



Doing Business

WITH LANSING
COMMUNITY COLLEGE

Purchasing Department
lcc.edu



Introduction

Lansing Community College Purchasing Department provides the means of obtaining quality goods and services in the desired amounts, at the proper times, from responsible contractors and at reasonable prices. In addition, the department is responsible for ensuring that procurement policies and procedures comply with federal, state, and local laws.

The Purchasing Department is located in the Washington Court Place Building at 309 N. Washington Square, in Suite 202. Our business hours are 8 a.m. to 5 p.m., except during the summer when hours are 7:30 a.m. to 4 p.m. Please contact our office at 517-483-1785 for appointments to speak with Buyers.

We hope you find the enclosed information useful in your endeavors to provide commodities and services to the College.

A handwritten signature in black ink, appearing to read 'S. Gallimore', with a stylized, flowing script.

Samantha Gallimore, BS, MPA,
CPPB Purchasing Director



Best Value Purchasing

Lansing Community College evaluates competitive solicitations based on Best Value. Various criteria is used in determining the best value including price, quality, availability, delivery, sustainability, energy star rating, and fitness for the particular purpose. Consideration is also given to each Contractor's potential ability to successfully perform under the solicitation terms and conditions, and each Contractor's past performance record.



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 Pcard)
- Purchasing Training
- Compliance

We 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 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

Purchasing Authority

The Board of Trustees has delegated authority to the Purchasing Department to facilitate all purchasing processes and assist in the establishment of lease agreements between the College and other parties.



Contractor Information

Public Bidding Process

LCC solicitations are posted on either BidNetdirect.com or DemandStar.com. Interested contractors must register with these sites in order to respond to solicitations posted by the College. Both platforms have both free and paid membership options.

BidNetdirect.com

Questions regarding the registration process should be directed to support@bidnet.com or 1-800-835-4603.

DemandStar.com

Questions regarding the registration process should be directed to hello@demandstar.com or 1-866-273-1863.

Contractor Selection

The Purchasing Department is responsible for the selection of reputable and reliable contractors. Contractors 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 contractor list.

Applications and W-9s are also available online at:
lcc.edu/purchasing



Contractor Information

Procurement Card

The Lansing Community College Procurement Card program enables campus personnel to efficiently and effectively execute small-dollar purchases. The implementation of the Procurement Card (LCC Card) has resulted in faster turnaround time, greater flexibility in buying, reduced paperwork and quicker contractor payments.

Invoices

All invoices must be submitted to LCC Accounts Payable. Invoices may be sent via email or mail.

Accounts Payable Contact Information

Phone: 517-483-1732

Fax: 517-483-9876

Email: fs-appayable@lcc.edu

Lansing Community College

309 N. Washington Square, Suite 203
Lansing, MI 48933

Note: Invoices received without a purchase order number may be delayed for payment until a purchase order number can be identified.

Contractor Relations

Purchasing Department staff members are available to meet with contractors by appointment. Please contact our office at B-OPS-Purchasing@star.lcc.edu to arrange an appointment.

Contractors are encouraged to contact our office prior to making sales calls on campus. Moreover, contractors are advised not to furnish goods or services without a valid purchase order.



Procurement Ethics

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 Procurement (NAEP).

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 Purchasing Policy, LCC Purchasing Policy and all procurement related procedures.

Cooperative Purchasing

LCC is authorized to purchase goods and services through cooperative purchasing.

Environmental Purchasing

In order to increase the development and awareness of environmentally sound products, LCC Purchasing Department staff ensures that whenever possible and economical, specification 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.

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



Purchasing Department Information

Staff

Samantha Gallimore, BS, MPA, CPPB
Purchasing Director

Brittney Villarreal, BA, CPPB
Purchasing Coordinator

Evelyn Lynn, BA
Buyer

Scott Placeway, BA
Buyer

Diane M. Miles
Department Lead Support

Delivery & Contact Information

Mailing Address

Purchasing

Lansing Community College
309 N. Washington Square, Suite 202
Lansing, MI 48933

Street Address

Washington Court Place

Suite 202
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 No. 1
411 N. Grand Avenue
Lansing, MI 48933

All deliveries are to be made to Dock No. 1 at LCC's Downtown Campus. Exceptions must be coordinated with Receiving supervisor. For delivery information please call 517-483-1746.

E/S7

3 blocks west:
corner of
Chestnut and
Saginaw
streets

E6

S3

MA I

Durant Park

SA

SCHOOLCRA

E12

E11

17

E13

16

LAPEER STREET

S15

S16

18

E17

19

E18

SEYMOUR STREET

GENESEE STREET

S22

14

13

15

12

11

9

10

8

6

26

7

SI

North Capitol
Ramp

3

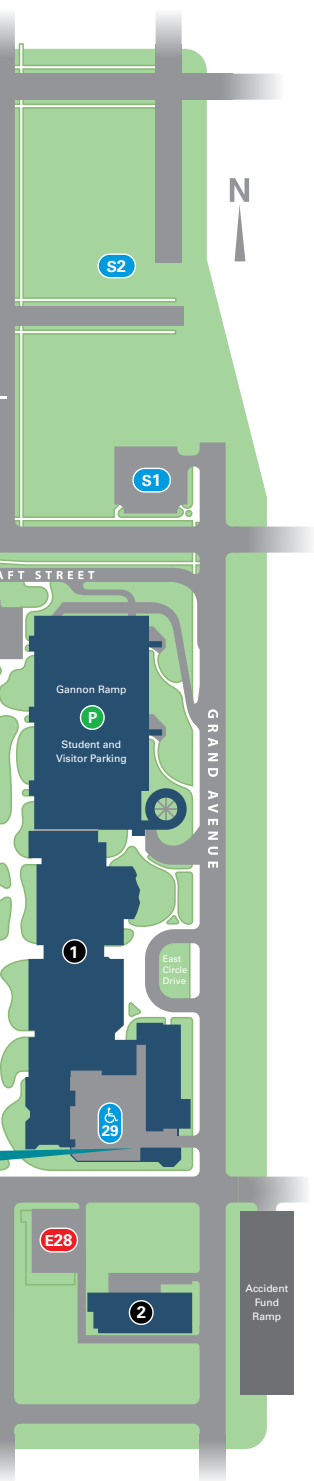
E27

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Receiving & Inventory
Gannon Building
Room 104, Dock #1

Purchasing Department
Washington Court Place
Suite 202



Downtown Campus

- 1** Gannon Building (**GB**)
- 2** Academic and Office Facility (**AOF**)
- 3** Huron Building (**HB**)
- 4** Washington Court Place (**WCP**)
- 5** University Center (**UC**)
- 6** Abel B. Sykes, Jr. Technology and Learning Center (**TLC**)
- 7** Arts and Sciences (**A&S**)
- 8** Mackinaw Building (**MB**)
- 9** Dart Auditorium (**DRT**)
- 10** LCC Outside Amphitheater
- 11** Michigan Veteran's Memorial
- 12** Shigematsu Memorial Garden
- 13** Herrmann House (**HH**)
- 14** Rogers-Carrier House (**RCH**)
- 15** Health and Human Services Building (**HHS**)
- 16** Early Learning Children's Community (**ELCC**)
- 17** Paula D. Cunningham Administration Building (**ADM**) (Includes Board Room)
- 18** 515 North Capitol
- 19** 505 North Capitol

Student Parking

S1, S2, S3, S7, S15, S16, S22, S23, P (Gannon Ramp)

S26, S29  Accessible Parking

Employee Parking

E6, E7, E12, E17, E18, E27, E28

E11 Child Care Parking Only

E13 Special Permit Parking

Visitor Parking

P Gannon Ramp

Board of Trustees

Angela L. Matthews, *Chair*

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Andrew Abood, *Trustee*

Ryan Buck, *Trustee*

Samantha Vaive, *Trustee*

Dr. Steve Robinson, *President*



Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses, services or activities offered by the college.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Sarah Velez, Human Resource Manager/ Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1874; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261.