



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
February 3, 2010

Paulette Anderson, President, called the meeting to order at 8:30 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
Del Mar Union School District – Paulette Anderson
Encinitas Union School District – Jessica Kinder
Escondido Union School District – Vickie Howe
Escondido Union High School District – Alicia Hasinsky
Escondido Union High School District – Mary Ann Kirastoulis
Fallbrook Union High School District – Teresa Wacker
MiraCosta College – Peggy Stroika
MiraCosta College – Kim Simonds
Palomar College – Jenny Akins
Poway Unified School District – Janay Greenlee
Ramona Unified School District – Doris Fitzpatrick
San Dieguito Union High School District – Christina Bennett
San Marcos Unified School District – Lynne Kotas
San Pasqual Union School District – Rhonda Brown
Valley Center-Pauma Union School District – Colleen Heublein
Vista Unified School District – Diana Johnson

Associate Member District in attendance:

Cajon Valley Union School District – Susan Olinger
Cajon Valley Union School District – Sharon Clay
Lakeside Union School District – Tammie Salazar
San Diego County Office of Education – Sandie Thompson-Noble
San Diego County Office of Education – Dean Miyake
San Diego County Office of Education – Shauna Stark
Sweetwater Union High School District – Tim Duke

Also in attendance:

ABI Office Furniture – Catherine Rogers
Konika Minolta – Larry Penniuster
Konika Minolta – Roger Mayton
Liberty Paper – Alex Ismail
Mr. Copy – Brian Nascimento
Office Depot – Mike Stechel
Virco Manufacturing – Mark Friesz

1. Approval of Agenda (D/A):

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

2. Welcome Guests:

Paulette Anderson welcomed everyone and asked that they introduce themselves and the company they represent.

3. Approve December 9, 2009 Board Meeting Minutes (D/A):

Peggy Stroika moved to approve the December 9, 2009 Board Meeting minutes as corrected. Motion seconded by Diana Johnson. Motion carried unanimously.

4. Approve November 4, 2009 Administrative Committee Meeting Minutes (D/A):

Janay Greenlee moved to approve the November 4, 2009 Administrative Committee Meeting minutes as corrected. Motion seconded by Peggy Stroika. Motion carried unanimously.

5. Approve January 6, 2010 Administrative Committee Meeting Minutes (D/A):

Peggy Stroika moved to approve the January 6, 2010 Administrative Committee Meeting minutes as presented. Motion seconded by Christina Bennett. Motion carried unanimously.

6. Approve Treasurer's Report for February 3, 2010 (D/A)

Presented by Lynne Kotas, San Marcos Unified, discussed the rates for the current CD and recommended that the CD be renewed for 12 months at the current rate. Peggy Stroika moved to approve the treasurer's report as presented and approved that the CD be renewed for 12 months at the current rate. Motion seconded by Janay Greenlee. Motion carried unanimously.

7. Old Business (D):

Mary Ann Kirastoulis, Escondido Union High, reminded everyone to turn in their orders for the HP Purchase Edge Program. She will let those interested know the number of points they have available to use.

8. New Business (D):

None

9. Ratify Award of Office and Classroom Supplies Bid (D/A):

Paulette Anderson, Del Mar Union, stated that she did not find any errors with bid. Janay Greenlee moved to approve the ratification of the award of Office and Classroom Supplies Bid as presented. Motion seconded by Peggy Stroika. Motion carried unanimously.

10. Ratify Award of Xerographic Paper Bid (D/A):

Lynne Kotas, San Marcos Unified, stated there were thirteen vendors on the bid list, one addendum, bid closed on December 14, 2009. Lynne received eight bids and two no bids. She spoke briefly about the Lacey Act which has to do with illegal logging. She will investigate this further. Eight vendors were awarded the bid. Kim Simonds moved to approve the ratification of the award of Xerographic Paper Bid. Motion seconded by Janay Greenlee. Motion carried unanimously.

11. Approve Award of HP & Non HP Computer Printer Bid (D/A):

Shauna Stark, San Diego County Office of Education, stated she received thirteen bids, eighteen companies at pre-bid, bid advertised on January 8, 2010. Bid opening on January 15, 2010, received thirteen bids, eleven responsive. Eleven vendors were awarded. Shauna recommended that the HP and Non HP Computer Printer Bid be awarded as presented. Peggy Stroika moved to approve the award of HP & Non HP Computer Printer Bid as presented with extra research to be completed by Shauna Stark. Motion seconded by Janay Greenlee. Motion carried unanimously.

12. Approve Award of Audio Visual Equipment and Supplies Bid (D/A):

Lynne Kotas, San Marcos Unified, stated bid opening is February 18, 2010, however, Lynne asked that the President of the Board move to approve the award of the Audio Visual Equipment and Supplies Bid with ratification at the April 7, 2010 Board Meeting. Janay Greenlee moved to approve the award of Audio Visual Equipment and Supplies Bid with ratification at the April meeting. Motion seconded by Jessica Kinder. Motion carried unanimously.

13. Approve 2nd and Final Renewal Option to Networking Equipment and Installation Services Bid (D/A):

Diana Johnson, Vista Unified, stated she contacted all companies and received in writing that they are in agreement to keep same pricing and terms and conditions. Diana recommended that the 2nd and Final Renewal Option to Networking Equipment and Installation Services Bid be approved as presented. Jessica Kinder moved to approve the 2nd and Final Renewal Option to Networking Equipment and Installation Services Bid as presented. Motion seconded by Kim Simonds. Motion carried unanimously.

14. Approve Award of Data Processing Bid (D/A):

Mary Ann Kirastoulis, Escondido Union High, stated that twenty five bid packages were mailed, received 20 responses, with two being non-responsive. Category A is awarded by line item, category B, C and D is awarded to the lowest responsive responsible bidder submitting the lowest combined total for all items. Mary Ann recommended that the Data Processing Bid be awarded as presented. Kim Simonds moved to approve the award of Data Processing Bid as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

15. Discuss/Approve Changes to Bid Terms and Conditions (D/A):

Paulette Anderson, Del Mar Union, stated she met with one vendor regarding our bid terms. This vendor wanted an adjustment to the late fees clause and audit and inspection of records clause. They would like a cap on the late fees and a central location of the audit. This is only a first reading and will be presented at the April meeting. Item tabled to April meeting.

16. Discuss/Approve Continue or Eliminate Mid Volume Copier Bid (D/A):

Janay Greenlee, Poway Unified, stated current copier bid ends in June. Janay asked that everyone let her know what they are using for copiers. Item tabled to April meeting.

17. Approve the Bidding of Child Nutrition Services – Drink and Snack Items (D/A):

Michelle Johnson, Carlsbad Unified, stated Carlsbad Unified will accept the responsibility of this bid. The term will be July 1 – June 30, 2011. Michelle recommended that the Bidding of Child Nutrition Services – Drink and Snack Items be approved as presented. Peggy Stroika moved to approve the Bidding of Child Nutrition Services – Drink and Snack Items as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

18. Acclamations (D):

Jessica Kinder thanked Carlsbad Unified for taking responsibility for the Child Nutrition Services Bid. Lynne Kotas thanked Mary Ann Kirastoulis, Janay Greenlee and Susan Olinger for their hard work.

19. Round Table Discussion (D):

Paulette Anderson, Del Mar Union, stated that we should look at the current bids and consider having other Districts share the responsibilities.

Michelle Johnson, Carlsbad Unified, will research whether or not we can renew the Dairy Bid.

Jessica Kinder, Encinitas Union, stated that ASB is filling out contracts. What should they do about this?

Is there any risk to District or does anyone know of Education Code? If so, please forward information.

Paulette Anderson, Del Mar Union, asked if anyone has any information on solar power. Christina Bennett suggests doing an RFP and making sure to do extensive research. There are several options available.

20. Adjournment (D/A):

Moved: Janay Greenlee

Seconded: Kim Simonds

Motion carried unanimously

Time: 10:29 a.m.

DRAFT