.000	Qty Pd to Dt	Qty Posted to Dt Appr DWRs 0.000
Unit TON - Ton	Unit Price 120.00000	Change Order Number 0001
Contract Item Line Number 0240	Item ID 4020190	
Item Description PLANTMIX SURFACING (TYPE 2C)(WET)	Supplemental Description	
Unit TON - Ton	Attention 0	
Contract Item Unit Price 120.00000	Bid Extended Amount 0.00	
Item Complete No	Current Extended Amount 420,000.00	
Bid Quantity 0.000	Sample Count	
Current Quantity 3,500.000	Paid Quantity to Date	
Spec Book 14	Quantity Paid to Date Extended Amount 0.00	
Section ID	Net Change Order Quantity 3,500.000	
Quantity Posted To Date 0.000	Pending Change Order Amount 0.00	
Change Order Number 0001	Subcontract To Date Amount 0.00	
Pending Change Order Quantity 0.000	Record Source Construction	
Subcontract To Date Quantity 0.000	Major Item <input checked="" type="checkbox"/> 	
Item Source ChangeOrder	Quantity Posted to Date Appr DWRs 0.000	
Comments <input type="text"/>		

Figure 4-20. Check Major Item Box

8. Click the Save button. (Figure 4-30)

Contract Items

There are unsaved changes. x

Contract: 0201X - Kristen McDaniel for Training Exercise

Save ?

Figure 4-21. Major Item Save