

# **PURDUE**

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## **Technology Center**



### **Purdue Technology Center Northwest Indiana Leasing Guide**

[www.prf.org](http://www.prf.org)

## Introduction

Thank you for taking a moment to learn more about the facilities and programs available to high-tech startup businesses in the Purdue Technology Center. This guide is designed to give you an overview of the types of assistance available to you. Whether you are in a very early stage of development or in a maturing high-tech business, there is a wide variety of services to help accelerate your growth and development.

The PTC features three conference rooms, a full-function kitchen and two-way video conferencing capabilities. The PTC also features a security system for 24-hour, seven-day a week entry with a valid pass card. The PTC facility is available to all businesses located in the building as well as affiliates. (See Affiliate Program) Other features include: lobby display case, common-use office equipment (networked printer, copier, fax machine, report binder, shredder, etc.) and lobby staff, primarily for PTC business usage.



## CONTACT INFORMATION

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## Leasing Guide

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Space available from 153 square feet to 5,000 square feet.

Finished office space: \$ 19.50 per square foot

Finished laboratory space: \$ 34.50 per square foot \*

\* Does not include specialized facilities tailored to unique requirements which are not considered re-usable by subsequent tenants

Pricing per square foot includes:

1. Utilities (electric, natural gas, sewer & water) \*
2. Limited janitorial service
3. Limited trash removal
4. Insurance (exclusive of tenant's personal/business property)
5. Real Estate Taxes (taxes on personal property are tenant's responsibility)
6. Maintenance
7. Use of common areas (lobby, halls, bathrooms, furnished kitchen, parking lot)
8. Apportioned use of conference rooms
9. Security System
10. Customer Service Representative (Monday through Friday, 8:00 a.m. to 5:00 p.m. excluding legal holidays)

\*subject to customary and reasonable office use

For more information or to discuss individual needs, please contact:

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## **PURDUE RESEARCH PARK DEVELOPMENT POLICY**

The Purdue Research Park was established to create an environment in which private business and industry could interact with Purdue University for mutual benefit. The intent of this policy statement is to identify how the Purdue Research Park can foster positive interactions between the University and its business and industrial partners. The Research Park is an area where the environment exists to facilitate these positive partnerships.

Following are some general policy statements that will serve as guidelines concerning the suitability of a particular business or industry for location in the Research Park.

- 1 The business or industry will preferably have a technical aspect to its character that will suggest an important relationship with one or more University academic units.
- 2 Limited manufacturing activities are permitted, but there should be a strong technical component to the company's activity. Examples of such components are: product design, advanced engineering, research and development, and advanced manufacturing technology. One or more of these activities should take place on the company's Research Park site.
- 3 Research interaction between the company and the University should be a fundamental part of the company's strategy. Evidence of this strategy could be a history of past interactions, a dedicated area in the facility plans for a research activity, or a written plan with specific topics outlined for joint research projects between the company and the University.
- 4 Internships, co-op student program, and on-site faculty and graduate student research should be encouraged by the company. In addition, the company should be willing to permit academically qualified staff to serve as adjunct faculty at the University.
- 5 The company should plan to utilize esoteric University facilities in their technical activities. For example, utilization of the University's library or computer facilities might be a part of the company strategy.
- 6 The physical facilities that the company plans to construct in the Research Park should be commensurate with those of a technically advanced organization. A Purdue Research Foundation committee shall review building plans to determine if the spirit of this policy has been fulfilled.
- 7 The Purdue Research Foundation views the companies in the Research Park as partners in a project to develop a technologically advanced community. Therefore, each project will be considered to be a part of a long-term commitment on the part of the company and the Foundation. The Foundation will assist potential residents of the Park in developing their plans and choosing the best site that fits the mutual interests of the company and the Foundation.

The primary reason for a company to be located in the Purdue Research Park is to be located near and associated with Purdue University. This proximity to Purdue University implies a strong partnership with that institution. That principle shall underlie all the planning and discussion that occurs between the Purdue Research Foundation and a potential resident of the Park.

**BUILDING SERVICES PROGRAM (PTC)**

The following describes services available for the Purdue Technology Center (PTC)

*Current as of July 2012*

<b>SERVICE</b>	<b>DESCRIPTION</b>	<b>COST</b>
<i>Business Center Services</i>	<p><b><u>Mail &amp; Shipping Services</u></b> A postage meter is available in the PTC Business Center for use at all times for normal U.S. postage.</p> <p>Businesses will be assigned a business center account and billed on a monthly basis.</p> <p>The PTC Staff will assist businesses with international posting and mailing.</p> <p>The PTC Staff can arrange shipping services for businesses by assisting in establishing account numbers with local shipping services and making arrangements for items to be picked up. Drop boxes for local shipping services are available for evening pick-ups in the area.</p>	<p>PTC will bill postage to businesses at cost.</p> <p>The local shipping company will bill shipping services directly to the business.</p>
	<p><b><u>Printing &amp; Copies</u></b> The PTC Business Center will be available for use at all times. Businesses will each be assigned a business center account and will be billed on a monthly basis for printing/copies. Laminating, binding and other services are available for a nominal cost.</p>	<p>Printing/copy cost is \$.04 per copy for black/white, \$.15 for color.</p>
<i>Business Development</i>	<p>Purdue Portals program is a business accelerator functioning as a 'hands-on' strategic advisor, helping to negotiate, implement and manage all phases of the acceleration process.</p>	<p>Provided by PTC.</p>
<i>Catering</i>	<p>The Purdue Technology Center Staff can assist you with making catering arrangements for events to be held at the center. Services range from full meal services to box lunches, to snack or cookie trays.</p>	<p>The cost of catered items will be paid directly between the business and caterer. Coffee and cold beverages are available at a nominal cost for meetings.</p>
<i>Clerical Assistance</i>	<p>Up to two (2) hours per month of no-cost clerical assistance.</p>	<p>Provided by PTC.</p>
<i>Conference Rooms</i>	<p>Conference rooms are available on a first come, first served basis via an on-line reservation system and shall be scheduled in advance then approved by PTC Staff.</p>	<p>Up to eight (8) hours per month of no-cost conference room usage provided by PTC.</p>
<i>Dumpster</i>	<p>A dumpster is available on the southwest side of the PTC building for non-hazardous material.</p>	<p>Provided by PTC. Contact Lake Co. Solid Waste Management District for hazmat questions.</p>

<i>Internet</i>	Tenants are responsible for their own security and network infrastructure. Purdue Research Foundation is available to assist in network design, configuration and implementation.	The data charge of \$50 per month plus \$5.00 for each user is for <u>one</u> connection to the internet and <u>one</u> publicly addressable IP address. Extra connections to the internet will be billed at an additional \$50 per month. Additional IP addresses may be purchased for \$10 per month.
<i>Interns Program</i>	Application to participate in the PTC internship program must be submitted to the Program Coordinator.	Provided by PTC. See Program Coordinator for details.
<i>Keys</i>	Each business employee will be provided a security card to access the main doors, copy and mail room via a proximity reader plus individual keys to their business locations.	Lost keys and proximity cards will be replaced at a cost of \$10.00 each.
<i>Kitchen</i>	A kitchen featuring a refrigerator, microwave, stove and sink area is available in the PTC for use by businesses and for special events.	Provided by PTC at no additional cost unless a cleaning charge results from a business' activity.
<i>Marketing Materials</i>	The PTC Staff can provide page layout and marketing brochure assistance.	A per page cost may be assessed dependent upon the complexity and length of the material.
<i>Reception</i>	The PTC Staff will be available from 8:00 a.m. – 5:00 p.m. weekdays. The Staff will be available to greet visitors as well as to assist you with your building services needs.	Provided by PTC.
<i>Security</i>	All PTC entrances will remain locked however at the main entrance a telephone is available for contacting PTC staff and/or tenant companies between the hours of 8:00 a.m. and 5:00 p.m. All entrances are equipped with proximity readers to allow for easy access by businesses.	Provided by PTC.
<i>Telephone</i>	Please see the attached information for specific details.	
<i>Video</i>	Two-way video facilities are available in PTC for conferencing needs	Line charges to be paid by the business. Equipment rental is \$50.00 per hour (1/2 hour minimum, charging at 15-minute intervals thereafter). Equipment rental fee includes initial setup by a technician. Additional tolls may be assessed and will vary by connectivity type. Video conference monitoring by a technician is available for \$35.00 per hour (1/2 hour minimum, charging at 15-minute intervals thereafter).

## Purdue Technology Center of NW Indiana Telecommunication Services and Costs

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**Voice:** The PTC uses a VoIP (*Voice over Internet Protocol*) phone system. The following features are included:

- 220 minutes of Domestic Long Distance per month
- Caller ID
- Voice Mail
- Call forwarding
- Call routing
- More advanced calling features available upon request.

Price: \$55/month/line

Several styles of handsets are available with varying price and function.

Disclaimer: All prices and services are subject to change based on equipment upgrades and total building use.

To place an order for telephones or should you have any questions about the VoIP system please contact Eric George at 765-588-1388. Eric can answer specific questions about telephones and the VoIP system.



## Phone Options

# McCLURE SERVICES, LLC

7/6/2010

### VoIP Telephone

Polycom 331  
Sales Tax  
Total

### Price

\$140.00  
\$ 9.80  
\$149.80

Installation and configuration

\*includes registering Billing Telephone Number (BTN) for E911 services, delivery and setup of the device

\$ 50.00

Total

\$199.80



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