

## ITC54: Data Cable Products and Services

UPDATED: 08/18/2017

<b>Contract #:</b>	ITC54
<b>MMARS MA #:</b>	ITC54*
<b>Initial Contract Term:</b>	08/22/2013 to 08/31/2018
<b>Maximum End Date:</b>	08/31/2018
<b>Current Contract Term:</b>	08/22/2013 to 08/31/2018
<b>Contract Manager:</b>	Marge MacEvitt, (617) 720-3121, <a href="mailto:marge.macevitt@state.ma.us">marge.macevitt@state.ma.us</a>
<b>This Contract Contains:</b>	Prompt Pay Discount (PPD) and Supplier Diversity Program (SDP)
<b>UNSPSC Codes:</b>	26-12-26 Electrical cable and accessories 72-15-16 Specialized communication system services 80-10-16 Project management 81-11-17 Management information systems (MIS)

\*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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### **Contract Summary**

This is a Statewide Contract for Data Cable Products and Services. This statewide contract is for the acquisition of data cable (low voltage) products and cable related hardware and services. Vendors on this contract include three bulk cable distributors and 21 value added resellers (VARs).



*UPDATES: 8/18/2017 - The final renewal option is being exercised for this contract, through 8/31/2018. As of the publication date of this document, not all vendor contracts have been renewed. Please see COMMBUYS for the latest renewal status. It is expected that all vendor contracts will be renewed before they expire.*

### **E-Rate**

The Commonwealth has filed FCC Form 470 #294160001135726 on behalf of schools and public libraries of the Commonwealth that intend to seek E-Rate reimbursements for eligible goods and services purchased under this statewide contract. The Funding Year for this Form 470 is 2013 (07/01/2013 – 06/30/2014), however Form 470 remains valid for the term of the ITC54 statewide contract. Please see the document "E-Rate Form 470 and SPIN numbers" for a copy of the Form 470 and a list of ITC54 vendors that have SPIN numbers.

### **Benefits and Cost Savings**

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- 24 vendors representing 44 leading manufacturer brands
- Volume discounts
- Credit for returned scrap material available from many vendors

### **Find Bid/Contract Documents**

To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](http://COMMBUYS.com) and search for ITC54, with the vendor name "Conversion Vendor". Or, link directly via [PO-15-1080-OSD01-OSD10-00000001995](http://PO-15-1080-OSD01-OSD10-00000001995).

### **Who Can Use This Contract**

#### **Applicable Procurement Law**

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;  
Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

#### **Eligible Entities**

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

### **Subcontractors**

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's



Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

### **Construction Requirements**

Purchasers must ensure that **any** services involving construction are limited to \$50,000 or less.

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General's Public Procurement Charts at:

[www.mass.gov/ig/publications/guides-advisories-other-publications/procurement-charts-november-7-2016.pdf](http://www.mass.gov/ig/publications/guides-advisories-other-publications/procurement-charts-november-7-2016.pdf). It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement Assistance from the Office of the Inspector General is available at [mass.gov/ig/procurement-assistance](http://mass.gov/ig/procurement-assistance). Access the 30B Hotline at 617-722-8838 or email them at: [30BHotline@massmail.state.ma.us](mailto:30BHotline@massmail.state.ma.us).

See [Quotes Including Construction Services Requirements](#) and the paragraph below for information on quoting these types of projects.

### **Construction (Effective 11/07/2016)**

The types of construction activity typically occurring under this Statewide Contract include the deployment of conduit within building walls during new building construction or renovation; deployment of conduit between building locations; coring of existing floors or load bearing walls; deployment of telephone poles; deployment of conduit or sleeves between building floors; drilling of riser openings or conduit between floors; or any work that affects the structural integrity of the building.

Where the construction services are less than \$10,000, select a contractor based on sound business practices/best value.

For construction services valued from \$10,000-\$50,000, eligible entities must solicit quotes from at least three contractors and receive written responses from at least two. Entity must award to lowest responsible bidder.

Construction services over \$50,000 must be contracted individually by the Eligible Entity using applicable State laws and regulations.



## Pricing, Quote and Purchase Options

### Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Most purchases made through this contract will be outright purchases. Services may be hourly rate or fixed price (such as an annual maintenance contract).

### Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us).

When contacting a vendor on statewide contract, always reference ITC54 to receive contract pricing.

### How To Purchase From The Contract

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes.

The following instructions customize that Job Aid. (Note: these instructions are not complete; they must be used in conjunction with the Job Aid.)

- **General tab** (Job Aid Step 5, item 1)  
If consistent with how your Department is handling the "Short description" field, include ITC54 somewhere in the "Short description."
- **Items tab** (Job Aid Step 8, item 1)  
Enter "ITC54" (no quotes) as the "Description" and "Conversion" as the Vendor Name (Note: "Conversion Vendor" is the name used for the record which contains all of the vendors on ITC54.)
- **Items tab** (Job Aid Step 9, item 1)  
The "Items" include a placeholder for low voltage data cable that you will customize to your needs later, as well as specific types of services. Check the items you wish to order.



- **Distributors tab** (Job Aid Step 13, item 1)  
Uncheck any vendors that do not provide services in your region. The Vendor Summaries spreadsheet shows the regions served by each vendor. "SW" (State Wide) in the spreadsheet indicates that the vendor serves all areas. Also uncheck any vendors who are not authorized to service or install the goods and services you need (see the Authorizations tab of the Vendor Summaries spreadsheet).
- **Attachments tab** (Job Aid Step 14)  
Additional Note: Use an attachment (instructions as per items 1 and 2 in the Job Aid) to add a document that specifies the items on which you wish to obtain a quote, including the cable specifications, the quantity, and details of the installation requirements (including site visit, if applicable), as you would if requesting a quote via email.

Submit the requisition for approval. Once it has been approved, follow the Job Aid "[How to Create a Bid Using a Requisition.](#)"

Note: On the General tab, check "Informal Bid" if you wish to be able to select a response prior to the close date of the Bid. Also, it may be necessary to change the "Purchaser" if the person who should receive the bid is not shown as the "Purchaser."

- **Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS**

This may be done if you do not need to solicit a quote, for example, for maintenance or repair projects where it is important to have the vendor who installed the system perform the services. For a full description of how to complete a requisition in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Requisition and Purchase Order (Contract Purchase)* job aid.

The following instructions customize that Job Aid. (Note: These instructions are not complete; they must be used in conjunction with the Job Aid.)

**General tab** (Job Aid Step 4)

If consistent with how your Department is handling the "Short description" field, include ITC54 somewhere in the "Short description."

Do not check the "Solicitation Enabled" box

**Items tab** (Job Aid Step 6)

Choose the second option in Step 6 (Advanced Search). Enter "ITC54" as the "Description" and "Conversion" as the Vendor Name (Note: "Conversion Vendor" is the name used for the record which contains all of the vendors on ITS58.). Click the "Find It" button.



**Items tab** (Job Aid Step 7-10)

Substitute these instructions for Steps 7 through 10:

After you click "Find it", check the Select box next to the appropriate item, and enter 1 in the quantity field.

Click "Add to Req & Exit"

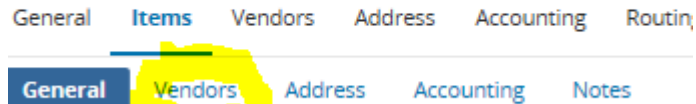
Click the "Enter Info" link and in the description field, add a reference to the quote you will later attach

Enter 1 for Quantity and the total amount of the quote for Catalog Cost/Unit Cost.

Select Save & Exit

Select the Vendors tab from the SECOND menu row:

## Release Requisition RQ-18-1080-OSI



Select "Change Vendor"

Select the button next to the vendor you wish to use, then click Select

Continue with the remaining steps in the Job Aid, remembering to add your quote in Step 12.

### Obtaining Quotes

Contract users should always reference ITC54 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

### Seeking Multiple Quotes

It is recommended that buyers solicit multiple quotes for purchases under this statewide contract. Buyers are encouraged to solicit quotes from all vendors servicing the region in which the work is to be performed. See [Using COMMBUYS for ITC54](#).



It is not necessary to wait for quotes to be received from all vendors, however the more complex the project, the more time should be allowed for vendors to respond.

It is not necessary to request multiple quotes for maintenance renewals.

Bids must make it clear that the Bid is being conducted under ITC54. Orders placed under this contract should include the following statement: "This order is placed under Statewide Contract ITC54." In addition it is recommended that the following language be included: "All of the terms and conditions of the statewide contract ITC54 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form shall be considered to be superseded and void."

#### Quotes Including Construction Services

Please note specific requirements that apply for quoting construction services, depending upon the scope of your bid:

- Where the construction services are less than \$10,000: Select a vendor based on sound business practices, consistent with your entity's procurement policies and procedures.
- For construction services valued from \$10,000-\$50,000: Must solicit a minimum of three quotes and receive two written responses; award to lowest responsible bidder.

#### Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at [www.mass.gov/dols](http://www.mass.gov/dols). Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953. For this contact, the following prevailing wage categories are listed by count on the MBPO: [PO-15-1080-OSD01-OSD10-00000001995](#)

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

#### Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

#### Shipping/Delivery>Returns





- Shipping- Shall be FOB Destination Freight Prepaid, unless otherwise agreed in writing by the contracting Eligible Entity. Freight charges, if any, must be identified in the quote. Freight charges, or any other charges not included in the quote accepted by the Eligible Entity, will not be paid. Freight charges must be no more than the actual freight charges paid by the Contractor.
- Delivery- The Contractor shall notify the Eligible Entity at least 48 hours in advance of shipment. The Eligible Entity will provide specific and timely authorization for each delivery. The Contractor may not proceed with delivery until approval has been given to commence delivery. All deliveries and installation work shall be performed during regular working hours, usually 8:00 a.m. to 5:00 p.m., Monday through Friday.

### Additional Information/FAQs

The Summary tab of the [Vendor Summaries](#) spreadsheet provides a side-by-side comparison of vendor responses to items of particular interest to the ITC54 Strategic Sourcing Team (SST), such as the region(s) of the Commonwealth in which the vendors will accept ITC54 engagements, availability of 7x24x365 warranty service at no additional cost, vendors offering to store critical components on-site, vendors offering credit for waste/scrap cable, and prompt payment discounts.

### Warranties

The minimum product warranties appear in the table below. Note that some vendors offer warranties beyond the required minima at no additional charge.

Products/Services	Minimum Warranty
Voice/Data Copper Wiring Systems	15 years
Fiber Optic Wiring Systems	15 years
Test Equipment	1 year
Electronic Devices	1 year
Software	1 year

### Regions

Areas served by each vendor are found on the Summary tab of the Vendor Summaries spreadsheet.

1. West Region, including Berkshire, Franklin, Hampshire and Hampden Counties;
2. Central Region, including Worcester County;
3. Northeast Region, including Middlesex and Essex Counties;
4. Boston Region, including Suffolk and Norfolk Counties;
5. Southeast Region, including Plymouth, Bristol and Barnstable Counties;

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6. Island Region, including Dukes and Nantucket Counties.
7. SW - Vendor serves all regions.

### **Manufacturer Authorizations**

Manufacturer Authorizations are found of the Authorizations tab of the [Vendor Summaries](#) spreadsheet.

### **Strategic Sourcing Team Members**

- Michael Janielis, Criminal History Systems
- Tim Kennedy, OSD
- John Megnia, Massachusetts Convention Center Authority



# Contract User Guide for ITC54

## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran
K & M Communications Corp	<a href="#">PO-14-1080-OSD01-OSD10-00000001368</a>	N/A	VC0000693146, 21	Lauren Durpe	(508)857-2011 Ext.304	rlane@kandmcommunications.com	Yes	Yes
Sullivan and McLaughlin	<a href="#">PO-14-1080-OSD01-OSD10-00000001248</a>	N/A	VC6000160868, 24	John Reed	(617)474-0500 Ext. 275	jreed@sullymac.com	Yes	Yes
INNO4 LLC	<a href="#">PO-14-1080-OSD01-OSD10-00000001214</a>	N/A	VC0000692821, 19	Robert Feldman	(617)970-5812	bfeldman@inno4llc.com	Yes	yes
Maverick Construction Corporation	<a href="#">PO-14-1080-OSD01-OSD10-00000001213</a>	N/A	VC6000306218, 17	Doug Gray	(617)361-6700	dgray@maverickcorporation.com	Yes	yes
Phoenix Communications Inc.	<a href="#">PO-14-1080-OSD01-OSD10-00000001212</a>	N/A	VC0000307477, 16	Jessica Toohil	(508)438-0360	jtoohil@phoenix-fiber.com	Yes	Yes
Anixter	<a href="#">PO-14-1080-OSD01-OSD10-</a>	N/A	VC6000239335, 12	Paul Mentzer	(603)870-6500	paul.mentzer@anixter.com	Yes	Yes

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Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran
	<a href="#"><u>00000001211</u></a>							
J & M Brown Company	<a href="#"><u>PO-14-1080-OSD01-OSD10-00000001117</u></a>	N/A	VC0000169620, 11	Steven Alan Feldman	(617)522-8800	sfeldman@spectrumit.com	Yes	Yes
Integration Partners Corporation	<a href="#"><u>PO-14-1080-OSD01-OSD10-00000001113</u></a>	N/A	VC0000135129, 23	Bart Graf	(781)357-8100	commcompass@integrationpartners.com	Yes	Yes
FTG Technologies	<a href="#"><u>PO-14-1080-OSD01-OSD10-00000001101</u></a>	N/A	VC0000286170, 22	Sean M. Doherty	(617)367-7474	comm.mass@FtgTechnologies.com	Yes	Yes
MEC Technologies LLC	<a href="#"><u>PO-14-1080-OSD01-OSD10-00000001098</u></a>	N/A	VC0000464392, 14	James Brookshire	(978)244-9301	jbroadshire@themecteam.com	Yes	Yes
LAN-TEL Communications Inc	<a href="#"><u>PO-14-1080-OSD01-OSD10-00000001096</u></a>	N/A	VC6000177274, 7	Kate Waldron	(781)551-8599	kwaldron@lan-tel.com	Yes	Yes
Graybar Electric Company Inc.	<a href="#"><u>PO-14-1080-OSD01-OSD10-00000001094</u></a>	N/A	VC6000214241, 13	Michael Teahan	(617)721-4041	michael.teahan@graybar.com	Yes	Yes
Communications Supply Corporation	<a href="#"><u>PO-14-1080-OSD01-OSD10-00000001093</u></a>	N/A	VC6000200256, 2	Stephenie Donoho	(240)632-1551	state_local@gocsc.com	Yes	Yes
LCN- Division	<a href="#"><u>PO-14-1080-</u></a>	N/A	VC6000156277, 5	Michael D	(781)340-	mlieb@lcnnetworks.com	Yes	Yes

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Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran
of E.G. Sawyer Co. Inc.	<a href="#">OSD01-OSD10-0000001092</a>			Lieb	1400			
Collins Electric	<a href="#">PO-14-1080-OSD01-OSD10-0000001089</a>	N/A	VC6000155401, 1	Kathryn Newman	(413)592-9221	info@collinselectricco.com	Yes	Yes
Coghlin Electrical Contractors Inc	<a href="#">PO-14-1080-OSD01-OSD10-0000001087</a>	N/A	VC6000155399, 9	Cathleen Diaz	(508)793-0300	cathycoonan@coghlin.com	Yes	Yes
Interconnect-Computer Cabling Service Inc	<a href="#">PO-14-1080-OSD01-OSD10-0000001059</a>	N/A	VC0000301858, 3	Michelle K. Tilton	(781)331-9811	mtilton@iccsi.com	Yes	Yes
Ockers Company	<a href="#">PO-14-1080-OSD01-OSD10-0000001018</a>	N/A	VC6000156753, 6	John J. Houser	(508)586-4642 Ext. 241	jjhouser@ockers.com	Yes	Yes
Boston Electric and Telephone Corp	<a href="#">PO-14-1080-OSD01-OSD10-0000001017</a>	N/A	VC6000173494, 4	Maria Picanzi	(617)288-0700	mpicanzi@betcorp.com	Yes	Yes
Comm-Tract Corp	<a href="#">PO-14-1080-OSD01-OSD10-0000001016</a>	N/A	VC6000166632, 10	Bryan Hopkins	(781)890-5070 Ext. 6952	bhopkins@comm-tract.com	Yes	Yes

\*Note that the vendor's individual record on COMMBUYS is the official system of record for vendor contact information.

\*\*[\[PO-15-1080-OSD01-OSD10-0000001995\]](#) is the central repository for all common contract files.

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