



Purchasing Department  
Lansing Community College  
P. O. Box 40010 MC7130  
Lansing, Michigan 48901-7210  
Phone: (517) 483-1785 Fax: (517) 483-5289



## How to Become an LCC Vendor

The Vendor Application is available in the Purchasing Department or online at [http://www.lcc.edu/purchasing/supplier\\_information/supplier\\_application2.htm](http://www.lcc.edu/purchasing/supplier_information/supplier_application2.htm)

The Vendor Application requires general business information about your business, and on the reverse side of the form, an indication of the types of supplies or services a vendor can offer to the College.

Registration as a Lansing Community College vendor is not complete until you complete the W-9 Form. This form is available online at [http://www.lcc.edu/purchasing/supplier\\_information/w9\\_form.htm](http://www.lcc.edu/purchasing/supplier_information/w9_form.htm)

The W-9 form must be returned with the completed Vendor Application. Completion of these forms is necessary in order to receive bids, contract/purchase order awards, or payments from the College.

**Please Note:** LCC posts its bids online at Michigan Buyers. Michigan Buyers offers features such as email notification, responding to bids online as well as many more enhancements.

To view bids and proposals you will need to access the Michigan Buyers website at <http://www.michiganbuyers.us/> Registration as a Lansing Community College Vendor is free. If you have any questions please call Michigan Buyers at 866-526-9266. You must be a registered user first to view bids and proposals on Michigan Buyers.

## Purchasing Planning Calendar

The following is an example of goods and services that are bid out on an annual basis; however, many of our contracts are multi-year. For instance, the vendor receives the award for July 1, 2007 through June 30, 2008 (our fiscal year); in addition we may state "plus three (1) year options to extend if pricing and service remains satisfactory."

This listing should give you an idea of the large dollar goods and services Lansing Community College purchases throughout the year.

Services	Month
Graduation Photography Services	January
Architect & Engineering Consultant Services	January
CDL Testing Services	February



Distance Learning Consultant	February
Back-up Photocopy Support	February
Investment Portfolio Manager	February
Color Brochures	February
Summer/Fall Combined Schedule Book	March
Partial Roof Replacement	March
LCC Annual Report	March
Parking Structure Restoration	March
Television Advertising	March
Campus Wide Masonry Painting	April
LCC College Catalog	April
Parking Facilities Fire Protection	May
Campus Wide Roofs	May
Sandblast and Paint Truck Driver Training Trucks	May
Update of Campus Master Plan	May
LCC Student Handbook	June
Advisor Books and Guides (Printing)	June
Pest Control Services	June
Building Fire Alarm System	June
Campus Wide Site Improvements	June
Extension and Community Education Mini Mailer (Printing)	July
LCC Career Development Inserts (Printing)	July
Sheet Metal Services	July
Carpentry Services	July
Electrical Services	July
Rubbish Removal	July
Roofing Repairs	July
Masonry Services	July
Carpet Installation & Floor Repairs	July
Custodial Supplies	July
Window Cleaning	July
Painting Services	July

Termite Control	July
Moving Services	July
Career Development & Personal Enrichment Mailer	July
Mechanical Services	August
Grounds Maintenance	August
Recruitment Services - Executive Search	August
Telephone System Maintenance	October
Spring Schedule Book (Printing)	October
Health Benefits/Insurance	November
Building Sprinkler System	November
Business Cards (Printing)	December

Supplies	Month
Computer Hardware	January
Chevrolet Van	February
Server Hardware	February
Dental Chairs	February
Office Furniture	March
Promotional Items	March
Personal Computers	March
Classroom Furniture	April
Dake Band saw, Powermatic Drill Presses, Starrett, Mitutoyo & MTI parts and equipment	May
Imprinted Portfolios with Memo Pads & Retractable Pens	May
Sharp Projectors, Microphone Systems, A/V Parts	May
C-COR Receiver, Panasonic Televisions, A/V Parts	May
Computer Hardware/Software	May
Lexmark Optra Printers	May
Panasonic MAX Parts equipment & installation	May
Door Power Operators	May
Novelties	May
Janitorial Paper Supplies	June
Cessna Aircraft	June

Laptop - Computer Hardware	June
Photographic Equipment	June
Computer Software	June
College Vehicle	June
Classroom/Office Furniture	June
Microsoft Campus License Agreement	June
AMX Synergy Hardware Software Support	June
Classroom Furniture	July
Ford Crown Victoria (Police Package)	July
Software	July
Teaching Stations (Technology enriched classrooms)	July
Equipment for Technology Enriched Classrooms)	July
Computer Servers	July
Planetarium Seating	August
Chevrolet Van	August
Audio Visual Equipment	September
Computer Hardware & Software	September
Chevrolet Vehicle	November
Multimedia Projectors	November
Vehicle - GMC Pickup with Snow Plow	November
Radiographic Tables	November
Audio Equipment	December
Promotional Items	December
Computer Hardware/Software	December