

628-C-265 COMPUTER SYSTEM, COMPUTER SYSTEM EQUIPMENT, OFFICE MACHINE
AND COMMUNICATIONS

(Revised 09-17-20)

The Standard Specifications are revised as follows:

SECTION 628, BEGIN LINE 1, DELETE AND INSERT AS FOLLOWS:

**SECTION 628 – FIELD OFFICE, ~~FIELD LABORATORY~~, COMPUTER
SYSTEM, COMPUTER SYSTEM EQUIPMENT, OFFICE MACHINES AND
COMMUNICATIONS**

628.01 Description

This work shall consist of providing the specified facilities, equipment, supplies and services in accordance with 105.03.

628.02 Field Office ~~and Laboratory~~ Requirements

When specified, the Contractor shall provide a field office, computer systems, computer system equipment, office machines, ~~field laboratory~~, *telephone service and equipment*, services, equipment and supplies for the Department's exclusive use in accordance with the minimum requirements listed below.

All equipment shall be covered by normal manufacturer's warranties. All cellular telephone units, computer systems, *telephones and voice mail systems*, office machines and associated equipment provided by the Contractor will remain the property of the Contractor and will be returned to the Contractor upon completion of the contract.

(a) Field Office

The field office shall be located as mutually agreed by the Engineer and the Contractor. If a building exists within the limits of the right-of-way that is acceptable as a field office and the building is scheduled to be removed under the terms of the contract, the building may be equipped and furnished as the field office. A building within the right-of-way that is furnished under this specification shall be removed prior to the date of the last work and other acceptable facilities for the field office shall then be provided.

The field office may be a permanent building or a trailer and shall be of the type shown on the Schedule of Pay Items. The building or trailer furnished for the field office shall be in accordance with all applicable State and local codes and applicable IOSHA/OSHA requirements.

The field office shall be complete and ready for use by the Department, including all utility connections, office machines, internet service, equipment and supplies, prior to the start of work. If the Contractor is unable to provide the permanent field office prior to the start of the work, the Engineer shall be notified in writing and the Contractor and the Engineer will agree on temporary field office arrangements prior to the start of work. A temporary field office will not be accepted by the Department for more than two months, at which time a permanent field office shall be ready for the Department's use.

The field office shall at a minimum be the size listed below for the type field office specified.

- ~~1. Type A – 400 sq ft~~
- ~~2. Type B – 550 sq ft~~
- ~~3. Type C – 650 sq ft.~~
1. Type A – 460 sq ft
2. Type C – 650 sq ft
3. Type D – 1,000 sq ft
4. Type E – 2,200 sq ft.

Minimum dimensions shall be 8 ft wide and 7 ft in height, from floor to ceiling. For a trailer, the calculation of minimum area will be based on the exterior box dimensions.

The office shall have a solid and level floor with no holes, a weatherproof roof and shall be dust-proof, and wind-tight. The field office shall have at least two doors for ingress and egress and shall have a minimum of six windows for a ~~€Type A or C~~ field office and eight windows for a ~~€Type BD or €E~~ field office, not including any windows in the doors.

Exterior doors shall have a satisfactory locking system. At least one door shall always be able to be unlocked and opened from inside the field office. If a padlock is used to secure a door, it shall be a high security type and shall be made inaccessible to bolt cutters, hacksaws, hammers, or prybars. The padlock shall be mounted in such a manner that locking and unlocking the door can be made with minimal effort. Installation of additional hardware to protect the lock or use of multiple padlocks on a door will not be allowed. Additional hardware to receive the padlock will be acceptable. The Contractor shall furnish the number of keys to the office as directed by the Engineer. The Department will maintain a list of all Department personnel who are given keys.

Windows shall be hinged or sliding and have a minimum area of 5 sq ft each. Windows shall be provided with satisfactory locks and screens. Windows, including windows in the doors, shall be provided with shades, blinds, or other approved coverings.

Type D and Type E field offices shall have at least one room with a minimum area of 196 sq ft for use as a conference or meeting room.

The field office shall have heating and air-conditioning equipment capable of maintaining a uniform temperature between 68°F and 80°F.

The field office shall have a minimum 100 amp, 120/240 volt electrical service, shall have sufficient receptacles to satisfactorily accommodate all required electrical equipment without the use of extension cords or splitters and shall be provided with satisfactory office type lighting.

~~The field office shall include a minimum of one separately lockable storage area. The storage area shall have a minimum storage volume of 63 cu ft with a minimum floor area of 9 sq ft.~~

If the field office is a trailer, the trailer shall be securely supported by adequate blocking. The blocking shall provide a foundation to prevent settlement. The trailer shall

be secured to the ground with a trailer tie down system that is in accordance with all State and local requirements. Each trailer shall be furnished with steps meeting IOSHA/OSHA requirements at each doorway.

The field office location shall be selected in order to provide satisfactory parking and trash disposal facilities for Department use. Parking spaces shall be either paved or surfaced with compacted aggregate, size No. 53, or other acceptable materials suitable for all-weather usage *and shall be maintained, including snow removal. Satisfactory parking for a Type A field office shall be a minimum of six separate parking spaces. Satisfactory parking for a Type C field office shall be a minimum of 10 separate parking spaces. Satisfactory parking for a Type D field office shall be a minimum of 12 separate parking spaces. Satisfactory parking for a Type E field office shall be a minimum of 16 separate parking spaces.*

Any type of field office may be used by other Department personnel from other Department contracts.

(b) Field Office Equipment and Supplies

The following minimum equipment and supplies shall be furnished for each field office of the type specified.

Equipment and Supplies	Office Type		
	<i>A and C</i>	<i>BD</i>	<i>CE</i>
Bloodborne Pathogen Kit	1	1	1
Bottled Drinking Potable Water	Yes	Yes	Yes
Broom and Dust Pan	1	1	1
Calculators	1	2	24
Carbon Monoxide Detector	1	1	12
Chairs	48	8/2	1220
Cleaning Supplies	Yes	Yes	Yes
Drafting Stools	1	1	1
Drafting Tables	1	1	1
<i>Dry Erase Board</i>	1	1	2
<i>Electric Vacuum Sweeper</i>	1	1	1
File Cabinet Drawers	4	8	12
Fire Extinguishers	12	2	23
First-Aid Kit	1	1	1
Folding Office Tables	14	26	210
Microwave Oven	1	1	12
Office Desks and Office Chairs	24	45	410
Paper Shredder	1	1	1
Pencil Sharpener	1	1	1
<i>Plan Holder</i>	1	1	2
Refrigerator/Freezer	1	1	12
Shelving	1620 lft	2024 lft	2448 lft
Six-hook Coat Rack	1	1	12
Smoke Detector	1	12	23

Telephones Lines	2	2	2
Telephones	2	2	3
Toilet Facilities	Yes	Yes	Yes
TV Monitor	0	1	1
USB Speakerphone Microphone	No	Yes	Yes
Voice Mail	1	1	1
Waste Paper Baskets	24	46	410

The office and the equipment shall be furnished in a condition satisfactory to the Department.

Adequate quantities of basic hygiene and office cleaning supplies shall be provided. These supplies shall include, but are not limited to, *antibacterial hand soap in a pump container*, hand sanitizer, paper towels, *trash bags*, toilet paper, *spray air freshener*, window cleaner, all-surface cleaner, toilet disinfectant, toilet brush and a toilet plunger.

~~Bottled drinking water with a dispenser having both hot and cold water capabilities shall be furnished. Drinking cups and paper towels shall be provided.~~ *Potable water shall be provided separately for drinking and hand washing purposes.*

The plan holder shall have a minimum number of five individual holders, capable of holding full size plans, 24 in. by 36 in., per plan holder.

Fire extinguishers shall be 5 lb, Class ABC or higher rated and shall be maintained in a fully charged and operable condition and shall meet all IOSHA/OSHA requirements.

The toilet facilities shall consist of, at a minimum, a toilet and hand washing location. For a Type A or Type C field office, the toilet can be a portable toilet and the hand washing location can be a portable hand washing station. For a Type D or Type E field office, the toilet facilities shall be provided indoors. Indoor toilet facilities shall have an exhaust fan. Hot water is not required for the toilet facilities. If a portable toilet is provided, it shall be provided with a lock and at least two keys for the lock. If a portable hand washing station is provided as the hand washing location, it shall always remain functional, including during freezing temperatures. The portable toilet or portable hand washing station shall be serviced a minimum of once per week and shall be maintained in such a manner as to provide consistent continual toilet facility service.

First-aid kits shall meet the requirements of ANSI Z308.1 current at the time of letting.

Shelving shall have a minimum width of 10 in.

~~At least one telephone shall be a cordless phone having a frequency of at least 900 MHz.~~

~~The telephone voice mail system shall be capable of providing both a minimum one minute outgoing message and 30 minutes total recording time for incoming messages. It shall have a remote operation feature, which may be used to retrieve, replay, erase, and~~

~~save messages. An answering machine meeting these requirements may be substituted for the voice mail system.~~

Filing cabinets shall at a minimum be fire resistant steel filing cabinets with a class D or higher classification established by UL or Safe Manufacturers National Association. Cabinet drawers shall have a filing depth of 25 in. All cabinets shall have a lock and at least ~~four~~ *half of the* drawers shall be fireproof.

Office desktops shall be at least 48 in. wide and 25 in. deep. All desks shall contain at least two drawers, one of which shall be provided with a lock.

Folding office tables shall be a minimum size of 30 in. by ~~60~~72 in.

Office chairs shall be height adjustable and equipped with castors. Other required chairs may be stackable or folding chairs.

~~Drafting tables shall contain a tilt top work table for drafting purposes. Dimensions shall be at least 30 in. by 60 in. The drafting stool shall be proportional to each drafting table.~~

Supplies to be furnished shall include all items required for proper operation of the required equipment. This includes, but is not limited to, operating manuals and paper supplies.

Calculators shall be electric powered, have a printer, ~~and~~ a minimum 12-digit capacity, *and have a counting function.*

The paper shredder shall have a minimum capacity of 12 sheets of 20 lb paper, shall be capable of shredding paper clips and staples, and shall include a five-gallon capacity waste basket.

The dry erase board shall have a minimum size of 4 ft by 6 ft. Adequate quantities of dry erase markers and erasers shall be provided.

The TV monitor shall be at a minimum 55 in., LED, 4 series, 2160P, Smart, 4K UDH TV with HDR and shall work wirelessly with laptops. It shall be mounted on the wall of designated meeting or conference rooms as determined by the Engineer.

A USB speakerphone microphone shall be a Conference Speaker Omnidirectional Computer Mic, with 360° voice pickup, touch sensor buttons for mute/unmute, streaming and shall be provided for use in designated meeting or conference rooms as determined by the Engineer.

The microwave oven shall have a minimum 1 cu ft capacity with a minimum 1,100 watts and shall have digital controls.

The refrigerator/freezer shall have a minimum 20 cu. ft. capacity for a Type D or Type E field office and shall have a minimum 10 cu ft capacity for a Type A or Type C field office.

The field office and all equipment and supplies shall be maintained and replenished in a satisfactory manner during the term of the contract or until released by the Engineer. If the field office or required equipment and supplies are not maintained by the Contractor, the Engineer may withhold partial payments until the field office is operational to the Department's satisfaction.

(c) Computer System and Computer System Equipment

When specified in the Schedule of Pay Items, the Contractor shall provide the computer system and computer system equipment in accordance with the minimum requirements listed below for the Department's exclusive use for each field office.

1. Computer System

- a. Laptop computer
- b. Processor – Intel ~~or AMD~~ compatible, *minimum dual-core 2.0 GHz*
- c. Memory – 8.0 GB, ~~1333/1866 MHz~~
- d. Hard Drive – 500 GB, ~~5,400/7,200 rpm~~ or ~~128/256 GB SSD~~ (Solid State Drive)
- e. Ports – Two USB 2.0 compliant ports, *one USB 3.0 compliant port*
- f. Network/Wireless – Ethernet or wireless card to be compatible with the selected internet and office network connections
- g. Graphics – Integrated graphics card
- h. Display – *Minimum 15 in. WXGA/1366 by 768 LCD panel*
- i. Battery – ~~Nine~~*Minimum 3-cell Lithium ion*
- j. Miscellaneous - One ~~compatible port replicator~~*laptop docking station compatible with the Monitor*, with AC adapter, one additional AC adapter, one DC adapter, and one padded carrying case.

The initial condition of the computer system shall be nearly pristine. All owner installed e-mail accounts, games, spyware, online services, applications, network or other profiles previously set up on the system shall be removed prior to placement in the field office. If the system was provided for a previous Department contract, all software not specified shall be removed prior to placement in the current field office.

The Contractor shall provide a minimum 900 J, six-outlet surge protector for each computer system specified in the contract.

2. Computer System Equipment

- a. Monitor – *Minimum 22 in. widescreen digital flat digital panel with VGA and DVI connections that enables connectivity to DisplayPort and HDMI connections or an adapter*
- b. Keyboard – USB ~~enhanced~~ multimedia keyboard
- c. Mouse – Optical USB 2-button scroll mouse
- d. Miscellaneous - One ~~port replicator~~*laptop docking station compatible with the Monitor*, with AC adapter, one additional AC

adapter, one DC adapter that is compatible with the Department's provided laptop or mobile device, *and one minimum 900 J six-outlet surge protector.*

3. Computer Software

The Contractor shall provide software for the computer system in accordance with the minimum requirements listed below.

- a. Operating System Software – Windows 10 Professional.
- b. Productivity Software – Microsoft Office 2013 Small Business and Adobe Acrobat Professional ~~XDC~~.
- c. Security Software – McAfee ~~Virus Scan Plus~~ *Total Protection*.

All software shall include the most current updates and patches at the time the computer system is provided to the Department. The Contractor shall provide for installation of updates and patches for the operating system, productivity and security software during the term of use of the computer system by the Department. Updates and patches shall be provided by an automatic update method.

The Department may install and maintain proprietary software on the computer in order to run the Department's construction management programs.

4. Miscellaneous Computer Requirements

The Contractor shall provide all cables, connections and software required to connect the computer system provided by the Contractor or by the Department to the printer and the scanner.

The Contractor shall provide an Ethernet and a wireless office network to enable all computer systems in the field office to access the field office internet service, the printer and the scanner.

The Contractor shall provide all manuals necessary for operation of the computer system, computer system equipment and software with the system and shall include all documentation normally furnished with the equipment and software when purchased.

The Department will be utilizing the computer system to run or access Department provided construction management software applications. These applications are known to run on Intel ~~and AMD~~ compatible equipment when using the Windows 10 Professional operating system. If the Department experiences problems running these applications due to hardware or software compatibility, the Contractor shall replace the equipment to ensure compatibility to the satisfaction of the Engineer within five business days.

The computer system shall be maintained in good working order. If a portion of the system becomes defective, inoperable, damaged, or stolen, that portion shall be repaired or replaced within five business days after the Contractor is notified by the Engineer. If the computer system and related accessories are not maintained by the Contractor as required, the Engineer may withhold partial payments until the computer system is operational to the Department's satisfaction.

(d) Field Office Internet Service

The Contractor shall provide broadband internet service for the field office. Broadband internet service shall be capable of a minimum average ~~upload~~~~download~~ speed of ~~50~~ 50 Mbps and a minimum ~~download~~~~upload~~ speed of ~~50~~ 50 Mbps, unless otherwise approved by the Engineer.

(e) Field Office Machines

The Contractor shall provide a fully operational copier, printer, and document scanner for the Department's exclusive use in the field office in accordance with the minimum requirements listed herein.

In lieu of separate copier, printer, and scanner, the Contractor may provide an all-in-one unit that meets all the requirements for any combination of the individual machines being provided. Separate machines shall be provided for those machine functions that are not included in an all-in-one type machine. *All machines shall be supplied with, and shall be maintained with, one additional set of ink cartridges.*

1. Copier

The copier shall be compatible with, and shall be connected to, the computer system provided by the Contractor or the Department for use by the Department in the field office. The copier shall be capable of using plain paper and of making full size, black and white copies of letter, legal and ledger US paper size original documents. The copier shall be capable of reducing and increasing copy sizes. The copier shall have a self-feeding paper tray, an automatic document feeder and be capable of producing at least 20 copies per minute. *The copier shall be capable of double-sided copying. The copier shall have at least two universal paper drawers; letter and ledger size.*

2. Printer

The printer shall be compatible with, and shall be connected to, the computer system provided by the Contractor or by the Department for use by the Department in the field office. The printer shall be capable of printing single-sided *and double-sided*, black and white letter, legal and ledger US paper size documents at a rate of 20 pages per minute and capable of automatic duplex printing. More than one printer may be used to meet this requirement.

All printers shall be set to accommodate wireless printing from the Department's provided laptop or mobile device.

3. Document Scanner

The document scanner shall be compatible with, and shall be connected to, the computer system provided by the Contractor or the Department for use by the Department in the field office. The scanner shall be capable of scanning letter and ~~legal~~ ledger size documents and shall have an automatic document feeder and be capable of 200 to 600 dpi black and white resolution, preset to 200 dpi.

4. Miscellaneous Office Machine Requirements

The Contractor shall provide letter, legal and ledger size paper, ink cartridges and toner as required by the Engineer for the operation of each piece of equipment provided.

If any office machine becomes defective, inoperable, damaged, ~~or~~ stolen, *or incompatible with the Department provided devices*, that machine shall be repaired or replaced within five business days after the Contractor is notified by the Engineer. If any of the office machines are not maintained by the Contractor as required, the Engineer may withhold partial payments until the machine is operational to the Department's satisfaction.

(f) ~~Field Laboratory Telephone Service~~

~~The field laboratory shall be located as mutually agreed by the Engineer and the Contractor. The laboratory shall consist of an acceptable building or trailer in accordance with 628.02(a) in which the Department will house and use equipment to perform testing procedures for the contract.~~

The following equipment and supplies shall be furnished for each field laboratory of the type specified. The equipment and supplies shall meet the requirements of 628.02(a) as applicable.

Equipment and Supplies	Laboratory Type		
	A	B	C
Bloodborne Pathogen Kit	1	1	1
Bottled Drinking Water	Yes	Yes	Yes
Broom and Dust Pan	1	1	1
Carbon Monoxide Detector	1	1	1
Chairs	2	2	2
Cleaning Supplies	Yes	Yes	Yes
File Cabinet Drawers	4	4	4
Fire Extinguishers	1	2	2
First Aid Kit	1	1	1
Folding Office Tables	1	1	12
Office Desks and Office Chairs	1	1	12
Shelving	16 ft	20 ft	24 ft
Six hook Coat Rack	1	1	1
Smoke Detector	1	1	2
Telephones Lines	1	1	1
Telephones	1	1	1
Toilet Facilities	Yes	Yes	Yes
Voice Mail	1	1	1
Waste Paper Baskets	2	2	2

~~If a field office is provided that is large enough to include the required space for the laboratory, the Engineer may agree to accept the field office for use as both office and laboratory, in which case the equipment and supplies listed for the laboratory will not be required.~~

~~If the field laboratory is a separate structure that is located directly adjacent to the field office, the toilet facilities, drinking water, telephones, voice mail/answering machine, telephone lines and cleaning supplies will not be required.~~ When specified in the Schedule of Pay Items, the Contractor shall provide telephone services and equipment, as specified below, for use by the Department on the contract.

<i>Telephone Service</i>	<i>Type A</i>	<i>Type B</i>	<i>Type C</i>
<i>Telephone line</i>	<i>1</i>	<i>2</i>	<i>2</i>
<i>Telephone</i>	<i>1</i>	<i>2</i>	<i>3</i>
<i>Telephone voice mail system</i>	<i>1</i>	<i>2</i>	<i>1</i>

The telephone voice mail system shall be capable of providing both a minimum 1 minute outgoing message and 30 minutes total recording time for incoming messages. It shall have a remote operation feature, which may be used to retrieve, replay, erase, and save messages. An answering machine meeting these requirements may be substituted for the voice mail system.

At least one telephone shall be a cordless phone having a frequency of at least 900 MHz.

628.03 Mobile Internet Service

When specified, the Contractor shall provide mobile internet service for the Department's exclusive use.

The mobile broadband internet service access device will be used by the Department in a laptop computer provided by either the Contractor or the Department.

The device shall connect to the laptop via a USB 2.0 *or* USB 3.0 compliant port, or by wireless means. The device and service shall be capable of a minimum 34G speed. The internet service rate plan shall include unlimited data and time usage with no roaming charge for national domestic use. All software necessary for the operation of the device shall be provided to the Engineer.

The Contractor shall not purchase any device or enter into any service agreement until authorized by the Engineer. The Engineer will provide a minimum of 10 business days notice prior to the date the device will be required.

628.04 Cellular Telephones

The Contractor shall provide cellular telephone equipment and services, as specified below, for use by the Department on the contract.

Each cellular telephone unit shall have a service coverage area that includes the project limits. Each cellular telephone unit shall include a belt clip system, a 120V AC charger, a 12V DC mobile charger, and a hands-free kit consisting of a speaker and a microphone enabling the user to operate the unit with minimal need for the use of their hands. The hands-free kit ~~may be either wired or~~ shall be wireless.

All equipment shall be covered by normal manufacturer's warranties. All cellular telephone units and associated equipment will remain the property of the Contractor and will be returned to the Contractor upon completion of the contract.

Cellular telephone units shall meet the following minimum requirements:

(a) Type A

1. internet ready device with minimum ~~3.55~~ in. display, measured diagonally
2. cellular telephone anytime minutes per month as shown in the Schedule of Pay Items
3. unlimited nights and weekends service
4. voice mail and caller ID
5. protective case to prevent damage to the unit
6. rear facing camera with a minimum 48 MP resolution
7. minimum ~~720~~1080p video capture
8. 5 GB or higher data plan per unit
9. internal memory of ~~1664~~ GB or higher
10. ~~USB port for computer connection.~~

(b) Type B

1. a cellular telephone with anytime minutes per month as shown in the Schedule of Pay Items
2. unlimited nights and weekends service
3. voice mail and caller ID
4. ~~built~~built-in camera with a minimum ~~3.25~~ MP resolution.

The Department will be responsible for damage or loss of the units beyond that covered by normal manufacturer's warranties, while in use by the Department. The Contractor shall provide replacement cellular telephone units, batteries, chargers, and equipment within one business day of notification of need for the item.

The Contractor shall not enter into any agreement with any service provider or purchase any cellular telephone units for use by the Department until authorized by the Engineer. The Engineer will notify the Contractor a minimum of 10 business days prior to the need for the units.

628.05 Method of Measurement

Field office and ~~field laboratory~~ will be measured by the month for the specified type. Partial months will be rounded up to the next 1/2 or whole month. The Department will provide two weeks advanced notice prior to when the facility will be vacated.

~~If a field laboratory is specified and is included in the same space as the field office, the field laboratory will not be measured for payment.~~

Computer system and computer system equipment will be measured by the number of units specified.

Telephone service will be measured by the month for the specified type. Partial months will be rounded up to the next 1/2 or whole month. The Department will provide two weeks advanced notice prior to when the telephone service will be vacated.

Cellular telephones will be measured by the number of units required for the type specified.

Mobile internet service, and cellular telephone service will be measured by the month for each system or service provided. Partial months will be rounded up to the next 1/2 or whole month. The Department will provide two weeks advanced notice prior to when mobile internet service and cellular telephone service will no longer be required.

628.06 Basis of Payment

Field office ~~and field laboratory~~ will be paid for at the contract unit price per month, complete in place until released.

Computer system and computer system equipment will be paid for at the contract unit price per each for the units provided.

Telephone service will be paid for at the contract unit price per month, complete in place until released.

Mobile internet service will be paid by the month for each system or service provided.

Cellular telephone units will be paid for at the contract unit price per each per each type specified. Cellular telephone service will be paid for at the contract unit price per month per each phone. Monthly charges for cellular telephone minutes and data in excess of those specified in the contract will be paid for by the dollar amount for the invoiced price per each occurrence as cellular telephone, additional charges.

Payment will be made under:

Pay Item	Pay Unit Symbol
Cellular Telephone Service, _____ anytime minutesMOS
Cellular Telephone, _____ typeEACH
Cellular Telephone, Additional Data	DOL
Cellular Telephone, Additional Minutes.....	DOL
Computer System Equipment	EACH
Computer System.....	EACH
Field Laboratory, _____ typeMOS
Field Office, _____ typeMOS

Mobile Internet Service, _____ Each.....MOS
 quantity

Telephone Service, _____MOS
 type

The cost of all heating, cooling, electrical service, ~~telephone service~~ and other miscellaneous utility bills required for the field office ~~or field laboratory~~ shall be included in the cost of the field office ~~or the field laboratory~~.

If a field office smaller than the specified type is approved by the Engineer, a new unit price will be established for the smaller field office. The new unit price will be equal to the original contract unit price multiplied by the smaller floor area and divided by the specified floor area.

All costs necessary to provide and maintain the telephone service, including monthly charges and installation of telephone lines, shall be included in the cost of the telephone service.

If a temporary field office is provided in accordance with 628.02, payment will be 65% of the unit price during the time the temporary field office is in use by the Department.

The cost of all materials and labor necessary to setup, secure, maintain and remove the field office ~~or the field laboratory~~, including all required equipment and supplies and any material required to provide parking, shall be included in the cost of the respective pay items.

All costs necessary to provide and maintain the computer system, computer system equipment, including the required software, manuals, technical support and miscellaneous computer requirements shall be included in the cost of the computer system or computer system equipment.

All costs necessary to establish, install and maintain field office internet service, both wireless and Ethernet, field office network, including any required hardware, software, fees, monthly charges, setup, installation and technical support shall be included in the cost of the field office.

All costs associated with providing the field office for any Type of field office for use by other Department personnel from other Department contracts shall be included in the cost of the field office.

All costs necessary to provide the copier, printer, and document scanner, including setup, installation, all required connections to computers, technical support and miscellaneous office machine requirements shall be included in the cost of the field office.

All costs necessary to establish, install and maintain mobile internet service, including required hardware, software, fees, monthly charges, setup, installation and technical support shall be included in the cost of mobile internet service.

The Contractor shall provide a copy of the detailed invoice from the service provider for each cellular telephone unit each month.
