# **REVISION OF SECTION 620**

**FIELD FACILITIES**

Section 620 of the Standard Specifications is hereby revised for this project as follows:

Section 620.02 shall include the following:

**General:**

The Field Office (Class 2) shall consist of a weather proof insulated mobile house-type trailer. Variations from the details shown are subject to approval by the Engineer.

The Field Office (Class 2) shall be available to Construction Staff until 45 days after project acceptance.

Outside Dimensions: 50’ long x 12’ wide x 7’6” high exclusive of draw bar and steps.

Windows: A minimum of six 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: Three inside doors, two for office partitions, one for closet. The closet door shall be solid wood with dead bolt lock. The 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’ x full width (2.5’ high) supported by two drawer legal size metal file pedestals (located in computer room). The counter shall have 2 pen drawers.

Office Desks: One 5’ x 2.5’ six drawer desks with center pen drawer. The top of the desk shall be free of all scratches, chips and dents.

Furniture/Office items:

Four adjustable and padded desk chairs with rollers

Four folding chairs

Four sets of keys for all locks

One work table or desk.

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 to be used.

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: Work shall conform to the national electrical code for 110/220 volt, 60hz, applications and provide uniform power to properly operate all field office equipment.

Closet: 15 square feet with one shelf (minimum 1’ in depth) fitted on each wall. Closet shall be equipped with closet light, switch, and lock.

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**FIELD FACILITIES**

Telephones: The Field Office (Class Two) shall be provided with a minimum of three telephones, two located in each office, and one at the work table. Five private lines shall be provided (one line for the facsimile machine, two for computers, and two lines with roll-over capability for incoming calls). Each of the telephones provided for the field office shall be fully capable of utilizing either line. The lines provided for the Field Office shall be separate from the line provided for the Field Laboratory. Seven jacks shall also be provided for connection to the microcomputer fax-modem. One jack each shall be located in each of the offices and the work table. The contractor shall provide communications cords for the private lines for the Field Office (Class 2). The contractor shall provide one private line for the Field Laboratory.

Mobile Telephones: The Contractor shall provide three transportable cellular phones with direct radio capabilities for use by the Engineer. The phones shall be equipped with charging units and adapters for both AC and DC charging. The phones shall be provided with a private number, call forwarding, call conferencing, call waiting and a pager with voice message capabilities. The Contractor shall be responsible for maintaining all mobile telephones, and other accessories, in good operating condition at all times during this project.

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“ x 17”. It must be able to perform sequential broadcast, polling and delayed transmission with a minimum ten page memory. The contractor shall install and maintain the fax machine in the engineer's field office. 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 Machine: The copy machine shall be a dry, desktop model with a stationary platen. The contractor shall install and maintain the copy machine in the Engineer's field office. Should the copy machine require repair and be out of service for more than twenty-four hours, a like replacement will be supplied within twenty four hours. The copy machine shall be capable of producing a minimum of twenty five copies per minute. Maximum size of the original shall be 11”X17”.

The copy machine shall have two standard paper cassettes accommodating paper sizes 81/2”X11”to 11”X17”. Each cassette shall accept a minimum of 250 sheets for a total of 500 sheets of paper capacity. Copy machine shall have a single sheet bypass for manual copying onto special stock, not in paper cassettes and capable of using paper sizes of 81/2”X11”to 11”X17”.

The copy 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 original documents of both sheet and bound documents. The copy machine shall be capable of making 1 to 99 continuous copies and shall be capable of copying onto light weight paper of 16# or onto heavier paper of 32#. The copy machine shall be capable of zoom magnification/reduction from 70% to 150% in 1% increments. The copy machine shall be equipped with a sorter attachment with a minimum of ten sort bins. The contractor shall supply paper as needed.

High-Speed Internet Connection: The Contractor shall supply a high-speed Internet connection for the Field Office. This connection shall consist of ISDN, T1 or other such line that is compatible with CDOT systems. A satellite connection will not be allowed. This internet connection shall be capable of running up to three separate computers and shall include all hardware, software and peripherals, cables, technical support and any other equipment and materials necessary to install and maintain this system for the exclusive use of CDOT personnel for the duration of the project.

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# **REVISION OF SECTION 620**

**FIELD FACILITIES**

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 ($40,000.00 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 and field laboratory.

These units are to be maintained by the Contractor and shall be removed 45 calendar days after the project is complete unless released earlier by the Engineer.

All costs associated with the foregoing requirements shall be included in the original contract price of the field office.

Payment will be made under:

 **Pay Item Pay Unit**

 Field Office (Class 2) Each

 Sanitary Facilities Each