

Part 1 - General

1.01 Description

- .1 This Section specifies requirements for Contract Administrator's field office. This Section shall apply only to contracts tendered by the Region of Durham.

1.02 Measurement for Payment

- .1 Payment shall be made for each month (and part month at a pro-rated amount), which the field office is in use as directed by the Contract Administrator.

1.03 Basis of Payment

- .1 Unit price stated in Form of Tender, unless otherwise specified, shall be compensation in full for all labour, equipment and materials required to do the work.

Part 2 - Products

2.01 Field Office Trailer

- .1 Supply and maintain a reasonably new trailer in well-maintained condition for exclusive use of the Contract Administrator for duration of Contract.
- .2 Minimum size as stated in the Special Provisions. Minimum size to be 25 m².
- .3 Trailer to be weatherproofed, insulated, electrically heated and electrically lighted. Provide adequate thermostatically controlled heating and air conditioning to maintain inside temperature at 20 °C to 24 °C year-round. Trailer shall have electricity provided by connection to hydro service and not via generators unless previously approved by the Region of Durham.
- .4 Minimum four windows to open complete with fly screens and security bars.
- .5 Doors to be fitted with cylinder locks with the Contract Administrator in possession of all keys.
- .6 Combination colour scanner/printer with ability to print/scan letter and legal sized paper with separate cassette trays for each paper size.

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- .7 Two 23-inch computer monitors with HDMI connection cords.
 - .8 High speed internet service either via land line or mobile stick.
 - .9 Parking space to accommodate a minimum of five (5) vehicles.
 - .10 Sanitary facilities separate for the Contract Administrator, to include the following:
 - .1 Heated and lighted sanitary facility with sink, chemical flush toilet, urinal and running water
 - .2 1000-watt electric heater
 - .3 Locking latch on inside of door
 - .4 Soap dispenser and supplies
 - .5 Paper holder and supplies
 - .6 Holding capacity shall be a minimum of 100 gallons of fresh water and 40 gallons for waste water.
 - .7 Power requirements shall be 2 -110v 15-amp circuits
 - .11 Fixtures to include:
 - one (1) desk with lockable drawers
 - one (1) padded task chair with arm rests, five-point base and casters
 - one (1) locking, legal-size filing cabinet, minimum two drawers
 - one (1) drafting table with drafting chair
 - ten (10) padded chairs (stacking type)
 - one (1) wall-mounted pencil sharpener
 - one (1) waste basket
 - one (1) mini-refrigerator, minimum 3.2 cu. ft.
 - one (1) combination hot and cold-water cooler including continuous supply of potable water
 - two (2) meeting tables, each approximately 900 mm x 1800 mm
 - one (1) Class A-B-C fire extinguisher, wall-mounted
 - one (1) first aid kit (St. John Ambulance, Ontario Level 1 Workplace Kit or reviewed equivalent), including replacement supplies as ordered by the Contract Administrator
 - .12 Provide security protection as required.

- .13 Property and Contents Insurance - The Contract Administrator's trailer shall be insured and all contents shall be insured for replacement value up to and including \$25,000.

Part 3 - Execution

3.01 Trailer Setup

- .1 Trailer shall be set up in an approved location with hydro and internet service activated within seven (7) days of notification to commence work or actual work commencement whichever occurs first. Failure to comply shall result in the Region of Durham providing the required trailer and back-charging the Contractor.
- .2 Site shall be restored to condition equivalent or better than existed prior to the Contractor moving on site.

END OF SECTION