

**803 - FIELD OFFICE AND LABORATORY**

**SECTION 803**

**FIELD OFFICE AND LABORATORY**

**803.1 DESCRIPTION**

Provide the designated types of field offices and laboratories shown in the Contract Documents.

**BID ITEMS**

Field Office  
 Field Office and Laboratory (\*)  
 \*Type: A, B or C

**UNITS**

Each  
 Each

**803.2 MATERIALS**

Provide a field office and laboratory that complies with **TABLE 803-1**.

<b>TABLE 803-1: REQUIREMENTS FOR FIELD OFFICE AND LABORATORY</b>				
<b>Requirements</b>	<b>Type A</b>	<b>Type B</b>	<b>Type C</b>	<b>Field Office</b>
Minimum floor area (square feet).	230	160	120	160
Minimum inside width (feet).	9	7	7	7
Minimum ceiling height (feet).	7	7	7	7
Minimum number of windows with screens. Sliding or swinging windows (minimum area per window of 4 square feet) on a minimum of 2 sides of the building.	6	4	4	4
Minimum number of locking outside doors with screen doors.	2	1	1	1
Partitioned for a laboratory area and a drying room. 70 square feet minimum floor area for the drying room. Approximate length of workbench for the drying room of 7 feet. The drying room must have a minimum of 1 window and 1 outside door.	yes	no	no	no
Insulated and weather tight.	yes	yes	yes	yes
Electrical supply 110 volt AC. Install devices necessary to provide transient voltage surge suppression at the building main circuit breaker panel.	yes	yes	no	yes
Minimum number of electrical outlets. Space outlets uniformly throughout the building.	6	6	n/a	6
Minimum number of light fixtures. Uniformly space light fixtures to light the interior of the building.	3	2	n/a	2
Water supply. Provide a minimum pressure of 5 psi, or a minimum head of 12 feet, if a gravity tank is used.	yes	yes	yes**	no
Sink and faucet. Minimum sink dimensions: 30 inches long, 24 inches wide and 6 inches deep. The faucet must have a hose connection.	yes	yes	yes**	no
Minimum total length of workbench (feet). Minimum workbench dimensions: 30 inches wide and 36 to 42 inches high.	30	20	10	20
Number of chairs or stools for use at the workbenches.	2	2	2	2
Writing table or desk with chair. Approximate size of writing table or desk: 5 feet by 30 inches and 30 inches high.	yes	yes	yes	yes
Heating system capable of maintaining a minimum temperature of 70°F.	yes	yes	yes	yes

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<b>TABLE 803-1 (cont.)</b>				
<b>Requirements</b>	<b>Type A</b>	<b>Type B</b>	<b>Type C</b>	<b>Field Office</b>
Air-conditioning system capable of maintaining a temperature below 85°F.	yes	no	no	yes
Provide a private telephone line service protected from surge voltages. If cellular telephone service is used, provide a compatible data connector that will give the telephone service modem capability.	yes	no	no	yes
Exhaust fan.	yes*	yes*	no	no
Ovens for drying samples. Provide gas or electric as necessary for the ovens.	yes	no***	no***	no
Fire extinguisher	yes	yes	yes	yes

\*Type A: Provide an exhaust fan in the drying room capable of changing the air in the room every minute.

Type B: the exhaust fan shall be capable of changing the air in the building every 3 minutes.

\*\* Only when required for testing.

\*\*\*Provide gas for drying samples, when required.

The Engineer will accept the field offices and laboratories based on compliance with the specified requirements and visual inspection for condition. The DME may accept a non-compliant field office and laboratory if it will meet the needs of the project.

**803.3 CONSTRUCTION REQUIREMENTS**

When ordered by the Engineer, provide the designated field offices and laboratories for the exclusive use of the Engineer. Set up the field offices and laboratories at the locations designated by the Engineer. Secure and support the field offices and laboratories to prevent vibrations. If the Engineer determines it is necessary to relocate the field offices and laboratories during the progress of the project, relocate the field offices and laboratories to the locations designated by the Engineer. Remove the field offices and laboratories when released by the Engineer.

If the Engineer determines that additional field offices and laboratories (of the types designated in the Contract Documents) are required, provide the types and number of field offices and laboratories requested.

On projects tied by KDOT where the bid items for field offices and laboratories are shown only on one project, provide the field offices and laboratories for use on all of the projects tied by KDOT.

**803.4 MEASUREMENT AND PAYMENT**

If the Engineer informs the Contractor at the pre-construction conference that the field office or field office and laboratory are not required, the Engineer will underrun this item.

The Engineer will measure each field office and field office and laboratory.

The Engineer will measure each unit on each project (including each designated on KDOT tied projects) only once, even if the unit is relocated, or if the unit is used on all projects tied by KDOT.

A Field Office and Laboratory (Type A) may be substituted for and measured for payment as a Field Office and Laboratory (Type B), a Field Office and Laboratory (Type C) or a Field Office. A Field Office and Laboratory (Type B) may be substituted for and measured for payment as a Field Office and Laboratory (Type C).

Payment for "Field Office and Laboratory" and "Field Office" at the contract unit prices is full compensation for the specified work. The contract unit prices for the various types of field offices and laboratories will govern, regardless of the number of units used on the project.

The Engineer will make partial payments according to **TABLE 803-2**.

<b>TABLE 803-2: FIELD OFFICE AND LABORATORY PARTIAL PAYMENTS</b>	
<b>Condition</b>	<b>Pay % of Contract Unit Price</b>
1 <sup>st</sup> estimate after the unit is provided & accepted	40
3 months after accepted	70
When released by Engineer	100

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If the Engineer determines that telephone service is unnecessary for "Field Office and Laboratory (Type A)" and "Field Office", the Engineer will reduce the contract unit price for these items by 10%.

If the Engineer requests that the field office and laboratory be relocated, the Engineer will pay a relocation fee of \$300 per relocation for "Field Office and Laboratory (Type A)" and "Field Office and Laboratory (Type B)" bid items, and \$150 per relocation for "Field Office and Laboratory (Type C)" and "Field Office". The relocation fees will be paid for at the amounts shown, as Extra Work, **subsection 104.6**.