

## 600 INCIDENTALS

### ITEM 619 - FIELD OFFICE

#### 619.01 Description

#### 619.02 General

#### 619.03 Basis of Payment

**619.01 Description.** This item shall consist of providing, maintaining, and subsequently removing a field office for the exclusive use of the City for the duration of the contract. The field office will be designated as Type A, B or C.

**619.02 General.** The field office shall be available and completely functional at the start of the work. The office shall have a minimum ceiling height of 7 feet (2.1 m) and have provisions for maintaining room temperature between 68 and 80°F (20 and 26.7°C). The Type C field office shall have a separate enclosed room for the Engineer. The Contractor shall provide and maintain telephone and electric service. One phone shall be connected to a recorded answering device. One speaker phone and one copying machine shall be required for Type B or Type C facilities. The copier shall be provided with all necessary maintenance and paper supplies, and be capable of producing multiple copies of documents up to 8 inch (216 mm) by 14 inch (355 mm) in size.

The office shall be provided with potable hot and cold water. The office shall also have neat, sanitary, enclosed toilet accommodations; associated lavatory and sanitary supplies shall be furnished. Portable facilities may be provided with the approval of the Engineer.

On all projects requiring moisture and density control of construction materials, the field office shall contain a storage box for a nuclear density gauge in accordance with drawings on file with the City.

Additional requirements for field office and office equipment are as specified in the following table:

<b>Item</b>	<b>Type A</b>	<b>Type B</b>	<b>Type C</b>
Floor Space (sq. ft.) (square meter)	150 (14)	500 (46)	1,000 (93)
Telephone <sup>1</sup>	1	2	3
Base Radio and 4-Hand Held Units <sup>2</sup>	-	-	1
10 Column Electronic Calculator with Tape	1	2	3
Desk and Chair Set	1	3	5

Work Tables (30 inch by 72 inch) (750 by 1800 mm)	1	2	3
4 Drawer, Legal, Size, Lockable Metal File Cabinet	-	1	2
2 Drawer, Metal File Cabinet	1	2	2
Portable Fire Extinguishers, Type 2A10BC-5#	1	1	2
All Weather Parking Spaces	4	8	10
Plan Rack <sup>3</sup>	1	1	1

<sup>1</sup> Two outside lines to office for Types B and C.

<sup>2</sup> Units shall be capable of transmitting and receiving voice communication between office and any area on the project site.

<sup>3</sup> Capable of handling the breakdown of 22 inch (559 mm) by 36 inch (914 mm) sized plans in to 10 sections.

The preceding requirements for the field office may be modified only upon written approval of the Engineer.

**619.03 Basis of Payment.** The field office will be paid for at the contract price bid, which price shall be full compensation for furnishing, maintaining, and subsequently removing the field office and all incidentals necessary to complete this item.

<b>Item</b>	<b>Unit</b>	<b>Description</b>
619	Lump Sum	Field Office, Type _____
619	Month	Field Office, Type _____