



# INDIANA DEPARTMENT OF TRANSPORTATION

*Driving Indiana's Economic Growth*

## Memorandum

June 28, 2007

### CONSTRUCTION MEMORANDUM 07-15

TO: District Deputy Commissioners  
District Highway Operation Directors  
District Construction Engineers  
District Testing Engineers  
District Area Engineers  
Project Engineers/Supervisors

FROM: Mark A. Miller, Director *EMH*  
*for* Division of Construction Management

SUBJECT: Revised Field Office Specifications for Site Manager

A new Recurring Special Provision 105-C-208, attached hereto, has been issued to coincide with the rollout of Site Manager contracts. The provision will appear in contracts based on the following letting schedule:

- July 11, 2007 lettings and after: Crawfordsville, Greenfield & Vincennes Districts
- August 8, 2007 lettings and after: LaPorte & Seymour Districts
- August 22, 2007 lettings and after: Fort Wayne District

Two new pay items will also be placed in contracts with the new provision:

- 105-09198 Laptop Computer System
- 105-09199 Field Office Internet Service

Note that the new provision supersedes two previous special provisions:

- 105-C-056 Engineer Application Personal Computer
- 105-C-191 Field Office Internet Service

Since most contracts are already in the letting preparation process for the dates above, the new provision and items will need to be added by revision prior to letting. Contract Administration is making every effort to revise contracts accordingly. Each District is asked to check their contracts to help ensure the correct provision and items are included and that the old provisions are deleted. The contract preparation schedule should catch up by September lettings and the provision and items will then be inserted into the appropriate contracts automatically.

Please note that the new provision requires the District to specify the number of laptop systems to be provided in the contract. The contract preparation document will be updated soon to reflect the need for this quantity. However, for those contracts on which the preparation document has already been submitted, Contract Administration will be contacting the Districts for this information.

To determine the quantity of laptop computers required, the District should consider the approximate number of field personnel that will be assigned to the contract and how many of those may be entering Site Manager data into the system at the same time on a regular basis. The intent is to provide the field with the number of laptop systems they need, but not necessarily to have one laptop for every inspector. Remember that Site Manager is network based, so the information can only be entered when connected to the network. In general, this will not allow entries to be made from laptops while actually on the jobsite. Please take this into consideration when determining the number of computers to request. The number of computers requested will be multiplied by the number of months for the field office item to generate the pay item quantity for Laptop Computer Systems. The tech writers will perform this operation; the Districts only need to provide the number of computers required.

Also note that the specification for the printer states that questions about compatibility should be directed to the contact identified in the Contract Information Book. This is currently the District Construction Engineer. The DCE should forward any questions about printer compatibility to Behrooz Vakily, Peter Allaben or Mike Beuchel of Contract Administration, in that order, to provide an answer.

All equipment specified in the provision will remain the property of the Contractor at the end of the job. As personnel and project needs change, individual laptops may be added or deleted during the life of the job.

MAM:rlh

attachment

105-C-208 REVISED FIELD OFFICE EQUIPMENT SPECIFICATIONS  
(Adopted 06-26-07)

The Standard Specifications are revised as follows:

SECTION 105, BEGIN LINE 649, DELETE AND INSERT AS FOLLOWS:

Answering Machine/voice mail	1	1	1
Telephones Lines	<del>3</del> 2	<del>3</del> 2	<del>4</del> 2
File Drawers	4	8	12

SECTION 105, BEGIN LINE 664, DELETE AND INSERT AS FOLLOWS:

Fax Machine	1	1	1
<del>Computers</del>	<del>1</del>	<del>1</del>	<del>2</del>
Shredder	1	1	1
Electrical Service	100 amp	100 amp	100 amp

SECTION 105, DELETE LINES 815 THROUGH 912.

SECTION 105, BEGIN LINE 815, INSERT AS FOLLOWS:

*The shredder shall be maintained in good working condition. If the machine becomes inoperable, requires repair or is stolen, it shall be repaired or replaced within five business days from the time the Contractor is notified. The shredder shall meet the following minimum requirements:*

- a. Power rating of 540
- b. Sheet capacity of 12 sheets (20 lb. paper)
- c. Shred paper clips and staples
- d. 5 gallon capacity waste basket
- e. 9 inch throat width

SECTION 105, AFTER LINE 913, INSERT AS FOLLOWS:

**(a) Laptop Computer System**

*When specified as a pay item, the Contractor shall provide fully operational laptop computer systems for use by Department personnel assigned to the contract. Each laptop computer system shall meet the following minimum requirements:*

1. Processor – Intel or AMD compatible processor, 2.0 GHz
2. Operating System – Windows XP Professional (no substitution)
3. Display – 15" XWGA LCD panel
4. Memory – 1.0 GB, DDR2 – 533 MHz SDRAM
5. Graphics – 256 MB graphics card
6. Hard Drive – 60GB, 5400 rpm, or faster
7. Module Bay Device – 8x DVD+/-RW drive
8. Module Bay Device – 1.44 MB floppy disk drive
9. Battery – 9 cell lithium ion
10. Wireless LAN – 802.11 a/g mini wireless card
11. Modem – Integrated 56KB V.92 modem
12. USB Ports – Two USB 2.0 compliant ports
13. Network Port – RJ45 ethernet/network port (10/100 connection)
14. Mouse – USB 2-button scroll mouse and mouse pad

15. *External Keyboard – USB enhanced multimedia keyboard*
16. *Productivity Software – Microsoft Office XP Professional and Adobe Acrobat Professional (no substitutions)*
17. *Security Software – McAfee Internet Security Suite (no substitution)*
18. *All software shall be the most current version and include the most current updates and patches at the time the laptop computer system is placed in the field office.*
19. *The Contractor shall provide for installation of all current updates and patches for the operating system and required productivity and security software throughout the term of use of the laptop computer system by the Department. Updates and patches shall be provided via an auto-update method.*
20. *One compatible port replicator with AC adapter*
21. *One AC adapter for the laptop computer*
22. *One DC adapter for the laptop computer*
23. *One padded carrying case for the laptop computer*
24. *All installation CDs for the operating system, device drivers and required software installed on the laptop shall remain in the field office.*
25. *The Department may install and maintain proprietary software on the laptop in order to run the Department's construction management programs.*

*In addition to the requirements set out above, the Contractor shall provide one LCD flat panel monitor for use with one of the laptop computer systems. The monitor shall meet the following minimum requirements:*

1. *24 inch widescreen LCD display*
2. *Optimum resolution 1920 x 1200*
3. *Non-glare screen*
4. *Adjustable height stand*
5. *Compatible with the laptop computer system*

*Equipment or software which exceeds the minimum requirements may be substituted unless otherwise noted. All hardware, software and peripherals shall be compatible with the laptop computer system.*

***(b) Broadband Internet Service***

*When specified as a pay item, the Contractor shall provide for broadband internet service for the field office. The internet service shall be accessible by each laptop computer system when used within the field office. All hardware and software necessary for connecting the internet service to the field office and for connecting each laptop computer system to the internet shall be provided. Access to the internet service within the field office may be provided by a wireless hub or by direct connection via the network port to a network hub. Broadband internet access shall be provided by one of the following methods in order of availability:*

1. *Cable or DSL broadband*
2. *Mobile broadband*

***(c) Printer***

The Contractor shall provide a printer compatible with the laptop computer system for use by the Department in the field office. The printer shall be capable of simultaneous connection within the field office to each laptop computer system by means of a wireless hub or by direct connection via network port to a network hub. The printer shall be a laserjet printer capable of printing letter and legal size documents and capable of automatic duplex printing. The printer shall be compatible with the Department's Citrix Client for printing from the laptop computer systems. The following printers are known to be compatible with Citrix Client:

1. Dell 1720dn
2. Dell 3110cn Color
3. Dell 1815dn Multi-function
4. HP Laserjet 1320
5. HP Color Laserjet 2500
6. HP Laserjet 3020 All-in-One
7. Lexmark E250dn
8. Lexmark E450dn
9. Lexmark C500n

Other printers may also meet compatibility requirements. Questions related to compatibility of printers with Citrix Client shall be directed to the Department contact identified on the Table of Contents page of the Contract Information Book.

**(d) Scanner**

The Contractor shall provide a flatbed scanner compatible with the laptop computer system for use by the Department in the field office. The scanner shall be capable of scanning letter and legal size documents and shall be capable of simultaneous connection within the field office to each laptop computer system by means of a wireless hub or by direct connection via network port to a network hub. The scanner shall meet the following minimum requirements:

1. 48-bit color
2. Automatic document feeder
3. 2400 dpi resolution

In lieu of a separate scanner, the Contractor may provide an all-in-one unit that meets all requirements for printer, scanner and fax machine. An all-in-one unit will not be accepted as a substitute for the copier required for the field office.

**(e) Miscellaneous Requirements**

The initial condition of each laptop computer system, printer, scanner and all related equipment shall be nearly pristine. No owner installed e-mail accounts, games, spyware, online services, applications, network or other profiles shall be set up on the laptop system prior to placement. If the laptop system was used in a previous contract, all software not specified above, or otherwise provided by the Department, shall be removed prior to placement in the current field office.

The laptop computer system, printer, scanner and all related equipment shall be installed and maintained in good working order. If a piece of equipment becomes

*defective, inoperative, damaged, or stolen, that equipment shall be repaired or replaced within five calendar days after the Contractor is notified.*

*All manuals and documentation normally furnished with each piece of equipment or software when purchased shall be provided with the equipment.*

*The Contractor shall provide surge protection equipment appropriate for each piece of equipment.*

*Toner cartridges and letter and legal size paper for the printer shall be supplied and replenished as needed.*

*The Department will be utilizing the hardware and software specified herein to run construction management programs. These applications are known to run on Intel and AMD compatible equipment. If the Department experiences problems running these applications due to equipment incompatibility, the Contractor shall, within five calendar days replace and set up appropriate equipment to ensure compatibility to the satisfaction of the Department.*

SECTION 105, AFTER LINE 931, INSERT AS FOLLOWS:

*Laptop computer systems will be measured by the month for each system specified. Partial months will be rounded up to the next half or whole month.*

*Field office internet service will be measured by the month. Partial months will be rounded up to the next half or whole month.*

*Printers and scanners for the field office will not be measured for payment.*

SECTION 105, AFTER LINE 935, INSERT AS FOLLOWS:

*Laptop computer systems will be paid for at the contract unit price per month for each system provided.*

*Field office internet service will be paid for at the contract unit price per month.*

Payment will be made under:

<b>Pay Item</b>	<b>Pay Unit Symbol</b>
Field Office, _____ Type	MOS
Laptop Computer System .....	MOS
Field Office Internet Service .....	MOS

SECTION 105, AFTER LINE 955, INSERT AS FOLLOWS:

*All costs necessary to provide the laptop computer system, including the required software, manuals, peripherals and related equipment and technical support shall be included in the cost of the pay item for laptop computer system. The cost of the LCD monitor, including all necessary connections, shall be included in the cost of the laptop computer system.*

*All costs necessary to establish, install and maintain field office internet service, including any required hardware, software, fees, monthly charges, setup, installation and technical support shall be included in the cost of the pay item for field office internet service. The service shall include all necessary connections for notebook computer systems.*

*All costs necessary to provide the field office printer, including setup, installation, all required connections to laptop computer systems and technical support shall be included in the cost of the pay item for field office.*

*All costs necessary to provide the field office scanner, including setup, installation, all required connections to laptop computer systems and technical support shall be included in the cost of the pay item for field office.*

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