

Office Move Contract

Iowa State University Extension Information Technology (EIT) will assist in moving any ISU Extension office (field- or campus-based). EIT will help plan and design the optimal networking solution for your new office space, help in moving required network equipment, and ensure the network is functioning properly.

EIT Provides:

- ❑ Support for planning and designing the Local Area Network (LAN) at the new location.
- ❑ Support for selection and ordering of Wide Area Network (WAN) connectivity at the new location.
- ❑ Testing and verification of Local Area Network (LAN) wiring from wall jacks to distribution panel.
- ❑ Testing and verification of WAN connection. (Office to ISU and Office to Internet)
- ❑ Connecting router, switches, and other network equipment and ensuring that proper connections are made back to campus.
- ❑ Consultation on telephony needs at the new location. (Any telephony implementation by EIT will be an additional cost, however.)
- ❑ Additional telephone support as necessary.
- ❑ Some of the work will be performed on-site.

Client Responsibilities:

- ❑ Contact EIT as soon as possible when considering a move. Some network providers require as much as 45 working days (9 weeks) lead time when processing an order. WAN delays can push back your desired move date, result in no network connectivity when you first move, or require provider expedite fees up to \$1500 to meet your deadline.
- ❑ Provide in-building network wiring to meet current industry specifications. This should include Category 6 Ethernet cabling in the building walls or in conduit, running from an RJ45/Cat6 Ethernet wall jack to a central distribution panel with RJ45/Cat6 Ethernet jacks, terminated at each end. Wall plates may also incorporate additional connections for voice or cable service.
- ❑ Provide permanent, dedicated space at the new location for network equipment such as a router, Ethernet switches, wireless access points, etc. These locations should have sufficient AC power, ventilation, connectivity and access.
- ❑ Moving office equipment and furniture, computers, printers, etc.

Note: An office move is not intended to be used for troubleshooting pre-existing computer problems or setting up new computers. The purpose is to move the office LAN and WAN. Any computer troubleshooting, repair or setup during a move will incur an additional charge of \$200 per computer.

Option 1: Package Move

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

Cost: \$1800.00 plus any pass through costs from telecommunications providers or additional equipment.

EIT reserves the right to negotiate in advance a higher fee for offices that will require an unusual amount of staff time.

Option 2: Time, Materials and Expenses

Staff time will be billed at \$50 per hour, including prep in our office, phone calls, travel time, time on-site, etc. Travel time is calculated from our front door and back. Materials and expenses may include, but are not limited to, cables, switches, meals, hotel, etc.

Cost: It is estimated that the average office move requires EIT to spend the equivalent of three to five days of staff time (\$1200 - \$2000), and travel expenses estimated at \$450 - \$600. This option for a typical office move would therefore range \$1650-\$2600, plus any equipment or pass through costs. As every office is unique the actual cost will vary higher or lower.



