SCHEDULE B

ATTACHMENT IV

PROJECT FACILITIES REQUIREMENTS

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SECTION I

STANDARDS AND SPECIFICATIONS FOR COMPUTER SYSTEMS, COMMUNICATION EQUIPMENT, AND RELATED SERVICES

1. GENERAL PROVISIONS
   1. Applicable Standards and References

CONTRACTOR shall supply, operate, and maintain Computer Systems, communication equipment, and related services as set forth in the Job Specification, and in compliance with the Project Standards and the following standards and documents:

* + 1. SAUDI ARAMCO Project Management Team (PMT) IT Technical Baseline Standard.
    2. SAUDI ARAMCO General Instruction (G.I.) 299.220, “Remote Access to SAUDI ARAMCO Computer Systems and Networks”.
    3. SAUDI ARAMCO General Instruction (G.I.) 299.120, “Sanitization and Disposal of SAUDI ARAMCO Electronic Storage Devices and Obsolete/Unneeded Software”.
    4. SAUDI ARAMCO General Instruction (G.I.) 299.110, “IT Assets Management System (ITAMS)”.
    5. SAUDI ARAMCO General Instruction (G.I.) 710.002, “Classification and Handling of Sensitive Information”.
    6. SAUDI ARAMCO Engineering Standards T-916, “SAUDI ARAMCO IT Communications Engineering”.
    7. Lessons Learned SAPD-114 “Desktop Computer Procurement and Secure Disposal Methods”.
    8. SAUDI ARAMCO Information Protection Manual.
    9. ISO 27002 General Information Protection Standards & Guidelines:
       1. Information Protection Standards and Guidelines (IPSAG).
       2. Wireless: IPSAG-008.
       3. VPN: IPSAG-016.
       4. Network Firewalls: IPSAG-017.
  1. All Computer Systems and communication equipment shall remain as CONTRACTOR’s property.
  2. CONTRACTOR shall implement confidentiality, safeguards, and protections as required by SAUDI ARAMCO to protect the confidentiality of the information on all Computer Systems and communication equipment.

1. DESKTOP COMPUTER

The minimum specifications for desktop computers are as follows:

* 1. Provided with internal hard disk drive of minimum 1TB HDD storage capacity.
  2. Provided with two display monitors with minimum 24” size, 1920x1080 resolution, capable to produce 16.8 million levels of color depth.
  3. Provided with recent (released to market within last year) Intel Dual-Core i5 or Quad-Core i7 processor or better, with minimum 3.0 GHz clock speed, and minimum of 8GB DDR4 RAM.
  4. Provided with recent (released to market within last year) Intel Iris Graphics or Intel Iris Pro Graphics or better, with 64MB eRAM, and with a maximum resolution of 4096x2304 @ 60Hz, capable of supporting multimedia, 3D graphics, and video intensive applications.
  5. Provided with at least one Ethernet port of minimum 1 Gb/s speed.
  6. Provided with a combination surge suppressor and uninterruptable power supply (UPS) unit with at least five (5) outlets provisioned on the unit or via UL-listed power strip, where the UPS shall be capable of powering the system for sufficient time to allow a graceful automatic shutdown of the Computer during power failures.
  7. Compatible with, and perform acceptably using Microsoft Windows and Microsoft Office versions released by Microsoft and incorporated into SAUDI ARAMCO standard desktop image as of the Effective Date.

1. LAPTOP COMPUTER

The minimum specifications for laptop computers are as follows:

* 1. Provided with one internal hard drive of minimum 500 GB HDD storage capacity.
  2. Provided with recent (released to market within last year) mobile Intel Dual-Core i5 or Quad-Core i7 processor or better, with minimum 2.5 GHz clock speed, and minimum of 8GB DDR4 RAM.
  3. Provided with recent (released to market within last year) Intel HD Graphics 530 or better with a maximum resolution of 4096x2304 @ 60Hz, capable of supporting multimedia, 3D graphics, and video intensive applications.
  4. Provided with an integral display of minimum 15.6” size, 1920x1080 resolution, capable to produce 16.8 million levels of color depth.
  5. Provided with a separate desktop monitor of minimum 24” size, 1920x1080 resolution, capable of 16.8 million levels of color depth, and wireless keyboard and mouse for office applications.
  6. Compatible with, and perform acceptably using Microsoft Windows and Microsoft Office versions released by Microsoft and incorporated into SAUDI ARAMCO standard laptop image as of the Effective Date.
  7. For laptop connectivity and upon SAUDI ARAMCO request, CONTRACTOR shall furnish USB Internet Broadband Access Device(s) with monthly subscription(s) to access any of the available nationwide wireless internet Broadband Access network services inside the country or internationally as specified. SAUDI ARAMCO will reimburse to CONTRACTOR for such connectivity provision in accordance with Schedule "C".

1. REQUIRED SOFTWARE FOR DESKTOP AND LAPTOP COMPUTERS
   1. The software to be provided for the above Computer Systems shall be the latest version as of the Effective Date of:
      1. MS Windows.
      2. MS Office.
      3. MS Project.
      4. Mcafee Total Virus & Spyware Protection Software.
      5. Adobe Acrobat Reader.
   2. SAUDI ARAMCO IT standard image shall be used on the desktop and laptop devices. SAUDI ARAMCO will provide the actual image for installation.
2. FILE SERVER
   1. The minimum specifications for file and print servers are as follows:
      1. Provided with internal RAID storage of at least RAID 5 redundancy with a net useable minimum capacity of 1 TB (which capacity shall be expandable after installation).
      2. Provided with recent (released to market within last year) Intel Quad-Core i7processor or better with minimum 3.0 GHz clock speed, and minimum of 8GB RAM.
      3. Provided with an integral display of minimum 24” size, 1920x1080 resolution, capable to produce 16.8 million levels of color depth.
      4. Provided with at least two Ethernet ports of minimum 1 Gb/s speed.
      5. Provided with dual redundant power supplies.
      6. Provided with local backup capabilities (tape or otherwise) sufficient to back up all data stored on the server.
      7. Provided with a combination surge suppressor and uninterruptable power supply (UPS) unit with at least five (5) outlets provisioned on the unit or via UL-listed power strip, where the UPS shall be capable of powering the system for sufficient time to allow a graceful automatic shutdown of the File Server during power failures.
      8. Compatible with SAUDI ARAMCO Microsoft Active Directory domain.
      9. Compatible with, and perform acceptably using Microsoft Windows Server Enterprise version released by Microsoft and incorporated into SAUDI ARAMCO standard server image as of the Effective Date.
   2. CONTRACTOR shall provide the above software. All licensor-released upgrades to the software shall be provided at CONTRACTOR’s expense.
   3. SAUDI ARAMCO will provide McAfee total virus and spyware protection software with continuous updates for Windows servers.
3. PRINTERS

The minimum specifications for printers are as follows:

* 1. Plain Paper Combination Fax/Scanner/Printer/Copier
     1. Color print capability.
     2. Up to size A3 paper capability.
     3. Automatic multiple sheet feed for scan/fax/copy.
     4. Paper capacity and throughput acceptable for single user application.
  2. Network Capable Laser Printer
     1. Black and white print capability.
     2. Up to size A3 paper capability.
     3. Automatic multiple sheet feed for scan/fax/copy.
     4. Paper capacity and throughput acceptable for workgroup application.
  3. Network Capable Inkjet Printer
     1. Color print capability.
     2. Up to size A3 paper capability.
     3. Automatic multiple sheet feed for scan/fax/copy.
     4. Paper capacity and throughput acceptable for workgroup application.
  4. Network Capable, Plain Paper Combination Fax/Scanner/Printer/Copier
     1. Color print capability.
     2. Up to size A3 paper capability.
     3. Automatic multiple sheet feed for scan/fax/copy.
     4. Paper capacity and throughput acceptable for workgroup application.
  5. All supplied printers must be approved by SAUDI ARAMCO and supportable within SAUDI ARAMCO IT infrastructure with regards to Computer Systems or network attachment, operating system, software compatibility, and driver support and distribution. All network-attached printers shall be provided with a combination surge suppressor and uninterruptable power supply (UPS) unit with at least five (5) outlets provisioned on the unit or via UL-listed power strip, where the UPS shall be capable of powering the system for sufficient time to allow a graceful automatic shutdown of the Computer Systems during power failures.

1. NETWORK COMMUNICATIONS
   1. Design Offices
      1. CONTRACTOR shall work with and provide support for connection of the LAN described in this Attachment to SAUDI ARAMCO Wide Area Network (“SAWAN”). This work and support may include, but is not limited to, working with COMPANY or SAUDI ARAMCO IT specialists to develop and install an image to the Computer Systems, installation and connection to a leased high-speed line and associated connecting hardware, and purchase and/or receipt, and installation and connection of a file server.
      2. CONTRACTOR shall provide equipment and connectivity to COMPANY’s main offices and SAUDI ARAMCO’s main offices in Dhahran, Kingdom of Saudi Arabia, via termination of a high speed internet connection or SAUDI ARAMCO leased line providing at least 10 mb/s data rates at CONTRACTOR offices.
      3. CONTRACTOR shall provide VPN enablement of any high-speed internet connections using Juniper SSG-5, Juniper SSG-140, SRX, or SAUDI ARAMCO approved equivalent equipment. Leased line connections for Design Offices shall conform all applicable SAUDI ARAMCO standards and specifications.
   2. Contractor Camp and Project Support Buildings at Job Site
      1. CONTRACTOR shall provide a high-speed network communications infrastructure for the exclusive use of SAUDI ARAMCO during the assignment in CONTRACTOR provided facilities as described below. SAUDI ARAMCO shall select the Communications carrier. Communications equipment and communications provisioning shall be equal to or better than that specified below:
      2. High speed leased line communications circuit between SAUDI ARAMCO’s main office and CONTRACTOR’s office. This will terminate at a SAUDI ARAMCO designated facility within the CONTRACTOR’s office. The circuit capacity shall be sufficient to meet SAUDI ARAMCO requirements as determined by SAUDI ARAMCO, but in no case shall have a data rate less than 10 mb/s.
      3. CISCO 3945 Router(s) or SAUDI ARAMCO approved equivalent with CSU and DSU at CONTRACTOR’s location to be procured and configured to SAUDI ARAMCO standard.
      4. HP Procurve 5406zl and / or 3500yl Ethernet switches or equivalent sufficient to meet SAUDI ARAMCO’s needs as approved and determined by SAUDI ARAMCO.
      5. ARUBA or equivalent wireless LAN (WLAN) access points equivalent sufficient to meet SAUDI ARAMCO’s needs as approved and determined by SAUDI ARAMCO.
      6. All network devices including but not limited to routers, CSU / DSU, switches, firewalls, and WLAN access points shall be remotely accessible and controllable by SAUDI ARAMCO Information Technology operations as directed by ARAMCO. These devices shall be dedicated for SAUDI ARAMCO personnel and shall not be shared with other building occupants.
      7. Should SAUDI ARAMCO elect to supply its own communications equipment, as set forth in the Job Specification, CONTRACTOR shall provide a point of termination for communications circuits in a secure location with sufficient and convenient electrical power outlets and telephone line connections and shall not include provision of communications equipment within the contract lump sum price.
      8. Power for all network devices shall be provisioned via appropriate surge suppressor and uninterruptable power supply (UPS) units, where the UPS shall be capable of powering the system for sufficient time to allow a graceful automatic shutdown of the equipment during power failures.
      9. SAUDI ARAMCO shall direct CONTRACTOR as to the proper configuration for all of SAUDI ARAMCO’s network communications equipment and desktop software to SAUDI ARAMCO standards regardless of who provides the equipment. CONTRACTOR’s assigned IT personnel shall perform upgrades to operating systems and applications as required by SAUDI ARAMCO, at no additional cost.
      10. CONTRACTOR shall be responsible for all charges related to the installation, connectivity and lease of communications circuits specified herein.
2. DATA CLOSETS AND ROOMS
   1. File servers and communication, and LAN equipment shall be installed and secured in data closets / rooms with controlled access as per applicable SAUDI ARAMCO standards and specifications.
   2. Only authorized network and communications personnel must be allowed inside the data closets/ rooms.
3. LOCAL AREA NETWORK (LAN) SYSTEM
   1. CONTRACTOR shall provide the required equipment and wiring system, including gateway, to facilitate a 1Gb/s LAN in CONTRACTOR’s offices. This wiring system may be part of an existing wiring system already installed in the building. Wiring hubs shall be in secure areas.
   2. CONTRACTOR shall provide and connect all Computer Systems and printers for SAUDI ARAMCO to the LAN.
   3. CONTRACTOR shall provide a qualified information systems person and cooperate with SAUDI ARAMCO to effect, in a timely manner, additions, deletions and/or changes to the connections to the LAN.
   4. LAN Room shall be adequately sized for a LAN file server and shall be provided with air-conditioning at all times and an uninterruptable power supply for the file server and a monitor.
   5. SAUDI ARAMCO office LAN must be isolated from any other networks per the requirements of section 10.3.5 “Remote Site Security Standard and Guidelines” of SAUDI ARAMCO Information Protection Manual.
4. REPAIR AND TROUBLE SHOOTING SERVICES

CONTRACTOR shall provide repair services for hardware/software problems for all equipment and provide consumables for the Computer Systems, printers and any attached DVD writers and shall provide a qualified Information Technology person and cooperate with SAUDI ARAMCO to effect, in a timely manner, additions, deletions and/or changes to network connections.

1. TELEPHONES

CONTRACTOR shall provide touch-tone telephone services and individual telephone lines for the Contractor Camp and the PSB facilities and shall meet the following minimum specifications:

* 1. All telephone equipment shall be connected with private direct lines and shall include the following functions:
     1. Speakerphone.
     2. External/internal conference.
     3. Redial.
     4. Individual voice mail/call answer.
     5. Internal direct dial access to all SAUDI ARAMCO personnel.
     6. Hold transfer.
     7. Individual programmable speed dial.
     8. Dial “0” option to go to secretaries.
  2. Secretarial telephones shall include the following functions in addition to those listed above:
     1. Call pick-up.
     2. Direct access to SAUDI ARAMCO personnel telephone lines.
  3. Standard telephone services shall include, at a minimum, single user numbers with internal, local and long distance external calling capabilities for each of SAUDI ARAMCO personnel and in SAUDI ARAMCO Conference Rooms. Standard telephone services may be through CONTRACTOR’s switchboard as additions to CONTRACTOR’s existing telephone system.
  4. In addition to standard telephone service, CONTRACTOR shall provide additional direct analog lines, independent of CONTRACTOR’s switchboard, with long distance calling capabilities for Facsimile machines as specified by SAUDI ARAMCO.
  5. Provisioning of telephone services, whether routed through CONTRACTOR switchboard or directly, shall be through Voice over Internet Protocol (VOIP) technology.
  6. Conference rooms used by SAUDI ARAMCO shall be provisioned with full duplex speakerphone capability (Polycom or equivalent) connected via direct dial lines.
  7. One conference room dedicated to SAUDI ARAMCO use shall be provisioned with a video conferencing system (camera(s), screen(s), and microphone(s)) to enable communication with SAUDI ARAMCO main offices in Dhahran, Kingdom of Saudi Arabia, using connections, protocols, and equipment subject to SAUDI ARAMCO Approval.

1. OFFICE SHREDDERS

The specified shredders shall be WILHELM DAHLEBURO-TECHNIKGMB or SAUDI ARAMCO approved equivalent with the following specifications: solid wooden cabinet, shredding pattern for extremely sensitive documents, compact design, easy to use, feed width 400mm, shred capacity A4 70 gsm 8-10 sheets, shred speed 15 m/min, shred size 2x15 mm heavy duty shredder, cross cut, 12 sheet capacity, 37 liters.

1. PHOTOCOPIERS

Photocopiers shall be capable of producing a minimum of one hundred (100) copies per minute and shall feature at a minimum automatic feeder and sorter, multiple paper sources including A3 or 11”x17” paper, two sided copying, variable enlargement and reduction (Xerox Work Centre PRO 55 or SAUDI ARAMCO approved equivalent). CONTRACTOR shall provide all consumable materials and maintenance.

1. FACSIMILE MACHINES

Facsimile Machines shall use plain paper technology and shall feature electronic storage of a minimum of 50 pages (Ricoh 3700, Panasonic latest model or SAUDI ARAMCO approved equivalent). CONTRACTOR shall provide all consumable materials and maintenance.

1. INFORMATION SECURITY
   1. Data Removal from Devices

Before removing any computing, printing, copying, faxing, or communication devices from the Design Office and/or Job Site, CONTRACTOR shall:

* + 1. Remove data from such devices by the use of hard disk sanitization software or other procedures approved by SAUDI ARAMCO Corporate Information Technology organization and made available to the CONTRACTOR;
    2. Demonstrate (including, where appropriate, the provision of hard and soft copies of any sanitization reports generated by sanitization software) to the Company Representative that data has been appropriately removed from the devices, and obtain Approval from the Company Representative to remove the devices.
  1. Adherence to Site Security Review Checklists

CONTRACTOR shall follow applicable SAUDI ARAMCO standards in regularly reviewing and confirming compliance to the following Site Security Review Checklist items to the Company Representative:

* + 1. SAUDI ARAMCO Job Site offices must have adequate physical security and access control to prevent unauthorized persons from entering.
    2. All SAUDI ARAMCO communication and other systems must be physically protected or hosted in a secure cabinet inside a secure data room.
    3. SAUDI ARAMCO computers connected to the remote network must use SAUDI ARAMCO standard computer images and be managed by SAUDI ARAMCO corporate IT.
    4. Only SAUDI ARAMCO employees or users authorized to use SAUDI ARAMCO computing resources (i.e. those with a valid SAUDI ARAMCO username/password) will be allowed to access any computing device connected to SAUDI ARAMCO network.
    5. The SAUDI ARAMCO network in these offices must not be connected to any other private or public or Internet third party network.
    6. Non-IT managed wireless connections must not be installed.
    7. SAUDI ARAMCO IT must be notified when SAUDI ARAMCO Job Site office no longer requires a SAUDI ARAMCO connection.
    8. All storage devices must be sanitized (see Paragraph 14.1 above) before being returned to the CONTRACTOR.

1. COMPLIANCE

SAUDI ARAMCO may conduct inspections without prior notice to ensure that all requirements set forth in this exhibit are met, and may direct CONTRACTOR to remedy any issues within a reasonable amount of time as determined by SAUDI ARAMCO.

END OF SECTION I

SECTION II

STANDARDS AND SPECIFICATIONS FOR THE CONSTRUCTION OF CONTRACTOR CAMPS AND PROJECT SUPPORT BUILDINGS AT THE JOB SITE

1. GENERAL PROVISIONS
   1. Applicable Standards and References

CONTRACTOR shall design and construct the Contractor Camp and the Project Support Buildings (“**PSB**”) facilities as set forth in the Job Specification, and in compliance with the FACILITIES Specifications, the Project Standards, the Preliminary Design, and the following standards and documents:

* + 1. International Building Code (IBC).
    2. Applicable Local Building Code.
    3. International Fire Code (IFC).
    4. SAUDI ARAMCO Construction Safety Manual.
    5. SAUDI ARAMCO Engineering Standard (SAES) M-100 SAUDI ARAMCO Building Code.
    6. Any required Land Use Permit (LUP) and Site Allotment Procedures.
    7. Saudi Arabia Government and/or Municipality Waste and Sanitation Codes and Requirements.
    8. SAUDI ARAMCO General Instruction (G.I.) 298.008, “Office Space Management”.
    9. SAUDI ARAMCO Medical Minimum Standards Requirements for Industrial Clinics Manual (MMSR).
    10. Occupational Safety & Health Administration (OSHA) 29 CFR 1926 and 1910.
    11. Kingdom of Saudi Arabia Manual on Uniform Traffic Control.

Where the Job Specification requires the provision of PSB with common infrastructure or utilities such as electrical generation, water, sewage, fencing, signage, and communications, CONTRACTOR may provide shared facilities provided that the individual requirements of each facility are met.

* 1. Site Facilities Plan

CONTRACTOR shall prepare a comprehensive “**Site Facilities Plan**” for the design, construction, operation and maintenance of the Contractor Camp and the Project Support Buildings in compliance with requirements set forth in Section IV of this Attachment IV.

* 1. Project Signs

CONTRACTOR shall erect project sign(s) at location(s) designated by the Company Representative. The sign(s) shall be in accordance with and as outlined in SAUDI ARAMCO Construction Safety Manual, and shall be installed prior to construction start. Additional speed and direction signs shall be installed to direct delivery vehicles and visitors to the Job Site.

* 1. Temporary Security Fencing and Lighting Provisions

CONTRACTOR shall supply and install temporary security gates, fencing (Type V fence as a minimum), lighting to provide adequate security to the Contractor Camp and the PSB facilities.

* 1. Access Roads

CONTRACTOR shall design and built access roads to the Contractor Camp and the PSB facilities. All roads must comply with the Kingdom of Saudi Arabia Manual on Uniform Traffic Control and other applicable SAUDI ARAMCO standards and specifications.

1. SPECIFICATIONS FOR SAUDI ARAMCO OFFICES

In addition to the standards and specifications set forth in Paragraph 1 of this Section II, the following specifications shall apply to PSB office facilities to be used by SAUDI ARAMCO and CONTRACTOR Project Management personnel:

* 1. The Project Support Builds office facilities shall be completely air-conditioned, adequately lit and freshly painted where applicable. Office sizes, arrangements and furniture quality shall be to generally accepted international standards and suitable for the intended use.
  2. Light fittings, power, telephone sockets, and smoke detectors shall be provided in the offices, meeting rooms, corridors, pantry, toilets, etc. The number of such fittings shall be determined on the basis of room dimension and usage; however, as minimum each room shall be provided with the following:
     1. Two (2) power sockets for computer.
     2. Power provision for air conditioner / heater units as required (unless building climate control is centrally provisioned).
     3. Two (2) telephone and computer network sockets.
     4. One (1) smoke detector and fire alarm system (powered by electrical mains with battery backup and low battery warning) in compliance with the applicable Building Code.
  3. Manager Offices

Manager offices shall include the following features:

1. Lockable door.
2. One (1) double-drawer executive desk.
3. One (1) adjustable executive swivel chair with armrests.
4. One (1) credenza.
5. One (1) one-meter by two-meter white board.
6. One (1) meeting table with four (4) armed straight-back chairs.
7. One (1) five-drawer lockable metal file cabinet.
8. One (1) four-level bookshelf.
9. Programmable speakerphone with direct line for outgoing local and international (IDD) calls.
10. Four (4) duplex power outlets.
11. One (1) personal computer data cable connection outlet (data port).
12. One (1) wastepaper basket.
13. One (1) coat hanger.
14. Two (2) guests chairs.
15. One (1) small refrigerator.
16. In/out trays and standard desktop equipment.
    1. One-Person Office

One-person office shall include the following features:

1. Lockable door.
2. Two (2) duplex power outlets.
3. One (1) double-drawer desk.
4. One (1) adjustable swivel chair with armrests.
5. One (1) one-meter by one and one-half meter white board.
6. Two (2) straight back armed chairs.
7. One (1) four-drawer lockable metal file cabinet.
8. One (1) two-level bookshelf.
9. One (1) programmable speakerphone with direct line for outgoing local and international (IDD) calls.
10. One (1) personal computer data cable connection outlet (data port).
11. One (1) wastepaper basket.
12. One (1) coat hanger.
13. In/out trays and standard desktop equipment.
14. One (1) reference table with two (2) visitor’s chairs.
    1. Two-Person Office

Two-person office shall include the following features:

1. Lockable door.
2. Two (2) double-drawer desks.
3. Two (2) adjustable swivel chairs with armrests.
4. Two (2) one-meter by one and one-half meter white boards.
5. Two (2) straight-back chairs.
6. Two (2) four-drawer lockable metal file cabinets.
7. Two (2) two-level bookshelves.
8. Two (2) reference desks.
9. Two (2) drawing racks.
10. Two (2) wastepaper baskets.
11. Two (2) coat hangers.
12. Two (2) phones, each with direct line for outgoing local and international (IDD) calls.
13. Four (4) duplex power outlets.
14. Two (2) personal computer data cable connection outlets (data port).
    1. One-Person Cubicle

One-person cubicle shall include the following features:

1. One (1) double-drawer desk.
2. One (1) adjustable swivel chair with armrests.
3. One (1) one-meter by one and one-half meter white board.
4. One (1) straight-back chair.
5. One (1) four-drawer lockable metal file cabinet.
6. One (1) two-level bookshelf.
7. One (1) wastepaper basket.
8. One (1) coat hanger.
9. One (1) phone with direct line for outgoing local and international (IDD) calls.
10. Two (2) duplex power outlets.
11. One (1) personal/laptop computer data cable connection outlet (data port).
12. Minimum 1.6-meter high walls.
    1. Two-Person Cubicle

Two-person cubicle shall include the following features:

1. Two (2) double-drawer desks.
2. Two (2) adjustable swivel chairs with armrests.
3. Two (2) one-meter by one and one-half meter white boards.
4. One (1) straight-back chair.
5. Two (2) four-drawer lockable metal file cabinets.
6. Two (2) two-level bookshelves.
7. Two (2) wastepaper baskets.
8. Two (2) coat hangers.
9. Two (2) phones, each with direct line for outgoing local and international (IDD) calls.
10. Four (4) duplex power outlets.
11. Two (2) personal/laptop computer data cable connection outlets (data port).
12. Minimum 1.6-meter high walls.
    1. Secretary’s/Clerk’s Cubicle

Secretary’s/clerk’s cubicle shall include the following features:

1. One (1) single-drawer desk with attached computer table.
2. One (1) secretary’s adjustable swivel chair with armrests.
3. One (1) straight-back chair.
4. Two (2) four-drawer lockable metal file cabinets.
5. One (1) four-level bookshelf.
6. 1.6-meter high walls.
7. One (1) multifunction desk calculator.
8. One (1) phone with direct line for outgoing local and international (IDD) calls.
9. Two (2) duplex power outlets.
10. One (1) personal/laptop computer data cable connection outlet (data port).
11. Minimum 1.6-meter high walls.
    1. Large Conference Room

Large conference rooms shall include the following features:

1. Lockable door.
2. Room area, size of conference table, and number of chairs with a minimum size of approximately 30 square meters, with conference tables and chairs to accommodate twenty (25) people.
3. One (1) conference table designed to accommodate power/phone/IT cable feeds from below.
4. One (1) one-meter by two-meter white board.
5. One (1) easel with A1-size paper pad and colored markers.
6. Four (4) duplex outlets on walls.
7. One (1) conference room phone with speaker and extension microphones and direct line for outgoing local and international (IDD) calls (phone jack under conference table).
8. Two (2) personal/laptop computer data cable connection outlets under conference table (data ports).
9. One (1) four-plex power outlet under conference table.
10. One (1) new electronic LCD projector capable of minimum XGA resolution and 2000 lumens minimum. CONTRACTOR shall support the interface between LCD projector and the computer for any presentations. CONTRACTOR shall provide a laptop computer to use in conjunction with the LCD projector.
    1. Small Conference Room

Small conference rooms shall include the following features:

1. Lockable door.
2. Room area, size of conference table, and number of chairs with a minimum size of approximately 18 square meters, with conference tables and chairs to accommodate 15 people.
3. One (1) one-meter by two-meter white board.
4. One (1) easel with A1-size paper pad and colored markers.
5. Four (4) duplex outlets on walls.
6. One (1) conference room phone with speaker and extension microphones and direct line for outgoing local and international (IDD) calls (phone jack under conference table).
7. Two (2) personal/laptop computer data cable connection outlets under conference table (data ports).
8. One (1) four-plex power outlet under conference table.
   1. Prayer Room

Prayer rooms shall include the following features:

1. Lockable door.
2. Minimum size approximately 25 square meters, but with capacity appropriate to expected number of users.
3. Fully carpeted.
4. Shoe Rack.
5. Qibla direction clearly marked.
   1. Document Control Room

Document control room shall include the following features:

1. One (1) single-drawer desk with attached computer table.
2. Closed area minimum with a minimum size of 20 square meters.
3. One (1) secretary’s adjustable swivel chair with armrests.
4. One (1) straight-back chair.
5. Minimum two (2) four-drawer lockable metal file cabinets.
6. Minimum one (1) four-level bookshelf.
7. One (1) programmable secretary’s desk telephone set, capable of picking up on SAUDI ARAMCO phone lines and transferring calls, with direct line for outgoing local and international (IDD) calls.
8. Two (2) duplex power outlets.
9. One (1) personal/laptop computer data cable connection outlet (data port)
10. One (1) reference table.
11. One (1) wastepaper basket.
12. One (1) coat hanger.
13. One (1) multifunction desk calculator.
    1. Pantry Room

Pantry rooms shall include the following features:

1. At least approximately six square meters size.
2. One (1) coffee machine.
3. Complete kitchen furniture.
4. One (1) refrigerator/freezer of minimum 230-liter capacity.
5. One (1) microwave oven with dedicated table.
6. One (1) hot and cold drinking water dispenser.
7. One (1) table with chairs.
8. One (1) wastebasket.
9. Two (2) duplex GFCI protected power outlets.
   1. Parking Spaces

CONTRACTOR shall provide parking spaces for the use of SAUDI ARAMCO personnel with sunshades and adjacent to SAUDI ARAMCO Job Site offices.

* 1. Visitor Waiting Area

CONTRACTOR shall provide a visitor waiting area and shall be equipped with a telephone extension, sofa, and table.

* 1. Outdoor Smoking Facilities

CONTRACTOR shall provide designated outdoor smoking facilities at locations set forth in Job Specification. Smoking will not be allowed indoors or in any areas other than those outdoor locations so designated and provided.

* 1. Communications
     1. CONTRACTOR shall provide temporary land and mobile communications equipment to support the project construction activities, including telephone, data and facsimile terminals, mobile radios and connections.
     2. For temporary telephone, data and fax lines, SAUDI ARAMCO will identify in the Job Specification an existing communications pedestal in the general vicinity of the Job Site. CONTRACTOR shall provide its own communications pedestal, adjacent to the existing communications pedestal, and make the necessary connections from the Job Site office to CONTRACTOR provided pedestal. CONTRACTOR shall supply the required connections and make the necessary connection between CONTRACTOR provided pedestal and the existing pedestal under SAUDI ARAMCO’s direction.
     3. CONTRACTOR shall provide and install all internal office wiring systems for telephone and data requirements and install all telephone equipment, telephone, facsimile machines, LAN systems, Computer Systems, printers, etc. for its own and SAUDI ARAMCO use.

1. SPECIFICATIONS FOR CONTRACTOR CAMP(S)

In addition to the standards and specifications set forth in Paragraph 1 of this Section II, the following specifications shall apply to all Contractor Camp facilities to be used by SAUDI ARAMCO and CONTRACTOR Project Management personnel:

* 1. Contractor Camp buildings shall have an adequate number of windows. The windows in housing units shall be operable and screened.
  2. Contractor Camp buildings shall be equipped with fire detection, suppression, and protection equipment.
  3. Contractor Camp shall include all furniture, equipment and accessories. All furniture shall be full size, sturdy and of good quality.
  4. Contractor Camp shall include adequate purpose designed lighting in the camp for all streets, parking areas, sidewalks, and around buildings and outdoor amenities.
  5. Contractor Camp shall include a modern telephone system in the camp with automatic switching equipment. CONTRACTOR shall provide incoming lines to the camp for use by camp occupants. The telephone system shall be equipped with battery backup power that shall provide for a minimum of eight (8) hours of operation.
  6. Contractor Camp shall be adequately drained on and away from the construction Job Site and have a finished appearance.
  7. Internet services shall be provided either as wired 10/100 mb/s Ethernet connections in accommodation rooms or as IEEE 802.11 compliant wireless access throughout the Contractor Camp.
  8. Contractor Camp shall include paved streets and parking areas with asphalt or concrete pavement over a properly prepared and compacted sub-base. Speed bumps and other speed control devices shall be installed on streets for pedestrian safety. Contractor Camp shall include concrete or concrete paved sidewalks for all areas to be used as pedestrian walkways.
  9. Contractor Camp shall include a satellite television reception system and underground television signal distribution cable to the recreational facilities television-viewing rooms. The satellite television system (providing a range of channels including but not limited to western English, news, movie, comedy, sitcom, and other language programs where more than twenty (20) percent of the camp population has the other language as their native language) shall be capable of receiving and transmitting all available channels to each television outlet location in the camp.
  10. Contractor Camp shall include small diameter crushed stone as ground cover in unpaved areas around all buildings and outdoor amenities and facilities.
  11. Contractor Camp shall include medical facilities.
  12. Standard Rooms

Standard Rooms can be provided for one (1) or two (2) occupants. Each room shall have an attached private bathroom containing toilet with ablution spray, shower and wash hand basin, hot and cold water supply, mirror/mirror light, medicine chest, exhaust fan. Each room shall be fully furnished with new furniture and fittings including:

* + 1. A minimum 12 square meters of air-conditioned living area (excluding the bathroom area).
    2. Single bed measuring 120x200cm, with spring interior mattress and hard base.
    3. One (1) chest of three long and two short drawers.
    4. One (1) lockable wardrobe for storage of clothes.
    5. One (1) bedside table and lamp.
    6. One (1) desk and two chairs and desk light.
    7. Shelf/storage unit suitable for television, video, stereo equipment and books.
    8. Easy chair.
    9. Reading lamp.
    10. One (1) area rug (1m by 2m).
    11. One (1) set of black out curtains.
    12. One (1) split unit air condition cold/hot.
    13. One (1) waste bin.
    14. 10 cubic foot refrigerator.
    15. Two (2) pillows.
    16. Two (2) blankets, two (2) pairs of bed sheets, two (2) pillow cases, and one (1) bed cover.
    17. Two (2) double power sockets.
    18. Personal/laptop computer Ethernet data cable connection outlet (data port) unless internet provisioning is by wireless connection.
    19. 27" minimum size TV set, with satellite connection in SAUDI ARAMCO recreational facilities.
    20. Fully functioning telephone set.
  1. Management Suites

Management Suites shall be as above for Standard Units with the addition of approximately 10 square meters of separate living space furnished with sofa, two easy chairs, two end tables with lamps, and coffee table.

* 1. Recreational Facilities

CONTRACTOR shall provide recreational facilities for SAUDI ARAMCO personnel and authorized guests. The size and extent of recreational facilities shall be as set forth in the Job Specification. Recreational facilities shall consist of the following:

* + 1. Outdoor facilities consisting of tennis courts, combination volleyball and basketball courts. These facilities shall have adequate lighting for use at night.
    2. Outdoor tent, air conditioned, and fully furnished, with Satellite TV service.
    3. Recreational facilities with, at a minimum, game tables (8-ball, snooker, table tennis, shuffle board, etc.), easy chairs, reading racks, two (2) TV and DVD video machines and satellite TV service (providing a range of channels including but not limited to western English, news, movie, comedy, sitcom, and programs in other languages where more than twenty (20) percent of the camp population have the other language(s) as their native language).
    4. Exercise room with exercise equipment including, at a minimum, two sets of free weights with interchangeable plates and locking collars, a minimum of two heavy weight benches with adjustable backrests and weight racks, two adjustable resistance weight machines capable of working multiple muscle groups (Nautilus, Universal or equivalent), a motorized treadmill with variable speed and incline adjustments, two stationary bicycles with adjustable seal height, handle bar height and variable resistance, Stairmaster or equivalent, and a stationary rowing machine with adjustable resistance.

1. SPECIAL CAMP REQUIREMENTS FOR SAUDI ARAMCO PERSONNEL
   1. CONTRACTOR shall provide camp accommodation facilities in new or equivalent to new condition for the use of SAUDI ARAMCO personnel which shall be subject to the Company Representative Approval prior to acceptance.
   2. CONTRACTOR shall provide parking spaces for the use of SAUDI ARAMCO personnel with sunshades and adjacent to the Contractor Camp.
   3. CONTRACTOR shall provide an air-conditioned and carpeted prayer room at the Contractor Camp for the use of SAUDI ARAMCO personnel.
   4. CONTRACTOR shall provide a separate dining facility (not the serving and preparation area) for the use of SAUDI ARAMCO personnel. The dining facility shall be provided with tables, chairs, utensils, cutlery, and linens in quantities sufficient for the personnel using the dining area.
2. OFFICES AND CAMP FOR CONTRACTOR PERSONNEL

In addition to the standards and specifications set forth in Paragraph 1 of this Section II, the following specifications shall apply to all Contractor Camp facilities to be used by CONTRACTOR Personnel:

* 1. CONTRACTOR shall provide offices to all CONTRACTOR field supervision personnel at the Job Site.
  2. CONTRACTOR shall provide camp accommodation to all CONTRACTOR Personnel at Contractor Camp(s) or Contractor Park(s), as set forth in the Job Specification.
  3. Contractor Camp buildings shall have an adequate number of windows. The windows in housing units shall be operable and screened.
  4. Contractor Camp buildings shall be equipped with fire detection, suppression, and protection equipment.
  5. Contractor Camp shall include all furniture, equipment and accessories. All furniture shall be full size, sturdy and of good quality.
  6. Contractor Camp shall include adequate purpose designed lighting in the camp for all streets, parking areas, sidewalks, and around buildings and outdoor amenities.
  7. Contractor Camp shall include a modern telephone system in the camp with automatic switching equipment. CONTRACTOR shall provide incoming lines to the camp for use by camp occupants. The telephone system shall be equipped with battery backup power that shall provide for a minimum of eight (8) hours of operation.
  8. Contractor Camp shall be adequately drained on and away from the construction Job Site and have a finished appearance.
  9. Internet services shall be provided either as wired 10/100 mb/s Ethernet connections in accommodation rooms or as IEEE 802.11 compliant wireless access throughout the Contractor Camp.
  10. Contractor Camp shall include paved streets and parking areas with asphalt or concrete pavement over a properly prepared and compacted sub-base. Speed bumps and other speed control devices shall be installed on streets for pedestrian safety. Contractor Camp shall include concrete or concrete paved sidewalks for all areas to be used as pedestrian walkways.
  11. Contractor Camp shall include a satellite television reception system and underground television signal distribution cable to the recreational facilities television-viewing rooms. The satellite television system (providing a range of channels including but not limited to western English, news, movie, comedy, sitcom, and other language programs where more than twenty (20) percent of the camp population has the other language as their native language) shall be capable of receiving and transmitting all available channels to each television outlet location in the camp.
  12. Contractor Camp shall include small diameter crushed stone as ground cover in unpaved areas around all buildings and outdoor amenities and facilities.
  13. Contractor Camp shall include medical facilities.

1. UTILITIES SPECIFICATIONS
   1. Temporary Electrical Power Generation and Distribution System
      1. CONTRACTOR shall supply and install the electrical power generation and distribution facilities to the Contractor Camp and the PSB facilities.
      2. CONTRACTOR shall supply and install an adequate back up system to prevent power outages and shall supply and install voltage regulators to all SAUDI ARAMCO occupied facilities.
   2. Temporary Raw Water Treatment and Drinking Water Supply Facilities

CONTRACTOR shall provide and install all raw water treatment facilities, potable water distribution systems, drinking water supply systems and sanitary collection systems to the Contractor Camp and the PSB facilities.

* 1. Temporary Fire Water System

CONTRACTOR shall supply and install a fire water system with sufficient storage capacity to provide full fire protection to the Contractor Camp and the PSB facilities. SAUDI ARAMCO shall review and approve in advance the fire water system plans.

* 1. Temporary Sewage and Solid Waste Management Facilities

CONTRACTOR shall supply and install a sewer network to the Contractor Camp and the PSB facilities. CONTRACTOR shall be responsible to build all required sewage collection and treatment systems for the Contractor Camp and the PSB facilities.

END OF SECTION II

SECTION III

STANDARDS AND SPECIFICATIONS FOR THE OPERATION OF CONTRACTOR CAMPS AND PROJECT SUPPORT BUILDINGS AT THE JOB SITE

1. GENERAL PROVISIONS
   1. Applicable Standards and References

CONTRACTOR shall operate, service, and maintain the Contractor Camp and the Project Support Buildings (“**PSB**”) facilities as set forth in the Job Specification from the initial mobilization through the Project Completion, and in compliance with the FACILITIES Specifications, the Project Standards, the Preliminary Design, and the following documents:

* + 1. International Building Code (IBC).
    2. Applicable Local Building Code.
    3. International Fire Code (IFC).
    4. SAUDI ARAMCO Construction Safety Manual.
    5. SAUDI ARAMCO Engineering Standard (SAES) M-100 SAUDI ARAMCO Building Code.
    6. Any required Land Use Permit (LUP) and Site Allotment Procedures.
    7. Saudi Arabia Government and/or Municipality Waste and Sanitation Codes and Requirements.
    8. SAUDI ARAMCO General Instruction (G.I.) 298.008, “Office Space Management”.
    9. SAUDI ARAMCO Medical Minimum Standards Requirements for Industrial Clinics Manual (MMSR).
    10. Occupational Safety & Health Administration (OSHA) 29 CFR 1926 and 1910.
    11. Kingdom of Saudi Arabia Manual on Uniform Traffic Control.
  1. Project Signs

CONTRACTOR shall maintain project, speed, and direction signs installed at Job Site.

* 1. Temporary Security Fencing and Lighting Provisions

CONTRACTOR shall maintain temporary security facilities and provide security guards present at all time to ensure adequate security to the Contractor Camp and the PSB facilities.

* 1. Access Roads

CONTRACTOR shall maintain access roads to the Contractor Camp and the PSB facilities.

* 1. ID Badges

CONTRACTOR shall issue ID badges to the CONTRACTOR Group personnel and SAUDI ARAMCO personnel working or visiting the Job Site, the Project Support Buildings and/or the Contractor Camp. CONTRACTOR shall be responsible for controlling and administrating the ID badges.

1. REQUIREMENTS FOR SAUDI ARAMCO OFFICES

In addition to the standards and specifications set forth in Paragraph 1 of this Section III, the following specifications shall apply to all PSB office facilities to be used by SAUDI ARAMCO personnel:

* 1. Operation and Maintenance Staff

CONTRACTOR shall provide the staff required to operate, manage, supervise, and fully maintain the PSB office facilities. All office facilities to be used by SAUDI ARAMCO personnel shall be running in full service up to Project Completion.

* 1. Equipment Maintenance

CONTRACTOR shall be responsible for operating and maintaining the PSB office facilities equipment including air conditioners, heaters, refrigerators, Computer Systems, fax machines, photocopy machines, printers, pantry equipment, power and lighting, pumps, and any other equipment.

* 1. Consumables
     1. CONTRACTOR shall provide all services and consumables for the general cleaning and upkeep of the PSB office facilities including the supply of items like soap, toilet paper, paper towels, cleaning cloths, detergent, and any other service and consumables.
     2. CONTRACTOR shall provide all snack type consumables such as coffee, tea, milk, sugar, soft drinks, fruit juices, bottled mineral water, paper and plastic products (crockery, cutlery, cups, towels serviettes etc.) to the PSB office facilities.
  2. Pantry Room Assistance

CONTRACTOR shall provide a full-time person to manage the pantry room(s) located at SAUDI ARAMCO PSB office facilities.

1. REQUIREMENTS FOR CONTRACTOR CAMP(S)

In addition to the standards and specifications set forth in Paragraph 1 of this Section III, the following specifications shall apply to all Contractor Camp facilities to be used by SAUDI ARAMCO and CONTRACTOR Project Management personnel:

* 1. Accommodations
     1. CONTRACTOR shall operate, service, and manage the Contractor Camp to provide an efficient, hygienic, and healthy environment to all camp residents.
     2. CONTRACTOR camp staff shall allocate rooms in good order and no room changes will be permitted without their prior approval. All camp occupants must “check-in” through the camp reception office on arrival and “check-out” via same when relinquishing occupancy.
     3. CONTRACTOR shall provide to all camp residents with clean towels, a bed, mattress cover, pillow, pillowslip, a pair of sheets, and a blanket.
     4. CONTRACTOR shall provide to all camp residents bathroom supplies sufficient for daily personal washing and hygiene including soap, toilet paper and toothpaste.
     5. CONTRACTOR shall provide and maintain a connection to the satellite TV system in each room.
     6. CONTRACTOR camp staff shall clean ablution blocks and public areas daily with cleaners and disinfectants to maintain a high standard of hygiene. Toilets, showers, and laundry facilities are to be maintain in a clean and sanitary condition after use by camp occupants.
     7. CONTRACTOR camp staff shall clean several times daily the Job Site toilet facilities to ensure the highest standard of hygiene.
  2. Housekeeping, Pest Control, and Janitorial Services

Housekeeping and janitorial services shall be performed between the hours of 6:00 a.m. and 5:00 p.m. each day, six (6) days a week. Pest control shall be accomplished by nonchemical means (anti-mosquito sanitation, drainage, adequate solid waste disposal) and by chemical means (application of insecticides and rodenticides) in a safe manner.

* 1. Housekeeping and Cleaning
     1. All rooms shall be cleaned and beds made on a daily basis. Clean sheets and pillowcases shall be changed twice weekly and supply of bath towels, hand towels and bath cloths shall be provided daily for each tenant’s quarters. Bed spreads and blankets shall be cleaned every two months.
     2. Mattresses shall be turned and rotated every four months.
     3. Windowsills, open shelves and baseboards shall be dusted twice weekly. All air-conditioning vents, filters and registers shall be dusted weekly, removed, and washed as required.
     4. Hot water heater and air-conditioning equipment rooms shall be cleaned monthly.
     5. Paint spots and stains shall be removed from the surfaces of walls, ceilings and floors and from furniture and fixtures as required when it can be done without damaging the finish.
  2. Janitorial Service
     1. Janitorial personnel shall receive initial and annual refresher training in proper and sanitary cleaning procedures.
     2. All toilet bowls and urinals shall be scrubbed daily with a stiff fibrous brush or equal, using a solution of soapy water and a bactericidal detergent. Brushes and cloths used for toilets shall not be used in other cleaning and shall be marked accordingly.
     3. Toilet seats shall be washed with a soft cloth, soap and water, rinsed with a disinfectant solution and wiped dry daily. Showers and the areas around them including walls, ceiling and shower door moldings shall be cleaned once a week to remove any mildew. The cleaning procedure above shall be followed and a bactericidal detergent shall be used to inhibit mildew growth and germs.
     4. Wash basins shall be scoured with a clean cloth and cleanser and rinsed with clean water daily. Toilet paper, paper towels and hand soap shall be replenished in dispensers as required.
     5. All metallic fixtures and mirrors shall be cleaned and polished daily by washing with a clean, soft cloth and cleanser, rinsing with clean water and wiping with a clean dry cloth. All walls shall be washed with a soft, clean cloth and soapy water, rinsed with soft cloth and clean water and dried with a soft clean cloth as required maintaining a clean, neat, sanitary appearance at all times.
     6. Floors shall be swept free of dirt, sand and other foreign matter and scrubbed with a stiff brush or mop with soap and water daily. Care shall be taken not to flood linoleum, tile floors, or allow water to stand on them. Rinses shall be done with clean water and mop.
     7. All wash and rinse water shall be disposed of through proper drains and not allowed to run out onto the ground or surrounding areas. Linoleum and vinyl tile floors shall be waxed with non-skid wax and buffed weekly.
     8. Non-corrosive drain cleaner, compatible for use with PVC piping, shall be added to all drains weekly.
  3. Laundry Service
     1. Laundry service shall be provided to camp residents at no cost to them. Laundry service shall consist of operating a laundry at the camp and providing laundry service including pick-up and delivery of personal clothing from camp living quarters for washing, drying and folding on a two-day turnaround basis.
     2. Service shall be limited to twice a week per person, except for departing and arriving personnel who will be entitled to an additional one-day laundry service. Laundry bags shall be furnished to all camp residents at no cost to them, but the service shall be limited to one round bottom laundry bag, minimum size 14 inch X 22 inch, twice per week. CONTRACTOR shall also be responsible for washing tenant’s bed linens, etc. on a weekly basis and bath towels etc. on a daily basis.
  4. Serving Systems
     1. CONTRACTOR shall supply complete kitchen furniture including coffee machine, refrigerator, microwave oven, kettle, and crockery, cutlery and hot/cold water dispenser, trays, serving, washing, cleaning personnel, and facilities.
     2. The serving system in all mess halls will be cafeteria style. Trays will be available for all diners.
     3. Tables will be cleared by a regular bussing service of mess hall attendants, and place settings cleaned and reset.
     4. Basic condiments in portion control units will be placed on all tables and mess attendants will ensure that sufficient quantities are available at each table at all times.
     5. Other condiments, sauces, beverages and relishes will be maintained on serving islands conveniently placed within each dining room and kept clean at all times.
     6. Each mess attendant will be responsible for a fixed area in the mess hall, which will contain a given number of tables.
     7. The mess attendant will ensure that their areas are fully serviced during the mealtime.
  5. Drinking Water

CONTRACTOR shall provide bottled drinking water to camp resident rooms and in dispensers through the camp conveniently located in the administration buildings, restaurant, guardhouses, and the recreational facilities. Water bottles shall be routinely changed and all water dispensers shall be cleaned often to maintain a clean and fresh supply of drinking water in each dispenser.

* 1. Fire Protection Systems

CONTRACTOR Personnel shall be trained in the operation of all fire protection systems and equipment.

1. SPECIAL CAMP REQUIREMENTS FOR SAUDI ARAMCO PERSONNEL
   1. Meals Frequency, Type, and Variety
      1. CONTRACTOR shall submit planned menus a minimum of seven (7) days in advance for SAUDI ARAMCO Approval. CONTRACTOR menus shall always contain varieties of food, and repetition of dishes shall be minimized. Menus shall be developed for fourteen (14) days and shall have food varieties that will include as a minimum:
2. Meat shall include fish, beef, lamb, poultry, and shrimp.
3. Vegetables shall include potatoes, beans, peas, carrots, spinach, mushrooms, corn, eggplant, okra, etc.
4. Grain products and bread shall include rice, wheat, cereals, cakes, pastas, etc.
5. Fruit and desserts shall include fresh and canned fruits such as peaches, pineapple, oranges, apples, bananas, grapes, plums. Dessert shall include Jell-O, cream caramel, ice cream, pudding, pies, etc.
6. Drinks shall include fruit juices, sodas, tea, coffee, hot chocolate, bottled water, etc.
7. Milk and milk products shall include milk, nonfat milk, cheese, fruit yogurt, cream and butter.
   * 1. CONTRACTOR shall provide coffee, tea, soft drinks, bottled drinking water, fruit and snack food in the recreational facilities every evening. A reasonable amount of snack food and beverages, including bottled water, shall be available for SAUDI ARAMCO personnel to take for consumption in their rooms, to the Job Site or while traveling.
     2. CONTRACTOR shall provide meals to SAUDI ARAMCO designated personnel resident in the camp and up to an additional fifteen (15) personnel for lunch and authorized visitors.
   1. Breakfast shall include in general but is not limited to the following:

Hot dishes that will include the choice of two types of meat or high protein product courses, eggs, milk, coffee, tea, fruit and juices, bread, hot and cold cereals, potatoes, hot cakes and gravy.

* 1. Lunch shall include in general but is not limited to the following:

Hot dishes that will include the choice of three types of meat products, vegetables, salads, soup, grain and bread products, fresh fruits and desserts, soft ice cream, milk, soft drinks, tea and coffee. In addition there shall be a separate light meal selection with salads, assorted sandwiches, a separate selection of salads, “fast food” (hamburgers, hot-dogs, French fries, etc.), etc.

* 1. Dinner shall include in general but is not limited to the following:

Hot dishes that will include the choice of three types of meat, vegetables, salads, soup, grain and bread products, fresh fruits and desserts, soft ice cream, milk, soft drink, tea and coffee.

* 1. Food Quality Standards

CONTRACTOR shall provide food that meet or exceed the following:

* + 1. Meats

First-line beef items must be the equivalent of USDA “Choice” or better. All first-line veal, lamb and mutton must be the equivalent of USDA “Good / Select” or better. All second and third-line meat items shall be the equivalent of USDA “Good/ Select” or better. Lower grades of meat shall not be acceptable. First Quality” Australian and New Zealand frozen meats are acceptable.

* + 1. Poultry and Seafood

All poultry items and seafood items including fish shall be equal in quality to USDA Grade “A”.

* + 1. Vegetables

All fresh vegetables shall be equal in quality to USDA No. 1. All canned vegetables shall be equal in quality to USDA Extra Standard. All frozen vegetables shall be equal in quality to USDA Grade “A”.

* + 1. Fruits

All fresh fruits shall be equal in quality to USDA Grade “Choice” or better. All canned fruit and fruit juice shall be equal in quality to USDA “Choice” pack or better. All frozen fruit juice shall be equal in quality to USDA “First Quality”. All dried fruit shall be equal in quality to USDA “Choice” or better.

* + 1. General Notes

All meats, including poultry, fish, and seafood, which have thawed from a frozen state, shall not be re-frozen. Only fresh eggs will be served with meals. Dried or frozen eggs may be used only in the preparation of bakery goods in lieu of fresh eggs.

* + 1. Miscellaneous Food Products

All other food products not covered above including, but not limited to, seasoning, jams and jellies, flours, cereals and other grain products, ice cream mixes, etc. shall be of first quality.

* 1. Operational Requirements for Recreational Facilities

Provide Arabic and English language magazines and weekly updates of five (5) Arabic Language and five (5) English Language newspapers, two (2) TV and video machines with seven (7) new English language movie DVD’s per week (DVD’s are to remain in the recreational facilities unless released by Company Representative), and satellite TV service (providing a range of channels including news, movies, comedy, sitcom, and programs in English and other languages where more than twenty (20) percent of the camp population have the other language(s) as their native language).

1. UTILITIES OF CONTRACTOR CAMP AND PROJECT SUPPORT BUILDINGS
   1. Temporary Electrical Power Generation and Distribution System
      1. CONTRACTOR shall operate and maintain the electrical power generation and distribution facilities to the Contractor Camp and the PSB facilities.
      2. CONTRACTOR shall operate and maintain an adequate back up system to prevent power outages and the voltage regulators utilized at all SAUDI ARAMCO occupied facilities.
   2. Temporary Raw Water Treatment and Drinking Water Supply Facilities
      1. CONTRACTOR shall operate and maintain all raw water treatment facilities, potable water distribution systems, drinking water supply systems and sanitary collection systems within CONTRACTOR and Subcontractors assigned areas to suit its particular temporary office and camp arrangements.
      2. CONTRACTOR shall provide bottled drinking water sufficient for daily use as is customary and standard by all occupants at the Contractor Camp and the PSB facilities.
      3. CONTRACTOR shall ensure the method of handling during transportation and storage, and both bacteriological and chemical qualities of the drinking water shall be in accordance with standards and be subject to SAUDI ARAMCO Approval.
   3. Temporary Fire Water System

CONTRACTOR shall operate and maintain a fire water system with sufficient storage capacity to provide full fire protection coverage to the Contractor Camp and the PSB facilities. SAUDI ARAMCO shall review and approve in advance all modifications to the fire water system.

* 1. Temporary Sewage and Solid Waste Management Facilities
     1. CONTRACTOR shall operate and maintain sewer network for the Contractor Camp and the PSB facilities.
     2. CONTRACTOR shall deliver all solid waste and construction debris on a daily basis from the Contractor Camp and the PSB facilities to an approved solid waste disposal facility.

END OF SECTION III

SECTION IV

SPECIFICATIONS FOR OFFICE FACILITIES AND SERVICES AT THE DESIGN OFFICES (OFF JOB AND/OR OUT OF KINGDOM)

1. SECRETARIAL AND CLERICAL SUPPORT

CONTRACTOR shall provide secretaries and clerks to support SAUDI ARAMCO personnel at the Design Office(s), and in compliance with the following minimum requirements:

* 1. Job Descriptions
     1. “Secretaries” shall be fluent in written and spoken English, familiar with design office procedures, and possess expert typing and word processing (MS Word for Windows) skills and have other computing skills, e.g., Excel and PowerPoint.
     2. “Senior Secretaries” shall have all of the skills of a Secretary, be extremely well versed in business writing in English and be experienced in managing the day-to-day affairs of an executive level individual, including the handling of travel plans and arrangements for SAUDI ARAMCO and SAUDI ARAMCO VIP visitors.
     3. “Clerks” shall be fluent in written and spoken English and shall have some typing, word processor and personal computer skills and be experienced in filing.
     4. “Document Control Clerks” shall have all the skills of a Clerk but, in addition, have experience in document control operation on projects with similar scope and size.
  2. SAUDI ARAMCO shall have the opportunity to interview multiple candidates for each position and make recommendations of a suitable candidate for each position.
  3. If, at any time, an assigned Secretary, Senior Secretary, Clerk or Document Control Clerk is judged by SAUDI ARAMCO to be unsuitable for their assigned tasks, CONTRACTOR shall promptly propose replacement personnel in accordance with Paragraph 1.2 above.
  4. Work hours for secretarial and clerical personnel shall be at least the same as those actually worked by SAUDI ARAMCO personnel and shall include all overtime as requested by SAUDI ARAMCO for a total work week of up to sixty (60) hours.
  5. If set forth in the Job Specification, CONTRACTOR shall provide a logistics coordinator to assist SAUDI ARAMCO personnel assigned to the Design Office and their accompanying family members with logistic issues and local government formalities, CONTRACTOR shall:
     1. Provide, on an as needed basis, a government relations representative, fluent both in the written and spoken local language and English, for WORK locations outside Saudi Arabia, to assist SAUDI ARAMCO personnel and their families for obtaining entry and travel visas, residence permits/visas, alien registration, work permits, customs clearing of personal effects, drivers licenses and such other related assistance as may be requested; and
     2. Provide to SAUDI ARAMCO personnel and their families relocation assistance including, but not limited to, assistance in obtaining local driver’s licenses, local accommodations, and travel visas for both internal and international travel, transportation, schooling, medical and such other related assistance as may be requested.
  6. CONTRACTOR shall provide office facilities, equipment and supplies including Computer Systems, networking, and communication provisioning for all secretarial and clerical personnel provided to SAUDI ARAMCO. PCs and software shall be equivalent to those provided for use by SAUDI ARAMCO personnel.

1. OFFICE FACILITIES

CONTRACTOR shall provide office facilities for the use of SAUDI ARAMCO personnel at the Design Office(s), and in compliance with the following specifications:

* 1. CONTRACTOR shall provide Computer Systems and related services to SAUDI ARAMCO personnel, while they are located at the Design Office(s), in accordance with the applicable standards. All Computer Systems shall remain as CONTRACTOR’s property.
  2. CONTRACTOR shall implement confidentiality, safeguards, and protections as required by SAUDI ARAMCO to protect the confidentiality of the information on all Computer Systems and related equipment.
  3. CONTRACTOR shall provide private telephones at all offices and meeting rooms. The costs of long distance telephone calls incurred by SAUDI ARAMCO personnel will be reimbursed to CONTRACTOR.
  4. CONTRACTOR shall supply complete office stationery and supplies throughout the Contract duration including, but not limited to, paper and ink/toner cartridges for photocopier/fax machine and PC printers, writing pads, pens, pencils, staples, tape, rubber bands, erasers, 2, 3 and 4 hole punchers, staplers, files, folders and binders.
  5. CONTRACTOR shall provide courier services directly to SAUDI ARAMCO office area in the Design Office on a daily basis. The cost of such courier services shall be reimbursed by SAUDI ARAMCO to CONTRACTOR.
  6. CONTRACTOR shall provide janitorial services to clean the office facilities on a daily basis in order to maintain a clean work environment.
  7. Description of Offices
     1. All offices shall be furnished with a swivel armchair, lockable desk with drawers, bookcase, computer table, a lockable file cabinet, erasable marker boards, wastepaper basket, in/out trays and other standard desktop equipment. Two (2) guest chairs shall be provided in every Professional Office. A meeting table with four (4) matching chairs shall be provided in every Senior Personnel Office and every Management Office, as well as a credenza in every Management Office.
     2. All furnishings shall be new or in as-good-as-new condition. Offices shall be adequately lighted, and freshly painted, with controlled heating, ventilation and air conditioning (to maintain 70° to 75° F at all times). All offices with full height walls shall be lockable and have windows facing the outside of the building with curtains or blinds. In addition, each office shall be supplied with a white board, marker and an eraser for SAUDI ARAMCO personnel use.
     3. “Management Office” shall each have full height walls and a minimum carpeted floor area of 15 m2.
     4. “Senior Personnel Office” shall each have full height walls and a minimum carpeted floor area of 10 m2.
     5. “Professional Office” shall each have full height walls and a minimum carpeted floor area of eight m2.
  8. Dedicated Conference and Meeting Rooms
     1. “Conference Rooms” shall provide for comfortable seating for a minimum of twenty (20) persons at a conference table and additional seating against the walls for thirty (30) persons without disrupting access to the seats at the table.
     2. The Conference Room shall be furnished with two (2) large dry marker boards, one (1) LCD projector, and one (1) podium. Video conferencing facilities shall be provided and be operational in SAUDI ARAMCO’s conference room. The lights in the Conference Room shall be wired for local control separate from other lights in the office area so that the room can be darkened for viewing.
     3. “Meeting Rooms” shall provide seating for ten (10) at a conference table. The rooms shall be equipped with marker boards and flip charts.
  9. Senior Secretary Area

An area with adequate space for a Senior Secretary and the equipment that is used on a daily basis (including, but not limited to, desk with side table, reference table, bookcase, four (4) or five (5) drawer file cabinets, one (1) lockable storage cabinet, personal computer with printer, typewriter, copy machine, small shredder, and facsimile) shall be provided directly adjacent to each Management Office and one (1) of the Professional Offices. The Management Office, Senior Professional Offices, Professional Office and Senior Secretary Area shall form a Management Office Suite that shall be separated from other office facilities by a full height wall and shall be separately lockable. There shall be four (4) chairs as a waiting area outside the Management Office.

* 1. Secretary Work Area / Common Work Area
     1. An area with adequate space for each Secretary and the equipment they will each use (including telephone, bookcase, and personal computer for each, two (2) lockable storage cabinets, one (1) typewriter, copy machine(s), facsimile machine(s) (in a lockable area), two (2) work tables, four (4) bookcases, one (1) heavy duty paper cutter, one (1) paper shredder, and ten (10) file cabinets) shall be provided in the area adjacent to the offices.
     2. Common work area shall consist of 30m2 of open office space to accommodate three (3) occupants with similar furniture as the Professional Offices specified in Paragraph 2.6 herein.
  2. Document Control Area

An area of minimum 20 m2 for storage and use of documents and books that SAUDI ARAMCO may bring to the office for reference purposes shall be provided. The area shall be lockable and have, as minimum, one (1) desk and side table with PC for use by a Document Control Clerk, five (5) floor to ceiling book shelves, ten (10) file cabinets, four (4) stick file racks for drawings and four (4) reference/work tables with eight (8) chairs.

* 1. Storage Area

A lockable area of 10 m2 for storage shall be provided.

* 1. Prayer Room

An area of 15 m2 for prayer shall be provided. This room shall be newly carpeted without furniture and shall be located in close proximity to the offices used by SAUDI ARAMCO personnel.

* 1. Private Parking Spaces

Private reserved parking spaces shall be provided in the general area of the offices for all SAUDI ARAMCO and SAUDI ARAMCO sponsored personnel.

* 1. Other Facilities
     1. CONTRACTOR shall provide for SAUDI ARAMCO personnel access to a sufficient number of western-style restroom facilities with flexible hose for ablution. Restrooms shall have multiple fixtures and be located on the same floor or floors in the building as the offices used by SAUDI ARAMCO personnel. All consumables for the restrooms shall be checked and refreshed on a daily basis.
     2. CONTRACTOR shall provide for SAUDI ARAMCO personnel exclusive use of a room or segregated area adjacent to the offices with an industrial electric coffee maker, espresso machine, fridge, microwave and electric kettle with supplies of soft drinks and fruit juice and all consumables for preparation of coffee, espresso and tea and access to hot water, bottled water and cold drinking water and washing facilities.
     3. SAUDI ARAMCO shall have access to a heavy-duty paper shredder or other means of destroying large quantities of papers, drawings, books, binders or other documents.

1. SAFETY AND MEDICAL STANDARDS
   1. Offices provided for SAUDI ARAMCO personnel shall comply with the applicable national building and fire codes or, in situations where the national codes are determined to be insufficient in the sole determination of SAUDI ARAMCO, the International Building Code.
   2. For offices within the Kingdom of Saudi Arabia, office facilities must be equipped with the necessary First Aid Kit, have an emergency evacuation plan identifying local clinics and health centers including emergency numbers and transportation arrangement. All clinics and health center to comply and be registered with the Saudi Arabia Ministry of Health requirements. For remote areas, CONTRACTOR shall provide medical facilities and comply with the requirements meet SAUDI ARAMCO Medical Minimum Standards Requirements (MMSR).
   3. For offices in countries other than the Kingdom of Saudi Arabia, office facilities must meet the applicable medical standards.

END OF SECTION IV

SECTION V

REQUIREMENTS FOR PREPARING THE SITE FACILITIES PLAN AND REQUIREMENTS FOR THE DESIGN OFFICES

1. REQUIREMENTS FOR PREPARATION OF THE SITE FACILITIES PLAN
   1. CONTRACTOR shall prepare a comprehensive “**Site Facilities Plan**” for the design, construction, operation and maintenance of the Contractor Camp and the Project Support Buildings that details the facilities and the procedures to be used for their operation and maintenance. CONTRACTOR shall provide the Site Facilities Plan for SAUDI ARAMCO Approval no later than 45 days prior to Site Mobilization Start.
   2. CONTRACTOR shall prepare the Site Facilities Plan for the Contractor Camp and the Project Support Buildings as set forth in the Job Specification, and in compliance with the following documents:

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Applicable for Const.  (Y/N) | Applicable for Ops. & Maint.  (Y/N) |
| 1 | Applicable standards, references and specifications set forth in this Attachment IV to Schedule “B” | Y | N |
| 2 | Plot plans and building layouts including Contractor Camp facilities and Project Support Buildings requirements | Y | N |
| 3 | Power distribution and lighting | Y | N |
| 4 | Communications, data cabling, and equipment | Y | N |
| 5 | Raw and drinking water supply, handling, analysis, and testing requirements | Y | N |
| 6 | Fire protection provisions | Y | N |
| 7 | Health Safety and Security provisions | Y | N |
| 8 | Sewage and sanitation plan | Y | N |
| 9 | Refuse handling requirements | Y | N |
| 10 | Contractor storage, shop, fabrication and surface preparation and conditioning areas | Y | N |
| 11 | Project Support Buildings as set forth in the job Specifications | Y | N |
| 12 | Contractor Camp as set forth in the job Specifications | Y | N |
| 13 | Preliminary Design drawings | Y | N |
| 14 | Supplemental Project Documents | Y | N |
|  | * Basis of Design and Rendering | Y | N |
|  | * Geotechnical Reports | Y | N |
|  | * Site Logistics Plan | Y | N |
|  | * Interface Management Plan | Y | N |
|  | * Traffic Study | Y | N |
|  | * Any other project specific document | Y | N |

* 1. CONTRACTOR shall provide Computer Systems, office equipment, and communication equipment for the use of SAUDI ARAMCO and/or Company Group personnel working at the Job Site offices in the following quantities:

| No. | Description | Unit | Quantity |
| --- | --- | --- | --- |
| 1 | Desktop Computer and Required Software | U | 0 |
| 2 | Laptop Computer and Required Software | U | 0 |
| 3 | File Server | U | 0 |
| 4 | Plain Paper Combination Fax/Scanner/Printer/Copier | U | 0 |
| 5 | Network Capable Laser Printer | U | 0 |
| 6 | Network-Capable Inkjet Printer | U | 0 |
| 7 | Network Capable Plain Paper Combination Fax/Scanner/Printer/Copier | U | 0 |
| 8 | Data Closets / Rooms | U | 1 |
| 9 | LAN System | U | 1 |
| 10 | Standard Telephones with Private Direct Lines | U | 18 |
| 11 | Secretarial Telephones with Private Direct Lines | U | 1 |
| 12 | Office Shedders | U | 1 |
| 13 | Photocopiers | U | 0 |
| 14 | Facsimile Machines | U | 0 |
| 15 | Vehicle Mounted Mobile Radio Terminals | U | 0 |
| 16 | Hand Held Mobile Radio Terminals | U | 0 |
| 17 | Desktop Mobile Radio Terminal | U | 0 |
| 18 | Mobile Radio Base Stations | U | 0 |

**Note:** Refer to Section I of this Attachment IV for minimum specifications.

* 1. CONTRACTOR shall provide PSB office facilities for the use of SAUDI ARAMCO and/or Company Group personnel working at the Job Site in the following quantities:

| No. | Description | Unit | Quantity |
| --- | --- | --- | --- |
| 1 | Manager’s Office | U | 2 |
| 2 | One-Person Office | U | 10 |
| 3 | Two-Person Office | U | 0 |
| 4 | One-Person Cubicle | U | 8 |
| 5 | Two-Person Cubicle | U | 0 |
| 6 | Secretary / Clerk Cubicle | U | 2 |
| 7 | Large Conference Room | U | 1 |
| 8 | Small Conference Room | U | 0 |
| 9 | Prayer Room | U | 1 |
| 10 | Document Control Room | U | 1 |
| 11 | Pantry Room | U | 1 |
| 12 | Chairs in the Pantry Room | U | 3 |
| 13 | Parking Spaces | U | 15 |
| 14 | Visitor Waiting Area | U | 1 |
| 15 | Outdoor Smoking Facilities | U | 1 |

**Note:** Refer to Section II of this Attachment IV for minimum specifications.

* 1. CONTRACTOR shall provide camp facilities for the use of SAUDI ARAMCO and CONTRACTOR Project Management personnel working at the Job Site in the following quantities:

| No. | Description | Unit | Quantity |
| --- | --- | --- | --- |
| 1 | Standard Rooms (1 Occupant) for SAUDI ARAMCO personnel | U | 15 |
| 2 | Standard Rooms (2 Occupants) for SAUDI ARAMCO personnel | U | 0 |
| 3 | Management Suites for SAUDI ARAMCO personnel | U | 4 |
| 4 | Standard Rooms (1 Occupant) for CONTRACTOR PMT personnel | U | 15 |
| 5 | Standard Rooms (2 Occupants) for CONTRACTOR PMT personnel | U | 0 |
| 6 | Management Suites for CONTRACTOR PMT personnel | U | 4 |
| 7 | Recreational Facilities | U | 3 |
| 8 | Parking Spaces | U | 12 |
| 9 | Prayer Room | U | 1 |
| 10 | Separate Dinning Facilities | U | 1 |
| 11 | Outdoor smoking facilities | U | 1 |

**Note:** Refer to Section II of this Attachment IV for minimum specifications.

1. OFFICE FACILITIES, COMPUTER SYSTEMS AND COMMUNICATIONS REQUIREMENTS FOR THE USE OF SAUDI ARAMCO PERSONNEL AT THE DESIGN OFFICES
   1. CONTRACTOR shall provide office facilities, Computer Systems, and communications equipment for the use of SAUDI ARAMCO and Company Group personnel working at the Design Offices in the following quantities:

| No. | Description | Unit | Quantity |
| --- | --- | --- | --- |
| 1 | Management / Executive Offices | U | 0 |
| 2 | Senior Personnel Offices | U | 0 |
| 3 | Professional Offices | U | 0 |
| 4 | Dedicated Conference Rooms | U | 0 |
| 5 | Dedicated Meeting Rooms | U | 0 |
| 6 | Senior Secretary Area | U | 0 |
| 7 | Secretary Work Areas | U | 0 |
| 8 | Common Work Areas | U | 0 |
| 9 | Document Control Area | U | 0 |
| 10 | Drawing Review Area | U | 0 |
| 11 | Storage Area | U | 0 |
| 12 | Prayer Room | U | 0 |
| 13 | Private Parking Spaces | U | 0 |
| 14 | Desktop Computer and Required Software | U | 0 |
| 15 | Laptop Computer and Required Software | U | 0 |
| 16 | File Server | U | 0 |
| 17 | Plain Paper Combination Fax/Scanner/Printer/Copier | U | 0 |
| 18 | Network Capable Laser Printer | U | 0 |
| 19 | Network-Capable Inkjet Printer | U | 0 |
| 20 | Network Capable Plain Paper Combination Fax/Scanner/Printer/Copier | U | 0 |
| 21 | Data Closets / Rooms | U | 0 |
| 22 | LAN System | U | 0 |
| 23 | Standard Telephones with Private Direct Lines | U | 0 |
| 24 | Secretarial Telephones with Private Direct Lines | U | 0 |
| 25 | Office Shedders | U | 0 |
| 26 | Photocopiers | U | 0 |
| 27 | Facsimile Machines | U | 0 |

**Note:** Refer to Section IV of this Attachment IV for minimum specifications.

* 1. CONTRACTOR shall provide secretarial and clerical support to SAUDI ARAMCO and Company Group personnel working at the Design Offices in the following quantities:

| No. | Description | Unit | Quantity |
| --- | --- | --- | --- |
| 1 | Secretaries | U | 0 |
| 2 | Senior Secretaries | U | 0 |
| 3 | Clerks | U | 0 |
| 4 | Document Control Clerks | U | 0 |
| 5 | Logistics Coordinator | U | 0 |

**Note:** Refer to Section IV of this Attachment IV for job descriptions.

END OF SECTION V

END OF ATTACHMENT IV OF SCHEDULE B