SP 619 **FIELD OFFICE**
(5/25/2023)

A. Description

The Contractor shall provide a suitable Type B field office and field laboratory in an approved location for the exclusive use of the Chief Engineer and Inspectors for making reports, checking Plans, and Specifications, etc., for storing the Chief Engineer's records and for performing field testing of construction materials. This Item shall be performed in accordance with Section 619 of the Specifications unless otherwise specified herein.

Section 619.02 of the Specifications shall be amended to include the following:

1. Amend/Add the following items for a Type B field office:

   (a) Minimum floor space of 500 sq. ft.

   (b) Potable hot and cold water for each field office; as well as a sanitary electric water cooler supplied with cups and water, which shall be kept cool.

   (c) A means for maintaining a room temperature between 68 and 80 °F (20 and 27 °C).

   (d) Portable first aid kits (2).

   (e) A wireless broadband internet connection with a minimum 10 Mbps download and 2 Mbps upload speeds; and a network latency less than 50 milliseconds.

   (f) A color copier/printer/scanner to be provided with all necessary maintenance and paper supplies with the following specifications:

      i. Color Copy/Print Speed: 30 Pages Per Minute (Letter), 15 Pages Per Minute (Legal), 15 Pages Per Minute (Ledger) or higher
      ii. Duplex printing support
      iii. Automatic document feeder with 50 sheet duplexing document feeder
      iv. Copier Memory: 768 MB
      v. Installed HDD: 40 GB
      vi. Data encryption and HDD Erase Support included with machine
      vii. Internal Stapler Support
      viii. Paper Capacity - 250 sheet × 2 trays, 50-sheet Bypass tray
      ix. Network Interface: 10/100Base-TX, 1000Base-TX
      x. Analog Fax Support Included with machine
      xi. Color Scanning with following requirements:
         Up to 600 × 600 dpi
         Scan Area up to 11" × 17"
         Scanning Protocol Support - TCP/IP, SMTP, SMB, FTP, POP3, NCP

File Scan Types Supported: Single Page TIFF, JPEG, PDF, Multi- Page TIFF, PDF, and OCR PDF
Scanning Support for Scan-to-Email, HDD, SMB (Folder), URL, and TWAIN

xii. Network protocol support for TCP/IP
xiii. Client and Server Print Driver Support for PCL Print Drivers
xiv. Server Operating System Support for Windows Server 2008 and Windows Server 2008 R2 (32 Bit/64 Bit)
xv. Client Print driver support for Windows XP/Windows 7 (Both PCL/(32 Bit and 64 Bit))
xvi. Minimum print/copy resolution of 600 × 600 dpi
xvii. Secure printing with password or pin from client to copier

(g) An adequate number of tables and chairs are to be provided for the purpose of conducting project meetings.

(h) The Contractor shall hire a 3rd Party CLEANING SERVICE to clean the field office weekly with services not limited to:

i. Garbage removal/disposal
ii. Sweeping and wet mopping floors
iii. Cleaning desks, table tops, and chairs from dust accumulation
iv. Cleaning of air conditioning/heating vents

For projects requiring moisture and density control of construction materials, provide the field office with a lockable wood or metal storage box of sufficient size to store a nuclear density gauge and with a working electrical connection to charge the gauge.

Provide two independent lock systems: one that locks the box the gauge is stored in; and the second one that locks the box to the facility within which the box is housed. The second lock system may consist of bolting the box to the office floor or wall. The storage box must be at least 15 feet (5 meters) from any occupied work area.

Furnish a concrete cylinder curing box capable of holding at least eight 6 × 12 inch (150 × 300 mm) cylinders at 73 °F (23 °C) ± 3 degrees no matter what the ambient temperature is when constructing either Portland cement concrete pavement over 10,000 square yards (8000 m²) or over 50 cubic yards (38 cubic meters) of bridge structure repair or replacement concrete. The box will have a sealed lid.

The Contractor will maintain all utility services (e.g., electric, security, telephone, water) for the duration of the project.

The field office shall be set up, equipped and made ready for use at least three (3) days prior to the beginning of Work on the Project by the Contractor or any of its subcontractors and shall remain until all field records pertinent to the Project have been completed. It shall be maintained in good condition and appearance by the Contractor for the duration of the Project and shall then be removed and disposed of by the Contractor, after which the site shall be cleaned up and left in a neat and acceptable condition.

The Contractor shall arrange and pay for the installation and removal of individual-line telephone service at the field office for the official and exclusive use of the Chief Engineer and other representatives of the Commission. All telephone charges will be paid for by the Contractor.

The Contractor shall maintain drainage in the area of the field office at all times during construction and shall restore the area to original conditions after the Work is completed.

The Contractor shall comply with all local ordinances, State of Ohio Building Code and Department of Industrial Compliance requirements and/or safety regulations as it relates to the establishment and maintenance of the field office.

Section 619.04 shall be deleted and replaced with the following:

B. Basis of Payment

The field office payment shall be full compensation for furnishing and maintaining facilities, all utilities, heat, electric, telephones, weekly cleaning and removal of facilities upon completion of the Contract.

Payment for Lump Sum bid will be made as follows:

1. 20% of the lump sum will be paid upon Field Office mobilization.
2. 20% of the lump sum will be paid upon Field Office demobilization.
3. The balance of the lump sum shall be paid in monthly payments equal to the balance of the lump sum divided by the number of months in the project's schedule.

Payment for Unit Price bid per Month will be made as follows:

1. Payment will be made for the number of months the office is maintained.
2. A partial month at the end of the project will be paid as a full month.

Item	Unit	Description
SP 619	Lump Sum	Field Office
SP 619	Month	Field Office

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