

**STATE OF OKLAHOMA**  
**STATE USE COMMITTEE MEETING MINUTES**

Oklahoma History Center  
800 Nazih Zuhdi Drive, OERB Classroom  
Oklahoma City, OK 73105

**February 25, 2015**

**Call to Order**

William Smith called to order the regular meeting of the State Use Committee at 1:00 p.m.  
The meeting agenda was posted Monday, April 20, 2015.

**Roll call for Quorum**

Daron Hoggatt conducted a roll call.

Members Present: William Smith, Committee Chair; David Oliver, Vice Chair; Regina Chace; Jim Kettler; Jerry Tate; Travis Monroe.

ABSENT: Effie Foster

Quorum declared with 6 members present.

Introductions

**I. Approval of Minutes**

Motion to approve the minutes of the December 10, 2014 State Use Committee meeting made by Ms. Chace and seconded by Mr. Oliver.

YEAS: Mr. Smith, Ms. Chace, Mr. Kettler, Mr. Monroe, Mr. Oliver, Mr. Tate

NAYS: None

ABSTAIN: None

ABSENT: Ms. Foster

Motion passed

**II. Financial Information**

a. Ending Balance: \$737,671.96

b. Quarterly Report: There are a few vendors that are non-compliant on turning in their quarterly reports. State Use is working with these vendors to complete their quarterly reports. Vendors who have not submitted their quarterly reports by Friday, February 27, 2015 will received a "Notice to Cure" letter.

Discussion:

State Use Committee member asked if State Use could come up with a report showing a breakdown of purchases by state. Daron explained that producing this kind of report would be a massive undertaking because of all of the variables such as type of payment, p-card vs. P.O. etc.

### **III. Discussion and possible action to approve Fair Market pricing/changes**

The Fair Market Sub-Committee (Mr. Smith, Mr. Monroe, Mr. Oliver) and Malina Brywczyński (CPO for State Use) had a conference call to discuss the Fair Market pricing for a number of items.

Fair Market Sub-Committee recommends that the State Use Committee approve the Sub-Committee proposed Fair Market price.

Motion to approve the proposed Fair Market price made by Mr. Chace and seconded by Mr. Oliver.

YEAS: Mr. Smith, Ms. Chace, Mr. Kettler, Mr. Monroe, Mr. Oliver, Mr. Tate

NAYS: None

ABSTAIN: None

ABSENT: Ms. Foster

Motion passed

#### **SW001 - Serving Trays - Oklahoma Production Center**

2 types—(6 compartment and 6 compartment deep dish)

Fair Market Sub-Committee recommends that the State Use Committee approve the Sub-Committee recommended Fair Market prices for both types of trays.

Motion to approve the proposed Fair Market prices made by Mr. Oliver and seconded by Mr. Kettler.

YEAS: Ms. Chace, Ms. Foster, Mr. Kettler, Mr. Monroe, Mr. Oliver, Mr. Tate

NAYS: None

ABSTAIN: None

ABSENT: Ms. Foster

Motion passed

#### **b. SW064 – Paper Towels and Toilet Paper – South Central Industries**

Fair Market Sub-Committee recommends that the State Use Committee approve the Sub-Committee proposed Fair Market prices.

Motion to approve the proposed Fair Market prices made by Mr. Oliver and seconded by Ms. Chace.

YEAS: Mr. Smith, Ms. Chace, Ms. Foster, Mr. Kettler, Mr. Monroe, Mr. Oliver, Mr. Tate

NAYS: None

ABSTAIN: None

ABSENT: Ms. Foster

Motion passed

### **SW078 – Shampoo, Conditioner and Shaving Cream – South Central Industries**

Fair Market Sub-Committee recommends that the State Use Committee approve the Sub-Committee recommended Fair Market prices.

Motion to approve the proposed Fair Market prices made by Mr. Oliver and seconded by Ms. Chace.

YEAS: Mr. Smith, Ms. Chace, Ms. Foster, Mr. Kettler, Mr. Monroe, Mr. Oliver, Mr. Tate

NAYS: None

ABSTAIN: None

ABSENT: Ms. Foster

Motion passed

### **SW772 - Spork– Oklahoma Production Center**

Fair Market Sub-Committee recommends that the State Use Committee approve the Sub-Committee recommended Fair Market prices.

Motion to approve the Sub-Committee recommendation made by Mr. Oliver and seconded by Mr. Tate.

YEAS: Mr. Smith, Ms. Chace, Mr. Kettler, Mr. Monroe, Mr. Oliver, Mr. Tate

NAYS: None

ABSTAIN: None

ABSENT: Ms. Foster

Motion passed

Sub-Committee comments regarding the Fair Market procedures of the Sub-Committee: Many of the items that were approved today were items that purchasers specifically requested, and that's why they are being added to the contracts. The sub-committee discusses each item and each fair market price. The sub-committee does not rubber stamp Fair Markets proposed by vendors. Their recommendations are agreed upon and then brought to the State Use Committee for approval. In an effort to alleviate tensions and keep vendors from being put on the spot during the State Use Committee meeting, the Sub-Committee resolves all questions/issues and then submits their recommendations to the entire State Use Committee for approval. In addition, if there is an unresolved question/issue regarding a product or Fair Market price the item, the Sub-Committee can be tabled until those questions are answered. Depending on the number of proposed Fair Markets to be reviewed, the Sub-Committee meetings can

## **IV. Vendor Compliance Reports**

- a. Manhour Report

## **V. SUPRA Conference - January 14-16, 2015**

E-mails were sent out to the committee members to decide who would be interested in going to the SUPRA conference. Attendees will be Jim Kettler, Jerry Tate, Daron Hoggatt, and Mary Brown.

## **VI. New Business**

Announcement: Georgia Lynn passed away on Sunday, December 7, 2015. Her service will be on Friday, December 12 at Chapel Hill Funeral Home at 2 p.m.

Ms. Foster wanted to speak about her concern that the State Use program is working with the vendors in Oklahoma City and not with the vendors in the rural areas of Oklahoma.

Ms. Foster stated that Oklahoma Production Center lost \$200,000 worth of contracts and State Use has done nothing to help Oklahoma Production Center get anything back.

Ms. Foster additionally stated that a contract was being sent out by the Department of Tourism for janitorial on rest areas, and there should be a fair market value for rest areas. Malina explained that these rest areas have not previously had a fair market set, and that fair market information was currently being gathered for this contract. Malina further explained that these rest areas have not been under contract before and the current rest area janitorial vendor is not interested in this contract, so if a State Use vendor bids on this contract that they would get it.

Ms. Foster also suggested that it would be nice if the committee meetings could be held throughout the state and perhaps hosted by state use vendors at their workshops, so that the rural area vendors would not always need to travel to Oklahoma City for Committee meetings.

## **VII. Adjournment**

Motion to adjourn Mr. Oliver seconded by Mr. Tate

YEAS: Ms. Chace, Ms. Foster, Mr. Kettler, Mr. Tate, Mr. Smith, Mr. Oliver, Mr. Monroe

NAYS: None

ABSTAIN: None

ABSENT: MS. FOSTER N/A

Motion passed

Meeting adjourned at 1:55 p.m.