



## Campus Voice and Network Communication Services - UNC# 1551

Procurement Services has awarded a University-wide contract for campus voice and network communication services to Commercial Technology Contractors, Inc. (CTCI) through July 31, 2026.

### CONTACT INFORMATION

#### Commercial Technology Contractors, Inc (CTCI):

For quotes, contact: Sales Department

Office Phone: 973-594-9500

Email address: [info@ctcitechnology.com](mailto:info@ctcitechnology.com)

#### How to request services:

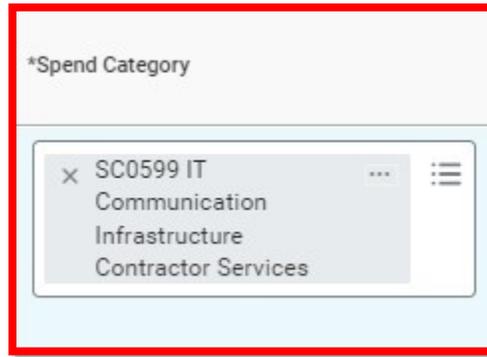
1. Obtain a quote from CTCI. The following information must be written on the quote:
  - a. UNC# 1551 (This **must** be the only contract number on the quote; otherwise, Procurement will send the requisition back in order to have the quote revised)
  - b. Prices **must** be broken down into materials and labor. All equipment must be detailed on the quote (i.e., model number, quantities being procured, warranties, and so forth)
2. Create a requisition from the quote in Workday:
  - a. 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.

Requisition Type	<input type="text" value="X University Contracts (UNC#) ..."/> 
High Priority	<input type="checkbox"/>
Sourcing Buyer	<input type="text" value="X Erick Fernandez ..."/>
Submitted by	Abril Beas
Freight Amount	<input type="text" value="0.00"/>
Other Charges	<input type="text" value="0.00"/>
Memo to Suppliers	<input type="text" value="UNC# 1551"/>  <input type="text" value="CTCI Quote# 74523 Dated: 04/29/2023"/>
Internal Memo	<input type="text" value="W240743"/> 

b. Please ensure Supplier Contract# **SCON-000200** is selected every time **UNC# 1551** is used.

Supplier
Supplier COMMERCIAL TECHNOLOGY CONTR I NC
Order-From Connection
<input type="text" value="X 152 HURON AVE ..."/> <input type="text" value="CLIFTON, NJ 07013"/>
Supplier Contract
<input type="text" value="X SCON-000200: ..."/>  <input type="text" value="W240743, UNC#1551, CTCL, IT"/>

- c. All requisitions using this University Contract must use the newly created 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.



**1551 - CONSTRUCTION/SPECIAL PROJECTS & NETWORK INFRASTRUCTURE SUPPORT SERVICES**

**LABOR**

Description	Unit of Measure	Hourly Rate Years 1 through 3
<b>Labor Rate for Tech</b> capital planning initiatives, new construction, building renovations, special projects and network infrastructure buildout or improvements - Business Hours	Hourly Rate	\$120.00
<b>Labor Rate for Project Manager</b> capital planning initiatives, new construction, building renovations, special projects and network infrastructure buildout or improvements - Business Hours	Hourly Rate	\$125.00
<b>Labor Rate for RCDD:</b> capital planning initiatives, new construction, building renovations, special projects and network infrastructure buildout or improvements - Business Hours	Hourly Rate	\$144.00
<b>Labor Rate for Engineer</b> capital planning initiatives, new construction, building renovations, special projects and network infrastructure buildout or improvements - Business Hours	Hourly Rate	\$144.00
Labor Rate Multiplier for non-regular business hour rates for all rates	Multiplication of Rates	1.5x for After Hours and Saturdays* 2x for Sundays and Holidays

**MATERIALS**

Description	Unit of Measure	Discount Percentage
Min. Percent off List Price**	Percentage	15.0%

\*Up to 8 hours on Saturday will be billed at 1.5 times the regular rate. After 8 hours on Saturday will be billed at 2x the regular rate.

\*\* Percent off list price shall be applied to the manufacturers cataloged price, with all manufacturer's discounts passed through to the University.