

# **HiCAMS User Guide**

## **Chapter 2: Contract Maintenance**

### **Section 4A: Working with Warranties**

#### **Contents**

About Warranties

Entering a Line Item Warranty

# Revision History

Comments or concerns with this document should be directed to the NCDOT Construction Unit at 919-707-2400.

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
December 1997	1.0	Initial Version	HiCAMS Documentation Specialist
November 2002	2.0	Updated Document	Deirdre Warner
December 2010	3.0	Revised format and added business information	Marie Novello
December 2011	3.1	Updated phone number	Marie Novello
May 2012	3.2	Renumbered User Guide and reordered content	Marie Novello
October 2013	3.3	Renumbered to match HiCAMS menu	Marie Novello

# About Warranties

Warranties in HiCAMS can be set at both the Contract level and the Line item level.

Overall Contract Warranties based on Contract Special Provision SP1G145 "Twelve Month Guarantee" are tracked using the Project Guarantee fields located on the Review Contract Details > General Tab. This warranty can also be indicated during Contract Activation by clicking on the Project Guarantee checkbox.

Contract Warranties at the Line Item level are tracked using the Warranties button. This button is available during Contract Activation, and throughout the life of the contract. If a warranty is established on a line item after the contract has been activated, the button can be accessed from either the Review Contract Details > General Tab or the View Line Item Details window.

Until recently, Pavement Markings had a 180-day observation period that was tracked at the Line Item level. Per Ron Hancock's Memorandum dated 6 August, 2010, Pavement Markings now have a twelve month observation period and are tracked as part of the Twelve Month Guarantee.

The Line Item level warranty is currently used to track the Partial Acceptance twelve month review for Deck and Rail, and any other items that may be specified in the contract.

For additional information on Warranties, please contact the Construction Unit.

# Entering a Line Item Warranty

The Warranties button can be accessed in either the Review Contract Details window or the View Line Item Details. The process is the same regardless of which window is used.

To work with Warranties, go to **Functions > Contract Maintenance > Review Contract Details** or **Functions > Contract Maintenance > View Line Item Details**.

**Step 1:** Enter the Contract Number whose Warranties you wish to enter in the Contract field.

***Note:** For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.*

Below is an example of the Contract Details window showing the Warranty button. Notice also that the Project Guarantee checkbox is checked.

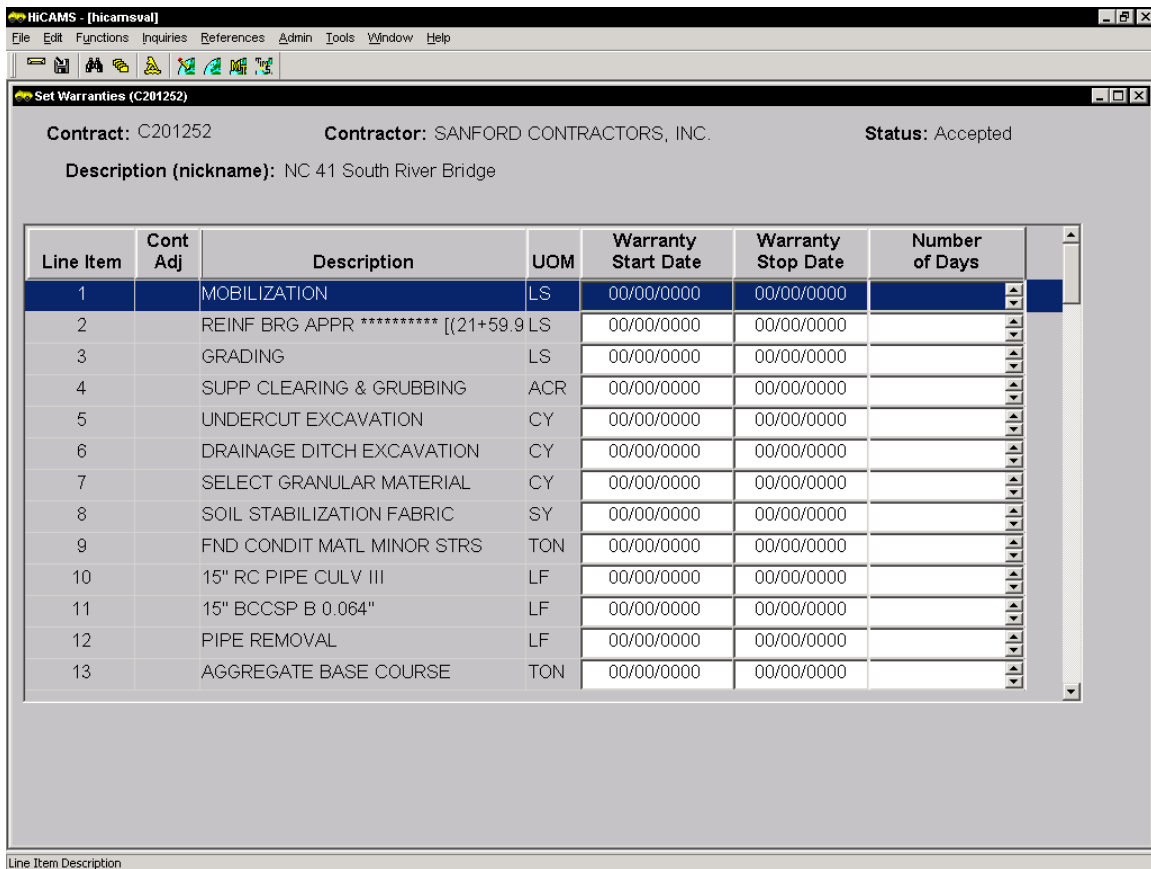
The screenshot shows the 'Review Contract Details (C201252)' window. The contract number is C201252, the contractor is SANFORD CONTRACTORS, INC., and the status is Accepted. The description is 'NC 41 South River Bridge'. The 'Project Guarantee' section is highlighted with a black oval and contains the following information:

- Step By Step
- Railroad Insurance
- No Plan
- Seed Mulch Incentive
- 100% State Funded
- A Plus B
- Blanket Consent
- Mainframe Contract

The 'Project Guarantee' section also includes a 'Guarantee' checkbox (checked), a '12 Months' duration, an 'Expires: 11/17/2011' date, and a 'Provisions Fulfilled: 00/00/0000' field. A 'By:' field is also present. At the bottom right of the window, the 'Warranties' button is circled in black.

**Step 2:** At the bottom of the window, click on the Warranties button. The Set Warranties window opens.

Below is an example of the Set Warranties window.



- Step 3:** Select the line item for which you wish to set a Line Item level Warranty.
- Step 4:** Enter the Line Item's Warranty Start Date. The date can be keyed into the field (use the MM/DD/YYYY format), or the calendar function can be accessed by double clicking in the date field and selecting the Start Date from the calendar.
- Step 5:** Next enter either the Warranty End Date or the Number of Days. HiCAMS will calculate the other entry automatically.
- Step 6:** Save the record. A completed Line Item Warranty entry is shown on the next page.

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File Edit Functions Inquiries References Admin Tools Window Help

Set Warranties (C201252)

Contract: C201252 Contractor: SANFORD CONTRACTORS, INC. Status: Accepted

Description (nickname): NC 41 South River Bridge

Line Item	Cont Adj	Description	UOM	Warranty Start Date	Warranty Stop Date	Number of Days
81		HP12X53 PILES	LF	00/00/0000	00/00/0000	
82		PP18X0.50 GALV STL PILE	LF	00/00/0000	00/00/0000	
83		PILE REDRIVES	EA	00/00/0000	00/00/0000	
84		CONCRETE BARRIER RAIL	LF	09/10/2010	09/09/2011	365
85		RIP RAP II (2'-0")	TON	00/00/0000	00/00/0000	
86		FILTER FABRIC FOR DRAINAGE	SY	00/00/0000	00/00/0000	
87		ELASTOMERIC BEARINGS	LS	00/00/0000	00/00/0000	
88		3'-0"X 2'-3" PRESTR BOX BEAM	LF	00/00/0000	00/00/0000	
89	SA1	GDRL ANCH UNITS Type B-77 TEMP	EA	00/00/0000	00/00/0000	
90	SA2	EVAZOTE JOINT SEALS	LS	00/00/0000	00/00/0000	
91	SA3	Milling Asphalt Pavement 0"-10"	SY	00/00/0000	00/00/0000	
92	SA3	Traffic Bearing Drop Inlets	EA	00/00/0000	00/00/0000	
93	SA4	Turbidity Curtain	LS	00/00/0000	00/00/0000	

Line item number.

Once the Date has been entered, close the window. HiCAMS will automatically send a notification to the Resident Engineer and Project Engineer of record four (4) weeks and two (2) weeks before the Warranty expires as a reminder to re-inspect the work. A notification will also be sent when the Warranty expires.