

Active Supplier Contract: Information Sheet

Overview: The Office of Procurement Services aims to create and maintain Active Supplier Contracts that are available for use by the campus community on an as needed basis. This document provides information regarding an active supplier contract so that faculty and staff may become familiar with the scope of work, and take advantage of the already established agreement.

Benefits of Utilizing an Active Supplier Contract:

- All procurement and compliance requirements have been satisfied, and therefore reducing the time and resources required to place orders.
- The selected Vendor was evaluated by University stakeholders and deemed to be advantageous, price and other factors considered.

RFP 1551 Campus Voice and Network Communication Services

Project Description:	Campus Voice and Network Communication Services
Contract:	RFP 1551
Expiration Date:	July 31, 2028
Awarded Vendor:	Commercial Technology Contractors, Inc.
Awarded Vendor Contact Information:	Phone: 973.594.9500 Email: info@ctcitechnology.com
Scope of Services:	
This contract is for on-site telecommunication technician services for day-to-day operational support to maintain the University's communications infrastructure. The scope of work also includes capital planning initiatives, new construction, building renovations, special projects and network infrastructure buildout or improvements. Where applicable, and on a per-project basis, the University may utilize the contractor and its technicians to perform all voice, data, and other low-voltage wiring.	

How to request services:

Obtain a quote from CTCL. The following information must be written on the quote:

- UNC# 1551 (This must be the only contract number on the quote; otherwise, Procurement will send the requisition back in order to have the quote revised).
- Prices must be broken down into materials and labor. All equipment must be detailed on the quote (i.e., model number, quantities being procured, warranties, and so forth).

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CREATE A REQUISITION FROM THE QUOTE IN WORKDAY:

When creating the requisition, select “**University Contracts - UNC#**” as the purchasing methodology, enter “UNC #1551” in the “Memo to Supplier” section, and also, on the questionnaire. Please reference Waiver# W240743 in the “Internal Memo” section of the requisition page.

The screenshot shows a requisition form with the following fields and values:

- Requisition Type:** University Contracts (UNC#) (indicated by a red arrow)
- High Priority:** ☐
- Sourcing Buyer:** Erick Fernandez
- Submitted by:** Abril Beas
- Freight Amount:** 0.00
- Other Charges:** 0.00
- Memo to Suppliers:** UNC# 1551 (indicated by a red arrow), CTCI Quote# 74523 Dated: 04/29/2023
- Internal Memo:** W240743 (indicated by a red arrow)

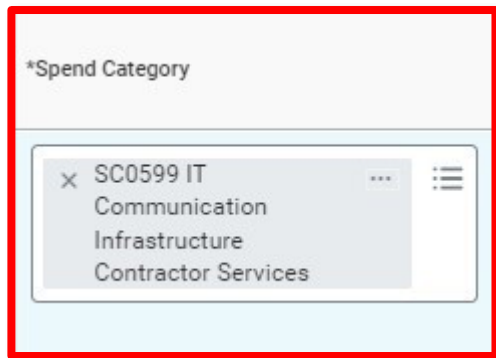
Please ensure Supplier Contract# SCON-0000200 is selected every time UNC# 1551 is used.

The screenshot shows the Supplier selection form with the following fields and values:

- Supplier:** COMMERCIAL TECHNOLOGY CONTR I NC
- Order-From Connection:** 152 HURON AVE, CLIFTON, NJ 07013
- Supplier Contract:** SCON-000200: (indicated by a red arrow), W240743, UNC#1551, CTCI, IT

All requisitions using this University Contract must use the spend category **SC0599 – IT Communication Infrastructure Contractor Services**, which maps to Budget Pool 70101 – Construction Services.

Note that if there is no budget on this pool, a budget amendment will be needed in order to the requisition to pass “*Budget Check*” in Workday.



The image shows a screenshot of a dropdown menu for selecting a spend category. The menu is titled "*Spend Category". The selected option is "SC0599 IT Communication Infrastructure Contractor Services". To the left of the text is a small "x" icon, and to the right are three dots and a hamburger menu icon. The entire dropdown menu is enclosed in a red rectangular border.

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CONTRACT PRICING

LABOR RATES		
Description of Services	Unit of Measure	Normal Rate (through July 31, 2028)
Labor Rate for Tech: capital planning initiatives, new construction, building renovations, special projects and network infrastructure buildout or improvements.	Hourly Rate	\$125.00
Labor Rate for Project Manager: Capital planning initiatives, new construction, building renovations, special projects and network infrastructure buildout or improvements.	Hourly Rate	\$135.00
Labor Rate for RCDD: Capital planning initiatives, new construction, building renovations, special projects and network infrastructure buildout or improvements.	Hourly Rate	\$154.00
Labor Rate for Engineer: Capital planning initiatives, new construction, building renovations, special projects and network infrastructure buildout or improvements.	Hourly Rate	\$154.00
Labor Rate Multiplier: For any work performed outside of non-normal business hours, inclusive of after hours, Saturdays, Sundays and holidays, the following rate multipliers will be applied to the normal rates.	Rate Multiplier	1.5x: After Hours & Saturdays 2x: Sundays & Holidays
MATERIAL COSTS		
Description	Unit of Measure	Discount
Minimum Percent Off List Price: Percent off list price shall be applied to the manufacturers cataloged price, with all manufacturer's discounts passed through to the University.	Percentage	15.0%