

Vendor Outreach

COMMODITIES

The following is a list of commodities that GTCC's Purchasing Department expects to seek competition in the near future.

Commodity	Sample Items	Procedure	Person Responsible
Printing Services	Diploma covers	Informal quotes	End-user
Lawn Maintenance Equipment	Seed bed prep, lift, laser leveler, boom lift, tractor	Formal bid	Buyer or P&C
Musical Equipment and Supplies	Piano, rack, headphones, turn table, etc	Formal bids	P&C
Educational Equipment	Motor control	Formal bid	Buyer
Electrical supplies	Supplies	Written bid or eQuote	Buyer
Printing Supplies	Paper, cartridges, etc	Informal quotes	End-user
Medical Supplies	Needles, etc	Informal quotes	End-user
Telecommunications	Network components	Formal Bid	Buyer
Dental Supplies	Misc supplies	eQuote or Formal bid	Buyer
Medical/EMS Supplies	Electrodes, Vectra genisys	eQuote or Written Bid	Buyer
Technology Supplies	Laptop carts	Formal Bid	Buyer or ITS
EMS Equipment	Simulator	eQuote or Written bid	Buyer
Industrial Supplies	Hydraulis Unit, Pneumatics	Formal Bid	P&C
Welding Supplies	Pipe coupons, plate coupons, supplies	Formal Bid	Buyer
Cleaning Supplies	Misc supplies	Informal Quote	End-user
Food and Food Products	Produce, seafood, other	Formal Bid	Buyer
Salon Supplies	Dyes, etc	Informal Quote	End-user
Fire Protection	Fire coat, cylinder covers, masks, etc	eQuote or Written bid	Buyer
Aviation Supplies	Airplane parts and supplies	Informal quotes	End-user
Lab Supplies	Misc supplies	eQuote or written bid	Buyer
Office Supplies	Smartboards, display boards	eQuote or Written bid	Buyer
Automotive	Benchrack Pulling System	Formal Bid	P&C
Audio Visual	Projector system	eQuote or Written Bid	Buyer
Electrical	Wiring and other supplies	Formal Bid	Buyer
Health Equipment	Treadmill, etc	Formal bid	Buyer

PHYSICAL PLANT

UPCOMING PROJECTS

Campus Safety Upgrades:

- Campus Notification System (Internal & External)

Campus Energy Efficiency Enhancements:

- Energy Management System – Koury Hospitality Careers Center

HVAC Upgrades for High Point Campus:

- DDC Controls and Weekend Setback for H2
- DDC Controls and Weekend Setback for H3
- Replace RTU at H2
- Replace Packaged A/C Unit at H3
- Replace RTUs 8, 9, & 10 at H2

MIS Server Room Updates:

- Install Server Protection A/C Unit
- Install Backup Generator

CONSTRUCTION

UPCOMING PROJECTS

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| • Walkway from G Lot to Dental Science | Fall 2009 |
| • Jamestown Wayfinding (Signage) | Fall 2009 |
| • Sand Filter D Lot | Spring 2010 |
| • Underground Utility Extension to Dental Science | Summer 2010 |
| • HVAC Design for Gerrald Hall | Fall 2009 |
| • Renovation (HVAC) of Gerrald Hall | Summer 2010 |
| • Science Hall Restroom Renovations (ADA Compliance) | Spring 2010 |
| • Science Hall HVAC Renovation | Fall 2011 |
| • Transportation Upfit | Fall 2011 |
| • Williams Hall Window Replacement | Spring 2010 |
| • Dental Science Window Replacement | Spring 2010 |
| • Jamestown Electronic Sign | Fall 2009 |
| • Campus Notification System all campuses, external & internal | Spring 2010 |
| • CCTV (Campus Surveillance Systems) | Spring 2010 |
| • Replace RTU's High Point Campus | TBD |
| • Replace MIS HVAC System(s) | TBD |
| • Replace Back-Up Generator | TBD |
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| • Aviation Classroom Building | Spring 2010 |
| ○ All trades | |
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| • Jamestown Parking Deck (CM@Risk) | Spring 2010 |
| ○ All trades | |
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| • NW Campus (CM@Risk) | Spring 2010 |
| ○ All trades | |

PURCHASING DEPARTMENT PROCEDURES

GTCC's policy on seeking competition is as follows:

\$0 - \$2499	End-user seeks competition where possible. Catalogs, internet, sales reps, telephone, etc.
\$2500 - \$4999	End-user must document competition. Catalogs, internet, sales reps, telephone quotes, etc. Policy requires that the end-user seek competition from at least one HUB vendor.
\$5000 - \$10,000	Purchasing must seek competition through written quote/bid package or eQuotes. Turnaround time and available competition are the considerations when determining the use of eQuote or bid package. Vendors must register for eQuotes separately from the eProcurement registration. If an informal quote or eQuote is sent out by the buyer, the buyer is required to solicit competition from at least one HUB vendor.
\$10,000 - \$25,000	Purchasing must seek written competition through a bid package and advertised, at a minimum on the state's IPS system. Vendors, including HUBs, that have registered with VendorLink will receive notices of bids posted with their commodities.
\$25,000+	Purchasing forwards all information to Raleigh to solicit competition. Raleigh posts bid solicitations on the IPS system which will notify HUB vendors that are registered with VendorLink in the selected commodities.

THE E-QUOTE PROCESS:

If an e-quote is determined to be the best process to seek competition for orders between \$5,000 and \$10,000, the assigned buyer will issue the e-Quote from the NC e-procurement system. Vendors are selected from those vendors that have registered for e-Quotes. It is important to note that registering for the e-quote system is a separate registration from the e-procurement registration.

The steps include:

1. The buyer keys the request into an e-Quote on the e-procurement system.
2. The buyer selects vendors from the appropriate commodity list of vendors. A minimum of one (1) HUB vendor will be selected.
 - a. Vendors that have identified themselves as HUBs when registering for e-procurement are easily identified in the e-Quote system.
 - b. Buyers can easily seek competition from many HUB vendors when registered as a HUB in the system.
3. A need date for e-Quotes to be returned to the buyer is noted along with a need date for the items requested.
4. At the time and date noted as e-Quotes being due, the buyer will review all e-Quotes received.
5. The e-Quote will be awarded to the lowest responsive, responsible e-Quote that meets all requirements.
6. A purchase order is issued to the awarded vendor(s).

THE BID PROCESS:

The assigned buyer will work with the requisitioner to assure that all specifications are complete for the item(s) needed. A bid package is then put together and posted to the state's IPS system.

The steps include:

1. The assigned bidder completes the bid package and posts to the IPS system.
 - a. A prebid meeting may be required or urged and cautioned. If required, only bids submitted from vendors that attended the meeting will be accepted.
 - b. A date and time is listed for receiving written questions.
2. An addendum, if needed, is published on the state's IPS system with questions, comments, etc from the pre-bid meeting and/or the written questions submitted.
3. All bids that have been received by the date and time noted in the bid package are publically opened and read allowed.
4. The buyer along with the end-user will review all bids to assure that all specifications are met.
5. Bidders may receive a written request for clarification of his/her bid. A response date and time is noted in the email when sent.
6. The contract award will be listed on the state's IPS system and an email notification will be sent to the awarded vendor.

BIDS HANDLED BY RALEIGH:

If the dollar amount of the requisition is over \$25,000, the assigned buyer will work with the requisitioner to gather complete specifications for the items needed and forward those to Purchase and Contract or Information Technology Systems to handle the bid.

Raleigh works closely with GTCC to schedule pre-bid meetings, seek responses to questions received and assure that the bid process is handled appropriately.

Once the bids have been opened in Raleigh, GTCC will review all bids and make a recommendation for award to Raleigh.