

## Office Move Contract

Iowa State University Extension Information Technology (EIT) will assist in moving any ISU Extension office (county, area or campus). EIT will help plan and design the optimal networking solution for your new office space, help in moving your router and other equipment required for the network and ensure that your network is functioning properly. EIT has two options available to service your needs.

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### Option 1: Package Move

The package option is a great opportunity for field offices to budget for moving their network connectivity at an affordable rate. The package option is usually the most economical.

**Cost:** \$1700.00 plus any pass through costs from ICN, or any other telecommunications provider, and additional equipment. The package option includes:

- ❑ Support for planning and designing the network in the new location.
- ❑ Ordering ICN Wide Area Network (WAN) relocation to the new office. (This is done in accordance with all tariff laws governing telecommunications data transition.)
- ❑ Connecting router, switches, and other network equipment and ensuring that connections are made back to campus.
- ❑ Testing to eliminate any error condition. (ISU – Extension Office)
- ❑ Verification of county-installed LAN connectivity to all data ports in the office.
- ❑ Additional telephone support as necessary.
- ❑ Some of the work will be performed on-site.

EIT reserves the right to negotiate a higher fee for offices that require an unusual amount of time for the planning, designing and moving processes. Additional fees charged to ISU (such as expedite fees from ICN or another telecommunication provider) will also be passed along to the moving office.

#### ***Client Responsibilities:***

- ❑ Contact EIT as soon as possible when considering a move. This will allow EIT to work with ICN to ensure the Wide Area Network link will be ready when you move to the new location. ICN requires 45 working days (***nine weeks***) lead time when processing a network service move order. If less lead time or incorrect information is provided by the moving county ICN can assess up to an additional \$1500.00. This additional charge will be passed through to the moving county. EIT strongly suggests counties give at least 63 calendar days lead time.
- ❑ Provide space at new location for wireless access points, router and switches. These locations should have proper AC power, ventilation, network connections and a clean environment.

- ❑ Provide LAN (Local Area Network) cabling system installed to current industry specifications. The LAN includes a distribution panel with RJ45/cat6 Ethernet jacks, Ethernet cable running through your building and wall plates with female RJ45/cat6 Ethernet jacks. Wall plates may also incorporate additional cables and voice jacks to service your in-house telephone system.
- ❑ Moving and reconnection of office computers, printers, etc.

**Note:** An office move is not intended to be used for troubleshooting other computer problems. The purpose is to move the office LAN and WAN. Any troubleshooting of computers done during a move will incur an additional charge of \$250 per computer.

## **Option 2: Office Move - No Package (Hourly-Plus Expenses and Material)**

**Cost:** The cost for a non-package move will be billed at \$45 per hour for all staff time. This includes prep in our office, phone calls, long distance charges and travel time. Travel time is calculated from our front door and back. Extra charges may include, but are not limited to, meals, hotel, cables, switches, expedite fee from ICN, etc. A contract will need to be signed with Extension IT.

It is estimated that the average office move requires EIT to spend the equivalent of three to five days of staff time (at \$45/hr would range \$1080 - \$1800), and travel expenses estimated at \$400 - \$525. This option for a typical office move would range \$1480 - \$2325, plus any equipment and pass through costs.

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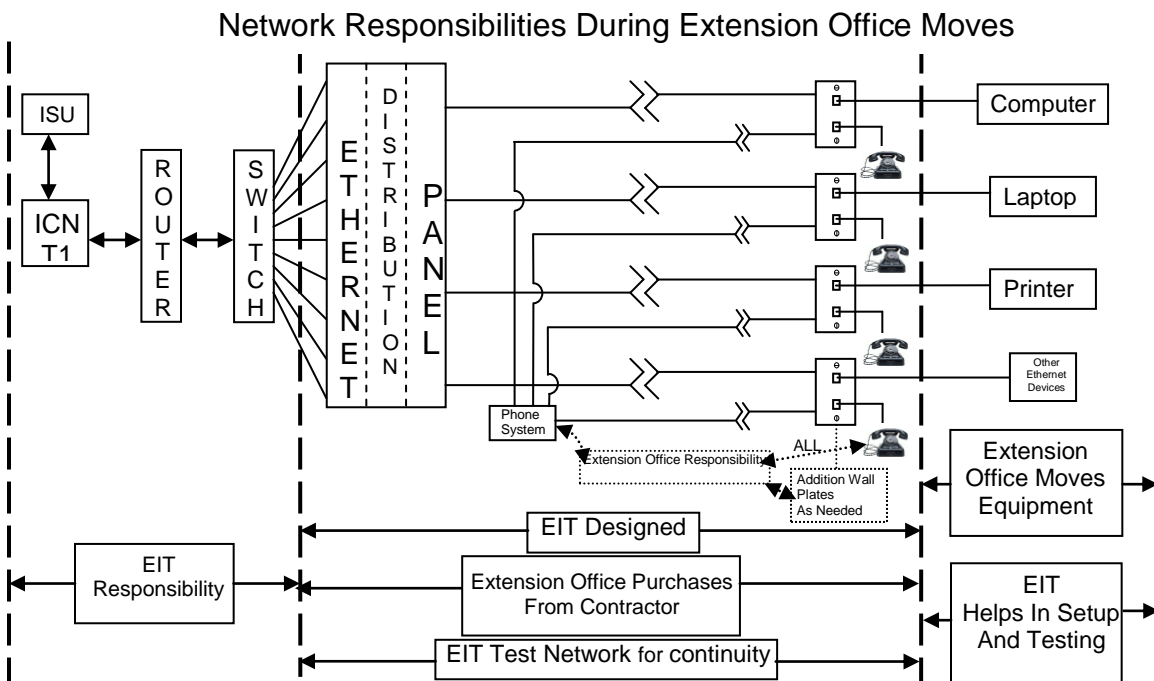
Many offices need to replace existing phone systems during an office move project. In addition to data networking assistance Extension IT is now supporting a specific IP Telephony (IPT) solution, also known as Voice over Internet Protocol (VoIP). IP telephony assistance is an additional cost, however some benefits include: single source for support, comparable cost to traditional PBX systems, potentially lower wiring costs, fewer long distance charges and more. For more information please contact [exnet@iastate.edu](mailto:exnet@iastate.edu).

I have read and understand the above information and have received a copy for my files.

\_\_\_\_\_  
Signature of responsible party

\_\_\_\_\_  
Date

Print: \_\_\_\_\_



## Extension Information Technology Office Move Contract

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

County/Department: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Account Number or Check Number: \_\_\_\_\_

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**Move date:** \_\_\_\_\_

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### Costs

Select One:  Option 1: Package Move  Option 2: No package

#### Option 1: Package Move

Charges from EIT	\$ 1700.00
ICN charges to change Wide Area Network	\$ _____
Voice over Internet Protocol _____ VoIP _____	\$ _____
Extra charges _____	\$ _____
<b>Total Due</b>	<b>\$ _____</b>

#### Option 2: No package

Charges from EIT (billed at \$45.00 per hour)	\$ _____
ICN charges to change Wide Area Network	\$ _____
Voice over Internet Protocol _____ VoIP _____	\$ _____
Extra charges _____	\$ _____
<b>Total Due</b>	<b>\$ _____</b>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_