



Directors Corner



Change is happening at KCDA ...

One thing for certain is that change will happen. Managing that change requires an open mind, transparency, empathy, and staying attentive to your stakeholders. It requires being able to adapt to changes in your environment. It means embracing customer service and being forward thinking. Here are a few of the areas where change is happening at KCDA:

New People and Positions

- **Management Team:** Mark Pfeiffer joined KCDA last summer as our new Director of Purchasing.
- **Purchasing Team:** Kiki Yuen joined KCDA last fall as our new Purchasing Analyst. Christopher Hoffman joined us in May as our new Contract and Procurement Specialist.
- **Customer Service Team:** Penny Britz was promoted to Customer Service Lead and Lima Lotoa joined KCDA as our Customer Service Representative last summer. Derek Collett joined us in January as our new Field Representative in E. Washington.
- **Administration Team:** Kelly Suggs joined KCDA in March as our new General Office Clerk. Rita Alford was promoted to Accounts Receivable Clerk and Debbie Day was promoted to Senior Buyer this spring.
- **Warehouse Team:** Jessica DePew and Kody Apodaca joined KCDA last fall to provide additional support in the warehouse.

New Bids

- HVAC Building Systems: Awarded to Honeywell Building Solutions
- LED Lighting: Awarded to Facility Solutions Group
- Modular Athletic Field Protection: Awarded to Matrax and Covermaster
- School Speed Zone Cameras: In Process
- Emergency Generators: In process
- Sports Uniforms: In process

New Initiatives

- Introducing KCDA's new Website and On-Line ordering system
- Improving order tracking and reducing backorders
- Improving order fill rates and on-time delivery
- Increasing operational efficiencies through cross-training, standardization, and consolidation
- Improving vendor management and relationships

For 80 years, KCDA has been a leader in providing centralized procurement services to our member school districts. KCDA helps districts focus their resources in the classrooms by creating volume purchasing and fulfilling bid law requirements. KCDA operates as an extension of your purchasing department, governed by the basic laws and regulations that apply to all school districts in Washington. Every dollar spent using our contracts increases our purchasing power and helps us get lower pricing to our member districts. More importantly, you can be assured that our contracts are safe, legal, and compliant.

June 2018

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Summer Delivery Orders

School Start-Up Delivery

Do you have your start up order for the 2018-2019 year completed? Please remember to check your carts out so KCDA can have them ready to deliver on your requested delivery date. Getting your orders to KCDA early also allows our purchasing department to make sure we have plenty of stock on hand to fill your order.



July is the best month for delivery as August is our busiest time of the year. The last two weeks of August and the first week of September are the most requested delivery dates. Taking your order earlier can alleviate the possibility for delay. Due to the large volume of school start up orders, please have your first shipment of copy paper scheduled to be delivered before August 20th or after September 3rd.

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Food Delivery July 1, 2018 to August 15, 2018

Many KCDA customers order snacks and food items for delivery during the summer. To ensure these orders arrive during these dates please provide contact and delivery information to verify on site delivery:

- Weekday delivery date
- Summer contact name
- Phone number or email address

Placing your orders:

- Faxing or email, please list this information on your order.
- Online Supply Link, please list this information in the KCDA instructions when you create your cart.

Please notify KCDA Customer Service if your food order delivery needs to be delayed for any reason or if you have any questions or concerns, 1-800-422-5018 Ext. 2 customerservice@kcda.org.

Receiving Your KCDA Order

If you are missing or have damaged merchandise, please notify KCDA within 20 days of receipt. Claims received after the deadline may not be considered unless they are clearly supported by KCDA records and paperwork. Please check your order when you receive it. Verify your carton count against your pack slip. If you did not get a packing slip, please call KCDA Customer Service, and we can send you a new copy. Check for shortages, overages, or damage. Note any damage to, or missing, cartons on the delivery receipt (i.e. Bill of Lading).

Please arrange for any returns by September 30 or within 20 business days of receipt. Return claims received after the deadline may be charged return freight and a 10% restocking fee, or may not be considered due to product expiration dates.





KCDA'S NEWEST PRODUCTS

Orca Multipurpose Copy Paper

White copy paper, multipurpose, 20#. Virgin fiber, this sheet has a brightness of 92. Ideal for everyday copying and printing. Acid-free and inkjet ready, this paper is great for printers and copiers. Made in the USA, in the Pacific Northwest.

17808..... 8-1/2"x11" Letter Size ... 10/Case



Binder Monthly Index Tab Divider Set

Jan-Dec monthly, durable black leather tabs, gold lettering, 3-hole punched.

12552..... Ea



Laser Printer Easy Peel Labels

1/2"x1-3/4", white, laser printer, easy peel edge, permanent adhesive.

13378..... 8000 Labels/Box



Subject Classification Labels

Easy to recognize symbols that apply directly to a book dust jacket, book spines, videos, audio cassettes.

18198..... Biography - Male 500/Pkg

18199..... Biography - Female..... 500/Pkg

18200..... New..... 500/Pkg



Post-it Fan Fold Note Dispenser

Clear shell, fan fold, accordion-style, holds 1 - 3"x3" note pad.

16472..... Black Base..... Each

16474..... White Base..... Each



Character Post-it Note Pad Dispensers

Weighted base, hold 1 - 3"x3" fanfold post-it note pad.

16476..... Apple..... Each

16473..... Cat..... Each



Post-it Note and Flag Dispenser

Black, clear top, weighted. Holds 3"x3" notes and 1" and 1/2" flags.

16475..... Each



Picture Frame Post-it Note Dispenser

Black base/picture frame, holds 1 - 3"x3" picture and 1 - 3"x3" flat post-it note pad.

16477..... Each



EnerGel Alloy Gel Pen

Retractable, metallic metal balanced alloy barrel, textured grip. Stainless steel tip, black gel ink, medium 0.7 mm point.

82176..... Aquamarine Barrel..... Ea

82174..... Blue Barrel..... Ea



Sanford Uni-ball Signo 207 Gel-Ink Pens

Textured grip for writing comfort, stainless steel, retractable tip, quick drying.

25407..... 8 Assorted..... 8/Set



Sharpie Duel Tip Markers

Fine point for thin, detailed lines and ultra-fine tip for even more precise projects.

20671..... Assorted Colors 8/Set



WOW! Ballpoint Pens

These pens have a unique triangular-shaped barrel and grip giving maximum comfort and control. Latex free grip.

82172..... Black Doz

82173..... Green..... Doz



Sharpie Permanent Markers

Quick drying, marks on paper, plastic, metal and most other surfaces.

20674..... Assorted Colors Ultra Fine..... 24/Set

20362..... Assorted Colors Fine..... 24/Set

20662..... Black Fine..... 36/Box

20663..... 10 Black, Blue, Red, 6 Green Fine..... 36/Box



Sharpie Pro Markers

A durable, permanent marker that marks on even the toughest surfaces. Chisel tip, comfort grip barrel.

20672..... Black Doz



Sharpie Clear View Highlighters

Highlighters, green, orange, pink and yellow, chisel tip.

20366..... Green, Orange, Pink & Yellow..... 4/Set

20370..... Orange Doz

20369..... Pink Doz

20368..... Yellow..... Doz



Expo 2 in 1 Dry Erase Markers

Two chisel tip colors in one dry erase marker, low odor.

20664..... 8 assorted colors 4/Set

20665..... 12 assorted colors 6/Set

20666..... 16 assorted colors 8/Set





KCDA'S NEWEST PRODUCTS

Expo Low Odor Dry Erase Markers

Markers, dry erase, chisel tip, integrated magnet and eraser cap.

- 20668..... Assorted Colors.....Chisel Tip.....8/Set
- 20670..... Black.....Chisel Tip.....Doz
- 20667..... Black, Blue, Green & Red.....Chisel Tip.....4/Set
- 20669..... Black, Blue, Green & Red.....Fine Tip.....4/Set



Pinnacle 27 EZload Thermal Roll Laminator

27" documents, thermal roll, EZload, 8-10 min warm-up, trimmer, reverse, temp readout, counter.

29043..... Ea



SafCord Cord Covers

Ballistic nylon, hoop/loop backing, washable, use with loop or cut loop pile carpet. 4"x6'.

- 95046..... Black.....Ea
- 95047..... Yellow.....Ea



Terry Bath Towels

White, approximately 22"x44" and 6.25 Lbs. per dozen.

63921.....Doz



Pacific Blue Manual Soap Dispenser

Adjustable portion control, wall mount. Black. Refill with KCDA No. 38054

38053..... Ea



Blue Ultra Gentle Foam Soap

Fragrance free, 1200 ml., gentle foam for daily use. Use in KCDA No. 38053.

38054..... 4/Cs



No-Rinse Multi-Surface Sani-Wipes

Wipes, hard multi-surface, no rinse, 7.5"x9", 95 wipes per canister.

50425..... 1/Pkg



Portable Net System

20'w x 61"h, multi-sport, storage bag, rapid setup.

63542..... Ea



Carpenters Measuring Tape

1"x25', steel, ABS Plastic case, ergonomic design, belt clip.

87332..... Ea



Alkaline Batteries

New package sizes.

- 29614..... AAA.....8/Pkg
- 29615..... AA.....8/Pkg
- 29613..... AA.....24/Pkg
- 29616..... C.....6/Pkg



Boxes For All Your Needs

KCDA carries practically everything storage related. We have chart, sentence strip, trimmer, and bulletin board classroom boxes. We have file storage bankers boxes and boxes for packing, moving or storage. Our wide selection of cardboard boxes are sturdy, sized for your needs and very competitively priced. Boxes can be found on Supply Link in the Navigation Bar under Office & Classroom Supplies, click on Boxes. Click on the Packing Material link and you will find bubble wrap, plain newspaper, tape/dispensers and more.



18664



18665



18662



97160



97144



97141



00058



For more than 80 years, KCDA has been a leader in providing centralized procurement services. Every dollar spent using our contracts increases our purchasing power and helps us get lower pricing. We are governed by the basic laws and regulations that apply to our members so you can be assured that our contracts are safe, legal, and compliant.

Contracts Awarded in March, April and May 2018

- Arts & Crafts I, 18-150
- Arts & Crafts II, 18-155
- Bottle Filling Stations, 16-305
- Carpet & Specialty Flooring, 18-340
- Ceramic Supplies, 18-160
- Commercial Fitness Equipment, 17-356
- Crayola Supplies, 18-151
- General Supplies I, 18-030
- General Supplies II, 18-032
- Maps and Globes, 18-036
- Markers, 18-038
- Mechanical Drawing, 18-140

- Modular Athletic Field Protection, 18-416
- Multi-Purpose White Copy Paper – Orca, 18-019A
- Musical Instruments, 18-342
- Playground Equipment and Matting, 18-315
- Plastic Can Liners, 18-065
- Plumbing and Repair Parts Catalog, 16-244
- Portables & Modular Building Systems, 15-255
- Printing Paper – Color & Specialty
- Sanford Products, 18-031
- Science Supplies & Equipment, 18-293
- Telephone Communication Systems, 17-230
- Writing Instruments, 18-039

To find consumable warehouse items on these contracts, go to www.kcda.org and login to Supply Link to order. To see detailed information regarding direct ship contracts, click on the Awarded Contracts Link and click on the index to locate our vendors.

KCDA wishes a “Happy Retirement” to two long-time employees!

This Spring KCDA wished a “Happy Retirement” to two of our long time employees as they announced their departure from our association.

Field Representative Greg Wozny retired after 26 years working with our members throughout Eastern Washington and Idaho. At our Kent office, Pam McClain from our Administration group retired after 15 years of service to KCDA.

Greg and Pam’s members and co-workers will miss these two fine employees that served KCDA with so much dedication during their time with our association.





KCDA's Top Vendor Awards:

At the completion of 2017, KCDA had set an all-time record with over \$156 million in revenues recorded by our association! This significant sales growth was largely due to members increased use of our direct ship contracts. Who were our Top Vendors for 2017? The list is as follows:

1. Pacific Mobile – Modular Buildings
2. Modern Building Systems – Modular Buildings
3. Saxton Bradley – Furniture & Interactive Technology
4. Progressive Roofing – Roof Repairs / Replacement
5. Tremco Roofing – Roof Repairs / Replacement
6. Beresford Co. – Carpeting & Flooring
7. Northwest Playground – Playground Equipment
8. Musco Sports Lighting – Field Lighting Systems
9. McDowell Craig – Furniture
10. Norpac Seating – Auditorium and Bleacher Seating

This Spring Executive Director Dave Mahalko, Director of Purchasing, Mark Pfeiffer and Director of Marketing Dane Hewitt met with each of these vendors to present them with their Top Vendor awards for 2017.

During these award presentations, KCDA thanked each of these Top Vendors for their dedicated service to our association. Offering these high quality vendor-partners is just another way in which KCDA sets itself apart from the other cooperative purchasing options in the education marketplace.

*Dane Hewitt
Director of Marketing*





STAFF DIRECTORY

Cooperative Purchasing for Supplies, Equipment and Services
Take advantage of KCDA free membership and start saving today!

Administrative

- David Mahalko, Executive Director**
dmahalko@kcda.orgext. 161
- Robert Payne, Chief Financial Officer**
rpayne@kcda.orgext. 110
- Riesa Ragan, Human Resource Manager**
rragan@kcda.orgext. 126
- Shalena Putnam, Accounting Administrative Assistant**
sputnam@kcda.orgext. 112
- Linda Barr, Receptionist**
lbarr@kcda.orgext. 145
- Tracie Keller, Accounts Receivable Lead**
tkeller@kcda.orgext. 139
- Rita Alford, Accounts Receivable**
ralford@kcda.orgext. 150
- Lisa Russell, Accounts Payable Lead**
lrussell@kcda.orgext. 114
- Kelley Suggs, General Office Clerk**
ksuggs@kcda.orgext. 115

Customer Service Department

- Dane Hewitt, Director of Marketing**
dhewitt@kcda.orgext. 117
- Customer Service**
- Pennie Britz, Lead**
pbritz@kcda.orgext. 120
- Etta Smith-Rice**
esmith-rice@kcda.orgext. 148
- Pauline Peterson**
ppeterson@kcda.orgext. 128
- Lima Lotoa**
tlotoa@kcda.orgext. 118
- Field Representatives**
- Ryan Burge**
rburge@kcda.orgext. 151
Representing Counties: Kitsap, S. King, Pierce, Skagit, N. Snohomish, Thurston, Whatcom
School Districts: Auburn, Enumclaw, Tahoma.
- Derek Collett**
dcollett@kcda.orgext. 135
Representing Counties: Adams, Asotin, Benton, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, Yakima
Representing States: Idaho, Montana.

Customer Service Department

- Kevin Hedeem**
khedeem@kcda.orgext. 137
Representing Counties: Chelan, Kittitas, N. King, S. Snohomish
School Districts: Bellevue, Edmonds, Everett, Federal Way, Highline, Issaquah, Kent, Lake Washington, Mukilteo, Northshore, Renton, Riverview, Seattle, Shoreline, Snoqualmie Valley.
- Mike Rebitzke**
mrebitzke@kcda.orgext. 162
Representing Counties: Clallam, Clark, Cowlitz, Grays Harbor, Island, Jefferson, Klickitat, Lewis, Mason, Pacific, San Juan, Skamania, Wahkiakum
Representing States: Alaska, Oregon.

Website Designer

- Wendy Ettl**
wettel@kcda.orgext. 146

Purchasing Department

- Mark Pfeiffer, Director of Purchasing**
mpfeiffer@kcda.orgext. 143
Athletic Equipment & Supplies, Career & Tech Ed, Field Lighting, Industrial Arts, Janitorial Services, Mobile Learning, Modular Athletic Field Protection, MRO - Maintenance, Repair, Operations, Roofing, Protective Coating Related Services, Technology, Bus Stop Arm Cameras.
- Procurement Lead - Inventory**
- Joy Kuhlmann**
jkuhlmann@kcda.orgext. 133
Arts Supplies, Audio Visual Equipment & Supplies, Avionics & Robotics, Ceramic Supplies, Digital Bus Video Security, Facility Management Software, Grounds & Landscape, HVAC Maintenance, Interactive Technology, Lunchroom Supplies & Equipment, Maps & Globes, Mechanical Drawing, Modular/Portable Buildings, Patient Care Equipment, Physical Education Equipment & Supplies.

Contract & Procurement Specialists

- Kathy Elliott**
kelliott@kcda.orgext. 149
Carpet & Specialty Flooring, Furniture; Artco Bell, General and Virco, Musical Instruments and Whiteboards.

Paula Schilling

- pschilling@kcda.orgext. 127
Auditorium Seating, Bleachers, Classroom Aids, Commercial Kitchen Equipment, Custom Printed Envelopes, Duplicating Supplies/Ink & Toner Cartridges, Lockers, Maintenance Machines, Paper Supplies: Color, Construction, Copy, Dated Materials, Reference Resources, Playground Equip & Matting, Plumbing Supplies.

Purchasing Department

Contract & Procurement Specialists

- Valerie Buckbee**
vbuckbee@kcda.orgext. 134
Bottle Filling Stations, Critical Communication Systems, Custodial Supplies, Early Childhood Supplies & Furniture, First Aid Supplies, Maintenance/Hardware Supplies, Phone Network Systems, Plastic Can Liners, Scoreboards, Sports Field Drainage, Synthetic Turf, Track, Fields, Tennis Courts.
- Jeanne Cassidy**
jcassidy@kcda.orgext. 131
General Supplies, HVAC Building Systems, HVAC Parts & Materials, LED Lighting Solutions, Office Machines & Equipment, Promotional Items, Security, Writing Instruments.

Kiki Yuen

- kyuen@kcda.orgext. 116
Calculators, Copiers, Food Staples & Canned Goods, Library Supplies.

Christopher Hoffman

- choffman@kcda.orgext. 141
Calendars, Commercial Fitness Equipment, Crayola, HVAC Filters, Science Equipment & Supplies.

Assistant and Order Expeditor

Mary Herman

- mherman@kcda.orgext. 119
Orders: Custom Stamps and Name Plates, Non-Standard Printer Toners & Special Projects.

Senior Buyer

Debbie Day

- dday@kcda.orgext. 130
Purchasing for Strategic Departments and Training, Special Quotations, Inventory Support and Item Maintenance.

Information Services

Computer Operator/Programmers

Bert Piedlow

- bpiedlow@kcda.orgext. 136

Bob Pederson

- bpederson@kcda.orgext. 113

Warehouse

Barry Fredericks, Manager

- bfredericks@kcda.orgext. 154

Tony Apodaca, Assistant Manager

- tapodaca@kcda.orgext. 121
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