Contracts

Procore - Contract Module
Solutions

The following exercises will provide you an opportunity to use construction management software to review a Prime Contract, a Subcontract (Commitment) and their Schedule of Values. You will also create a Commitment, a Schedule of Values, and an Invoice.

Read the scenarios provided and develop the items as required.

EXERCISE #1 - PRIME CONTRACT REVIEW

As a General Contractor, you've entered into an agreement with Sinagua Development, the owner of the Vortex Business Center. The Prime Contract has been entered by another member of your team, and you've been asked to review the contract and its Schedule of Values, as well as save a PDF of the contract.

Using Procore's Prime Contract tool, locate the items listed above and create a PDF of the contract.

1. Review the General Information, Contract Dates, and Additional Information
    1. Navigate to the project's **Prime Contract** tool
    2. Click **View** next to the Sinagua Development prime contract
    3. Under **General Information**, you can view the basic prime contract information that was entered when creating the prime contract.
        - Note the Description, Inclusions, and Exclusions fields. For this exercise, *we will <u>NOT</u> be detailing any inclusions or exclusions*, nor attaching any documents to the contract.
    4. In the **Contract Summary Report**, you can view the original contract amount, as well as any approved or pending change orders and any payment applications or payments received as the job progresses. The Contract Summary Report also displays the remaining outstanding balance on the contract.

GENERAL INFORMATION

Edit

Contract #:	1	Title:	The Vortex Business Center Prime Contract
Owner/Client:	Sinagua Development	Contractor:	CMCo
Architect/Engineer:		Created By:	Yorks, Tanya
Status:	Approved	Executed:	Yes
Private:	Yes, visible to Admins		
Default Retainage:	5.00%		
Description:	Provide completed structure as per the contract documents.		
Attachments:			

CONTRACT DATES

Date Created:	03/09/18	Start Date:	03/26/18
Estimated Completion Date:	12/31/19	Actual Completion Date:	
Signed Contract Received Date:	03/09/18	Contract Termination Date:	

ADDITIONAL INFORMATION

Inclusions:	Inclusions to the contract.
Exclusions:	Exclusions to the contract.

CONTRACT SUMMARY REPORT

Original Contract	Approved Change Orders	Revised Contract	Pending Change Orders	Pending Revised Contract	Draft Change Orders	Payment Applications	Payments Received	Percent Paid	Remaining Balance Outstanding
$20,300,000.00	$9,324.00	$20,309,324.00	$0.00	$20,309,324.00	$0.00	$0.00	$0.00	0.00%	$20,309,324.00

2. Schedule of Values Review
    1. Navigate to the Prime Contract's **Schedule of Values** subtab.
    2. View the line items that have been added to the Prime Contract

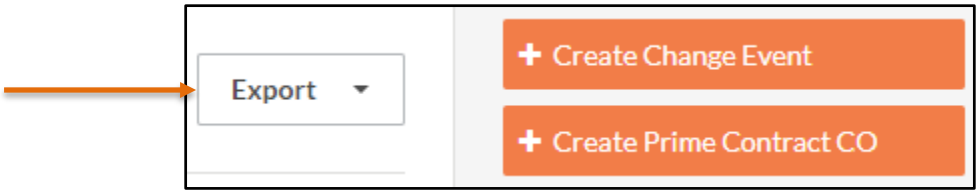
- Note the Cost Code, Contract Amount, and the Billed to Date and Remaining columns.

SCHEDULE OF VALUES

Line items on this contract cannot be added or modified because it contains one or more approved Prime Contract Change Orders

#	Cost Code	Description	Cost Type	Contract Amount	Billed To Date	Remaining
01	01-100 - Management Fee	Management Fee	Commitment	$1,258,600.00	$0.00	$1,258,600.00
02	02-200 - Earthwork Subcontract	Earthwork Subcontract	Commitment	$503,440.00	$0.00	$503,440.00
03	02-500 - Utilities Subcontract	Utilities Subcontract	Commitment	$355,250.00	$0.00	$355,250.00
04	02-700 - Paving Subcontract	Paving Subcontract	Commitment	$336,980.00	$0.00	$336,980.00
05	02-000 - Landscape Subcontract	Landscape Subcontract	Commitment	$180,670.00	$0.00	$180,670.00
06	03-100 - Concrete Subcontract	Concrete Subcontract	Commitment	$1,102,290.00	$0.00	$1,102,290.00
07	04-000 - Masonry Subcontract	Masonry Subcontract	Commitment	$539,980.00	$0.00	$539,980.00
08	05-120 - Structural Steel Subcontract	Structural Steel Subcontract	Commitment	$1,461,600.00	$0.00	$1,461,600.00
09	05-000 - Basic Metal Materials and Methods	Metal FabricationsSubcontract	Commitment	$272,020.00	$0.00	$272,020.00
10	06-200 - Finish Carpentry	Carpentry Subcontract	Commitment	$586,670.00	$0.00	$586,670.00
11	07-000 - Moisture Protection Subcontract	Moisture Protection Subcontract	Commitment	$95,410.00	$0.00	$95,410.00
12	07-200 - Thermal Insulation Subcontract	Thermal Insulation Subcontract	Commitment	$196,910.00	$0.00	$196,910.00
13	07-300 - Roofing Subcontract	Roofing Subcontract	Commitment	$649,600.00	$0.00	$649,600.00
14	07-800 - Joints and Sealers Subcontract	Joints and Sealers	Commitment	$172,550.00	$0.00	$172,550.00
15	08-000 - Doors and Hardware Subcontract	Doors and Hardware Subcontract	Commitment	$318,710.00	$0.00	$318,710.00
16	08-300 - Specialty Doors Subcontract	Door Specialties Subcontract	Commitment	$359,310.00	$0.00	$359,310.00
17	09-000 - Interior Finish Systems Subcontract	Interior Finish Systems Subcontract	Commitment	$2,115,260.00	$0.00	$2,115,260.00
18	09-600 - Flooring Subcontract	Flooring Subcontract	Commitment	$160,370.00	$0.00	$160,370.00
19	09-700 - Wall Finishes Subcontract	Wall Finishes Subcontract	Commitment	$85,260.00	$0.00	$85,260.00
20	10-100 - Specialties Subcontract	Specialties Subcontract	Commitment	$852,600.00	$0.00	$852,600.00
21	11-000 - Equipment Subcontract	Equipment Subcontract	Commitment	$1,441,300.00	$0.00	$1,441,300.00
22	12-000 - Furnishings Subcontract	Furnishings Subcontract	Commitment	$542,010.00	$0.00	$542,010.00
23	14-000 - Conveying Systems Subcontract	Conveying Systems Subcontract	Commitment	$507,500.00	$0.00	$507,500.00
24	15-000 - HVAC Subcontract	HVAC Subcontract	Commitment	$1,780,310.00	$0.00	$1,780,310.00
25	15-250 - Plumbing Subcontract	Plumbing Subcontract	Commitment	$2,273,600.00	$0.00	$2,273,600.00
26	15-500 - Spinkler Valves and Controls	Fire Protection Systems Subcontract	Commitment	$649,600.00	$0.00	$649,600.00
27	16-000 - Electrical Subcontract	Electrical Subcontract	Commitment	$1,502,200.00	$0.00	$1,502,200.00
			Grand Total:	$20,300,000.00	$0.00	$20,300,000.00

3. Export the Prime Contract as a PDF
    1. From the General Subtab within the Prime Contract tool, use the **Export** button toward the top right of the screen to export the Prime Contract as a PDF.

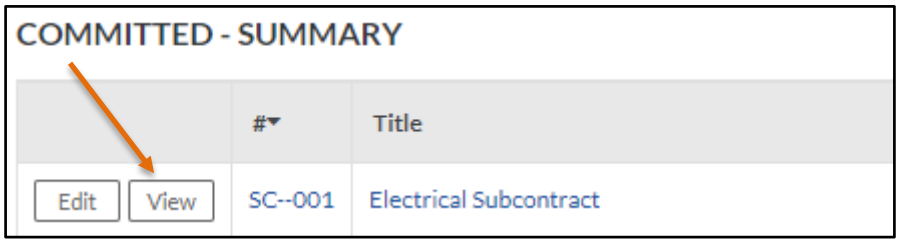


EXERCISE #2 - COMMITMENT (SUBCONTRACT) REVIEW

After signing the Prime Contract with Sinagua Development, your company awarded the subcontract for the Electrical work to ElectCo Construction. Your team member entered this subcontract and asked you to review the subcontract and its Schedule of Values, as well as save a PDF of the subcontract.

Using Procore's Commitments tool, locate the items listed above and create a PDF of the contract.

1. General Information Review
    1. Navigate to the project's **Commitments** tool
    2. Click **View** next to SC-001 Electrical Subcontract



    3. Under **General Information**, you can view the basic subcontract information that was entered.
        - Note the Description, Inclusions, and Exclusions fields. For this exercise, *we will <u>NOT</u> be detailing any inclusions or exclusions*, but there is a Safety Program attached. Click the attachment to view it.
    4. In the **Contract Summary Report**, you can view the original subcontract amount, as well as any approved or pending change orders and any payment applications or payments received as the job progresses. The Contract Summary Report also displays the remaining outstanding balance on the subcontract.

GENERAL INFORMATION

Edit

#	SC--001	Title:	Electrical Subcontract
Contract Company:	ElectCo Construction 12345 Electric Drive Flagstaff, Arizona 86001 United States	Invoice Contacts:	
Status:	Approved	Executed:	Yes
Private:	Yes, visible to Admins	Created By:	Yorks, Tanya
Default Retainage:	5.00%		
Description:	Scope includes all project Electrical work. The subcontractor must comply with the attached CMCo Safety Program.		
Attachments:	Vortex-CMCo_Safety_Program.pdf		

CONTRACT DATES

Date Created:	03/09/18	Start Date:	03/26/18
Estimated Completion Date:	12/31/19	Actual Completion Date:	
Signed Contract Received Date:	03/09/18		

ADDITIONAL INFORMATION

Inclusions:	Inclusions to the project Electrical work.
Exclusions:	Exclusions to the project Electrical work.

CONTRACT SUMMARY REPORT

Original Contract	Approved Change Orders	Revised Contract	Pending Change Orders	Pending Revised Contract	Draft Change Orders	Requisitions	Payments Issued	Percent Paid	Remaining Balance Outstanding
$1,502,200.00	$0.00	$1,502,200.00	$0.00	$1,502,200.00	$0.00	$0.00	$0.00	0.00%	$1,502,200.00

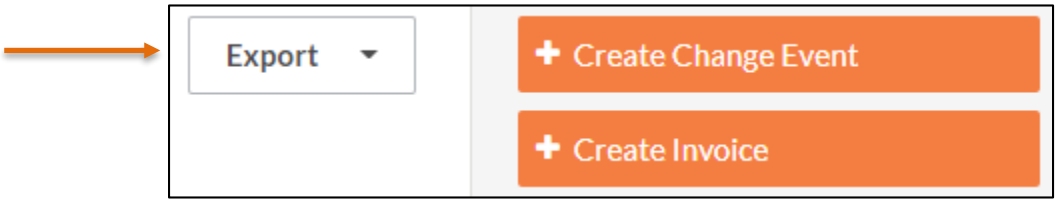
2. Schedule of Values Review
    1. Navigate to the commitment's **Schedule of Values** subtab.
    2. View the line items that have been added to the commitment
        - Note the Cost Code, Contract Amount, and the Billed to Date and Remaining columns.

SCHEDULE OF VALUES

Line items on this contract cannot be added or modified because it contains one or more Requisitions

#	Change Event Line Item	Cost Code	Description	Cost Type	Contract Amount	Billed To Date	Remaining
01	None	16-110 - Raceways and Wiring 600 Volt	Raceways And Wiring D 600 Volt	Commitment	$135,198.00	$0.00	$135,198.00
02	None	16-140 - Devices	Devices	Commitment	$105,154.00	$0.00	$105,154.00
03	None	16-175 - Electrical Identification	Electrical Identification	Commitment	$15,022.00	$0.00	$15,022.00
04	None	16-200 - Service and Distribution	Service And Distribution	Commitment	$285,418.00	$0.00	$285,418.00
05	None	16-430 - Motor Controls and Wiring	Motor Controls And Wiring	Commitment	$210,308.00	$0.00	$210,308.00
06	None	16-450 - Grounding System	Grounding System	Commitment	$45,066.00	$0.00	$45,066.00
07	None	16-500 - Lighting	Lighting	Commitment	$180,264.00	$0.00	$180,264.00
08	None	16-525 - Digital Network Lighting Controls	Digital Network Lighting Controls	Commitment	$75,110.00	$0.00	$75,110.00
09	None	16-610 - Emergency Standby Generator	Emergency Standby Generator	Commitment	$210,308.00	$0.00	$210,308.00
10	None	16-721 - Life Safety System	Life Safety System	Commitment	$135,198.00	$0.00	$135,198.00
11	None	16-780 - Lighting Protection	Lighting Protection	Commitment	$45,066.00	$0.00	$45,066.00
12	None	16-800 - Communications System	Communications System	Commitment	$60,088.00	$0.00	$60,088.00
				Grand Total:	$1,502,200.00	$0.00	$1,502,200.00

3. Export the Commitment as a PDF
    1. From the General Subtab within the Commitment, use the **Export** button toward the top right of the screen to export the commitment as a PDF.



EXERCISE #3 - CREATE A COMMITMENT

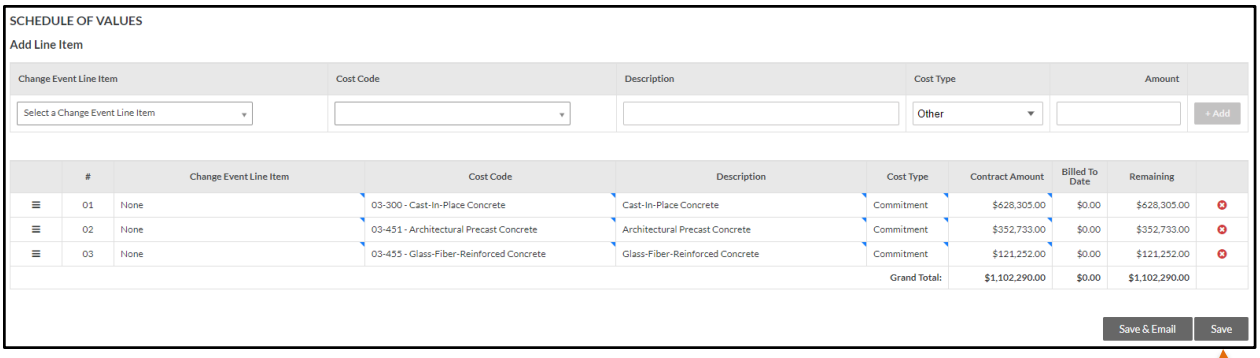
Before you begin this exercise, locate the *Instructor-Contract_Commitments_SOVs.pdf* in the project's Documents tool. Note that the terms "subcontract" and "commitment" are used interchangeably in this module and can be taken to mean the same thing.

The subcontracts for the Vortex Business Center project have all been awarded. As the Project Manager on the Vortex Business Center project, you now need to enter each commitment and its related Schedule of Values to Procore.

Using the information provided in the *Instructor-Contract_Commitments_SOVs.pdf* file, enter each subcontract to Procore.

1. Create a Commitment - Subcontract
    1. Navigate to the project's **Commitments** tool
    2. Click the **Create Subcontract** button in the right sidebar

    3. Fill in the general information about the subcontract, using the information provided in the *Instructor-Contract_Commitments_SOVs.pdf* file in the project's Documents tool
        - **#:** This will automatically populate with the next chronological number
        - **Title:** Per the provided PDF
        - **Contract Company:** Per the provided PDF
        - **Status:** Draft
        - **Private:** Checked (optional)
        - **Default Retainage:** 5%
        - **Description:** Per Instructor
        - **Start Date:** Per Instructor
        - **Estimated Completion Date:** Per Instructor
    4. Click **Create**
    5. Click the **Schedule of Values** subtab
        - Click **Edit**
        - Use the **+ Add** button to add each of the subcontract's line items, per the *Instructor-Contract_Commitments_SOVs.pdf* in the Documents tool
            - Cost Code
            - Description
            - Type
            - Amount
        - Once all SOV line items have been inputted for the subcontract, **Save** your changes



SCHEDULE OF VALUES

Add Line Item

Change Event Line Item	Cost Code	Description	Cost Type	Amount	
Select a Change Event Line Item			Other		+ Add

	#	Change Event Line Item	Cost Code	Description	Cost Type	Contract Amount	Billed To Date	Remaining	
≡	01	None	03-300 - Cast-In-Place Concrete	Cast-In-Place Concrete	Commitment	$628,305.00	$0.00	$628,305.00	⊗
≡	02	None	03-451 - Architectural Precast Concrete	Architectural Precast Concrete	Commitment	$352,733.00	$0.00	$352,733.00	⊗
≡	03	None	03-455 - Glass-Fiber-Reinforced Concrete	Glass-Fiber-Reinforced Concrete	Commitment	$121,252.00	$0.00	$121,252.00	⊗
					Grand Total:	$1,102,290.00	$0.00	$1,102,290.00	

Save & Email | Save

6. Navigate back to the **General** subtab within each commitment and set the subcontract to ‘Approved’ status.

EXERCISE #4 - CREATE AN INVOICE

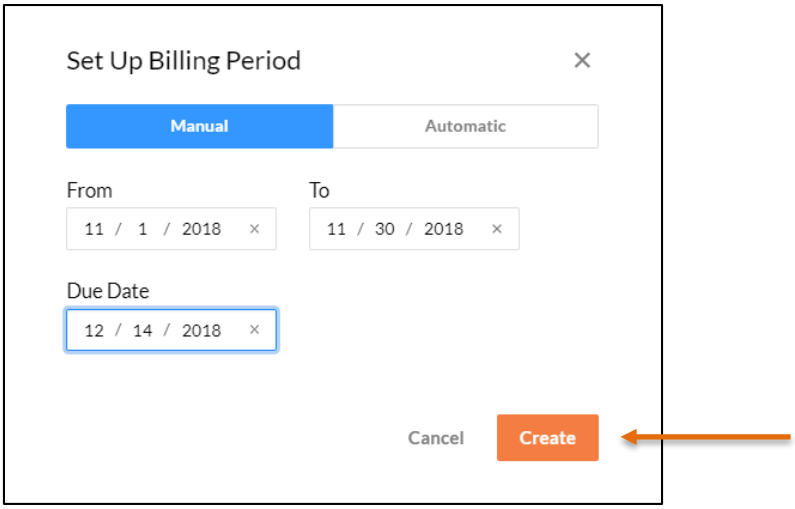
Before you begin this exercise, locate the *Instructor-Contract_Invoices.pdf* in the project's Documents tool.

As a subcontractor on the Vortex Business Center project, you've been asked by the General Contractor to create an Invoice for the billing period they've set up in Procore.

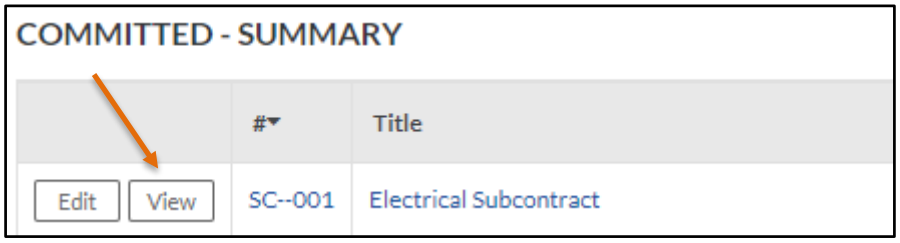
Using the information provided in the *Instructor-Contract_Invoices.pdf*, create the Requisition.

1. Start a New Billing Period
    1. Navigate to the project's **Commitments** tool
    2. Click the **Billings** subtab
    3. Click the **+ Start New Billing Period** button in the right pane; choose **Manual** instead of Automatic

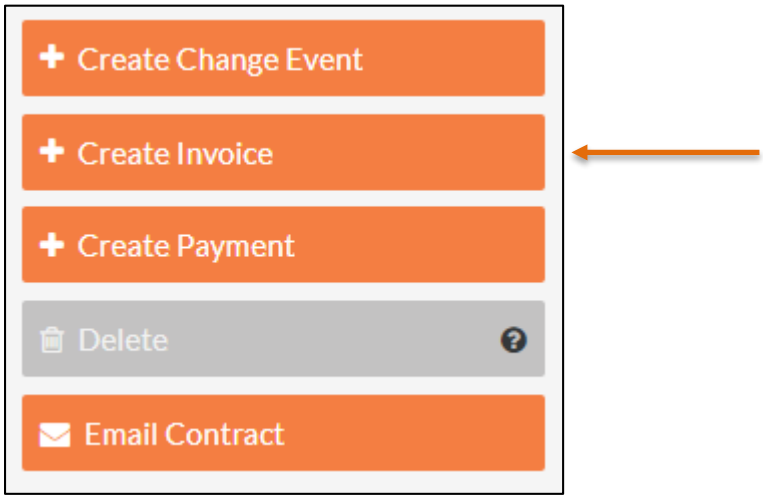
    - **From:** As determined by the instructor
    - **To:** As determined by the instructor
    - **Due date:** As determined by the instructor.
    4. Click **Create**



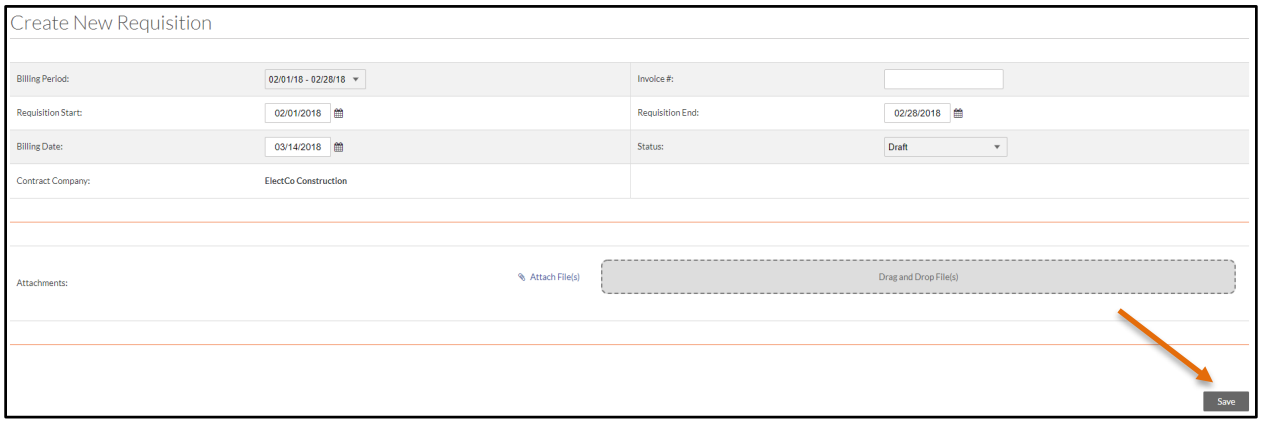
2. Create an Invoice
    1. Navigate to the project's **Commitments** tool
    2. Click **View** next to the commitment you want to create an invoice for



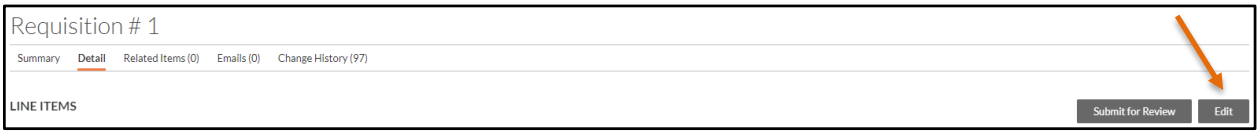
3. Click **+ Create Invoice** in the right pane



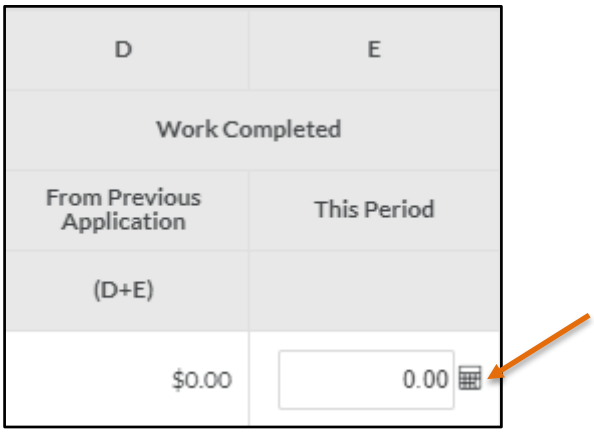
4. The Billing Period, Invoice Start, Invoice End, and Billing Date are pre-filled with the information the contractor has set.
    - **Invoice #:** Per the instructor (optional)
    - **Status:** Draft
5. Click **Save**



6. In the Detail screen that appears next, click **Edit**



7. Enter the **Work Completed This Period** for each line item as provided in the *Instructor-Contract_Invoices.pdf*
    - This can be manually entered, or the subtotal can be automatically calculated by clicking the calculator button next to the Work Completed This Period cell



8. Click **Submit for Review**
    - This will set the status of the Invoice to “Under Review.”
    - Once you submit the invoice to the contractor, you will not be able to edit it unless the contractor changes the status to “Revise & Resubmit.”