



REQUEST FOR PROPOSAL NO:

TITLE: Crane & Rigging 3-Wide Trailer

Part I

Statement of Work for

Crane & Rigging Purchase of 3-Wide Office and Change-room Trailer

Revision 0

January, 2010

Prepared by: K.D. Strong

APPROVALS	PRINT NAME	SIGNATURE
BTR*	Dennis S. Takasumi	
Contracting Officer**	Brandi Sawicki	

* Approval for Technical Content

**Concurrence for Contractibility



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SUPPLEMENTAL TECHNICAL APPROVAL PAGE

FOR SOW: Crane & Rigging Purchase of 3-Wide Office and Change-room Trailer Rev. 0

Signature Required	Signature Not Req	ORGANIZATION	PRINT NAME	SIGNATURE
X		End-User / Requestor	Ken Strong	
X		End User / Requesting Manager	Stan Holloman	
X		Environmental*	Matt Mills	
		Nuclear Safety*	N/A	
		Radiation Protection*	N/A	
X		Occupational Safety and Health*	Russ Smitch	
X		Fire Protection*	Bell John R.	
		Chemical Management*	N/A	
		Emergency Preparedness*	N/A	
		Authority Having Jurisdiction (AHJ)*	N/A	
		Quality Assurance Engineer*	N/A	
X		Design Authority/System Engineer*	Gary Stevens	
		Project Operations Center**	N/A	
X		Project Manager	Dennis Takasumi	
		Construction Manager		

* Obtain approval when required by [MSC-PRO-8635](#), *Review of Technical Documents*.

**** For engineering, construction, decommissioning, or complex managed activities (including changes if a revision to scope) in excess of \$200K obtain the approval of the Project Operations Center.**



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ATTACHMENTS

- A Submittal Register & Definitions
- B Trailer Floor Plans



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PART I - STATEMENT OF WORK

1.0 DESCRIPTION OF WORK – GENERAL

MSA Hanford requires a Seller to modify, deliver and set-up one 36 foot by 60 foot office/ change-room trailer to a prepared site adjacent to the 6290 Building. The proposed delivery location is located approximately twenty five (25) road miles north of Richland, Washington at the Crane & Rigging Services Site immediately West of the 200 East Area near the fuel station.

2.0 DESCRIPTION OF WORK – SPECIFIC

The Seller shall deliver, assemble, level, anchor and skirt the unit. (Utility hook-ups and external infrastructure upgrades (sidewalks, parking etc.) to be performed by others.) The unit will be routed through an inspection as designated by the Buyer's Technical Representative (BTR) prior to delivery. The Seller shall provide pricing as detailed in Part II of this solicitation. The buyer intends to purchase the unit. The floor plans shall be as shown on the drawings included in Attachment B.

2.1 Tasks

The following is intended to be broad in scope, identifying major work elements only, and should not be considered all-inclusive.

The Seller shall provide one 36' x 60' trailer meeting the following requirements:

- Code Requirements
 - The trailer shall meet the Washington State Department of Labor and Industries, Rules and Regulations for Factory-Built Housing, RCW 43.22.450.
 - The trailer shall meet the Washington Administrative Code (WAC) 296-150F, for Factory Built Housing and Commercial Structures.
 - The trailer shall meet all appropriate OSHA, ANSI, DOT, UBC, NFPA, NEC, and Federal Motor Carrier Commercial Vehicle specifications and regulations for operation. Certification at time of shipment will be required. Prior to occupancy of the trailer, the buyer will complete an inspection to ensure compliance. If the trailer does not pass the inspections, the Seller shall be responsible for compliance and any incurred costs.
 - Means of egress (including steps/stairs) shall meet NFPA 101 (2009) requirements.
 - Two NFPA 101 compliant entrance doors with exterior lights are required on one side of the trailer.
 - The Office and Maintenance trailer shall meet the NFPA 101 (2009) requirements for "New Business Occupancy."



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- The Trailer interior wall and ceiling finish shall be Class A, Flame spread rating of 25 and Smoke Development rating of 450, Fire retardant paint is not acceptable.

- Trailer Appurtenances & Features
 - Windows shall meet or exceed trailer manufacturer's standards.
 - Window coverings – horizontal mini-blinds.
 - Doors shall be a minimum of 36 inches in width.
 - Door hardware - exterior doors shall have Schlage D series locksets.
 - The floor covering shall be sheet vinyl or commercial grade carpet.
 - Stairs and hand rails are to be ADA compliant with NFPA 101, Life Safety Code for New Business and will have picketed hand rails so that a sphere 4" and greater will not pass through any part above 30". The risers for each run of exterior stair shall be within ¼" of each other.
 - Insulated metal skirting shall be installed with vents with screening for insect control.

- Electrical & Telecommunications
 - Electrical service to operate the trailer shall be 120/208 or 120/240 VAC, single-phase with a 200 amp service panel. Trailer shall be suitable for service from either voltage service.
 - Panel-board loads shall be balanced evenly between the panel-board phases.
 - Electrical receptacles shall be GFCI as required by code.
 - Provide an electrical panel schedule drawing, filled in with connected loads.
 - Provide a lighting and electrical layout drawing
 - Label electrical outlets indicating the panel and circuit number where power originates.
 - All electrical materials and equipment (including HVAC units) shall be listed by a Nationally Recognized Testing Laboratory and installed in accordance with the listing requirements.
 - All offices to be pre-wired with communication drops
 - All trailer to be wired for a minimum of two drops, Cat 5e in each office and at 8' intervals along all walls where feasible
 - Placement of a 4'x4' fire retardant backboard for mounting network equipment and 110 blocks on Main Distribution Frame (MDF). Buyer to provide location of the backboard.
 - Levitron RJ-45 (8-pin connector) wall jack and face plates used for all drops. (white)
 - Dedicated power receptacle located adjacent to backboard location.



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- HVAC
 - The trailer shall have a central HVAC system for both heating and cooling and be operable with a single thermostat.
 - The HVAC unit shall be mounted at the end wall of each module that comprises the unit and include its' own electrical disconnect.
 - The HVAC unit shall be rated for both 208VAC and 240VAC.

- Trailer Anchorage and Tie-Down
 - The Seller will be responsible to provide all anchorage and tie down material and tie downs in accordance with trailer manufacturer instructions. Anchorage design shall be for a peak gust wind speed of 85 MPH, Importance Factor "1.0", and Exposure Category "C" in accordance with ASCE-7-05 for wind and IBC 2006 – Site Class D, Importance Factor (Ip)=1.0, Ss=0.46 and S1=0.15 for earthquake loads.
 - Seller shall submit anchorage design details and supporting calculations sealed by a professional licensed in the State of Washington.

- General Requirements
 - The trailer supplied under this order shall be fully functional (i.e. HVAC units, lights, etc.) and prepared to commence operation when delivered.
 - The trailer used in this program shall be less than three years old based on the delivery date to the site. Trailer less than 6 years old will require successful completion of an inspection at the Seller's site including verification that there has not been a change-out/retro-fit of the HVAC unit(s).
 - Mount exit signs over each exit door.
 - The trailer shall have shed type roofs with a 2" rise and 12' run or a Buyer approved substitution.
 - Standard residential rain gutters will be provided for the entire roof line at each door and stair system with two down spouts to direct water away from walkways where feasible.

Office/ Change-room Trailer

1. See attached floor plan for
 - interior wall locations
 - electrical outlet locations
 - telephone connection locations
 - computer connection locations
2. Door hardware:
 - Exterior doors shall have Schlage D Series lockset
 - Interior office doors shall have Schlage A series locksets.



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3. Kitchen: Provide kitchen counter with sink, cabinets, and drawers.
4. Bathrooms:
 - Provide commode, vanity, mirror and sink
 - Note: trailer will be connected to existing site sewer and potable water systems.
5. Water heaters: Water heaters shall be installed underneath sinks in bathroom and kitchen sink.
6. Electrical Outlets: GFCI

2.2 Acceptance Criteria

- A. All work shall be performed in strict accordance with this SOW.
- B. Final acceptance of completed work shall be documented on an Acceptance of Completed Work Form, provided by the Buyer.

2.3 Special Requirements

The mobile office trailer must meet the Washington State Gold Seal standards.

2.4 Organizational Interfaces

The Seller shall interface with various Buyer (and other) organizations through the Buyer (or designee), as required, at points and frequency incorporated elsewhere in this SOW and Contract Documents.

2.5 Site Conditions and Known Hazards

Site specific conditions/requirements and known hazards are as incorporated elsewhere in this SOW.

2.6 Government Furnished Materials and Equipment

There are no Government furnished materials or equipment.

2.7 Site Coordination Requirements

A. Construction Facilities and Temporary Controls

- Parking for a limited number of Seller's Company vehicles is available at the job site.
- First aid and emergency care facilities for first line and emergency medical attention are available at:
 - Advance Medical Hanford (AMH), Main Clinic, 1979 Snyder, Richland, WA, or Advanced Medical Hanford (AMH), 200 West Location, 2719WB. For after hour or immediate response call 911 on a plant phone or 373-0911 on a cell phone. The Seller may treat employees for minor first aid injuries. Where an employee has a medical condition that requires treatment from a medical specialist, the Seller must take the employee to AMH for evaluation and treatment.
- Electric power is not available. If construction power is required Seller shall provide generator set(s). If grounding is required, ground in accordance with NEC/NESC and notify Construction Manager for compliance inspection prior to use.



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- Restrooms are available in the nearby 6290 Building.
- B. Drinking water is available.
- C. Exercises and Drills

The Hanford Site performs various emergency or response drills on an average of once every three months lasting approximately 2 hours. Seller personnel working within the drill area are expected to participate in all drills unless exempted in writing.

2.8 Delivery, Storage, and Handling

Provide equipment and labor required for unloading, transporting, and handling delivered products. The Seller shall make arrangements for, and be present during, the delivery and pick-up or servicing of all leased or Seller owned equipment.

Trailer shipments on the Hanford Site shall be limited to the hours of 8:30 am to 3:00pm. In addition, deliveries will not be permitted when sustained wind conditions exceed or are expected to exceed 25 mph. Contact the Hanford Meteorological Station at 373-2716 for current weather conditions.

3.0 TECHNICAL REQUIREMENTS

All work shall be performed in strict accordance with the following national codes, specifications, drawings, exhibits, and any other documents, which by this reference are made a part of the Statement of Work.

All inspection of the Work required by governmental agencies shall be arranged by the Buyer.

3.1 Codes and Standards

Unless specified otherwise, the current edition or revision of the code in effect on the date of award shall be used.

Buyer Safety Program

- HNF-23100 Occupational Safety & Health Program Manual

National Codes and Standards

- NFPA 70-2008, *National Electric Code* (NEC)
- ANSI/IEEE C2-2007, *National Electrical Safety Code* (NESC)

Code of Federal Regulations (CFR)

- Title 29 Labor
 - Part 1910 Occupational Safety and Health Standards
 - Part 1926 Safety and Health Regulations for Construction



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3.2 Specifications

There is no specification associated with this statement of work.

3.3 Drawings (See Attachment B)

Sketch 1 reflects the requested layout of the Office / Change-room Trailer.

3.4 Electrical Safety Requirements

- A. All electrical equipment and industrial control panels delivered or brought onto the site in performance of this contract must be labeled by an OSHA approved nationally recognized testing laboratory (NRTL).
- B. All electrical equipment installed as part of this contract must comply with the National Electric Code (NEC), NFPA 70 and where applicable ANSI C2 (NEC). The Buyer reserves the right to inspect electrical equipment and installations. Seller is responsible for notifying Buyer when installations are available for inspection.
- C. Electric motors shall be labeled to be in accordance with NEMA MG-1 or listed by an OSHA approved NRTL.
- D. Electrical equipment and devices for which there is a NRTL listing category must be Listed or Labeled by UL or another OSHA approved NRTL.
 - 1. The Canadian Standard Association (CSA) is not a recognized OSHA approved NRTL marking unless the label includes "US" or "NRTL."
 - 2. The European Union CE Markings Directive 93/68EEC is not a recognized OSHA approved NRTL marking.
 - 3. The International Electrotechnical Commission (IEC), IEC Standard 60529 for enclosures (IPxx), is not recognized as an acceptable OSHA approved NRTL label.
- E. Electrical equipment for which there is no listing category must be evaluated or tested using a method submitted to and approved by the Buyer prior to delivery of the equipment.
- F. Electrical equipment is also subject to the "Counterfeit Suspect Item Program.

3.5 Hoisting and Rigging Requirements

All onsite hoisting and rigging shall be performed in strict accordance with DOE-RL-92-36, *Hanford Site Hoisting and Rigging Manual*, Rev. 1.



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4.0 PERSONNEL REQUIREMENTS

4.1 Security and Badging Requirements

- A. Security badges are required on the Hanford Site.
- B. Seller employees may be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.
- C. Prior to having employees perform services on Department of Energy (DOE) property, the Seller shall have in possession documentation that employees assigned for more than seven (7) calendar days have undergone and passed a screening test for illegal/unauthorized substances not more than three (3) months prior to their initial assignment for the service on the DOE property. The Seller shall make documentation of negative drug screen available upon request. Drug screening must be from a Substance Abuse and Mental Services Administration (SAMHSA) certified laboratory. Proof of negative drug screen shall be on the testing agency collection center letterhead and shall include evidence of the SAMHSA certification. The drug test must screen for cocaine, marijuana/THC phencyclidine, amphetamines, and opiates
- D. The Seller agrees to provide for work on the property of the U. S. Government, only personnel who understand the requirement of this Section and who will comply.

4.4 Site Access and Work Hours

Operations and Facilities personnel at the Hanford Site work an 8-9s work schedule. This work schedule includes eight – nine hour days and one – eight hour Friday in a two-week period, with alternating Fridays off. The normal working hours are 7:00 AM to 4:30 PM for the nine hour days, and 7:00 AM to 3:30 PM for the eight-hour Friday. Work performed outside normal operating hours shall be coordinated and/or approved through the Buyer (or designee) prior to performing the work.

5.0 ENVIRONMENTAL, SAFETY, HEALTH AND QUALITY REQUIREMENTS

The Seller shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Seller

shall comply with, and assist the Buyer in complying with Environmental, Safety, Health, and Quality (ESH&Q) requirements of all applicable laws, regulations, and directives.

5.1 Safety Requirements

The Seller shall perform work safely, and shall adopt and comply with the Buyer's safety and health policies, programs, and procedures, thus ensuring adequate protection for



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employees, the public, and the environment, and shall be accountable for the safe performance of work

Health and safety requirements for the execution of the scope of work described in this document will be stipulated in the Buyer's Site-specific Health and Safety Plans, Job Hazard Analysis (JHA) and other OS&H documents as applicable. The Buyer's safety and health requirements will be communicated to the Seller through, facility-specific training and orientation, pre-job briefings, and the requirements specified in Buyer's Special Provision 5 (SP-5), *Special Provisions -On Site Services*. A pre-job safety meeting, including any personnel associated with the field work, will be held before the performance of the field work. See Table 6.1.1 for summary of applicable requirements or SP-5 compliance.

The Buyer or their representative will conduct and prepare a job hazard analysis (JHA) for this activity using the Buyer's JHA process and program. The Seller will participate in the JHA process, and will comply with the requirements specified within any JHA document (e.g.; AJHA, JSA, Work Order, etc.) associated with the Seller's description/scope of work (see Section 3.0). All applicable JHA documents will be provided for review to all Seller personnel before the initiation of field activities.

The Seller will supply all appropriate personal protective equipment (PPE) needed by Seller personnel. Safety Glasses with side shields, hard hats (unless waived), and substantial footwear (i.e., no open-toed or open-heel shoes, no sandals) shall be worn when working on or near the designated work area.

The Seller shall immediately notify the Buyer of any injuries or incidents; to include damage to Seller-owned property or equipment.

The Seller shall provide Buyer with a copy of all reports made to government agencies or insurance companies relating to jobsite accidents and injuries

- A. Prior to start of Work authorized of each contract release issued under this master agreement, the Seller shall submit the following to MSA:
 - Certification in writing that all equipment to be used on the project site meets applicable Federal, State (if applicable), and MSA safety requirements.
 - Material Data Safety Sheets (MSDS) for all materials to be used by the Seller in the performance of the Work (prior to bringing on site).
- B. The Seller shall perform a walk down of the actual construction site with the MSA Safety Representative prior to start of onsite work.
- C. The Seller shall at all times maintain the work area in a neat, clean, and safe condition. Remove all "Seller Owned" and generated materials from the premises upon completion of the work.



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- D. Failure of the Seller or its Subcontractors to comply with any of the health and safety requirements set forth in this Contract shall constitute a material breach of the Contract, entitling MSA to terminate said Contract

TABLE 5.1 Occupational Safety and Health Requirements Summary Table

1. Occupational Safety & Health Program Requirement(s)

Project Hanford Management System Number	Title
None, see SP-5 <input checked="" type="checkbox"/>	

2. Hazards Requiring Unique Practices

Hazards requiring a unique safety plan	Buyer Provided	Seller Provided. Contract Submittal #
None <input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>

3. Occupational Medicine Examination(s)

Anticipated work assignments requiring a medical evaluation/exam
None <input checked="" type="checkbox"/>
Anticipated chemical/physical hazardous exposure(s) requiring a medical evaluation/exam
None <input checked="" type="checkbox"/>

5.2 Quality Assurance and Control

- A. The Seller shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to drawings, specifications, referenced codes and standards and other requirements defined in the SOW.
- B. The Buyer reserves the right to make inspections at any time at the source of supply of materials.

5.3 Inspection, Testing, and Surveillances Requirements

All items and processes are subject to review, inspection or surveillance by the Buyer at the Seller's facility, or any lower-tier subcontractor's facility.



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5.4 Environmental Requirements

A. The Seller shall maintain a spill kit onsite during delivery of the mobile trailer. The kit shall be sufficient in nature to contain spills that may occur during use or storage of a product or equipment. The Seller personnel shall be familiar with the use of the spill kit and the requirements of this section.

B. The Seller shall notify the CM of all releases of hazardous material (including petroleum products), hazardous substance, and/or dangerous waste as described below.

Emergencies: If the spill is an emergency, immediately call 911 (regular telephones) or 373-0911 (cellular telephone). Then notify in accordance with “non-emergencies” below.

Non-emergencies: If the spill is a non-emergency, call the CM within 30 minutes of discovery.

Note: The following releases are exempt from the notification requirements.

- a. Drips and drops of fuel, motor oil, hydraulic oil, transmission fluid, *antifreeze*, or battery acid in parking lots incidental to normal operation of a motor vehicle.

Note: Parking lot spills or releases of oil, antifreeze, or battery acid that are **not** from the result of normal operation (e.g., a release of antifreeze from a radiator or radiator hose failure or vehicle overheating; oil or transmission fluid released from a failed oil seal; release from a failed fuel line or tank; or similar release) shall be reported to the CM.

- b. Spills and/or releases of a few drops of liquid or small amount of solids, inside buildings and structures, which can be wiped up easily.
- c. The Seller shall initiate and perform the cleanup of all spills if said work can be performed safely. The Buyer shall oversee the containment and cleanup of spills to ensure work is performed and waste is disposed of in the prescribed manner.

5.5 Radiological Requirements

There are no radiological protection requirements for the area where work is to be performed.

6.0 MEETINGS AND SUBMITTALS

6.1 Meetings

It is anticipated that no meetings will be required.



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6.2 Submittals

Submit final floor plan prior to fabrication and/or delivery. Allow three days for Buyer approval/comments.

7.0 DELIVERABLES, PROJECT CONTROLS, MILESTONES, AND PERFORMANCE SCHEDULE REQUIREMENTS

7.1 Deliverables

Final acceptance of the trailer will be upon delivery. In the event that a noncompliance is identified during the Buyer's walk down, the Seller shall correct all non-compliances before Buyer accepts delivery of the trailer.

7.2 Milestones

Delivery prior to September 25th, 2010.



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ATTACHMENT A

SUBMITTAL REGISTER and DEFINITIONS

1. Numerical submittal sequence number: Example: 1, 2, 3, 4,
2. Number of Copies and electronic and/or hard copy:
3. Format: Describes the type of submittal required:
MFC Microsoft Format Compatible application (Word, Excel, Access, PowerPoint)
GEN General or Open Format/Media
PDF Adobe Acrobat (Portable Document Format)
4. Submittal Type:
APW = Approval Required Prior to Work Buyer must approve the Seller's submittal prior to the Seller being authorized to proceed with any activity/work associated with the submittal).
AP = Approval Required (Buyer must approve the Seller's submittal, however, work associated with the submittal may proceed prior to Buyer approval).
FIO = For Information Only (the submittal is not subject to review and/or approval).
5. **Seller Information: Mark Yes if document(s) are VI, otherwise leave blank.**
6. Description / Document Title: Title or general description of the document.
7. Submittal Date: Actual date or number of Calendar Days before or after a milestone that a submittal is due from the Seller: Example: June 1, 2005 or CD + 60 [60 days after Conceptual Design Complete]
A Date of Award
CD Conceptual Design Complete
PD Preliminary Design Complete
FD Final Design Complete
M Mobilization
SC Start of Construction
EC End of Construction
8. Buyer Review Time (Work Days): Example: 3 Days
9. Contract Reference: Cross reference to the Contract requirement that defines this submittal:
Example: SOW 3.1.2



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Submittal Register:

The Seller shall meet the required schedule and provide the documents specified in accordance with the following submittals.

Contract Number and Name:						Revision:		
1. Submittal No.	2. No. of Copies*	3. Submittal Type	4. Format	5. Seller Information – Mark Yes if VI, Otherwise Leave Blank	6. Description / Document Title	7. Submittal Date (Calendar Days)	8. Buyer Review Time (Work Days)	9. Contract Reference
1	E	APW	GEN	VI	Final floor plan of : 1.Craft & Maintenance Trailer 2.Chem Tech Office Trailer 3.Maintenance/Planner Trailer 4.Sample Archive Overflow Storage Trailer	NTP + 14 Days	3 Days	Section 6.2
2	E	FIO	GEN	VI	Electrical Panel schedule drawing	7 Days prior to trailer delivery	N/A	Section 2.1
3	E	FIO	GEN	VI	Lighting and electrical layout drawing	7 Days prior to trailer delivery	N/A	Section 2.1
4	E	FIO	GEN	VI	Anchorage design details, supporting calculations and trailer manufacturer's	7 Days prior to trailer	N/A	Section 2.1



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Contract Number and Name:						Revision:			
1. Submittal No.	2. No. of Copies*	3. Submittal Type	4. Format	5. Seller Information – Mark Yes if VI, Otherwise Leave Blank	6. Description / Document Title	7. Submittal Date (Calendar Days)	8. Buyer Review Time (Work Days)	9. Contract Reference	
					instructions for tie-downs	delivery			



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