*USE THIS VARIATION OF SECTION 637 WHEN THE PARTNER AGENCY PROVIDES A FIELD OFFICE FOR THE FHWA PROJECT ENGINEER TO USE -* ***VERIFY WITH CONSTRUCTION IF THIS IS ACCEPTABLE; MOST PROJECTS ARE TO HAVE THE CONTACTOR PROVIDE THE FHWA FIELD OFFICE, NOT THE PARTNER AGENCY***

*DO NOT USE THIS VARIATION WHEN THE CONTRACTOR IS REQUIRED TO PROVIDE THE FHWA FIELD OFFICE. SEE THE ALTERNATE 637 LOS SECTIONS FOR THE OTHER SECTION 637 SITUATIONS - VERIFY WITH CONSTRUCTION WHICH VARIATION IS MOST APPROPRIATE TO USE*

*VERIFY THE FOLLOWING WITH THE PARTNER AGENCY AND CONSTRUCTION WHEN USING THIS VARIATION OF SECTION 637:*

* *INCLUDE THE OFFICE CLEANING CLAUSE $$637.03B\_2 BASED ON IF THE PARTNER AGENCY IS OR IS NOT GOING TO CLEAN THE OFFICE.*
* *INCLUDE THE OFFICE EQUIPMENT CLAUSE $$637.03F\_2* *AND UPDATE ACCORDINGLY BASED ON IF THE PARTNER AGENCY IS OR IS NOT GOING TO PROVIDE ANY OF THE LISTED OFFICE EQUIPMENT FOR THE PROJECT ENGINEER TO USE.*
* *INCLUDE THE FIREWALL CLAUSE $$637.04A\_2 BASED ON IF THE PARTNER AGENCY’S CURRENT FIREWALL CONFIGURATION PROVIDES ADEQUATE PROTECTION FOR THE FHWA’S REQUIREMENTS.*

*WHEN THIS VARIATION IS USED, UPDATE THE PAY ITEM NAME (EEBACS SUPPLEMENTAL DESCRIPTION) TO INCLUDE “(GOVERNMENT-PROVIDED)”*

*REMOVE ITALICS AND PARENTHESES FROM INSERT FIELDS BUT KEEP THE HIGHLIGHTING*

$$637.00A\_2

Section 637. — FACILITIES AND SERVICES

Revised 25 September 2024

*INCLUDE CLAUSE $$637.03A\_2*

$$637.03A\_2

637.03. Delete the second and third paragraphs, and substitute the following:

The Government field office space will be provided by the *(insert partner agency)* at the *(insert location)*.

*INCLUDE CLAUSE $$637.03B\_2 IF THE CONTRACTOR IS REQUIRED TO CLEAN THE FIELD OFFICE - VERIFY WITH THE PARTNER AGENCY IF THE CONTRACTOR NEEDS TO CLEAN THE FIELD OFFICE OR IF THE PARTNER AGENCY WILL DO THIS AS PART OF THEIR STANDARD OPERATIONS (IF CLAUSE $$637.03B\_2 IS USED, ALSO INCLUDE THE SPEC INSTRUCTION LINE ABOVE (CLAUSE $$637.03A\_2))*

$$637.03B\_2

Clean the Government-provided field office weekly to the approval of the CO.

*INCLUDE CLAUSE $$637.03C\_2*

$$637.03C\_2

637.03(a). Delete the Subsection and substitute the following:

**(a) Government-provided field office.** Install furnishings and maintain the Government-provided field office according to Table 637-2, and as directed. Unless otherwise specified, provide furnishings of standard size, character, and condition for their function. Provide batteries and light bulbs necessary for the provided furnishings.

Provide a storage facility conforming to Subsection 637.03(c).

Provide office equipment conforming to Subsection 637.03(e). Include an adequate supply of surge protectors for the office equipment.

*INCLUDE CLAUSES $$637.03D\_2 AND $$637.03E\_2 ON LARGE PROJECTS IF ADDITIONAL STORAGE SPACE IS NEEDED FOR MATERIAL SAMPLES (INCLUDE WHEN ASPHALT AND/OR AGGREGATE PAY ITEM QUANTITIES ARE MORE THAN 15,000 TONS AND/OR WHEN CONCRETE PAY ITEM QUANTITIES ARE MORE THAN 5,500 CUYD) - VERIFY WITH CONSTRUCTION IF THE HIGHLIGHTED SAMPLE QUANTITIES NEED TO BE INCREASED (DO NOT DECREASE THE HIGHLIGHTED SAMPLE QUANTITIES)*

$$637.03D\_2

637.03(c). Add the following after the first sentence:

Ensure the storage facility has a minimum 6-foot inside (floor to ceiling) dimension and can accommodate one or a combination of the following:

* A minimum of 60 asphalt concrete samples and at least 3000 pounds.
* A minimum of 5 aggregate samples and at least 3000 pounds.
* A minimum of forty 6- by 12-inch concrete test cylinders.

Provide enough space for each sample. Samples may be stacked three units high using the sample containers required in Subsection 154.03.

Maintain a temperature ranging from 40 to 80 ºF within the storage facility.

$$637.03E\_2

637.03(c). Add the following:

**(3) Storage room.** Provide a fifth divided and separate storage area within the Government field office.

*INCLUDE CLAUSE $$637.03F\_2 AND ADJUST THE LIST OF OFFICE EQUIPMENT AS NEEDED - SEE INSTRUCTION FOR CLAUSE $$637.00A\_2 AND VERIFY WITH THE PARTNER AGENCY AND CONSTRUCTION IF ANY OF THE OFFICE EQUIPMENT LISTED BELOW WILL BE PROVIDED BY THE PARTNER AGENCY AND WHAT OFFICE EQUIPMENT NEEDS TO BE SUPPLIED BY THE CONTRACTOR*

$$637.03F\_2

637.03. Add the following:

**(e) Office equipment.** Provide the following office equipment in the Government-provided field office:

**(1) Laser copy machine.** One self-feeding plain paper photocopying machine with the following minimum capabilities:

*(a)* Reproducing black and white, and color copies for each size paper;

*(b)* Equipped with 3 separate paper trays so that copying can be performed with 8½- by 11-inch (letter size), 8½- by 14-inch (legal size), and 11- by 17-inch paper without switching paper or paper trays;

*(c)* Automatic document feeder capable of making at least 20 copies per minute for each size paper;

*(d)* Reducing or enlarging originals, including duplex (double-sided) copying, for each size paper;

*(e)* Copying to Universal Serial Bus (USB) flash drive in Adobe Acrobat (\*.pdf) file format; and

*(f)* Built-in wireless technology (Wi-Fi capable).

Provide all necessary supplies for the laser copy machine, including paper.

**(2) Laser printer.** One plain paper printing machine with the following minimum capabilities:

*(a)* Producing black and white, and color prints for each size paper;

*(b)* Equipped with 3 separate paper trays so that printing can be performed with 8½- by 11-inch (letter size), 8½- by 14-inch (legal size), and 11- by 17-inch paper without switching paper or paper trays;

*(c)* Automatic paper feeder capable of making at least 20 prints per minute for each size paper;

*(d)* Producing duplex (double-sided) prints for each size paper;

*(e)* Printing from direct personal computer (PC) and local area network (LAN) connections;

*(f)* Scanning to Adobe Acrobat (\*.pdf) file format; and

*(g)* Built-in wireless technology (Wi-Fi capable).

The laser printer may be one machine in combination with the laser copy machine. Provide all necessary supplies for the laser printer, including paper.

**(3) Laser facsimile (FAX) machine.** One FAX machine with the following minimum capabilities:

*(a)* Automatic document feeder with a minimum capacity of 20 pages;

*(b)* Sending standard size documents up to and including 11- by 17-inch paper;

*(c)* Printing on plain paper; and

*(d)* Automatic dial/redial.

The laser FAX machine may be one machine in combination with the laser copy machine. Provide all necessary supplies for the laser FAX machine, including paper.

**(4) High definition computer monitor.** One high definition LCD or LED computer monitor with the following minimum capabilities:

*(a)* 27-inch flat viewing screen;

*(b)* Video Graphics Array (VGA) and High Definition Multimedia Interface (HDMI) ports; and

*(c)* Supports an optimal resolution of 1920 x 1080 at 60Hz.

**(5) Computer keyboard.** One computer keyboard with the following minimum capabilities:

*(a)* Standard 104-key Windows U.S. English QWERTY with keys for alphabet, functions, arrows, and numeric keypad; and

*(b)* Connects to a windows-based computer by either a USB cord or wirelessly.

**(6) Computer mouse.** One ergonomic computer mouse with the following minimum capabilities:

*(a)* Standard 2-button with a wheel for scrolling; and

*(b)* Connects to a windows-based computer by either a USB cord or wirelessly.

*INCLUDE CLAUSE $$637.04A\_2 AS NEEDED - SEE INSTRUCTION FOR CLAUSE $$637.00A\_2 AND VERIFY WITH THE PARTNER AGENCY, CONSTRUCTION, AND EFLHD’S IT OFFICE IF THE PARTNER AGENCY’S CURRENT FIREWALL CONFIGURATION PROVIDES ADEQUATE PROTECTION FOR THE FHWA’S REQUIREMENTS*

$$637.04A\_2

637.04(k). Add the following:

Submit firewall configuration for approval. Do not change the firewall configuration after it is approved. Do not connect any equipment to the system other than U.S. Department of Transportation equipment.

*INCLUDE CLAUSE $$637.04B\_2*

$$637.04B\_2

637.04. Add the following:

**(n) Wireless air card.** Provide one high speed, wireless air card for use with a Government laptop computer capable of providing access to the FHWA’s virtual private network (VPN).