**STATE USE COMMITTEE MEETING MINUTES**

Thursday, April 02, 2015

Emporia State University – Kansa Room – Cartridge King was the host

**Roll Taken –**

Absent - Senator Faust-Goudeau, Representative Erin Davis, were absent

Present – Barry Swanson, Shelby Fry, Pat Terick, Tracy Diel, Mike Montana and Darren Muci were present, calling in: Norm Wilks

Guests – Melany Barnes USD 259, Mark Calcote Staples, Kevin Henning Staples, Marcy Woodhouse Staples, Tim Harrington Cartridge King, Doug Wisby Cartridge King, Suzy Reber Envision, Bob Reyes Envision, Jonathan Weiss USD 259.

**Approval of Minutes -**

December 4, 2014 (USD 259) & February 5, 2015 (TARC).

A Motion to accept and approve both minutes was passed.

 **New Business –**

* Staples presentation. Mark Calcote with Staples made the presentation “Make more Happen”. Staples show continued growth of State Use items their ordering platform. Staples has shown an overall growth of $188,027.93 or a 37% increase from FY2013 to FY2014.
* Lexmark cartridge prices are increasing by 15% in April. **Cartridge King** contacted their suppliers and was able to negotiate a smaller price increase of 8% with Lexmark. A motion to accept and approve the two price changes was passed.
* Suzy Reber asked for an email blitz from Tracy Diehl (after July 1, 2015) to all state purchasers once the FY2016 Catalog is online. Envision usually sees a spike in orders after the email blast is sent out.
* FY 2016 State Use Catalog submissions (July 1,-2015 – June 30, 2016)

**OCCK**

**KETCH**

**TARC**

**BTCO**

These four vendors had no changes to the FY2016 State Catalog. A motion to accept and approve submissions and prices for these four vendors was seconded and passed.

* **CPRF** submitted they would like to perform janitorial services for the SE Kansas area or on county by county basis. A motion to accept and approve CPRF as the janitorial vendor for Sedgwick, Harvey, Butler, Reno, & Sumner counties was accepted and passed.
* **Envision** Bob Reyes spoke on the one price increase for the Aqua-pads. A motion to accept and approve new price was passed.
* **Goodwill** price increase tabled until June 4th meeting. There has been no response from Goodwill about their submission for the FY2016 Catalog. If no response from Goodwill by the June meeting all of their products will be removed from the FY2016 catalog.
* **Cartridge King of Kansas**  Tim Harrington spoke on the new submissions to the FY2016 catalog. 10 remanufactured and 10 OEM Brother and Hewlett Packard toner cartridges. New items are for newer model printers. A motion to accept and approve new items was passed.
* Cartridge King will remove the Soy toner from the catalog (6 products).
* **Cartridge King of Kansas** proposed a .65 cents increase on all catalog items to help cover freight costs. Cartridge King will remove the $5.00 charge for orders under $50.00. Traditionally Cartridge King has absorbed the freight cost. The committee understands Cartridge King’s need to cover the freight cost but has a hard time justifying any increase when the State departments, USD’s & universities budgets are being cut. The committee also questioned an increase on all items. Darren Muci pointed out that the USD’s need & want lower prices. Cartridge King responded that they could help any State entity save money by purchasing remanufactured product. Overall 70% of the toners & inkjets purchased by the State, universities & USD’s are OEM. The committee decided to table the increase and see if Cartridge King could come up with a better proposal.
* **Cartridge King of Kansas** proposed to offer an optional Managed Print Solution using HP devices for the catalog. They are currently piloting two programs at K-State University. Tracy Diehl pointed out there is already an HP contract with the State and Cartridge King should work with HP to be a vendor. Tim Harrington will look into that with HP. Barry Swanson asked that we propose the exact verbiage we would like added to the catalog regarding MPS.

**Other Business –**

New purchasing manager for USD 259, Jonathan Weiss, attended the meeting. Also attending was Bob Reyes, Regional Sales Manager, with Envision.

Doug Stucky will need FY2016 information to him by June 10, 2015.

**Stakeholders Feedback –**

**Adjourn –**

The meeting adjourned at 3:34 p.m.