

Vendor Visitation Procedure	Procedure Number	5.2P
	Effective Date	May 31, 2011

1.0 PURPOSE

It is the intent of Laramie County Community College to maintain and practice the highest possible standards of business ethics, professional courtesy, safety, security, risk management and competency in all vendor relationships. LCCC acknowledges the importance of bringing together vendors/visitors and the college community for the purpose of exchanging information and knowledge; and for providing opportunities which are relevant to providing quality products and/or service. Vendors who conduct business on college property or with college personnel will do so in accordance with LCCC policies and procedures and shall not interfere with the daily operation of the college mission. Conduct including, but not limited to, intentional or negligent disruption of the orderly process of the College, noise, threats, harassment, physical abuse, endangerment of the health, safety and security of any person or inappropriate entry into, obstruction of, or occupation of any College property by a vendor/visitor, shall be deemed a violation of College policies and procedures.

2.0 REVISION HISTORY

Adopted on: 5/31/11

3.0 PERSONS AFFECTED

- A. This Procedure is applicable to all LCCC administration, faculty, staff and students.
- B. This Procedure is applicable to all vendors, visitors, service personnel, organizations, and contractors; and to all vendor visitations and to all campus locations.

4.0 DEFINITIONS

- A. *Contractor* – A person, company or entity that furnishes or performs, repairs, construction and/or major maintenance work, and may include individuals or entities commonly referred to as subcontractors.
- B. *Organization* – Means a person or body of persons established for a specific purpose.
- C. *Service Personnel* – Employees of a vendor or contractor conducting service or assisting with remedial or preventative maintenance of college equipment, facilities or property.
- D. *Solicitation* – Means any oral, written or electronic advocacy, request or appeal, or any endeavor to obtain, seek or plead for an organization or cause, sell or request for contribution or support thereof; any activity conducted for the purpose of advertising, promoting, or selling any product or service, or encouraging membership in any group, association or organization, or to obtain support of an individual or organization for a cause, movement, doctrine, or commercial product through persuasion or formal application.
- E. *Solicitor* – any non-LCCC affiliated entity that would, on the premises of the college purport to sell or promote any product, service, organization, or idea, and does include an entity that would enter the premises for the purposes of promoting, opposing, or soliciting in connection with any political candidate, initiative, referendum or special interest group.

- F. *Vendor* – A person, business, company, entity, representative or manufacturer who visits the campus for the purpose exchanging, soliciting, marketing or distributing of; information, knowledge, or providing products and/or services.
- G. *Visitor* – A person who is not affiliated with the college as an employee or student, and as such may be known as a contractor, organization, solicitor and/or vendor.

5.0 PROCEDURE

A. Purpose

To establish consistent regulations for visitors doing business on college property; to provide guidelines for faculty, staff and students when interacting with visitors; to assure appropriate identification of visitors on campus; to minimize interruption to campus operations; to improve safety and security for the campus community, to address risk management concerns; and to specify a mechanism to ensure compliance with this procedure.

B. General Terms


- 1) Visitors shall be received in a friendly and courteous manner; however variations in workload and personnel absences may prevent the unannounced visitor from seeing appropriate personnel. Visitors are encouraged to make advance appointments with the respective department and/or division.
- 2) Campus visitors that desire to distribute literature, advertise, solicit customers, recruit volunteers, recruit members, recruit employees, seek donations, or make sales are required to obtain prior approval by the President's Cabinet at least two (2) weeks prior to their scheduled visit(s). Visitors will be accorded an opportunity to present their products, services, information or knowledge in a fair and consistent manner and in accordance with the college mission and policies. Such approved visitors are required to wear and visibly display a "Visitor Identification Badge" at all times while on campus. Visitor ID badges can be obtained from the Business Services Office.
- 3) Campus visitors that intend to visit only a specific department and/or division may do so without prior approval; shall remain within the confines of the respective department/division, unless escorted by college personnel; and are not required to wear a Visitor ID badge.
- 4) Visitors that intend to visit multiple (*more than 1*) campus locations are required to wear and visibly display a "Visitor Identification Badge" at all times while on campus, or be escorted by college personnel.
- 5) The name of Laramie County Community College shall not be used in any manner and in such a way to imply endorsement by the college for any vendor products, services, knowledge or information, and shall be in accordance with the LCCC Procurement Procedure Manual.
- 6) Visitors shall not provide products and/or services that are in direct competition with college affiliated service provider contracts.
- 7) Solicitation or selling is not permitted in the residence halls, administration building, classrooms, Children's Discovery Center or other designated area, unless otherwise approved via written instrument by the College.
- 8) Sales of drug-related images or paraphernalia, alcohol, tobacco, pornography, unlicensed, counterfeit, bootleg merchandise or other illegal items are strictly prohibited.
- 9) The sale of complimentary merchandise, textbooks, or paraphernalia by college employees is considered an unprofessional practice with ethical considerations and federal Internal Revenue (IRS) implications.
- 10) Officially recognized College groups and/or organizations may sponsor off-campus visitors and such sponsorships shall be directly related to the mission, purpose and/or function of the group.

C. Visitor Responsibilities

- 1) Visitors shall provide their own equipment and necessary support logistics, load and unload their merchandise and provide for appropriate security of their merchandise. Each visitor accepts sole responsibility for all such property, and shall not hold LCCC liable for damages, misplaced or stolen goods. Any special needs or conditions of the visitor (utilities, etc) shall be pre-arranged prior to actual visit.
- 2) Visitors shall remain in the assigned area, ensuring that area is safe, clean, neat and orderly, and are required to wear and visibly display a "Visitor Identification Badge" at all times while on campus. Exception: refer to Section 5.0 Paragraph "B" Subparagraphs 3 and 4 above.
- 3) When applicable, vendors conducting sales shall provide a receipt to each customer, and shall be solely responsible for collecting and remitting as required by local, state and federal law, all applicable taxes.
- 4) When selling products and/or services, vendors shall prominently display a notice with company name, address and telephone number; and shall outline replacement, refund or cancellation policies.
- 5) Visitors are responsible for protection and subsequent damage attributable to their negligent actions to college property.
- 6) Vendors and/or visitors that desire to engage in business transactions shall be required, prior to their visit, to provide the College with a current Certificate of Liability Insurance" naming the College as the "Certificate Holder" or "Additional Insured" and showing evidence of a pre-approved general liability insurance coverage; or be required to sign an agreement indemnifying the College and holding the College, its Board of Trustees, Administration, faculty and staff harmless from all claims for any losses, damages, or injuries related to their activities on campus; or be covered under the college's "Tenet Users Liability Insurance Policy (TULIP).
- 7) Each visitor is responsible for their conduct and behavior while on campus and shall be done in a professional and appropriate manner. Any form of harassment or inappropriate behavior towards the campus community will result in immediate removal from campus. In the event of this type of behavior, LCCC reserves the right to refuse or revoke visitation permission at any time.
- 8) Visitors are prohibited from leaving materials, equipment and/or property unattended at any location and acknowledge that the College will not be held responsible in any manner should same be damaged or stolen.

D. Compliance

- 1) All administration, faculty, staff, visitors and vendors are responsible for assuring that vendor interactions with the LCCC campus community are compliant with this Procedure.
- 2) The Vice President of Administration and Finance Services shall thoroughly investigate any reported violations of this Procedure.
- 3) Vendors who fail to comply with the requirements of this Procedure are subject to refusal or revocation of vendor visitation privileges at the College.
- 4) Administration, faculty, staff and students failing to comply or support this Procedure shall be reported to their supervisor for appropriate corrective and/or disciplinary action.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Jerry L. Harris, Contracting/Procurement Director	5/26/11
Approval by President's Cabinet		5/31/11
Approval by President (Signature)		6/1/11