

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

Library for the Blind and Physically Handicapped  
300 NE 18<sup>th</sup> Street, Oklahoma City, OK 73105  
December 2, 2009

**Call to order**

Will Smith called to order the regular meeting of the State Use Committee at 1:04pm.

**Roll call for Quorum**

Will Smith conducted roll call.

Members Present: William Smith, Committee Chair; David Oliver, Committee Vice Chair; Effie Ballard, Committee Member; Jane Nelson, Committee Member; Randy Ross, designee for John Richard, Committee Member.

Quorum declared with all members present

**I. Approval of minutes**

Motion to approve October 14<sup>th</sup>, 2009 minutes by Ms. Nelson, seconded by Mr. Ross.

Ms. Ballard requested time of adjournment of meeting be indicated on meeting minutes. Amended motion to indicate time of adjournment on minutes of meeting with motion to accept as presented.

YEAS: Mr. Ross, Ms. Nelson, Mr. Oliver, Mr. Smith, Ms. Ballard

NAYS: None

Motion Passed

**II. 1% Levy Report & Financial Information**

Reports presented to Committee Members. No questions for Financial Reports.

**III. Presentation, Discussion and Possible Action on:**

**a. Fair Market Pricing**

**i. Toner Cartridges**

Recommended by subcommittee for approval by State Use Committee of Toner Cartridges on list with the exception of two items highlighted on last page (two highlighted items not considered for Fair Market Price).

Question by Mr. Ross regarding what the Value Added is regarding cartridges and how many additional man-hours or additional employees by

adding all new products? The 75/25 will be stocking and bundling operations. The man-hours will be maintained/saved as cartridges are no longer manufactured will be replaced by new items.

Motion by Ms. Ballard to approve list, seconded by Mr. Oliver.

YEAS: Ms. Nelson, Mr. Oliver, Mr. Smith, Ms. Ballard, Mr. Ross

NAYS: None

Motion Passed

**b. Ratification of Contract to establish fair market price on Custom Laundry Services per Item**

Larry Smith asked to Table issue due to panned in additional delivery date during summer on bid after contract agreement approved. Bidding is based on per item and no delivery charge listed separate within contract.

Motion by Mr. Ross to approve fair market subject to concurrence of Central Purchasing Director that contract is valid pending check of Vendor's certification. Seconded by Ms. Ballard.

YEAS: Mr. Oliver, Mr. Smith, Ms. Ballard, Mr. Ross, Ms. Nelson

NAYS: None

Motion Passed

**IV. Discussion and possible action to approve revised procurement schedule**

Master List first eight pages all items and Sub-List 1: Fair Market Pricing only with Vendor's Name, Location and Contact Information.

Items on sub-list 1 does not clarify which items each Vendor actually provides

Mr. Oliver would like change made on Janitorial services removed from Janitorial Rest-Area & Janitorial Non-Rest Area/ Welcome center changed to just "Janitorial Services".

Third list will tie together first two lists it is 10% complete.

Clarification given if a contract of a vendor has not been ratified by the State Use Committee it does not set Fair Market Pricing.

Motion by Mr. Ross to proceed ahead with Main List, Sub-List 1 and adding of third list. Seconded by Ms. Ballard.

Discussion/Questions:

Question regarding time line of when items that are ratified by State Use Committee are added to the Procurement List.

Committee has directed State Use Staff to accomplish adding items ratified by the State Use Committee to Procurement Schedule within 30 days of ratification.

YEAS: Mr. Smith, Ms. Ballard, Mr. Ross, Ms. Nelson, Mr. Oliver

NAYS: None

Motion Passed

Procurement Schedule has been approved

**V. Discussion and possible action to approve to State Use Committee meetings for 2010 calendar year**

Motion by Ms. Ballard to approve revised State Use Committee schedule for 2010 calendar year. Seconded by Mr. Oliver.

YEAS: Mr. Ross, Ms. Nelson, Mr. Oliver, Mr. Smith, Ms. Ballard

NAYS: None

Motion Passed

**VI. Discussion and possible action on SUPRA conference**

Mr. Oliver would like to see Larry Smith attend. Ms. Nelson would like to see Committee Chair, Mr. Smith attend as well.

Motion by Mr. Oliver to allocate funds for one State Use staff and Committee Chair to attend. Seconded by Ms. Nelson.

Budgeted monies for travel and expenses approximately \$6,000.

Motion amended for two committee members to attend.

YEAS: Ms. Ballard, Mr. Ross, Ms. Nelson, Mr. Oliver, Mr. Smith

NAYS: None

Motion Passed

**VII. Discussion and possible action on SUPRA survey responsive and non-responsive State Use vendors**

Five vendors with no response and one vendor returned half completed survey. All vendors are required to complete SUPRA survey

Mr. Oliver recommended due to this being a required submission if vendor does not comply Committee will move to remove vendor from State Use access.

SUPRA reports are submitted to National Board with 2009 Employee Data.

Final Report is sent to all vendors and Committee when completed.

Would be good Public Relations to add SUPRA Report findings to State Use website and also submit to Legislature before 2010 Legislative Session.

**VIII. Presentation of Historical Document that Clarifies Paying 1% Levy Fees on All Contracts with State and Political Subdivisions**

*Bill 1135* 1% fee will be assessed with state agency or subdivision thereof.

Product or Service 74 O.S.

Issue addressed to State Use Legal Counsel Gretchen Harris. Information will be provided to all vendors after Assistant Attorney General Harris has completed research to clarify prior statutes to determine how interpretation should apply to 74 O.S. and State Use.

Example of Items/Contacts that do and do not require 1% fee will be clarified as well.

**IX. Discussion and Possible action on 2010 Legislative Reception and Trade Show**

March 30<sup>th</sup> and 31<sup>st</sup> are the dates of events. Reception will be held the evening of March 30<sup>th</sup> with Legislators and Trade Show will be March 31<sup>st</sup>. A request by Mr. Ross will be submitted to Lt. Governor Askin's Office and Ms. Ballard will submit a request to Governor Henry's Office. Catering and sponsorship will include Promotional Items.

**X. Public Comments and Accouchements**

Dr. Cory Moore of Langston's Department of Rehabilitative Services Introduced.

**XI. New Business**

None

Motion to Adjourn by Ms. Ballard, Seconded by Mr. Oliver

YEAS: Mr. Ross, Mr. Oliver, Mr. Smith, Ms. Nelson, Ms. Ballard,

NAYS: None

Motion Passed

Meeting Adjourned at 2:34PM