



MARICOPA  
COMMUNITY  
COLLEGES

## VENDOR GUIDE

*Doing Business with  
Maricopa Community Colleges*

***“...creating accessible, effective and***

***affordable environments for***

***teaching and learning...”***

## ***The Colleges***

**Chandler/Gilbert Community College**  
2626 East Pecos Road  
Chandler, AZ 85225  
(480) 732-7000

**Estrella Mountain Community College**  
3000 North Dysart Road  
Avondale, AZ 85323  
(623) 935-8000

**GateWay Community College**  
108 North 40th Street  
Phoenix, AZ 85034  
(602) 392-5000

**Glendale Community College**  
6000 West Olive Avenue  
Glendale, AZ 85302  
(623) 435-3000

**Mesa Community College**  
1833 West Southern Avenue  
Mesa, AZ 85202  
(480) 461-7000

**Paradise Valley Community College**  
18401 North 32nd Street  
Phoenix, AZ 85032  
(602) 493-2600

**Maricopa County Community College District Office**  
Purchasing Department  
2411 West 14th Street  
Tempe, AZ 85281-6942  
(480) 731-8520

**Phoenix College**  
1202 West Thomas Road  
Phoenix, AZ 85013  
(602) 264-2492

**Rio Salado Community College**  
Administration Office  
2323 West 14th Street  
Tempe, AZ 85281  
(480) 517-8000

**Scottsdale Community College**  
9000 East Chaparral Road  
Scottsdale, AZ 85250  
(480) 423-6000

**South Mountain Community College**  
7050 South 24th Street  
Phoenix, AZ 85040  
(602) 243-8000

**Maricopa Skill Center**  
1245 East Buckeye Road  
Phoenix, AZ 85034  
(602) 238-4300

**Chandler-Gilbert Community College**  
Williams Campus  
7360 E. Tahoe Ave.  
Mesa, AZ 85212  
(480) 988-8000

## ***Table of Contents***

<b>Welcome, Goals and Mission</b>	<b>1</b>
<b>Vendor Registration Information</b>	<b>2</b>
<b>Who to Contact</b>	<b>2</b>
<b>Price Quotes</b>	<b>2</b>
<b>The Purchasing Process</b>	<b>3-4</b>
<b>Procurement Methods</b>	
<b>Submitting a Bid or Proposal</b>	
<b>Bid Opening</b>	
<b>Purchase Orders/Limited Purchase Orders</b>	
<b>Changes in Orders</b>	<b>5</b>
<b>Evaluation and Loan of Equipment</b>	<b>5</b>
<b>Gratuities and Conflict of Interest</b>	<b>5</b>
<b>How You Can Help Us</b>	<b>5</b>
<b>Our Website</b>	<b>6</b>
<b>Our Location and Hours of Operation</b>	<b>6</b>
<b>The Colleges</b>	<b>7</b>
<b>Buyer Directory</b>	<b>Insert</b>

*Revised 07/08*

## **Who We Are**

The Maricopa Community College District is a separately governed entity, consisting of ten colleges and two skill centers, and is one of the largest community college systems in the nation. The Purchasing Department is responsible for negotiating pricing, terms and conditions for goods and services for the District. The Purchasing function is centralized for all purchases that exceed \$2,500. Fiscal Agents for each college have the authority to commit District funds for purchases under that amount. *Any verbal commitment of District funds by others without an approved purchase order is not valid and will be considered a personal transaction between the vendor and the individual.*

## **Welcome**

## **Our Goals and Responsibilities**

The Purchasing Department of the Maricopa Community College District (District) strives to afford equal competition to all interested parties. Our goal is to maximize the resources of the District and obtain the best possible product and value. We encourage products that are environmentally compatible, recycled or recyclable. We also encourage the development and support of minority-owned and woman-owned firms.

## **Our Mission**

The Purchasing Department has as its primary mission the duty to serve the colleges and support service departments in the most cost-efficient and responsive manner possible. In doing so, the mission of the District to serve the students is made possible.

As a core of professionals, the entire department seeks innovative answers to the needs of its customers; while making cost-effective use of District funds. Staff must meet the mandates of the rules and regulations which govern their actions as well as perform their duties in an ethical and responsible manner.

***“Seeking innovative answers to***

***the needs of our customers...”***

## **Our Website: <http://www.dist.maricopa.edu/purchasing>**

In an effort to better serve the needs of the business community and our internal customers, we have established a website which contains easily accessible information including a list of current bid opportunities, a downloadable vendor registration form, and an on-line buyer directory. Look to this site often for IFBs, RFPs, documents, and other helpful information.

## **Our Location and Hours of Operation**

The Purchasing Department is located at the Maricopa Community College District Office at 2411 West 14th Street, Tempe, AZ 85281-6942. Phone: (480) 731-8520 Fax: (480) 731-8190. Purchasing office hours are 8:00 AM to 5:00 PM, Monday through Friday; and 7:00 AM to 6:00 PM Monday through Thursday during the summer.

## **Thank You**

We make it our responsibility to explain the procedures and policies in which we must operate, to those who ask. We can guide you through the processes, but cannot give one vendor an unfair advantage over another.

We look forward to receiving your bid, quote, or proposal and to learn more about the products and services your firm can provide.

**Procurement Methods**

Three methods of procurement are used. The type depends upon the dollar amount and product or service needed.

**1) Under \$50,000\***

Competitive bidding and requests for quotations are used for purchases under \$50,000. The buyer solicits bids or quotations from at least three firms. These Request for Quotations may be done in writing or orally. The bid is awarded to the lowest responsive and responsible bidder.

*\*Note: Purchasing transactions are not to be artificially divided or fragmented by the requisitioner to meet the lesser requirements of lower dollar transactions.*

**2) IFBs**

Purchases above \$50,000 require competitive sealed bidding. Notices in the form of an Invitation for Bid or IFB, are mailed to vendors on the District bid list. A public notice announcing these requirements is printed in the Tribune newspaper. All terms, conditions, and specific needs are listed on the IFB document.

The bids are received by a set date and time and are opened publicly. Pricing and other appropriate information is read aloud. The bid is awarded to the vendor submitting the lowest responsive and responsible bid that conforms to all material aspects of the criteria set forth in the IFB document.

**3) RFPs**

Sealed proposals are used in the Request for Proposal, or RFP, process. RFPs are used to obtain services in which price is only part of the consideration in the procurement process. RFPs are used for contracting for professional services of architects, engineers, and consultants.

This process involves issuance of an RFP document that outlines the project and District needs and solicits responses about experience, background, expertise and creative solutions to the needs of the District. Discussions may be held with responsible proposers. These discussions are held for clarification and to ensure full understanding of the proposer’s qualifications and understanding of the project. No disclosure of information from proposals offered by competing proposers shall be made. The successful proposer is the professional who best meets the needs of the District.

**Submitting a Bid or Proposal**

Vendors submit completed IFB or RFP packages according to written directions given in each Bid or Proposal. It is the sole responsibility of the bidder to make sure that Purchasing receives the bid or proposal at the stated location before the time and date specified. Previously submitted bids or proposals may be withdrawn or modified before the date and time of the bid opening by **written request** from the Vendor. Late bids or proposals will not be accepted and will be rejected without regard for the degree of lateness or the reason, including causes beyond the control of the bidder.

**Bid Opening**

Bid packages are opened by the responsible Buyer on the date and time specified in the Bid. Bidders and the public are invited but not required to attend bid openings. Pricing and other appropriate information is read aloud. No decisions about the final award of a contract will be made at the opening. Successful vendors will be notified by Purchasing. A Purchase Order issued by the Purchasing department is the method of contracting with the District.

**Purchase Orders and Limited Purchase Orders**

Two purchasing documents are legal and binding upon the District. The Purchase Order (PO, \$2,500 or above) is issued by District Purchasing and has the signature of an authorized employee of the Purchasing department. The Limited Purchase Order (LPO) is signed by a college Fiscal Agent, authorizing purchases up to \$2,500. This amount **does not** include applicable taxes and other charges. LPOs exceeding \$2,500 before taxes and any applicable shipping are not valid. All orders issued on LPOs are to be shipped complete. Request for payment of LPOs must be submitted on a single invoice.

### **Changes in Orders**

All changes to Purchase Orders must be authorized by Purchasing. Changes to Limited Purchase Orders may be made by the campus Fiscal Agent, as long as the total amount of the order (minus tax and shipping) does not exceed \$2,500.

### **Evaluation and Loan of Equipment**

Equipment or software may be brought in for evaluation purposes, only after receipt of a Purchase Order issued by the Purchasing Department. This Purchase Order shall be marked "FOR EVALUATION PURPOSES ONLY." All costs associated with the delivery, installation, evaluation and return of the equipment shall be borne by the vendor. Also, all risk of loss or damage remains with the vendor.

### **Gratuities and Conflict of Interest**

Purchasing staff and all other District employees are prohibited from accepting gifts, gratuities or favors, though the intent may be customary or honorary in practice. All District employees and vendors are subject to appropriate civil and criminal statutes related to conflict of interest, bribery, and other similar offenses.

### **How You Can Help Us**

- Familiarize yourself with our processes and procedures. Offer suggestions about how we can better serve our customers, the college staff, and students.
- Provide us with the latest catalogs and price lists as well as with any changes of address or phone numbers.
- Let us know if our specifications for products or services can be improved.
- Keep us informed of back order or shortage situations, changes or improvements in technology and other information.
- Respond to our requests for bids. If you do not wish to bid on one project, notify us in writing that you wish to remain on the bid list.
- Always insist on receiving a Purchase Order number for any order.
- Always make sure that the Purchase Order number is referenced on all invoices and other correspondence. Also, differences between invoice and PO amounts can cause delays in payment.

### **Vendor Registration**

Due to the size and complexity of the District and the programs offered, we buy a wide range of products and services. Vendors can review the commodities list and request to be included on the bid list by completing a Vendor Registration Form available from our office or website.

### **Who to Contact**

Buyers for the Maricopa Community College District have areas of specialization and serve different groups on the campuses. Because buyers assist campus personnel on a regular basis, they may be able to direct you to possible campus contacts. A list of buyers and their categories of products and services is enclosed in this brochure (this list also appears on our website). You are strongly encouraged to call for an appointment. Vendors who do not have an appointment may not be able to be seen.

### **Price Quotes**

Buyers may request price quotes either verbally or in writing from various vendors. They will either call or fax a Request for Quotation form. Your assistance in providing a quote for the products or services specified is greatly appreciated.

You may also be contacted directly by District employees working at the various campuses who are seeking information about products or services you sell. We appreciate your assisting these individuals with budgetary pricing and informational materials, but caution you to remember that all purchases are subject to a competitive process. We try to maximize competition to the best of our ability. On smaller purchases, this may mean contacting only two or three vendors. If you have interest in bidding on orders of this size, keep in contact with the appropriate buyer and other possible contacts at the various campuses to express your continued interest.

**Serving our colleges in the most**

**cost-efficient manner possible.**

"...creating accessible, effective and

affordable environments for

teaching and learning..."



## MCCCD Buyer Directory

Maricopa Community College District Office

Purchasing Department

<http://www.maricopa.edu/purchasing/>

2411 West 14th Street

Tempe, AZ 85281-6942

(480) 731-8520

### The Colleges

Chandler/Gilbert Community College 2626 East Pecos Road Chandler, AZ 85225 (480) 732-7000	Phoenix College 1202 West Thomas Road Phoenix, AZ 85013 (602) 285-7500
District Support Services Center 2411 West 14th Street Tempe, AZ 85281 (480) 731-8000	Rio Salado College Administration Office 2323 West 14th Street Tempe, AZ 85281 (480) 517-8000
Estrella Mountain Community College 3000 North Dysart Road Avondale, AZ 85323 (623) 935-8000	Scottsdale Community College 9000 East Chaparral Road Scottsdale, AZ 85250 (480) 423-6000
GateWay Community College 108 North 40th Street Phoenix, AZ 85034 (602) 392-5000	South Mountain Community College 7050 South 24th Street Phoenix, AZ 85040 (602) 243-8000
Glendale Community College 6000 West Olive Avenue Glendale, AZ 85302 (623) 435-3000	Maricopa Skill Center 1245 East Buckeye Road Phoenix, AZ 85034 (602) 238-4300
Mesa Community College 1833 West Southern Avenue Mesa, AZ 85202 (480) 461-7000	MCC Red Mountain Campus 7110 East McKellips Road Mesa, AZ 85207 (480) 654-7200
Paradise Valley Community College 18401 North 32nd Street Phoenix, AZ 85032 (602) 493-2600	Williams Education Center 7360 E. Tahoe Ave. Mesa, AZ 85212 (480) 988-8000

<b>Rich Sauriol, CPPB</b> Purchasing Manager	(480) 731-8523	rich.sauriol@ domail.maricopa.edu
<i>Professional Services</i> Architects/Engineers Consultants	<i>Utilities</i> <i>Insurance Services</i> <i>Third-Party Financing</i>	<i>Construction</i> Major
<b>Keith Killourie, CPPB</b> Buyer III	(480) 731-8518	keith.killourie@ domail.maricopa.edu
<i>Communications</i> Cabling, Wiring Telephones Satellite Services Pagers Two-Way Radios	<i>Computers</i> Equipment Supplies Software Installation	<i>Security</i> Services, Systems Contract Personnel Guns & Ammunition
<b>Larry Fox</b> Buyer II	(480) 731-8517	larry.fox@ domail.maricopa.edu
<i>Buildings &amp; Grounds</i> (All Trades and Crafts) Equipment Supplies Services M&O Rentals Tools, Locks, Safes	<i>Vehicles: Fleet</i> Automobiles Trucks Vans, Buses Supplies, Oil, Gas Parts/Repair Gas Cards	<i>Photography</i> Equipment Supplies Repair Photo ID Supplies & Equipment
<i>Vehicles: Off Road</i> Tractors, Mowers Electric Carts Materials Handling Supplies, Oil, Gas Parts & Repair	<i>Signage</i> Exhibits Displays Interior/Exterior Kiosks	<i>Audio Visual</i> Equipment Services TV Studio Equipment
	<i>Stage &amp; Theater Equipment</i>	<i>Video Production</i>

<b>Cornelius (Len) Wonsey, CPPB</b>			len.wonsey@
Buyer II			(480) 731-8550 domail.maricopa.edu
<i>Construction</i>	<i>Environmental</i>	<i>Furnishing</i>	
Major Renovation Projects	Hazardous Materials Recycling	Hard Floors Window Coverings Carpeting Awnings	
<i>Professional Services</i>			
Architects/Engineers Construction Consultants			
<b>Chris Mandel, CPPB</b>			chris.mandel@
Buyer II			(480) 731-8521 domail.maricopa.edu
<i>Advertising</i>	<i>Professional Services Contracts</i>	<i>Travel</i>	
		Reservations Transportation Tours Registrations Travel Cards American Express	
<i>Consultants</i>	<i>Travel Tours</i>		
Grants Marketing Finance	Group Travel  <i>Subscriptions</i>		
<i>Insurance</i>			
<b>Ren Carlson, C.P.M.</b>			ren.carlson@
Buyer I			(480) 731-8519 domail.maricopa.edu
<i>Furniture</i>	<i>Office Equipment</i>	<i>Mailing Services</i>	
(Indoor-Outdoor-Daycare) Equipment Supplies	Copiers Facsimile Machines Shredders Typewriters	Mailing Equipment Postage FedEx, UPS	
<i>EMT/Fire Science</i>	<i>Lab and Scientific</i>	<i>Health Professions</i>	
Instructional Supplies	Equipment Supplies	Equipment Supplies	
<i>Facilities Management</i>	<i>Microfiche</i>		
Copy Centers Convenience Copiers Intercampus Mail Print Management	Equipment Services		

<b>Gloria Toscano, CPPB</b>			gloria.toscano@
Buyer I			(480) 731-8597 domail.maricopa.edu
<i>Aviation</i>	<i>Food Services</i>	<i>Misc. Clothing/Uniforms</i>	
Equipment Supplies	Products Equipment Catering Bottled Water	<i>Linen Services</i> Contract Services Laundry Equipment Supplies	
<i>Equine Science</i>	<i>Graduation Supplies</i>		
Equipment Supplies	Caps, Gowns Diplomas Rentals: Tents/Seating/Lights	<i>Purchasing Card</i>  <i>Radio Broadcast</i> Equipment Supplies	
<i>Fire Safety Products</i>			
Alarm Systems Extinguisher Programs			
<i>Moving &amp; Storage</i>			
Equipment Services Rentals			
<b>Vacant</b>			purchasing@
Buyer I			(480) 731-8520 domail.maricopa.edu
<i>Athletics</i>	<i>Purchasing Card</i>	<i>Printing</i>	
Equipment Supplies Clothing/Uniforms	<i>Forms Management</i>  <i>Graphic Design Services</i>	Equipment Supplies Decals Envelopes & Stationery Business Cards Schedules Catalogs Services	
<i>Fitness Center</i>	<i>Temp Personnel Services</i>		
Equipment Supplies Clothing			
<b>Kelvin Ong</b>			kelvin.ong@
Assistant Buyer/ Purchasing Card Assistant			(480) 731-8548 domail.maricopa.edu
<i>General</i>	<i>Textbooks, Manuals</i>	<i>Art</i>	
Flags, Pennants Arts and Crafts Specialty Advertising Awards/Trophies Banners	Instructional Pre-Recorded Testing Materials Scanning Equipment	Sculptures Paintings Misc. Art  <i>Purchasing Card Assistant</i>	
<i>Libraries</i>	<i>Performing Arts</i>	<i>Office Supplies</i>	
Supplies Labels	Sheet Music Royalties Music Instruments	Copier Paper Computer Paper Printer Cartridges Developer, Toner	