

ASSOCIATION OF EDUCATIONAL PURCHASING AGENCIES

MEETING REPORT #13

December 3, 2005
Westin Resort and Spa
Savannah, Georgia

The meeting was held in the Grand BallRoom B at the Westin Resort and Spa, Savannah, Georgia, and commenced on Saturday, December 3, 2005. An overview of the Agenda indicated the following tasks:

Call to Order and Related Concerns
Award of AEPA IFB #6
Extension of AEPA IFB #3 Contracts
Extension of AEPA IFB #4 Contracts
Extension of AEPA IFB #5 Contracts
Committee Reports
Selection of Date and Site for Next Meeting

1. Call to Order

AEPA Chairman Max Luft called the meeting to order at 1:05 p.m. According to adopted Procedures, members present at the meeting shall constitute a quorum. The meeting was therefore appropriately convened. The Chair thanked Brian Talbot and AESA for their continued support and hospitality. It was noted the room and the refreshments were courtesy of AESA.

1.1. Roll Call

The meeting began with introductions of all in attendance. Agency representatives indicated the state that they represented. The following Member Agencies and vendors in attendance are as follows:

<i>Members</i>	<i>Representatives</i>
Arizona	Tom Peeler
Arkansas	Phillip Young
Colorado	Tom Peeler
Indiana	Larry Risk, Pam Clover
Iowa	Jamie Moran
Kansas	Steve Spade, Cinda Holms
Kentucky	Liz Storey, Ann Burden
Michigan	Vickie Maravich
Minnesota	Mike Hajek, Gary Nytes, Ken Shane
Missouri	Tom Post
Montana	Frank Loehding
Nebraska	Paul Utemark
New Mexico	Max Luft, Llew Perry
North Dakota	John Jankowski, Jane Eastes
Ohio	Elmo Kallner, Ken Swink, Tammy Hurst
Oregon	Tammy Standley
Pennsylvania	Jeff Kimball, Jim Randecker
Texas	Pete Paul

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Vendors

Aries	Wayne Quach
Atlas Tracks	Sara Morehead, Brenda Thompson
CDW-G	Mark Ellis
Konica Minolta	Denise Blackwell-Burns
Kyocera Mita	Philip Borchardt
School Specialty	Angie Schuh
Tremco	Mardee Billingsley, Craig Nelson
Williams Scotsman	Steve Yantzer

It was noted that the following members were not present:

California
Virginia
Washington
Wyoming

1.2. Agenda

The Tentative Agenda had been provided to all agency representatives prior to the meeting via email. Printed copies were also distributed when members arrived at the AEPA meeting. A motion was made by John Tillman of Colorado and seconded by Elmo Kallner of Ohio to approve the Agenda as presented. The motion passed unanimously.

1.3. Approval of Meeting Report #12

Meeting Report #12, which reflects activities of the March 21st through the 24th gathering in San Diego, California was reviewed. A motion was made by Liz Storey of Kentucky and seconded by Pete Paul of Texas to accept the report as an accurate account of the meeting. The motion passed unanimously.

1.4. Membership Concern

1.4.1. Arkansas Acceptance

It was noted by the Chair that the AEPA Memorandum of Understanding and the related AEPA Application Form had been received from Arkansas by the chair, and submitted to the membership for acceptance. A review of the membership vote reporting vote results and date of vote was presented to the members, indicating 18 members voted for approval and two (2) members did not vote. Arkansas was welcomed into the membership.

1.4.2. Michigan Acceptance

It was noted by the Chair that the AEPA Memorandum of Understanding and the related AEPA Application Form had been received from Michigan by the chair, and submitted to the membership for acceptance. A review of the membership vote reporting vote results and date of vote was presented to the members, indicating 17 members voted for approval and four (4) members did not vote. Michigan was welcomed into the membership.

1.4.3. Remembering the Past

Max said that the progress of AEPA was greatly influenced by many who were no longer representing their agencies in AEPA. These included

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David Wasson, Jim Miglirino and Violet Tribbet from Arizona; John Riley and Mike Mellon from California; Ken Potts from Indiana; Lynn Thorpe from Nebraska; Bob Brown from Ohio; Ron Ricketts from Washington and David Swantak from Wyoming.

1.4.4. Honoring the Present

Representatives from all agencies had contributed to the successful publication and review of AEPA IFB #6. Special recognition was given to Larry Risk and Pam Clover of Indiana for their work on summarizing the bids, Tammy Standley from Oregon for work on answering questions relating to the bid and Jeff Kimball from Pennsylvania for his work as the Bid Coordinator. All received a Savannah Harbor beverage holder and a standing ovation for their work regarding the bid.

2. Approval of AEPA IFB #6

2.1. Summary of Requests

A printout of those viewing and downloading each bid lot was distributed by Pam Clover of Indiana. The report indicated for each person, the name and address of their company, the phone number and fax number as well as the time and date of access.

2.2. Summary of Questions

Tammy Standley of Oregon said that the questions that were asked by potential respondents and the responses were available for review on the AEPA website.

2.3. Summary of Bids Received

Larry Risk of Indiana reported that Pam Clover from Indiana and Ann Burden, from Kentucky verified the bid receipt. Pam Clover prepared the Bid Tabulation Report which was disseminated to all members. The three summary pages were previously emailed to all members.

2.4. Bid Committee Report

Jeff Kimball, the Bid Coordinator reviewed the non-responsive bids. He stated that there was seven weeks between the publication date and the due date of the bid. It was noted that providing the bid surety was a major cause of bids being classified as non-responsive.

2.5. Award by Category

2.5.1. Administrative Software

Steve Spade from Kansas presented the recommendation for the Administrative Software Committee. He stated that the committee recommended rejecting all three of the bids that were from Rediker Software, Edupoint Education Systems and Trapeze Software Group, but consider bidding this item again in the future. He reported that there was confusion by some regarding the two lots in the bid category. A motion was made by Steve Spade and seconded by Frank Loehding from Montana to accept the committee recommendation. The motion passed unanimously.

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2.5.2. Furniture

Tom Post of Missouri reported the recommendations of the Furniture Committee. He recommended that Simplastics and India Chair be rejected because they did not provide a bond. Max Luft stated that he had been contacted by Simplastics who asked to be considered because the inability to provide a bid was an act of God. An email from the State Farm company was reviewed which stated that State Farm has set as their priority responding to claim losses, and that they never returned the call to Simplastics. AEPA members concurred it was a responsibility of Simplastics to obtain the bond. The committee recommended that Kurtz be rejected because they would not offer a better price to AEPA members and that Spectrum be rejected because of past performance. Finally, the committee recommended that School Specialty, Nova Solutions and Mity Lite be accepted. A motion was made by Tom Post and seconded by Paul Utemark of Nebraska to accept the recommendation. A discussion then proceeded regarding the awards. The motion was tabled by the Chair until after the break.

2.5.3. HVAC Equipment and Services

Llew Perry from New Mexico reported for Craig Mckee of Arizona who was absent. It was noted that a conference call was held with vendors, but that no vendor had responded. It was recommended that this category be rebid next year.

2.5.4. On-Line Training

Jim Randecker from Pennsylvania gave the report regarding online training. He noted that two bids had been rejected because they did not provide the required security. John Jankowski from North Dakota questioned why the remaining respondent was considered when they did not supply the electronic copy of one form. Discussion was tabled until after the break.

2.5.5. Portable and Modular Buildings

Oversight Committee Chair for the Portable and Modular Buildings was absent, but had prepared a report in collaboration with other committee members Tammy Standley and Tom Peeler. Tammy made the report for the committee, and moved that the committee recommendation to reject the two bids from Mobilease Modular Space and Williams Scottsman and rebid the category next year, be accepted by the members. The motion was seconded by Llew Perry of New Mexico. Reasons for the recommendation were reviewed. Steve Yantzer from Williams Scottsman was present and made a reply. A vote on the motion was unanimous to accept the committee recommendation.

2.5.6. Sports and Health Catalogs

Tammy Hurst from Ohio made the report for the Sports and Health Catalogs, and provided the committee's recommendation to reject Riddle All American because the bid price was the same that would be offered to single school districts, and to award the bid to BSN Sports. Tammy moved

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to accept the committee report. The motion was seconded by John Jankowski from North Dakota and passed unanimously.

2.5.7. Technology Catalogs

Elmo Kallner of Ohio presented the report on Technology Catalogs. It was the consensus of the Oversight Committee that each of the two respondents was advantageous in several of the bid items, and that bid rankings would be dependant upon items selected for the market basket. It is therefore the recommendation of the committee to award both respondents since the dual award is required to provide the most favorable purchasing solution to all members. Mr. Kallner made a motion to accept the recommendation of the committee. The motion was seconded by Tom Peeler of Arizona and passed unanimously.

Break

At 2:40 p.m. a 10 minute break was taken by all.

2.6. Recall of Tabled Items

2.6.1. Furniture

The Furniture Oversight Committee recommended approving School Specialty, Mighty Lite, Spectrum and Nova. Tom Post modified his motion for acceptance to reflect the committee approval. The modification was approved by Paul Utemark who seconded the motion. The vote was unanimous in favor of the motion.

2.6.2. Online Training

Jim Randedcker indicated that one form had not been provided electronically, however, the original form was provided and signed in the packet. It was the determination of the Oversight Committee that it is in the best interest of the members to make the award, and the bid specifically allowed for waving of minor technicalities. A motion was made by Jim Randedcker and seconded by John Jankowski of North Dakota to accept the committee's recommendation. The motion passed unanimously.

2.7. Award Summary

The Chair summarized the action by AEPA members, reporting the following approvals and rejections.

Bid Approvals Were as Follows:

Furniture:	<i>Mity Lite, Nova Solutions, Spectrum Industries, School Specialty</i>
HVAC:	No bids were received
Online Training:	<i>Aries Technology</i>
Sports and Health Catalogs:	<i>BSN Sports.com</i>

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Technology Catalogs:	<i>CDW-G, Tech Depot</i>
<u>Bid Rejections Were as Follows:</u>	
Administrative Software:	<i>Edupoint Education Systems, Rediker Software, Trapeze Software Group</i>
Furniture:	<i>Simplastics, Kurtz Brothers, Indiana Chair Frame Company, Rosemount Office Systems, Pepco Educational Products</i>
HVAC:	No bids were received
Online Training:	<i>Element K, My eCoach</i>
Portable and Modular Buildings:	<i>Mobilease Modular Space, Williams Scotsman</i>
Sport and Health Catalogs:	<i>School Health, PW Athletic Manufacturing Company, Riddell All American</i>
Technology Catalogs:	<i>More Direct, Promethean, Inc., Long's Electronics</i>

3. Summary of Use

3.1. Member Reports

Laurie Walsh from Wyoming prepared a summary of use report from members, indicating participation in both contracts in place by members and volume of contracts in dollars for each member for each vendor. Total volume reported by the members for the nine month period was \$99,219,291.

Summary data for vendors indicated the fewest contracts were in place for Imagistics (6) and the most contracts were in place for SchoolDude (16). There were 19 possible states with data, as no report was received for California, Arkansas or Michigan. Weatherproofing Technologies (Tremco) recorded the greatest volume with \$38,369,581 for the period through September 30th. Only three vendors had a volume less than \$10,000, and they were Gardner's Books, Husky International and Imagistics.

Summary data for the members indicated the fewest contracts were in place for Minnesota (2) and the most for Kentucky, Kansas and Nebraska (21). No contracts were reported by Missouri and New Mexico, and no reports were received from California, Arkansas and Michigan. There were 21 possible vendors. The greatest volume was recorded by Pennsylvania (\$26,725,942) and the of the reporting states, North Dakota had the lowest volume (\$167,098).

The group expressed thanks for the fine report prepared by Laurie.

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3.2. Vendor Reports.

Tom Post from Missouri prepared a summary of use report from vendors, indicating participation in both contracts in place by vendors and the volume of contracts in dollars for each vendor for each member. The total volume reported by the vendors for the nine month period was \$109,096,256.

No data were received from Spectrum, Edulog, Robert Cohen, School Health, SchoolDude, Pioneer Ford or Imagistics. Of those reporting data, the greatest revenue was from WTI/Tremco (\$51,447,810). Six vendors of the 16 reporting had a volume exceeding one million dollars. Of those reporting, only the three library vendors and Imagistics had a volume less than \$50,000.

The group expressed thanks for the fine report prepared by Tom.

4. Extension of AEPA IFB #3

Only one bid category was approved for award in December of 2002. The contract was approved for a one-year period, with the opportunity for three additional one-year extensions. The contract was approved for extension in December of 2003 and 2004.

4.1. Extension by Category

John Jankowski of North Dakota headed the School and Office Supply Catalog Oversight Committee and made the presentation to the membership.

4.1.1. School and Office Supply Catalog

It was reported that a survey of the School Specialty bid was made and responses were received from 16 members with no response from Arizona, California, Virginia or Wyoming. The committee recommended extending the approval a final year. A motion was made by John Jankowski of North Dakota and seconded by Frank Loehding of Montana to accept the committee recommendation. The motion passed unanimously.

5. Extension of AEPA IFB #4

Four bid categories were approved for award in December of 2003, and included ten approved vendors. The contracts awarded were approved for a one-year period, with the opportunity for three additional one-year extensions. It was noted that this was the first contract where contracts terminated February 28th, thereby allowing an additional two months to complete the contract extensions.

5.1. Administrative Software

Steve Spade of Kansas chaired the Administrative Software Oversight Committee, and made the following reports:

5.1.1. SchoolDude

Steve reported that members were satisfied with the implementation of the SchoolDude software. A motion was made by Steve Spade to accept the Oversight Committee's recommendation to extend the SchoolDude contract for one year. The motion was seconded by Llew Perry of New Mexico and passed unanimously.

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5.1.2. Education Logistics

Mr. Spade said that the Oversight Committee recommends not extending the Education Logistics contract for another year since they do not provide the maintenance software for which they received the initial award. Steve Spade made a motion to accept the committee recommendation. The motion was seconded by Jim Randecker of Pennsylvania and passed unanimously.

5.2. Grounds, Athletic Fields, Tracks and Courts

The Athletic Fields, Tracks and Courts Oversight Committee consisted of Llew Perry of New Mexico as the Chair, and Pete Paul of Texas as the additional member.

5.2.1. Robert Cohen

The Oversight Committee recommended a one year extension and reported that Robert Cohen had requested an increase of 3% to 6% due to price increases in the oil industry. A motion was made by Llew Perry of New Mexico and seconded by Paul Utemark of Nebraska to accept the committee's recommendation for extension and to approve the rate increase. The motion passed unanimously.

5.2.2. Atlas Tracks

Llew Perry introduced Brenda Thompson and Sarah Morehead from Atlas Track who summarized their accomplishments during the last years. Llew made a motion to accept the committee's recommendation to extend the contract one year. The motion was seconded by Jim Randecker of Pennsylvania and passed unanimously.

5.3. Library Books

The Library books Oversight Committee was chaired by Tony Crosby of Virginia, who was not present at the meeting. The other oversight member, Paul Utemark, from Nebraska indicated he had no information regarding progress by the vendors.

5.3.1. Gardner's Books

A motion was made by Paul Utemark to extend the contract one year. The motion was seconded by John Jankowski of North Dakota and passed unanimously.

5.3.2. Gumdrop Books

A motion was made by Paul Utemark to extend the contract one year. The motion was seconded by Llew Perry of New Mexico and passed unanimously.

5.3.3. Macklin Library

After a discussion of Macklin use of the contract, a motion was made by Paul Utemark to extend the contract for one year with the understanding Macklin books is notified that unless the volume of purchases and the number of states with contracts increases, the contract will not be extended again. The motion was seconded by Tom Post of Missouri, and passed unanimously.

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5.4. Sports/Athletic Equipment and Supplies

5.4.1. Samson

The Chair and the support member of the Sports/Athletic Equipment and Supplies were not present. A review of Samson volume and established contracts led John Jankowski of North Dakota to make a motion to extend the contract for one year. The motion was seconded by Llew Perry of New Mexico and passed unanimously.

5.4.2. School Health

Because of lack of response to requested information, Tammy Hurst of Ohio made a motion not to extend the contract for School Health. Liz Storey of Kentucky seconded the motion. A discussion followed. A roll call of the vote indicated the motion failed. A motion was made by Tom Peeler of Arizona and seconded by Tammy Hurst of Ohio to extend the contract for one year, with a suggestion that School Health attend the meeting in Albuquerque. The consensus was that the catalog was good and the materials were widely used by school nurses, however the administration of the company was not responsive to cooperative procurement. The motion passed unanimously.

6. **Extension of AEPA IFB #5**

The Chair noted that the contracts initiated under IFB #5 had not been in existence for one year, therefore the Procedure requiring vendors to have contracts with at least 50% of the members did not apply to the extension provisions.

6.1. Carpeting

The Chair of the Carpeting Oversight Committee was Jeff Kimball, supported by John Tillman.

6.1.1. Interface Flooring Systems Inc.

Jeff Kimball indicated he had visited with Interface and learned that they are quitting US Communities, which should result in greater business for AEPA. He also noted that Interface is gearing up to meet the education market. Jeff provided new pricing for the Interface carpets. He made a motion to accept the Oversight Committee's recommendation and extend the Interface carpet bid one more year and to accept the new price schedule. The motion was seconded by Elmo Kallner of Ohio and passed unanimously.

6.1.2. Shaw Carpet

Jeff Kimball stated that Shaw had sold over \$1,000,000 in carpet using the AEPA contract during the first nine (9) months of the year. He presented a new line item price schedule, and moved to extend the contract for one year and adopt the new prices. The motion was seconded by Steve Spade of Kansas and passed unanimously.

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6.2. Digital Copiers

The chair of the Copier Oversight Committee is John Jankowski with support provided by Tom Peeler.

6.2.1. Imagistics International

John Jankowski indicted Imagistics had not reported any sales, but moved to extend the contracts one more year, with the understanding they address the AEPA Procedures for contract extension. The motion was seconded by Vicki Maravich of Michigan and passed unanimously.

6.2.2. Konica Minolta

John Jankowski introduced Denise Blackwell-Burns of Konica Minolta. Denise requested the addition of two additional copiers, one a 25 ppm color copier and the other a 40 ppm color copier. These would be in addition to the 30 ppm copier that has expanded in sales from 3% of their market in the first quarter to 11% of the market in the last quarter. A motion was made by John Jankowski and seconded by Liz Storey to extend the contract an additional year. The motion passed unanimously. A motion was then made by John Jankowski of North Dakota and second by Paul Utemark to add the two additional copier models to the contract. The motion again passed unanimously.

6.2.3. Kyocera Mita

John Jankowski introduced Phil and Dennis from Kyocera who reviewed their successes. John made a motion to extend the Kyocera Mita contract an additional year. The motion was seconded by Tom Post of Missouri and passed unanimously.

6.3. Roofing

The Chair of the Roofing Oversight Committee is Liz Storey support by Mike Hajek.

6.3.1. WTI/Tremco

Liz Storey reviewed the success of WTI/Tremco, and introduced Craig Nelson who discussed the progress made by WTI/Tremco. She moved that the committee's recommendation to extend the contract be approved. The motion was seconded by Mike Hajek of Minnesota, and passed unanimously.

6.4. Vehicles

The chair of the Vehicle Oversight Committee Paul Utemark support by Larry Risk.

6.4.1. Husky International

Paul Utemark noted that Husky International had done no business and had contracts in few states. He moved that AEPA approved the committee recommendation to extend the contract one year, and that the Husky International company be notified of the requirement to have a contract in over 50% of the members upon the renewal next year. The motion was seconded by Frank Loehding of Montana and passed unanimously.

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6.4.2. Husky Truck Center

Paul Utemark moved that the Oversight Committee recommendation be approved and that the contract be extended one year. The motion was seconded by John Jankowski and passed unanimously.

6.4.3. Pioneer Ford

Paul Utemark noted that Pioneer Ford had problems. A letter written by Cooperative Educational Services in New Mexico to Pioneer Ford and distributed by Paul to the AEPA Members noted this. Also distributed was a response from Pioneer Ford indicating their proposed solution to the problem. Paul made a motion that the Oversight Committee recommendation to extend the contract be approved. A roll call vote of the 17 members in attendance indicated two abstentions (AZ and OR), six no votes (IN, KY, MN, MO, OH and TX) and nine (9) yes votes (CO, IA, KS, MI, MT, ND, NE, NM and PA). The motion carried, and the contract was extended with a request for Pioneer Ford to meet with the Oversight Committee and develop goals for meeting service requirements.

6.5. Award Summary

Vendor Extensions Were as Follows:

Bid # 003

School and Office Supplies: *School Specialty*

Bid # 004

Administrative Software (School Maintenance): *SchoolDude*

Tracks and Fields: *Robert Cohen, Atlas Track*

Library: *Gardner Book Service,
Gumdrop Books, Macken
Library*

Sports and Athletic Equipment and Supplies: *Samson, School Health*

Bid # 005

Carpeting: *Interface, Shaw*

Digital Copiers: *Imagistics, Konica, Kyocera*

Roofing: *WTI/Tremco*

Vehicles: *Husky Truck, Husky
International, Pioneer Ford*

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Vendor Terminations Were as Follows:

Bid # 003
None

Bid # 004
Administrative Software (School Maintenance): *Education Logistics*
Sports and Athletic Equipment and Supplies: *Sportive*

Bid # 005
None

7. Concerns of membership

A general concern was expressed that a report of vendor dollars be gathered prior to the spring meeting. General comments included those made by Elmo Kallner of Ohio that surveying each member in the use of each contract is essential, and that those summaries need to be made by each committee chair. Liz Storey indicated that there appears to be varying standards in approving and extending the vendors and that a consistent assessment protocol needs to be established. Liz also volunteered to update the response summary forms. It was noted by Tom Peeler that last year there were standards on the reverse side of the Oversight Committee recommendations forms and they need to be included in the future.

7.1. Committee Reports

Previously formed administrative committees presented brief reports.

7.1.1. Partnerships

The Partnership Oversight Committee had no report.

7.1.2. Web Site Report

Larry Risk Indiana presented a report summarizing use of the AEPA Web site, www.aepacoop.org from April 1, 2005 through November 17, 2005. The report stated that the number of visitors and hits on each web page. Data revealed a total of 19,083 visitors during the time period. The members expressed their appreciation to Indiana for maintaining the AEPA Web site.

7.1.3. Marketing

Mike Hajek from Minnesota stated that he had prepared an AEPA brochure that has both an educational and sales orientation. Mike expressed the need for an agency contact list that includes phone number. To assist in marketing AEPA he said he would have a power point presentation prepared and emailed to members next week. Finally, Mike said he is working with two vendors to develop a vendor packet that will provide a guide for vendors in navigating the AEPA network.

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7.1.4. New Members

The New Members Committee was established to help the “new members” learn more of AEPA, to assist new members with the AEPA activities, and to recruit new members. Possible new members include New York, Wisconsin, Rhode Island, Utah, Massachusetts and Georgia.

7.1.5. Procedure Review

John Jankowski from North Dakota, Procedure Committee Chair, stated that there was no report at this time. He reported that updates procedures would be distributed for review prior to the next meeting focusing on ethics, AEPA structure and the pros and cons of a more formal organization.

7.2. Financial Concerns

Max Luft, Chair indicated Cooperative Educational Services of Albuquerque, New Mexico, is serving as AEPA fiscal agent. Records indicate a balance of \$6,999.84, up from \$4,906.20 last year. The increase is due to lower costs and higher vendor contributions for the San Diego meeting.

8. Setting Next Meeting .

8.1. Meeting Time and Date

A tentative schedule was distributed for an April 2nd through the 4th meeting in Albuquerque. It was decided that the meeting would commence with a reception from 4:30 p.m. until 6:30 p.m. on Sunday, April 2nd. The meeting will be held at the Albuquerque Hilton Hotel.

8.2. Agenda and Format

Suggestions for additional meeting content included a Vendors Manual 101, a written report on vendor activity provided prior to the meeting, an oversight committee meeting with vendors, and optional pre and post event functions.

9. Adjournment

With no other business to come before the Association, the thirteenth general meeting of the Association of Educational Purchasing Agencies was adjourned at 4:57 p.m. on a motion by Pam Clover of Indiana and Seconded by Jeff Kimball of Pennsylvania.

Again, an expression of thanks was extended to Brian Talbot and AESA for providing space and refreshments for the AEPA meeting.