



Custom Prints

K-12 Legacy

Purpose

- ▶ Custom Prints provide a way to use data from a single OAKS CI record to create a Microsoft Word document.
- ▶ The resulting document may then be edited and saved for use in executing the overall record.
- ▶ With the initiation of DocuSign (electronic signature), the Project Coordinator uses the Custom Print to create the DocuSign Document

Create Custom Print

- ▶ To begin, choose a record you want to use to create a custom print.
- ▶ For this example, we will use a Contract Modification record

The screenshot shows the Primavera Unifier web interface. The left sidebar contains a navigation menu with 'Logs' circled in red. The main content area displays a table of 'Contract Modification' records. A red arrow points to a record in the table, and a red box with the text 'Double-click to open' is overlaid on the table.

CO No.	CO Type	Vendor Name	Contract SOV	Title	Status
CO-014	Change Directive	Gilbane Building Comp	SFC-140358.01C	RFI-0034 Spray Applied Fireproof	Terminatec
CO-050	Change Directive	Gilbane Building Comp	SFC-140358.01C	CCD-002, PR-050, Metal Roof As	Approved
CO-065	Change Directive	Gilbane Building Comp	SFC-140358.01C	CCD-003, Operable Wall Bulkhead	Terminatec
	GMP Amendment	Gilbane Building Comp	SFC-140358.01C	LFI Additional Classrooms	Approved
	GMP Amendment	Gilbane Building Comp	SFC-140358.01C	Loose Furnishings GMP-05	Approved
	GMP Amendment	Gilbane Building Comp	SFC-140358.01C	Early Site Package GMP	Approved
	GMP Amendment	Gilbane Building Comp	SFC-140358.01C	P Amendment	Approved
	GMP Amendment	Gilbane Building Comp	SFC-140358.01C	ction	Approved
SD-01	Early Site	GMP Subcontract Distr	Gilbane Building Comp	Subcontractor Dist	Approved
SD-02	GMP Subcontract Distr	Gilbane Building Comp	SFC-140358.01C	SD-02 Foundations	Approved
SD-04	GMP-03 B	GMP Subcontract Distr	Gilbane Building Comp	SD-04 Cabinetry/Loose Furnishing	Approved
CD-001	GMP Subcontract Distr	Gilbane Building Comp	SFC-140358.01C	Contingency Distribution (GMP 1 &	Approved
SD-03	GMP-03 B	GMP Subcontract Distr	Gilbane Building Comp	SD-03 GMP-03 Building Construct	Approved
CO-027	Proposal Request	Gilbane Building Comp	SFC-140358.01C	PR-040 Gymnasium Receptacle P	Approved
CO-034	Proposal Request	Gilbane Building Comp	SFC-140358.01C	PR-041 Extend Asphalt Pavement	Approved
CO-019	Proposal Request	Gilbane Building Comp	SFC-140358.01C	PR-042 Trolley Hoist	Approved
CO-031	Proposal Request	Gilbane Building Comp	SFC-140358.01C	PR-043 HWP-1 and Boiler-1	Approved
CO-020	Proposal Request	Gilbane Building Comp	SFC-140358.01C	PR-044 Shower	Approved
CO-038	Proposal Request	Gilbane Building Comp	SFC-140358.01C	PR-045.1(Revised) Control Booth	Approved

Create Custom Print

- ▶ In the record, choose File -> Print Preview -> Custom

The screenshot shows a web browser window titled "Contract Modification - LFI Additional Classrooms - Project No. SFC-140358.01 - Internet Explorer". The address bar shows a URL with parameters: `http://.../log/open?srcid=2125&model=ucm&fromcostlog=1&project_id=1047`. The main content area displays details for "Contract K12".

The "File" menu is open, and the "Print Preview" option is selected, which has opened a sub-menu. In this sub-menu, the "Custom ..." option is highlighted. A red box is drawn around the "File", "Print Preview", and "Custom ..." options.

Below the menu, the following fields are visible:

- Project Number: OCL-50041.02
- Record Number: CON-001
- Project Name: Brown - New K-12
- Creator: Steve Mayo
- Organization Name: Brown LSD
- Creation Date: 07/10/2015 12:56 PM (UTC-8)
- Facility Name: Brown - New K-12
- Status: Final Approved

The "Task Details" section shows a message: "Record has been closed. (Click here to view process details)".

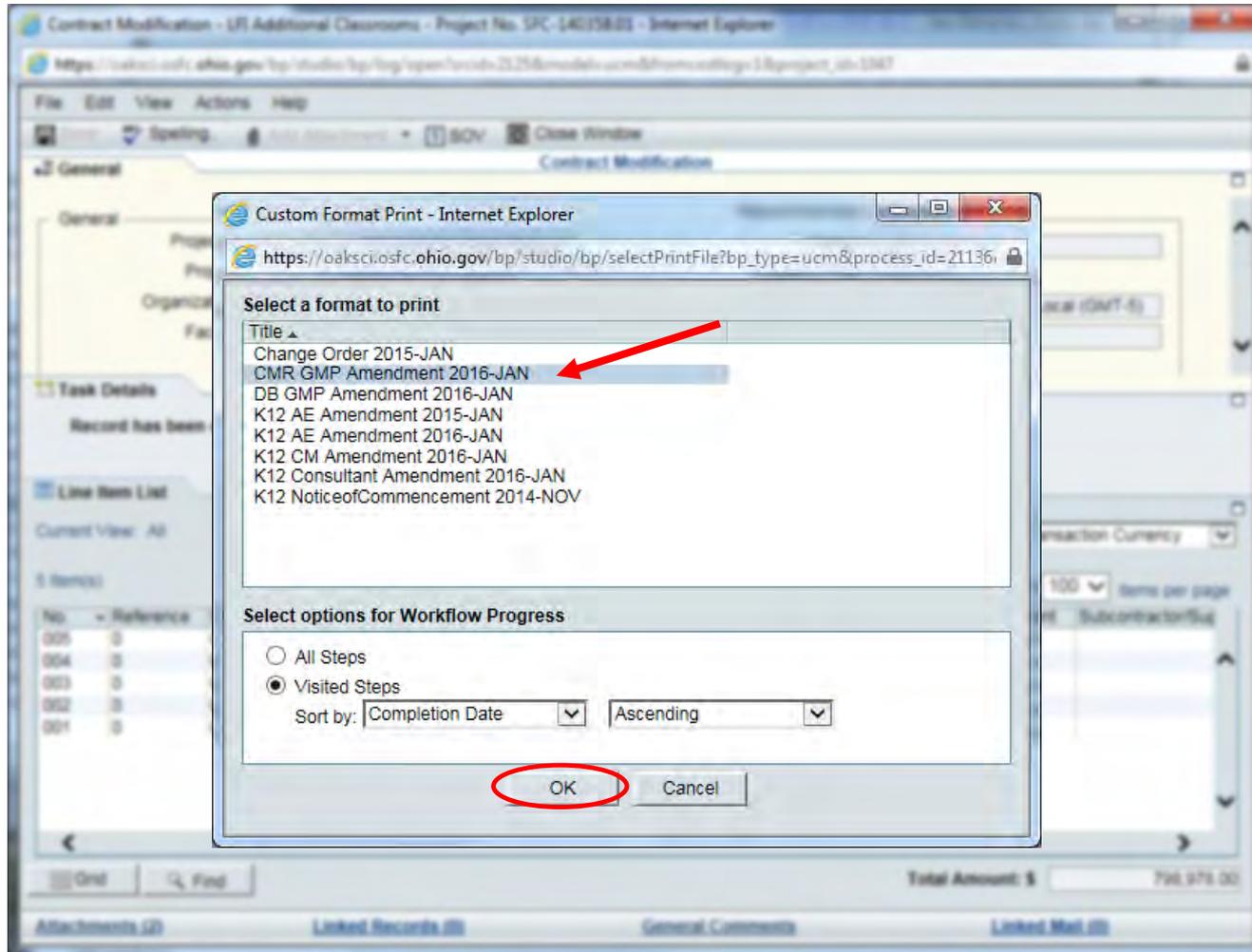
The "WBS Detail" section shows a table with 1 item(s). The table has columns: No., WBS Code, Code Name, Short Description, and Amount.

No.	WBS Code	Code Name	Short Description	Amount
001	CMR-CM-SV	CM-R Contract Awarded SOV Pendin Hammond Construction CMR Brown		\$58,440.00

At the bottom of the page, there is a "Total Amount:" field showing \$58,440.00. The footer contains links for "Grid", "Find", "js (0)", "General Comments", and "Linked Mail (0)".

Create Custom Print

- ▶ Select the format you want to print
- ▶ Click OK



Create Custom Print

- ▶ Open the downloaded Word Document and save it to your computer
- ▶ Insert any necessary information into the places with **Blue** text

Document 00 53 23 - GMP Amendment (OSFC CM at Risk Project)
State of Ohio Standard Requirements for Public Facility Construction

Agreement Exhibit D

When preparing this GMP Amendment for execution, revise the text above from "Agreement Exhibit D" to "GMP Amendment No. N", where "N" is the sequential number of the GMP Amendment, and delete these notes.

The State of Ohio, acting by and through the President and Treasurer of the School District Board, and the CM enter into this Amendment as of the date set forth below to amend the Contract they entered into as of *<insert date of Agreement>* in connection with the Project known as:

Project Number:	OCI-150041.02
Project Name:	Brown - New K-12
School District Board ("Owner"):	Brown LSD
Contracting Authority:	The School District Board above in conjunction with the Ohio Facilities Construction Commission
Construction Manager ("CM"):	Hammond Construction, Inc.

ARTICLE 1 - CONTRACT SUM AND RELATED ITEMS FOR THIS AMENDMENT

1.1 The Contract Sum is \$443,070.00, which is the sum of the estimated Cost of the Work, plus the CM's Contingency, plus the CM's Fee as follows:

1.1.1 The estimated Cost of the Work is \$425,456.00, which includes all Allowances (if any) and Unit Prices (if any) defined through this Amendment, and is the sum of:

1.1.1.1 CM's Construction Stage Personnel Costs in the amount of \$11,226.00, which amount shall not exceed \$496,208.00;

1.1.1.2 General Conditions Costs in the amount of \$3,181.00, which shall not exceed \$233,013.00;

1. Since the date of the Agreement, the scope of the General Conditions Work has been increased as follows: *<insert text description of the increase of the scope of the General Conditions Work>*.

2. On account of the increase in the scope of the General Conditions Work, the General Conditions Costs cap stated in the Agreement is hereby changed to *<insert new General Conditions Costs cap>*.

1.1.1.3 all Work the CM proposes to provide through Subcontractors in the amount of \$411,049.00;

1.1.1.4 all Work the CM proposes to self-perform directly or through a CM Affiliated Entity in the amount of \$0.00, which amount does not include any costs accounted for under the CM's Construction Stage Personnel Costs or General Conditions Costs.

1.1.2 The CM's Contingency in the amount of \$10,637.00, which shall not exceed 2.5 percent of the above-identified Cost of the Work.

1.1.2.1 Notwithstanding Article 9 of the General Conditions, the Contingency Review Dates will be the dates on which the CM achieves the following activities identified in the Construction Progress Schedule attached as GMP Exhibit E:

<insert activity number, activity name>

<insert activity number, activity name>

<insert activity number, activity name>

Delete Section 1.1.2.1 completely if it is not applicable.

1.1.3 The CM's Fee in the amount of \$56,977.00, which shall not exceed 1.6 percent of the sum of the above-identified Cost of the Work plus the above-identified CM's Contingency.

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- ▶ At this point, the next steps for the custom print depend on the type of record with which it is associated.
- ▶ Some custom prints are created by the Project Coordinator and serve as a DocuSign document.
- ▶ Other custom prints will need to be signed, scanned back into the computer, and attached to the OAKS CI record.
- ▶ For more specific information regarding the specific procedures for using custom prints, please discuss with your Project Manager, Project Coordinator, or OAKS CI Support Staff.

Questions?

Please contact OAKS CI Support Desk:

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