

ASSOCIATION OF EDUCATIONAL PURCHASING AGENCIES

MEETING REPORT #4

December 1, 2001

Atlanta, Georgia

The meeting was held at The Marriott Marquis Hotel, Atlanta, and commenced on Saturday, December 1, 2001, at 1:00 p.m. An overview of the agenda indicated the following tasks:

1. Call to Order
2. Award of AEPA IFB #2
3. Extension of AEPA IFB #1 Contracts
4. Membership Concerns
5. Selection of Date and Site for Next Meeting and Assignment of Tasks

Call to Order

As there is no requirement for a quorum, this meeting was appropriately convened.

Roll Call

The meeting began with introductions of all in attendance. Agency representatives stated the area that they represented. The following Member Agencies, Vendors and Honored Guests were represented as indicated below:

<i>Members</i>	<i>Representatives</i>
Arizona	David Wasson, Jim Migliorino
Colorado	John Tillman, Dale McCall
Indiana	Larry Risk, Ken Potts, Pam Clover
Kansas	Steve Spade
Kentucky	Liz Storey, Stan Riggs
Minnesota	Gary Nytes, Mike Hijek
Missouri	Tom Post
Montana	Frank Loehding
Nebraska	Lynn Thorpe
New Mexico	Max Luft, Robin Strauser
North Dakota	John Jankowski
Ohio	Elmo Kallner, Bob Brown
Oregon	Tammy Standley
Pennsylvania	Jeff Kimball, Jim Randecker
South Dakota	Scott Westerhuis
Texas	Pete Paul
Washington	Ron Ricketts and Dave Uglen
Wyoming	David Swantek

Note: All members were represented.

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Honored Guests

AESA Brian Talbott, Kari Arfstrom

Vendors

MicroWarehouse Brad VanGemert
Tremco Craig Nelson

It was noted that representatives from all agencies had contributed to the successful publication and review of AEPA IFB #2. Special recognition was given to David Wasson from Arizona and Pete Paul from Texas who reviewed the final draft, making significant enhancements in several areas. Mike Hijek from Minnesota was commended for the development of marketing materials, including the AEPA logo. Larry Risk and Ken Potts of Indiana were complemented for their work on summarizing the bids. Both noted that Pam Clover had accepted the responsibility of reviewing the bids, and indeed “made the state of Indiana look great”. Pam was recognized for her outstanding work. Tammy Standley from Oregon received a standing ovation for her work in answering questions about the bid.

Agenda

The Tentative Agenda had been provided to all agency representatives three weeks prior to the meeting via email. Printed copies were also available when members arrived at the AESA conference. One minor change was suggested: to add a review of AEPA policy under concerns of membership. A motion was made by Pennsylvania and seconded by Arizona to approve the Agenda as modified. The motion passed unanimously.

Approval of Meeting Report #3

Although minutes are not taken, Meeting Report #3, which reflects activities of the April 19 and 20 gathering in Nashville, was reviewed. A motion was made by Arizona and seconded by Washington to accept the report as an accurate account of the meeting.

Award of AEPA IFB #2

An outline of the process for approving vendors that submitted responses to IFB #2 was reviewed. It was agreed upon that three steps would be followed. First was determining which vendor submissions were responsive and which were not responsive to the invitation. There was consensus that any response that did not include the proper bid bond or which was received after the published deadline would be considered non-responsive. Second was a discussion about the submissions from the responsive vendors. Third was the selection of the responsive vendors to be approved, after ranking in cost order. It was also agreed upon that each of the five bid areas would be reviewed in order as stated in the IFB document.

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John Tillman of Colorado provided a summary of requests. He noted that each vendor listed in this summary had been notified of the bid. Tammy Standley of Oregon presented a summary of the questions that had been asked by potential respondents. She stated that 20 questions had been answered and published on the AEPA Web site. Larry Risk of Indiana reviewed the AEPA bid record and the bid tabulation sheets.

Furniture

The following 15 bids were identified as non-responsive, as initiated by a motion from Texas and seconded by Nebraska. The motion passed unanimously.

1. Adirondack Direct (no bid)
2. All But Grown Ups, LTD (no surety)
3. Capitol Seating Company (no surety)
4. Clarin (no surety)
5. Euro Design Systems (no surety)
6. Herman Miller Workplace (received late)
7. Highsmith (no bid)
8. Hirsh Industries (no surety)
9. Jasper Chair (no surety)
10. McCourt Manufacturing (no surety)
11. Mite-Lite (no surety)
12. Quill (no bid)
13. School Specialty (no bid)
14. Southwest Partitions (no surety)
15. Wood, Etc. Corporation (no surety)

A discussion among agency representatives revealed that two vendors bid exactly the same item. Both Hertz and Scholar Craft bid the Scholar Craft line. Hertz prices were higher. A motion was made by Washington and seconded by North Dakota to reject Hertz. The motion passed unanimously.

A discussion followed as to whether a vendor should be rejected because they did not indicate that their bid prices were better than those offered to any other educational institution. A motion was made by Washington and seconded by Pennsylvania not to reject the vendor solely on that basis. The motion passed unanimously. It was noted that individual member agencies had the right to make or reject an award because of this item alone. It was recommended that at the next meeting a "Favored Nation" statement be considered for the next bid.

Each of the responsive bids was reviewed. Several bids were rejected for a variety of reasons, including:

- Prices not different than GSA
- Discount not stated
- Prices not competitive
- Exceptions to Terms and Conditions not acceptable
- No percentage discount stated

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- Other forms not completed

A motion was made by Washington and seconded by Minnesota to reject the following bids based on one or more of these reasons. The motion passed unanimously.

1. American Seating
2. APW Wrightline
3. Aurora Modular Industries
4. Boise Office Furniture
5. Electronic Classroom Furniture
6. Palmer Snyder

The following eight vendors were recommended approval for award by individual agency members in a motion by Arizona as seconded by North Dakota. The motion passed unanimously.

1. Allsteel, Inc.
2. Buckstaff
3. Childcraft Education Corp.
4. Interior Systems, Inc.
5. Scholar Craft Products, Inc.
6. Spectrum Industries, Inc.
7. Tesco Industries, Inc.
8. Virco, Inc.

It was decided that in the next bid, a clearer statement must be made as to whom the security shall be made payable.

Technology catalog

The bids from the following vendors were identified as non-responsive.

1. Blue Jay Enterprises (no bid)
2. CDW-G (no bid)
3. Global Government Education Solutions (no bid)
4. Lakeshore Learning Materials (no bid)
5. MicronPC (no bid)
6. Multiwave (no bid)
7. Projector Superstore (improper surety)

Each of the responsive bids was reviewed. A motion was made by Washington and seconded by Minnesota to reject the following (one) bid because the company only offered software. The motion passed unanimously.

1. Softmart Product Services

The remaining five vendors had their prices subjected to a shopping cart of randomly selected items. A motion was made by Arizona and seconded by Minnesota to reject the four most expensive shopping cart totals, taking into account shipping and handling,

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and award the contract to MicroWarehouse. The motion passed by a vote of 17 to one, with the single no vote coming from North Dakota. The bids are listed from high to low.

1. Technology Integration Group (reject)
2. PC Connection (reject)
3. Insight Direct (reject)
4. Ismart (reject)
5. MicroWarehouse (award)

Modular and portable buildings

Five bids were received in this category. Three bids were rejected as being non-responsive for various reasons. A motion was made by Arizona and seconded by Minnesota to award the bid to Modular Solutions and William Scotsman. The motion passed unanimously. The results are summarized in the following list.

1. Comark Building Systems (non-responsive; wood building on metal frame)
2. Modular Solutions, LTD (award)
3. Morgan Building Systems (non-responsive; excludes states of OH, OR, PA and WA)
4. WalCon (bid received late)
5. William Scotsman Inc. (award)

Fuel

No bids were received in this category. Gratitude was expressed to Jeff Kimball of Pennsylvania for his work on the preparation of this bid.

Industrial Catalog

Three bids were received in this category. A motion was made by Arizona and seconded by Pennsylvania to reject all bids. After a discussion, the question was called and the motion passed unanimously.

Extension of AEPA IFB #1 Contracts

Five bid categories were approved for award in December of 2000. The contracts awarded were approved for a one-year period, with the opportunity for four additional one-year extensions. Approval of extensions was made by bid area. It was noted that any future contract extensions would be based on a minimum of \$100,000 in purchases for each vendor from participating members during the 2002 calendar year. However, attainment of that level of sales would not guarantee an extension, and each area would be reconsidered individually for rebid at the next meeting.

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Roofing

A motion was made by Arizona and seconded by Pennsylvania to approve a contract extension to Weatherproofing Technologies Incorporated / WTI Tremco to all members and allow for requested additions as permitted by the contract. The motion passed unanimously.

Vehicles

A motion was made by Kentucky and seconded by Arizona to approve a contract extension to Pioneer Ford to all members, that any future extensions would require improvement in the operations of the contract. The motion passed unanimously. The request to add used vehicles to the bid was denied.

Printers and toner cartridges

A motion was made by Montana and seconded by Missouri to approve a contract extension to GCC, Lexmark, MicroWarehouse, and Sehi to all members, and to not offer a contract extension to Printer Systems Inc. The motion passed unanimously.

Carpet

A motion was made by Washington and seconded by Arizona to approve a contract extension to Interface, Mannington and Shaw to all members. The motion passed unanimously.

Playground Equipment

A motion was made by Kentucky and seconded by Arizona to approve an extension to Gametime, Landscape Structures, Little Tikes, and Miracle Recreation to all members. The motion passed unanimously.

Membership Concerns

Web Site Report

Ken Potts of Indiana presented a report of use of the AEPA Web site, www.aepacoop.org. He indicated that the site will be updated.

Policy Review

Policies previously passed by the AEPA members were reviewed. One typographical error was noted, and the change will be made to indicate that bids will be "approved" by a group with at least one representative from each participant. This policy statement will be revisited at the next meeting. After discussion it was resolved that as stated, awards cannot be made unless all members are present.

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Financial Concerns

A balance sheet was provided illustrating all transactions through November 1, 2001. Cooperative Educational Services of Albuquerque, New Mexico is serving as fiscal agent. Records indicate a balance of \$147.97

Concerns of Existing Members

No items were presented for discussion.

New Members

There were no items to review under the topic of new members. A previous concern presented by Smoky Hill Agency in Kansas was resolved prior to the meeting.

Assignment of Tasks and Selection of Date and Site for Next Meeting

Assignments

Assignments were made to determine who would have various roles in the successful continuation of AEPA until the next meeting. A summary of the assignments is as follows:

<i>Assignment</i>	<i>Member</i>
Membership purchase summary (6 month intervals)	Wyoming
Vendor sales summary (6 month intervals)	South Dakota
Web site maintenance	Indiana
Policy development	North Dakota
New member relations	Oregon
Marketing	Minnesota, Ohio, Kentucky
Next meeting preparation	New Mexico, Arizona
Follow up of December meeting concerns	Texas
Quality control and member continuation	Nebraska
Vendor Relations – Bid #1	
Vehicles	Arizona
Carpet	Colorado
Roofing	Kentucky
Playground equipment	Kansas
Printers and toner cartridges	Montana
Vendor Relations – Bid #2	
Furniture	Missouri
Computer catalog	Pennsylvania
Modular and portable buildings	Washington

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Meeting location and date

By mutual agreement, the next meeting of AEPA will be held in Las Vegas, Nevada. The meeting will begin at 6:00 p.m. on Sunday, April 14, 2002, and end at noon on Tuesday, April 16, 2002. Format of the meeting will include vendor roundtables. The purpose of the meeting is to increase vendor awareness, develop topics for the next bid, timelines and assignments for AEPA Bid #3, address issues of membership, review and develop policy and bylaws and deal with other matters that come before the Association.

Adjournment

With no other business to come before the body, the fourth general meeting of the Association of Educational Purchasing Agencies was adjourned at 5:10 p.m.