



Connecticut DOT

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Bureau of Engineering and Construction

Date: April 22, 2016

CONSTRUCTION BULLETIN

A handwritten signature in black ink, appearing to read "James P. Harz", written over a horizontal line.

Division Chief

Field Office Device Order Form and Field Office Data line Setup Form

This bulletin establishes the new procedures for acquisition of personal computers, laptops, tablets, and related accessories associated with construction project administration. All construction contracts that do not contain a Construction Field Office Specification or construction contracts that contain the Owned Special Provision, Construction Field Office (Item No. 0969060A – 066A), dated 1/20/2016 or later, must now utilize the following forms to initiate the acquisition of devices and field office connections through the Office of Construction:

1. The Field Office Device Order Form – to order tablets, PCs, laptops, and related accessories.
2. The Field Office Data Line and Setup Form – to order data lines and set up network connections.

The Instruction and Order forms are contained in one Excel workbook. The workbook is available within ProjectWise (ProjectWise File Path: Documents > 04.1 – Construction Libraries > 04.200 – Approved Forms and Inspection Checklists). District staff should always download the form from this location to ensure that the most current version is used.

Field Office Device Order Form: As soon as possible, following the advertisement of the construction contract, the District Office will complete Tab 2 of the workbook in accordance with the form instructions. This will require the District to determine the names of the staff that will be assigned to the project and what devices are most suitable for each individual. If tablets are selected, a model Surface 3 should be assigned to field and mobile staff requiring regular access to SiteManager. A model Surface Pro 4 should be selected for TSEs and above with the understanding that extra steps will be necessary in order to log into SiteManager and will require the use of a mobile WiFi hotspot (MiFi). During this transition period, a minimum of one (1) desktop PC should be ordered for each field office to supplement the tablets. Additional desktop PCs should be ordered, based on need for office staff on larger projects.

The District Office TSE must forward the completed Field Office Device Order Form by e-mail to Douglas Harz (Douglas.Harz@ct.gov) in the Office of Construction for review and Management approval. Once approved, the form will be forwarded to the Department of

Technology Services (formerly OIS), so that they may purchase and deploy the devices. Douglas Harz should be contacted upon receipt of Mobile devices for training for the users. There are key techniques available that will aid the users in the most efficient operation of their mobile devices.

Field Office Data Line Setup – As soon as the Contractor has supplied the field office phone numbers, Tab 3 of the workbook is to be completed and forwarded to the Department of Technology Services, including Douglas Harz on the distribution list.

If you have any questions regarding this procedure, please contact Christopher Angelotti at (860) 594-2672 or Douglas Harz at (860) 594-2681.

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