



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM  
BOARD MEETING MINUTES  
June 3, 2009

**Kim Simonds, President, called the meeting to order at 8:40 a.m.**

**Pledge of Allegiance**

**Member Districts in attendance:**

Bonsall Union School District – Annie Chavez  
Cardiff School District – Sharon Iverson  
Carlsbad Unified School District – Michelle Johnson  
Carlsbad Unified School District – Rosemary Monderine  
Del Mar Union School District – Paulette Anderson  
Encinitas Union School District – Jessica Kinder  
Escondido Union Elementary School District – Vickie Howe  
Escondido Union High School District – Mary Ann Kirastoulis  
Escondido Union High School District – Alicia Hasinsky  
Fallbrook Union High School District – Teresa Wacker  
Fallbrook Union Elementary District – Kara Allegro  
MiraCosta College – Peggy Stroika  
MiraCosta College – Kim Simonds  
Palomar College – Jenny Akins  
Palomar College – Linda Bonner  
Poway Unified School District – Janay Greenlee  
Ramona Unified School District – Doris Fitzpatrick  
San Dieguito Union High School District – Christina Bennett  
San Dieguito Union High School District – Thea Solomon  
San Marcos Unified School District – Lynne Kotas  
Valley Center-Pauma Union School District – Colleen Heublein  
Vista Unified School District – Diana Johnson

**Associate Member District in attendance:**

Cajon Valley Union School District – Sharon Clay  
Cajon Valley Union School District – Susan Olinger  
San Diego County Office of Education – Sandie Thompson-Nobile  
South Bay Union School District – Jon Hansen

**Also in attendance:**

NCEPC Consultant – Donna Harper  
Driftwood Dairy – Jeffery Dolan  
Driftwood Dairy – Laura Trujillo  
Hollandia Dairy – Ken May  
Office Depot – Mike Stechel  
Office Depot – Steven Estes  
Southwest School Supply – Catherine Rogers

**1. Approval of Agenda (D/A):**

Peggy Stroika moved to approve the agenda as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

**2. Welcome Guests:**

Kim Simonds welcomed everyone and asked that they introduce themselves and the company they represent.

**3. Approve April 1, 2009 Board Meeting Minutes (D/A):**

Janay Greenlee moved that we approve the April 1, 2009 Board Meeting minutes as presented. Motion seconded by Annie Chavez. Motion carried unanimously.

**4. Approve May 6, 2009 Administrative Committee Meeting Minutes (D/A):**

Peggy Stroika moved to approve the minutes. Motion seconded by Janay Greenlee. Motion carried unanimously.

**5. Approve Treasurer's Report for June 3, 2009 (D/A):**

Presented by Colleen Heublein, Valley Center Unified School District. Colleen presented that there has been much change in finances. Peggy Stroika moved to approve the treasurer's report. Motion seconded by Janay Greenlee. Motion carried unanimously.

**6. Old Business (D):**

None

**7. New Business (D):**

Peggy Stroika – Renewal Clause, There are bids that have that clause and have been renewed. There have also been some contracts renewed without the clause. Discussion ensued.

**8. Clause for Increase/Decrease in Bid Documents (D/A):**

Presented by Kim Simonds, MiraCosta College. Kim Simonds – Distributed copies of the increase/decrease clause. Ellen Michaels reviewed this copy and the only thing that was changed was a 10% increase cap. Mary Ann Kirastoulis, the recommendation from the attorney was to not include it in the bid documents. Peggy Stroika, it was left up to the bid administrators to decide. Discussion ensued. Kim Simonds requested the documentation from Mary Ann Kirastoulis and suggests that this item be tabled. Peggy Stroika moved to table until next meeting. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

**9. Approve 2009/2010 Budget (D/A):**

Presented by Colleen Heublein, Valley Center-Pauma Union School District. Mary Ann Kirastoulis noticed a discrepancy regarding the Holiday Brunch. Colleen will make the correction and this will need to be tabled until next meeting. Peggy Stroika moved to table the final budget until next meeting. Motion seconded by Janay Greenlee. Motion carried unanimously.

**10. Nomination/Election of Officers for 2009/2010 (D/A):**

Presented by Kim Simonds, MiraCosta College. Two positions open, Secretary and Treasurer. One nomination came by e-mail, Alicia Hasinsky. Treasurer had one nomination of Lynne Kotas. Peggy Stroika moved to approve the officers for next fiscal year as presented. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

**11. Approve Dates & Location for Administration Committee Meetings (D/A):**

Presented by Kim Simonds, MiraCosta College. Meetings will be held at the San Marcos Unified School District. Peggy Stroika moved to approve dates and location for board meetings. Motion seconded by Janay Greenlee. The meetings will be moved back to 8:30 a.m. from 8:45 a.m. Peggy Stroika moved to approve location and change in meeting time. Motion seconded by Janay Greenlee. The question of who is on the Admin. Committee was asked. Per Kim, the committee members consist of; The President, Vice-President, Secretary, Treasurer, and the two past presidents. There is also a representative from the County Office of Ed. There is also a representative from the Associate Members. Motion carried unanimously.

**12. Approve Award of CNS Paper Products Bid (D/A):**

Presented by Teresa Wacker, Fallbrook Union High School District. There are still new items to be reviewed and so it is being asked that the President award with ratification at the next board meeting. Janay Greenlee moved to have the President award with ratification at the next meeting. Motion seconded by Peggy Stroika. Motion carried unanimously.

**13. Approve Award of CNS – Dairy Bid (D/A):**

Presented by Michelle Johnson, Carlsbad Unified School District. Bid opening was on May 26<sup>th</sup>. The county was divided into 4 regions to better serve the different schools. All Three bidders bid all four regions. This is being awarded by lot, by region. Region 1 – FUHSD, FUESD, EUHSD, EUSD, VCPUSD, PUSD and RUSD. Region 2 – CUSD, SDUHSD, SBSD, CSD and DMUSD. Region 3 – Consisted of San Diego Unified, however they did not provide any usage and therefore there is no mention of a region 3 in the spreadsheets. Region 4 – SSD, LMSVSD, AUSD, MEUSD and LGSD. Region 5 – NSD. There are other districts from each region that are not listed due to prior contracts or non-submittal of usage. Discussion ensued regarding how to award this bid. There was also discussion on delivery method. Comments from Ken May, Hollandia Dairy – His concern was in the usages that were submitted, he felt that they looked more attractive than they really are. Another concern was that Driftwood has bid an item, #38, that is not available due to non-compliance and therefore is asking that the Driftwood bid be disqualified. Laura Trujillo, Driftwood Dairy – There have been problems with two ice cream vendors going out of business, however the item was available when bid. Jeffrey Dolan, Driftwood Dairy – Thanked the consortium for the opportunity to participate in this area. He feels that Driftwood’s bid stands on merit. More discussion ensued on the award when there are line items that were not bid by the vendors. Kim asked for a motion to award regions 1 and 2 to Driftwood Dairy and regions 4 and 5 to Hollandia Dairy. Peggy Stroika moved to approve award of CNS Dairy bid as presented. Motion seconded by Christina Bennett. Motion carried unanimously.

**14. Approve Award of Library Supplies Bid (D/A):**

Presented by Lynne Kotas, San Marcos Unified District. Bid was posted on the website on April 27<sup>th</sup>, 11 vendors were notified. Received 12 bids. Award goes to all bidders that have met the minimum criteria. Lynne reminded everybody that this is a catalog bid and cannot be used for over the bid limit purchases. Janay Greenlee moved to approve award. Motion seconded by Peggy Stroika. Motion carried unanimously.

**15. Approve Award of Bottled Water Bid (D/A):**

Presented by Janay Greenlee, Poway Unified School District. There were three bidders, Arrowhead, Sparkletts and Palomar. There were some items put into the documents regarding equipment, inventory and maintenance as well as end of contract verbiage to ease the return of equipment. Peggy Stroika moved to approve award of the Water Bid. Motion seconded by Jessica Kinder. Motion carried unanimously.

**16. Approve Award of Pager Bid (D/A):**

Presented by Diana Johnson, Vista Unified School District. Bid opening is set for the 19<sup>th</sup> of June. The request is to have the President award with ratification at the next board meeting. Janay Greenlee moved to have the President award the Pager Bid with ratification at the August board meeting. Motion seconded by Lynne Kotas. Motion carried unanimously.

**17. Approve Renewal of Enterprise Tiered Computer Bid (D/A):**

Presented by Diana Johnson, Vista Unified School District. This bid has a clause for renewal in it. Diana has contacted the vendors, if the information that comes back is acceptable she would like to have the President approve the renewal with ratification at the August meeting. Peggy Stroika moved to approve the President to approve the renewal with ratification at the August Meeting. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

**18. Approve Renewal of Copier Bid (D/A):**

Presented by Janay Greenlee, Poway Unified School District. Renewing for the third term. Peggy Stroika moved to approve the renewal of the copier bid. Motion seconded by Lynne Kotas. Motion carried unanimously.

**19. Approve Amendment to the Custodial Supplies Bid (D/A):**

Presented by Paulette Anderson, Del Mar Union School District. Prudential's bid for facial tissue has not been available for districts. Prudential is stating that they will supply the item at the price that they bid and that they would not negotiate a price increase. They gave no reason. The sales rep that worked on the bid and signed the agreement was not authorized to do so. The general manager in Vista will not honor the pricing, however the general manager at the Chula Vista location will. The next lower bidders were contacted, Waxie and Cameo, and they are willing to hold their bid pricing. There are four items that were awarded to Prudential. The recommendation is to re-award to the next lower bidders and send a cure letter to Prudential relieving them of the award and to notify them that a bid will be accepted from them for the next three years. Lynne Kotas – It is our responsibility as buyers to ensure that the person is able to bind the contract. Peggy suggests that sending a cure letter that states the problem, the opportunity to fix the problem, what the consequences are and a timeline to act, mail certified. Discussion ensued on the damages that would be incurred by having to go to another vendor, each individual district would be responsible for assessing liquidated damages. Paulette's recommendation is to table this item until she can find an overall manager. Janay Greenlee moved to authorize the President to take action if necessary on the contract in relation to the service provider, Prudential, with ratification at the August meeting. Motion seconded by Peggy Stroika. Motion carried unanimously.

**20. Approve Amendment #7 to the Audio Visual Supplies Bid (D/A):**

Presented by Lynne Kotas, San Marcos Unified School District. There were two items that were not awarded due to problems. Those issues have been addressed and #62 is going to be no award due to no in line replacement. Line #80 was a black item and was not available. The replacement item has been awarded to Troxell. Peggy Stroika moved to approve amendment #7 to the Audio Visual Supplies Bid. Motion seconded by Jessica Kinder. Motion carried unanimously.

**21. Approve Amendment to the LCD Projector Lamp Bid (D/A):**

Presented by Sharon Clay, Cajon Valley School District. Due to a price increase on line #52-#55 the recommendation is to re-award to the next lowest bidder. It was brought to Sharon's attention that line #54 is a duplicate of line #52 and she would like to delete that line item from the bid. Line #29 had a part number change. Discussion ensued regarding re-awarding to the next lowest bidder rather than using the increase/decrease clause with the current awarded vendor. Jessica Kinder moved to approve the amendment with the deletion of item #1. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

**22. Approve Amendment #1 to the K-6 Art Supply Bid (D/A):**

Presented by Kara Allegro, Fallbrook Union Elementary School District. Correction to item #'s, they were off, #65 and #67. Peggy Stroika moved to approve the amendment. Lynne Kotas seconded the motion. Motion carried unanimously.

**23. Ratify Award of Health & Athletics Supplies Bid (D/A):**

Presented by Rosemary Monderine, Carlsbad Unified School District. 13 bid packets were sent out and 11 responded. There were 5 awarded vendors. Kim Simonds, President, approved awarded the bid on May 27<sup>th</sup>. Peggy Stroika moved to approve ratification of award. Janay Greenlee seconded the motion. Motion carried unanimously.

**24. Approve Use of E-School Bidding (D/A):**

Presented by Kim Simonds, MiraCosta College. The opinion of Laura Romano went out to everybody. Discussion ensued regarding whether or not Cajon Valley can use this process to bid the Lamp bids, whether it can be used by the consortium and what are the implications. The recommendation is that this be further investigated in the Admin. Committee. Janay Greenlee moved to table this item and refer it back to the Admin. Committee for more research. Mary Ann Kirastoulis seconded the motion. Motion carried unanimously.

**25. Acclamations (D):**

Board President, Kim Simonds, gave thank you gifts to all bid administrators for there hard work and dedication. Administrators were given a flash drive. Janay Greenlee thanked Marty Pringle for doing the water bid and mentioned that his position has been cut. Peggy Stroika thanked the board for making it through and for support, also to Donna Harper for coming on as our consultant. Mary Ann Kirastoulis thanked Michelle Johnson at Carlsbad Unified for taking on the dairy bid. Michelle Johnson thanked everyone that helped with dairy bid. Peggy Stroika thanked vendors for support and attending the meetings. Teresa Wacker thanked Kim Simonds for all the help over the phone and on the e-mail.

**26. Round Table Discussion (D):**

Donna Harper contact info – [dlharper@cox.net](mailto:dlharper@cox.net), (760) 622-7925 ph. (760) 721-9656 fx. Janay will add Donna to e-mail group.

Discussion on flooring public works contracts ensued.

**27. Adjournment (D/A):**

Moved: Peggy Stroika                      Seconded: Annie Chavez                      Motion carried unanimously  
Time: 11:40 a.m.