

GRCC Supplier Newsletter:

Doing Business with Grand Rapids Community College



Purchasing Department - DeVos Campus Administration Bldg., 1st Floor

Office Address: 415 Fulton E. - Grand Rapids, Michigan 49503-5926

Mailing Address: 143 Bostwick Avenue, NE - Grand Rapids, Michigan 49503-3295

Ph: 616.234.3850 – Fax: 616.234.3855 - purchasing@grcc.edu – www.grcc.edu/purchasing

Volume 1, Issue 7

2016/2017

December 2016

From the Desk of Mansfield Matthewson

Greetings from GRCC!

Greetings to you all as we are in the midst of an exciting and robust fall semester! It's hard to believe that the holiday season is right around the corner. Please take the time to celebrate yourself and to enjoy friends and family.



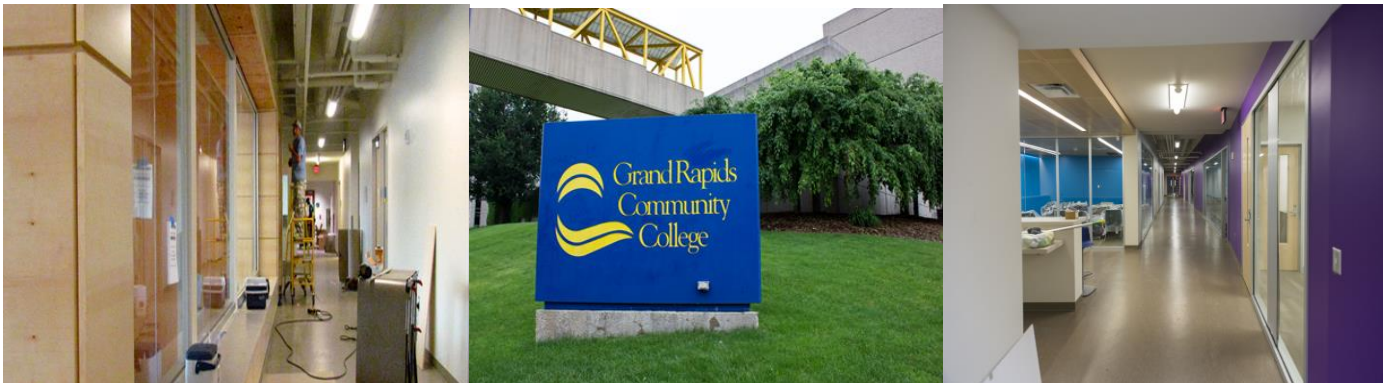
So what's new at GRCC? Construction and renovation! We have undergone some major construction and renovation projects in the past few months with the construction of the new Phyllis Fratzke Early Childhood Learning Laboratory and the renovation of the Music Building. Both projects have been moving along and a significant amount of progress is being made. This could not have been achieved without our valued suppliers. We rely on your goods and services to operate the College in an efficient and affordable manner that enables us to achieve our Mission, Vision, Values and Ends. We're excited and we thank you for your diligence and dedication.

From the Desk of Mansfield Matthewson (continued)

As a means of keeping the GRCC supplier community informed, this newsletter will be issued periodically to enhance supplier communications and keep you abreast of important events at GRCC. We need the supplier community to partner with us to maintain and improve GRCC. Your suggestions are always welcomed! Feel free at any time to contact us as listed in the header.

Thank you!

GRCC Under Construction!



www.grcc.edu/purchasing

www.Buy4Michigan.com

GRCC will posts construction bids and all other bid opportunities at www.Buy4Michigan.com. Be sure to complete your free registration so that you may stay abreast of all opportunities.

Current Projects:

- **Music Building** (underway, anticipated completion June 2017)

Now



To Come



- **Phyllis Fratzke Early Childhood Learning Laboratory** (underway, anticipated opening Jan. 2017)

Now



To Come



Did you know?

GRCC has named a new President!

<http://www.grcc.edu/communications/press/grccboardoftrusteesnamesbillpinkasthecolleges10thpresident>



Nov. 21, 2016 GRAND RAPIDS, Mich. — The Grand Rapids Community College board of trustees named Dr. Bill Pink, GRCC’s current vice president and dean for Workforce Development, as the college’s 10th president during a special meeting today.

“As a board, we are pleased to name Bill Pink to this position,” board Chairperson Bert Bleke said. “Throughout the extensive interview process, it became clear that he has the level of expertise and vision necessary to take the college to the next level.

GRCC has newly elected members to the Board of Trustees

<http://thecollegiatelive.com/2016/11/three-elected-grcc-board/>

Three community members were elected to the Grand Rapids Community College Board of Trustees Nov. 8. Kathleen Bruinsma, David Koetje and Kenyatta Brame ran a campaign together, and in the end it turned out to be a success.

“I am grateful to the voters of Kent, Ionia, Barry, Montcalm, Ottawa, and Allegan Counties for this opportunity to serve the College District,” Bruinsma stated in an email. “I’m proud of my hard work on my campaign and will work hard as a trustee. Congratulations to (David) Koetje and Kenyatta Brame on their victories as well.”

Koetje is a current trustee, so will continue in his seat through next year. Bruinsma and Brame will begin their terms in January.

GRCC Strategic Plan, 2014-2018

<http://www.grcc.edu/sites/default/files/attachments/66944%20Strategic%20Plan.pdf>

(this link will provide access to the GRCC Strategic Plan brochure for 2014-2018)

In this document, President Steven Ender is quoted as follows: “*Grand Rapids Community College launched the second phase of its strategic planning process with the 2014-18 Strategic Plan during 2014. Since then, much work has taken place during years one and two of this three-year plan, with some projects being completed, others combined, and yet a few more closed. These changes reflect how GRCC maintains its nimbleness to continually improve the work faculty and staff do to address the needs of the West Michigan community.*”

Did you know? (continued)

GRCC has a revised purchasing Policy

http://www.grcc.edu/sites/default/files/docs/policies/11-15_purchasing_policy.pdf

Highlights include:

- Emergency purchases exceeding \$100K, required to guarantee the safety of students, staff and visitors, may be approved by the President or designee (VP of Finance and Administration)
- Board of Trustees to consent to purchases of \$25K and above (formerly \$10K)
- Formal sealed bidding procedures will be conducted on purchases over \$25,000 (formerly \$10K)
- Written competitive quotes required on purchases between \$5K and \$24,999 (formerly \$5K to \$9,999)
- Purchase order requirement revised from \$1000 to \$2500 (Infrequent purchase of materials, equipment, goods, services of \$2500 and less may be done without a purchase order)
- Some Procurement Card limits to be adjusted to align with the revised purchasing policy

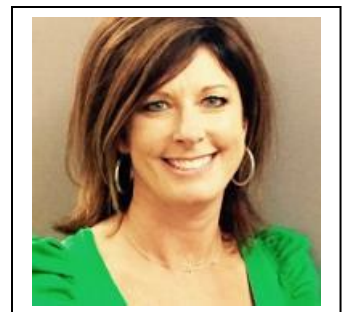
Holiday Shut Down

GRCC Campus will be closed for holiday shutdown beginning at 5pm, Thursday, December 22, 2016. GRCC Campus will reopen Tuesday, January 3, 2017. Consequently, Grand Rapids Community College will not accept any shipments beginning at 3pm, Thursday, December 22, 2016 through January 3, 2017. Receiving will resume normal operations on Tuesday, January 3, 2017.

From the Desk of Melissa Davis

Season's Greetings!

Our Purchasing Department has been working diligently to keep your Supplier Information maintained and current. This being said, we need your help. If there are changes in your company's information, such as point of contact, address, phone, email address, etc., you may email the updates to purchasing@grcc.edu. You may also submit a GRCC Supplier Application indicating your updates. The supplier application can be accessed at <http://www.grcc.edu/purchasing/supplierinformation>.



With Black Friday behind us and Christmas just ahead, we are all mindful of our personal budgets. The same philosophy applies to my responsibility here at GRCC. Help me be a good steward of GRCC resources by keeping me abreast of the best value(s) your company can deliver.

Again, the holiday season is here, so please take time to cherish and enjoy your loved ones. Take the time to reflect on this past year whether it be work related, personal, etc. Then apply those thoughts to make 2017 a year to remember!

Thank you!

Purchasing Pointers

The Purchasing Department serves the needs of the College for all purchases in excess of \$2500. Responsibility and authority to make commitments for these purchases is assigned to the Purchasing Department. This includes all contacts with suppliers regarding price, delivery, terms, or other matters of a contractual nature. Purchase of materials, equipment, goods, supplies or services greater than \$2500 shall not be made without the execution of GRCC purchase order.

GRCC is not obligated to pay for any purchases made otherwise.

- **Want to register as a supplier with GRCC?**

See www.grcc.edu/purchasing/supplierinformation, click supplier application.

- **How to do business with GRCC?**

See www.grcc.edu/purchasing/supplierinformation, click How to do Business with GRCC.

- **Looking for bid opportunities?**

GRCC typically advertises bid opportunities in excess of \$25,000. Bid opportunities can be accessed at www.Buy4Michigan.com and on our website www.grcc.edu/purchasing - under current bid opportunities.

GRCC utilizes the Buy4Michigan website as a primary means of public advertisement.

- **Questions about a recent award?**

See www.Buy4Michigan for bid tabs and award recommendations, or call the Purchasing Department to request a debriefing. Our staff will be happy to review bid results with you and answer your questions.

- **Curious about GRCC Purchasing Policy?**

See www.grcc.edu/sites/default/files/docs/policies/11-15_purchasing_policy.pdf - GRCC Purchasing Policy.

- **GRCC Purchasing Ethics**

The GRCC Purchasing Department is committed to adherence of the CODE of Ethics as defined by the National Association of Educational Procurement - www.naepnet.org. For information on expressing a concern, please see

www.grcc.edu/sites/default/files/migrated/sites/default/files/attachments/Ethics%20Brochure.pdf

- **GRCC Online Store**

Looking for a deal on everything from used electronics to lost and found?

See – GRCC: www.grcc.edu/onlinestore and/or Facebook:

www.facebook.com/pages/Grand-Rapids-Community-College-Online-Store/118604524861752.



The GRCC Online Store is now operational 24 hours per day. Purchases may be picked up on the 2nd and 4th Fridays of each month. More exciting changes are in store for 2017. Please see www.grcc.edu/onlinestore for details and updates.

GRCC also occasionally auctions surplus goods at eBay – www.ebay.com/usr/grccpurchasing and BidCorp.com - www.bidcorp.com/.



GRCC Mission, Vision, Values, & Ends

<http://www.grcc.edu/aboutus/missionvisionvaluesends>

Vision

As a college of distinction, GRCC inspires students to meet the needs of the community and the world.

Mission

GRCC is an open access college that prepares individuals to attain their goals and contribute to the community.

Values

Excellence – We commit to the highest standards in our learning and working environment as we strive for distinction in all aspects of our work.

Diversity – We create an inclusive learning and working environment that recognizes the value and dignity of each person.

Responsiveness – We anticipate and address the needs of students, colleagues, and community.

Innovation – We seek creative solutions to problems through experimentation and adaptation.

Accountability – We set benchmarks and outcomes to frame our decision-making, measure our performance, and evaluate our results.

Sustainability – We use resources in responsible ways to achieve balance among our social, economic, and environmental practices and policies.

Respect – We treat others with courtesy, consideration and civility.

Integrity – We commit to GRCC values and take personal responsibility for our words and actions.

Ends

In all instances, the work to achieve these Ends will reflect our core values.

End #1: Student Success Pathways

A student-centered experience will ensure GRCC students will learn the skills necessary to achieve their educational goals.

End #2: Workforce Pathways

GRCC will provide prepared students for the workforce in our community and the world.

End #3: Transfer Pathways

GRCC prepares students to transfer to the college or university of their choice.

GRCC Campus Map: http://www.grcc.edu/sites/default/files/docs/Maps/grcc_downtown_campus_map.pdf



DESTINATION	NUMBER/ LOCATION	DESTINATION	NUMBER/ LOCATION	DESTINATION	NUMBER/ LOCATION	DESTINATION	NUMBER/ LOCATION
Administration Building	17 . . . I-K-9	Carriage House	22 . . . M-9	Lettinga House	23 . . . N-9	Music Center	9 . . . F-4
Barclay Lot	14 . . . G-4	College Park Plaza	1 . . . B-4	Lyon Parking Ramp	2 . . . C-3	Practice Field	13 . . . G-2
☉ Student Parking		Cook Academic Hall	3 . . . C-4	☉ Student/Visitor Parking		Preschool (First United Methodist Church)	15 . . . G-9
Bostwick Parking Ramp	8 . . . D-5	Gerald R. Ford Fieldhouse	6 . . . D-3	Mable Engle	21 . . . M-9	Preschool Playground	15A . . . G-6
☉ Student/Visitor Parking		Ford Natatorium	6A . . . E-2	Main Building	4 . . . C-5	Sneden Hall	19 . . . L-9
Calkins Science Center	5 . . . D-1	Learning Center	10 . . . F-4	McCabe-Marlowe House	16 . . . I-7	Welcome Center	19A . . . L-9
						Sneden Hall Parking	20 . . . L-8
						☉ Student/Visitor Parking	
						Spectrum Theater	12 . . . F-7
						Stewart Edward White Hall	18 . . . L-9
						Student Center	7 . . . D-4
						Wisner-Bottrall Applied Technology Center	11 . . . F-5