

**ASSOCIATION OF EDUCATIONAL PURCHASING AGENCIES**

**MEETING REPORT #10**

March 21-24, 2004

Las Vegas, Nevada

The meeting was held at the Excalibur Hotel in Las Vegas, Nevada, and commenced on Sunday, March 21, 2004, at 6:30 p.m., following a reception. An overview of the agenda indicated the following tasks: Call to Order, Approval of the Agenda, Approval of Reports #8 and #9, AEPA History, Vendor-Member Feedback, Committee Reports, Review of Current Bids, Vendor Roundtables, Preparation for next Bid and Committee Meetings.

**Call to Order**

Expressions of thanks were provided to Weatherproofing Technologies for hosting the reception. According to the AEPA procedures, Agencies present at the meeting shall constitute a quorum that when duly assembled is legally competent to transact business. The meeting was appropriately convened.

*Roll Call*

The meeting began with introductions of all in attendance. Agency representatives indicated the agency that they represent, as well as the state where their agency is located. The following Members, Vendors, and Potential Members were represented as indicated below:

*Members*

Arizona  
California  
Colorado  
Indiana  
Iowa  
Kansas  
Kentucky  
Minnesota  
Missouri  
Montana  
Nebraska  
New Mexico  
North Dakota  
Ohio  
Oregon  
Pennsylvania  
South Dakota  
Texas  
Washington  
Wyoming

*Representatives*

Jim Migliorino, Tom Peeler  
John Riley, Mike Mellon  
John Tillman  
Pam Clover, Benita Fischer  
Dan Dreyer, Jerry Cochrane  
Steve Spade  
Liz Storey, Ann Burden  
Mike Hajek, Gary Nytes, Ken Shane  
Tom Post, Bob Slama  
Frank Loehding  
Lynn Thorpe, Paul Utemark  
Max Luft, Llew Perry, Erin Hasinger  
John Jankowski, Jane Eastes  
Ken Swink, Elmo Kallner  
Tammy Standley  
Jeff Kimball, Jim Randecker  
Scott Westerhuis  
Pete Paul, Doug Rupe  
Jim Borrow, Dave Uglem  
Laurie Walsh

Note: All members were represented

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Vendors

CDW-G	Tara Barbieri, Maureen Isenberg
Education Logistics	Mike Darling, Tom Mullins
Gardner's Book Service	Chuck Baughman, Eileen Baughman, Abigail Cooksey-Williams, Jeannette Croft, Troy Williams
Interface Flooring Systems	Wendell Hadden
Pioneer Ford	Jim Mitchell
Robert Cohen Co.	Robert Cohen, Neil Silver
Samson Equipment	Linda Schroeder, Scott Schroeder
School Specialty, Inc.	Chuck Luchen, Rick Kuranowicz, Doug Jehle, Sue Benjamin, Roger Neilson, Jeff Van de Wetering
SchoolDude.com	Rachel O'Dell
Shaw Industries	Jeff Manley
Spectrum Industries	James Lloyd
Virco, Inc.	Angel Torres
Weatherproofing Technologies	Craig Nelson, Mardee Billingsley, Steve Nicholson, Jeff Caccioppo
Williams Scotsman, Inc.	Scott Clements, Mark Delaney, Matt Dickinson, Lesley Hyndman, Bruce Langford, Kim Neill, Steve Turner, Steve Yantzer

*Potential Member*

Virginia Tony Crosby

**Approval of the Agenda and Meeting Reports #8 and #9**

Agenda Approval

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. Jim Migliorino requested time limits be removed from the agenda and that fifteen-minute breaks be added to each session. Max Luft suggested adding a vendor discussion of their Sunday evening meeting on Monday morning. A motion was made by Lynn Thorpe and seconded by Tom Post to approve the Agenda as modified. The motion passed unanimously.

Meeting Report #8 and Meeting Report #9 Approval

Meeting Report #8 indicating the comments and actions during the meeting of December 3, 2003 in Marco Island, Florida, and Meeting Report #9 for the Special Meeting via Phone Conference had been provided to all agency representatives prior to the meeting via email. A motion was made by Steve Spade and seconded by Frank Loehding to approve the reports as presented. The motion passed unanimously.

**AEPA History**

A brief review of the history of AEPA was made. It was noted this was the ninth general session. Adopted Procedures were noted as a significant task in formalizing the organization. A list of previous bids was reviewed, noting which vendors received awards and, at contract extension time, which vendors had their approval extended.

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### **Vendor Conference**

Max Luft indicated the partnership between members and vendors is very important to the success of AEPA. Vendors were provided a meeting room to discuss marketing issues and how AEPA members could be more effective in meeting the vendor needs. Craig Nelson from Weatherproofing Technologies was asked to lead the discussion based on Weatherproofing Technologies' success with AEPA contracts. The vendors were asked to come to the Monday morning session and to present a report summarizing their meeting.

### **Resolution of Minnesota Concerns**

The discussion regarding the resolution of Minnesota concerns and conclusion of the Marco Island discussion about NJPA highlighted several key concerns of members:

- Representation and relationships
- Misleading advertising
- Competition and ethics
- Principles versus enforcement
- Legality and reputation

Gary Nytes initiated the discussion and said he wanted only the best for AEPA. He continued that through increased volume by using NJPA, AEPA prices would ultimately decrease. Gary concluded that this is a states rights issue, not one of the organization. Pam Clover of Indiana expressed concern that Minnesota was not representing itself as Minnesota; rather they were representing NJPA as a national organization. Mike Hajek said there was no affiliation between NJPA and AEPA, but Gary Nytes said he thought there was. Max Luft said no affiliation between NJPA and AEPA had ever been established. Gary Nytes said that since no one ever said there was not an affiliation, he assumed one existed. Minnesota said they would stop advertising AEPA and NJPA together.

John Jankowski asked about if Minnesota would be competing with AEPA when AEPA states do not sign contracts with a specific vendor and Minnesota takes that AEPA contract into that state. Mike Hajek said they do not want to compete; they just do not want schools to go without the benefit of AEPA products and services. He also said they would not go into AEPA states. Mike Mellon expressed concerns about the ethics of going outside of one's state. He stated that in California, people do not go outside of their counties and that Minnesota needs to consider whether they are actually helping or competing.

Jim Randecker said that the discussion should not be focused solely on Minnesota because they are not intruding on anyone with their copier bid. He asked whether AEPA should change its procedures to reflect specifically what member states can and cannot do with their contracts. Tom Peeler said that beyond its philosophy, AEPA has no enforcement power and that AEPA should work on developing principles rather than enforcement.

John Jankowski said that when NJPA bids on behalf of 30 or more states, the bid has the potential to be illegal because of different terms and conditions required in each state. Mike Hajek said they had never said it was legal. John Jankowski said that AEPA needs to be certain all activities associated with AEPA are legal so that AEPA is not damaged in the future.

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Max Luft suggested the remainder of the discussion be moved until either before or after lunch on Tuesday. Gary Nytes made a motion to finish the discussion Tuesday, and Pete Paul seconded the motion. It passed unanimously.

### Administrative Committee Reports

#### New Member Committee

Max Luft reported that Tony Crosby of Virginia was in attendance as a potential member. Tony Crosby introduced himself and talked about the Fairfax County Public Schools and the State of Virginia and said the state has approximately 1.8 million students. Frank Loehding made a motion to add Virginia as AEPA's 21<sup>st</sup> member, and that motion was seconded by Tom Peeler. The motion passed unanimously. Tony Crosby was welcomed to the group and joined everyone at the table.

#### Procedures Committee

John Jankowski, Chair of the Procedures Committee, stated three areas had been recommended for review and adoption. First John discussed the need for AEPA to have an Open Meetings procedure. He stated that AEPA meetings have to be open to the public unless there is a threat of litigation. The following had been distributed previously for adoption.

*5.1.1 All meetings of AEPA will be "Open Meetings". The only exception which allows for Executive Session will be to discuss potential litigation. An Executive Session shall be declared by a majority vote of the members. Official action of AEPA shall only take place at an open meeting. The agenda of each meeting will provide for the opportunity for the public to participate as set by the agenda. Time allotted may be limited to an individual by the chairperson.*

There was agreement that meetings should be open, and suggestions were provided to amend the presented procedure. John was asked to incorporate the suggestions into the procedure and present it for approval.

He also proposed that no member be allowed to take contracts out of state unless that member already has contracts when the procedure becomes current. The following had been distributed previously for adoption.

*11.6 No AEPA member shall market or make available AEPA contracts in another state. An exception to the procedure is a school district in an adjacent state that is a current member of the AEPA agency. Violation may result in termination of AEPA membership per Section 7.5 of these procedures.*

*11.7 An AEPA member may market and provide AEPA contracts in another member state provided that both members mutually agree and the AEPA membership approves such agreement.*

Frank Loehding made a motion to not accept 11.6 but accept 11.7, with the modification that members must agree in writing. Jim Randecker seconded the motion and it passed 11-10.

Frank Loehding then made a motion to adjourn the meeting, which was seconded by Tom Peeler. It passed unanimously, and the meeting adjourned at 9:35 p.m. on Sunday evening.

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The meeting reconvened at 8:00 a.m. Monday morning. Expressions of thanks were provided to Spectrum for the morning breakfast buffet.

The discussion about marketing in other states with restrictions and written permission continued. Jim Migliorino said that the procedures should be left alone, and AEPA should stick with its original purpose. Llew Perry made a motion to reject the Procedures Committee's recommendation. Jim Migliorino seconded the motion and it passed 13-8.

### **Vendor Meeting Summary**

Craig Nelson of Weatherproofing Technologies, Inc., reported on the vendors' meeting regarding marketing. The vendors had been split into two groups: Capital and Consumable. Ten key items vendors identified as a need were brought up for discussion during this meeting:

- Improved communication between vendors
- Position AEPA as a marketing tool that addresses all member states
- Provide vendor packets by state
- Generate membership lists by state
- Encourage web site links
- Summarize preferences for marketing in each state
- Supply key contacts per state, such as athletic directors
- Involve vendors in adding new states
- Outline Quarterly Reports so that they are consistent
- Provide *vendor mentors* for new vendors

Mike Hajek agreed to develop, in cooperation with vendors, a member form to provide needed information to all vendors. The members indicated a need for an informed sales force that realizes the structure and potential of AEPA. The concept of co-branding was discussed at length, where members would market their logo in tandem with AEPA. This would allow vendors to provide a single AEPA brochure that would be recognized by all procuring bodies.

### **Approval of AEPA Bid #5 and Committee Reports (continued)**

#### *Membership Purchase Summary*

#### *Vendor Sales Summary*

Max Luft made a motion that the approval of Bid #5 and the Membership Purchase and Vendor Sales committee reports be moved to after the Bid Committee was ready to present its recommendation. Jim Migliorino seconded the motion and it passed unanimously.

### **Bid Oversight Committee Meetings**

#### *Vendor Relations Bid #1*

##### Vehicles

Jim Migliorino reported that four states have been buying the majority of the autos (Arizona, Kansas, New Mexico and Pennsylvania). Concerns identified by Jim Migliorino included obtaining better prices and improving communications. Jim Mitchell from Pioneer Ford indicated he is currently working to reduce prices even further, and that with increased volume, prices would drop.

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He also stated short-term leasing pricing has decreased in cost over the last three years. The committee recommended bidding vehicles again.

### Carpet

Jeff Kimball noted that there have not been carpet sales by Interface or Shaw through the AEPA contract in 75% of the member states, and that problems exist because of pre-existing contracts and the need to include laminates and ceramics on projects. Jeff Manley of Shaw attributed that to the challenge of having many new representatives and that the representatives were not limited to only selling the AEPA contracts. Wendell Hadden of Interface indicated they were focusing more on education products. The committee recommended bidding carpet again this year.

### Roofing

Liz Storey made a report on roofing, indicating that there had been \$29 million in roofing sales. She reported a survey of the states showed extreme satisfaction with the vendor and the volume of sales. Problems included the lead-time required for roofing sales and, in some states, bid law problems. Craig Nelson of Weatherproofing Technologies said they were using good marketing efforts and had a growing momentum. The committee recommended bidding roofing again this year.

### Playground Equipment

Steve Spade said there is no national marketing force on the part of Landscape Structures, little use of the contract by the members, and great competition with state contracts from manufacturers with similar discounts. He stated the playground committee has no recommendation and that AEPA may not want to re-bid playgrounds because of poor marketing and limited sales.

### Printers/Toner Cartridges

Frank Loehding indicated the printer/toner cartridge award was left with only one company: Lexmark. CDW-G has covered Lexmark printers with a greater discount than was provided by the manufacturer. Liz Storey stated she would like to see printers rebid, with the hope that Lexmark, a Kentucky company, would receive bid approval. Tara Barbieri of CDW-G indicated they had been asked by Lexmark to fulfill the contract and that CDW-G's pricing on printers was better than Lexmark's. The committee recommended not bidding printers this year.

There was a brief recess.

### Vendor Relations Bid #2

#### Furniture

Tom Post indicated 14 states were using the furniture contract and said there is a need to bring brand-name companies with good discounts to AEPA while keeping Virco, Allsteel and Spectrum. It was noted that communication with sales representatives is a big problem and that vendors must try to push the AEPA contract. Angel Torres from Virco and Jim Lloyd from Spectrum discussed their support of the program.

#### Technology Catalog

Elmo Kallner reported that from his survey, 17 states have signed and are using the CDW-G contract. He said problems include the change in sales representatives, the move from MicroWarehouse to CDW-G and the \$250 shipping fee. Tara Barbieri from CDW-G stated that Micro Warehouse's marketing team had not been retained when they transitioned to CDW-G, but

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that the new team was working on recreating materials that had been successful and were familiar to AEPA members. Maureen O'Connell provided additional comments regarding improving relations with AEPA.

### **Modular and Portable Buildings**

Pam Clover stated that Williams Scotsman has been very successful and has reported 25% of their volume in just a few states, with \$7,000,000 occurring in four states. Members indicated that Williams Scotsman has provided excellent support and that working with this vendor has been exceptionally satisfying.

### **Vendor Relations Bid #3**

#### **School and Office Supply Catalog**

Max Luft indicated that Mary Louwagie was chair of the School and Office Supply Catalog committee, and that when she left AEPA, he temporarily assumed the responsibility. Max, Lynn Thorpe and Paul Utemark visited with School Specialty in Wisconsin. One purpose of the visit was to agree on reports acceptable to all AEPA members. Chuck Luchen reviewed the reporting tools and distributed a handout that shows members how to obtain quarterly detail and summary results.

### **Approval of AEPA Bid #5**

Llew Perry, Pete Paul and Tom Peeler spent the morning reviewing bid responses for Bid #5. Llew Perry indicated that the Bid Committee recommended rejecting all bids in the re-bid for Athletic Tracks, Fields and Court Surfaces. He made a motion that the group accept the committee's recommendation. Gary Nytes seconded the motion and it passed unanimously.

The meeting recessed for lunch.

### **Vendor Roundtables**

It was noted that success of AEPA only occurs when members and vendors have a contract, then a working relationship and finally sales to schools and districts. One main problem is communication between the members and the vendors. To provide initial introductions to some, and review of relationships to others, an afternoon of vendor roundtable sessions occurred. Each participating vendor had a four-foot round table, and 15 vendors participated in the roundtable session. School Specialty brought a number of their supporting participating companies, and this vendor was allotted two tables. Each of the 21 represented states visited each vendor for 12 minutes according to an established schedule. The session lasted from 1:00 p.m. until 5:10 p.m. on Monday afternoon. The meeting recessed at 5:10 p.m.

Tuesday morning, thanks were expressed to CDW-G for sponsoring the Tournament of Kings dinner show Monday night.

### **Approval of AEPA Bid #5, continued**

A discussion ensued about again bidding the work for which SRI (Athletic Tracks, Fields and Courts) was approved in December, but because of bankruptcy was unable to complete. Options were discussed to (1) immediately issue another bid for the same items, or (2) bid the work in

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September as a part of the normal bid cycle. A motion was made by Elmo Kallner and seconded by John Jankowski to bid the services in the normal cycle. Some states indicated they would like to have the bid so that they can use it for the summer construction season. A roll call vote indicated 10 for the motion and 11 against the motion. With the defeat of the motion, a motion was made by Gary Nytes and seconded by Jim Randecker to bid the work as soon as reasonably possible, with the terms being a one-year bid with two possible one-year extensions. In a discussion that followed, 11 states indicated they had an immediate need for the services. The motion passed. Llew Perry indicated he would need immediate feedback from members on several issues to prepare an *Invitation for Bid* that satisfactorily addressed the shortcomings of Bid #5. It was decided the bid would be published April 4<sup>th</sup> and due April 30<sup>th</sup>. Notification would be made by May 14<sup>th</sup>.

### **Procedures Committee, continued**

Discussion resumed on how to handle member states going into other states. A standard method was suggested for states to notify the group so that conflicts do not exist within the group.

John Jankowski stated the third recommended revision in the AEPA Procedures had been sent to all members previous to the meeting. It read:

*7.10 Conflicts concerning membership and participation within the state of a member agency shall be resolved within the state if possible. In the event a conflict still exists, the AEPA chairperson shall appoint a Fact-Finding Committee consisting of no less than three nor greater than five AEPA members. .... The committee will bring a recommendation to the AEPA chair within 60 days. The AEPA chairperson shall distribute to all AEPA members for a vote the recommendations of the Fact Finding Committee within 30 days.*

After lengthy discussion, Llew Perry made a motion to reject the recommendation. Jim Migliorino seconded the motion which passed.

### **Request for Membership**

Les Martisko from the South Central Service Cooperative in Minnesota made a brief presentation asking the group to consider the Minnesota Regional Service Agency for membership. Les indicated he represented seven of the nine Minnesota service agencies. Max Luft noted action on this item was in violation of procedures. Jim Migliorino of Arizona said that AEPA procedures say the states are responsible for deciding who represents the state in membership. The group thanked Dr. Martisko for his request.

### **Bid Oversight Committee Reports, continued**

#### *Vendor Relations Bid #4*

#### Administrative Software

Max Luft reported that two vendors received approval for school maintenance software: SchoolDude.com and Education Logistics. Both vendors appear to be marketing their products most successfully.

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### Athletic Resurfacing

Llew Perry reviewed the SRI bankruptcy, the bankruptcy attorney's statement about canceling contracts and the specific type of work covered by the SRI bid. He also noted what work was covered by the remaining contractor, Robert Cohen Co.

### Library Books

Mike Hajek noted that Gardner Books was the only library book vendor represented at the AEPA meeting and thanked them for their participation.

### Athletic Equipment

Steve Spade reviewed the progress of the athletic equipment vendors. It was noted that Samson Equipment, School Health and Sportime do not have contracts signed by many members. Questions arose as to whether Sportime was in violation of its contract by offering better pricing through its US Communities contract.

## **Administrative Committee Reports, continued**

### Member Purchase Summary

Laurie Walsh presented a summary of the sales as indicated by member. Also summarized on the report was which states had completed contracts with the varying vendors. It was shown that bid #1 resulted in 79 contracts, bid #2 in 58 contracts and bid #3 with 15 contracts. (Note that CDW-G was considered under bid #1). Summary data were provided for the first half of the year, the second half of the year and a total for all of 2003. It was noted during the discussion that some members have contracts with the vendors apart from AEPA, and sometimes those totals are included and other times they are not. This leads to a great deal of discrepancy.

### Vendor Purchase Summary

Scott Westerhuis presented a summary of the vendor sales by vendor. He suggested creating a form that vendors could complete online to show their sales and also explain how they get their numbers. He noted that a summary report could be generated from that data. It was suggested that vendors also provide detail reports and reports with each check. Questions arose as to how to have vendors report, whether it should be similar to School Specialty's reporting or a new model. Discussion also centered on what should be asked for in the report, such as paid or invoiced sales.

### Participation Review

The minimum level of member participation was reviewed. Arizona, South Dakota, Texas and Washington indicated they were using less than fifty percent of the contracts. Each state discussed their reasons for not meeting the minimum requirements. Llew Perry made a motion to accept their reports and continue their membership. Laurie Walsh seconded the motion and it passed unanimously.

### Marketing

Mike Hajek stated he has created a new AEPA flier that will be sent electronically to members. He said there was a need for AEPA to stay focused on marketing new vendors and that each state needs to get to know their local representatives. He said the banner would be updated to reflect the addition of Virginia, and he also suggested creating an AEPA newsletter.

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### *New Member Relations*

Virginia was the most recent addition to AEPA. There were no immediate requests for membership from other states. It was noted there are several possible members through AESA. Creation of a New Member Packet was suggested, and Tony Crosby indicated this would be quite helpful.

### *Partnerships*

Dave Uglem made a motion that AEPA explore a partnership with AESA. That motion was seconded by Pete Paul. Frank Loehding asked what the benefits were of having a partnership with AESA. He asked whether it would be for legitimizing AEPA, endorsement or new members. The motion passed unanimously. Jim Randecker and Paul Utemark volunteered to be involved in the exploration of an AESA partnership.

### *Web Site Maintenance*

Pam Clover presented a summary of Web site usage, indicating the site receives approximately 1,000 hits per day, and the most hits were received in October 2003. Steve Spade suggested linking vendors' sites to the AEPA Web site.

### *Financial Report*

Max Luft reported that AEPA had a balance before the conference of approximately \$7,000. Because there were to be two nights of planned activities and there was not as much vendor support as in the past, AEPA would spend approximately \$2,000 on the conference, leaving a balance of \$5,000.

## **Member and Vendor Concerns**

### *Member Concerns*

Minnesota requested Max Luft disclose all his communications concerning AEPA membership and participation with individuals representing agencies other than NCSC in Minnesota stating they felt his actions were in violation of AEPA Procedures 7.10.

Jim Randecker made a motion to end the discussion of remaining Minnesota questions, and it was seconded by Paul Utemark. The motion passed unanimously.

Liz Storey expressed concern that some vendors were upset because they felt they did not "fit" with AEPA, such as carpet vendors.

### *Vendor Concerns*

Craig Nelson from Weatherproofing Technologies, Inc. (WTI), stated he would like to see the minimum quality sought in the rebid of roofing be the same as in the previous solicitation. He also stated he expects WTI's volume to increase from \$35 million to \$50 million.

## **Committee Reports (continued)**

### *Nominating Committee Report*

Jim Migliorino reported the Nominating Committee would like to keep the positions of Chairman, Vice Chairman and Bid Coordinator the same. Jim Migliorino made a motion to keep Max Luft as Chairman, Tammy Standley as Vice Chairman, and Pete Paul as Bid Coordinator. John Jankowski seconded the motion and it passed unanimously.

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### *Identification of Locations and Dates for the Next Meetings*

The next meeting was scheduled last December and will be at noon on Saturday, December 4 in Phoenix in conjunction with the AESA Annual Meeting. The adopted procedures indicated meetings must be scheduled at least one year in advance. Possible sites discussed for the spring meeting, 2005 included New Orleans, San Diego and San Antonio. The spring 2005 meeting was set for April 3-6 in San Diego, CA, with 11 in favor and 10 opposed.

### **Preparation for Bid #8**

#### *The Process*

Attendees had previously identified items they would like to have included on the potential bid list that was comprised of 16 bid areas. Three additional areas were added. After discussion, six of the items were rejected as bid possibilities. AEPA members were divided into five groups. Each group then divided the 13 remaining items into three lists: Great idea = 2 points, OK idea = 1 point, and "Let's wait on this one" = 0 points. During the categorization, discussion between the participants was key in determining the ranking. After 25 minutes, the lists had been formed and were placed on the board, totaled and ranked. This tabulation is shown in Table I. Llew Perry made a motion to accept the first seven bid areas. Paul Utemark seconded the motion and it passed unanimously.

#### *Oversight Committee Meetings for Bid #8*

During the product identification process of Bid #8, seven bid areas were identified. Each agency had representatives serving on at least one of the seven committees. The initial purpose of these committees was to determine if there were viable nationwide vendors that would respond to that specific bid item. The committee assignments are listed on Table 4.

#### *Schedule of Bid #8 Tasks*

It was decided that the bid schedule would be similar to last years bid. Possible suggested dates were as follows: however, it was stated that the Bid Committee would expand the calendar and set final dates.

July 30	Draft of each bid lot to Bid Committee
September 12	Solicitation published
November 12	Bids due
December 4	Bid approval following AEPA meeting in Phoenix

Table 5 lists each agency and the committees on which they participate.

### **Remaining Member Concerns**

Members still in Las Vegas met Wednesday morning for a breakfast and brief meeting to discuss any remaining concerns. Topics included co-branding, logos, benefits to working with AESA and member criteria (districts versus associations).

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**Table 1 Bid Suggestions**

<b>Bid Item</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>Total</b>	<b>Rank</b>
Roofing	2	2	2	2	2	2	2	14	1
Automobiles	2	2	2	1	2	2	1	12	2
Carpet	2	1	2	2	2	2	0	11	3
Kitchen Equipment	1	2	2	1	1	2	2	11	3
Copiers	2	1	1	2	2	0	2	10	5
Instructional Software	1	1	2	1	1	1	2	9	6
Busses	1	2	0	2	0	2	1	8	7
Landscaping Equipment	0	0	1	2	2	0	1	6	8
Tires	0	2	0	0	0	1	2	5	9
Playground Equipment	1	0	1	1	1	0	0	4	10
Arts and Crafts Catalog	0	1	0	0	1	1	0	3	11
HVAC Equipment	0	0	1	0	0	1	1	3	11
Section 125 and 403(b) plans	0	0	0	2	0	0	0	2	13

<b>Initial Rejected Items</b>									
Fuelcards									
Fund Accounting Software									
Metal Storage Buildings									
Paint									
Printers/Toner									
Recycle Tires									

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**Table 2 Administrative Committee Assignments**

<b>Committee</b>	<b>Representative</b>	<b>State</b>
Bid Acceptance	Pam Clover*	IN
	Liz Storey	KY
Bid Committee	Jim Randecker	PA
	Tom Peeler	AZ
	Llew Perry	NM
Bid Distribution	John Tillman*	CO
	Frank Loehding	MT
Bid Questions and Answers	Tammy Standley*	OR
	Steve Spade	KS
Bid Utilization (Members/Vendors)	Dave Swantek*	WY
	Scott Westerhuis*	SD
Marketing	Mike Hajek*	MN
	Elmo Kallner	OH
New Membership	Tony Crosby	VA
	Max Luft	NM
	Tom Post*	MO
Nominating	Liz Storey*	KY
	Tammy Standley	OR
	Paul Utemark	NE
Partnership	Dan Dreyer	IA
	Mike Mellon	CA
Web Site	Scott Westerhuis	SD
	Larry Risk*	IN
Procedures	John Jankowski*	ND
	Pete Paul	TX
	Ken Swink	OH
	Dave Swantek	WY

\* Denotes Committee Chairperson

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**Table 3      Oversight Committees for Bids 2, 3 and 4**

	<b>Oversight Committee</b>	<b>Representative</b>	<b>State</b>
2A	Furniture	Dave Uglem Tom Post*	WA MO
2B	Technology Catalog	Elmo Kallner* John Tillman	OH CO
2C	Modular Buildings	Tammy Standley Pam Clover*	OR IN
3A	Office Supply Catalog	John Jankowski* Dan Dreyer Max Luft	ND IA NM
4A	Administrative Software	Steve Spade* Frank Loehding	KS MT
4B	Athletic Fields	Llew Perry* Doug Rupe	NM TX
4C	Books	Tony Cosby* Paul Utemark	VA NE
4D	Sports Equipment	David Swantek* Mike Mellon	WY CA

\* Denotes Committee Chairperson

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**Table 4      Oversight Committees for Bid 8**

<b>Oversight Committee</b>	<b>Representative</b>	<b>State</b>
Roofing	Llew Perry	NM
	Liz Storey*	KY
	Ken Shane	MN
Automobiles	Frank Loehding	MT
	Mike Mellon	CA
	Paul Utemark*	NE
Carpet	Jeff Kimball*	PA
	Jim Migliorino	AZ
	John Tillman	CO
Kitchen Equipment	Dan Dryer	IA
	Doug Rupe*	TX
	Steve Spade	KS
Copiers	John Jankowski	ND
	Elmo Kallner*	OH
	Tammy Standley	OR
Instructional Software	Tony Crosby*	VA
	David Swantek	WY
	Scott Westerhuis	SD
Busses	Jim Borrow	WA
	Tom Post	MO
	Jeff Kimball*	PA

\* Denotes Committee Chairperson

**ASSOCIATION OF EDUCATIONAL PURCHASING AGENCIES**

**Table 5 Summary of Committee Participation**

<b>State</b>	<b>Administrative</b>	<b>Oversight Bid 2, 3 and 4</b>	<b>New Bid Research</b>
Arizona	Bid Committee (TP)		Carpet (JM)
California	Partnership (MM)	Sports Equipment (MM)	Automobiles (MM)
Colorado	Bid Distribution (JT)	Technology Catalog (JT)	Carpet (JT)
Indiana	Bid Acceptance (PC) Web Site (LR)	Modular Buildings (PC)	
Iowa	Partnership (DD)	Office Supply Catalog (DD)	Kitchen Equipment (DD)
Kansas	Bid Q&A (SS)	Administrative Software (SS)	Kitchen Equipment (SS)
Kentucky	Bid Acceptance (LS) Nominating (LS)		Roofing (LS)
Minnesota	Marketing (MH)		Roofing (KS)
Missouri	New Membership (TP)	Furniture (TP)	Busses (TP)
Montana	Bid Distribution (FL)	Administrative Software (FL)	Automobiles (FL)
Nebraska	Nominating (PU)	Books (PU)	Automobiles (PU)
New Mexico	Bid Committee (LP) New Membership (ML)	Office Supply Catalog (ML) Athletic Fields (LP)	Roofing (LP)
North Dakota	Procedures (JJ)	Office Supply Catalog (JJ)	Copiers (JJ)
Ohio	Marketing (EK) Procedures (KS)	Technology Catalog (EK)	Copiers (EK)
Oregon	Bid Q&A (TS) Nominating (TS)	Modular Buildings (TS)	Copiers (TS)
Pennsylvania	Bid Committee (JR)		Carpet (JK) Busses (JK)
South Dakota	Bid Utilization (SW) Web Site (SW)		Instructional Software (SW)
Texas	Marketing (SV) Procedures (PP)	Athletic Fields (DR)	Doug Rupe (TX)
Virginia	New Membership (TC)	Books (TC)	Instructional Software (TC)
Washington		Furniture (DU)	Busses (JB)
Wyoming	Bid Utilization (DS) Procedures (DS)	Athletic Equipment (DS)	Instructional Software (DS)