

North Jersey NIGP Chapter #7

Chartered October 26, 1977

President:

Francis Decibus

Vice President:

Jim Jorgensen

Treasurer/Membership:

John DiStefano

Secretary:

Paula Ferreira

Minutes

Regular Meeting February 20, 2008

Quality Inn Conference Center, Somerset, NJ

The meeting was called to order at 10:15 am by President Francis Decibus.

After flag salute, self introductions were made.

Minutes and treasurers reports were read and approved.

Magda Comeau, Contract Compliance, Green Purchasing Manager and Dr. Kevin Lyons, who has a doctorate in supply chain, both from Rutgers University, were the guests to discuss Rutgers Green Purchasing Coop. They stated that handouts were on the tables for anyone interested.

Green Purchasing overview and definition.

- Minimize negative environmental effects through the use of environmentally friendly products and practices.
- Pilot program implemented for select municipalities to change mindset.
- Way of adding environmental consideration
- Attempts to identify needs

Rutgers purchases 400 million dollars a year.

- 62 million/yr in energy
- 26-28 million recycled items
- 10,000 tons recycled

Our procurement process must be tied to waste management and can be negotiated into contract with vendor. We have an impact on our environment and we need to make it personal.

Rutgers University President has made it personal by installing solar panels and using only green products.

How Rutgers has changed the mindset on their campus.

- Consumption, is it needed
- Cradle to Cradle concepts, more than price
- Green buildings, design, construction
- Biobase, biodegradable
- Fleets and transportation
- Energy
- Corporate, social and environmental reporting

Changing mindset off campus.

- What incentives are you doing in your business
- Annual report to show Rutgers
- If nothing, then Rutgers will help

Global, corporate and social environmental reporting

- Community
- Diversity
- Environment and climate impacts
- Ethics
- Financial responsibility
- Human Rights

Staples implementing Green Purchasing. All their trucks use biodiesel.

Samples of some Green Products are:

Paper
Cleaning products
Computers
Phones
Printers
Bags
Ice Melt
Furniture

At this time it is only a Pilot Program but eventually municipalities, schools, counties, state colleges, private schools, NGO's will all be able to participate.

In RFP's ask for Life Cycle of product to find out waste management.

There are more advantages to vendor to produce product to be returned to them for recycling.

Jim Jorgenson questioned if there was access to the presentation on website. Not yet but in the future they will have it.

Mary Lou Stanton asked whether the Pilot Program was just for private sector. No, at this time they do have a few public entities.

John Davenport stated that Purchasing Agents are not usually included in purchasing process and he was glad to see that Rutgers was including us.

Francis Decibus and members expressed their thanks to John Davenport and Jane Foti for their service and dedication as President and Secretary respectfully for the NIGP. Also, that there are "Go Pro" buttons courtesy of the National NIGP for everyone.

Kathy Cupano gave update on purchasing classes. Enrollment is quite low. Had to cancel 2 out of 3 Purchasing I classes. Canceled 2 out of 3 Purchasing II classes. Would like us to get feedback from community as to why this is happening. Are municipalities cutting back on education? Kathy provided an overview of the Purchasing Conference to be held on April 30th and May 1st 2008 at the Sheraton in Atlantic City. 4/30-5/1/08.

Joe Valenti provided a Law Update.

County jail, medical services competitive contract. Two vendors, proposals were rejected. Vendor file suit in court and won the award. Make sure criteria your requesting is what you are evaluating.

Morris County laundry service competitive contract. They did not get State approval before using. Check 40A:1.1 for details.

40A11:5-Fair and Open and Not Fair and Open. Keep this in minds for boards. If it doesn't need receipt of formal bids then quote. If over 17,500 must continue to bid.

EUS does not meet requirement of Not Fair and Open.

For emergencies you must adopt a chain of command to report when governing body is not around.

Aggregation-do not divide contracts. Include everything that is similar in nature for 12 mos.

LPCL, brand name or equivalent, proprietary must still bid.

S749-2% retainage on contracts get interest on bonds and notes, does not cover revisions and addenda, and needs clarification.

Affirmative Action-formal quotes over threshold. What do you use for PO's? If you use PO for over bid threshold then you must attach exhibit A or Exhibit B to PO.

Change Orders-Anything under 20% must go before governing body. Over 20% get engineer to convince you that the change order is needed. Change orders are for the unforeseen.

Price stabilization act-Vendor gives price lists of costs, including subs.

Price estimation bill-Want to know a range of our cost estimates.

Marlena Schmid asked about Gov Connect email regarding piggybacking off of Western Alliance is valid. Yes, we can use per J. Valenti. GSA Contract for hardware not

software or maintenance. What is going on with all the Solar Panel and Windmill vendors contacting her about free installation. Joe said it is a concession.

Francis said that there is no old business and going forward minutes will be emailed to members.

Jim Jorgenson discussed our new website with an emphasis on creating a functional and interactive site, able to answer questions relevant to us. Will take a little while. Would like input from us about what we would like to see. He will be hosting "Jeopardy" at the Purchasing Conference to be held on April 30th and May 1st 2008 at the Sheraton in Atlantic City. Press release in Courier News and Home News today regarding new board members.

With no more new business, the meeting was adjourned at 11:55. Networking and lunch were enjoyed by all.

Respectfully Submitted
Paula S. Ferreira
Secretary