

# Contract User Guide for ITC68

## ITC68: Data Cable Products and Services

UPDATED: July 7, 2023

<b>Contract #:</b>	ITC68
<b>MMARS MA #:</b>	ITC68*
<b>Initial Contract Term:</b>	September 1, 2018 to August 31, 2021
<b>Maximum End Date:</b>	August 31, 2023
<b>Current Contract Term:</b>	August 31, 2021 to August 31, 2023
<b>Contract Manager:</b>	Camille Clarke (617) 251-1858, <a href="mailto:camille.l.clarke@mass.gov">camille.l.clarke@mass.gov</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

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

### Table of Contents:

(NOTE: To access hyperlinks below, scroll over desired section and CTL + Click)

- [Contract Summary](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Subcontractors](#)
- [Construction Requirements](#)
- [Supplier Diversity Requirements](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Shipping/Delivery/Returns](#)
- [Performance and Payment Time Frames Which Exceed Contract Duration](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)

**TIP: To return to the first page throughout this document, use the CTL + Home command.**

## 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 bulk cable distributors (Distributors) and value added resellers (VARs). The distributors do not perform installation services.

### Key changes from ITC54, the predecessor contract

Eligible Entities must request at least three quotes for acquisitions (other than maintenance/support contracts) whose estimated cost exceeds \$25,000.

## 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.

- Both VARS and Distributors representing most major manufacturers
- Volume discounts
- Credit for returned scrap material available from many vendors
- Warranty services available 7X24X365 at no additional charge from many vendors

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, Vendor Spreadsheet Listing, and individual vendor cost tables, visit [www.commbuys.com](http://www.commbuys.com). In the Search bar near the top of the page, select "Blankets" from the dropdown list near the magnifying glass. Enter ITC68 (type over the word Search), and click the magnifying glass. Click the link under Contract / Blanket # to access the Contract. Or, link directly to the ITC68 Contract [here](#).
- Each vendor Cost Table includes multiple tabs, shown at the bottom of the screen. Tabs include Labor Rates, Prevailing Wage Markup, Product Pricing and Services Pricing. The Product Pricing tab shows the manufacturers included in the vendor's contract, the vendor's markup for each manufacturer, and links to the manufacturer's pricing.
- The Vendor Spreadsheet Listing, located on the [COMMBUYS contract](#) (or see first bullet above), includes a side-by-side comparison of vendor responses to items of particular interest contract users, such as the region(s) of the Commonwealth in which the vendors will accept ITC68 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, prompt payment discounts, and warranties longer than the minimum required warranties.

## 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 [Eligible Entities Which May Use Statewide Contracts](#) webpage.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: July 7, 2023

Template version: 7.0

Page 2 of 9

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527

## 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: <https://www.mass.gov/download-oig-public-purchasing-and-public-construction-manuals>. 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 <https://www.mass.gov/how-to/get-public-procurement-assistance-from-our-chapter-30b-team>. Access the 30B Hotline at 617-722-8838 or email them at: [30BHotline@massmail.state.ma.us](mailto:30BHotline@massmail.state.ma.us).

Questions about public construction bidding should be directed to Deborah Anderson, Counsel II for the Attorney General's Office, at 617-963-2371. Visit the Attorney General's [Public Construction web page](#) to learn more about Public Bidding Laws.

## Supplier Diversity Requirements

When soliciting quotes, the following requirements apply:

Expected annual value of the RFQ	RFQ process requirements
Less than or equal to \$250,000/year	<ul style="list-style-type: none"> <li>• <b>Notify at least two small businesses</b> capable of providing the product or service of the opportunity, if available.</li> <li>• Include SBPP contract language and place it prominently within the RFQ.</li> <li>• Evaluate bids received from, and award a contract to, an SBPP-participating small business that meets the department's best value criteria.</li> <li>• Award to a large business only if there is no SBPP participating business meeting departments' best value criteria.</li> <li>• Conduct a clarification/BAFO/negotiation before disqualifying an SBPP-participating business based on price or desirable criteria.</li> <li>• See the <a href="#">Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams</a> for additional guidance.</li> </ul>
More than \$250,000/year	<ul style="list-style-type: none"> <li>• <b>Notify at least two diverse and/or small businesses</b> capable of providing the product or service of the opportunity, if available.</li> <li>• Make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.</li> </ul>

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](https://www.mass.gov/osd).

Updated: July 7, 2023

Template version: 7.0

Page 3 of 9

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](https://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• <b>Note:</b> Departments may ask the prime Contractor for an additional SDP commitment specifically related to the Department’s purchase or engagement. SDP spending for such a purchase or engagement must be reported by the Contractor using the SDP Reporting Form directly to the Department and may not be included in any other SDP reporting filed by the Contractor.</li> </ul> |
|--|---|

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the “Programs (SDO and SBPP)” tab for current certification and small business status of contractors on this contract.

## 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 [OSDhelpdesk@mass.gov](mailto:OSDhelpdesk@mass.gov).

When contacting a vendor on statewide contract, always reference ITC68 to receive contract pricing.

### Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

### How To Purchase From The Contract

Eligible Entities must request at least three quotes for acquisitions (other than maintenance/support contracts) whose estimated cost exceeds \$25,000. Information to assist Eligible Entities in selecting vendors for quote requests, such as Prompt Pay Discount, warranty services available 24/7/365, available manufacturers, and pricing information will be posted on the Vendor Listing Spreadsheet on COMMBUYS.

When contacting a vendor on statewide contract for a quote, always reference ITC68 to receive contract pricing. All purchase orders must specifically state that the order is under the terms of ITC68.

### COMMBUYS Users:

The COMMBUYS functionality provides a mechanism to easily obtain quotes. 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. Please see [How to Create a Solicitation Enabled Release Requisition](#) for instructions.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: July 7, 2023

Template version: 7.0

Page 4 of 9

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527

The above process should be followed to obtain quotes. If seeking multiple quotes are not needed, use the same process but limit the distributors selected to the single vendor from whom you are requesting a quote.

#### Other Users:

Eligible Entities should request multiple quotes or quotes from a single vendor via email. See [Find Bid/Contract Documents](#) above to locate the Vendor Listing Spreadsheet with email and contact information.

### Prevailing Wage Requirements

The Massachusetts prevailing wage laws require that covered employees on public works projects be paid a minimum hourly rate set by the Department of Labor Standards (DLS). The prevailing wage laws apply to both union and non-union employers and employees. 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). To get the proper rates for your region/job, you must request a determination. 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.

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

In addition, all contracts by a state agency or state-assisted contracts for design, construction, reconstruction, installation, demolition, maintenance or repair must contain Workforce Participation Goals for minorities and women. This is required by M.G.L. c. 149, § 44A(2)(G). A “state-assisted contract” is a construction project undertaken by a political subdivision of the commonwealth or two or more subdivisions thereof for planning, acquisition, design, construction, demolition, installation, repair or maintenance whose costs are paid for, reimbursed, grant funded, or otherwise supported, in whole or in part, by the commonwealth. An affected awarding authority’s bid documents must include a reference to the specific goals that will be contained in the contract. The contract must also include the processes and procedures to ensure compliance with the Workforce Participation Goals, including reporting and enforcement provisions. For questions about the Workforce Participation Goals law, please contact Deborah Anderson at the Attorney General’s Office at 617-963-2371, or visit the Attorney General’s [Public Construction Bidding in Massachusetts FAQ](#).

The Office of the Attorney General’s Fair Labor Division is responsible for enforcing the prevailing wage laws. Visit [www.mass.gov/prevailing-wage-enforcement](http://www.mass.gov/prevailing-wage-enforcement) for more information.

### Instructions for MMARS Users

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

### Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

### 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

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: July 7, 2023

Template version: 7.0

Page 5 of 9

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



## OPERATIONAL SERVICES DIVISION

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.

### Warranties

The minimum product warranties appear in the table below. Note that some vendors offer warranties beyond the required minimum 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

All vendors currently awarded can provide goods and services to all areas of the Commonwealth.

### Manufacturer Authorizations

Manufacturer Authorizations are listed on the Product Pricing tab of the Cost Tables on COMMBUYS.

### Document items in COMMBUYS that have already been purchased

This contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend.

NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, see [How to Create an RPA Release Requisition](#) job aid.

### Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than one (1) year beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance, or other agreements for services may be executed after the Contract has expired.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: July 7, 2023

Template version: 7.0

Page 6 of 9

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



# Contract User Guide for ITC68

## Strategic Sourcing Team Members

- Marge MacEvitt, OSD
- Richard Smith, EOTSS
- Tim Kennedy, OSD

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: July 7, 2023

Template version: 7.0

Page 7 of 9

**One Ashburton Place, Suite 1608 Boston, MA, 02108-1552**

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527

# Contract User Guide for ITC68

## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Distributor/ Value Added Reseller (VAR)	Discounts (PPD)	SDO Certification Type	SDP Commitment Percentage
**Master MBPO All contract documents	<a href="#">PO-19-1080-OSD03-SRC01-14316</a>	Camile Clarke	617-251-1858	<a href="mailto:Camille.L.Clarke@mass.gov">Camille.L.Clarke@mass.gov</a>	N/A	N/A	N/A	N/A
Collins Electric Company, Inc.	<a href="#">PO-19-1080-OSD03-SRC01-14316</a>	John Angelica	413-598-1027	<a href="mailto:jangelica@ce1906.com">jangelica@ce1906.com</a>	VAR	3% -10 days 2% -15 days 1% - 20 days .50% - 30days		12%
Comm-Tract Corp	<a href="#">PO-19-1080-OSD03-SRC01-14316</a>	Bryan Hopkins	781- 890-5070 x6952	<a href="mailto:bhopkins@comm-tract.com">bhopkins@comm-tract.com</a>	VAR	4% -10 days 3% -15 days 2% - 20 days 1% - 30days		5%
Future Technologies Group, LLC dba New Era Technology	<a href="#">PO-19-1080-OSD03-SRC01-14316</a>	Sean M. Doherty	617-367-7474	<a href="mailto:comm.mass@FtgTechnologies.com">comm.mass@FtgTechnologies.com</a>	VAR	3% -10 days 3% -15 days 3% - 20 days		7%
Graybar Electric Company, Inc.	<a href="#">PO-19-1080-OSD03-SRC01-14316</a>	Michael Teahan	617-721-4041	<a href="mailto:michael.teahan@graybar.com">michael.teahan@graybar.com</a>	Distributor	3% -10 days 3% -15 days 1% - 20 days		1%
INNO4, LLC	<a href="#">PO-19-1080-OSD03-SRC01-14316</a>	Margaret Koetzner	617-483-0327	<a href="mailto:margaret.koetzner@inno4llc.com">margaret.koetzner@inno4llc.com</a>	VAR	1%- 10 days		10%
K and M Communications, Corp.	<a href="#">PO-19-1080-OSD03-SRC01-14316</a>	Robert Lane	508-857-2011 Ext. 103	<a href="mailto:rlane@kandmcommunications.com">rlane@kandmcommunications.com</a>	VAR	2% -10 days 2% -15 days 1% - 20 days 1% - 30days	VBE	40%
LAN-TEL Communications, Inc.	<a href="#">PO-19-1080-OSD03-SRC01-14316</a>	Dennis Drain	781.551.8599	<a href="mailto:ddrain@lan-tel.com">ddrain@lan-tel.com</a>	VAR	3% -10 days 2% -15 days 2% - 20 days 1% - 30days		10%
LCN – Division of E.G. Sawyer Co, Inc.	<a href="#">PO-19-1080-OSD03-SRC01-14316</a>	Michael D Lieb	781-927-1127	<a href="mailto:mlieb@lcnnetworks.com">mlieb@lcnnetworks.com</a>	VAR	3% -10 days 2% -15 days 2% - 20 days 1% - 30days		5%
Maverick Construction Corporation	<a href="#">PO-19-1080-OSD03-SRC01-14316</a>	Michael D McNally	617-799-3277	<a href="mailto:mmcnally@maverickcorporation.com">mmcnally@maverickcorporation.com</a>	VAR	3% -10 days 2% -15 days		10%

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: July 7, 2023

Template version: 7.0

Page 8 of 9

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527





OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Distributor/ Value Added Reseller (VAR)	Discounts (PPD)	SDO Certification Type	SDP Commitment Percentage
						1% - 20 days		
Ockers Company	<a href="#">PO-19-1080-OSD03-SRC01-14316</a>	David Mitchell	508-586-4642	<a href="mailto:Dmitchell@ockers.com">Dmitchell@ockers.com</a>	VAR	4% -10 days 3% -15 days 2% - 20 days 1% - 30days		3%
Phoenix Communications Inc.	<a href="#">PO-19-1080-OSD03-SRC01-14316</a>	Elizabeth Mesale	508-538-9283	<a href="mailto:emesale@phoenix-fiber.com">emesale@phoenix-fiber.com</a>	VAR	1% -10 days 1% -15 days .50% - 20 days		5%
Spectrum Integrated Technologies, division of J&M Brown Company, Inc.	<a href="#">PO-19-1080-OSD03-SRC01-14316</a>	Steven A Feldman	617-971-1425	<a href="mailto:sfeldman@spectrumit.com">sfeldman@spectrumit.com</a>	VAR	1% -10 days 1% -15 days .50% - 20 days		15%
Sullivan & McLaughlin Companies, Inc	<a href="#">PO-19-1080-OSD03-SRC01-14316</a>	Maeve Comer Marshall Jones	617-474-0500 ext. 275 617-593-0985	<a href="mailto:mcomer@sullymac.com">mcomer@sullymac.com</a> <a href="mailto:mjones@sullymac.com">mjones@sullymac.com</a>	VAR	2% -10 days 1% -15 days 1% - 20 days .50% - 30days		7%

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

\*\*The Master MBPO is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

Updated: July 7, 2023

Template version: 7.0

Page 9 of 9

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527