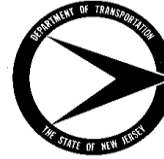


**New Jersey Department of Transportation**

1035 Parkway Avenue, PO Box 600, Trenton, New Jersey 08625-0600



**Baseline Document Change Announcement**

Field Office Telephone Service/Paper

**BDC99S-001**

December 3, 1999

**Subject: Revision to Subsection 105.15 Field Office of the 1996 Standard Specifications as amended by the 1998 Supplemental Specifications.**

Subsection 105.15 has been revised to standardize telephone services required for construction field offices. The revisions define the project specific communication requirements that may include both land service and wireless needs, and also revises the method of payment for telephone service by including the fixed monthly service, based on the anticipated usage, in the pay item for field office maintenance.

In addition to the communication requirements, the revisions provide instructions for determining the required quantity of legal and letter size paper for the field office and also provides for payment to be included in the pay item for field office maintenance.

To incorporate these changes, the Standard Input (SI98 DOT1) is revised as follows:

**105.15 Field Office.**

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THE BUREAU OF CONSTRUCTION ENGINEERING WILL DETERMINE THE REQUIRED QUANTITY OF TELEPHONES/LINES/PAGERS. THE QUANTITY WILL BE FINALIZED UPON SUBMISSION OF AN ACCEPTABLE "FINAL DESIGN" CONSTRUCTION BAR CHART.  
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SPECIFICATIONS ENGINEERS WILL MODIFY THE FOLLOWING LISTING BASED UPON RECOMMENDATIONS FROM THE BUREAU OF CONSTRUCTION ENGINEERING.  
\*\*\*\*\*

IF A DESIGNER DETERMINES THAT "SPECIAL" OFFICE EQUIPMENT IS REQUIRED FOR THE PROJECT, THE DESIGNER MUST CONTACT THE BUREAU OF CONSTRUCTION ENGINEERING FOR APPROVAL PRIOR TO LISTING THE ITEM(S) BELOW.

**1. Construction Field Offices.**

**a. Type A.**

SUBPARAGRAPH (1) IS CHANGED TO:

- (1) \_\_\_ multi-line touch-tone telephones and \_\_\_ telephone lines for use with the telephones installed as directed and operational in the Field Office and other facilities specified.
  - (a) \_\_\_ dedicated, operational telephone line(s) for Fax machines (s) and/or microcomputer system(s) modem use installed as directed in the Field Offices specified.
  - (b) \_\_\_ portable hand held cellular phone(s). The cellular phone plan shall provide for the anticipated usage of approximately \_\_\_ minutes per phone per month. Each of the cellular phones shall have as a minimum the following features:
    - 1) Home rate with no roaming charges within the entire state
    - 2) 832 Channel Compatible
    - 3) Mute Function

- 4) Back Light Display with Battery Saver
- 5) Signal Strength Indicator
- 6) Individual Call Length Timer
- 7) Full Lock Function
- 8) 30 Memory Number Feature
- 9) Low Battery Warning
- 10) 70 Minute Continuous Use
- 11) 12 hour Standby Mode
- 12) Alphanumeric Display
- 13) Transmission Power 0.6 Watt
- 14) Passive Repeating Antenna for Vehicle
- 15) Spare high capacity Battery Pack
- 16) Home Charging Station
- 17) Cigarette lighter power adapter /charger
- 18) AC charging station

(c) \_\_\_ pager units. The number should be an exchange local to the Project. The units shall have the following features:

- 1) Lighted Alphanumeric Display
- 2) Tone and Vibrator Alert
- 3) High Sensitivity
- 4) Message Storage
- 5) Statewide Coverage
- 6) Exchange Local to Project
- 7) LCD Readout

\*\*\*\*\*  
 THE FOURTH AND FIFTH PARAGRAPHS ARE CHANGED TO:  
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**DETERMINE THE REQUIRED QUANTITY OF PAPER,  
 BASED UPON THE ESTIMATED PROJECT COST.  
 FOR PROJECTS UP TO \$5 MILLION – PROVIDE ONE CARTON OF LEGAL AND LETTER  
 SIZE PAPER EVERY THREE MONTHS.  
 FOR PROJECTS GREATER THAN \$5 MILLION - PROVIDE ONE CARTON OF LEGAL AND  
 LETTER SIZE PAPER EVERY TWO MONTHS**

Setting up the field office or other facilities shall consist of furnishing the office complete with furniture, equipment, electricity, water, heating, air-conditioning, installation and activation of telephone lines, telephone sets (touch tone and cellular), pager units, sanitary facilities, and lavatory supplies.

Maintenance of the construction and survey field office or other facilities, for the time required, shall consist of maintaining the furniture, equipment, and utilities; and includes the cost of telephone fixed monthly service charges, cellular phone fixed monthly service charges for the plan specified and pager service, providing lavatory supplies, janitorial and waste disposal services weekly, snow removal services, and \_\_\_\_\_ carton(s) of legal and letter sized paper every \_\_\_\_\_ month(s) and one carton of A3 size paper for the duration of the Project for the copier and fax machine. Maintenance of the field office shall also include the monthly rent. The fax machine, telephone sets, cellular telephone sets, pager units, computer and/or related equipment or accessories shall be repaired or replaced within 24 hours of notification of becoming inoperable or defective.

\*\*\*\*\*  
 THE EIGHTH PARAGRAPH IS CHANGED TO:  
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Payment for telephone service will be made on the actual cost for the monthly land-line toll call charges and related taxes, as evidenced by paid bills from the telephone company, submitted within 60 days of receipt from the service provider. Payment will also be made for actual cellular phone use charges and related taxes for time used exceeding the quantity of the service specified as evidenced by paid bills from the service provider, submitted within 60 days of receipt from the service provider. The Lump Sum amount provided in the Proposal is an estimated amount and will be adjusted on the basis of paid bills.

## **Instructions to Designers**

These revisions shall be included in all Department projects with Field Offices that are scheduled for a Final Design Submission after December 31, 1999. The revisions will be incorporated by Department Specification Engineers responsible for preparing the Special Provisions, therefore, designers need not insert these changes.

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