



DEPARTMENT OF  
Management & Budget

Jennifer M. Granholm, Governor  
Lisa Webb Sharpe, Director  
Craig Orr, Senior Deputy Director

# State Contracting 101

## How Michigan Businesses Become State Contractors

# Purchasing Operations

- 1,300 Contracts
- \$16 Billion

3 Buying Divisions    27 Buyers

- Commodities
- Services
  - Professional Services
  - Maintenance Repair Operations (MRO)
- Information Technology (IT)
- Knowledge Management Team



# Facilities Administration

- Design & Construction
  - Average 275 Contracts Annually
  - Averaging \$100 Million Annually
- Real Estate
  - 592 Leases
  - 7.9 Million Sq Ft
  - \$105 Million Annual Rent



# Steps to Success

Step One: Register

Step Two: Prepare and Research

- Vendor Visit Tuesday
- Contract Listing

Step Three: Find Opportunities

Step Four: Bid

Step Five: Debrief



# Step One – Register

- Important first step
- Visit our website  
[www.michigan.gov/buymichiganfirst](http://www.michigan.gov/buymichiganfirst)
- Select **“Vendor Information”**
- Select **“How to Register as a Vendor”**
- Follow the instructions to register online



# Step One – Vendor Registration

- Allow 10-15 minutes
- Have business information and banking information handy
- Questions?
  - Contact the Vendor Registration Help Desk
  - (517) 373-4111 or (888) 734-9749
  - Business days from 7:00 a.m. – 5:00 p.m.



## Overview

- [Overview of Buy Michigan First](#)  
Governor Jennifer M. Granholm initiated Buy Michigan First to encourage Michigan businesses, including underrepresented vendors groups, to register as vendors and bid on more than 2200 contracts valued at \$11.6 billion. > [More](#)
- Director Lisa Webb Sharpe Video
- [State Contracting 101: Part 1](#) PDF
- [State Contracting 101: Part 2](#) PDF
- [State Contracting 101: Part 3](#) PDF
- [State Contracting 101: Part 4](#) PDF
- [State Contracting 101: Part 5](#) PDF
- [How Michigan Businesses Become State Contractors](#) PDF

## Upcoming Presentations

- [May 24, 2007, 1:00 p.m., Radisson Plaza Hotel, 100 West Michigan Avenue., Kalamazoo, Michigan](#) PDF

## Current Contracts

- [View the Listing of Current Contracts](#)  
The complete contract list is a research tool to help you prepare for upcoming opportunities. You can download, save and sort the excel spreadsheet in whatever manner works for you. > [More](#)
- [Design and Construction Contracts](#)  
Information on state construction projects, forms required, professional links, advertisements for bids, bid results, and major project design manual. > [More](#)
- [Real Estate Contracts](#)  
Information on obtaining a real estate lease, contact information, prospective landlords, and Current Projects and RFPs. > [More](#)

## Quick Links

- Governor's Office
- Michigan Department Agriculture
- Michigan Department Civil Rights
- Michigan Economic Development Corporation
- Michigan Department Information Technology
- Michigan Department Management and Budget
- Procurement Technical Assistance Centers of Michigan
- Michigan Small Business and Technology Development Center
- [Michigan Department Transportation](#)



# Doing Business *with the* State

Department of Management and Budget

Michigan.gov The Official State of Michigan Website

**Selling to the State**

- > Vendor information
- How to Register as a Vendor**
- > Michigan Business Outreach

**Bids & Proposals**

**Buying from the State**

**State Administrative Board**

**Department of Management & Budget**

## Selling to the State



- [Competition is the Name of the Game in Michigan](#)  
Competition is the name of the game in Michigan contracting. Companies of all sizes and types have an equal shot at winning state contracts. > [More](#)

## Highlights

- [Quarterly Meeting of the Community Rehabilitation Organization Advisory Committee](#)  
The quarterly meeting of the Community Rehabilitation Organization Advisory Committee has been scheduled for Thursday, September 21, 2006 at 7:30 a.m. at the Stevens T. Mason Building, Purchasing Operations Library, 2nd Floor,

- Departments/Agencies**
- Online Services**
- Surveys**
- RSS Feeds**

**Quick Links**

- Small Business and Technology Development Centers
- Procurement Technical Assistance Centers
- Success Stories
- Complete Contract List
- Freedom of Information Act Requests
- Agency Buyer List
- Purchasing Operations Staff Directory



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## How to Register as a Vendor

Registration is an important first step for businesses that want to be state vendors. You can register with the State of Michigan by accessing the on-line vendor registration website.

You should allot about 10-15 minutes to register, and you'll need some general business information to complete the process. Once you have registered with a unique user ID that you select, you will receive a password in the mail. This password will allow you to update and revise your vendor registration account. We recommend that you log in at least once a year to keep your registration current.

***You do not need to wait for your password to arrive to bid on opportunities.*** You can view a list of [current solicitations](#). You can also view a [complete list of all](#)



> [O&M LISTSERV](#)

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State Budget Office



- Anyone who wants to do business with the State

This includes individuals, businesses, units of government, municipalities, schools, colleges, and universities. Contractors and vendors can register to sell goods and services to the State. State employees can use this site for travel reimbursement.

### What can I do on this site?

- Register to receive bid information, purchase orders, and payments from the State of Michigan. Once registered, you can access or change your information 24 hours a day!
- Sign-up to receive State of Michigan payments via Direct Deposit (Electronic Funds Transfer)
- View payment details on your Direct Deposit (Electronic Funds Transfer) payments

### State employees

State employees can use this site to get Direct Deposit (Electronic Funds Transfer) for travel expense reimbursement. This site will not allow you to setup Direct Deposit (Electronic Funds Transfer) for your paychecks; you should visit the [MI HR Service Center](#) website or call 1-877-766-6447.

 Continue

Please check the following sites for free upgrades

# Step Two – Prepare and Research

- Who Do I Sell To?
- What Does the State Buy?
- How Do I View a Listing of Current Contracts?
- How Do I Access DMB's Staff?



# Step Two: Prepare and Research

<b>Who?</b>	<b>What?</b>
DMB Purchasing Operations	Goods, Services and IT > \$25,000 Implements state purchasing policy
Individual State Agencies	Goods and Services < \$25,000 Direct and Human Services
DMB Print & Graphics	Most printing and graphic design contracts
DMB Facilities Administration	Buildings and Land, Leases
MDOT	Road and Bridge Maintenance and Construction

# Step Two: Prepare and Research

Who?	What?
DMB Purchasing Operations	Goods, Services and IT > \$25,000 Implements state purchasing policy
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# Step Two: Prepare and Research

- Prime Contracting
  - Michigan businesses succeed in winning State contract awards
  - Prime contractors are encouraged to mirror the State's values in selecting subcontractors
- Subcontracting with Prime Vendors



# MiDEAL – Expanding Your Client List

- MiDEAL = Michigan Delivering Extended Agreements Locally
- Voluntary program that allows local units of government to buy off of State contracts
  - Townships
  - Cities & Villages
  - Counties
  - Road Commissions
  - Non-profit Hospitals
  - Colleges
  - Universities
  - School Districts
- Typical contract = 1 vendor + 1 client
- MiDEAL contract = 1 vendor + 2,661 clients



## Step Two – Prepare and Research

- Complete contract listing is a valuable research tool for finding contracts you are interested in bidding on
- Visit our website:  
[www.michigan.gov/buymichiganfirst](http://www.michigan.gov/buymichiganfirst)
- Select “View the Listing of Current Contracts”
- Then click on “Complete Contract List”



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## Complete Contract List

The [complete contract list](#) is a research tool to help you prepare for upcoming opportunities. You can download, save and sort the excel spreadsheet in whatever manner works for you.

You will find important information on this list:

- The Invitation to Bid #, which identifies the contract in our system;
- The state agency that requires the goods and services covered in the contract;
- The team within Purchasing Operations that oversees the solicitation process for the contract;
- The initials of the buyer who handled the contract;
- The name of the current vendor;
- A brief description of the goods and services covered

**Top of page = list of all active contracts valued at \$25,000 or more.**

- Procurement Technical Assistance Centers
- Success Stories
- Freedom of Information Act Requests
- Agency Buyer List 000
- Purchasing Operations Staff Directory



Internet

Start

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Novell Gr...

C:\Docu...

Microsoft...

Complet...

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9:52 AM

Since 1948

purchasing authority granted to them via statute, policy/procedure, or Memorandum of Understanding.

- **Option years:** Most contracts include base and option years. Base years are the number of years making up the initial contract period agreed to when the contract was executed (typically three to five years). Option years are additional years that might be negotiated into a contract, which could extend the contract term by one, two, or three years. Option years may or may not be exercised.

The contract list has also been separated by division (commodities, services, and information technology).

We encourage all vendors to continue to review the list of active [Invitations to Bid](#) on a weekly basis.

There are ongoing modifications to these lists that are intended to assist potential bidders. We appreciate your patience as we make these improvements.

[Commodities Division Contract List](#)

[Services Division Contract List](#)

[Information Technology Division Contract List](#)

**Bottom of page = list of active contracts by contract area, also valued at \$25,000 or more.**

E1342 = NES TRAFFIC SAFETY LP

CONTRACT LISTING FOR DMB, PURCHASING OPERATIONS									
SORTED IN DESCRIPTION ALPHA ORDER									
<b>SERVICES (MRO, PROF) - Kirti Thampura - Andy Gharb (AKG), Lyman Hunter (LCH),</b>									
Irene Pena (ILP), Jim Wilran (JW6), Laura Hirschke (LGH), Andre' Marrau (AKM), Lira Morrison (LAM)									
Malynda Little (ML3), Melissa Cartra (MGC), Kevin Dunn (KDD), Rebecca Novak (RM1), Lance Kingbury									
<b>COMMODITIES &amp; IT (COMM, IT) - Tony DerChenez - William Walsh (WCW), Jean Barhoff (JMS), Darleen Burnham (DSH), Sue Cicciua (SDC), Laura Gyarkar (LLG), Terry Harris (TLH), Seleana Samuel (SS2)</b>									
Christine Mitchell (CLP), IT - Greg Foreman (GJF), Steve Matz (SAM), Doug Callier (DC), Dale Reif (DNR), Jacque Kuch (JK1), Jaann Klarka (JMK)									
(See Agency Code Worksheet for more details)									
September 21, 2006									
Contract	Agency	Team	Initial	Name	Description	Amount	Expiration Date		
071B5200106	Department of	COMM	JMS	OCE NORTH AMERICA INC	(2) FLASH FUSION PRINTERS - DMB	\$612,000.00	10/1/2009		
071B3001165	Department of Labor and Economic Growth	PROF	ILP	FRINGE BENEFITS MANAGEMENT COMPANY	(A) FLEXIBLE SPENDING ACCOUNT SERVICES	\$1,206,536.00	12/31/2006	MOCZUL, PEGG	
071B5200027	Department of Environmental Quality	MRO	AKM	UNITED COMMERCIAL SERVICES INC	(A) JANITORIAL SERVICE DER CADILLAC OFC	\$60,180.00	10/1/2007		
071B4200354	Michigan Department of Transportation	MRO	GLK	KINDY FARMS	(A) ROADSIDE MOWING - MACINAC COUNTY	\$38,961.00	10/31/2006		
071B3001166	Department of Human Services	PROF	AKG	NATIONAL COUNCIL ON CRIME & DELINQUENCY	(A) STRUCTURED DECISION MAKING (SDM)-FIA	\$1,864,642.02	9/30/2006	MEHREN, MARY	
071B1001139	Department of Human Services	IT	JMK	INTEGRIS, INC.	01002/CONTRACT-DATA WAREHOUSE CONSULTANT	\$21,050,135.00	10/1/2009	KLASKO, JOAN	
071B3001394	Department of Information Technology	IT	SAM	FILE NET CORPORATION	084 STATEWIDE: FILENET SOFTWARE MAINTENA	\$2,391,722.01	9/30/2006	KUCH, JACQUE	
071B3001104	Statewide	COMM	LLG	COMMUNICATION SPECIALISTS INC	2 WAY RADIOS - STATEWIDE	\$1,332,979.00	12/1/2006	GYROKOS, LAU	
071B3001102	Statewide	COMM	LLG	M/A-COM PRIVATE RADIO SYSTEMS INC	2 WAY RADIOS - STATEWIDE	\$2,029,264.00	12/1/2006	GYROKOS, LAU	
071B3001101	Statewide	COMM	LLG	MOTOROLA INC	2 WAY RADIOS - STATEWIDE	\$9,050,604.00	12/1/2006	GYROKOS, LAU	
071B3001103	Statewide	COMM	LLG	T & W ELECTRONICS INC	2 WAY RADIOS - STATEWIDE	\$365,993.00	12/1/2006	GYROKOS, LAU	
071B3001200	Department of Education	PROF	ILP	MICHIGAN STATE UNIVERSITY	21ST CENTURY EVALUATIONS/DEPT. OF EDUCATION	\$950,146.00	9/30/2006	BUCH, LINDY	
071B2001282	Department of State	MRO	PGS	HOWARD ACMOODY	291/SANDUSKY/JANITORIAL-DOS	\$26,200.00	1/31/2007	MCPHERSON, T	
071B2001006	Department of State	MRO	PGS	HOWARD ACMOODY	334/JANITORIAL/CADILLAC-DOS	\$26,950.00	10/1/2006	FABRY, ARLENE	
071B1001148	Department of State	MRO	LGH	HOWARD ACMOODY	342/JANITORIAL SERVICE/HART-DOS	\$28,620.00	10/1/2006	KUIPERS, TRAC	
071B2001338	Department of State	MRO	PGS	D & L JANITORIAL SERVICES INC	384/HON RIVER/JANITORIAL-DOS	\$29,500.00	3/1/2007	BROZAK, JOHN	
071B3001393	Department of State	MRO	LCH	CARROLL-KRON CONSULTING, INC.	391-WIC-EET PROGRAM	\$158,900.00	9/30/2006	WILLIAMS, SAF	
071B6200249	Statewide	AUD	CLP	AMERICAN MANAGEMENT SYSTEMS INC	3-YEAR SPEND ANALYSIS AND COST RECOVERY	\$7,731,814.00	8/3/2008	CARLSON, SEA	
071B4200011	Department of Environmental Quality	PROF	AKG	MICHIGAN STATE UNIVERSITY	4 YEAR CONTRACT WITH MSU FOR WELLHEAD PR/DEC	\$997,700.00	9/30/2007		
071B3001182	Department of Information Technology	IT	JK1	LASON SYSTEMS INC	431/FIA-MIGRES CENTRALIZED PRINTING & MAI	\$10,522,491.12	9/30/2006	FLOWERS, JIM	
071B4200010	Department of Information Technology	IT	DNR	ILEVY & ASSOCIATES INC	431/FIA-SOFTWARE MAINT/DISABILITY DETERM	\$210,345.50	9/30/2006	THORNE, SAND	
071B6200026	Department of Natural Resources	COMM	WCW	Anderson Boat Works, Inc.	56 FOOT RESEARCH VESSEL	\$944,404.11	10/1/2006	SCHNEEBERGE	
071B2001431	Department of State	MRO	PGS	BANNER ENGINEERING & SALES INC	5YR BOILER CONTRACT-DMB, JEROMET. HART OFFICE BLD	\$9,732.00	4/1/2007	HANNAH, DON	

Page 1

# Step Two – Prepare and Research

- Example of how to use current contract list to research opportunities
  - Clean and Sweeps Janitorial Services, LLC



F541 = JANITORIAL - DOS - WYOMING #273

	A	B	C	D	E	F	G	H	I
520	071B5200370	Department of	IT	LAM	LIMS-USA-INC	INFECTIOUS DISEASE LIMS	\$1,000,000.00	8/31/2008	LADD, MARY
521	071B6200434	Department of	PROF	JW6	MICHIGAN STATE UNIVERSITY	INLAND LAKES SEDIMENT CHEMISTRY TREND MONITORING	\$85,713.10	9/19/2011	SCHMITT, GLENN
522	071B2001185	Department of	MRO	LCH	OAKWOOD HEALTHCARE INC	INPATIENT MEDICAL/SURGICAL/EMERGENCY-DCH	\$2,000,000.00	1/1/2007	ROC, DR. RUBY
523	071B2001272	Department of Labor and	PROF	KD	BRENT A WILLIAMS	INSPECTION AND CERTIFICATION SERVICES-DLEG	\$302,562.00	10/31/2006	SHIVLEY, ROBIN
524	071B4200341	Department of	COMM	WCW	METROPOLITAN UNIFORM CO	INSULATED GLOVES	\$134,343.00	2/28/2008	
525	071B5200271	Department of	AUD	CLP	AUTHUR J. GALLAGHER & CO.	INSURANCE BROKER SERVICE	\$9,725,000.00	3/31/2008	
526	071B0000768	Department of Human	IT	JK1	FIRST DATA GOVERNMENT SOLUTIONS INC	INTEGRATED VOICE RESPONSE SYST-FIA/CSES	\$6,764,232.00	10/1/2006	HAMBRIC, VIRG
527	071B6200167	Department of Education	PROF	KD	CALHOUN INTERMEDIATE SCHOOL DISTRICT	INTERGOVERNMENTAL CONTRACTS	\$518,940.00	3/7/2009	GUERRANT, KY
528	071B6200020	Department of Labor and	COMM	JMS	INTERNATIONAL CODE COUNCIL, INC.	INTERNATIONAL CODE COUNCIL, INC.	\$1,541,200.00	10/1/2006	VIGES, DAVE
529	071B4200348	Department of Education	PROF	ILP	COMMUNICATION ACCESS CENTER FOR THE DEAF AND HARD	INTERPRETER SVCS.- MI SCHOOL FOR D/B - FLINT	\$289,705.00	5/30/2007	
530	071B6200408	Department of Natural	PROF	JW6	JF NEW & ASSOCIATES INC	INVASIVE SPECIES SHRUB REMOVAL	\$89,240.00	9/19/2009	HARDING, JAN
531	071B7000416	Department of Treasury	PROF	DC	STATE STREET BANK & TRUST COMPANY	INVESTMENT MANAGEMENT SVCS - TREASURY	\$5,945,000.00	7/1/2007	STODDARD, PH
532	071B5200105	Department of	IT	GJF	ISA INFORMATION SYSTEMS SERVICES INC	ISA SOFTWARE MAINTENANCE - DIT	\$67,260.48	9/30/2006	
533	071B5200321	Department of Human	IT	JK1	RTMB CONSULTING LLC	ISD IT SERVICES COORDINATOR	\$717,616.00	6/30/2008	BOGARD, PATT
534	071B5200325	Department of	IT	JK1	CARLA BARROWS-WIGGINS	ISD/BRIDGES PROJECT MANAGER	\$720,720.00	6/29/2008	BOGARD, PATT
535	071B6200139	Department of	IT	DNR	FORRESTER RESEARCH, INC.	IT RESEARCH AND ADVISORY CONTRACT	\$231,000.00	9/30/2008	LADD, MARY
536	071B6200126	Department of	IT	DNR	GARTNER GROUP INC	IT RESEARCH AND ADVISORY SERVICES	\$587,250.00	9/30/2008	LADD, MARY
537	071B5200041	Information Technology	IT	MGC	ELECTRONIC DATA SYSTEMS	IT SUPPORT FOR LTC APPLICATION-DIT/DCH	\$4,941,108.00	9/30/2007	WILLIAMS, SAR
538	071B6200287	Department of	IT	JMK	PROFESSIONAL TECHNICAL DEVELOPMENT INC	IT TECHNICAL DOCUMENTATION SERVICES	\$2,628,603.20	6/30/2009	TURBEN, CINDY
539	071B5200309	Statewide	PROF	DC	HARCOURT ASSESSMENT INC	MEAP K12 ASSESSMENTS	\$2,205,085.00	9/30/2008	ROEBER, DR. ED
540	071B6200184	Statewide	COMM	WCW	WF MILLER TURF & INDUSTRIAL EQUIPMENT CO	JACOBSEN TURF PRODUCTS	\$1,000,000.00	2/28/2009	WALSH, WILLIA
541	071B2001015	Department of State	MRO	KLT	SCHOUW INC	JANITORIAL - DOS - WYOMING #273	\$48,700.00	1/1/2006	RENDAK, CHER
542	071B3001178	Department of State	MRO	AKM	H & H KUSTODIAL KINGS INC	JANITORIAL - MARQUETTE-DOS	\$2,836.32	1/1/2008	PRICE, BOB
543	071E	Find				RIAL AND GROUNDS MAINTENANCE	\$149,970.60	3/31/2009	NOBLE, DOUGL
544	071E	Find what:				RIAL AND GROUNDS MAINTENANCE	\$38,688.00	3/31/2009	WOOD, RAYMO
545	071E	janitorial				RIAL AND GROUNDS MAINTENANCE SERVICES	\$149,970.60	3/31/2009	NOBLE, DOUGL
546	071E					RIAL SERV - AGRICULTURE/LAB DIV/EAST LANSING	\$340,375.00	2/28/2008	ZICHKE, KEN
547	071E					RIAL SERV - DMB - ESCANABA	\$117,055.00	10/1/2006	ANDREWS, SID
548	071E					RIAL SERV - DOS/DEARBORN HGTS-REDFORD	\$30,834.48	10/1/2006	KOSS, RONALD
549	071E					RIAL SERV - FIA/OCEANA CO-HART	\$119,500.00	8/1/2007	SCHULTZ, SAN
550	071E					RIAL SERV - FIA/OSCEOLA/MECOSTA	\$135,956.00	10/1/2006	DOWNEY, PATT
551	071E					RIAL SERV - FIA-OGEMAW COUNTY, WEST BRANCH	\$84,953.00	10/1/2007	GAGNON, TERE
552	071E					RIAL SERV - K200 DWTN, WEST, PORTAGE	\$53,352.00	1/1/2007	VALLADARES, I
553	071E					RIAL SERV-DLEG/FLINT	\$77,673.88	3/19/2007	CURTIS, PATTY
554	071E					RIAL SERV-DMB-LANSING-GRAND TOWER	\$1,275,425.70	8/1/2007	STEVENS, DAW
555	071E					RIAL SERV-DOS-CANTON/HINKSTER	\$103,269.59	10/1/2006	KRAUS, JOSEP
556	071E					RIAL SERV-DOS-DEARBORN #144	\$42,520.40	10/1/2006	HATTAR, JOE
557	071E					RIAL SERV-DOS-DOWAGIAC	\$41,500.00	8/1/2007	ABELL, DOUG
558	071E					RIAL SERV-DOS-HARRISVILLE #351	\$17,727.50	11/1/2006	DILORETO, JAE
559	071E					RIAL SERV-DOS-LIVERNOIS #133	\$28,957.00	10/1/2006	GRACE, RICHAR
560	071B0000388	Department of State	PROF	JW6	ACCENT BUILDING MAINTENANCE LTD	JANITORIAL SERV-DOS-MENOMINEE #388	\$19,519.00	10/1/2006	GORENCHAN, F

**Find** [?] [X]

Find what:

janitorial

Find Next

Close

Replace...

Search: By Rows  Match case

Look in: Formulas  Find entire cells only

Contract/Purchase Order Number	Agency	Buyer Name	TEAM	VENDOR_NAME
071B2001015	Dept. of State	LCH	MRO	ACME Cleaning Services, Inc.

- Contract/Purchase Order Number
  - Identification number
- Agency
  - Agency the contract is created for
- Buyer Name
  - Buyer who oversees contract
- Vendor Name
  - Name of current vendor



Description	Amount	Expiration Date
JANITORIAL - DOS - WYOMING #273	\$48,799.00	1/1/2008

- Description
  - Contract description of goods/services
- Amount
  - Contract value
- Expiration Date
  - Contract expiration



# Step Two – Prepare and Research

- Vendor Visits
- DMB is open and transparent
- DMB staff meet with vendors one on one to provide guidance
- Make appointments in advance



# Step Two – Prepare and Research

- Additional “Selling to the State” Tools for Michigan Businesses
  - DMB Staff Directory
  - Agency Buyer Directory





# Doing Business *with the* State

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## Selling to the State



- [Competition is the Name of the Game in Michigan](#)  
Competition is the name of the game in Michigan contracting. Companies of all sizes and types have an equal shot at winning state contracts.

> [More](#)

- ### Quick Links
- [Small Business and Technology Development Centers](#)
  - [Procurement Technical Assistance Centers](#)
  - [Success Stories](#)
  - [Complete Contract List](#)
  - [Freedom of Information Act Requests](#)
  - [Agency Buyer List](#)
  - [Purchasing Operations Staff Directory](#)

## Highlights

- [Quarterly Meeting of the Community Rehabilitation Organization Advisory Committee](#)  
The quarterly meeting of the Community Rehabilitation Organization Advisory Committee has been scheduled for Thursday, September 21, 2006 at 7:30 a.m. at the Stevens T. Mason Building, Purchasing Operations Library, 2nd Floor,



# Step Three – Find Opportunities

- **Make Us Part of Your Weekly Routine**
- Bookmark Our Web Address
  - [www.michigan.gov/buymichiganfirst](http://www.michigan.gov/buymichiganfirst)
- Select **“Doing Business with the State”** then **“Bids and Proposals” & Contract Area of Interest**
  - Building & Construction
  - School Organization Building & Construction
  - Commodities and Services
  - IT Programs



Michigan.gov Home

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Bids & Proposals

> Building & Construction

> School Organization Building & Construction

> Commodities & Services

> IT Prequalification Programs

Buying from the State

Selling to the State

State Administrative Board

Department of Management & Budget

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In Focus

Current Solicitations

To view current opportunities to bid, select a category from the selections on the left. Michigan businesses should also select "Selling to the State" from the left for an overview of resources and tools available to prepare for upcoming contract opportunities.

Opportunities for Printing Vendors

Michigan businesses interested in printing bid opportunities should click here.

> More

IT Supplier Forum Presentations

Presentations from the 2006 State of Michigan IT Supplier Forum are posted here.

> More

Maintenance, Repair & Operations (MRO) Regionalization

Janitorial, Security Guard, Grounds Maintenance, & Rubbish Removal

> More

Departments/Agencies

Online Services

Surveys

RSS Feeds

Quick Links

- Procurement Technical Assistance Centers
- Small Business and Technology Development Centers
- Agency Buyer List
- Freedom of Information Act Requests
- Purchasing Operations Staff Directory



Start

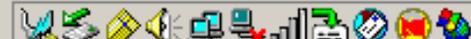


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# Doing Business *with the State*

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### Bids & Proposals

**Building & Construction**

[Contractor's Links](#)

[More Important Information](#)

[School](#)

[Organization](#)

[Building & Construction](#)

[Commodities & Services](#)

[IT Prequalification Programs](#)

### Buying from the State

## Invitation to Bid for Construction

- [Advertisements for Construction Bids](#)

To request documents for these projects, please call the architect for that project.

> [More](#)

## Bid Results

- [Bid Results](#)

Bid results will be available on this website by Thursday 9:00 a.m. following the Wednesday bid opening

> [More](#)

## Invitation to Bid for Design Services

- [Professional Advertisements](#)

Requests for proposals for

## MI Opportunity Partnership

- [Services Available](#)

Departments/Agencies

Online Services

Surveys

RSS Feeds



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Building ...

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[761/06201.RRD - Closed Waterford Hills Sanitary Landfill Site Leachate Pretreatment System Project - Bid Opening 9/27/2006](#)

[472/06075.JRC - Thumb Correctional Facility - Roof Removal and Replacement - Bid Opening 9/20/06](#)

[472/06075.JRC - Thumb Correctional Facility Roof Replacement - Bid Opening 9/20/06](#)

[751/03175.JAG - Atlanta ORV Trail Brush Creek Bridge - Construct New Bridge - Bid Opening EXTENDED TO 9/27/06](#)

[761/06355.RRD - Buck Mine Discharge Site - Interim Response Pond Dredging - Bid Opening 10/4/06](#)

[751/06297.AGY - Pere Marquette Trail - Trailhead and Trailway Improvements - Bid Opening 10/4/2006](#)

[472/05210.EEW - Huron Valley Correctional Facility HVAC Control Upgrade - Bid Opening 10/4/06](#)

**Building & Construction**

[Contractor's Links](#)

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[School](#)

[Organization](#)

[Building & Construction](#)

[Commodities & Services](#)

[IT Prequalification Programs](#)

**Buying from the State**

**Selling to the State**

**State Administrative Board**

**Department of Management & Budget**

**Invitation to Bid for Construction**

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**Bid Results**

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> [More](#)

**Invitation to Bid for Design Services MI Opportunity Partnership**

• [Services Available](#)

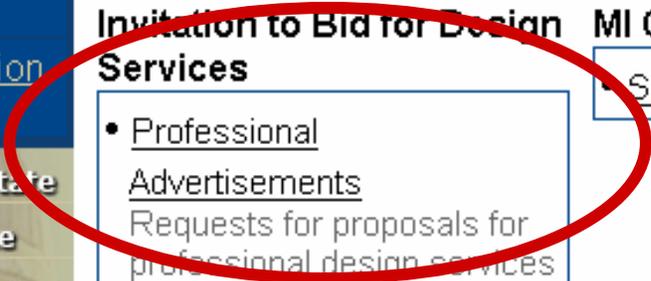
• [Professional](#)

[Advertisements](#)

Requests for proposals for professional design services will be posted here when there are professional advertisement to bid. Information on how to propose is also provided.

> [More](#)

[Surveys](#)  
[RSS Feeds](#)



Bids & Proposals

Building & Construction

Contractor's Links

More Important Information

School Organization

Building & Construction

Commodities & Services

IT Prequalification Programs

Buying from the State

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Department of Management & Budget

## Professional Advertisements

Contact: Debbie Fenstermaker 373-7563

Agency: Management and Budget

### Professional Advertisements

071/06085.FAR Grand Rapids State Office Building - Cleaning,Tuck Pointing, Repair and Waterproofing of the exterior of the Building - Due Friday September 15, 2006

### How to Propose

### How the construction contractor can do business with the State of Michigan, Facilities Administration, Design & Construction

### Who Can Do Business With the Office of Design & Construction

The State of Michigan spends millions of dollars each year with private contractors for a wide range of construction work needed to keep state governmental facilities operating. Department of Management and Budget (DMB) contracts for everything from demolition work to the construction of new buildings.

Maybe you have wanted to do business with the State, but have been afraid that you were too small to meet the bid competition. Maybe you don't even know how to find out when and where the department is asking for bids on contracts.

Departments/Agencies

Online Services

Surveys

RSS Feeds

Related Content

- Contractor's Links
- Major Project Design Manual
- Professional Services Minor Project Questionnaire



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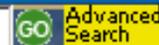
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Site Map

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FAQ

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## Bids & Proposals

> [Building & Construction](#)

> [School Organization Building & Construction](#)

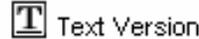
> **[Commodities & Services](#)**

[Mi-Project](#)

[Re:START](#)

[Other Prequalification Programs](#)

> [IT Prequalification Programs](#)



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## Invitation to Bid

### Invitations To Bid (ITBs)

Purchasing Operations posts Invitations to Bid (ITB) and all relevant attachments on this site. After the initial post date, addenda and attachments will be posted as they are issued. Businesses interested in bidding should continue to review and monitor this site for changes and additional attachments prior to submitting a bid.

All questions should be directed to the appropriate buyer noted on the solicitation.

**Without exception, the deadline for all bids to be received in DMB Purchasing Operations is 3:00 p.m.** DMB Purchasing

Operations Offices are located in the Stevens T. Mason Building, 2nd Floor. All visitors must enter the Stevens T. Mason Building through the north entrance (off the plaza) and present picture identification.

[Directions and parking information are available here.](#)

> [More](#)

Departments/Agencies

Online Services

Surveys

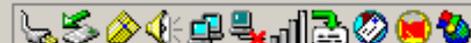
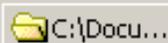
RSS Feeds

### Quick Links

- [ITB Instructions and Conditions](#) PDF
- [Agency Buyer List](#) PDF
- [Purchasing Operations Staff Directory](#)

Done

Internet



10:03 AM

**ITB number:** 071I7200009**Description:** (A) STATEWIDE  
PROCUREMENT CARD  
PROGRAM**Buyer name:** MELISSA CASTRO,  
CPPB**Buyer phone:** 517-373-1080**Buyer E-mail:** [Castrom@michigan.gov](mailto:Castrom@michigan.gov)**Last updated:** 10/13/2006 8:59:06 AM[ITB Document](#) [Bid Status](#)**Due date:** 10/16/2006Click ALL number(s) to view ITB Attachment(s): [1](#) [2](#) [3](#)**ITB number:** 071I7200010**Description:** (A)MRO-JANITORIAL-REG  
12-MULTISITE**Buyer name:** VAILLANCOURT, ERICA **Buyer phone:** 517-335-0230**Buyer E-mail:** [VaillancourtE@michigan.gov](mailto:VaillancourtE@michigan.gov) **Last updated:** 10/2/2006 7:38:06 AM[ITB Document](#) [Bid Status](#)**Due date:** 10/19/2006Click ALL number(s) to view ITB Attachment(s): [1](#)**ITB number:** 071I7200011**Description:** (A) PLATFORM BEDS**Buyer name:** JOAN BOSHEFF**Buyer phone:** 517-373-7374

# Step Three – Find Opportunities

- **School Organization Building & Construction**
  - Not handled by DMB
  - Opportunities posted on this website
  - Projects that are both construction and non-construction





# Doing Business *with the* State

Department of Management and Budget

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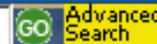
[Doing Business Home](#)

[Site Map](#)

[Contact Doing Business](#)

[FAQ](#)

Search



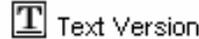
## Bids & Proposals

- [Building & Construction](#)
- [School Organization Building & Construction](#)
- [Commodities & Services](#)
- [IT Prequalification Programs](#)

## Buying from the State

## Selling to the State

## State Administrative Board



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### In Focus

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> [More](#)

#### IT Supplier Forum Presentations

Presentations from the 2006 State of Michigan IT Supplier Forum are posted here.

> [More](#)

## Departments/Agencies

## Online Services

## Surveys

## RSS Feeds

### Quick Links

- [Procurement Technical Assistance Centers](#)
- [Small Business and Technology Development Centers](#)
- [Agency Buyer List](#) 000
- [Freedom of Information Act Requests](#)
- [Purchasing Operations Staff Directory](#)

- [Ferndale Public Schools link to website](#)
- [Grand Blanc Public Schools Advertisements to Bid Huron Valley Schools \(link to website\) - DMB link created 4/4/06](#)
- [Ionia Public Schools Purchasing Web Site - DMB link created 5/31/06](#)
- [Lake Orion Community Schools \(link to website\) - DMB web link created 1/5/06](#)
- [Muskegon Area Intermediate School District \(link to website\) - DMB link created 10/10/05](#)
- [Petoskey Public Schools \(link to website\) - DMB link created 5/30/05](#)
- [Port Huron School District Bids- DMB link created on 6/30/06](#)
- [Reed City Area Public Schools \(link to website\) - DMB link created 6/17/05](#)
- [Rochester Community School District Advertisements to Bid](#)
- [Saginaw Intermediate School District Website](#)
- [Saginaw Public Schools \(link to website\) - DMB link created](#)

# Step Three – Find Opportunities

- Delegated Authority Invitations to Bid
  - Contracts valued at less than \$25,000
  - Many agencies post here
  - Also direct contact using Agency Buyer List



### Bid Tabulations

Bid tabulations and award recommendations for purchase requests handled by Purchasing Operations are posted here. They are listed by State Administrative Board meeting date.

> [More](#)

### **Additional ITB Attachments**

#### Additional ITB Attachments

Solicitations may have attachments associated with them that cannot be posted with the ITB. Many of these allow bidders to download pricing spreadsheets electronically, which saves time for both bidders and those evaluating the bids.

> [More](#)

### **Other Executive Agency ITB**

#### Other Executive Agency ITBs

State agencies and departments have delegated authority to make certain purchases. Department of Corrections-MSI, Department of Human Services, Department of Education, and many other agency bids are listed here.

> [More](#)

Other Executive Agency ITBs - Microsoft Internet Explorer

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Back Forward Stop Home Search Favorites Media

Address [http://www.michigan.gov/doingbusiness/0,1607,7-146-6572\\_6919-25319--,00.html](http://www.michigan.gov/doingbusiness/0,1607,7-146-6572_6919-25319--,00.html) Go Links

ITB #	Bid Description	Due Date	Contact
BP1	<p>The Michigan Department of Education (MDE) is pleased to announce the Best Practices Grants program. This grant program will sponsor seven categories for studies of best practices:</p> <p>Category 1 – Teacher Preparation Issues            Category 2 – MDE and Intermediate School District (ISD) Partnerships            Category 3 – Review Middle School Math Issues            Category 4 – Fiscal Turnaround of Financially Strapp School Districts            Category 5 – SBE Policies and Procedures Manual            Category 6 – National Overview of Best Practices in the Delivery of Education            Category 7 – Other Topics (Open Category)</p> <p>Visit the 2006 Best Practices in Education web site (<a href="http://www.mi.gov/mdebpf/">http://www.mi.gov/mdebpf/</a>) to find the Request for Proposals (RFP # BP1) and other information about this grant.</p>	9/26/06	Sandra Marlowe E-mail: <a href="mailto:MarloweS@michigan.gov">MarloweS@michigan.gov</a>
DHS 41-CAN-07-41002	Kent County-Child Abuse Neglect contract for Sexual Abuse and	9/27/06	Susan Toman

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# Step Four – Bid

- Be Competitive
- Be Complete
- Be Timely



# Step Four – Bid

- Review the entire Invitation to Bid, with all attachments
  - Attend mandatory and optional pre-bid meetings and site visits
  - Review question and answers and additional attachments
- Ask questions and challenge specifications
- Point out tight specs



# Step Four – Bid

- Entrepreneurship website
  - [www.michigan.gov/beyourownboss](http://www.michigan.gov/beyourownboss)
- Michigan business resources
  - Procurement Technical Assistance Centers (PTAC)
  - Small Business & Technology Development Centers (SBTDC)
  - CEED / Michigan Women’s Business Council
  - Michigan Minority Business Development Council (MMBDC)
  - Small Business Administration (SBA)
- Connect with State agencies
  - Michigan Department of Transportation
  - Michigan Department of Civil Rights
  - Michigan Department of Agriculture
  - Michigan Department of Information Technology
  - Michigan Economic Development Corporation





# Be Your Own Boss

Tools for Starting and Expanding Your Michigan Business

Michigan.gov

The Official State of Michigan Website

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**START**  
your business

**GROW**  
your business

**FINANCE**  
your business

**LEARN**  
& teach

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## Welcome!

**"Do you know where the word "entrepreneur" comes from? It's from a French verb "entreprendre" and it means to tackle, to undertake, literally to "do something!"**  
- Governor Jennifer M. Granholm



Michigan has long been home to people who had a dream and then realized that dream by starting and growing not only their own businesses but whole new industries.

Many of Michigan's biggest businesses started out as just a single person with a great idea and a strong work ethic.

[Departments/Agencies](#)

[Online Services](#)

[Surveys](#)

[RSS Feeds](#)

### QuickLinks

- [Business Startup Wizard](#)
- [Glossary of Over 700 Business Terms](#)
- [General Resources](#)
- [Industry Resources](#)
- [Doing Business with the State](#)

[Click here for a local Small Business & Technology Development Center](#)

1-877-873-4567

# Procurement Technical Assistance Centers

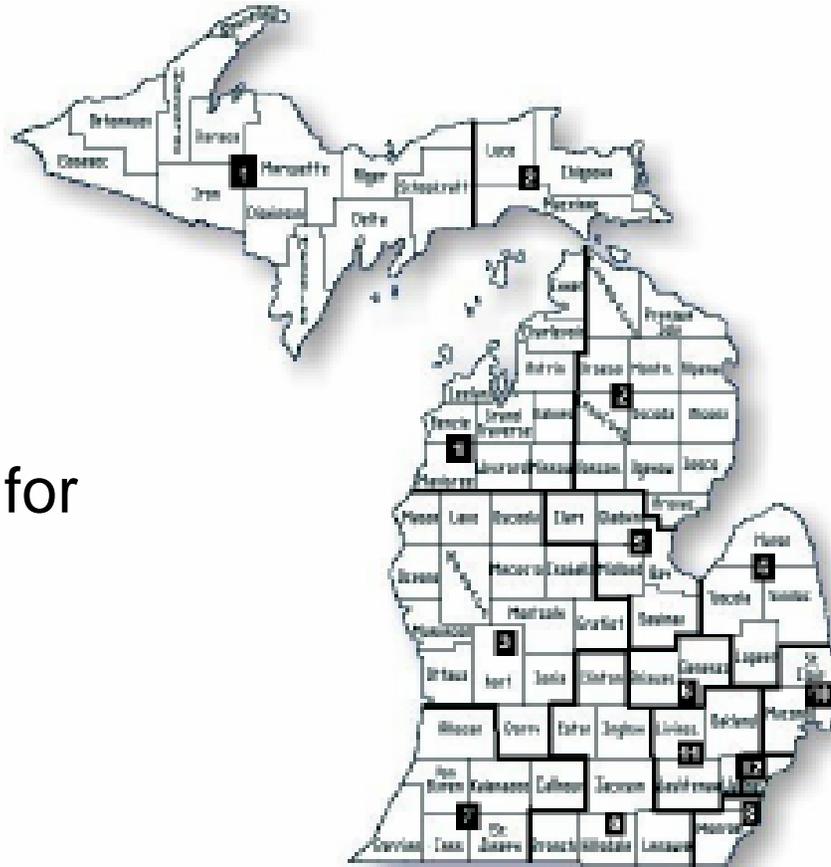
**Assist Michigan businesses in selling products and services to federal, state and local governments**

- ★ **Government Contracting Orientation**
- ★ **One-on-One Counseling**
- ★ **Troubleshooting**
- ★ **Price History Reports**
- ★ **Specifications & Standards**
- ★ **Training Events & Seminars**
- ★ **Bid Match**



# Procurement Technical Assistance Centers

To find the PTAC office for your region, visit [www.michigantac.org](http://www.michigantac.org)



# Small Business & Technology Development Centers

- Statewide network of twelve regional offices
- Provides a full range of services for small businesses that are emerging and growing throughout Michigan
- Counseling, training and research services
- No-cost or low-cost
- To find the SBTDC office in your region, visit [www.misbtdc.org](http://www.misbtdc.org)



# Step Five – Debrief

- Follow up meeting with the buyer
- Determine areas that need improvement for next bid response
- Review other bid submissions
- Incorporate changes to prepare in advance for the next opportunity
- Schedule a follow-up



# DMB

- Integrity First
- Quality Service Daily
- Responsible Spending Always



# DMB Purchasing Operations

Purchasing Operations  
2<sup>nd</sup> Floor, Mason Building  
Lansing, MI 48909

Phone: 517/335-0230

Fax: 517/335-0046

Email: DMB-Outreach@michigan.gov

[www.michigan.gov/buymichiganfirst](http://www.michigan.gov/buymichiganfirst)



# DMB Facilities Administration

Facilities Administration  
2<sup>nd</sup> Floor, Mason Building  
Lansing, MI 48909

Phone: 517/241-2822

Fax: 517/373-3562

Email: BuildMichigan@michigan.gov

[www.michigan.gov/buymichiganfirst](http://www.michigan.gov/buymichiganfirst)

