



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
February 6, 2013

Teresa Wacker, President, called the meeting to order at 8:43 a.m.

Pledge of Allegiance

Member Districts in attendance:

- *Bonsall Unified School District – Jessica Kinder
- *Cardiff School District – Sharon Iverson
- *Carlsbad Unified School District – Michelle Johnson
- *Del Mar Union School District – Brenda Heskett
- *Encinitas Union School District – Sher Hoff
- *Escondido Union School District – Vickie Howe
- *Escondido Union High School District – Alicia Hasinsky
- *Fallbrook Unified Elementary School District – Kara Allegro
- *MiraCosta College – Peggy Stroika
- *Oceanside Unified School District – Debbie Kelly
- *Oceanside Unified School District – Karen Huddleston
- *Palomar College – Teresa Wacker
- *Poway Unified School District – Gayle McCormick
- *Ramona Unified School District – Doris Fitzpatrick
- *San Dieguito Union High School District – Doug Gilbert
- *San Marcos Unified School District – Lynne Kotas
- *Vista Unified School District – Diana Johnson

Associate Member District in attendance:

- *Cajon Valley Union School District – Sharon Clay
- *San Diego County Office of Education – Joseph Hebel
- *San Diego County Office of Education – Michele Nye
- *San Diego County Office of Education – Sandie Thompson-Noble
- *San Diego County Office of Education – Pam Gilles
- *San Diego Unified School District – Pearl Adams

Also in attendance:

- *Independent Stationers – Toby Tobin
- *Konica Minolta Business Solutions – Larry Pennington
- *Office Depot – Steve Estes
- *Office Depot – Michael Stechel
- *OfficeMax – Bobby Grizzle
- *OfficeMax – Chris K
- *OfficeMax – Catherine Rogers
- *Okidata – Terri Kennedy

- *School Specialty – Chris Duffy
- *Southwest School & Supply – John Hymes
- *Virco – Mark Friesz

1. Approval of Agenda (D/A):

On Agenda: Change Custodial Supplies bid from a Ratify to an Award. Add Action item of Furniture Bid agenda item. Peggy Stroika moved to approve the agenda as corrected. Motion seconded by Diana Johnson. Motion carried unanimously.

2. Welcome Guests:

Teresa Wacker welcomed everyone and asked that they introduce themselves and the company they represent.

3. Approve October 3, 2012 Board Meeting Minutes (D/A):

Lynne Kotas presented. Peggy Stroika moved to approve the October 3, 2012 Board Meeting minutes. Motion seconded by Sher Hoff. Motion carried unanimously.

4. Approve December 12, 2012 Board Meeting Minutes (D/A):

Lynne Kotas presented. Michelle Johnson moved to approve the December 12, 2012 Board Meeting minutes. Motion seconded by Peggy Stroika. Motion carried unanimously.

5. Approve November 7, 2012 Administrative Committee Meeting Minutes (D/A):

Sharon Clay presented. Karen Huddleston moved to approve the November 7, 2012 Administrative Committee Meeting Minutes as presented. Motion seconded by Peggy Stroika. Motion carried unanimously.

6. Approve January 9, 2013 Administrative Committee Meeting Minutes (D/A):

Debbie Kelly presented. Peggy Stroika moved to approve the January 9, 2013 Administrative Committee Meeting Minutes as presented. Motion seconded by Brenda Heskett. Motion carried unanimously.

7. Approve Treasurer's Report for February 6, 2013 (D/A):

Presented by Kara Allegro. Peggy Stroika moved to approve the treasurer's report as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

8. Old Business (D):

Lynne Kotas gave an update on the By Laws Committee.

9. New Business (D):

- Lynne Kotas brought up discussion regarding whether the Consortium will wish to make the Networking Bid that Mira Costa sponsors an Erate-able bid to be able to use for Erate funded projects. Discussion ensued on: Who would use? Who's eligible to use? District protection? Consultant needed to file documents required?
- Pearl Adams asked whether board approval is needed on Fuel Bid for pricing going down?
- Lynne Kotas brought up the email discussion on NCT new billing practices and what format will be our standard to pay off of. Teresa Wacker to followup with NCT/UT.

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

Alicia Hasinsky presented. Peggy Stroika moved to award the Data Processing Bid as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

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

Doug Gilbert presented. 39 bid packets sent out; 8 received back by due date; Recommend award to 4 vendors. Note minimum freight is \$100. Peggy Stroika moved to approve award of the Computer Printer Bid. Motion seconded by Brenda Heskett. Motion carried unanimously

12. Approve Amendment to Classroom & Supplies Bid (D/A):

Jessica Kinder presented. Note that School Specialty has filed bankruptcy for reorganization. Cajon Valley having difficulty with 3M tape. Sher Hoff moved to approve amendment of the Office & Classroom Supply bid as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

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

Kara Allegro presented. PreBid Meeting 6 vendors attended. All those vendors submitted bids. Kara sampled several papers that were new submittals and did not have any machine issues. Peggy Stroika moved to ratify the Xerographic Paper bid. Motion seconded by Diana Johnson. Motion carried unanimously.

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

Kara Allegro presented. Recommending award to 7 vendors with the exception of line item 32 (currently unawarded awaiting documentation). Discussion ensued regarding items on the bid that are not competitively bid and how to handle them. How districts may need to state their Sole Source approvals to use line items. Debbie K/Oceanside discussed when items are not equal with specification and problem that occurs for her staff. Kara will email out bid and note lines not competitively bid. Peggy Stroika moved to award the Custodial Supplies Bid. Motion seconded Michelle Johnson. Motion carried unanimously.

15. Approve Award of Audit Services (D/A):

Lynne Kotas presented. 3 RFP's received. Peggy Stroika moved to Approve the Award of the Audit Services. Motion seconded Debbie Kelly. Motion carried unanimously.

16. Bid Administrator Assignment of Legal Advertising Bid (D/A):

Teresa Wacker presented. This item was discussed and POSTPONED. Jessica Kinder moved to Postpone this agenda item. Motion seconded by Peggy Stroika. Motion carried unanimously.

17. Furniture Bid – Throw out bid awarded (D/A):

Lynne Kotas presented for Guiselle Carreon. Due to new legislature that has come out and is currently being defined, recommending to throw out the awarded Furniture Bid and re-bid with AB1598 clauses and reference to associated affected line items. Board has denied recommendation and instead requests the Bid Sponsor to ask each awarded vendor if they are able to hold their bid/awarded prices due to the new Assembly Bill passing effective January 1, 2013. Board prefers, since larger part of the bid is not affected, to keep bid intact and possibly delete items affected if vendors respond with price changes. Board wishes to hear results at April 3, 2013 board meeting before any other action is taken. Jessica Kinder moved to have Bid Sponsor follow above actions. Motion seconded by Sher Hoff. Motion carried unanimously.

18. Acclamations (D):

none

19. Round Table Discussions (D):

- Lynne Kotas: districts have Board Resolutions instituted when standardizing on dispensers
- Training update – will do in Fall 2013 if trainer is available
- Michelle Johnson: Building a high school. Science lab furniture. Can she standardize?
- Brenda Heskett: anyone have an RFP for solar panels project?
- Debbie Kelly: announced Buyer position open at Oceanside USD
- Sharon Clay: anyone having problems with deliveries with Bottled Water Bid?
- Sher Hoff: what are districts doing regarding safeguarding against Electronics theft?

20. Adjournment (D/A):

Moved: Peggy Stroika

Seconded: Diana Johnson

Motion carried unanimously

Time: 11:37 a.m.