



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
June 2, 2010

Paulette Anderson, President, called the meeting to order at 8:40 a.m.

Pledge of Allegiance

Member Districts in attendance:

Cardiff School District – Sharon Iverson
Carlsbad Unified School District – Susan Rencuid
Del Mar Union School District – Paulette Anderson
Encinitas Union School District – Jessica Kinder
Escondido Union Elementary School District – Vickie Howe
Escondido Union High School District – Alicia Hasinsky
Fallbrook Union High School District – Teresa Wacker
MiraCosta College – Peggy Stroika
MiraCosta College – Kim Simonds
Palomar College – Jenny Akins
Palomar College – Linda Bonner
Poway Unified School District – Janay Greenlee
Ramona Unified School District – Doris Fitzpatrick
San Dieguito Union High School District – Douglas Gilbert
San Dieguito Union High School District – Christina Bennett
San Marcos Unified School District – Lynne Kotas
Valley Center-Pauma Union School District – Colleen Heublein
Vista Unified School District – Diana Johnson

Associate Member District in attendance:

Cajon Valley Union School District – Sharon Clay
Cajon Valley Union School District – Susan Olinger
San Diego County Office of Education – Marlene Kirkbride
San Diego County Office of Education – Sandie Thompson-Nobile
San Diego Union School District – Rene Almaraz
South Bay Union School District – Jon Hansen

Also in attendance:

ABI Furniture – Catherine Rogers
Hyphenet – Paul Falcone
Konica Minolta – Larry Pennington
Office Depot – Mike Stechel
Office Depot – Steven Estes
Virco – Mark Friesz

1. Approval of Agenda (D/A):

Linda Bonner moved to approve the agenda as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

2. Welcome Guests:

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

3. Approve April 7, 2010 Board Meeting Minutes (D/A):

Janay Greenlee moved that we approve the April 7, 2010 Board Meeting minutes as presented. Motion seconded by Peggy Stroika. Motion carried unanimously.

4. Approve May 5, 2010 Administrative Committee Meeting Minutes (D/A):

Janay Greenlee moved to approve the May 5, 2010 Administrative Committee Meeting minutes as presented. Motion seconded by Peggy Stroika. Motion carried unanimously.

5. Approve Treasurer's Report for June 2, 2010 (D/A):

Presented by Lynne Kotas, San Marcos Unified School District. Lynne presented that there is not much change as far as interest earned in accounts. There is one CD that is coming up for renewal on June 15, 2010. The other CD is will be up for renewal in September 2010. Lynne recommended that the Board move to approve and roll the June CD into a 12 month term. Janay Greenlee moved to approve the Treasurer's report as presented. Motion seconded by Peggy Stroika. Motion carried unanimously.

6. Old Business (D):

None

7. New Business (D):

Marlena Kirkbride, San Diego County Office of Education, stated item number 162 on the Office Supplies bid has been discontinued. The current vendor is School Specialty. Pioneer Stationers the next lowest bidder can supply a substitute item with an increase of \$0.02 in price, however, it was not put on the agenda in time for this meeting. Paulette suggested that we remove School Specialty as vendor and bring as agenda item to August meeting.

8. Approve 2010-2011 Budget (D/A):

Lynne Kotas, San Marcos Unified, changed the format of the budget document to make it clearer and easier to understand. Kim Simonds moved to approve the 2010-2011 Budget as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

9. Nomination/Election of Officers for 2010/2011 (D/A):

Presented by Paulette Anderson, Del Mar Unified, asked if there were any nominations. No response was received. She recommended that we move to continue with the current officers. Marlena Kirkbride moved to approve the Nomination/Election of Officers for 2010/2011 as presented. Motion seconded by Linda Bonner. Motion carried unanimously.

10. Bid Assignments for 2010/2011 (D/A):

Paulette Anderson, Del Mar Unified, suggested that we approve the current bid assignments now and make any needed changes at a later date. Peggy Stroika moved to approve the Bid Assignments for 2010/2011 as presented. Motion seconded by Jessica Kinder. Motion carried unanimously.

11. Consultant Agreement Discussion (D):

Presented by Paulette Anderson, Del Mar Unified, suggested we wait to fill position until there is a need, so until the need arises we will not proceed looking for a consultant.

12. Approve Dates & Location for Administration Committee Meetings (D/A):

Peggy Stroika, Mira Costa College, submitted all dates and times of future meetings. Janay Greenlee moved to approve dates and location for board meetings. Motion seconded by Linda Bonner. Motion carried unanimously.

13. Approve Award of CNS Paper Products (D/A):

Teresa Wacker, Fallbrook Union High School District, bid opens on June 7, 2010. It is being asked that the President award with ratification at the next board meeting. Kim Simonds moved to have the President award with ratification at the next meeting. Motion seconded by Jessica Kinder. Motion carried unanimously.

14. Approve Renewal of CNS – Dairy Bid (D/A):

Michelle Johnson, Carlsbad Unified School District, asked that the President approve the renewal of the CNS Dairy Bid. Janay Greenlee moved to approve the renewal of the CNS Dairy Bid as presented. Motion seconded by Jessica Kinder. Motion carried unanimously.

15. Approve Award of CNS Snacks/Drinks Bid (D/A):

Douglas Gilbert, San Dieguito Union High School District, would like to reject all bids. Frito Lay has a conflict with a contract they have with the Community Colleges. Campus Foods was the only real bidder, but could not get the pricing that they needed from Frito-Lay. Janay Greenlee moved to approve to reject all bids. Motion seconded by Peggy Stroika. Motion carried unanimously.

16. Approve Award of Library Supplies Bid (D/A):

Jessica Kinder, Encinitas Union School District, emailed bid to 15 vendors and received 8 responses. She had to reject the bid from Highsmith, because they wanted to change bid specifications. This is a percentage off bid. Kim Simonds moved to approve the Award of the Library Supplies Bid. Motion seconded by Peggy Stroika. Motion carried unanimously.

17. Approve Extension of Bottled Water Bid (D/A):

Janay Greenlee, Poway Unified School District, stated that the current vendor is not asking for any changes to the bid. Peggy Stroika moved to approve the Extension of the Bottled Water Bid. Motion seconded by Jenny Akins. Motion carried unanimously.

18. Approve Renewal of Enterprise Tiered Computer Bid (D/A):

Diana Johnson, Vista Unified School District, bid is up for 2nd renewal. Diana sent out letters to vendors. Dell has agreed to renew. CDW does not want to renew. Jessica Kinder moved to approve the Renewal of the Enterprise Tiered Computer Bid. Motion seconded by Peggy Stroika. Motion carried unanimously.

19. Approve Award of Copier Bid (D/A):

Janay Greenlee, Poway Unified School District, sent out 25 bids. Janay requested that the President award the Copier Bid and ratify at the August meeting. Peggy Stroika moved to approve the award and ratification of the Copier Bid at the August meeting. Motion seconded by Diana Johnson. Motion carried unanimously.

20. Ratify Award of Health and Athletic Supplies Bid (D/A):

Rosemary Monderine was unable to attend so Paulette Anderson, Del Mar Union School District filled in for her. Fourteen bids were mailed and 9 responses were received. Two items were tied. The bid was awarded on May 25, 2010. Peggy Stroika moved to approve the ratification of the award of the Health and Athletic Supplies Bid as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

21. Approve Amendment to PE Supply Bid (D/A):

Vickie Howe, Escondido Union School District, item number 99 was mistakenly bid unit price of each instead of dozen. Vickie recommends relieving original vendor of that item and awarding to next lowest bidder Sport Supply Group. Peggy Stroika moved to approve to relieve original vendor of line number 99 and award to next lowest bidder Sport Supply Group. Motion seconded by Diana Johnson. Motion carried unanimously.

22. Approve Amendment to Print Shop Paper Bid (D/A):

Linda Bonner, Palomar College, stated that XPEDX would like an increase on several line items. All increases are no more than 5 percent. Peggy Stroika moved to approve the amendment to the Print Shop Paper Bid as presented. Motion seconded by Christina Bennett. Motion carried unanimously.

23. Approve Amendment to Legal Advertising Bid (D/A):

Marlena Kirkbride, San Diego County Office of Education, stated that there have been numerous problems with this bid due to timing and personnel issues. Jessica Kinder moved to reject amendment to the Legal Advertising Bid as presented. Lynne Kotas seconded the motion. Motion carried unanimously.

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

Lynne Kotas, San Marcos Unified School District, Office Depot and Liberty Paper requested an increase in price. Bid has 7 percent price cap, which Liberty Paper is requesting. Office Depot is requesting above cap for line numbers, 9A-B, 10A, 14B. Lynne brought up another price issue with Banget. It was recommended that Lynne send out a certified cure letter to Banget with a deadline of two weeks to respond. If Banget does not resolve issue, they will not be allowed to bid for three years. Lynne would ask that we allow Liberty Paper and Office Depot a 7 percent price increase on requested items. Peggy Stroika moved to approve the amendment to Xerographic Paper Bid as presented. Jessica Kinder seconded the motion. Motion carried unanimously.

25. Approve Amendment to HP Printer Bid (D/A):

Marlena Kirkbride, San Diego County Office of Education, stated that this is amendment number four. Line 5A Sharp 6940DT printer is discontinued – HP 6500 is a replacement with same price. Item 12A HP 1505N discontinued – HP 1606 new replacement no award. Item 54A increase in price from \$205.30 to \$249, original pricing was promotional. Peggy Stroika moved to approve amendment to the HP Printer Bid as presented. Jessica Kinder seconded the motion. Motion carried unanimously.

26. Approve Amendment to Projector Lamp Bid (D/A):

Sharon Clay, Cajon Valley Unified School District, recommended that item be removed with no award. Kim Simonds moved to approve amendment to the Projector Lamp Bid as presented. Jenny Akins seconded the motion. Motion carried unanimously.

27. Approve Increase in Attorney Rates (D/A):

Paulette Anderson, Del Mar Unified School District, recommended that the Board approve the increase as presented. Peggy Stroika moved to approve the Increase in Attorney Rates as presented. Jenny Akins seconded the motion. Motion carried unanimously.

28. Acclamations (D):

Jessica Kinder thanked Marlena Kirkbride for her hard work on two of the bids. Peggy Stroika thanked all Bid Administrators. Jessica Kinder thanked all current officers for continuing to serve for the 2010/2011 school year.

29. Round Table Discussion (D):

Jessica Kinder stated that her district recently hired an IT Director and that they need a new IT system and would like to have it completed in nine weeks. She asked if anyone had suggestions for a project like this. It was recommended that Jessica not use the CMAS contract. If anyone had information they would email to her.

Paulette stated that Padre Janitorial would like a 15 percent increase on several line items. She will set on next agenda. The price cap on the Custodial Supplies bid is 7 percent.

Diana Johnson stated that Hon would be increasing in price. She will bring to next meeting.

30. Adjournment (D/A):

Moved: Jessica Kinder

Seconded: Kim Simonds

Motion carried unanimously

Time: 11:34 a.m.