Thank you for your interest in doing business with Grand Rapids Community College. Here are some processes and explanations for suppliers and potential suppliers. GRCC recognizes the value that responsible suppliers bring to the institution and we wish to engage with suppliers to promote partnerships in providing our supply chain with timely, quality goods and services at reasonable prices.

We trust that you will find the following information resourceful in your efforts.

Mansfield W. Matthewson, C.P.M., CPPB
Director of Purchasing

OUR GOALS
Conduct purchasing activities in accordance with applicable laws, GRCC policy, and ethical principles and standards of conduct.

- Execute purchasing with sound professional business practices necessary to serve the interest of the institution and the interest of the public.
- Avoid the intent and appearance of unethical or compromising practice.
- Promote positive supplier relationships through professionalism, courtesy and impartiality.
- Promote diversity by encouraging support for minority-, woman-, disabled-, veteran- and disadvantaged-owned businesses.

GRCC PURCHASING ETHICS
The GRCC Purchasing Department is committed to adherence to the Code of Ethics as defined by the National Association of Educational Procurement (naepnet.org). For information, please see grcc.edu/Ethics.

GRCC PROCUREMENT METHODS
1. Departmental Requisitions
Due to our decentralized environment, individual departments generate purchase requisitions to fulfill their needs, which are forwarded to the Purchasing Department for value added processing. Suppliers should acclimate themselves with the Purchasing Department first and secondly with individual departments. The Purchasing Department will assist with referring suppliers to the proper department(s) and personnel when appropriate.

2. Procurement/Travel Cards (charge cards)
Procurement/Travel cards are issued to GRCC select staff and faculty members. The cards are intended to provide purchasing convenience and autonomy for low-dollar, infrequent purchases.

3. Request for Quotation
Commonly referred to as an RFQ, this document is issued to solicit bids for goods and services. Both informal and formal (sealed) RFQs are issued at GRCC, dependent upon the dollar amount of the proposed purchase.

4. Request for Proposal
Commonly referred to as a RFP, this document is issued to solicit bids for functional specifications or a scope of work.
SEALED REQUEST FOR PROPOSALS AND REQUEST FOR QUOTATIONS
Dependent upon the dollar amount of the proposed purchase, GRCC will request that the RFP/RFQ be submitted in sealed form (electronic and/or hard copy as instructed). To be considered, suppliers must submit a sealed bid/proposal, and indicate the bid name and number on the outside of the bid reply. Sealed bids are accepted until the time and dates indicated on the RFP/RFQ.

BID4MICHIGAN
All GRCC sealed bid opportunities are posted at Bid4Michigan.com.

To register, visit Bid4Michigan.com. Once there, select the “Register Today” button and follow the instructions to complete the registration. Registration as a Grand Rapids Community College Vendor is free. You must be a registered user to view and respond to competitive bids and proposals.

For assistance, please call the Vendor Support Department at (800) 835-4603, Monday-Friday, 8 a.m.-8 p.m. EST or by email at eprocurementsupport@bidnet.com.

BID BONDS
Depending on the scope of the project, bid security in the amount of five percent (5%) of the base bid must accompany the bid. Bid security shall be a certified check, cashier’s check, money order or bid bond. This requirement will be stated in the RFQ.

PERFORMANCE BONDS
Depending on the scope of the project, successful bidders shall provide a performance bond in the amount of one hundred percent (100%) of the contract amount. This amount will be stated in the RFP/RFQ.

GRCC STANDARD TERMS
Payment: Net 30 days
Freight: FOB Destination (delivered) – prepaid

HOW TO APPLY
Potential suppliers should complete and submit a supplier application in order to do business with Grand Rapids Community College. Suppliers may apply online at grcc.edu/SupplierApplication, or contact our office for hard copy application requests. The application should be completed in its entirety – including NAICS code(s) that apply to your product offering(s) – signed and submitted to GRCC Purchasing.

MEET OUR STAFF
Mansfield Matthewson
Director of Purchasing
(616) 234-3850
m.matthewson@grcc.edu

Melissa Davis
Procurement Specialist
(616) 234-3850
mdavis@grcc.edu

Joseph Krussell
Shipping and Receiving
(616) 234-3767
josephkrussell@grcc.edu

Avonte Braden-Love
Shipping and Receiving
(616) 234-3767
abradenlove@grcc.edu

CONTACT US
Phone: (616) 234-3850
Email: purchasing@grcc.edu
grcc.edu/Purchasing

Business Hours
Monday-Friday, 8 a.m.-5 p.m.

Mailing Address
Main Campus
143 Bostwick Ave. NE
Grand Rapids, MI 49503

Office Location
DeVos Campus
Administration Building, Room 100
415 Fulton St. E
Grand Rapids, MI 49503

Receiving Address
Main Campus
Applied Technology Center
151 Fountain St. NE
Grand Rapids, MI 49503

Maps
grcc.edu/Maps

GRCC STRATEGIC PLAN
grcc.edu/StrategicPlanning

GRCC MISSION, VISION, VALUES, AND GOALS:
grcc.edu/Mission