



Guide to Doing Business with Lansing Community College

Lansing Community College
Purchasing Department
Effective April 2010

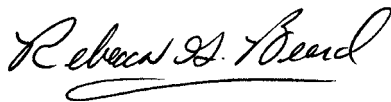


The purpose of this brochure is to explain and promote understanding of how vendors can do business with Lansing Community College.

Lansing Community College Purchasing Department provides the means of obtaining quality goods and services in the desired amounts, at the proper times, from responsible vendors and at reasonable prices. Additionally, it is also a responsibility of the department to ensure that the policies and procedures of the College are followed to comply with Federal, State, and Local guidelines.

The Purchasing Department is located in the Washington Court Place Building at 309 N. Washington Square, in room 214. Our business hours are 8 am to 5 pm, except during the summer when hours are 7:30 am to 4 pm. Visitors are welcome. Please contact our office at **(517) 483-1785** for appointments to speak with buyers.

We hope that you find the enclosed information useful in your endeavors to fulfill the purchasing needs of the college.



Rebecca G. Beard, Ph.D., C.PM
Director



2009/429

Mission Statement

Lansing Community College Purchasing Department is a professional service organization providing:

- *Contract Services & Commodities*
- *Contract Administration*
- *Acquisition Planning*
- *Simplified Purchases & Purchasing Coordination*
- *Decentralized Purchasing (LCC Card)*
- *Purchasing Training*
- *Compliance*

We will earn our customers' confidence through continuous improvement driven by the professionalism, integrity, teamwork, and innovation of the Purchasing Department staff.

Value Statement

Our guiding principles ensure that we focus on the things that matter to our customers. These are synonymous with every customer driven organization:

- *Integrity is never compromised*
- *Quality comes first*
- *Those we serve are the focus of everything we do*
- *Continuous improvement is essential to our success*
- *Staff involvement is a way of life*
- *We have many partners*

We strive to provide our customers products and services which are:

- *More*
- *Better*
- *Faster*
- *Different*

Purchasing Authority

Responsibility and authority to make commitments for purchases are assigned to the Purchasing Department. This includes all contacts with vendors regarding price, delivery, quantity requirements or other matters of a contractual nature and are to be made only by Purchasing Department staff. Lansing Community College is not obligated to pay for any purchases made otherwise.



Lansing Community College is easy to reach from major freeways and surface streets. It's an easy commute from Lansing and most surrounding communities. The campus is served by Capital Area Transportation Authority (CATA) bus service. City buses operate daily from early morning until late evening.

The heart of LCC is located between Saginaw Street (N), Grand Avenue (E), Shiawassee Street (S), and Capitol Avenue (W). A parking ramp is available on the left side of Grand Avenue as you head north and pass Shiawassee Street. *See main Campus Map for details of area.*

FROM THE NORTH: Take Business 27 south until it becomes Cedar Street or you decide to follow US127 south.

**If you choose to come via US127, take I-496 exit; go west on I-496 to Grand Avenue exit; go north on Grand Avenue for about 9 blocks to Shiawassee Street; continue past Shiawassee Street for access to the car ramp at LCC.*

**If you choose to come via Business 27 until it becomes Cedar Street, go south on Cedar Street to Shiawassee Street; turn right on Shiawassee Street and go to Grand Avenue; turn right on Grand Avenue for access to the car ramp at LCC.*

FROM THE NORTHEAST: Take I-69 to Business 69 and go until it merges with Oakland; go west on Oakland to Cedar Street; turn left onto Cedar Street and go south to Shiawassee Street; turn right on Shiawassee Street and go to Grand Avenue; turn right on Grand Avenue for access to the car ramp at LCC.

FROM THE SOUTHEAST: Take I-96 to US127/I-496; go north on US127/I-496 to I-496; go west on I-496 to Grand Avenue exit; go north on Grand Avenue for about 9 blocks to Shiawassee Street; continue past Shiawassee Street for access to the car ramp at LCC.

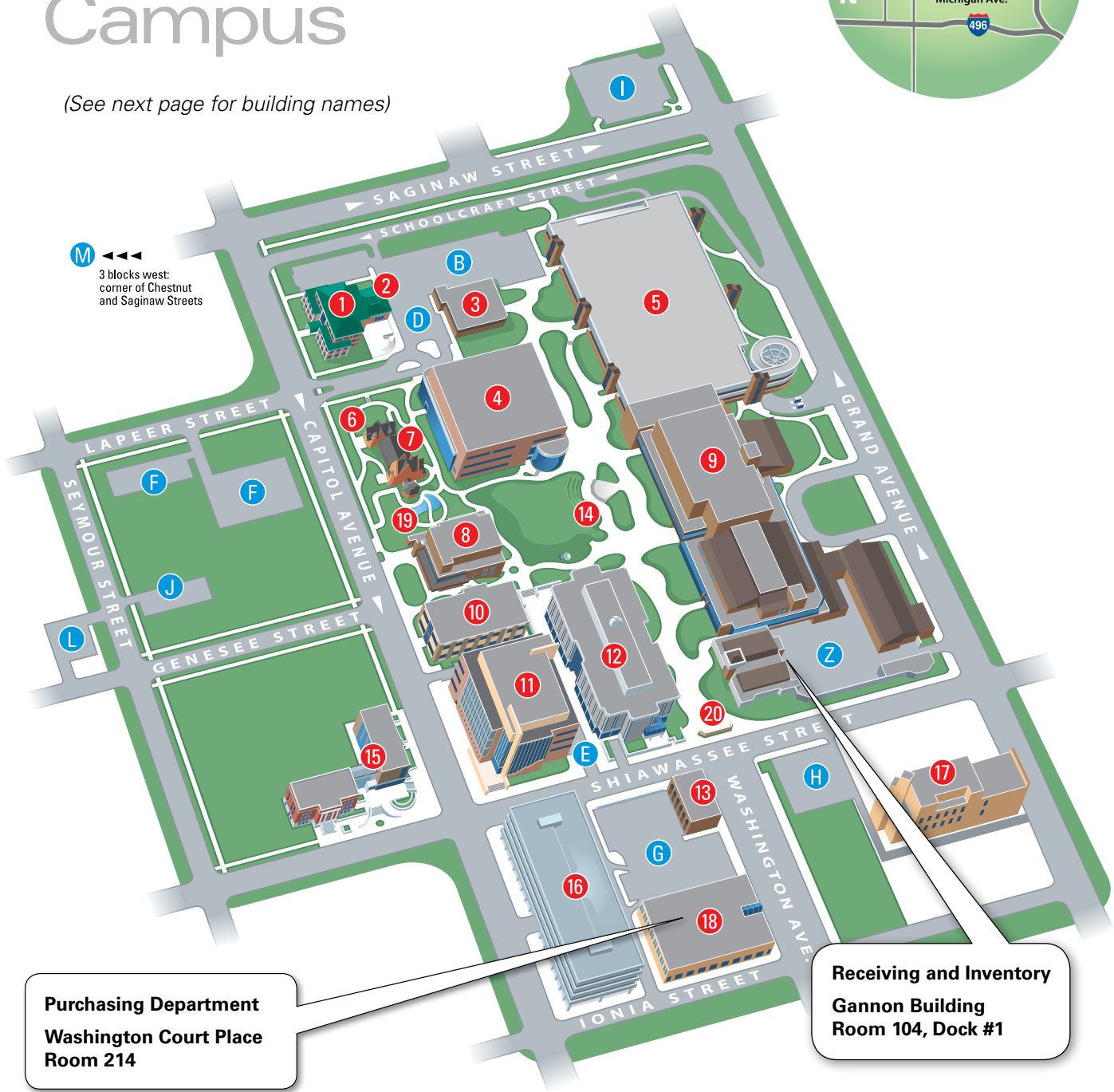
FROM THE SOUTH: Take US127 to I-496; go west on I-496 to Grand Avenue exit; go north on Grand Avenue for about 9 blocks to Shiawassee Street; continue past Shiawassee Street for access to the car ramp at LCC.

FROM THE SOUTHWEST: Take I-69 which becomes US27; continue on US27 to I-496; go east on I-496 to Pine and Walnut Street exit; follow Main Street east to Grand Avenue (one block after Washington Ave.); turn left on Grand Avenue and go north about 10 blocks to Shiawassee Street; continue past Shiawassee Street for access to the car ramp at LCC.

FROM THE WEST: Take I-96 to I-496 exit; go east on I-496 to Pine and Walnut Street exit; follow Main Street east to Grand Avenue (one block after Washington Ave.); turn left on Grand Avenue and go north about 10 blocks to Shiawassee Street; continue past Shiawassee Street for access to the car ramp at LCC.

LCC Downtown Campus

(See next page for building names)



M
3 blocks west:
corner of Chestnut
and Saginaw Streets

Purchasing Department
Washington Court Place
Room 214

Receiving and Inventory
Gannon Building
Room 104, Dock #1

1. **Administration Building (ADM)**
2. **LCC Board Room**
3. **Photography Center (PC)**
4. **Health and Human Services Building (HHS)**
5. **LCC Parking Ramp (StarCard and Cash)**
6. **Rogers-Carrier House (RCH)**
7. **Herrmann Conference Center Complex (HCC)**
8. **Dart Auditorium (DRT)**
9. **Gannon Building (GB)**
10. **Student Personnel Services (SPS)**
11. **Abel B. Sykes, Jr. Technology and Learning Center (TLC)**
12. **Arts and Sciences (A&S)**
13. **Continental Building (CB)**
14. **LCC Outside Amphitheater**
15. **University Center (UC)**
16. **North Capitol Ramp (StarCard and Cash)**
17. **Academic and Office Facility (AOF)**
18. **Washington Court Place (WCP)**
19. **Shigematsu Memorial Garden**
20. **Information Kiosk**

B, G, H, J, L, M Employee Parking Lots

D Special Permit Parking Lot

E Accessible Parking Lot

F Employee/Student Parking Lots

I Student Employee Parking Lot

Z Special Permit/Accessible Parking Lot

Public Bidding Process

All current College bid invitations are available for public viewing in the Purchasing Department. Specific bid invitations may be requested by telephone or in writing by prospective bidders at any time prior to the bid opening. Bids must be received in the Purchasing Department prior to the specified time and date. There are NO exceptions to this rule.

LCC posts its bids online at Bid 4 Michigan. LCC vendors can register at no charge.

You must first register on Bid 4 Michigan to access LCC bids and proposals.

To register and view bids and proposals on Bid 4 Michigan please go to the following website http://www.lcc.edu/purchasing/supplier_information/index.aspx.

If you have any problems using Bid 4 Michigan, please call the Vendor Support Department at **(800) 677-1997 ext 214**.

Source Selection

The Purchasing Department is responsible for the selection of reputable and reliable vendors. Vendors who have not previously conducted business with LCC are advised to contact our office at **(517) 483-1785** and request an application and W-9 to be added to our vendor list.

Applications and W-9s are also available online at: http://www.lcc.edu/purchasing/supplier_information/supplier_application2.aspx – vendor application.

http://www.lcc.edu/purchasing/supplier_information/w9_form.aspx – w9.

Award

Award of a purchase order/contract is based on the best value to the College. Various criteria are used in determining the best value including price, quality, availability, delivery, sustainability and energy star rating, and fitness for the particular purpose. Consideration is also given to the vendors potential ability to successfully perform under the invitation to bid terms and conditions, and the bidder's past performance record.

Commercial Card

The Lansing Community College Commercial Card (VISA) program enables campus personnel to more efficiently and effectively execute small-dollar, non-inventory, non-capital purchases. It represents a significant enhancement over a more traditional acquisition process. The implementation of the Commercial Card (LCC Card) has resulted in faster turnaround time, greater flexibility in buying, reduced paperwork and quicker vendor payments.

Invoices

Mail invoices with purchase order number reference to:

7110-ACCOUNTING & PAYROLL
PO BOX 40010
LANSING MI 48901-7210

Phone Number; **(517) 483-1759**

Invoices received without a purchase order number will be delayed for payment until a purchase order number can be indicated.

Vendor Relations

Purchasing Department staff members are available to meet with vendors by appointment. Please contact our office at **(517) 483-1785** to arrange an appointment.

Vendors are encouraged to contact our office prior to making sales calls on campus. Vendors are advised not to furnish goods or services without a valid purchase order. **Unauthorized purchases will be considered personal transactions between vendor and employee.**

Staff

Rebecca G. Beard, Ph.D., C.P.M.
Director

Andrew Chambliss, BBA
Buyer/Assistant LCC Card Administrator

Evelyn Lynn, GA
Services Buyer

Doloras Eiseler, BBA
Purchasing Customer Advocate

Diane M. Miles
Department Support Staff

We are augmented by one student employee.

Delivery & Contact Information

Mailing Address

7130-Purchasing Department
Lansing Community College
PO Box 40010
Lansing, MI 48901-7210

Street Address

Washington Court Place
Room 214
309 N. Washington Square
Lansing, MI 48933

Phone and Fax Numbers

Main office phone: **(517) 483-1785**
Fax: **(517) 483-5289**

Receiving Address

Gannon Building
Room 104, Dock #1
411 N. Grand Avenue
Lansing, MI 48933

All deliveries are to be made to Dock #1 at LCC's Main Campus. Exceptions must be coordinated with Receiving supervisor. For delivery information please call **(517) 483-1746**.

Ethical Standards of Conduct in Purchasing

The nature of public purchasing subjects all parties involved in it to close public scrutiny. This scrutiny extends to their ethics as well as to their performance. Since almost every action taken by purchasing personnel is anchored in public trust, the rules governing the conduct of public personnel are often as much concerned with appearance as with substance.

We strive to ensure compliance with high ethical standards and avoid possible conflicts between public purchasing duties and private affairs by complying with the LCC Conflict of Interest Policy.

The LCC Purchasing Department abides by the highest standards of excellence and integrity in all our Supplier relationships. We are committed to adhering to the CODE OF ETHICS promoted by the National Association of Educational Buyers (NAEB).

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive vendors equal consideration insofar as state or federal statute and institutional policy permit.
5. Conduct business with potential and current vendors in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a vendor; and/or willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial and professional associations and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.
12. Counsel and cooperate with NAEB members and promote a spirit of unity and a keen interest in professional growth among them.

These principles are set forth as a foundation for achieving higher levels of professionalism and success, both as an organization and as individuals.



Environmentally Sound Purchasing

In order to identify environmentally sound products, Vendors are requested to provide quotations, bids, proposals, and when necessary, alternative quotations, bids, or proposals in addition to the specified product if the specified product itself does not contain the maximum level of post-consumer recyclable waste and/or recyclable content.

For appliances and equipment, the Vendor shall provide products that earn the Energy Star and meet the Energy Star specifications for energy efficiency. The vendor is encouraged to visit www.energystar.gov for complete product specifications and updated lists of qualifying products.

Your quotation/bid/proposal must contain evidence that the product(s) recommended contain the maximum level of post consumer recyclable waste and/or content and Energy Star compliant. Provide attachments as necessary.

Definitions:

1. **Environmentally Preferable Product (EPP)** – A product or service that has a lesser or reduced impact on human health and the environment when compared with competing products or services that serves the same purpose.
2. **Energy Star** – A U.S. federal government standard applied to appliances and equipment for the purpose of rating the energy efficiency of the equipment. To earn the Energy Star label, appliances and equipment must meet strict energy efficiency criteria set by the U.S. Environmental Protection Agency or the U.S. Department of Energy. Energy Star appliances and equipment use 10 to 50 percent less energy and water than non-Energy Star products.

Whenever possible and economical, specifications are amended to provide for expanded use of products and services that contain the maximum level of post-consumer recyclable waste and/or recyclable content, without significantly affecting the intended use of the product or service.

Criteria used to evaluate products and/or services include, but are not limited to:

- *Performance, specifically including efficiency*
- *Availability*
- *Durability*
- *Repairability*
- *Natural resource use and waste reduction, including recycled content, transportation, and packaging reduction*
- *Recyclability or biodegradability, including the cost of traditional disposal*
- *Toxicity*
- *Purchase price*

These criteria also reflect the basic ideas of life cycle assessment (LCA). When considering a product the College will consider the manufacture of the product, from extraction of its raw materials and the methods used in manufacture, through its distribution and shipping, to its use, possible re-use or recycling, and its eventual disposal. This reflects the complete cost, in both financial and environmental terms of a product and its impacts. LCC requests that Vendors provide information regarding the above criteria on the products and services being recommended to the College to facilitate this evaluation.





Board of Trustees:

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Jerry L. Hollister, Trustee; Chris A. Lavery, Trustee;
Robert E. Proctor, Trustee.

Brent Knight, Ed.D.,
President, Lansing Community College.

Lansing Community College is accredited by the Higher Learning Commission — a Commission of the North Central Association of Colleges and Schools. The commission can be contacted through the Web at www.ncahlc.org or by phone at **(312) 263-0456**. The Commission's address is located at 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-0456. Lansing Community College (Downtown Campus) is located in downtown Lansing. Student service areas are located at 422 North Washington Square in Lansing and can be reached through the Web at www.lcc.edu and by phone at **(517) 483-1957**.