1. **PART 1 – GENERAL**
	1. **General:** The Contractor shall provide on a monthly rental basis two (2) connected or side by side mobile office trailers not less than 2,160 gross square feet of floor area with two (2) doors and two (2) sets of stairs and handicap accessible ramps to include all labor, materials, equipment and professional supervision necessary to set up the field office at a designated area at the VA Sierra Nevada Health Care System, Reno, NV. The contractor shall provide all design, construction, and supervision of the required underground utilities. Except where noted as government provided, provide and install all furniture and equipment required to activate the field office. Installation of the field office shall meet all local codes.
	2. **Applicable Documents:**
		1. Attachments, including the following:
			1. Program
			2. Floor Plan
			3. Site Plan
			4. Workstation Furniture Layout
			5. Record Drawings for Utility Chase
			6. Record Drawings for Utility Pathway for Telecommunications
			7. Record Drawings for Underground Utilities
			8. Existing Electrical Trench and Storm Drain
			9. Project Manual
			10. VA Barrier Free Design Standard, PG-18-13
		2. All local, state and federal laws
	3. **Field Office Approval:** Field office shall be approved by the Contracting Officer’s Representative (COR) prior to installation.
	4. **Submittals:**
		1. Submittals Required:
			1. Refer to individual specification sections for submittal requirements.
			2. Planometric drawing of the mobile trailer.
			3. Mobile trailer plan drawings to include locations of walls, doors, and windows; locations of power and data outlets; fire alarm; locations and description of all building systems.
			4. Site plan drawing showing connections to site utilities.
			5. Furniture and equipment plan.
			6. Furniture and equipment cutsheets.
			7. Samples for all finishes to be selected, including but not limited to furniture upholstery and/or vinyl, furniture bases, furniture panels, paint, carpet, and resilient floor.
		2. Maintenance Plan: Provide written plan for routine and unscheduled maintenance. Information to include relevant contacts and established protocol for communication to/from the facility.
		3. Maintenance Report: Provide written report for routine, 6-month check, and unscheduled maintenance within five working days of the maintenance and/or maintenance check. Include plan of actions required and/or performed.
	5. **Pre-Construction Meeting:** Refer to specification section 01 35 26 Safety Requirements.
	6. **Drawings:** See paragraph 1.4.1.
	7. **Work Coordination:** All work shall be coordinated with the COR.
		1. Coordinate underground utility connections and access around Building 7 and Building 8 with contractor performing work in the adjacent Building 7.
	8. **Work Commencement:** Supplier will deliver, set up and equip mobile office trailer ready for operation by **December 30, 2017**.
	9. **Smoking Areas:** Smoking will be permitted only at locations designated by the COR.
	10. **Safety:** Refer to specification section 01 35 26 Safety Requirements.
	11. **Housekeeping and Cleanup:** After set up and removal of mobile office trailer, the supplier shall leave all work areas in a neat, clean and workmanlike condition satisfactory to the COR. After completion of the entire job, the contractor shall remove from the premises all tools, equipment, and materials.
	12. **Unscheduled Interruptions:** Work operations are subject to unscheduled interruptions and contractor personnel may be required to immediately leave the designated work area or be denied access due to security operations.
	13. **Working Area Verification:** The supplier shall be responsible for the coordination and proper relationship of this work to the building premises, and thoroughly familiarize himself with all details of the work and working conditions, to verify all dimensions in the field, and advise the COR of any discrepancies before performing any work.
	14. **Quality Assurance:** While performing the work, the supplier shall be subject to on-site inspections by the COR. If the work is found to be in violation of specification requirements, the Contracting Officer will issue a stop work order until the violation is resolved. Standby time and expenses required resolving the violation shall be the supplier expense.
	15. **Debris:**
		1. **Non-hazardous Waste:** All scrap, solid waste, non-hazardous materials shall be disposed of off the premises and in accordance with applicable laws and regulations at supplier’s expense, unless otherwise specified in the contract.
		2. **Hazardous Waste:** Not applicable.
	16. **Delays:** The government is not liable on any delay caused by the occupant, security inspections or any security measures imposed by the VA Police and/or higher authority.
	17. **Damages:** Supplier shall be responsible for repairing damage caused by set up and tear down of mobile office trailer and other repair activities. Any damages incurred as a result of supplier’s actions shall be repaired or replaced at no additional cost to the government.
	18. **Materials and Equipment Stored at VASNHCS:** During construction setup and tear down, the government shall not assume any responsibility for the security or protection of any materials or equipment stored on the premises by the contractor.
	19. **Commercial Warranty:** The Contractor agrees that the supplies or services furnished under this contract shall be covered by the most favorable commercial warranties the Contractor gives to any customer for such supplies or services and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the Government by any other clause of this contract.
	20. **Contract Performance Period:** Contract period of performance to include a base year covering twelve (12) months with four (4) consecutive option years for a total contract period of five (5) years.
2. **PART II – PRODUCTS:**
	1. **Contractor Supplied Materials:** The contractor shall supply normal industry standard approved materials.
	2. **Trailer Minimum Requirements:**
		1. **Size:** Approximately 24’ W x 60’ L double wide and 12’ W x 60’ L single wide mobile trailer, preferably attached or located side-by-side.
		2. **Structural Requirements:**
			1. Washoe County Requirements, up to 5,000 feet elevation and IBC 2012, Risk Category II:
				1. Basic Wind Speed: Vult = 130 mph.
				2. Wind Exposure: C.
				3. Ground Snow Load, Pg: 30 psf.
				4. Roof Snow Load, Pf: 21 psf.
				5. Seismic Site Class: D.
				6. Seismic Design Category: D.
		3. **Exterior Infrastructure:**
			1. Doors: minimum two (2) 3’-0” x 7’-0” exterior doors with vision panel, hardware, hasp and padlock and deadbolts keyed from both side.
				1. Locksets to be compatible with facility standard Best system (BEST small format (IC) and Coremax Keyway (WX)). Contractor to provide blank cores. Government will furnish the completed key cores upon occupancy.
			2. Windows: double glazed insulated window units. Provide minimum 2’-6” w x 3’-0” h operable windows to be located through the space. Provide one minimum 2’-0” w x 1’-0” h window in each toilet room.
			3. Lighting: exterior light for ingress/egress at each entrance/exit.
			4. Finish: Exterior finishes shall be manufacturer standard. Color samples shall be submitted for review by the Contracting Officer Representative and a selection shall be made from the full range of manufacturer standard colors.
			5. Roof: Industry standard; include heat traced gutter system to avoid formation of ice during winter freezing temperatures; daylight rain water as required to avoid sheets of ice forming in the roadway or pedestrian access paths.
			6. Insulation: Provide floor, walls and roof with not less than R5 insulation.
			7. Accessibility: OSHA approved platform with stairs and ramp leading to grade.
			8. Perimeter: 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 19 mm (3/4 inch) exterior grade plywood skirt.
			9. Covered Entry/Exit: Provide roof canopy or overhang for building entries/exits, including stairs and ramps.
		4. **Interior Infrastructure:**
			1. Refer to the attached program for space requirements.
			2. Refer to the attached proposed floor plan based on the space requirements. The actual layout may vary based on specific modular requirements.
			3. Interior shall be subdivided with full height partitions to provide spaces shown in the program. Provide each space with a 3’-0” x 7’-0” door with master keyed locks.
			4. Walls: Plywood paneling or painted wallboard.
				1. IT Closet: Provide full-height walls to underside of deck for security. Provide fire retardant plywood (4’x’8’x3/4” sheets) on one wall.
			5. Flooring: Carpet at USACE Office, Workstations, Copy Alcove, Conference Room and Hallways; resilient flooring for restrooms, HAC, IT, and Break Alcove.
			6. Accessibility: Comply with Architectural Barriers Act (ABA) Standards, 2015 edition and the VA Barrier Free Design Standard (supplement to the Architectural Barriers Act Accessibility Standards).
			7. Doors: Manufacturer standard; flush panel; painted or stained.
				1. Provide keyed locks for USACE Office, HAC, and IT.
				2. Locksets to be compatible with facility standard Best system (BEST small format (IC) and Coremax Keyway (WX)). Contractor to provide blank cores. Government will furnish the completed key cores upon occupancy.
			8. Windows: Provide minimum 6’-6” w x 3’-0” h fixed windows to be located as shown on the floor plan.
			9. Lighting: recessed fluorescent or LED lighting sufficient to deliver 750 lux (70 footcandles) of light at desk top height without the aid of daylight. Provide minimum one light switch in each room. Provide emergency lighting as required by codes and regulations.
				1. Lighting within administration portions (office, workstations, and conference) should be a direct/indirect diffuser light fixture conducive for long hours in front of a computer screen. Lighting within these areas should be dual switched to enable fluctuations of footcandles based on daylight available.
			10. Ceilings: acoustical tile ceiling with minimum NRC .55.
			11. Finishes: Samples of finishes shall be submitted for review by the Contracting Officer Representative and selections shall be made from the manufacturer’s full range of standard finishes.
			12. Fire sprinkler system is ***not*** required for this building type.
		5. **Utilities:** Mechanical, electrical, and plumbing sized to meet the use and occupancy requirements. Refer to attached site plan for proposed connections and routing. All utilities to be run underground; overhead not allowed.
			1. Provide all necessary piping, power circuits, network cabling, CAT 6 or better cabling for phones and computers, electrical fixtures, lighting, and other items necessary to provide a habitable structure for the purpose intended. Specific requirements listed below.
			2. **Water:** Provide heat trace for the water source as it comes up to the building due to the raised height of the building and the freezing winter temperatures.
			3. **Fire Alarm:** Provide standalone fire alarm system for connected trailers.
			4. **Sanitary Sewer:** Due to the difficulty of tying in to the existing sewer system on site, the sanitary sewer to be a standalone system (holding tank) with weekly pickup.
			5. **Electrical:** all electric; no natural gas or propane. Minimum 500-amp main breaker and the capability of using 240 V, single phase power. Provide power as required for the functions listed in the space requirements and shown on the floor plan. Specific requirements listed below. Provide minimum one duplex 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.
				1. **Workstations:** Provide (1) quad or (2) duplex 120V power outlets per workstation. Power to be run through the furniture.
				2. **Conference:** Provide (1) duplex 120V power outlet for wall mounted TV and (1) duplex 120V power outlet for computer to be landed within the credenza.
				3. **Copier:** Provide (1) 120 volt 20 amp dedicated power circuit.
				4. **IT:** All power to the IT Room must be dedicated power. Provide (1) dedicated power circuit duplex outlet in the IT rack.
			6. **Telecommunications:** Provide 24-strand single-mode fiber in 4” conduit to IT Closet in Building 8 Boiler Plant; pull and terminate. Provide 6-strand single-mode fiber in 4” conduit to pullbox with pullstring then to Activation Field Office; pull and terminate. Provide end-to-end warranty. Install data receptacle boxes and in-wall conduit extending to six inches above the ceiling. Provide 2-port data outlets as required for the functions and equipment listed in the space requirements and shown on the floor plan. Specific requirements listed below. All teledata cabling to be CAT 6. All data ports and cable to be blue, unless noted otherwise. Only IT equipment allowed in IT Room. Install a complete functioning IT control center with all its electronic components to connect to the government provided/installed control switch. Label all data/phone outlets as well as the electronic control centers for “addressing” the data/phone cables on activation.
				1. **Data Faceplates/Jacks:**

Faceplates: white color.

Specific label areas built into the faceplate.

Jacks inset into the faceplate.

Jacks set at a 45-degree angle.

Jacks: blue color.

Quick method for internal cable connections.

Ability to grip cable at the internal jack entrance to prevent tension on the cable from pulling loose from the connection points.

Requires no special tools to terminate jacks or tool must be included with the purchase of a box of jacks from any retailer.

Basis-of-Design: Panduit.

Executive Face Plate: CBEEIY.

Sloped Inserts: CHSRE2EI-X.

Blue CAT 6 Jack: CJ688TGBU.

Patch Panel CAT 6: DP48688TGV.

* + - * 1. **Labeling for Data Faceplates:**

Two labels per 4-port faceplate: one for the top 2 ports and one for the bottom 2 ports.

Sample of one label: D4-26 1D153 D4-27.

The “D” stands for Data.

The “4” represents the panel position in the communications closet. The top patch panel will be D1 and the next will be D2, etc.

The “26” represents the port in that panel in the communications closet.

The “1D153” represents the communications closet room number.

Then it repeats (with the appropriate ID changes, typically just the port number, “26” to “27”) for the adjacent port.

* + - * 1. **Patch Panel Cable Labeling:**

Label each cable designating the room in which they terminate in, at a minimum.

* + - * 1. **Testing:**

Test all CAT 6 cabling and provide COR a hard copy and electronic copy (FLW format).

* + - * 1. **Equipment for IT Room:**

(1) UPS: 494703 Eaton POWE 5PX2200RTN KIT:5PX2200RT+NETWORK-MS; Eaton rack mount.

(1) Camera: Panasonic WV-SF336 or equal.

(1) 19” Rack: B-LINE SB558084XUAL 2-Post Equipment Rack 19” 3” deep, Black (245388 Anixter).

(2) Vertical Cable Manager: B-LINE SB86086D084FB RCM+ Vertical Cable Manager with Door, High Density, Double Sided (Anixter #313647).

(3) Horizontal Cable Manager: B-LINE SB87019S1FB RCM+ Horizontal Cable Manager with Cover, Single Sided (Anixter 313662); one at the top of the rack, one per patch panel, and one at the bottom of the rack for the switch.

(2) Vertical Cable Manager: B-LINE SB86086D084FB RCM+ Vertical Cable Manager with Door, High Density, Double Sided (Anixter #313647); one on each side of the rack.

* + - * 1. **Workstations:** Provide (1) 2-port data outlet per workstation. Data to be run through the furniture. Ports must be labeled using facility standard format.
				2. **Conference:** Provide (1) 4-port data outlet for wall mounted TV and computer to be landed in a credenza. Ports must be blue and angled down at a 45-degree angle at the height of 24” above finished floor.
				3. **Copier:** Provide (1) 2-port data outlet.
				4. **Wifi:** Provide (2) data drops at ceiling for wifi; (1) in the approximate center of each trailer. Drops should be hung in the ceiling and located at the 1/3 and 2/3 point lengthways on center on the narrow dimension with a biscuit at the end. Green cable preferred.
			1. **Mechanical:** Provide a thermostatically controlled, centralized heating and air conditioning system designed to maintain the temperature between 21 and 27 degrees C (70 and 80 degrees F) with 50% relative humidity maintained during the air conditioning season. Provide adjustable heat/air diffusers; exhaust fans for the restrooms that turn on/activate with the light switch. Provide dedicated split unit heat pump for IT Room.
			2. **Plumbing:** fixtures, equipment and infrastructure required for the functions described below.
				1. **Restrooms:** floor mounted toilets, wall mounted lavatories, and single urinal.
				2. **Break Room:** stainless steel sink undermount in cabinet; gooseneck faucet; spigot for water bottle filler.
				3. **Housekeeping Closet (HAC):** floor mounted mop sink.
	1. **Furniture, Fixtures and Equipment Minimum Requirements:**
		1. **Cabinets:** Provide built-in cabinets as noted below. Contractor option to provide this requirement with furniture in lieu of built-in. Final length of casework dependent on final approved floor plan.
			1. **Break Room:** Provide approximately 8’-0” x 25” deep cabinet with sink to include base cabinets with countertop, backsplash, and side splash.
		2. **Furniture:** Refer to specifications for further requirements. Local dealership to install and deliver products with Factory trained and certified installers. Furnishings must be received in local dealership’s warehouse to be staged for installation.
			1. Open cubicle workstations: refer to workstation furniture layout attachment. All quantities below to be provided per workstation. Herman Miller Canvas or equal. Panel frame color to be selected from manufacturer’s full range.
				1. Desk Surface:

(1) 24” D x 72” W electronic adjustable height sit/stand laminate surface; natural maple preferred; Herman Miller Motia Sit-Stand or equal.

(1) 24” D x 48” W laminate return surface; natural maple preferred.

* + - * 1. Storage: (1) locking two-drawer lateral file; (1) locking mobile pedestal with cushion top and pencil tray. Fabric to be selected from full manufacturer’s color/pattern range.
				2. Cubicle Panels: 53” H with tackable surface (except where noted); 66” H tall panel with tackable surface (for adjustable height desk). Fabric surface to be selected from full manufacturer’s color/pattern range.
				3. Panel Accessories: whiteboard tile; accessory rail tile with (2) paper trays and (1) diagonal tray.
				4. Accessories:

(2) single-screen monitor arm supports for 15 workstations; (3) single-screen monitor arm supports for 3 workstations; black.

(18) CPU supports; undermount; black.

* + - * 1. (1) Ergonomic task chair; size B medium; black frame and mesh back; black upholstered seat; hard carpet casters. Chair must available in three physical sizes. Herman Miller Aeron or equal.
			1. Conference Room:
				1. (1) Credenza; 24” w x 72” l; natural maple preferred.
				2. (1) Conference Table to seat 12; natural maple preferred.
				3. (16) Conference Chairs; medium seat size; 275-350 lbs; black upholstery seat with black mesh back and black frame; hard carpet casters; fixed conference arms; Via Seating Genie or equal.
			2. Break Alcove:
				1. (1) Table, 30” diameter; clear maple wood grain top preferred with silver metal base.
				2. (2) Folding Chairs; black vinyl.
			3. Copier Alcove:
				1. (2) Tall bookcases with adjustable shelves; approximately 15” d x 48” w x 72” h; natural maple preferred.
		1. **Equipment/Accessories:**
			1. 1080i 60”-70” TV without tuner; HDMI and DVI connections; thin profile.
			2. Wall mounted bracket for TV.
			3. (1) Full-size refrigerator with top freezer; 27” to 30” wide; stainless steel preferred.
			4. (1) Microwave, countertop model; meets NSF-4; stainless steel preferred; Summit Appliance Model SCM1000SS or equal.
			5. (1) Coffee maker, single serve model; automatic on/off function; Kuerig K140 Series or equal.
			6. (1) Electric kettle; 1.7 liter; stainless steel preferred; Hamilton Beach Model 40989 or equal.
			7. (2) Magnetic white boards, 4’ x 6’ with aluminum marker tray. Provide (2) sets of accessories to include markers (minimum 4 colors each set), eraser(s), and appropriate cleaner.
		2. **Fixtures:** Provide accessories to outfit the two restrooms and HAC.
			1. Grab bars: 36”, 42” and 18” as required by codes and regulations.
			2. Mirror: glass mirror set in aluminum or stainless steel channel frame, minimum size 18”x30”.
			3. Sanitary napkin disposal.
			4. Coat hook: provide two prong coat hooks on back side of each restroom door.
			5. Mop rack: stainless steel; surface mounted.
			6. Fire extinguisher and cabinet: semi-recessed, size and type as appropriate for office functions.
			7. Window blinds or roller shades: for all windows. Provide blackouts for conference room.
	1. **Signage:** Provide code required signage, including fire extinguisher cabinet. Provide 9” x 9” exterior grade sign at each exterior door to identify the building. Building number and name to be provided by the COR prior to ordering.
	2. **Governmental Supplied/Installed Materials:**
		1. IT Equipment: (1) switch, all patch cables and panels. The Medical Center uses all Panduit panels and connectors.
		2. Toilet accessories for Restrooms and Break Alcove: soap dispensers, toilet paper dispensers, paper towel dispensers, and toilet seat cover dispensers.
		3. Equipment: Copier and shred bin.
		4. Room Signage for all functions identified on the program.
1. **PART III – EXECUTION:**
	1. **Trailer Installation:** The contractor shall provide all labor, materials, equipment and professional supervision necessary to set up and remove the mobile trailers at a designated area at the VASNHCS. Refer to attached site plan depicting approximate location of the trailer.
	2. **Site Utility Connections:** Provide necessary engineering, labor, materials, equipment and professional supervision necessary to connect to facility sewer, water, electrical, and telecom utilities. Refer to attached site plan showing approximate locations of existing utilities. All utility connections and routes to be verified by a licensed engineer and provided on the site plan submittal for approval.
	3. **Maintenance:** Provide necessary labor, materials, equipment and professional supervision necessary to maintain the infrastructure and systems of the mobile trailer, including but not limited to, the roof, doors and hardware, plumbing fixtures and systems, mechanical systems, and electrical systems. Contractor shall respond to maintenance requests within a two (2) hour time period.
		1. **Period Maintenance Check:** Provide period maintenance check of all building systems every six months starting from building occupancy through the duration of the contract. Provide written maintenance report after each check describing all systems checked, current condition, and any remediation that was completed or is anticipated to be required before the next six month maintenance check.
	4. **Sanitary Sewer:** Provide weekly pickup for sanitary sewer. Schedule the pickup through the Contracting Officer Representative.