



**NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
August 4, 2010**

Teresa Walker, Vice President, called the meeting to order at 8:35 a.m.

Pledge of Allegiance

Member Districts in Attendance

Bonsall Unified School District	Annie Chavez
Cardiff School District	Sharon Iversen
Del Mar Union School District	Karen Harris
Encinitas Union School District	Jessica Kinder
Escondido Union Elementary School District	Vickie Howe
Escondido Union High School District	Susie Cook
Fallbrook Union High School District	Teresa Wacker
Mira Costa College	Peggy Stroika
Oceanside Union School District	Debbie Kelly
Oceanside Union School District	Karen Huddleston
Palomar College	Jenny Akins
Palomar College	Linda Bonner
Poway Unified School District	Janay Greenlee
San Dieguito Union High School District	Christina Bennett
San Marcos Union School District	Susan Wallace
Valley Center-Pauma Union School District	Colleen Heublein
Vista Union School District	Diana Johnson

Associate Member Districts in Attendance

Cajon Valley Union School District	Susan Olinger
Cajon Valley Union School District	Sharon Clay
San Diego County Office of Education	Sandie Thompson-Nobile
San Diego Unified School District	Pearl Adams

Also in Attendance

Business Copier Solutions	James Bandek
Hyphenet Inc	Paul Falcone
Office Depot BSD	Steven Estes
Pioneer Stationers	Robert Marfino
SLM Contract Furniture	Catherine Rogers

- 1) **Approval of Agenda (D/A):**
Janay Greenlee requested Item #17, Approve Award of Mid Range Copier Bid, be pulled from the agenda with permission for President to approve with ratification at the October Board meeting.. Linda Bonner moved to approve the agenda with the change. Motion seconded by Janay Greenlee. Motion carried unanimously.
- 2) **Welcome Guests:**
Teresa Wacker welcomed everyone and asked that they introduce themselves and the company they represent.
- 3) **Approve June 2, 2010 board Meeting Minutes (D/A):**
Janay Greenlee moved to approve the June 2, 2010 Board Meeting minutes as presented. Motion seconded by Peggy Stroika. Motion carried unanimously.
- 4) **Approve July 7, 2010 Administrative Committee Meeting Minutes (D/A):**
The minutes were not submitted, and requested to be tabled until the next meeting. Peggy Stroika moved to table the minutes until the next meeting. Motion seconded by Janay Greenlee. Motion carried unanimously.
- 5) **Approve Treasurer's Report for August 4, 2010 (D/A):**
Susan Wallace presented the Treasurer's Report for Lynne Kotas. The overall total is \$30,136.83 with one transaction for catering, \$49.50. Peggy Stroika moved to approve the Treasurer's report as presented. Motion seconded by Jessica Kinder. Motion carried unanimously.
- 6) **Old Business (D):**
None
- 7) **New Business (D):**
None
- 8) **Approve Dates/Locations of NCEPC Board Meetings(D/A):**
Peggy Stroika discussed the dates and location of the board meetings to be in San Marcos the 1st Wednesday every other month; February, April, June, August, and October. The December meeting will be the 2nd Wednesday and will be a Brunch, location to be determined but usually the Escondido Performing Arts Center. Jessica Kinder moved to approve the location and dates as presented, Janay Greenlee seconded the motion Motion carried unanimously.
- 9) **Approve Consortium Membership Request by Oceanside Unified School District (D/A):**
North County Educational Purchasing Consortium has received a letter and resolution for Oceanside to join the consortium as a member District. Karen Huddleston, Controller of Oceanside, introduced herself and thanked the consortium, indicating she is looking forward to NCEPC's expertise. She introduced Debbie Kelley, Buyer. Oceanside will need to be added to the NCEPC yahoo list and receive a password for the website. Peggy Stroika moved to approve the membership of Oceanside to the consortium. Janay Greenlee seconded the motion. Motion carried unanimously.
- 10) **Ratify Award of Child Nutrition Services (CNS) Paper Product Bid, #CNS-1001A, (D/A):**
Teresa Wacker presented the Bid Information including indicating this was a rebid due to the original bid was rejected due to one vendor not turning their bid in on time and another bidder trying to change items. Bid #CNS-1011A was approved by the President and has been posted on the website. A hand out was presented with clerical errors corrected, including Line #273 to be price of \$25.40. Peggy Stroika moved to ratify the award of the Child Nutrition Services (CNS) Paper Product bid. Janay Greenlee second the motion. Motion carried unanimously.
- 11) **Approve Custodial Supply Bid, #200910-01, Amendment No. 1(D/A):**
Teresa Wacker presented the Custodial Supply Bid Amendment for Paulette Anderson. The vendors asked for a 15% increase which is above the cap of 5%. Being recommended is a 5% price increase allowed per bid documents for Padre Janitorial Supplies and Maintex, Inc. Both

vendors submitted manufacturer back up confirming the price increase. Janay moved to approve Amendment No. 1 as presented. Peggy Stroika seconded the motion. Motion carried unanimously.

12) Approve Office & Supply Bid Amendment (D/A):

The item was not submitted, and requested to be tabled until the next meeting. Peggy Stroika moved to table the amendment until the next meeting. Motion seconded by Janay Greenlee. Motion carried unanimously.

13) Approve Renewal of Fuel Bid #220130N (D/A):

Pearl Adams presented this item for John Groll, Bid Administrator from San Diego Unified School District. He recommends approval to renew Option 1 (first of two option years) from September 7, 2010 through September 6, 2011) to Petro-Diamond and Falcon Fuels. Both vendors agreed to the first option year extension with Falcon Fuel requesting a 4% increase due to a 4% surcharge increase from their suppliers. Discussion. Susan Olinger from Cajon Valley indicated her District is not able to use the fuel bid as the item they use, #14a is a no award item. They would have preferred the bid to be re-bid and not renewed and recommends a new bid next year. She also requested that Soco be contacted to see why they did not submit a bid as they are a major supplier for fuel. Janay Greenlee moved to approve the renewal of the Fuel Bid for the first option year as presented. Michelle Johnson seconded the motion. Motion carried unanimously.

14) Approve Award of CNC Paper Product (D/A):

Duplicate Agenda Item as Item #10.

15) Approve Award of LCD Project Lamp Bid #1321-N (D/A):

Sharon Clay presented information regarding the LCD Projector Lamp Bid. The bid was opened 7/8/10 with 11 bids received. Troxell Communications' bid was deemed non responsive due to exception to delivery terms and Scott Electric was found non responsive in Category B, Compatible Lamps due an exception they took to terms for that category. For any line items where the compatible lamp was the same cost or more expensive than the OEM lamp, the recommendation is a No award. Category A lamps are OEM lamps, Category B are compatible lamps. Although the cost savings could be significant between OEM and compatible lamps, NCEPC district are encouraged to do their own research and check with their Technology Departments regarding risk factors. Awards were recommended by line items for all 10 of the responsive bidders. Peggy Stroika moved to approve the award of the LCD Projector Lamp Bid as presented. Diana Johnson seconded the motion. Motion carried unanimously.

16) Approve Award of Print Shop Paper Bid (D/A):

Linda Bonner requested this item be tabled until the October board meeting. The bid does not expire until October due to an extension. Peggy Stroika moved to table the item until the next board meeting. Jessica Kinder seconded the motion. Motion carried unanimously.

17) Approve Award of Mid Range Copier Bid (D/A):

Item pulled from agenda under approval of agenda.

18) Approve Xerographic Paper Bid #P2009-10C, Amendment No. 6 (D/A):

Susan Wallace presented the Amendment No. 6 for Lynne Kotas for price increases in lines 1a, 1b, 1c, 6a, 6b, and 6c. Attached to the amendment was an e-mail to the consortium members regarding the situation with Bangkit not providing the product. It is to be noted the price increase are not retroactive. Peggy Stroika moved to approve Amendment No. 6 for the Xerographic Paper Bid as presented. Jenny Akins seconded the motion. Motion carried unanimously.

19) Approve Classroom Furniture and Equipment Bid, Bid #200170NB, Amendment #4 (D/A)

Diane Johnson presented Amendment 4. The recommendation is to:

- a) Remove alternate contact Catherine Rogers from ABI Office Furniture,
- b) Delete Fleetwood from School Specialty as an authorized Dealer,
- c) Increase listed by line items by approximately 2.5% for HON products,
- d) Allow School space solution to withdraw from line items 135C and 135d due to pricing errors
- e) Allow President to approve Amendment #5 in reference to Line Item 159 after research

f) Allow President to approve Amendment #5 in reference to C&H products by Culver Newlin after additional research

Janay Greenlee moved to approve Amendment #4 to the Classroom Furniture and Equipment Bid. Peggy Stroika seconded the motion. Motion carried unanimously.

20) Acclamations (D):

Peggy Stroika thanked Theresa Wacker for filling in for Paulette Anderson, President. Peggy also welcomed Oceanside to the consortium. Sharon Clay announced Susan Olinger would be retiring at the end of the month and thanked her for her years of service. Susan thanked the consortium for their support.

21) Round Table (D):

A NCEPC Member asked if any other consortium members had any resolution on the Legal Advertisement situation with North County Times. It was indicated Districts were short paying invoices according to the awarded pricing. Sandie Thompson-Nobile indicated she would follow up. Karen Huddleston, Controller, from Oceanside has several questions being new to Purchasing include asking about awarding by line items, the fuel bid, the projector lamp bid, use of consortium bids and needing Governing Board approval from their District, voting rights, public works bids, etc. The members were able to give guidance and let them know they would be available, especially on the NCEPC yahoo group to provide assistance. Peggy Stroika announced that Kim Simonds father passed away. Michelle Johnson asked about Stop Notices and if anyone had a checklist.

22) Adjournment D/A:

Peggy Stroika moved to adjourn the meeting, Janay Greenlee seconded the motion. Motion carried unanimously. Time: 10:15 a.m.