**[INSTRUCTIONS FOR COMPLETING THIS FORM ARE HIGHLIGHTED IN YELLOW.**

**RED TEXT: ENTER MISSING DATA, CONFIRM TEXT BY CHANGING TO BLACK TEXT OR DELETE**

**WHEN COMPLETE: DELETE ALL YELLOW HIGHLIGHTED TEXT, RED TEXT & BRACKETS.]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Appropriation Year(s):\_\_\_\_\_\_\_ | Cost Center:  \_\_\_\_\_\_\_ | Object Codes:  \_\_\_\_\_\_\_ | Amounts:  $\_\_\_\_\_\_\_\_\_\_\_\_ | Vendor Number:  \_\_\_\_\_\_\_\_\_\_\_ | P.O. Numbers:  \_\_\_\_\_\_\_\_\_\_\_ |

**A101 PROJECT ATTACHMENT**

**to**

**Minnesota State Colleges and Universities AIA Document A101–2017**

**Standard Form of Agreement Between Owner and Contractor, as currently amended by the Owner (hereinafter AIA Document A101-2017)**

AGREEMENT effective date and end date**:**

This contract is effective on **[INSERT FULL DATE (e.g., January 29, 2017)]** or upon the date the final required signature is obtained by Minnesota State, whichever occurs later, and shall remain in effect until **[INSERT FULL DATE (e.g., June 15, 2017), date to be at least 12 months from substantial completion date]** or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The CONTRACTOR understands that no work should begin under this contract until all required signatures have been obtained and the CONTRACTOR is notified to begin work by Minnesota State’s authorized representative.

**Between the Owner:**

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of **[Insert name of College or University, but not a particular campus.],** hereinafter referred to as the “Owner”.

Wherever reference is made to “Owner” related to project communications and management, it shall mean Owner, Delegated Project Manager, and Owner’s Project Representative as identified in this Attachment.

**And the Contractor:**

**[Insert Legal Name of Firm]**

**[Insert Street Address]**

**[Insert City, State, Zip Code]**

Hereinafter referred to as the “Contractor,” and (applicable to corporations and partnerships only) the Contractor represents and warrants that it is authorized as a [Insert “corporation” or “partnership”] and duly licensed as a contractor in the State of Minnesota.

AND, WHEREAS CONTRACTOR submitted a signed quotation on [Insert Date of Bid], which is hereby made a part of this AGREEMENT, as if fully set forth herein;

**for the following Project:**

**[Insert Project Name]**

**[Insert Name of College/University]**

**[Insert Campus Name, if applicable]**

**[Insert City, MN, Zip Code]**

**The Architect:**

**[Insert Legal Name of Firm]**

**[Insert Street Address]**

**[Insert City, State, Zip Code]**

**The Owner and the Contractor agree as follows in reference to the AIA Document A101-2017 sections as provided below:**

3.1 The date of Commencement of the Work shall be as identified in Term of the Contract on Page 1 of A101 Project Attachment.

3.3.1 The date of Substantial Completion of the entire Work: **[Insert date]**

3.3.2 The date(s) of substantial completion of portions of the Work that are to be completed prior to Substantial Completion of the entire Work: **[Insert portion of work and date]**

4.1 Contract Sum:

The Owner shall pay the CONTRACTOR for the performance of the AGREEMENT the Contract Sum of X Thousand and No/100 Dollars ($XXX,000.00), subject to additions and deductions as provided in the Contract Documents.

4.2.1 Alternates included in the Contract Sum: [Insert accepted alternate(s) and amount(s)]

4.3 Allowances included in the Contract Sum: [Insert allowance amount(s) or NA]

4.4 Unit Prices: [Insert Unit Price(s) or NA]

4.6 Other: [Insert Costs for Other work or NA]

8.2 The Owner identifies the following representative, or their successors:

Project Manager: [Insert name]

Email: [Insert email address]

Address: [Insert address]

8.3 The Contractor’s Representative, or their successors, is

Contractor Project Manager: [Insert name]

Email: [Insert email address]

Address: [Insert address]

8.7 Other Provision: [Insert other provisions or NA]

[WHEN FINALIZING DOCUMENT, FORMAT DOCUMENT SO THE ENTIRE SIGNATURE PAGE REMAINS ON THE LAST PAGE]

**Signatures:** (Sign and date at the appropriate signature line below)

In witness whereof, the Owner has caused this Agreement to be duly executed on its behalf and the Contractor has caused the same to be duly executed on its behalf.

**1. CONTRACTOR: [INSERT NAME OF CONTRACTOR FIRM]**

CONTRACTOR certifies that the appropriate person(s) have executed the contract on behalf of CONTRACTOR as required by applicable articles, by-laws, resolutions, or ordinances.

|  |
| --- |
| By (authorized signature and printed name) |
| Title |
| Date |

**2. VERIFIED AS TO ENCUMBRANCE: [INSERT NAME OF COLLEGE/UNIVERSITY]**

When the agreement is processed in e-Builder, the encumbrance is incorporated into the workflow.

See first page of B101 Project Attachment for Encumbrance Details**.**

**3. MINNESOTA STATE: [INSERT NAME OF COLLEGE/UNIVERSITY]**

|  |
| --- |
| By (authorized signature and printed name) |
| Title |
| Date |

**4. AS TO FORM AND EXECUTION: [INSERT NAME OF COLLEGE/UNIVERSITY]**

|  |
| --- |
| By (authorized signature and printed name) |
| Title |
| Date |