



# North County Educational Purchasing Consortium

## Administrative Committee Meeting Minutes July 11, 2012

Districts in attendance:

Peggy Stroika, MiraCosta Community College District  
Kim Simonds, MiraCosta Community College District  
Teresa Wacker, Palomar College  
Lynne Kotas, San Marcos Unified School District  
Sharon Clay, Cajon Valley Union School District  
Jessica Kinder, Encinitas Union School District  
Michelle Johnson, Carlsbad Unified School District  
Kara Allegro, Fallbrook Union Elementary District

### 1. Call to Order

Kim Simonds called the meeting to order at 8:42 a.m.

### 2. Agenda Items for August 1, 2012 Board Meeting

- a. Approve Treasurers Report Dated August 1, 2012
- b. Approve Award of LCD Projector Lamp Bid
- c. Approve Award of Fuel Bid
- d. Approve Renewal of Legal Advertising Bid
- e. Approve Renewal of Notebook/Laptop Bid
- f. Ratify Library Supplies Bid
- g. Ratify Health and Athletic Supplies Bid
- h. Ratify Amendment to K-6 Art Supply Bid
- i. Ratify Dairy Bid
- j. Approve Amendment to CNS Snacks/Drinks Bid
- k. Approve Amendment to Office and Classroom Supplies Bid
- l. Re-Assignment of Office and Classroom Supplies Bid

### 3. CNS Dairy Bid Protest

Michelle Johnson presented. Bid opened 6-18-12. 3 bidders submitted: Driftwood, Hollandia and Campus Foods. In bid documents, there's a stipulation that bidders must bid 90% of items to be considered. All met this criteria. Protest from Driftwood due to:

- Stated Hollandia entered a "0" on no bid lines versus verbiage NO BID
- UOM on bid line item versus UOM bid by vendor

Michelle drawing up response letter to Driftwood stating that there is nothing in the bid documents that says entering a "0" is invalid to note items no being bid. No verbiage stating NO BID must be written. Michelle calculated out UOM irregularities and is figuring award on those lines to low bidder. Further discussion ensued on the need to fully calculate across the line items of each region to clearly understand who low bidder is. Michelle will review all calculations and respond appropriately to Driftwood and make recommendations for award.

### 4. Round Table Discussion

- a. Teresa/Kim Simonds discussed additional challenges with the Office and Classroom Supplies bid line items. Discussed item #162 – a UOM/price issue. Teresa/Kim will be reviewing all bid line awards for this bid and will address/resolve current issues. Agenda item being placed on agenda to discuss re-assignment of this bid.
- b. Jessica asked if anyone has ever outsourced their IT dept and if so, any bid/RFP docs she could be sent? Bonsall has always outsourced. We discussed different formats that could be used for an RFP.

### 5. Adjournment

Kim Simonds adjourned the meeting at 10:27 a.m.