



North County Educational Purchasing Consortium

Administrative Committee Meeting Minutes July 7, 2010

Districts in attendance:

Peggy Stroika, MiraCosta Community College District
Kim Simonds, MiraCosta Community College District
Paulette Anderson, Del Mar Union High School District
Teresa Wacker, Fallbrook Union High School District
Alicia Hasinsky, Escondido Union High School District
Lynne Kotas, San Marcos Unified School District
Susan Olinger, Cajon Valley Union School District

1. Call to Order

Peggy Stroika called the meeting to order at 8:48 a.m.

2. Agenda Items for August 4, 2010 Board Meeting

- a. Amendment to the Office & Classroom Supply Bid
- b. Amendment to the Custodial Supply Bid
- c. Ratify Award of the CNS – Paper Products Bid
- d. Renewal of the Fuel Bid
- e. Approve Award of LCD Projector Lamp Bid
- f. Approve Award of Print Shop Paper Bid
- g. Approve Dates / Locations for NCEPC Board Meetings
- h. Approve Membership of Oceanside Unified School District
- i. Ratify Award of Copier Bid

3. Xerographic Paper Bid Cure Letter – next steps

Lynne provided her cure notice as well as Bangkit's response letter. Discussion was had about how Lynne should move forward. Lynne will inform the Districts that they should move forward with Liquidated Damages. Kim suggested that a response letter be done stated specifically what the consequences will be. The response should include that the vendor can be sanctioned by being prohibited from bidding for 3 years.

4. Round Table Discussion

- a. Discussion was had about the fuel bid. San Diego City Schools has taken over the administration of this bid. Since they have contacted the vendor to move forward, the suggestion was that we move forward with the renewal and re-bid next year. Susan offered that Cajon Valley was very interested in switching to this bid, however, since SoCo wasn't on there, that they could not use it. Guidance was given that San Diego City Schools needs to research why SoCo did not bid.
- b. Discussion moved to records retention and where the files for the NCEPC are currently stored. Paulette suggested that the permanent files might be stored at San Marcos Unified School District since this is where all of the meetings are currently held. It was also discussed that the Administrative Committee needs to go through and purge files. It was also suggested that the Administrative Committee needs to set the guidelines for what is stored. Lynne will contact Sarah Grace to find out about setting up an area for the minutes and agendas to be housed on the website for future archiving.
- c. Lynne asked how many Districts handle Open PO's for maintenance (specifically painting). Peggy offered that at MiraCosta College, each small job is submitted as they are requested. Susan at Cajon Valley puts an Open PO up to the Public Works Bid Limit and if unexpected jobs come up after that she makes them submit a new PO.
- d. Paulette brought up that Del Mar Union High School District has a building that started construction on June 13 and will finish in August. Since it is a Lease-Lease Back. Discussion ensued on various Lease-Lease Back projects.

- e. Lynne asked what cuts Districts were having. Susan offered that Cajon Valley is currently taking cuts in Purchasing by losing 1 delivery driver, and that the Director position is going to become a Manager position.
- f. Paulette received a call from Border Patrol that a computer laptop was found in the trunk of a car coming across the border with a Del Mar Inventory Tag on it. The driver says he bought it at a Best Buy but since Paulette couldn't produce a report that it was stolen they had to let it go. Susan offered that Cajon Valley is now using CompuTrack to manage computer inventory and security.
- g. Lynne asked who was doing a Duplo bid, Susan Said that Cajon Valley had one but rejected all bids and renewed an old one. They will be bidding next year. Lynne is looking at if she needed to bid. Discussion moved to if Districts sign multi-year agreements or if they only don one year with a nonfunding clause.

5. Adjournment

Peggy Stroika adjourned the meeting at 10:49 a.m.