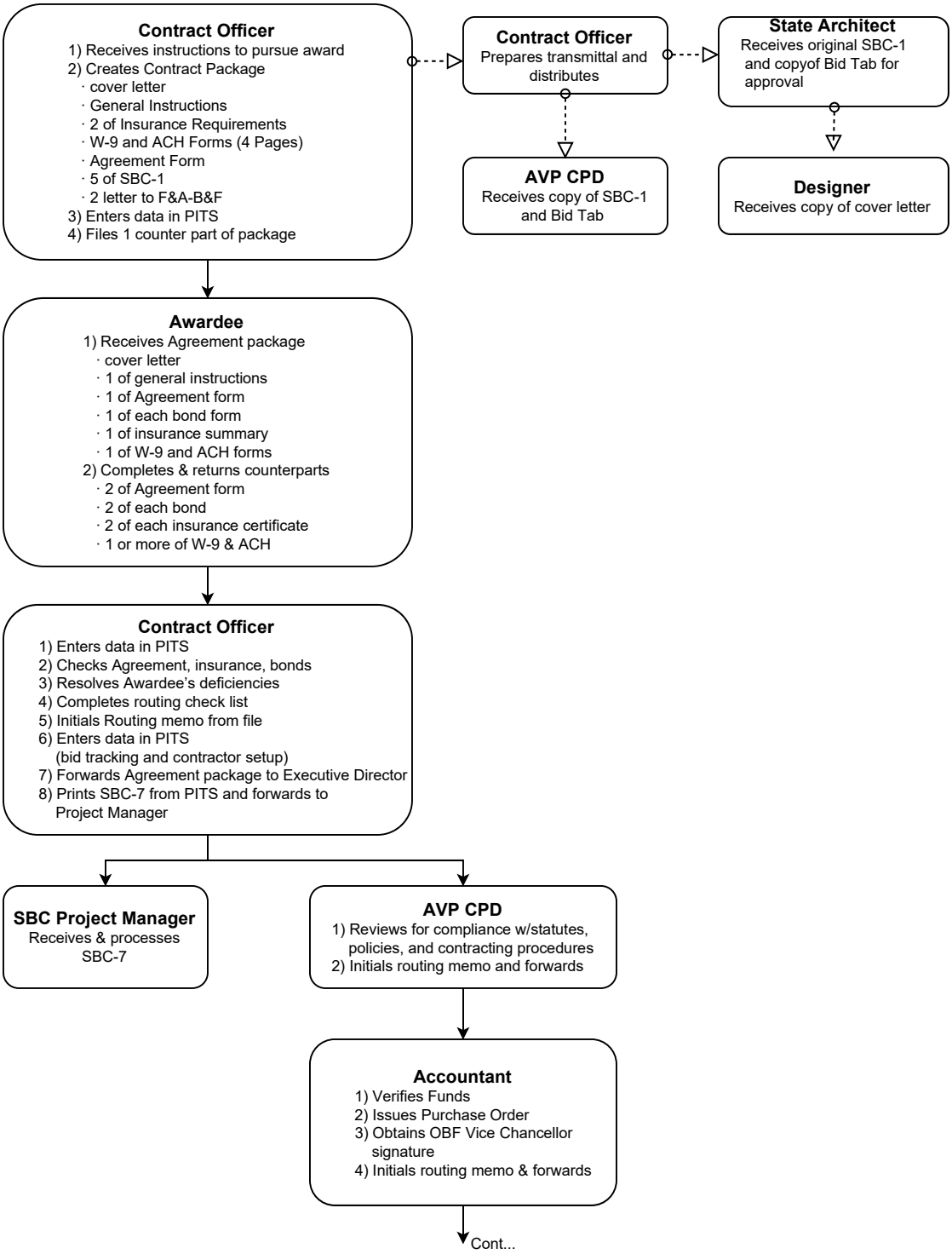
THE UNIVERSITY OF MEMPHIS

Capital Projects Management

Construction Agreement Page 1

02/19/18



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Construction Agreement Page 2

02/19/18

Office of Legal Counsel
1) Reviews for form and legality
2) Obtains chief counsel signature
3) Initials routing memo & forwards

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President
1) Reviews documents
2) Obtain President's signature
3) Initials routing memo & forwards

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Contract Officer
1) Inserts appropriate dates on Agreement and bonds
2) Enters data in **PITS**
3) Copies Agreement & attachments and forwards with Designer and Contractor counterparts to **Director** Construction
4) Routes counterparts to **CPD support**
5) Up loads job files in the system and up-dates **PITS** Construction Contract Screen
6) Creates award letter
7) Issues award letter w/counterparts to Contractor and Designer
8) E-mails notification to Contractor and Designer

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Transmittal may occur in
Pre-Construction Conference
as befits needs of project.

Designer receives
1) Copy of Award letter
2) counterpart of:
· Agreement
· Bonds
· Insurance Certificates

Contractor receives
1) Award letter
2) counterpart of:
· Agreement
· Bonds
· Insurance Certificates