



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES

February 4, 2009

Kim Simonds, President, called the meeting to order at 8:40 a.m.

Pledge of Allegiance

Member Districts in attendance:

Bonsall Union School District – Annie Chavez
Cardiff School District – Sharon Iverson
Carlsbad Unified School District – Rosemary Monderine
Carlsbad Unified School District – Michelle Johnson
Del Mar Union School District – Paulette Anderson
Escondido Union Elementary School District – Vickie Howe
Escondido Union Elementary School District – Sarah Grace
Escondido Union High School District – Mary Ann Kirastoulis
Encinitas Union School District – Jessica Kinder
Fallbrook Union Elementary School District – Kara Allegro
Fallbrook Union High School District – Teresa Wacker
MiraCosta College – Peggy Stroika
Palomar College – Kim Simonds
Ramona Unified School District – Doris Fitzpatrick
San Dieguito Union High School District – Christina Bennett
San Dieguito Union High School District – Douglas Gilbert
San Marcos Unified School District – Lynne Kotas
Valley Center-Pauma Unified School District – Colleen Heublein
Vista Unified School District – Diana Johnson

Associate Member District in attendance:

Cajon Valley Union School District – Susan Olinger
San Diego County Office of Education – Dana Perrin
San Diego County Office of Education – Sandie Thompson-Nobile

Also in attendance:

Hertz Furniture – Nathan Rosenblatt
Office Depot – Mike Stechel
Southwest School Supply – Catherine Rogers

1. Approval of Agenda (D/A):

Peggy Stroika moved to approve the agenda as presented. Motion seconded by Kara Allegro.
Motion carried unanimously.

2. Welcome Guests:

Kim Simonds welcomed everyone and asked that they introduce themselves and the company they represent.

3. Approve December 10, 2008 Board Meeting Minutes (D/A):

Peggy Stroika moved to approve the minutes for the December 10, 2008 Board Meeting. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

4. Approve January 7, 2009 Admin. Committee Meeting Minutes (D/A):

Peggy Stroika moved to approve the minutes. Motion seconded by Doug Gilbert. Motion carried unanimously.

5. Approve Treasurer's Report for February 4, 2009 (D/A):

Presented by Colleen Heublein, Valley Center - Pauma Unified School District. Peggy Stroika moved to approve February 4, 2009 Treasurer's Report as presented. Motion seconded by Annie Chavez. Motion carried unanimously.

6. Old Business (D):

There were no items.

7. New Business (D):

Janay Greenlee – Copier bid. Danka, who was awarded some line items, is no longer a representative. The next low responsive bidder is being worked on. Janay would also like for people that have made use of the bid to please contact her. Discussion ensued. Kim Simonds – Colleen Hueblein is resigning as Treasurer. Kim asked for interest in that position as well as the position of Secretary.

8. Price Escalation Clause (D/A)

CANCELLED – DUPLICATE ITEM

9. Re-Assignment of Lamp & LCD Projector Lamp Bid (D/A):

Presented by Kim Simonds, Palomar Community College. Both of these bids need to be re-assigned and volunteers are being requested. Discussion ensued. Susan Olinger, Cajon Valley Union School District, has volunteered to be bid administrator for both bids. The Lamp Bid has four renewals on it and Kim has prepared the first one, which is on the agenda for approval. Peggy Stroika moved to approve. Motion seconded by Kara Allegro. Motion carried unanimously.

10. Discuss/Approve Amendment to Boiler Plate, Price Escalation Clause (D/A):

Presented by Kim Simonds, Palomar Community College. Discussion ensued regarding the cap on escalation clauses that was discussed at the admin. meeting. Mary Ann Kirastoulis presented information from a meeting in October 2004. Per Ellen Michaels, attorney for county council at the time suggested that there not be an escalation or de-escalation clause in the bid documents. The final suggestion was that if the bid administrator felt it necessary they could include one in the special provisions section. Peggy Stroika conveyed that what was discussed in admin. was that if the bid administrator uses the escalation clause that they then use a cap. Peggy Stroika moved to cap the escalation clause at not exceed 10%, when used. Motion seconded by Christina Bennett. Motion carried unanimously. The suggestion was made that we should have this in writing for everyone to review prior to approving. Motion tabled.

11. Approve New Consultant Agreement (D/A):

Presented by Kim Simonds, Palomar Community College. Discussion regarding consultant duties, insurance requirements, fees and how the districts can use her time properly. Budget had been \$2000.00 in previous years, and will be added back in for the new year. Revised agreement will be brought to the next meeting. Motion tabled.

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

Presented by Mary Ann Kirastoulis, Escondido Union High School District. 25 packets were sent, 7 received, 2 non-responsive. Peggy Stroika moved to award Bid. Motion seconded by Diana Johnson. Motion carried unanimously.

13. Approve Award of Audio Visual Equipment & Supplies Bid (D/A):

Presented by Lynne Kotas, San Marcos Unified School District. The bid opening will be in March which is after the end date of the current bid, Lynne requested that the president approve award of bid with ratification at the next meeting. Janay Greenlee moved to have the president award Bid with ratification at the April meeting. Motion seconded by Peggy Stroika. Motion carried unanimously.

14. Approve Renewal of Lamp Bid (D/A):

Presented by Kim Simonds, Palomar Community College. Letter was sent, to only participating vendor, regarding the first of 4 renewals. The vendors reply was that they were interested in renewing, but with a 3% increase across the board. The recommendation is to renew with increase requested. Peggy Stroika moved to approve the renewal with the increase. Motion seconded by Janay Greenlee. Motion carried unanimously.

15. Approve Amendment to CNS – Paper Products Bid (D/A):

Presented by Teresa Wacker, Fallbrook Union High School District. Line #45, P&R Paper had tried to change their bid amount saying that the item had been misrepresented on the bid. They came in with a price change of \$89.35 for 500/cs and then changed again to \$60.77 for 500/cs. I had talked with All American Plastic prior to the December meeting and they said that they could hold the price. When I contacted them again after the meeting they informed me that the manufacturer could not hold the price for them. To date there have not been any orders for this item. The recommendation is to un-award this item for this year and pick it up next year. Peggy Stroika moved to approve the un-award of line #45, relieve P&R Paper Supply and not re-award. Motion seconded by Janay Greenlee. Motion carried unanimously.

16. Approve Amendment to Custodial Supply Bid (D/A):

Presented by Paulette Anderson, Del Mar Union School District. Four items were listed as “no substitute” and Cameo was substituting. Recommendation is to award to the next lowest bidder. Peggy Stroika moved to approve amendment. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

17. Approve Amendment to Xerographic Paper Bid (D/A):

Presented by Lynne Kotas, San Marcos Unified School District. Spicers Paper is requesting relief from line #12a and b due to incorrect sell price in bid submittal, resulted in a below cost sell price. Next lowest bidder is Liberty Paper and they will hold their pricing. Janay Greenlee moved to relieve Spicers of line #12a and b and re-award to Liberty Paper. Motion seconded by Peggy Stroika. Motion carried unanimously.

18. Approve Amendment to Networking Equipment & Installation Services Bid (DA):

Presented by Diana Johnson, Vista Unified School District. Recommendation is to approve amendment to extend the contract with first option year and extend it through February 2010. Peggy Stroika moved to approve the amendment as presented. Motion seconded by Mary Ann Kirastoulis. Motion carried unanimously.

20. Acclamations

Kim Simonds thanked the bid administrators for their work on bids. Thank you to Janay Greenlee and Sarah Grace for getting the website back up and running smoothly. Lynne Kotas presented Sarah Grace with a plant as a thank you. Thank you to Cajon Valley for picking up the two bids. Diana Johnson gave a thank you to everyone for all the information that has been shared.

21. Round Table Discussion

CNS Bid – Custom items, how are they dealt with. Possibly a separate section that lists the custom item spec with no substitutions and the next line the same spec but with an equal listing. By keeping the custom items on the bid we can hold the price and terms of contract for the duration of the bid. Possibly have the CNS directors come up with a custom logo that could be bid and would belong to them and not the vendor. E-Waste – Lynne, what are districts doing with their e-waste. There are companies that will pick it up and will send check back for the recycled materials. Discussion on the post office return mail notice. Front office design including cabinetry – Lynne, who are districts using. There is a line item on the furniture bid that uses Parron Hall to do the layout. Pre-bid meeting attendance – Lynne, an out of state vendor cannot attend the meeting and wants to dial in to the meeting. The feeling is that because it does not involve a construction site walk that it could be allowed, but the suggestion is to check county council before proceeding. Sandie Thompson-Nobile – Information regarding Craig Winder retiring before position has been filled. Shauna Stark will be the contact. Bid Bridge – the county office councils' opinion is that there is authority for districts to utilize it provided that districts don't have something more restrictive in admin. regulations or board policies. Dana Perrin discussed storm water management program and if green products were being considered. C-MAS discussion of where to find the fees that they charge and how to make use of those contracts as well as dealing with DGS. Michelle Johnson introduced herself to the group, she has done student nutrition at Carlsbad Unified and will take over Donna Harpers duties. Michelle also stated that the CNS directors are interested in a dairy bid through the consortium and has offered to be the bid administrator. FCMAT information was discussed and the link will be sent to everyone.

22. Adjournment (D):

Moved: Peggy Stroika

Seconded: Janay Greenlee Motion carried unanimously

Time: 10:40 a.m.