

**Purchasing Policy Attachment B**  
**Micro Local Business Enterprise Guidelines**

A. Micro Local Business Enterprises

In support of Grand Rapids Community College's (GRCC) Mission, Vision, Values and Ends; the purpose of this policy segment is to enhance the growth and development of small business and provide access and equal opportunity in GRCC's procurement process.

GRCC believes that it economically makes good business sense and contributes to the economic growth of West Michigan to make every reasonable, opportunity for minority / women / disabled-person and micro-local business enterprises (M/W/DBE/MLBE) to participate in GRCC's contracts as suppliers, contractors and subcontractors performing work for GRCC. Therefore, Contractors are strongly encouraged to actively locate and include M/W/DBE/MLBE's in their procurement efforts and to increase the amount of business done with these enterprises.

Contractors shall, upon request, provide reports within such time and upon such forms as provided by GRCC as to its good faith efforts to provide opportunities for M/W/DBE/MLBE's.

GRCC recognizes City of Grand Rapids - Office of Diversity and Inclusion <http://grcity.us/administrative-services/diversity-and-inclusion/Pages/default.aspx> for certification of Micro Local Business Enterprises (Micro-LBEs) that desire to participate as such under this policy.

B. Micro Local Business Enterprise Certification (City of Grand Rapids)

See- <http://grcity.us/administrative-services/diversity-and-inclusion/Pages/Certification.aspx>

C. Directory of Micro Local Business Enterprises (City of Grand Rapids)

See <http://grcity.us/administrative-services/diversity-and-inclusion/Pages/Micro-LBEs.aspx>

## D. Bid Discount Program

Bid discounts shall apply to all bids estimated at five thousand dollars (\$5,000) or more, administered by the Purchasing Department.

### 1. Goods and Services

GRCC will provide a 5% bid discount to businesses currently certified by the City of Grand Rapids as a Micro-LBE. Businesses are required to provide a City of Grand Rapids certification approval letter.

### 2. Construction

a. Contractor Participation: GRCC will provide up to a 5% bid discount to prime contractors currently certified by the City of Grand Rapids as a Micro-LBE.

b. Subcontractor Participation: Construction bids may be discounted when a contractor on a GRCC project voluntarily obtains Micro-LBE subcontractor participation. Prime contractors must submit affidavit(s) verifying Micro-LBE subcontractor participation. Sub-contractors are required to provide a City of Grand Rapids certification approval letter.

c. The following is a schedule of discounted percentages based upon Micro-LBE subcontractor participation achieved by the contractor:

### 3. Micro-LBE Subcontractor Participation Discount Percentage

• 1.0% – 2.5%.....	1.0%
• 2.51% – 5.0%.....	1.5%
• 5.01% – 7.5% .....	2.0%
• 7.51% – 10.0% .....	2.5%
• 10.01% – 15.0% .....	3.0%
• 15.01% – 18.0% .....	4.0%
• 18.01%+.....	5.0%

a. Micro-LBEs acting as subcontractors shall provide a written quote that includes all pertinent information for that portion of the project that the subcontractor seeks to perform. A prime contractor shall not submit a bid containing a quote from a subcontractor, unless the prime contractor has received such quote in writing from the subcontractor. A subcontractor shall not be permitted to subcontract or assign any of

such work upon which it submits a quote without the prior express written permission of GRCC Purchasing Director.

b. Prime contractors may not terminate an approved Micro-LBE subcontractor working on a GRCC construction project, and then perform the work on the terminated subcontract with its own forces or those of another subcontractor, without prior written consent by GRCC Purchasing Director. If a Micro-LBE subcontractor fails to complete its work on the contract for any reason, a prime contractor must notify GRCC Purchasing and Facilities Departments and make good faith efforts to find another approved Micro-LBE subcontractor to substitute for the original Micro-LBE subcontractor. Utilizing good faith efforts, and to the extent reasonable, the prime contractor shall substitute an approved Micro-LBE subcontractor to perform the same amount of work under the contract as the Micro-LBE subcontractor that was terminated.

c. Joint Venture Bidding: As an incentive to contractors engaging in activities that stimulate the growth and development of local, small emerging businesses as partners bidding as a joint venture, GRCC will apply a 5% bid discount for partnering with an approved Micro-LBE.

d. The Bid Discounts outlined above may not exceed 5% or \$25,000 per bid, whichever is lower.

e. GRCC MLBE policy takes precedence with regard to any discrepancies between this policy and City of Grand Rapids MLBE policy, at the discretion of the Director of Purchasing.