

ADMINISTRATIVE OFFICE TRAILER SPECIFICATIONS

Locations:

Putnam County

TDOT District 27
Cookeville, TN 38506

Coffee County

TDOT District 28
Tullahoma, TN 37388

Scope of Work:

It is the intent of these specifications to describe the items needed to replace two (2) existing mobile office trailer buildings. One located at 491 Ferrell Drive, Cookeville, TN, used as an Administrative Field Office, with a new mobile office, located east of the existing two story office and used for the same purpose. The second located at 1210 E Carroll St, Tullahoma, TN 37388. For questions regarding these specifications, contact Chris Cowan at 615-557-8365 or email chris.cowan@tn.gov

Line items to be bid will be as follows:

Line 1: There will be one price entered which will include the following;

- a. Cost of placement of the new mobile office building per drawings and specifications for permanence within the compound. There are three (3) total mobile office units (1 @ 12 x 50; 2 @ 28 x 66) (12 x 50 specs contained in separate document). Bidders must submit individual prices for each unit.

Detailed specifications for new 28 x 66 mobile office buildings:

1. **Note:** For reference purposes “front” shall mean the wall with doors leading to the outside.
2. **Overall mobile office building dimensions:** 66’ X 28’ (does not include tongue)
3. **Mobile Office Building Height:** 8’
4. **Interior Wall Covering:** ½” Vinyl Covered Gypsum (VCG)
5. **Flooring:**
 - a. Sub-Floor: ¾” Plywood
 - b. Floor Covering: Luxury Vinyl Tile In lieu of Vinyl Composite Tile (colors to be selected from mfr’s standard)
6. **Insulation:**
 - a. Exterior Walls: R-13
 - b. Floors: R-19
 - c. Ceiling/Roof: R-38
 - d. 100% House Rap required
7. **Exterior Covering:** Exterior covering shall be vinyl siding.

8. Guttering: Guttering with leaf guards shall be run the entire length of the front and rear of the building and downspouts shall be provided to drain all water coming from the roof away from the building.

9. Exterior Doors:

- a. 2 each
- b. Steel color to coordinate with siding
- c. Dimensions: 36" X 80"
- d. Key locks and deadbolt required
- e. Window required at top

10. Windows:

- a. Single Hung with screens on the bottom section
- b. Low E Insulated Glass
- c. Vertical sliding
- d. Tinted
- e. Mini-blinds required

11. Colors: Colors will be selected from mfr's/suppliers standard colors

12. Plumbing: All plumbing fixture supply lines shall have brass ¼ turn shut off valves

- a. All plumbing fixture supply line connections shall have brass ¼ turn shut off valves. All plumbing fixture supply lines shall be braided stainless steel type. All piping shall be constructed from "Pex" style piping.

13. Lighting: Lighting for all will be provided 4' dual tube or equivalent, surface mounted, LED fixtures evenly dispersed to give sufficient light throughout the mobile office building.

14. HVAC: Air conditioning and heating system shall be rated to heat and cool adequately for the weather extremes in Cookeville, TN.

- a. Examples include:
 - i. System shall heat trailer to a temperature of 72 degrees with outside temperatures below 10 degrees.
 - ii. System shall cool trailer to 72 degrees with outside temperature above 100 degrees.
- b. Thermostat shall be programmable with digital readout.

15. Window Locations & Sizes: (See drawings)

- a. Office 1:
 - i. Back: 1 ea. - 36"W X 60"H located at the center of the back wall of the office
- b. Office 2:
 - i. Back: 1 ea. - 36"W X 60"H located at the center of the back wall of the room
- c. Office 3:
 - i. Back: 1 ea. - 36"W X 60"H located at the center of the back wall of the room
- d. Office 4:
 - i. Back: 1 ea. - 36"W X 60"H located at the center of the back wall of the office

- ii. End: 1 ea. - 36"W X 60"H located at the center of the end wall of the office
- e. Office 5:
 - i. Front: 1 ea. - 36"W X 60"H located at the center of the front wall of the office
 - ii. End: 1 ea. - 36"W X 60"H located at the center of the end wall of the office
- f. Reception area:
 - i. Front: 1 ea. - 24"W X 36"H located as shown in drawing
 - ii. Front: 2 ea. - 24"W X 60"H located as shown in drawing

16. Rooms to be included:

- a. Reception area: 44.5' - X 15' (approximate)
- b. Restrooms:
 - i. 2 - Staff restrooms - 10' x 6' (1 shall contain water heater)
- c. 3 ea Office Rooms
 - i. 11 x 11'8" (Cookeville only, see drawings) (approximate, vendor to confirm dimensions prior to construction and submit for approval)
 - ii. 10'8" x 12'0" (Tulahoma only, see drawings) (approximate, vendor to confirm dimensions prior to construction and submit for approval)
- d. Storage Room: 4' X 7.5' (approximate)
- e. Break Room: 16' X 10.8' (approximate)
- f. 2 ea. Office Room - 11' x 12' (Cookeville only, See drawings)
- g. Conference Room 15'0" x 22'0" (Tulahoma only, see drawings)

17. Items to be included in rooms:

- a. Break Room area:
 - i. The side wall shall have upper and lower commercial grade plastic laminate cabinets with concealed hinges, Formica or equal countertops with back splashes, a 2 compartment sink 33" X 22", and a 36" space for refrigerator on the right side (when facing sink). (See Drawing).
 - ii. Lower cabinets shall run along the sink wall starting on the left side of the refrigerator and extending 3' past the sink area.
 - iii. Upper cabinets shall run along the sink wall of the room beginning at the wall at the left side of the refrigerator and terminating at the end of the countertop. No upper cabinets required above the refrigerator.
 - iv. A double compartment 33" X 22" stainless steel sink with faucet will be plumbed in at the location shown on the attached drawing.
 - v. Sink plumbing shall include a water filter system with ¼ turn cut off that will supply ice maker on refrigerator.
 - vi. Refrigerator opening shall be 36" wide.
 - vii. Break Room counter:
 - 1. Lower Cabinet: 22" deep X 36" high
 - 2. Upper Cabinets: 22" deep x 30" high between refrigerator and sink, and 22" deep x 30" high on right side of sink

3. Cabinets: shall have 24" adjustable shelf sections with 36" section under sink
 4. Countertop: 24" Deep 1" X ¾" Thick with opening for sink
 5. Shelves:
 - a. 24" sections will have 2 shelves each
 - b. The 24" cabinet sections will have doors
- viii. Water fountain:
1. 110 V Floor standing water fountain connected to building plumbing system located as shown in the attached drawing.
 2. Water filtration with replaceable cartridges shall be installed in water fountain supply line.
- b. Restroom:
- i. General requirements:
 1. Restrooms shall have privacy locks on the doors.
 2. Restrooms shall include toilet paper holders
 3. Both restrooms shall have a minimum 100 cfm vent fan exhausting to outside of building.
 - ii. Sinks & Cabinets;
 1. Cabinets in each restroom will be 30" wide with doors and include a 20" X 17.5" sink.
 2. Cabinet tops will be Formica or equal top with backsplash extending the width of the cabinet and overlapping on ends and front.
 3. Mirror shall be within 2" of the width of the countertop will extend from backsplash to a minimum height of 7'
 4. There will be a light fixture above the mirror, preferably mounted on the wall, with a minimum of 2 screw-in LED, 3000K to 4000K, bulbs, rated at an equivalent to standard 60W.
 - iii. Toilet:
 1. Toilets will be residential grade or commercial grade.
 2. Toilets will have elongated bowl 16" to 18" on center.
 3. Trapway to be minimum of 2-3/8"
- c. Electrical Provisions:
- i. Breaker panel will be mounted on the front wall between the windows
 - ii. IT Room:
 1. 16 duplex receptacles (4 on each wall).
 2. 1 Cat 5 phone jacks
 3. 2 Ethernet jacks
 - iii. Break Room:
 1. 16 duplex receptacles (4 on each wall).
 2. 1 Cat 5 phone jacks
 3. 2 Ethernet jacks
 - iv. Offices:
 1. 12 duplex receptacles (3 per wall).
 2. 1 Cat 5 phone jack

3. 2 Ethernet jacks.
- v. Mobile office building shall have 2 external GFI plugs (located at each end of building)
- vi. Mobile office building shall have external lighting as follows;
 1. At door entrance areas
 2. At each end of building.
 3. Two in back of building.
 4. All lights shall be on separate switches.
- vii. Break Room Area;
 1. Shall have a duplex receptacle with dedicated circuit for a microwave oven located above splash back of countertop area.
 2. Shall have a minimum of one additional duplex receptacle in addition to microwave receptacle located above splash back of countertop area.
 3. Shall have outlet for refrigerator in refrigerator opening area
 4. Shall have 2 duplex receptacles, 1 data/Ethernet jack, and 1 phone jack on the wall (LOCATION TO BE DETERMINED)
 5. Shall have a duplex receptacle with dedicated circuit for the water fountain at the location of the water fountain.
 6. Shall have 2 duplex receptacles on the back wall and 2 duplex receptacles on end walls and 1 duplex receptacle on the front wall
- viii. Data & Phone lines;
 1. All data/Ethernet and phone lines will be run in conduit.
 2. A main line for data/Ethernet and phone lines will be run to the left wall of the storage room all lines run to jacks will be home runs originating in storage room.

18. ALTERNATES

- a. (include a price for each of these items outside of the base bid)
 1. Aluminum stairs, handrails and decking, to include an ADA approved Handicap accessible ramp for entry to at least one door. Deck area shall extend along the front elevation for a length sufficient to encompass both doors at a depth of 5'. One set of stairs on either end or the middle, along with ADA compliant ramp on one end.

19. General Requirements – Successful bidder will be responsible for:

- a. Placing, leveling, and setting support blocks under new mobile office building per codes requirements.
- b. Anchoring mobile office building per codes requirements.
- c. Installing under pinning and insulating new mobile office building to ensure that plumbing lines will not freeze.
- d. Successful bidder is responsible for obtaining any and all permits and/or inspections required for replacement of the mobile office building.
- e. Successful bidder will be given 7 calendar days to complete placement and have new office trailer fully functional within 7 calendar days after beginning work.

- f. Successful bidder is responsible for ensuring that new mobile office building is fully ADA compliant per 2010 standards.

20. On-Site Visit:

- a. It is highly recommended that an on-site visit be made. The State of Tennessee is not responsible for errors or omissions in bid costs due to not having made a site visit.
- b. Location 1 is 491 Ferrell Drive, **Cookeville**, TN. Prospective bidders must contact Mr. Bo Hoskins: 931-528-4311 Email: Bo.Hoskins@tn.gov to schedule on-site visits.
- c. Location 2 is 1210 E Carroll St, **Tullahoma**, TN 37388. Prospective bidders must contact Mr. Jeremy Price: 931-461-7185 Email: jeremy.price@tn.gov to schedule on-site visits.

(TDOT will provide a draft (attached) which the vendor is to confirm dimensions and submit for final approval prior to construction)