



TO: EPC Representatives

FROM: Ken Swink, Director

DATE: November 9, 2021

RE: Minutes of November 2, 2021

The Southwestern Ohio Educational Purchasing Council met in-person and virtually via Zoom at its regular meeting on November 2, 2021, at 1:00 p.m. at Aullwood Audubon Center, 1000 Aullwood Road, Dayton, Ohio. Executive Board Committee Chairperson, Scott Gilbert called the meeting to order.

MEMBERS PRESENT: Maria Rellinger, Apollo Career Center; Kevin Liming, Bellbrook-Sugarcreek; Karen Royer, Bethel-Tate; Carla Surber, Bradford; Jon Wesney, Centerville; Mike Gray, Darke Co ESC; John Stanley, East Clinton; Jeff Parker, Eaton; Kim Sherwood, Fairborn Digital Academy; Keith Doseck, Fairlawn; Amy Ayers, Hardin Houston; Ken Lackey, Kettering; Jerry Ellender, Mad River; Steve Homan, Miamisburg; Robert Fischer, National Trail; John Kronour, Northeastern; Ann Ferraro, Brandon Knecht, Northmont; Julie Gibson, Northwestern; Shawn Hoff, Preble Co ESC; Jean Borchers, Russia; Ben Kitchen, Southeastern; Scott Gilbert, Springboro; Jennifer Bruns, St Henry; William Derringer, Tri County North; Scott Cottingim, Twin Valley; Pat Gibson, Upper Valley CC; Marcus O'Brien, Vandalia Butler; Bryan Shirey, Xenia; Belinda Kenley, Kerstin Wilson, Energy Optimizers USA; Shay Moran, Waibel Energy Systems; Ken Swink, Stephanie Zinger, Ellen Lewis, Cristi Goldshot, Bonnie Muckenthaler, Robin Houston, EPC.

2022-4. Approval of Minutes - Motion of John Kronour, seconded by Robert Fisher, that the minutes of [September 14, 2021](#) be approved. Motion carried.

2022-5. Membership Applications - Ken Swink reported that [Fairborn Digital Academy](#) has requested membership in the EPC. Motion of Michael Gray, seconded by Ken Lackey, that the district be approved for membership pending Executive Board approval. Motion carried.

COMMITTEE PROGRAM REPORTS

Audio Visual – No report. You may view the list of vendors supplying discounts on the [EPC Website](#).

Classroom Supplies – Ken Swink reported that the EPC is working on getting a new bid out for Classroom Supplies. We will request approval for the new vendors and pricing at the January 2022 membership meeting. Friends Office provided a [SaniSpire Hand Sanitizing Station](#) for use at our membership meeting. This item is hands-free, no assembly required and can even be customized with your school colors and logo. [Contact Sharon Wiseman](#) for additional ordering information. Friends Office also provided free samples of their [Pilot FriXion Erasable Pens](#) for those that attended the meeting and announced that their [Victory disinfecting sprayers are currently "but two get one free"](#). School Specialty shared flyers on [ESSER funding](#), [Makerspace Ideas](#), [Projects by Design](#) and their [Classroom Select Brochure](#). All current classroom & office supply pricing may be viewed on the [EPC Website](#).



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Cloud Communication Systems – WebEx, Go-To Meeting, Mutli-party video, Mobility, Redundancy, Disaster recovery, recording, easy to use management tools (web based from anywhere), and Free phones, are just some of the features available to EPC Members. Email epc@nebulasolutionsinc.com for your no cost, no obligation analysis or call 888-824-1755 with any questions.

Custodial Supplies/Air Filters – Shay Moran of Waibel Energy Systems updated our members on the EPC Air Filter program. EPC Air Filter [Pricing is available on the EPC Website](#) and districts are encouraged to contact Waibel with any questions or to setup an account. [Click here to view additional information on ordering.](#)

Design Build & Performance Contracting Services – Ken Swink reviewed the EPC Design Build and Performance Contracting Services that were bid on behalf of our school district members. The Request for Qualifications (RFQ) and Request for Proposals (RFP) process complies with Ohio Revised Code Sections 153.65 through 153.71 and Chapter 167. The methodology used will best facilitate and expedite design build and performance contracting services for facility/HVAC improvements on behalf of EPC members. This process (Ohio Administrative Code section 3318:1-10) waves the competitive bidding process and allows Schools/Public Entities to expedite necessary/critical installations or upgrades to meet short deadlines, expected long lead times for equipment and assure safer buildings. Awarded Design Build firms must be able to offer a performance contract process that guarantees the financial and operational performance of the project upgrades that are effective, proven, and measurable strategies. A flyer from [Energy Optimizers, USA in regard to Design Build & Performance Contracting Services](#) was shared with the membership.

A description of [the step by step process needed to get started using this program](#) was included in the meeting packet. The four qualified recommended vendors ranked in order by the price they submitted from lowest to highest:

- Evans Energy - View [Evans Energy's Zoom Introduction Video](#), View their [Flyer](#)
- EBEB Solutions - View [EBEB Solutions Zoom Introduction Video](#), View their [Flyer](#)
- Energy Optimizers, USA - View [Energy Optimizers, USA's Zoom Introduction Video](#), View their [Flyer](#)
- Prodigy Solutions - View [Prodigy Solutions Zoom Introduction Video](#), View their [Flyer](#)

You may also view the EPC's suggested licensed criteria engineer, [Tri Tech's Zoom Introduction Video](#) and [Flyer](#).

Disinfection as a Service – A flyer from [Waibel's Healthy Building Services](#) was included in the packet. If you would like contact information or pricing from any of our three awarded Disinfection as a Service vendors (Alpha & Omega, Waibel Energy Systems or Medical Illumination/VidaShield UV24) please contact [Robin at the EPC Office](#).



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2022-6. Fine Paper – Ken Swink reported that Sterling Paper’s lowest cost 8 ½ x 11 White Copy Paper “Whitecopy” has increased from \$33.43 to \$36.22 per case. Veritiv’s Comet 92 has increased from \$31.90 to \$37.65 per case. Veritiv has also increased their minimum case order from 20 cases to 40 cases. Sterling Paper’s minimum remains at 20 cases. Both vendors still offer an additional 1% discount if paid in net 30 days and further possible discounts on half or full truck loads upon contacting the vendor directly. A [paper pricing comparison](#) was distributed. Motion by Robert Fischer, seconded by John Kronour to accept the paper extension. Motion carried. You may view all [current paper pricing on the EPC Website](#).

Food Service – Stephanie Zinger announced that the impacts of COVID continue to wreak havoc on nearly all industries globally, including school food service. Through no fault of their own, your school food service staff will experience significant product availability issues. The EPC has been in talks with all segments of the supply chain and across all sectors, the feedback has been that product availability issues will not resolve this school year. [A letter explaining these problems](#) was shared with our EPC member food service supervisors. The document also includes a link to a folder which contains individual letters from each individual vendor we have been working with on these issues. If you need food service related assistance, have procurement questions or if you are interested in our Food Service Consulting program please contact [Stephanie Zinger](#) or [Bonnie Berkemeyer](#)-Muckenthaler.

Insurances – Ellen Lewis announced for those districts that qualified for the 20-21 Wellness Program payouts: Those payments are included along in the EPC Rabate checks going out shortly. Open Enrollment is moving along smoothly and will be closing next week.

LED Lighting & Energy Savings Programs – [Belinda Kenley](#) of [Energy Optimizers, USA](#) shared a flyer on [Indoor Air Quality Solutions](#). Please contact [Belinda](#) if you have any questions or if your district is interested in a [free No Cost Energy and Lighting Audit](#).

Liability Insurance – Pat Gibson reported full membership Liability Fleet & Property meeting was held prior to today’s General Membership meeting. The EPC LFP Insurance Program plans to return \$250,000 in earned member equity in January.

Security Cameras – Ken Swink reminded members that they may contact Konica Minolta for their Security Camera needs. You may view their most recent flyers on the [EPC Website](#).

Transportation – Ken Swink announced that the EPC Bus Bid Opening for 186+ school buses was held on October 29th. All Bus Bid Documents and Results are available to view on the [EPC Dropbox Website](#). You may download the spreadsheet showing all available bus types and sizes which are side by side for easy comparison. For any districts that did not participate in this year’s bus bid by filling out our survey and/or participating in our Legal Advertisement – you may still use the bid. When we publish our Legal Advertisement, we list each interested district along with the words “and ALL members of the Southwestern Ohio Educational Purchasing Council”. Therefore, ALL EPC Member Districts are covered on the legal advertisement and bid. If you need assistance reviewing the spreadsheet feel free to [contact Robin Houston](#).



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Utilities/Natural Gas – Ken Swink reviewed a slide on the [Current Natural Gas Market](#). Since the Ohio School consortium hedge program hired Mark Jergens as our professional natural gas consultant in 2014, our overall hedges are \$9,304,241 lower than the market based on NYMEX pricing on October 25, 2021. We've had ups and downs that were mostly weather driven, and our gain exists despite most of the past 10 winters being much warmer than normal. If these winters would have been colder, our savings vs the market would have been even greater. This is one reason why our committees have voted unanimously over these years to hedge prices. Another strong reason is our schools want a program that protects their budgets from the wild market swings we are currently experiencing today.

Worker's Compensation – Ken Swink announced that the next EPC/Hunter Consulting Safety Training session will be held via Zoom on November 16th. Topics to be discussed include seasonal safety concerns, review and discussion of workplace accidents, school safety related videos and safety articles for school district best practices. Please send an email to Robin.Houston@epcschools.org to sign up for this training session and receive the Zoom link to participate.

DIRECTOR'S REPORT

Financial Report – Stephanie Zinger reviewed the [financial summary of the general operating fund](#). The balance of the General Fund as of September 30, 2021 was \$603,618.73. Please [contact Stephanie](#) with any questions or concerns.

2022-7. Summary of 2020-2021 Rebates – Ken reviewed the [2020-21 Rebate Report](#) which includes rebates for the Food Service GFS Prime Vendor Agreement, EPC Medical Insurance Wellness, Copy Paper and Classroom/Office Supply purchases. A [letter was included in the packet that explains](#) that any district earning under \$25 will be paid in a future rebate check and any members that are receiving a check that includes previous years' (under \$25) amounts along with this year's rebate is indicated on the report in purple text. If you have any questions or concerns regarding the Rebate Checks or If there is an area in which your district did not receive a rebate and would like to learn how to earn one for the current school year, we'd be happy to help you, just let us know! Motion by Karen Royer, seconded by Marcus O'Brien to approve the rebate report and distribute rebate checks to EPC member districts. Motion carried.

AEPA – Flyers from the following AEPA vendors were shared: [Beam Clay/Champro Soccer](#), [Beam Clay/Trigon Sports Hurdles & Dry Line Markers](#), [Schutt Sports Mouthguards](#), [Officials Apparel & Gear](#), [Partac/Beam Clay Athletic Equipment](#), [Busch Systems Recycling Containers](#), [Best Plumbing Specialties New Items](#), [CDWG Modern Classrooms](#).

Updated EPC Website – [The EPC Website has been updated](#). Old logins to view EPC Meeting Packets will no longer work. The new password to view these items is currently: epc2021.

Meeting adjourned at 1:33 p.m.