

**READ THIS FIRST**

This Project Spec Document may need additional modifications to suit your project. It is recommended that you proofread each section, paying attention to any “Notes” boxes such as this one--you should remove these “Notes” sections as you go. Also, do a search for all bracket characters “ [ ] “ as they are used to show you areas containing options or project specific details (you can use Microsoft Word’s Find feature {Ctrl-F} to jump to an open bracket “ [ “ character quickly). Again, these bracket characters should be removed.

It is important that every paragraph be numbered to allow for easy referencing. If you use the document’s built in styles and formatting your outline should be fine (turn on the formatting toolbar by going to View > Toolbars > Formatting). Most paragraphs will use the style “Numbered Material” and can be promoted (Shift) or demoted (Shift-Tab).

You should not have to manually enter extra spaces, carriage returns or outline characters such as A, B, C, or 1.01, 1.02; the formatting will do this for you. The entire document is 11 pt. Arial. If you paste items in, you may need to reapply the “Numbered Material” format.

**PART 1 GENERAL**

**1.01 DESCRIPTION OF WORK**

- A. The Contract Management System (CMS) is a web-based system developed by the Port to manage Contract documents. The CMS will be used to generate and capture electronic Contract Documents, route them to the appropriate individuals, file them, and then allow for easy retrieval. The CMS shall be used for all Contract communications between the Port and the Contractor. CMS shall not be used for Electronic Payroll Information (EPI) or any type of payroll submittals.

**PART 2 PRODUCTS**

**2.01 CONTRACT MANAGEMENT SYSTEM**

- A. The Port will provide the Contractor with one user login for the Port’s CMS located at <https://docmgt.portseattle.org> at no cost to the Contractor. Access to the CMS web site will be provided by way of a Port provided password and user name. The login will be subject to the terms and conditions of use as described in the Contract Documents and may be revoked by the Port at any time.
- B. Additional logins may be provided at the Port’s discretion. Each login will be subject to the same terms and conditions of use as the Contractor’s initial login and will similarly be subject to revocation by the Port at any time. Coordination of the integration process will be the responsibility of the Contractor.

**2.02 MINIMUM REQUIREMENTS**

- A. In order to utilize the CMS, the Contractor shall use equipment and software that meets the following minimal requirements:
  - 1. Hardware:
    - a. i5 compatible processor or higher IBM-compatible PC
    - b. 16 GB free space on hard drive
    - c. 4 GB of RAM
    - d. Require VGA or higher-resolution monitor at least 1,024x768 pixel resolution

- e. DSL link to the Internet
- 2. Software:
  - a. Operating System: Windows 7
  - b. Browser: Internet Explorer 10.0
  - c. PDF Reader for viewing attachments only.
  - d. PDF Editor for markups and/or editing of attachments.
  - e. MS Office 2007 or 2010 Professional
- 3. Scanner:
  - a. Flatbed scanner + ADF (automatic document feeder)
  - b. TWAIN Compliant drivers
  - c. Minimum 200-page Automatic Document Feeder
  - d. Scanning speed: Portrait 56 ppm simplex / 92 ipm duplex
  - e. Scanning resolution: 100 dpi - 400 dpi Optical; up to 600 dpi Interpolated
  - f. Paper size: Check 2.8" x 6.7" to ledger 11" x 17"
  - g. Capable of color scanning
- 4. Printer:
  - a. Inkjet or Laser printer
  - b. Paper size: Check 2.8" x 6.7" to ledger 11" x 17"
  - c. Capable of color printing

### **PART 3 EXECUTION**

#### **3.01 SETUP AND TRAINING**

- A. Setup
  - 1. Prior to use, the Contractor shall be required to have at least two (2) project personnel attend and complete a training session conducted by the Port as specified below.
  - 2. Following successful completion of the training session the Contractor will be provided with login with accompanying user name and password.
- B. Training
  - 1. The Port of Seattle will provide up to eight (8) hours of on the job training. Training shall be coordinated through the Engineer and will provide sufficient indoctrination to the system to allow the Contractor to access the system and use the basic features thereof.
  - 2. Additional training may be requested by the Contractor to cover topics or information not included in the initial training session. These requests will be considered by the Engineer based on availability of training personnel.
  - 3. Additional training may be requested by the Contractor for personnel in excess of the initial training allowed above. Such additional training

requests will be considered by the Engineer based on availability of training personnel and the size of previously scheduled sessions.

### **3.02 SYSTEM USE**

#### **A. System Use**

1. The Contractor shall use the Port's Web-based CMS specified herein for all project communications, including but not limited to letters, daily reports, weekly reports, written notice of change, requests for change order, cost proposals, submittals, substitution requests, requests for information, pay applications, etc. CMS shall not be used for Electronic Payroll Information (EPI) or any type of payroll submittals.
  - a. The maximum file size limit for an attachment in CMS is 2 GB. The Contractor shall be responsible for any adjustments to files to ensure this limit is not exceeded.
2. Any information not transmitted via CMS will not be considered official documentation, unless specifically allowed as an exception by the Engineer based on extenuating circumstances. All information transmitted via CMS shall be in electronic format. The Contractor is required to scan all documents into a legible electronic form and will initiate workflows in CMS following the Ports standard protocols for format and system use. The scanned documents (such as pdf's) shall be submitted to the Port in a searchable format. The Contractor shall use Optical Character Recognition (OCR) software to convert all pdf documents produced, or received from subcontractors and supplier, to a searchable format prior to submitting to the Port. Workflows not initiated using the proper formatting protocols will not be accepted by the Port. Protocols will be covered in the Contractor training held at the beginning of the project.
3. The Port may, from time to time, require hard paper copies of certain documents, including Pay Estimates and Contracts, to be signed by the Contractor. In these cases, the Port will provide the Contractor with hard copies of the signed documents, and will incorporate signed documents into the system for reference purposes. In the event the Contractor feels a certain document should be maintained in hard-copy form in addition to electronic form, the Contractor may submit such a request to the Engineer through CMS. Documents accepted for hard copy in this fashion shall be prepared by the Port at the sole expense of the Contractor.
4. The Contractor may request specific forms or reports be incorporated into the system for use in fulfilling the Contractor's requirements. Upon acceptance, the Port shall make reasonable efforts to prepare said form(s) or report(s) based on the Contractor's requirements at the sole expense of the Contractor.

**3.03 CONTACT PERSONNEL**

- A. The Contractor shall designate one employee who shall serve as their primary contact in connection with the use of CMS for the Contract. The Contractor may change its primary contact by providing notice to the Engineer.
- B. The Contractor shall further designate a back-up contact that shall serve as primary contact in the event the primary contact is unavailable.
- C. The Contractor shall provide 24-hour availability telephone numbers for the primary and back-up contacts.

**3.04 TERMS OF USE**

- A. Use And Protection Of Passwords
  - 1. The Contractor shall use each password in furtherance of Contract work and shall use the password for no other purpose. The Contractor assumes all risks associated with the failure to adequately protect such password. The Contractor further agrees:
    - a. To prohibit the disclosure of any password to any person not authorized by the Contractor to use the password.
    - b. To protect all passwords in a secure manner that will prevent unauthorized use.
    - c. That any Contractor access or information developed as a result of utilizing CMS by way of the password(s) shall be attributed to the Contractor, and that the Port and other users may rely upon such attribution.
- B. Restrictions On Use
  - 1. The Contractor shall make every reasonable effort to ensure that:
    - a. Computer codes, files, and programs which may interrupt, destroy, or cause damage shall not be uploaded into CMS.
    - b. Computer codes, files, and programs which interfere with the proper working of CMS or its use by others shall not be allowed access.

**3.05 REVOCATION OF LICENSE**

- A. The Port may, at any time during the Contract, choose to revoke the Contractor's login or any such additional logins. Such revocation may occur based on misuse, misconduct, termination of the Contract, or other such reasons as deemed justified by the Engineer. Such revocation may occur with or without prior notice to the Contractor or affected user(s).

**3.06 DOWNTIME AND SYSTEM AVAILABILITY**

- A. Any interruptions in service based on Internet conditions, connection media, or the unavailability of servers for maintenance, repairs, or replacement shall not warrant additional compensation to the Contractor. The Port will not be liable for the unavailability of the system for any period of time nor will it be responsible for the inability of the Contractor to access the system or any of its components.

**PART 4 MEASUREMENT AND PAYMENT**

**4.01 GENERAL**

- A. No separate measurement or payment will be made for the work required by this section. The cost for this portion of the work will be considered incidental to and included in the payments made for the applicable bid items in the [Schedule of Unit Prices] [Lump Sum price bid for the Project].

End of Section
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