

Note to Employers

Background A Public Works Contract consists of a number of interrelated documents. Some of these are *entirely* standard; some are *largely* standard, with details added that are specific to the particular project; and some are *unique* to the project.

What files are available? Depending on the standard forms of contract you are using, you will need to download the relevant files from the Department's website (by clicking on the main link and also the plus (+) sign). The following is a summary of the files for each contract type:

Reference	Contract	Files	Contents
PW-CF1	Public Works Contract for Building Works Designed by the Employer	Public Works Contract for Building Works designed by the Employer Agreement ¹ A1, A2,A3,A4,A5,A5.1 Schedule Appendices 7 + 8 PV2	The Conditions of the Contract. The Agreement. The two Schedules that specify the particulars of the Contract. Two Appendices to the Price Variation Clause PV2.
PW-CF2	Public Works Contract for Building Works Designed by the Contractor	Public Works Contract for Building Works designed by the Contractor Agreement ¹ A1, A2,A3,A4,A5,A5.1 Schedule Appendices 7 + 8 PV2	The Conditions of the Contract. The Agreement. The two Schedules that specify the particulars of the Contract. Two Appendices to the Price Variation Clause PV2.
PW-CF3	Public Works Contract for Civil Engineering Works Designed by the Employer	Public Works Contract for Civil Engineering Works designed by the Employer Agreement ¹ A1, A2,A3,A4,A5,A5.1 Schedule Appendices 7 + 8 PV2	The Conditions of the Contract. The Agreement. The two Schedules that specify the particulars of the Contract. Two Appendices to the Price Variation Clause PV2.
PW-CF4	Public Works Contract for Civil Engineering Works Designed by the Contractor	Public Works Contract for Civil Engineering Works designed by the Contractor Agreement ¹ A1, A2,A3,A4,A5,A5.1 Schedule	The Conditions of the Contract. The Agreement. The two Schedules that specify the particulars of the Contract. Two Appendices to the Price Variation Clause PV2.

¹List of Agreement Signature Blocks:

- A1 Contractor is a Company and the agreement is signed by them;
- A2 Contractor is a Company and the agreement is sealed;
- A3 Contractor is an individual and the agreement is sealed;
- A4 Contractor is an individual and the agreement is signed by them;
- A5 Contractor is a Joint Venture; and
- A5.1 Additional members to Joint Venture

		Appendices 7 + 8 PV2	
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Note to Employers, Continued

Reference	Contract	Files	Contents
PW-CF5	Public Works Contract for Minor Building or Civil Engineering Works Designed by the Employer	Public Works Contract for Minor Building and Civil Engineering works designed by the Employer Agreement ¹ A1, A2,A3,A4,A5,A5.1 Schedule	The Agreement and the Conditions of the Contract. The two Schedules that specify the particulars of the Contract.
PW-CF6	Public Works Short Form of Contract	Public Works Short Form of Contract Performance Bond Appointment of Project Supervisor Rates of Pay and Conditions of Engagement Certificate	The Conditions of the Contract. One Schedule that specifies the particulars of the Contract.
PW-CF7	Public Works Investigation Contract	Public Works Investigation Contract Performance Bond Appointment of Project Supervisor Rates of Pay and Conditions of Engagement Certificate	The Conditions of the Contract. One Schedule that specifies the particulars of the Contract.
PW-CF8	Public Works Short Form of Investigation Contract	Public Works Short Form of Investigation Contract Appointment of Project Supervisor Rates of Pay and Conditions of Engagement Certificate	The Conditions of the Contract. One Schedule that specifies the particulars of the Contract.
PW-CF9	Public Works Framework Agreement	Public Works Framework Agreement	The Agreement

Using the files You can use these files to prepare the core Contract documents.

The main contract conditions PW-CF 1-8 are PDF documents. Use PDF to open these documents.

All other files are presented as protected Microsoft Word forms - this enables you to complete them with the specific details of your project, but you are prevented from changing the standard text in them.

When you have completed these documents with the details of your project, you can print the documents out, bind them together, and

have them executed by the parties involved.

Continued on next page

Note to Employers, Continued

How to fill in the Protected Microsoft Word forms

Use Microsoft Word to open the document you want to use.

You can read through the document in screen - use the scroll bar to move through the document.

When you click on any part of the document, the cursor is automatically positioned at the next point at which editing is permitted.

You can move between editable fields by pressing the TAB key.

Editable fields are of two kinds:

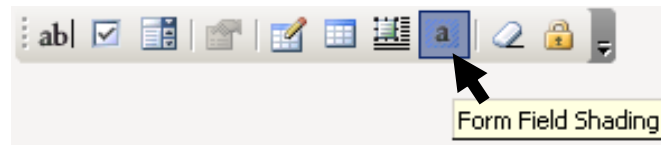
- **Text fields**, into which you may insert the appropriate text or number. If the field has a default value, this is shown, but it may be altered to suit the particular circumstances of the project;
- **Drop-down fields**, in which you must choose from a range of alternatives. Again, a default value may be shown.

Note that you cannot change the formatting of a form field.

Form Field Shading

Use Form Field Shading to make the editable fields more visible on screen. To turn on Form Field Shading:

1. Choose **View | Toolbars | Forms** to display the Forms toolbar.
2. Click the **Form Field Shading** button.



With Form Field Shading turned on, all the editable fields are displayed in grey. This is for display purposes only - the shading does not appear when the document is printed out.

Saving and printing your documents

When you have edited a document, you should save it to a suitable location on your hard disk or server.

Print out the document in the normal way.

Some parts of the documents (such as signature blocks) must be completed manually.
