Note: This section is not a common document on a multi-contract project. Include only in the lead contract.

SECTION 015213 - STATE FIELD OFFICE

Use this section when directed for large and long term projects. See information at end of section.

1. GENERAL
   * + 1. SECTION INCLUDES

Manufacturers of mobile or relocatable office units may have “refurbished” units available for lease. If the project does not require the long term installation of a unit it may be less expensive to allow for either a new custom built or refurbished unit.

* + - * 1. Provide and maintain a field office comprised of new custom built mobile or relocatable office units, new furniture, and new equipment, stair, and ramp for the sole use of the Director’s Representative and staff. Include temporary services and accessories necessary for use of the items specified.
      1. SUBMITTALS
         1. Waiver of Submittals: The “Waiver of Certain Submittal Requirements” in Section 013300 does not apply to this Section.
         2. Shop Drawings:

Site Plan: Show location of field office where directed. Indicate holding tank, utility services, connections and accessible stairs and ramps.

* + - * 1. Product Data: Catalog sheets, specifications, and installation instructions, for all major items of the field office including furnishings and equipment. Submit within 15 days after award of Contract.
      1. SCHEDULING
         1. Provide units, ready for occupancy by the Director’s Representative and staff, within 30 days after shop drawings specified above are approved.
      2. QUALITY ASSURANCE
         1. Accessibility Requirements: Provide fully accessible units including stairs and ramps that comply with ICC/ANSI A117.1 as referenced by the Building Code of New York State.
         2. Provide units and all related utility connections in accordance with the NYS Uniform Fire Prevention and Building Code.
         3. Provide certification insignia from New York Department of State that certifies trailer unit is code compliant.

1. PRODUCTS
   * + 1. MOBILE OR RELOCATABLE OFFICE UNITS
          1. Manufacturers/Companies:

ModSpace, 1620 Route 9, Clifton Park, NY 12065-0511, (518) 371-0384, www.modspace.com.

Williams Scotsman, Corporate Headquarters, 8211 Town Center Dr., Baltimore, MD 21236, (800) 782-1500, www.willscot.com.

Anchor Modular Buildings, PO Box 100, Medford, NJ 08055, (866) 396-0227, www.anchormodular.com.

Determine number and size(s) of office units and edit paragraph below as required. Include a similar model from each manufacturer if possible, as more information becomes available.

* + - * 1. Number, Approximate Size and Model:

One, 60 x 23 feet, double-wide office unit by ModSpace.

One, 12 x 56 feet, office unit Model GS-1260 by ModSpace.

One, 48 x 10 feet, office unit Model GS-1048 by ModSpace.

One, 30 x 8 feet, storage unit with an entrance door on one side and an overhead door on one end; Office Storage Unit by ModSpace.

* + - * 1. Office Unit Requirements:

Ceiling Height: 8’-0” minimum.

Fill in blank spaces below and delete underlines. See tables at end of section to determine energy code required minimum values based on the county location of the project.

Insulation: Exceed code required minimums for insulation. If wood frame construction, exceed the following values, walls > R - \_\_, floor > R - \_\_ and roof > R - \_\_. Provide code requirements and provided insulation values.

See tables at end of section to determine energy code required minimum values where required. Add security mesh on door glass areas in New York City and any other area where there is a higher security risk.

Exterior Doors: Minimum 2, minimum 34 inches wide, with key-in-lever locksets (U-factor to exceed 0.\_).

See tables at end of section to determine energy code required minimum values where required. Add security mesh on all windows in New York City and any other area where there is a higher security risk.

Windows: Approximately 7 percent of exterior wall area with insect screens (U-factor to exceed 0.\_).

Complete ducted heating, ventilating, and air conditioning system with sufficient capacity to maintain a summer office temperature of 75 degrees F and a winter office temperature of 70 degrees F.

Water Heater: 6 gal minimum.

VCT or sheet vinyl floor finish.

Interior partitions to be wood 2 x 4 framing with ½” vinyl covered gypsum board.

Fluorescent lights in all rooms as required to maintain a minimum of 60-foot candles at desktop level.

Bulletin board (4 feet x 6 feet).

Toilet room with toilet, grab bars, toilet tissue dispenser, lavatory, built-in medicine cabinet, paper towel dispenser and mirror.

Insulated skirting from bottom of units to grade, around entire unit. Skirting is to be 2’ x 4’ wood framing with 2” rigid insulation type SM and white ventilated vinyl siding to match unit.

Electric energy and fuel for the duration of the Contract.

Pre-wire unit for voice and data (5 connections each) as shown on approved shop drawings.

* + - 1. FURNITURE AND EQUIPMENT
         1. Furniture:

Four swivel type chairs with arms suitable for use at office desks.

Ten straight back stackable chairs.

Four lockable metal office desk, 30 x 60 inches, double pedestal type with keys.

One drafting table, 37 x 60 inches.

One conference table, 44 x 96 inches.

One “Planhold” plan rack, adjustable height, floor supported cantilever type, with plan clamps or plan rack sticks.

Two lockable 4-drawer letter size file cabinets.

One 4’x 6’ wall mounted dry erase board.

Fill in the blanks in paragraph below with current model nos. and delete underlines.

* + - * 1. Office Equipment:

One multifunction Printer - HP \_\_ \_\_\_ Laser Jet Printer. Provide one-year service agreement, paid in advance.

One copier - Sharp \_\_ \_\_\_\_ Laser Digital Copier

Supplies: paper, sizes as directed and toner cartridges for the duration of the project.

The telephone system in paragraph below is intended for offices with a staff of 8 or more. Projects with 2 to 4 staff should utilize multiline phone systems and locally purchased answering machines.

One Panasonic Voicemail system installed, with programming and maintenance for the duration of the project to handle 3 outside lines and 5 compatible instruments. Provide the instruments and all wiring.

System - Panasonic KX-TDA50 Digital Hybrid IP-PBX with wall rack.

Voicemail System - Panasonic KX-TVA50.

Telephones - Main 2 each KX-T7636.

Telephone - Regular 3 ea. KX-T7625.

Provide all wiring between all stations, equipment rack, etc. such that a complete system is installed and operates properly. Maintain the system for the life of the contract.

One refrigerated bottled water dispenser, (Hot & Cold Type) with cups, bottled water and necessary supplies. Provide water and cups for duration of contract.

One first aid kit.

One 15 cubic foot refrigerator, EnergyStar energy efficient model.

Fire Extinguisher: Multipurpose Dry-Chemical Type in Steel Container UL-rated 20-A:120-B:C, 20-lb nominal capacity, with monoammonium phosphate-based dry chemical in enameled-steel container.

Add security system with auto dial and alarm horn in paragraph below in New York City and other areas where there is a higher security risk per direction of Regional Supervisor.

This system operates wirelessly, there are no cabling requirements. Installation requires base set up, sensor installation and initial set-up. The contractor may choose to use an installation contractor.

The base station console unit has a built-in 85db siren. When the unit is triggered by an event, it sounds the horn, it signals the lamp modules to flash continuously, and it dials out to up to 4 pre-programmed telephone numbers. The base station console unit can handle a total of 16 zones. This package includes 6 detectors and is expandable by an additional 10 detectors.

Security System

Acceptable manufacturer: X10 Wireless Technology, Inc. 19823 58th Place South, Kent, WA 98032, Telephone # 1-800-675-3044, Website address: http://[www.x10.com](http://www.x10.com/)

Acceptable Model: Protector Plus Voice Dialer, 12 piece system, http://www.x10.com/security/ds7000\_s\_12pc\_ps152.html

Base Station Voice Dialer Console for Protector Plus - X10 Model # PS561 - Quantity: 1.

Lamp Module - X10 Model # LM465 - Quantity: 2.

Door/Window Sensor - X10 Model # DS10A - Quantity: 4.

Security Motion Detector - X10 Model # MS10A - Quantity:

Security Remote Control - X10 Model # SH624 - Quantity: 1.

Security Keychain Remote - X10 Model # KR10A - Quantity: 2.

Battery back-up power.

Maintain the system for the life of the contract.

1. EXECUTION
   * + 1. INSTALLATION

Consult with Structural Engineer on foundations requirements. If foundations are not provided, specify abs pads and tie-downs installed per code requirements. Remove hitches from double-wides.

* + - * 1. Install units where directed. Remove wheels and store them where directed.
        2. Provide manufacturer’s stair with platform at one exterior door and ramp with platform(s) at one exterior entrance.
        3. Provide 20’ x 50’ parking area of 6” Sub-base Course Type 2 and maintain for the duration of the contract including snow removal.
        4. Provide sanitary sewer lines including excavation and backfill from office units to existing sewer (100’ max).
        5. Provide water service to office units from nearest available source. Retain and pay for a plumber to run the lines underground below frost line. Include excavation and backfill. (100’ max).
        6. Provide electric service to units from nearest available source (100’ max). Include 10’ above grade 4x4 mast for overhead connections. Retain and pay contractor to do the electrical service and connections.

Delete paragraph below if no security system.

* + - * 1. Install security system and set up per manufacturer’s instructions.
      1. MAINTENANCE AND CLEANING
         1. Maintain and clean the office units for the duration of this Contract. Include the following:

Daily removal of rubbish.

Daily cleaning of toilet room, including the plumbing fixtures. Replenish toilet room supplies as needed.

Weekly mopping of floors.

Weekly dusting of offices and other rooms.

* + - * 1. Maintain approaches free of mud and snow.
        2. Protect water lines from freezing.
      1. REMOVALS
         1. Remove the units, furniture, and equipment when directed. Restore permanent facilities used for or connected to field office to their original condition or better.

END OF SECTION 015213

The remainder of this document is for information only; not to be included in project specifications.

Use this section in lieu of the field office specified in section 015000 (when directed) for large and long term projects. Prepare the specifications so that the work of this section is provided by the lead contractor (usually construction). In other words, don’t make it a common document.

Delete state field office article from section 015000 and include the following under related work specified elsewhere in that section:

State Field Office: section 015213 (construction work contract only).

The field office complex specified in this section is much more elaborate and expensive than the one specified in section 015000 and, it is important, therefore, that the final version for each project be brought to the attention of the bureau of cost control.

There are many sizes and models of mobile/relocatable field offices available from the manufacturers listed in part 2 of this section. The appropriate size or sizes and models as well as the furniture and equipment required should be selected by the district office during or before the field check and then approved by the director of construction.

Table 1

| Zone | Wdws/drs  U-factor  Minimum | Roof  R-value  Minimum | Floor  R-value  Minimum | Walls  R-value  Minimum |
| --- | --- | --- | --- | --- |
| 10b | Any | 19 | 19 | 11 |
| 11b | Any | 25 | 19 | 11 |
| 12b | Any | 19 | 19 | 11 |
| 14a | 0.7 | 19 | 25 | 11 |
| 15 | 0.7 | 25 | 25 | 11 |
| 16 | 0.6 | 25 | 25 | 11 |

Table 2

| Zone | County | Zone | County | Zone | County |
| --- | --- | --- | --- | --- | --- |
| 14a | Albany | 15 | Herkimer | 11b | Richmond |
| 15 | Allegany | 15 | Jefferson | 12b | Rockland |
| 11b | Bronx | 10b | Kings | 14a | Saratoga |
| 15 | Broome | 15 | Lewis | 14a | Schenectady |
| 15 | Cattaraugus | 14a | Livingston | 15 | Schoharie |
| 14a | Cayuga | 14a | Madison | 15 | Schuyler |
| 14a | Chautauqua | 14a | Monroe | 14a | Seneca |
| 15 | Chemung | 14a | Montgomery | 15 | St Lawrence |
| 15 | Chenango | 11b | Nassau | 15 | Steuben |
| 15 | Clinton | 10b | New York | 11b | Suffolk |
| 14a | Columbia | 14a | Niagara | 15 | Sullivan |
| 15 | Cortland | 15 | Oneida | 15 | Tioga |
| 15 | Delaware | 14a | Onondaga | 15 | Tompkins |
| 13a | Dutchess | 14a | Ontario | 15 | Ulster |
| 14a | Erie | 12b | Orange | 15 | Warren |
| 16 | Essex | 14a | Orleans | 15 | Washington |
| 16 | Franklin | 14a | Oswego | 14a | Wayne |
| 15 | Fulton | 15 | Otsego | 12b | Westchester |
| 14a | Genesee | 12b | Putnam | 14a | Wyoming |
| 14a | Greene | 10b | Queens | 14a | Yates |
| 16 | Hamilton | 14a | Rensselaer |  |  |

All requests for equipment, materials and field offices to be used in the performance of construction management and inspection services must be submitted to the Director of Construction for approval.

END OF INFORMATION 015213