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| Use on projects where the contractor will provide the government office. Discuss details of this spec during the 70% milestone review. |

## Section 637. — FACILITIES AND SERVICES

Delete this Section and substitute the following:

**Description**

**637.01** This work consists of providing, installing, maintaining, and removing facilities and services for the exclusive use of Government personnel.

**Construction Requirements**

**637.02 General.** Provide the facilities and services starting no later than 14 days before starting on-site construction activities and ending no sooner than 21 days after on-site construction activities have concluded for all contract and Government option work. Provide notice for removal or termination date for facilities and services.

Submit a list of facilities, proposed facility locations, services, furnishings, and equipment for approval before committing to or signing any agreements or leases for these items.

Comply with applicable ordinances, safety codes, rules, and regulations.

If facilities or services become defective, are damaged, stolen, or for other reasons do not function as intended; repair or provide a replacement within 8 hours after being notified. Repairs and replacements are subject to approval.

Pay bills, including taxes and fees, for facilities and services by the payment due date.

Remove facilities and services when directed.

**637.03 Facilities.** Perform site work to accommodate the placement or construction of facilities. Comply with Subsection 107.10(d).

Provide and maintain facilities according to Tables 637-1 and 637-2. If not otherwise specified, provide furnishings of standard size, character, and condition for their function. Provide batteries and light bulbs necessary for the provided furnishings.

Provide safe, secure, sanitary, weatherproof buildings or trailers in good condition. Provide services according to Subsection 637.04.

Restore the ground to its original condition upon removal of facilities.

**(a) Field office.** Locate field office where high-speed internet service is available. Provide one of the following:

**(1) Office trailer.** Provide a portable office trailer. Locate the office trailer on or adjacent to the project site, or as directed. Locate the trailer so that it can be accessed 24 hours a day, 7 days a week. Provide exterior lighting to illuminate the area surrounding the Government field office at night. Equip the lights with photocell sensor devices and motion detectors to activate the lights.

**(2) Commercial office space.** Provide office space at a commercial development adjacent or near to the project site.

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| **Table 637-1**  **Minimum Requirements for Field Facilities** | |
| **Property** | **Field**  **Office**  **(Each)** |
| Floor space, square feet | 400 |
| Locking outside door, deadbolt with 2 sets of keys | 1 |
| Steps with slip-proof tread and handrails | ✓(1) |
| Windows with locks | 2 |
| Total window area, square feet | 30 |
| Ceiling height, 7 feet | ✓ |
| Rooms including toilet room | 4 |
| Room size, except toilet room, square feet | 100 |
| Shelves, 12-inch depth, square feet | 12 |
| Electrical lighting | ✓ |
| Heat and air conditioning, maintain temperature of 72±7 °F(2) | ✓ |
| Adequate electrical outlets | ✓ |
| Surge protectors | 3 |
| Adequate electricity  (120 and 240 V, 60 cycle as applicable) | ✓ |
| Adequate potable water supply | ✓ |
| Drinking water cooler with water supply | ✓ |
| Sink with faucets for both hot and cold water | ✓ |
| Parking for three vehicles on gravel, or paved surface | ✓ |
| 6-foot high chain link fence with gate around building and parking area | ✓ |

(1) As required by local code.

(2) If window air conditioning is provided, provide a separate unit for each room

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| **Table 637-2**  **Minimum Facility Furnishings** | |
| **Furnishing** | **Field**  **Office (Each)** |
| Table, wood or like, 96"L x 30"W x 30"H | 3 |
| File cabinet, 2-drawer, fire resistant, metal, with lock and keys | 1 |
| File cabinet, 4-drawer, metal | 1 |
| Desk, wood or like, 60”L x 30”W x 30”H(1) | 2 |
| Desk lamp(1) | 2 |
| Office chair(1) | 5 |
| Storage cabinet, 72"L x 36"W x 18"H | 1 |
| Fire extinguisher | 1 |
| Refrigerator, 18-cubic foot | 1 |
| Microwave oven, 1.1 cubic foot, 1100 watt | 1 |

(1) Meet accepted industry standards for ergonomics.

**(b) Storage facility.** With the field office, provide a storage facility with a minimum floor space of 64 square feet, that is secure, enclosed, covered, and protected from the elements. Secure the storage facility with a padlock or other approved device. Provide keys, lock combinations, or gate codes necessary for entry to the CO. Provide one of the following:

**(1) Stand-alone facility.** Provide a stand-alone structure or storage container located adjacent to the Government field office, or as directed. Position the facility, or make improvements to the site, so that vehicles can park within 50 feet of the facility for loading and unloading.

**(2) Commercial facility.** Provide a drive-up storage facility at a commercial development located within 15 roadway miles of the project.

**637.04 Services.** Provide utilities and services necessary to operate field offices according to Table 637-3 and the following.

**(a) Electricity.** Provide electrical service from the local utility. Obtain approval to use generators if electricity cannot be provided to the facility by the utility.

**(b) Water.** Provide continuous potable water supply.

**(c) Natural gas, propane, or heating oil.** Provide service from a local utility or provider when required for appliances and furnishings.

**(d) Sewer.** Provide service from the local utility if required. Provide toilet paper, hand soap, and paper towels for bathrooms.

**(e) Portable toilet.** Provide portable toilets if sewer or septic hookups are unavailable for field office trailers. Provide one portable toilet with weekly service and cleanings. Locate portable toilet adjacent to the field office, as directed. Provide hand sanitizer and toilet paper. Provide a padlock if requested.

**(f) Trash and waste disposal.** Provide trash and waste disposal service weekly.

**(g) Drinking water.** Provide a bottled water dispenser, capable of cooling and dispensing chilled water. Provide purified drinking water for use with the water dispenser.

**(h) Snow removal.** Perform snow removal if directed. Plow parking areas and access roads to the provided facilities. Shovel sidewalks and walkways.

**(i) Landscape maintenance.** Perform landscape maintenance if directed.

**(j) Pest control.** Perform pest control if directed.

**(k) High-speed internet.** Provide dedicated commercial high-speed internet service with no bandwidth limitations, data caps, or throttling that meets the following:

**(1)** Fiber Optic Service (FIOS), Cable Internet Service, or Digital Subscriber Line (DSL), with minimum speeds of:

*(a)* Download speed of 25,000 kilobits per second;

*(b)* Upload speed of 10,000 kilobits per second;

**(2)** Equipped with a modem and a router with a firewall or a router and a firewall appliance;

**(3)** Router with Internet Protocol Version 6 (IPv6) capable, Wi-Fi Protected Access II (WPA2) or higher encryption, Simple Network Management Protocol (SNMP) Monitoring, Dynamic Host Configuration Protocol (DHCP), and at least Category 6 Registered Jack 45 (RJ45) LAN office drop cables; and

**(4)** Supports simultaneous internet access of at least 3 workstations connected by Category 6 Registered Jack 45 (RJ45) LAN office drop cables.

If the required service options are not available, alternate internet access service options, including Satellite Internet, a dedicated Transmission System 1 Line (T1), or mobile hotspot (MiFi) may be submitted for approval.

**(l) Telephone.** Provide local and long-distance landline telephone service from a local provider. Supply two cordless telephones with the following capabilities:

**(1)** Touch tone, speaker phone, speed dial, hold button, and conference calling features; and

**(2)** One digital telephone answering machine or voicemail service capable of answering, recording, storing, and playing back telephone messages with a storage capacity of at least 30 minutes in length.

**(m) All-in-One (AIO) device.** A self-feeding plain paper printer, copier, and scanner with the following minimum capabilities:

**(1)** Printing, copying, and scanning black and white, and color hardcopies for each size paper; 8½- by 11-inch (letter size), 8½- by 14-inch (legal size), and 11- by 17-inch paper;

**(2)** Equipped with 3 separate paper trays, 1 for each size paper; 8½- by 11-inch (letter size), 8½- by 14-inch (legal size), and 11- by 17-inch paper.

**(3)** Automatic document feeder capable of making at least 20 copies per minute for each size paper;

**(4)** Reducing or enlarging originals, including duplex (double-sided) copying, for each size paper;

**(5)** Capable of scanning at 600 dpi for each size paper;

**(6)** Reducing or enlarging originals, including duplex (double-sided) copying, for each size paper;

**(7)** Copying to Universal Serial Bus (USB) flash drive in Adobe Acrobat (\*.pdf) file format; and

**(8)**Built-in wireless technology (Wi-Fi capable).

Furnish all necessary supplies for the AIO device, including paper.

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| **Table 637-3**  **Services Provided for Facilities** | |
| **Service** | **Field**  **Office** |
| Electricity (120 and 240 V, 60 cycle as applicable) | ✓ |
| Water | ✓ |
| Natural Gas, Propane, and Heating Oil(1) | ✓ |
| Sewer(1) | ✓ |
| Portable Toilet(2) | ✓ |
| Trash and Waste Disposal | ✓ |
| Drinking Water | ✓ |
| Snow Removal(3) | ✓ |
| Landscape Maintenance(3) | ✓ |
| Pest Control(3) | ✓ |
| High-Speed Internet | ✓ |
| Telephone | ✓ |
| All-in-One (AIO) Device | ✓ |

(1) If required for provided appliances or furnishings.

(2) If indoor flush toilets are not available.

(3) Provide service if directed.

**637.05 Acceptance.** Facilities and services will be evaluated under Subsections 106.02 and 106.04.

**Measurement**

**637.06** Measure the Section 637 pay items listed in the bid schedule according to Subsection 109.02.

**Payment**

**637.07** The accepted quantities will be paid at the contract price per unit of measurement for the Section 637 pay items listed in the bid schedule. Payment will be full compensation for the work prescribed in this Section. See Subsection 109.05.

Progress payments for facilities and services will be paid as follows:

**(a)** 75 percent of the pay item amount will be paid after installation and acceptance for occupancy.

**(b)** The remaining portion of the pay item amount will be paid after the facilities and services are removed.