Welcome to Guilford Technical Community College

This booklet is intended to provide suppliers and prospective bidders with some basic information about doing business with Guilford Technical Community College. The booklet will describe our purchasing process, policies and procedures.

We hope you find the information useful in your efforts to secure business in providing goods and services to GTCC. If you have any questions, please feel free to contact the Purchasing Department.
Information About GTCC

Founded as the Guilford Industrial Education Center on April 3, 1958, the training facility was established to prepare workers for technical jobs created by the rapid manufacturing growth in the county. The future GTCC opened that August in Jamestown with 50 students enrolled in two classes. In 1965, when the center was elevated to Guilford Technical Institute, the school was authorized to grant associate degrees.

The State Board of Community Colleges approved GTI’s request to add a college transfer program in 1983, and the institution became Guilford Technical Community College. GTCC’s mission has basically remained unchanged: the institution is charged to give the people of Guilford County the training and education they need to compete in the job market. GTCC offers certificates, one-year and two-year career-related programs, a two-year college transfer program, personal enrichment courses, a variety of adult education opportunities and training for business and industry.

GTCC operates from multiple campuses; the main campus in Jamestown at 601 East Main Street, the High Point Campus, 901 South Main Street, the Greensboro Campus at 3505 East Wendover Avenue, and three Greensboro Aviation locations; the T. H. Davis Aviation Center at 260 North Regional Road, Piedmont Triad International Airport, Aviation Center II at 819 Radar Road, and Aviation III at 1610 Old Stage Coach Trail, the Donald W. Cameron Campus and Conference Center located at 7908 Leaborne Road, Colfax and the Small Business Center, 1451 South Elm Street, Greensboro.
GTCC Quick Facts*

- Founded in 1958
- School mascot: Titans
- Campus locations can be found in Jamestown, Greensboro, High Point, the Aviation Centers at the Piedmont Triad International Airport and the Small Business Center
- 15,554 students in curriculum programs
- 27,112 students in continuing education programs
- Age of curriculum students:
  - 51% are less than 25 years old; 26% are 25-34
  - 14% are 35-44; 9% percent are 45 or older
- 56.0 percent of curriculum students are female
- 44.0 percent of curriculum students are male
- 51.0 percent of curriculum students are minority students
- GTCC has 279 full-time faculty members and 729 part-time faculty members

*Source: NCCCS Data Warehouse - September 2010
Purchasing
How to do Business With GTCC

GTCC’s faculty and administrative departmental personnel are instrumental in providing specifications for the equipment, supplies and services that they require. They are responsible for determining what they need, when they need it and the quantities needed. The GTCC Purchasing Department assists departmental personnel in soliciting competition and assures that all state and GTCC purchasing policies are followed. The Purchasing Department has sole authority within the institution to buy goods and services for use by the faculty, staff, and administration. All requests to purchase goods and services must be submitted directly to the Purchasing Department, or be purchased with the GTCC procurement card (P-card).

Any work, materials or services provided prior to receiving a purchase order are the sole responsibility of the supplier.

The College's purchase order system is under the supervision of the Director of Purchasing & Contract Administration. The system provides for the orderly and cost effective acquisition of the products and services needed to support the College and its mission and is in compliance with state law and administrative code governing the conduct of agencies expending public funds.

GTCC Website

Additional Information and resources concerning How to do Business with GTCC is available on our website: http://www.gtcc.edu/about-gtcc/purchasing/info-for-vendors.aspx

GTCC Purchasing Department

It is the responsibility of the GTCC Purchasing Department to support the college’s overall mission by procuring supplies, equipment, and services in a timely manner and by obtaining the most advantageous pricing. We provide information, assistance, and service to our faculty and staff, who are then better able to serve our students.

GTCC Purchasing Department’s location:
Guilford Technical Community College
601 High Point Road
Medlin Center
Second Floor Room 260
PO Box 309
Jamestown, NC 27282

The Purchasing department is open Monday through Friday during the hours of 8:00 AM to 5:00 PM.
GTCC Purchasing/Accounts Payable Personnel

Michael Stout  Director of Purchasing & Contract Administration  336-334-4822  ext. 50343  mcstout@gtcc.edu

Michael Perry  Assistant Buyer  336-334-4822  ext. 50203  mdperry2@gtcc.edu

Rebecca Rosebrough  Senior Procurement Clerk  336-334-4822  ext. 50308  rarosebrough@gtcc.edu

Dorothy Taylor  Procurement Technician  336-334-4822  ext. 50520  dataylor@gtcc.edu

Linda Myers  Procurement Technician  336-334-4822  ext. 50394  lsmyers@gtcc.edu

Julie Denil  Accounts Payable  336-334-4822  ext. 50142  jadenil@gtcc.edu

GTCC’s Purchasing Policy follows NC Division of Administration Purchasing and Contract Division, NC State Construction Office and NC Community College System’s requirements for purchasing products and services for the college.

The Purchasing Department has sole authority within the institution to buy goods and services for use by faculty, staff and administration personnel. GTCC is not responsible for payment of purchases obtained without prior approval and processed through the Purchasing Department.
Ethics

Guilford Technical Community College is committed to maintaining the highest professional standards in all of its academic and administrative operations; promoting ethical practices among its administrators, faculty, staff, and students; and ensuring a level of accountability appropriate for a public institution. Individuals are expected to observe all federal, state, and local laws including those pertaining to equal opportunity, nondiscrimination, and harassment. All public, purchasing personnel shall be entirely cognizant of the necessity of ethical behavior.

Ethical practices are a major concern in the realm of public purchasing. While laws and rules mesh to provide a mechanism for public purchasing, only people can make it work. Impediments to the process must be detected early and safeguards provided at all levels.

Everyone involved in the purchasing process (every person who engages with a supplier at any level, for any reason, including, but not limited to: requests for products information, inquiries into pricing, design, repairs, replacements, quote information or generating a requisition for purchase) is held accountable to the following principles and standards of purchasing practice:

1. The purchasing power of the State shall not be used for private advantage or gain. This means that no one can use their association with the State or GTCC to receive products, favors, services, or discounts for personal use.
2. Avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.
3. Refrain from any private business or professional activity that would create a conflict between personal interests and the interests of the institution.
4. Refrain from soliciting or accepting money, loans, credits or prejudicial discounts and the acceptance of gifts, entertainment, favors, or services from present or potential suppliers which might influence, or appear to influence purchasing decisions.
5. Employees will not discuss cost information, bid information or trade secrets with suppliers. Handle all information of a confidential or proprietary nature with due care and proper consideration of ethical and legal ramifications and governmental regulations.
Honoraria, Gifts and Gratuities Policy

GTCC requires all regular employees to read and be familiar with Executive Order No. 24 regarding Gifts to State Employees, NC General Statute 133-32 regarding the regulation of Gifts and Favors, GTCC’s Policy II-2.000 Code of Ethics, Policy IV-1.010 Conflict of Interest, and Honoraria, Gifts and Gratuities rules. GTCC’s policies can be reviewed on the GTCC website at http://www.gtcc.edu/about-gtcc/facilities-and-purchasing/purchasing/info-for-vendors/policies-and-procedures.aspx.

These policies stipulate that a trustee or college employee shall not accept or solicit any gift, honorarium, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities, or that could reasonably be construed as being offered with the intent to influence the employee's official conduct.

These statues also prohibit a supplier who has a current contract with GTCC, has performed work under contract to GTCC within the past year, or may be bidding on a contract in the future from offering or giving any Honoraria, Gifts or Gratuities to GTCC employees involved in the purchasing process.
1. Suppliers are required to register in the NC E-Procurement system.

In order to provide products and services to GTCC, a supplier must be registered in NC E-Procurement.

NC E-Procurement provides suppliers with:

- increased access to markets without additional supplier marketing efforts
- a single point of access for North Carolina government organizations
- a faster and more efficient method for quoting (eQuote)
- increased order accuracy through receipt of electronic orders with a consistent purchase order format.
- Standardization across organizations/agencies
- Better access to information and purchasing entities
- HUB suppliers noted in Term Contract catalog
- Improved compliance with contracts and purchasing rules

Overall, NC E-Procurement can help realize processing, marketing, and administrative cost savings. Suppliers can register at the following web address: https://vendor.ncgov.com/login.jhtml. For E-Procurement Help, please note that this web page has tabs for User Training, Supplier Tips and Frequently Asked Questions. If you have a problem registering in E-Procurement or if you have any questions, note the Help Desk contact information. A supplier may either call the E-Procurement Help Desk at 888-211-7440 (Option 2) or e-mail epservice@its.nc.gov. After using the above resources, if you're still having problems, contact the GTCC Purchasing Department by calling 336-334-4822 extension 50520 or 50394.

2. Suppliers should also register for e-Quote.

To sign up for eQuote, indicate your interest during the Statewide Vendor Registration process when presented with the option. You will then receive a welcome e-mail with your initial eQuote username and password. You cannot participate in eQuote until you go through the Vendor Registration process.

- eQuote is a tool that enables your company to electronically receive and respond to requests for quotations from government entities throughout the State of North Carolina including GTCC.
- eQuote works by providing buyers with an online request for quote form to organize their line item requests, quantities, attachments, and other specifications. Buyers search through a database of eQuote vendors, and choose to send an eQuote to the vendors that provide the goods or services they are looking for.
- Suppliers included in the eQuote are notified via e-mail or fax and invited to respond using an online template that allows for declines, substitutions and alternates by line item.
- There is no cost to your organization to respond to eQuotes. Your company is
responsible for a marketing fee when a purchase order is completed. There are no up-front registration or subscription fees.

Information concerning the eQuote process is available at:
http://eprocurement.nc.gov/Vendor/Using_eQuote.html

3. Suppliers should also register at Vendor Link (IPS) - the North Carolina Purchase and Contract's Interactive Purchasing System.

Suppliers can register at the following web address http://www.doa.state.nc.us/pandc/VendorLinkNC.htm.

North Carolina’s Interactive Purchasing System (IPS) allows Purchasers throughout the State to advertise formal solicitations via the Internet.

Suppliers register through Vendor Link NC will receive:

- Internet access to bidding opportunities 24/7
- Free self registration
- Ability to receive e-mail notifications of bidding opportunities statewide
- Access to government entities seeking products and services

Vendor Link allows the following functionalities:

- Bids by Category
- View a listing of solicitations by category for all purchasing entities.
- Bids by Department
- View a listing of solicitations by purchasing entity.
- Search for Open Bids
- Locate open solicitations by one or more selection criteria.
- Search by Bid Number
- Locate solicitations by bid number.
- IPS Bids posted from GTCC

When searching for a Guilford Technical Community College Bid, click on the Bids by Department Tab and look in each of the following categories:

- Purchase and Contract – Bids over $25,000
- ITS Statewide Procurement Office – Information Technology - Bids over $25,000
- CC- Guilford Technical Community College.
4. Supplier Opportunities to participate in State Contracts

A statewide term contract is normally awarded for a one or two-year period and may have renewal options or contract extensions. Term contracts are normally established through a competitive bid process. In order to be considered for getting on a term contract, the State requires you to respond to the solicitation and submit a bid that is both in compliance with the bid specifications and competitive in price. Under normal conditions you cannot be added to a term contract in the middle of the contract period. To receive notification of any bidding opportunities complete registration in Vendor Link.

5. Supplier Opportunities for product qualification on the State’s Qualified Products List (QPL)

The Engineering section within the Division of Purchase & Contract handles the QPL evaluation process. The process usually begins 6 to 8 months before a new statewide term contract is advertised for competitive bidding. A typical statewide term contract covers a one or two-year period with possible renewal options. The prequalification process includes submittal of information and possible samples to determine compliance with the specifications for the commodity being evaluated. This process may also include the evaluation of information and samples by an independent agency-user advisory committee.

The QPL evaluation precedes the expiration of a current contract if there is already one in place. Web links may be provided to the specifications, QPL, and existing contract. The web link information may also reference any third party laboratory test data or other certifications that might be needed for compliance with the specifications. Suppliers should track the expiration date on any existing term contract. Suppliers also need to make sure their company is registered in Supplier Link to receive updates for the commodities of interest.
To request a HUB designation for Vendor Link or for e-Procurement, you can find information to register at the NC Department of Administrations HUB Office at http://www.doa.nc.gov/hub/prog-certification.htm.

HUB Suppliers

The State of North Carolina has established laws requiring good faith efforts to purchase at least 10% of products and services from HUB suppliers and to obtain at least a 10% HUB participation in the total value of construction projects. In addition, Executive Order 150 was issued by the North Carolina Community College System to encourage and promote opportunities for all suppliers and contractors who participate in the College's procurement and construction processes, without regard to race, color, national origin, gender, or disability.

The Office for Historically Underutilized Businesses (HUB Office) launched its new Statewide Uniform Certification (SWUC) program on July 1, 2009. SWUC was developed to streamline the certification process and reduce the redundancy in certifying minority- and women-owned businesses and create a centralized HUB and minority/women business database.

Effective July 1, 2009, HUB firms must be certified through the HUB Office to be listed in the database to be counted by local and state entities for HUB participation and the reporting purposes.

Certification as a HUB supplier provides greater exposure for business opportunities in state procurement and contracting. The names of HUB firms are listed in the Vendor Link System which is widely used by state agencies, universities, community colleges, local schools, local governments and institutions and the public to locate historically underutilized businesses for goods, services and construction.

Prospective HUB firms must provide documentation to the HUB Office that at least 51% ownership, management and control of the company is by a minority, woman, disabled or disadvantaged individual or group of individuals. As appropriate, site visits may be conducted on existing and prospective HUB firms to determine or substantiate eligibility for HUB certification.

Services provided by the State HUB office include:
• Assistance with online supplier registration and HUB Certification
• Assistance with updating supplier profile
• Bid searching techniques
• Marketing strategies
• One-on-one consultation
• Business development needs assessment
• Business resource and financial assistance referrals
Benefits of HUB Certification include:

- HUB Certification is free of charge.
- Certification is valid for two years, provided that the business continues to meet the eligibility requirements.
- Certified HUB Suppliers are registered with the Division of Purchase and Contract’s web-based HUB Vendor Directory/Vendor Link. State agencies use the HUB Vendor Directory in conjunction with the E-Procurement database to solicit bids from certified HUBs for state purchasing and public works contracts.
- Prime contractors also use the HUB Vendor Directory to identify HUBs in order to send them notification of their subcontracting opportunities.
- This provides increased exposure to the general public, as well as other entities that have a supplier diversity program and are searching for minority and woman-owned businesses.

GTCC HUB Policy

In 2002, GTCC adopted a policy to make good faith efforts to exceed the minimum of 10% of all purchases to be with HUB suppliers.

The policy states:
“IT IS THE INTENT OF THE BOARD OF TRUSTEES OF GUILFORD TECHNICAL COMMUNITY COLLEGE TO ENCOURAGE AND PROMOTE EQUAL OPPORTUNITIES FOR HISTORICALLY UNDERUTILIZED BUSINESSES IN ORDER TO FOSTER MORE DIVERSE PARTICIPATION IN ALL ASPECTS OF PROCUREMENT AND CONTRACTING OPPORTUNITIES AT GUILFORD TECHNICAL COMMUNITY COLLEGE. FURTHER, IT IS THE POLICY OF BOARD OF TRUSTEES OF GUILFORD TECHNICAL COMMUNITY COLLEGE TO PROHIBIT DISCRIMINATION AGAINST ANY PERSON OR BUSINESS ON THE BASIS OF RACE, COLOR, SEX, RELIGION, OR NATIONAL ORIGIN.”

The complete policy is available on: http://www.gtcc.edu/media/11785/hubpolicy.pdf.

HUB businesses are defined as one:
1. In which at least 51 percent of the business, or of the stock in the case of a corporation, is owned by one or more minority persons, women, or disabled persons, and
2. Of which one or more minority persons, women, or disabled persons control the management and daily business operations.

The objectives of this Policy are:
1. To increase the college’s expenditures for the procurement of goods and services from HUB suppliers to a goal of at least 10 percent while maintaining the integrity of sound financial practices and complying with state purchasing and contracting laws and policies.
2. To more accurately report the participation by HUB suppliers and contractors in procurement and construction contracts at the college.
3. To comply with state laws and procedures related to participation by HUBs in construction, service, and procurement contracts.
Bid Process
State Delegations for Competition

The State Department of Purchasing and Contracting requires different methods of soliciting competition based on the total dollar amount of the requisition. Requisitions cannot be divided in order to avoid the required level of competition.

The following table provides an overview of the dollar amounts and the type of solicitation required.

<table>
<thead>
<tr>
<th>Amount of Purchase</th>
<th>Solicitation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4999 or less</td>
<td>Purchase requests for commodity and services should be sought competitively where practical and in the best interest of the college. These quotes can be obtained through phone, e-mail, catalogs, internet searches, etc.</td>
</tr>
<tr>
<td>$5000 - $25000</td>
<td>Purchase requests for commodity and services are submitted to the Purchasing Manager to solicit competitive formal quotes/bids. The NC Interactive Purchasing (IPS), eQuote, Requests for Bid (RFP) Request For Services (RFS) and Invitation to Bid (IFB) will be used as well as other solicitation methods for these purchase requests.</td>
</tr>
<tr>
<td>Over $25000</td>
<td>Purchase requests for commodity products are required to be sent to the NC DOA Purchase and Contract Division to seek competitive bids and for processing according to state guidelines</td>
</tr>
<tr>
<td>Commodity Purchases</td>
<td></td>
</tr>
<tr>
<td>Over $30,000 -</td>
<td>Purchase requests for Construction and Facilities projects require requires written solicitation or advertisement. The NC Interactive Purchasing System (IPS), Informal Bid Contracts and Professional Service Agreements (PSA) will be used as well as other solicitation methods for these purchase requests.</td>
</tr>
<tr>
<td>$500,000 Construction and Facilities Projects</td>
<td></td>
</tr>
<tr>
<td>Over $500,000</td>
<td>Purchasing requests will be processed as Formal Construction Contract following procedures contained in the NC General Statutes, State Construction Office and the NCCCS Construction Manual.</td>
</tr>
<tr>
<td>Construction and Facilities Projects</td>
<td></td>
</tr>
</tbody>
</table>
Supplier Review of Solicitation

- Suppliers should carefully and thoroughly review the Bid package noting the specifications of the products or services; special requirements, delivery dates and Terms and Conditions.
- Questions concerning the bid should be submitted in writing (e-mail) to the assigned Senior Buyer. If it is determined that the response is material to the Bid, an addendum to the Bid will be issued. Bidders are responsible for checking the IPS system to be aware of any addendums to the original bid.
- Suppliers should note if a Pre Bid meeting is scheduled. If the Pre Bid meeting is mandatory, the Supplier is required to attend. Suppliers must arrive on time and stay for the duration of the meeting. No bids will be opened from suppliers who do not attend.
- Suppliers are required to agree to the terms and conditions in the Bid Package. Agreement is made by the supplier’s authorized signature of the execution page. If the Supplier includes additional terms and conditions, it may result in rejection of the bid.
- Suppliers should check that all required documents are signed and any addendums are returned with the original bid package. Bids received that do not have the addendums included and signature where required, will not be considered for award of business.
- Suppliers should note the date/time the bids are required to be returned to the Purchasing Department. Bids received after submittal date/time will not be opened or considered for the award of business.
- Suppliers can review a Bid Check List located on the GTCC website for items to review before submitting a bid. The web address is http://www.gtcc.edu/about-gtcc/facilities-and-purchasing/purchasing/info-for-vendors/bid-check-list.aspx.
Contract Awards

- Bids beginning with “99-“ are posted on the state IPS system located at http://www.ips.state.nc.us/ips/pubmain.asp.
- During the bid process, all communication concerning the bid must be directed to the Purchasing Department.
- Potential bidders are not to contact the end user during the bid process or during the review process.
- Awards are made to the lowest, responsive, responsible bidder that meets specifications.
- Once opened, all quotes and bid information are public record.
- Tabulations for “99” bids will be posted to the website and available for public view.
- GTCC does not send out written quote/bid tabulations.
- Interested parties may view documents in the Purchasing Department located in the Medlin Center on the Jamestown campus by appointment.

Terms and Conditions

All bids are subject to the provisions of the State of North Carolina’s General Contract Terms and Conditions. Bidders are instructed not to attach any additional terms and conditions in their response. The State and GTCC objects to and will not evaluate or consider any additional terms and conditions submitted with a bidder’s response. This applies to any language appearing in or attached to the document as part of the bidder’s response. By execution and delivery of the document, the bidder agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.

Transportation

Transportation of deliverables shall be FOB Destination; unless otherwise specified in the solicitation document or purchase order. Freight, handling, hazardous material charges, and distribution and installation charges shall be included in the total price of each item. Any additional charges shall not be honored for payment unless authorized in writing by the Purchasing Department. In cases where parties, other than the Supplier, ship materials against this order, the shipper must be instructed to show the purchase order number on all packages and shipping manifests to ensure proper identification and payment of invoices. A complete packing list must accompany each shipment.
NC Preference

Effective March 1, 2010, state contracts for goods are subject to NC Preference, Gov. Bev Perdue’s new initiative to help protect and grow North Carolina jobs. Executive Order No. 50 directed the Division of Purchase and Contract to develop a price-matching system that provides qualified North Carolina companies whose bids are within 5 percent or $10,000 of the lowest bid, whichever is less, an opportunity to price-match the lowest qualified bid and secure the contract.

NC Preference applies only to goods, since such bids are objective and easy to measure. NC Preference does not cover construction bids, contracts for services, computers and software.

North Carolina law defines a resident firm as one that pays taxes in North Carolina and has its principal place of business located here. Businesses that operate here but have their central operations located out of state are not eligible. The goal is to keep North Carolina dollars in North Carolina.

The revised bid process will require bidders who want to be considered under the Executive Order to complete a short form included with the bid solicitation. Then, if that bidder meets the requirements of the Order, and in response to a question in the bid has indicated that he wishes to be considered per the Order, bidder will then be provided with an opportunity (“right of first refusal”) to offer the “price-matched” bid price.

State Contracts

The North Carolina Purchasing and Contract Division will negotiate with suppliers and will contract with them on behalf of state agencies and community colleges on frequently purchased products. GTCC’s policy states that when the products needed are on a state contract, the purchase should be made from that state contract.

Sole Source

GTCC makes every effort to assure that competition is solicited where there are multiple sources of supply.

In order for a purchase to be classified as sole source, the Purchasing Manager seeks written confirmation from the potential sole source supplier and from research in that supplier’s industry field.
Protest Procedures

A supplier wanting to protest a contract award of a solicitation must submit a written request to the GTCC Purchasing Manager. This request must be received by GTCC within thirty (30) consecutive calendar days from the date of the contract award, or within the time period specified in the bid. The protest must contain specific sound reasons and any supporting documentation for the protest. Note: Contract award notices are sent only to those actually awarded contracts and not to every person or firm responding to a solicitation.

End user Disputes

In order to avoid end user disputes after receipt of goods or services, the Purchasing Department will work closely with the end user to be sure that product descriptions, specifications, etc. will meet the needs of the end user. The Purchasing Department may, at its discretion, elect to have the end user review quotes or bids received to provide input prior to the actual award of the contract.

In the event that the end user does have a dispute, the end user will notify the supplier and the Purchasing Department of the problem. The end user will make every effort to resolve the issue directly with the supplier. In the event that no resolution is reached, the end user will request the Purchasing Department to become involved. This request must include the purchase order number, the supplier name, contact name, a description of the problem and an outline of what has taken place to date. Purchasing will then take the lead in reaching a resolution that is in the best interest of GTCC.
Returning Product to Suppliers

The GTCC Purchasing Department must be notified by the GTCC end user prior to returning any product to a supplier. Permission to return must be granted by the supplier. Information required to obtain return authorization includes, but is not limited to:

1. Purchase order number
2. Item number on the purchase order
3. Description of item to be returned
4. Quantity to be returned
5. Reason for return
6. Replacement or refund requested.
Procurement Card Program (P-Card)

The procurement card program is designed to provide a quick turnaround on the purchase of small dollar items with a reduction in paperwork, approvals and time.

The use of a procurement card does not, in any way, eliminate the need to comply with all GTCC and the state of North Carolina purchasing policies, procedures and regulations. The program will be coordinated through the Purchasing Manager and the Controller.

Guidelines For Accepting a P-Card Purchase

GTCC’s cardholders are required to be familiar with all state and GTCC purchasing policies pertaining to the allowable dollar amounts, competition, HUB suppliers and state contracts. The supplier should be able to follow these guidelines:

- The supplier will accept the GTCC P-card.
- Each P-card issued will have the cardholder’s name embossed on the front of the card. The name on the card is the ONLY person that will be able to use the card. No other person is authorized to use the card.
- The supplier will have ALL items ordered in stock and will ship as one complete shipment. There are no backorders allowed on P-card purchases.
- The supplier can provide the cardholder with a copy of the quote by Fax or e-mail.
- The supplier will provide an itemized charge receipt, if the cardholder makes an over the counter purchase. Any sales tax, delivery or installation is to be included on the charge receipt. The cardholder will then sign the charge receipt slip.
- The supplier will follow shipping instructions. These include:
  1. Note the cardholder’s name and telephone number on the shipping label and the packing list.
  2. Put the words “P-card purchase” on the shipping label.
  3. Ship only to a GTCC’s shipping address. No order can be shipped to the cardholder’s home address or to any other alternate address. The correct shipping address is 601 High Point Road, Jamestown, NC 27282.
Supplier Visits

The GTCC Purchasing Department has an open door policy. Suppliers are encouraged to call or visit the GTCC Purchasing Department to become familiar with the products and services required by the College. In addition, suppliers are encouraged to drop off their product and services information and a completed Vendor Registration form available on GTCC website at http://www.gtcc.edu/about-gtcc/facilities-and-purchasing/purchasing/forms.aspx.

Appointments are not required but are encouraged to assure that there is adequate time available for the meeting.

The GTCC Purchasing Department recognizes that the end users in the various departments are best able to provide suppliers with the purpose and specifications of the goods and services they require. As such, our suppliers are encouraged to work directly with our end users to help them to determine what will best fulfill their requirements. As a result of this approach, suppliers are not required to arrange appointments through the Purchasing Department with the various departments on campus. Those appointments can be made directly with the contact person for those areas.

NOTE: The Purchasing Department has sole authority within the institution to buy goods and services for use by faculty, staff and administrative personnel. GTCC is not responsible for payment of purchases obtained without prior approval and processed through the Purchasing Department.

Also, see requirement concerning purchases through state contract. Suppliers are not to attempt to sell products that are on state contract.
Environmentally Preferable Goods and Services, Recycling and Source Reduction

As a component of Executive Order #156, GTCC encourages environmental sustainability efforts that help develop markets for recyclable materials. GTCC shall procure and use environmentally preferable goods and services, including products made wholly or in part from recycled materials, whenever feasible and practicable. GTCC shall give consideration to environmentally preferable products that are more energy efficient, less toxic, less polluting, and which generate less waste overall.

We also encourage and promote using minimal packaging and the use of recycled/recyclable products in the packaging of commodities purchased. However, no sacrifice in quality of packaging will be acceptable. The company remains responsible for providing packaging that will protect the commodity and contain it for its intended use.

TRANSACTION FEE

The successful Supplier(s) shall pay a transaction fee of 1.75% (.0175) on the total dollar amount (excluding sales taxes) of each purchase order issued for goods through the Statewide E-Procurement Service. This applies to all purchase orders, regardless of the quantity or dollar amount of the purchase order. The transaction fee shall neither be charged to nor paid by the State, or by any State approved users of the contract. The transaction fee shall not be stated or included as a separate item in the proposed contract or invoice. There are no additional fees or charges to the Supplier for the services rendered by the Supplier Manager under this contract. Supplier will receive a credit for transaction fees they paid for the purchase of any item(s) if an item(s) is returned through no fault of the Supplier. Transaction fees are non-refundable when an item is rejected and returned, or declined, due to the Supplier’s failure to perform or comply with specifications or requirements of the contract.

Supplier, or its authorized Reseller, as applicable, will be invoiced monthly for the State’s transaction fee by the State’s Supplier Manager. The transaction fee shall be based on purchase orders issued for the prior month. Unless Supplier Manager receives written notice from the Supplier identifying with specificity any errors in an invoice within thirty (30) days of the receipt of invoice, such invoice shall be deemed to be correct and Supplier shall have waived its right to later dispute the accuracy and completeness of the invoice. Payment of the transaction fee by the Supplier is due to the account designated by the State within thirty (30) days after receipt of the correct invoice for the transaction fee, which includes payment of all portions of an invoice not in dispute.
Taxes & Payments
Taxes

The North Carolina terms and conditions contain the following information on taxes.

Federal: All agencies participating in this contract are exempt from Federal Taxes, such as excise and transportation. Exemption forms submitted by the contractor will be executed and returned by the using agency.

Other: Prices offered (in bids or quotes) are not to include any personal property taxes, nor any sales or use tax (or fees) unless required by the North Carolina Department of Revenue.

The following items are exempted from N.C. sales tax:
- Items purchased for resale
- Rental of real property
- Institutional membership fees

GTCC is NOT tax exempt. All other purchases of supplies and materials are subject to the current sales tax rate. Sales tax is calculated on the total cost, including freight charges, if the shipment originates outside of North Carolina. Freight charges for shipments that originate within North Carolina are NOT taxable.

If an item is being traded in as a part of the payment, the sales tax is calculated on the original sales cost and not on the net cost.

Payment for Products and Services

All invoices are required to be made out to Guilford Technical Community College (GTCC) and mailed directly to:

Guilford Technical Community College (GTCC)
Accounts Payable Department
PO Box 309
Jamestown, NC 27282

Correct, original invoices are required. N.C. sales and use taxes are to be shown as separate line items on the invoice. The GTCC Purchase Order number is required on the invoice. C.O.D. deliveries are not accepted. Normal terms for GTCC are Net 30. All invoices are paid based on the direction provided by the state of North Carolina.
Additional Resources Available:

- GTCC Website: www.gtcc.edu
- State Purchasing Website: www.doa.state.nc.us/PandC/
- State of North Carolina Interactive Purchasing System: www.ips.state.nc.us/ips/pubmain.asp
- E-procurement: http://eprocurement.nc.gov/
- North Carolina Community College System’s Purchasing and Procedures Manual: http://www.nccommunitycolleges.edu/Facility_Services

Agency Contacts

♦ N. C. Community College System
5013 Mail Service Center
Raleigh, NC 27699-5013
Street Address: 200 West Jones Street, Raleigh, NC 27603-1379
Telephone: (919) 807-7100
Fax: (919) 807-7164

♦ N. C. Department of Administration
Division of Purchase and Contract
1305 Mail Service Center
Raleigh, NC 27699-1305
Street Address: 116 West Jones Street, Raleigh, NC 27603-8002
Telephone: (919) 807-4500

♦ State IT Procurement Office
4101 Mail Service Center
Raleigh, NC 27699-4101
Street Address: 3512 Bush Street, Raleigh, NC 27609
Telephone: (919) 981-5295
Fax: (919) 981-5374

♦ NC E-Procurement (NC@YourService)
https://vendor.ncgov.com
Customer Service E-mail: epservice@its.nc.gov
Customer Service Telephone: (888) 211-7440

♦ Office for Historically Underutilized Businesses
1336 Mail Service Center
Raleigh, NC 27699-1336
E-mail: huboffice.doa@ncmail.net
Telephone: (919) 807-2330
Fax: (919) 807-2335