

# Procurement Procurement

Nicolet College procurement staff purchases, receives, and records assets for the operation of the college. In accomplishing these tasks, we are committed to the following:

- Employing fair and objective price competition and negotiation practices to secure the best value for the college involving the use of public funds.
- Leveraging technology for competitive advantage.
- Investing in training and professional development of staff.
- Networking with other colleges and purchasing associations for cooperative purchasing.
- Ensuring college assets are properly accounted for in their receipt and disposition by standards of the Wisconsin Technical College System and through best business practices.

## Surplus Property

**Notification of District Property Disposal Change:** Beginning December 1, 2013, Nicolet College will no longer use Class 1 Legal Notification for disposal of District property and will transition to a public auction site created specifically for public agencies.

Participation is free for buyers at Wisconsin Surplus ([www.wisconsinsurplus.com](http://www.wisconsinsurplus.com)). Buyers are required to register for this service and maintain current contact information.

Please contact Pete Vanney at Nicolet Area Technical College at 715-365-4484 or email at [pvanney@nicoletcollege.edu](mailto:pvanney@nicoletcollege.edu) with any questions.

## Frequently Asked Questions

### How do I become listed on the college's preferred vendor list?

There is no preferred vendor list. Any vendor who wishes to do business with Nicolet College will need to submit a W-9 via email to [purchasing@nicoletcollege.edu](mailto:purchasing@nicoletcollege.edu) and contact the Administration & Procurement Coordinator at 715-365-4413. The college utilizes state contracts and consortium buying whenever practical. Any interest in doing business with Nicolet College shall be directed to the Director of Business Services.

### How do I register to receive notification of solicitation for bids and proposals?

Registration can be completed by visiting Demandstar's registration web page at [www.onvia.com/WAPP](http://www.onvia.com/WAPP).

## What if a business does not have a computer to register and accept bids?

Several options are available for the small number of businesses who are not online. Contact DemandStar / Onvia for assistance with registering for notices to be sent via fax.

For more information or to obtain help with registering, contact:

Onvia, Inc., Supplier Services  
509 Olive Way, 4th Floor  
Seattle, WA 98101  
Toll Free: 800-711-1712  
Email: [supplierservices@oniva.com](mailto:supplierservices@oniva.com)

## Where do invoices need to be submitted?

All invoices need to be submitted to:

Nicolet College  
Business Office  
PO Box 518  
Rhineland, WI 54501

## Contact Information

**Director of Business Services**  
**Red Oak Center - 216**  
**P: 715.365.4417**  
**800.544.3039 ext 4417**  
**F: 715.365.4445**

**E: [clashua@nicoletcollege.edu](mailto:clashua@nicoletcollege.edu)**