

Active Supplier Contract: Information Sheet

Overview: The Office of Procurement Services aims to create and maintain University Active Supplier Contracts that are available to the collective campus community, and may be used on an as needed basis. This form contains information enabling faculty and staff to discover and utilize currently available contracts that are advantageous to their departments, students, or the University in general.

Benefits of Utilizing Active Supplier Contract: Reduces the time and resources requirements for end-user(s), as all procurement requirements and compliance items have been previously met. Additionally, the services have already been deemed to be advantageous to the University, price and other factors considered.

For Directions On Entering Requisitions Under This Contract, Please Refer To The Following Page.

Project Title:	RFP 1629 Hotel Services
Contract Term:	Valid Through: July 14, 2030
Awarded Contractor:	Fairfield Executive Inn, Inc. 216 U.S. Highway 46 East Fairfield, NJ 07004
Contractor's Point of Contact:	Maria Garcia Phone: 973.575.7700 Email: MGarcia31033@gmail.com
Scope of Services:	
The Best Western Plus Fairfield Executive Inn, Inc. shall supply hotel accommodations to any University employee or guest of the University, on an as-needed basis.	
<u>Hotel Rooms Rates by Year of Contract:</u> <i>(price is applicable for either a single queen bed or two double beds)</i> <ul style="list-style-type: none">• Year 1 (July 15, 2025 to July 14, 2026): \$139.00 per night• Year 2 (July 15, 2026 to July 14, 2027): \$144.00 per night• Year 3 (July 15, 2027 to July 14, 2028): \$149.00 per night• Year 4 (July 15, 2028 to July 14, 2029) - \$154.00 per night• Year 5 (July 15, 2029 to July 14, 2030): \$159.00 per night	
<u>List of Selected Benefits:</u> <ul style="list-style-type: none">• Wi-Fi service at no additional cost.• Non-smoking rooms available.• Breakfast: Continental deluxe, inclusive of omelets, waffles, oatmeal, baked goods, cereal, fruit, juice, coffee, and tea.• Refrigerator.• Safe (in each room).• Microwave.• Fitness center.	
Guests are individually responsible for all items beyond the basic room rate as specified and booked by the University, such as room service, pay-per-view movies, other food and beverages, and personal items.	

Directions for Entering Requisitions Under this Contract

Supplier Contract #[SCON-000511](#) has been created for [RFP 1629 Hotel Services](#). When entering requisitions, please select "[University Contract](#)" as the purchasing methodology and enter "[RFP 1629](#)" on the "Memo to Suppliers" and the questionnaire sections.

- Please ensure the Supplier is selected first; otherwise, the contract will not appear when clicking "Supplier Contract."



- Click "Supplier Contract," and from the drop-down menu, choose [SCON-000511](#):

