

## ADDITIONAL SPECIFICATIONS

### REVISION OF SECTION 620 - FIELD FACILITIES

The original revision of Section 620 of the Standard Specifications shall be deleted and replaced with the following:

**Delete Subsection 620.02 and replace with the following:**

#### **General:**

The Field Office shall consist of a weatherproof insulated mobile house-type trailer with floor plan and equipment similar to the drawing as detailed or other comparable facility as approved by the Engineer.

Outside Dimensions: 60' long x 28' wide x 8' high exclusive of draw bar and steps.

Windows: A minimum of twelve with provisions for cross ventilation and locking. All windows shall have screens and steel mesh installed for security. Mini blinds shall be provided for all windows.

Doors: Nine inside doors, seven for office partitions, one for closet, and one for bathroom. The closet door shall be solid wood with dead bolt lock. The bathroom door shall lock from the inside. Two outside doors shall be steel security doors with double cylinder (dual key) dead bolt locks. Reinforced decks and steps shall be installed at each outer door. An awning shall be provided for each entrance door. Minimum dimensions must equal landing area.

Built-in Desk: 2' deep x full room width x 2'6" high supported by 3 two-drawer legal size metal file pedestals (located in computer room). The counter shall have 2 pen drawers.

Office Desks: Six 5' x 2'6", six drawer desks with center pen drawer. The top of the desks shall be free of all scratches, chips and dents.

Computer Workstation: To include a separate computer workstation with a 60" computer table and overhead hutch with height-adjustable monitor shelf, 1' deep, and a printer stand.

Furniture/Office items:

6- ergonomic, adjustable and padded desk chairs with rollers

1- plan rack (10-project capacity) full size plans

15- folding chairs

3- drafting stools

6- 30" x 72" folding tables

2- 48" x 72" dry erase boards

1- 36" x 72" cork bulletin board

1- 24" x 36" cork bulletin board

12- sets of keys for all locks

4- book cases, minimum 4' high x 3' wide x 18" deep

8- ten-gallon trash cans

Telephones: The Field Office (Special) shall be provided with a minimum of eight telephones, one located in each office, one in the conference room and one in the computer room. Six private lines shall be provided with one separate line for the facsimile machine and computers, two lines with rollover capability for incoming calls. Each of the telephones provided for the field office shall be fully capable of utilizing either line.

## REVISION OF SECTION 620 - FIELD FACILITIES

**Internet Service:** The contractor shall provide internet service to the field office. The internet access shall be T1 or equal bandwidth and sufficient to provide high-speed connection to the internet to allow large electronic file transfer. Seven jacks shall be provided for connection to the internet. One jack each shall be located in each of the offices and the computer room. The Contractor shall provide all necessary hardware needed for the network connection including but not limited to routers, modem, wiring, etc.

**Fire Extinguisher:** Two twenty pound dry chemical

**Drinking Water:** Drinking water, dispensed from an acceptable cooling device with both hot and cold capabilities. Glass or plastic bottles shall be used.

**Refrigerator:** One upright refrigerator, location to be determined.

**Microwave:** One microwave, location to be determined.

**Sink/Toilet:** One single tub, stainless steel sink, equipped with one combination (mixing) hot and cold faucet. Sink and toilet shall be hooked up to water and sewer system. A twenty-gallon (minimum) electric water heater shall be provided and water pipes shall be located so that they are unexposed and protected from damage and freezing temperatures.

**Heating and Air Conditioning:** An adequate heating and air conditioning system capable of maintaining a heat temperature of 85 degrees F (max) and a cooling temperature of 65 degrees F (min). Filters to be provided and changed by the Contractor.

**Electrical:** A minimum of twenty, 4', double, 40 watt tube fluorescent light fixtures located over desks and conference table areas and thirty four duplex outlets. One duplex outlet will be located in the closet. Circuit breaker box will be located in a safe accessible location. One exterior light at each outside door shall be provided.

**Closet:** 30 square feet with two shelves (minimum 12" in depth) fitted on each wall. Closet shall be equipped with closet light and switch.

**Trash Removal:** A Dumpster type trash receptacle shall be provided, with weekly removal.

**Consumables:** Consumables such as paper towels, toilet paper, etc. shall be furnished by the Contractor.

**Facsimile Machine:** The facsimile machine shall print on plain paper and shall be capable of sending documents of all sizes up to and including 11"x17". It must be able to perform sequential broadcast, polling and delayed transmissions with a minimum ten-page memory. The Contractor shall install and maintain the fax machine in the Engineer's field office (special). Should the fax machine require repair and be out of service for more than twenty-four hours, a like machine will be provided within twenty-four hours. The Contractor shall provide a roll around stand for the fax machine.

**Copy/Printer Machine:** The copy/printer machine shall be a new, dry, free-standing model with a stationary platen by a reputable manufacturer as approved by the Engineer. The Contractor shall install and maintain the copy/printer machine in the Field Office (Special). Should the copy/printer machine require repair and be out of service for more than twenty-four hours, a like replacement will be supplied within twenty-four hours.

### REVISION OF SECTION 620 - FIELD FACILITIES

The copy/printer machine shall be capable of producing a minimum of twenty-five copies per minute. Maximum size of the original shall be 11"x 17". The copy/printer machine shall have three standard paper cassettes accommodating paper sizes 8-1/2" x 11", Legal, and 11" x 17". Each cassette shall accept a minimum of 250 sheets for a total of 750 sheets of paper capacity. Copy/printer machine shall have a single sheet bypass for manual copying onto special stock, not in paper cassettes and capable of using paper sizes of 5 1/2" x 8 1/2" to 11" x 17". The copy/printer machine shall have an automatic exposure control to automatically control exposure level for each original with a manual light/dark exposure control and shall be capable of copying/printing original documents of both sheet and bound documents. The copy/printer machine shall be capable of making 1 to 99 continuous copies/prints and shall be capable of copying/printing onto light weight paper of 16# or onto heavier paper of 32#. The copy/printer machine shall be capable of zoom magnification/reduction from 70% to 150% in 1% increments.

The copy/printer machine shall be equipped with a sorter attachment with a minimum of ten sort bins. A plastic dust cover for the copy/printer machine shall be provided. The contractor shall supply a rolling stand for the copy/printer machine. Supplies, toner, parts, service, and repairs shall be provided by the Contractor as directed by the Engineer. Paper for the copy/printer machine and paper for the FAX machine shall be provided by the Contractor. The copy machine shall be capable of scanning, in color, up to 11" x 17" paper.

***Subsection 620.06 shall include the following:***

The Field Office shall be equipped with one of the following security systems or an approved equal:

- 1) Security guard on premises at all times during non-working hours or
- 2) Surveillance or silent watchman type electronic security system installed in each of the field facilities.

The Contractor shall provide insurance against theft or damage for all inventory stored in the field facilities (\$50,000.00 minimum). The contractor shall replace any equipment damaged or stolen within five working days.

The Contractor shall maintain all furnished equipment in good working condition and shall replace or repair any nonfunctional equipment within five working days. This shall include replacement of light bulbs and fluorescent tubes for the field office (special).

***Subsection 620.07 shall include the following:***

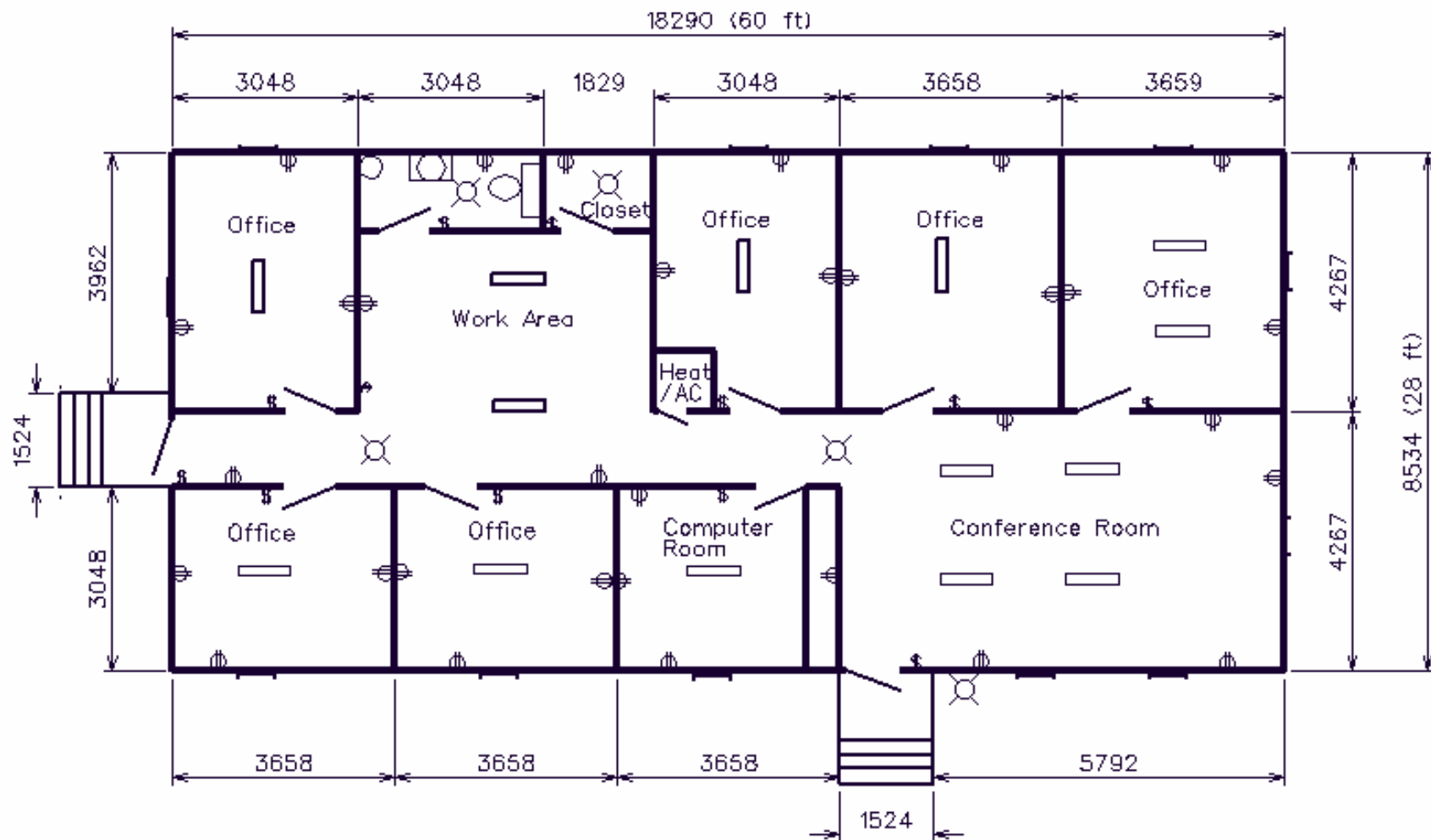
The Field Office shall include the above referenced items and shall be located within project limits as directed.

The Field Office shall remain in place with all equipment until 45 calendar days after the final project acceptance or as directed by the Engineer.

The Contractor shall provide a weekly cleaning service for the Field Office. The cleaning service shall be provided by a professional and reliable firm as approved by the Engineer, and retained by the Contractor for this specific purpose. Cleaning will not be paid for separately but shall be included in the cost of Field Office.

***Subsection 620.08 shall include the following:***

The telephone and internet (including monthly charges), copy/printer machine, fax machine, and site preparation, shall not be paid for separately, but shall be included in the cost of the field facilities.



**Legend**

- |   |                   |   |        |
|---|-------------------|---|--------|
|  | Outlet            |  | Window |
|  | Flourescent Light |  | Sink   |
|  | Switch            |  | Toilet |
|  | Light             |   |        |

**Notes:**

1. SteelMesh on all windows.
2. Awnings over each exterior door.
3. All dimensions in mm.