



United States
Department of
Agriculture

Farm
Service
Agency

Rural
Development

Natural
Resources
Conservation
Service

June 1, 2006

KS FAC NOTICE: 2006-4

TO: All Kansas FSA, NRCS, and Rural Development Offices

FROM: State Food and Agriculture Council (FAC)

SUBJECT: Procedures for Obtaining IT Wiring and Electrical Bids

Purpose This FAC Notice is issued to assist, provide guidelines and identify agency responsibilities when service center agencies have been approved to obtain new or additional IT wiring electrical needs.

Wiring due to remodeling of existing space If one agency is remodeling (NRCS, FSA, or RD), the agency requiring the modifications will obtain bids. If FSA is involved in the remodeling, FSA, as the leaseholder, will obtain bids for everyone involved.

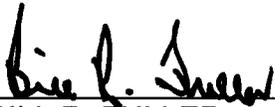
1. The Service Center Agency (SCA) requiring modifications notifies the FSA County Executive Director (CED). As leaseholder, the CED contacts the lessor to obtain permission to make the necessary modifications.
2. The SCA requiring the modifications will forward a proposed floor plan to Information Technology Services (ITS) for review. ITS reviews the proposed floor plan and furniture layout for proposed electrical outlet and quad plate locations as they relate to the furniture placement and access to electrical and data wiring for the computer equipment.
3. Once ITS review is complete, the SCA requiring the modifications obtains a detailed, itemized bid for the required modifications. The solicitation for bids must include the lease *Addendum, Data/Voice Requirements* that contains the required wiring specifications.
4. Electrical and data wiring modifications are paid for by the SCA requiring the modifications. If FSA is involved and has obtained the bid, FSA-STO will complete an AD-672, Reimbursement or Advance of Funds Agreement, and submit to applicable agency(ies) for reimbursement purposes.

5. ITS review will take place upon wiring completion and installation of computer equipment to ensure installed wiring meets requirement specifications as outlined in the *Addendum, Data/Voice Requirements*.
6. The SCA ordering/procuring IT wiring is responsible for obtaining signed certification (page 6 of *Addendum, Data/Voice Requirements*) from the vendor/contractor. The SCA will forward a copy of the signed certification to their state office for distribution to the other agencies state offices.

**Wiring due to
new space**

As the lease holder, the CED will be the point of contact.

1. In consultation with ITS, the CED will coordinate the requirements in the lease *Addendum, Data/Voice Requirements* with the lessor.
2. Each agency located in the service center shall submit a furniture layout to the CED for purposes of determining the needed wiring. The CED will forward the floor plans to ITS for review.
3. ITS reviews the floor plans and furniture layouts for proposed electrical outlet and quad plate locations as they relate to the furniture placement and access to electrical and data wiring for the computer equipment.
4. The lessor is responsible for all wiring and costs as identified in the solicitation.
5. The lessor must submit a signed *Addendum, Data/Voice Requirements* form certifying the work described in the addendum has been completed as specified before the occupancy date set forth in the solicitation.



BILL R. FULLER
State Executive Director
Farm Service Agency



CHUCK BANKS
State Director
Rural Development



HAROLD L. KLAEGE
State Conservationist
Natural Resources