BG-4 FACPAC HOW-TO
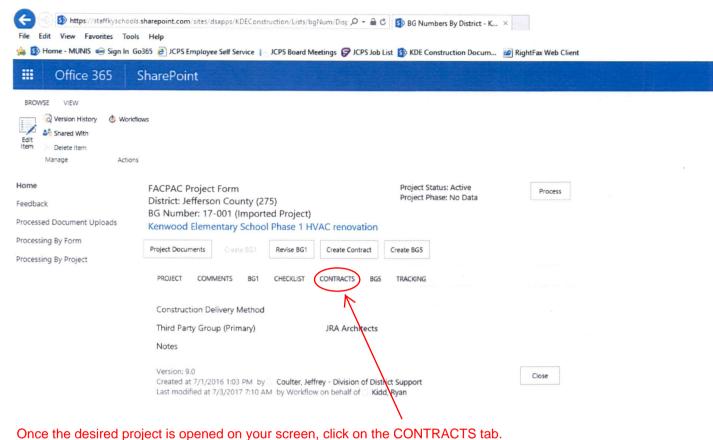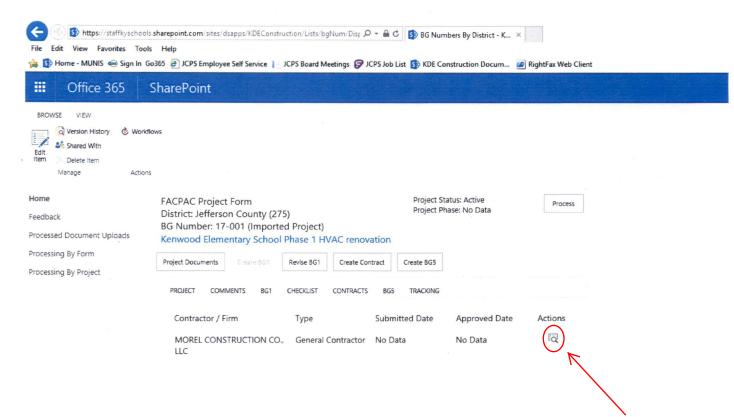
First locate the project for which you want to create a BG-4
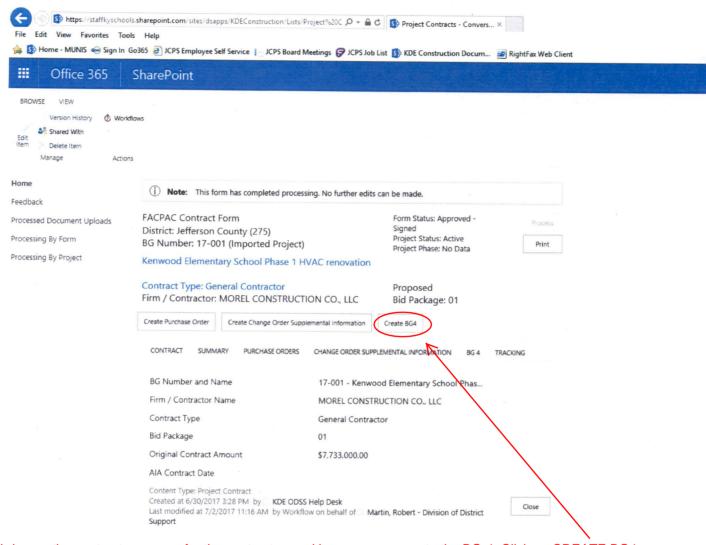

Once the desired project is opened on your screen, click on the CONTRACTS tab.

https://staffkyschools.sharepoint.com/sites/dsapps/KDEConstruction/Lists/bgNum/Disp   BG Numbers By District - K...   ×

File   Edit   View   Favorites   Tools   Help

Home - MUNIS   Sign In Go365   JCPS Employee Self Service | JCPS Board Meetings   JCPS Job List   KDE Construction Docum...   RightFax Web Client

Office 365   SharePoint

BROWSE   VIEW

Version History   Workflows

Edit   Shared With
Item   Delete Item

Manage   Actions

Home

Feedback

Processed Document Uploads

Processing By Form

Processing By Project

FACPAC Project Form
District: Jefferson County (275)
BG Number: 17-001 (Imported Project)
Kenwood Elementary School Phase 1 HVAC renovation

Project Status: Active
Project Phase: No Data

Process

Project Documents   Create BG1   Revise BG1   Create Contract   Create BG5

PROJECT   COMMENTS   BG1   CHECKLIST   CONTRACTS   BG5   TRACKING

Contractor / Firm	Type	Submitted Date	Approved Date	Actions
MOREL CONSTRUCTION CO., LLC	General Contractor	No Data	No Data	🔍

After you are in the CONTRACTS tab, you will see the contract listed for the contractor. Click on the ICON below the Actions column.

← | https://staffkyschools.sharepoint.com/sites/dsapps/KDEConstruction/Lists/Project%20C 🔍 ▾ 🔒 ⟳ | 📄 Project Contracts - Convers... ✕

File   Edit   View   Favorites   Tools   Help

⭐ 📄 Home - MUNIS 📄 Sign In Go365 📄 JCPS Employee Self Service | 📄 JCPS Board Meetings 📄 JCPS Job List 📄 KDE Construction Docum... 📄 RightFax Web Client

Office 365 | SharePoint

BROWSE   VIEW

Version History   🔄 Workflows
👥 Shared With
Edit   ▷ Delete Item
Item
      Manage   Actions

Home

Feedback

Processed Document Uploads

Processing By Form

Processing By Project

ⓘ **Note:**   This form has completed processing. No further edits can be made.

FACPAC Contract Form
District: Jefferson County (275)
BG Number: 17-001 (Imported Project)

Form Status: Approved - Signed   Process
Project Status: Active
Project Phase: No Data   Print

Kenwood Elementary School Phase 1 HVAC renovation

Contract Type: General Contractor
Firm / Contractor: MOREL CONSTRUCTION CO., LLC

Proposed
Bid Package: 01

| Create Purchase Order | Create Change Order Supplemental Information | Create BG4 |

CONTRACT   SUMMARY   PURCHASE ORDERS   CHANGE ORDER SUPPLEMENTAL INFORMATION   BG 4   TRACKING

BG Number and Name   17-001 - Kenwood Elementary School Phas...

Firm / Contractor Name   MOREL CONSTRUCTION CO., LLC

Contract Type   General Contractor

Bid Package   01

Original Contract Amount $7,733,000.00

AIA Contract Date

Content Type: Project Contract
Created at 6/30/2017 3:28 PM by   KDE ODSS Help Desk
Last modified at 7/2/2017 11:16 AM by Workflow on behalf of Martin, Robert - Division of District
Support

Close

This will bring up the contract summary for the contractor, and here you can create the BG-4. Click on CREATE BG4

⊞ ○ ▣   🌐 📧 📁 🅢 📒 🅰 🌀 🅦

After selecting CREATE BG4, you will fill in the required information just as you would on the BG-4 you already submit.

Select the Contract for which you want create the BG-4.

Create Purchase Order	Create Change Order	Create BG4

CONTRACT	PURCHASE ORDERS	SUMMARY	CHANGE ORDERS	BG 4	TRACKING

Firm / Contractor Name	Test Firm/Contractor
Contract Type	CM Bid Package
Bid Package	12345
Interim Contract	Yes
Interim Contract Amount	$100.00
Original Contract Amount	$100.00
AIA Contract Date	2/26/2017

Content Type: Project Contract
Created at 2/26/2017 10:27 PM by ▤ Epperson, Jody - Division of District Support
Last modified at 2/26/2017 10:42 PM by ▤ Epperson, Jody - Division of District Support

Close

ACTION	RESULT
Click Create BG-4	BG-4 displays in edit mode.

Project Construction Cost

Original Contract Amount	100.00
Net Total of Change Orders to Contract	0.00
Original Purchase Order Total	1,000
Net Total of Change Orders to Purchase Orders	100
Total Cost of Construction	1,200

ACTION	RESULT
Original Contract Amount defaulted from Contract Form	View Original Contract Amount.
Net Total of Change Orders to Contract calculated	View Net Total of Change Orders to Contract.
Original Purchase Order Total calculated	View Original Purchase Order Total.
Net Total of Change Orders to Purchase Orders calculated	View Net Total of Change Orders to Purchase Orders.
Total Cost of Construction calculated	View Total Cost of Construction.

Verification of Required Approvals

← Enter dates as applicable to the project

Office of Housing, Buildings and Construction

Certificate Of Occupancy Date	
Plumbing Certificate Date	
Electrical Certificate Date	
Fire Alarm Certificate Date	
Sprinkler Certificate Date	
Boiler Certificate Date	
Range Hood Suppression Date	
Verification of Approval - Other	
Verification of Approval - Other Date	

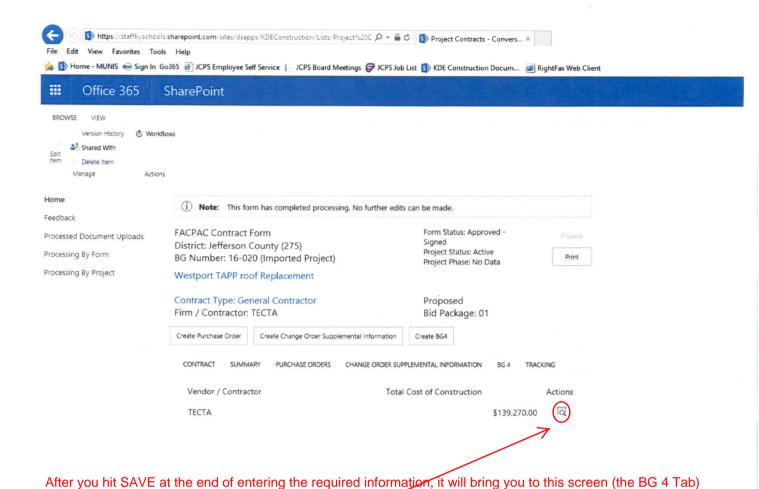| ACTION	RESULT
Select Certificate of Occupancy Date	Certificate of Occupancy Date displays.
Select Plumbing Certificate Date	Plumbing Certificate Date displays.
Select Electrical Certificate Date	Electrical Certificate Date displays.
Select Fire Alarm Certificate Date	Fire Alarm Certificate Date displays.
Select Sprinkler Certificate Date	Sprinkler Certificate Date displays.
Select Boiler Certificate Date	Boiler Certificate Date displays.
Select Range Hood Suppression Date	Range Hood Suppression Date displays.
Enter Verification of Approval-Other description.	Verification of Approval-Other description displays.
Select Verification of Approval-Other Date	Verification of Approval-Other Date displays.

Natural Resources and Environmental Protection Cabinet

← Enter dates as applicable to the project

Sewage Disposal Certificate Date

Natural Resources and Environmental Protection Cabinet - Other

Natural Resources and Environmental Protection Cabinet - Other Date

ACTION	RESULT
Enter Sewage Disposal Certificate Date	Sewage Disposal Certificate Date displays.
Enter Natural Resources and Environmental Protection Cabinet-Other description	Natural Resources and Environmental Protection Cabinet-Other displays.
Select Natural Resources and Environmental Protection Cabinet-Other Date	Natural Resources and Environmental Protection Cabinet-Other Date displays.

Close Out

← Enter dates as applicable to the project

Punch List Completed Date

Record Drawings Completed Date

Warranty & Guarantees Information Provided Date

Owner Training on Systems Date

Verification of Payment of Debts and Claims to Date

Close Out - Other

Close Out - Other Date

BG4 Date ← Leave BG4 Date and BG4 Board Order Date BLANK

BG4 Board Order Date ← as I will fill these in with the correct dates.

Created at 2/27/2017 9:51 PM by ▓ Epperson, Jody - Division of District Support
Last modified at 2/27/2017 9:51 PM by ▓ Epperson, Jody - Division of District Support

Save   Cancel

After you are finished entering the required information, click SAVE

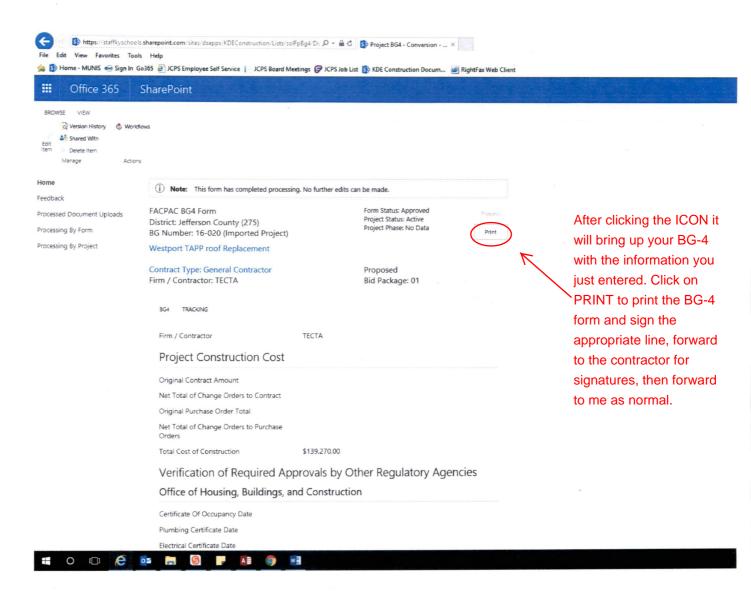| ACTION	RESULT
Select Punch List Completed Date	Punch List Completed Date displays.
Select Record Drawings Completed Date	Record Drawings Completed Date displays.
Select Warranty & Guarantees Information Provided Date	Warranty & Guarantees Information Provided Date displays.
Select Owner Training on Systems Date	Owner Training on Systems Date displays.
Select Verification of Payment of Debts and Claims to Date	Verification of Payment of Debts and Claims to Date displays.
Enter Close Out-Other description	Close Out-Other description displays.

Select Close Out-Other Date	Close Out-Other Date displays.
Select BG-4 Date	BG-4 Date displays.
Select BG-4 Board Order Date	BG-4 Board Order Date displays.
Select Save or Cancel	If save is selected the form will be saved; if cancel is selected the form will be cancelled.

After you hit SAVE at the end of entering the required information, it will bring you to this screen (the BG 4 Tab) and list the BG-4 you have just entered. Click on the ICON below actions to view and print the BG-4 for signatures and then forwarding to me.

After clicking the ICON it will bring up your BG-4 with the information you just entered. Click on PRINT to print the BG-4 form and sign the appropriate line, forward to the contractor for signatures, then forward to me as normal.

DO NOT HIT PROCESS AT THIS STAGE. PLEASE ONLY PRINT THE DOCUMENT THEN SCROLL DOWN AND CLICK SAVE.

THIS ENABLES ME TO GO IN AND ATTACH THE FINAL SIGNED BG-4 FORM AND BOARD APPROVAL AND THEN I WILL BE THE ONE TO PROCESS TO KDE.

IF YOU HIT PROCESS, IT WILL DELAY THE FINAL PAYMENT.

PLEASE CALL ME WITH ANY QUESTIONS