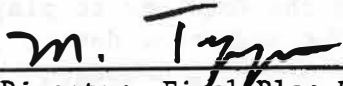


TO: SUPERSEDED BY EI 92-014 EFFECTIVE 7/30/92	ENGINEERING INSTRUCTION NEW YORK STATE DEPARTMENT OF TRANSPORTATION
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input checked="" type="checkbox"/> Special	SUBJECT: TELEPHONE ANSWERING DEVICE Subject Code: 7.27-1-637.15
APPROVED:  M. TEGZA, Director, Final Plan Review	Code: <u>EI 84-9</u> Date: <u>2/14/84</u> Supersedes:

The following specification is attached:

15637.15 Telephone Answering Device

Many construction projects are staffed by only one or two people which may result in the Engineer's Field Office not being occupied during a large portion of the day. Since the occupancy of the Engineer's Field Office may not feasibly be prescheduled, communications with field personnel become very difficult.

The installation of an automatic telephone answering device in the offices which are so staffed will alleviate this problem. Therefore, we have prepared a new specification for an automatic telephone answering device for these offices.

These new specifications may be used when the Regional Construction Engineer recommends their use beginning with the letting of May 17, 1984.



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DESIGN	LANDSCAPE
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CIRC.	FILE

15637.15

TELEPHONE ANSWERING DEVICE

Description. This work shall consist of providing an automatic telephone answering device for the engineer's field office.

Materials. A FCC approved automatic telephone answering device equipped with a remote control enabling the Engineer to playback the messages from another telephone. The answering device shall be capable of recording a minimum of 40 incoming messages of 60 second duration.

Construction Details. The contractor shall install and maintain or have the telephone company install and maintain an automatic telephone answering device in the Engineer's Field Office.

If the Contractor elects to install the automatic telephone answering device with his own forces, he shall notify the telephone company prior to the installation of the equipment.

Method of Measurement. Telephone answering devices will be measured for payment on the basis of each unit furnished and installed, maintained, and removed in accordance with this specification.

Basis of Payment. The unit price bid for each unit will include the cost of furnishing and installing, maintaining, and removing all necessary equipment for the automatic telephone answering device.

50% of the unit price bid will be paid when the unit has been installed and is operational; the balance will be paid after the satisfactory maintenance and removal.

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