

**AMENDMENT #2 8-11-14 ADD THE FOLLOWING PARAGRAPHS TO THIS SECTION**

**SECTION 01 00 00  
GENERAL REQUIREMENTS**

**1.29 TEMPORARY CEMETERY DIRECTOR FIELD OFFICE**

**SEE ATTACHED "SKETCH TEMP CEM DIR TRAILER 8-11-14"**

- A. The Contractor shall, within thirty (30) days after receipt of Notice to Proceed, provide where shown on the drawings a temporary field office, furniture, and six inch deep gravel surfaced area for use by cemetery staff and visitors. Provide (14) 9' x 18' parking spaces. Provide (2) asphalt handicapped parking spaces with ADA compliant walkway from access aisle to building ramp. Provide compliant signage at HC spaces. Provide (2) "conex" standard nominal 10' x 20' sea containers. Provide 6' chain link fence topped with (3) strands of barbed wire and (2) 12' gates. Provide padlock and chain for gate with six spare keys. Provide pole lighting sufficient to light entire lot to 5 foot-candles. Provide drawing for approval by SRE prior to order and installation. Contractor has option for lease/purchase of facilities/equipment and must remove from site after acceptance of ETO area. Access to this office shall be maintained at all times.
- B. The field office shall provide not less than 1,440 gross square feet (nominal 24' x 60' double wide) of floor area in one unit. Installation of the office shall meet all applicable codes.
- C. Provide facility with two, three foot wide exterior doors, including hardware and OSHA approved platform, stairs and HC ramp leading to grade. Provide slip-resistant surface on stairs and HC ramp. Provide exterior lighting at landings.
- D. Enclose the entire perimeter of the office from the floor to the ground and finish to match exterior. Provide R7 insulation and seal tight to ground with a painted 3/4 inch exterior grade plywood skirt.
- E. Exterior finishes shall be manufacturer's standards.
- F. Provide floor, wall, and roof with not less than R5 insulation.
- G. Interior finishes shall consist of resilient flooring, plywood paneling or painted wallboard on walls, and acoustical tile ceilings. Interior doors may be either painted or stained.
- H. Interior shall be subdivided with full height partitions to provide two offices, one conference room and two toilets. Provide each space with

three foot wide door with master keyed locks. Provide six sets of keys for each lockset and key all locksets alike.

- I. Provide 2-1/2 feet wide by 3 feet high operable windows; two in each room, except provide only one 2 foot high window in toilet rooms. Window openings shall be fitted with security bars to prevent any forced entry. The doors of field office shall have a hasp and padlock and also deadbolts keyed from both sides.
- J. Provide sufficient fluorescent lighting in each room to deliver 70 foot-candles of light at desk top height without the aid of daylight. Provide one light switch in each room.
- K. Provide one duplex receptacle in each wall of each room. If a wall is 10 feet long or more, provide two receptacles for each 10 feet, or portion thereof, of wall.
- L. The Contractor shall provide the following:
  - 1. Electricity, hot and cold water, and necessary utility services (except telephone).
  - 2. All necessary piping, power circuits network cabling, cat 5e or better cabling for phones and computers, electrical fixtures, lighting, and other items necessary to provide a habitable structure for the purpose intended. The number of network and electrical receptacles will be as per attached drawing of the field office.
  - 3. Thermostatically controlled, centralized heating and air conditioning system designed to maintain the temperature between 70 and 80 degrees F with 50 percent relative humidity maintained during the air conditioning season.
  - 4. One water closet, lavatory, mirror, toilet paper dispenser, paper towel dispenser, soap dispenser, towel bar, and two-prong coat hooks for each toilet room. Provide water supply, water heater and sewage holding tanks to be serviced weekly for duration of use by cemetery staff.
  - 5. Provide Data and Voice Equipment/Connection as follows:
    - a) 2 voice lines (one dedicated phone line for FAX machine and one dedicated phone line for communications).
    - b) Voice line numbers must have local area code.
    - c) Desk phone with speaker, answering machine, and long phone cord. Capable of muting speaker when on speakerphone.
    - d) Conference speaker phone with long phone cord.

- e) Indoor Equipment: Must provide separate one (4) RJ45 connection for data communications (CAT5 cabling) and two (2) RJ11 connections for analog voice communications. Provide central location for termination of the CAT5 cabling.
  - f) 24/7 live phone based technical support.
  - g) Next business day on-site maintenance.
  - h) Data Connection: Provide T-1 connection lines. Methods and material shall be per ANSI/EIA/TIA-568-1991 Standard. Install (2) four pair Category 5e/6 cable Unshielded Twisted Pair (total of 8 conductors) (UTP) Category 5e/6 IEEE 802.3 100BaseT UTP Level 5e/6, 24 AWG cables. Contractor shall supply 100BaseT, Category 5e or Category 6 certified rack-mounted modular RJ45 punch down block/panel as required (24/48 ports) for jacks meeting the ANSI/EIA/TIA 568-A-5 category 5e/6 standards.
  - i) Provide 24 hour security system with local police dept notification
6. Copier Machine/fax/printer (complete with installation, service, maintenance, supplies and pay all monthly usages charges:
- a. Minimum machine requirements:
    - 1) Collating/sorting/stapling.
    - 2) Enlarging/reducing.
    - 3) Multi-size sheet feeder.
    - 4) Four paper tray sizes and bypass tray.
    - 5) Two-sided and single-sided copying.
    - 6) Plain paper copies.
    - 7) Memory feature with fifty documents.
    - 8) Automatic document feeder with 50 page capacity.
    - 9) Memory storage for twenty or more numbers.
- All service, maintenance, and supplies shall be same day service.
7. Contractor shall include a **\$2,500 allowance** for miscellaneous office supplies and equipment not specifically mentioned in this specification section.
- M. Contractor shall, for the duration of the Cemetery Director's occupancy, provide the following:
- 1. Satisfactory conditions in and around the field office and parking area.

2. Maintenance of gravel surfaced area, including the area for parking, in an acceptable condition for vehicle and foot traffic at all times.
3. Maintenance of utility services.
4. Weekly janitorial services and supplies (toilet paper, soap, etc.).
5. Potable water, fuel and electric power for normal office uses, including lights, heating and air conditioning.

N. The Contractor shall provide the following new items:

- 1 Secretary workstation with adjustable keying desk and drawer (size 29-1/2" H x 60" W x 30" D)
- 4 Printer stand (size 26-1/2" H x 60" W x 30" D)
- 6 Office desks, double pedestal
- 1 Conference table (size 3' x 6')
- 1 Plan table (4' x 7')
- 2 Work tables (folding 30" x 72")
- 1 Secretary chair
- 6 Swivel chairs with arms
- 14 Conference chairs (armless & folding)
- 2 Arm Chairs
- 3 Lockable 5 drawer file cabinets, letter size
- 1 Drawing rack, with (12-30 inch) "Plan Hold" drawing holders, freestanding
- 2 Bookcases 36" W x 12" D x 72" H
- 1 Electric water cooler with refills throughout the project.
- 1 Metal storage cabinet, 36" x 18" x 72" with six shelves
- 1 20 sheet, commercial duty paper shredder
- 1 3' x 8' tackboard
- 1 3' x 8' dry erase board
- 6 wall clocks
- 6 wastebaskets

O. At the completion of all work, including the punch list, the field office and facilities shall become the property of the Contractor and Contractor shall remove same, including utility connections, from the Cemetery. The site shall be restored to original condition and finished in accordance with contract requirements. All 5 drawer file cabinets provided shall become the property of the Government.

### 1.30 VA TRIRIGA CONSTRUCTION PROJECT MANAGEMENT SYSTEM

VA contractors, selected by award to perform work, are required to get access to the VA TRIRIGA CPMS. The TRIRIGA CPMS is the management and collaborative environment that the VA uses for all Major projects within the Office of Construction & Facilities Management (CFM). The contractor is solely responsible for acquiring access to the VA TRIRIGA CPMS and for maintaining access for (3) three years beginning with NTP. To gain access to the VA TRIRIGA CPMS the contractor is encouraged to follow the licensing process outline as specified below: Access Request and Payment can be made through the following URL <https://valicensing.oncfi.com/>

For more information and to request account set-up and access, contact Craig Alsheimer, Federal Account Manager  
Computerized Facility Integrations, LLC  
18000 West Nine Mile Road  
Suite 700  
Southfield, MI 48075  
Email: [calsheimer@gocfi.com](mailto:calsheimer@gocfi.com)  
Phone: 248-557-4234 Extension 6010; 410-292-7006

#### Process:

1. Once the contractor has been notified by VA of the award and given a unique contract number, the contractor can enter a request for access to TRIRIGA at URL <https://valicensing.oncfi.com/>
2. CFI will process the request for access and payment. CFI will create the USER ID and a password. Security provisions required to align the contractor to the Contract Number will be entered and an email will be generated and submitted to the requestor.
3. CFI will also provide standard terms and conditions related to the transaction and use agreement.