



Suppliers Guide

How to Do Business with GRCC



Meet Our Staff

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Business Hours:

Monday-Friday
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Receiving Address:

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151 Fountain St. NE
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Maps:

grcc.edu/maps

The Purchasing Department serves the procurement needs of the college for all purchases, by way of a decentralized environment.

When soliciting and selecting vendors, Grand Rapids Community College Purchasing shall not in any way discriminate against any vendor because of gender, race, color, national origin, religion, height, weight, age, marital status, disability, sexual orientation, status as a disabled veteran or Vietnam Era veteran, and/or any other legally protected class not heretofore mentioned. Nor shall the college patronize, or continue to patronize vendors known to practice any form of discrimination.

Responsibility and authority to make commitments for GRCC purchases in excess of \$2,500 are assigned to the Purchasing Department. This includes contracts with suppliers regarding price, delivery terms, quantity requirements, or other matters of a contractual nature. Typically, a purchase order will be issued and suppliers should always request a purchase order number when accepting an order. Grand Rapids Community College is not obligated to pay for any purchases made otherwise.

This publication is available in alternative formats upon request. Please contact the Purchasing Department for more details.



GRCC Strategic Plan:
grcc.edu/strategicplanning

GRCC Mission, Vision, Values, and Ends:
grcc.edu/mission

GRCC | grcc.edu/purchasing

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Introduction

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 Are as Follows:

- 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 100 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.