

Doing Business with Delta College

Purchasing is responsible for the procurement of all equipment, services, materials, and supplies utilized by the Delta College campus. In providing these services in accordance with sound business practices, the office seeks to realize for the College the maximum value for every dollar expended.

Purchasing Authority

Purchasing at Delta College is centralized for efficiency of administration and management and to relieve faculty and staff of that responsibility. The Purchasing Department has the sole authority to order supplies, materials, and equipment and to obligate the College for contractual services. This authorization will normally be given through the use of a purchase order issued and signed by the Purchasing Department. No individual has the authority to enter into Purchase Contracts or in any way obligate the College for procurement indebtedness.

All suppliers shall execute their work in accordance with the non-discrimination practices of the College. Delta College does not discriminate in employment, education, public accommodation or public service on the basis of religion, race, color, national origin, age, sex, marital status, sexual orientation, height, weight, arrest record, veteran status, disability, or other classifications as required by applicable U.S. federal, state, or local law.

Ethical Standards of Conduct in Purchasing

The nature of public purchasing subjects all parties involved 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 matters. The Purchasing Department abides by the highest standards of excellence and integrity in all of our Supplier relationships.

Getting Started

In some instances, the individual or department initiates contact with vendors for the purpose of researching equipment, developing specifications, and determining the manufacturer or brand that will best satisfy their needs.

Vendors are permitted to visit individual campus departments. However, vendors must recognize that such visits are informational only, and any pricing requested is for budgetary quote purposes only and the inquiry is informal for informational purposes only. Departments are not authorized to enter into contracts with vendors without prior approval and authorization by Purchasing. The College is not committed to, nor will it honor, any purchase or contract without the issuance of a purchase order approved by Purchasing.

If a new vendor wishes to conduct business with the College, it is recommended they complete a Vendor Registration Application (available on the Delta College web site). Be advised that any contact between a department and vendor is for informational purposes only, and no contract exists, implied or otherwise.

Supplier Relations

Delta College Purchasing staff members are available to meet with suppliers by appointment. Please contact our office at (989) 686-9036 to make an appointment. Suppliers are encouraged to contact our office prior to making sales calls on campus. Suppliers are not to furnish goods or services without a valid purchase order. Equipment loans and product demonstrations for review purposes must be coordinated through the Purchasing office. Unauthorized purchases will be considered personal transactions between supplier and the employee of Delta College.

Directions to Delta College

The College's main campus is located on a 640-acre campus complex in Bay County, bordered by Hotchkiss, Mackinaw, and Delta Roads. The main campus site, at University Center, Michigan, is centrally located almost midway between the three counties' major cities of Saginaw, Bay City, and Midland.

From I-75: Take exit 160. Turn south onto M-84. Go approximately 1/4 mile to the second traffic light, and turn west onto Delta Road. Travel 1-1/4 miles. The College is on the right.

From US-10: Exit south at the Mackinaw Road exit onto Mackinaw Road. Travel about 2-1/4 miles, past the light at Salzburg Road, and through the blinker light at the Hotchkiss Road intersection. College is on the left.

Vendor Selection

Selection of reputable and reliable vendors is the responsibility of Purchasing. Suppliers who have not previously conducted business with Delta College are advised to complete the vendor application form and submit it to the Delta College Purchasing Department, 1961 Delta Road, University Center, MI 48710.

Delta College endeavors to conduct business in a fair and most equitable manner. Purchases will be made on the basis of price, quality, service, and delivery and other factors as stated in any request for proposal. Delta College reserves the right to award by item, group of items, total bid, or to reject any and all bids in whole or in part, and that is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of Delta College. In connection with the performance of any request for proposal, the vendor must agree not to discriminate against any employer or applicant for employment on the basis of race, sex, religion, age or national origin.

The Bidding Process

In accordance with the Purchasing Policy as delegated by the Board of Trustees, Delta College conducts an open, competitive bidding process. Depending on the dollar value of the order, this bidding process may take the form of a telephone or email quotation, a written bid, or a complex request for proposal.

To be awarded a purchase order for goods and services from Delta College, a vendor must be the lowest responsive bidder and responsible bidder meeting the specifications as required. Purchasing strives to act in the best interest of the College with regard to its purchase of goods and services.

For all purchases exceeding \$10,000, the purchases must be preceded by a competitive sealed bid unless they are covered by a pricing agreement, State contracts, are a single source of supply, or a waiver of sealed bid is approved by the President or Vice President of Business and Finance. The sealed bids are to be returned and will be dated/time stamped. The sealed bid request will state the day and time the bids are due and will be publicly opened at that time. No sealed bid will be accepted if received after the due date and time specified.

Facsimile bids are also not accepted. Purchases of less than \$10,000 may be bid of Purchasing judges that competitive bidding would be to the College's advantage.

Generally, price quotations will be obtained on purchases of more than \$1,000. Only qualified vendors shall be asked to make a quote, and all quotations will be kept confidential until the award is made. After the award is made, the list of bidders and the amount of each bid shall become public information and available to anyone on request, and by appointment.

Do's and Don'ts on Bidding

- DO
- Respond to all bids, even if it is a "No Bid." Repetitive failure to respond will eventually lead to removal from the bid list.
 - Submit all required documents requested in the bid package (price sheets, drawings, etc).
 - When bidding alternates, bid only those alternates equal or better than the items specified in the bid package and be sure to include info/specs on alternate items.
 - Sign all bid documents.
 - Submit all bids on time and in the quantities requested. Allow sufficient time for the bid to arrive in the Purchasing Department.
 - Fill all orders received on a timely basis and as specified.
 - If you have a question about information in a bid package, please contact the designated individual for clarification.
- DON'T
- Don't bid on contracts which your company cannot complete or for which you cannot obtain the necessary bond.
 - Don't qualify a bid against the terms and conditions of the bid proposal. Example: if a bid specifies a one-year term, don't bid on a six-month term.
 - Don't supply misleading delivery information.
 - Don't ask to change prices after the bid or proposal has been submitted.

Purchase Orders

An official purchase order containing an authorized purchase order number and approvals is the only method of purchase for goods and services obligating Delta College. The standard Purchase Order is used for orders for any dollar amount. When an emergency arises, Purchasing may place an order by telephone or other means. However, in all instances, a purchase order will be assigned, if a credit card payment is not required at the time of the order. If Delta College places the purchase order with a credit card, no Purchase Order is required.

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, but not limited to, price, quality, availability, delivery, and fitness for the particular purpose. Consideration is also given to the supplier's potential ability to successfully perform under an invitation to bid terms and conditions, and the bidder's past performance record.

Tax Status

Delta College is exempt from all state and federal taxes. Each purchase order issued makes reference to the tax exempt status.

Deliveries

Unless otherwise noted on the purchase order, all deliveries are to be made directly to Shipping and Receiving. Shipments are normally received between 8:00 a.m. and 4:00 p.m. Monday through Friday.

Delta College will not accept liability for goods and services ordered and/or shipped to the College without an approved purchase order.

Invoices

After items have been delivered or services performed, invoices shall be sent to: Delta College, Attn: Accounts Payable, 1961 Delta Road, University Center, MI 48710.

Invoices shall reference the College's purchase order number, complete description of goods or services provided, quantities/unit prices/extensions, discount terms, and invoice number. Delta College does not pay from statements. Invoices without a purchase order number will be delayed for payment until a purchase order number can be indicated.

Payments

Payment is issued by the College in a timely manner. The general policy is to make no prepayments or accept C.O.D.'s. Payments are made within 30 days from the receipt of the invoice or as per the payment terms stipulated with the purchase order.

Delta College Purchasing Department
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