

Did You Know?

The City of Sterling Heights is one of nine founding entities of the MITN website, which was launched in March 2003. The MITN website now has 90 entities and is still growing.

As of March 6, 2012, there have been 20,716 solicitations posted on the system.

Vendors may register at the MITN website at www.mitn.info.

You may also access surplus auctions from the MITN website by clicking on the "Surplus Auctions" link.

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OFFICE OF PURCHASING MISSION STATEMENT:

To procure goods and services at the lowest competitive price and to maintain quality standards in those purchases while acting in the City's best interest.

The utilization of alternative methods of purchasing allows the ultimate mix of methods and procedures enabling the objectives to be reached in a cost-effective basis. Examples of these alternative methods include: cooperative purchasing, quantity purchases, receipts of proposals, and the acceptance of bids. Having these alternatives available allows the expedient processing of most purchase requisitions.

The issues involving ethical standards of purchasing are constantly being monitored to maintain the highest level of standards.

The establishment of policies and procedures, preparation and/or review of specifications, and the testing and inspection of materials and supplies purchased by and for the City are responsibilities of the Purchasing Manager.

Additional Purchasing Department responsibilities include coordination of maintenance for office, cable TV, and print shop equipment. Determination is also made for equipment replacement, service contracts, and vendor performance. Microfilming services are provided through purchasing for most City departments.



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www.sterling-heights.net



How Can I Do Business With The City of Sterling Heights and Throughout Michigan?



- ◆ **Expand Your Market Opportunities**
- ◆ **Streamlined Bidding Procedures for Products and Services in Sterling Heights and Throughout**

Office of Purchasing
Tel: 586-446-2740

The City of Sterling Heights utilizes one central bid and quotation notification system through the MITN Purchasing Cooperative. Created in conjunction with BidNet®, this system is available for registration and is used by Sterling Heights and several other Michigan agencies to post bids, quotes, requests for proposals, construction notices, addenda, and awards including tabulations.

This centralized system offers vendors a single point of contact and **broader access to new business opportunities throughout our region**. The system provides the following benefits:

- ◆ 24-hour access to business opportunities
- ◆ Notification based upon your designated product or service
- ◆ Timely mechanism for obtaining documents
- ◆ Vendor managed registration system

All vendors are encouraged to register. Sterling Heights' vendor market is greatly expanded through this purchasing cooperative.

- ◆ The City of Sterling Heights does not have a local preference policy but encourages open and competitive competition from all vendors.
- ◆ If all cities adopted a local preference ordinance, businesses would suffer because they would be limited to business from only the city in which they are located.

We look forward to providing you with increased business opportunities, less paperwork, and a simplified bidding and quoting process for everyone involved.

Bidding Opportunities

The City of Sterling Heights is a founding member of an organization called the Michigan Intergovernmental Trade Network (MITN), a group of agencies that joined forces to create a Regional Bid Notification System to notify companies of new bid opportunities.

New members are continually joining MITN. Currently, there are 89 other entities in addition to Sterling Heights who utilize the MITN system.

Please visit www.mitn.info and click on the "Bid Opportunities" link to register.

Vendors may register one of two ways: free registration or paid registration. Paid registrants are **automatically notified** if any new postings match categories they have registered for by e-mail. The cost for e-mail notification is \$89.95 per year. Vendors who use free registration must check the site on their own for any new bids, quotes, or proposals (including addenda, if any are posted).

If any difficulties are encountered during registration, vendors may call 1-800-835-4603 to speak to a representative at BidNet®, the technical support group that handles the MITN system.

If you do not have Internet access, you may pick up a hard copy of bid solicitations at the Office of Purchasing.

Updates of this brochure may be found on the Sterling Heights website at www.sterling-heights.net.

The Michigan MITN System includes the following entities:

- ◆ City of Ann Arbor
- ◆ City of Auburn Hills
- ◆ City of Birmingham
- ◆ City of Dearborn
- ◆ City of Dearborn Heights
- ◆ City of Farmington Hills
- ◆ City of Ferndale
- ◆ City of Grosse Pointe
- ◆ City of Grosse Pointe Woods
- ◆ City of Lansing
- ◆ City of Mackinac Island
- ◆ City of Madison Heights
- ◆ City of Mt. Pleasant
- ◆ City of Novi
- ◆ City of Pontiac
- ◆ City of Riverview
- ◆ City of Rochester
- ◆ City of Rochester Hills
- ◆ City of Royal Oak
- ◆ City of Southfield
- ◆ City of Sterling Heights
- ◆ City of Tecumseh
- ◆ City of Troy
- ◆ City of Warren
- ◆ City of Wayne
- ◆ City of Westland
- ◆ City of Wixom
- ◆ City of Ypsilanti
- ◆ County of Livingston
- ◆ County of Macomb
- ◆ County of Oakland
- ◆ County of Ottawa
- ◆ County of St. Clair
- ◆ County of Washtenaw
- ◆ Township of Redford
- ◆ Village of Leonard
- ◆ Village of Beverly Hills
- ◆ Village of Milford
- ◆ Huron-Clinton Metropolitan Authority
- ◆ Oakland County Community Mental Health Authority
- ◆ Road Commission of Macomb County
- ◆ SMART (Suburban Mobility Authority for Regional Transportation)
- ◆ Wayne County Airport Authority
- ◆ Ypsilanti Community Utilities Authority