It's the new way of conducting business …

Organizations like KCDA are constantly changing, adapting, and evolving. However, there is no playbook or training manual that could have prepared us for what we have experienced in the past six months. COVID-19 has structurally changed our organization, our economy, and our way of conducting business.

Managing change requires an open mind and the ability to listen to your stakeholders. It calls for modifying your strategic goals to adapt to changes in your environment. It means embracing customer service and being forward thinking. Below are some recent areas of change at KCDA:

- KCDA Field representatives are no longer allowed to visit schools and are now supporting our members virtually.
- KCDA office employees are allowed to work remotely and are required to conduct a daily screening if entering the workplace.
- Historic KCDA ordering patterns like summer start-up no longer apply making it necessary to change how we forecast demand.
- Demand for PPE items and Furniture products have skyrocketed while the demand for traditional commodity items like copy paper has dropped.
- KCDA supply chain is in disarray with many well branded manufacturers like Crayola struggling to meet demand.
- Member visits and conference participation have been replaced by digital marketing campaigns using our website and social media platforms.

For more than 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.

Dave Mahalko
Executive Director
Field Representatives

Our Experience Field Representatives are ready and available to assist you on-site or over the phone with product inquiries or KCDA member training.

Please select your Field Representative from the information listed below:
Phone: 425-251-8115 ~ 800-422-5019
Fax: 253-395-5402

Ryan Burge
Ext. 151
rburge@kcda.org

Representing Counties:
Adams
Asotin
Columbia
Franklin
Garfield
Island
Kitsap
S. King
Pierce
San Juan
Skagit
N. Snohomish
Thurston
Walla Walla
Whatcom
Whitman
Yakima

Representing School Districts:
Auburn
Enumclaw
Tacoma

Mike Rebitzke
Ext. 162
mrebitzke@kcda.org

Representing Counties:
Clallam
Clark
Clowlitz
Grays Harbor
Jefferson
Klickitat
Lewis
Mason
Pacific
Skamania
Wahkiakum

Representing States:
Alaska
Idaho
Oregon

Kevin Hedeen
Ext. 137
khedeen@kcda.org

Representing Counties:
Chelan
Douglas
Ferry
Grant
Kittitas
Lincoln
N. King
Okanogan
Pend Oreille
S. Snohomish
Spokane
Stevens

Representing School Districts:
Bellevue
Edmonds
Everett
Federal Way
Highline
Issaquah
Kent
Lake Washington
Mukilteo
Northshore
Renton
Riverview
Seattle
Shoreline
Snoqualmie Valley
CUSTOMER SERVICE CORNER

Receiving your KCDA order

Make sure that you check in your order as soon as you receive it. Count your cartons and verify items and quantities. If there is a discrepancy or damage with your order, please notify KCDA by September 30th, if the order was received between June 1st and September 1st, or within 20 business days of invoice date.

Notification received after the deadline may result in restock and return freight charges. Exception: Restocking fees may apply on furniture and special order items that have shipped directly from our vendors.

No Fault Returns

No fault returns apply only to items shipped from our warehouse. Members must notify KCDA within 20 business days of receiving the order. In order to receive credit, returned merchandise must be in new condition, original packaging and as a complete unit. All returns must have the return authorization number noted on the outside of the carton. Once issued, the return authorization is valid for 20 days. Items returned after the 20 business day period may be assessed a restocking fee.

When requesting return authorization or reporting any discrepancies, please include the following information:

- Purchase order number.
- District name and ship-to location.
- KCDA invoice number/order number/cart number.
- KCDA item number and item description.
- Quantity (units).
- Reason for the return or details of the discrepancy.
- Contact name, e-mail, and phone number of the person requesting the RMA.

Return forms are available on our website, www.kcda.org in an online or printable pdf format.

KCDATA’S NEW AND UPDATED CONTRACTS

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 June, July and August 2020

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<th>ADA/IBC Compliant Maintenance Steps &amp; Ramps, Bid 18-418</th>
<th>Custom Printed Materials, Bid 17-331</th>
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<tr>
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<td>Telephone Communication Systems, Bid 19-230</td>
</tr>
<tr>
<td>Copiers/Multifunctional Devices, Bid 19-213</td>
<td></td>
</tr>
</tbody>
</table>
**Hand Sanitizing Gel**
Clear gel, non-sticking, hydrates, 90% bio-based, 70% alcohol. Gallon includes 1 pump per case.
- 50806...2 Oz. Cap Top... 36/Case .......... $53.70
- 50807...Single Use ........ 48/Pkg .......... $10.79
- 50808...Gallon .......... 4/Cake .......... $92.73

**Antiseptic Hand Rub – Alcohol Based**
Hand rub antiseptic, 80% ethyl alcohol, topical non-sterile solution. Cap tops.
- 53201...4 Oz............... 24/Cake ........ $45.75
- 53205...8 Oz.............. 48/Cake .......... $148.14

**Gel Hand Sanitizers**
Waterless, 75% Alcohol, 16.9 oz. pump top.
- 50604...Ea ................. $9.44

**Hand Sanitizing Tower Stand**
Hand sanitizing station 1 corrugated stand, push button dispensing, 2-1000 ml hand sanitizer bags. Recyclable.
- 51359...Kit ................ $110.46

**Portable Hand Sanitizing Station**
Encourage the use of hand sanitizer by offering portable stations throughout the workplace, classrooms and meeting places.
- 51356...Foaming Sanitizer... 6/Cake ........ $102.96
- 51353...Dispenser ............ Ea ............... $36.96
- 51355...Stand ................ Ea ............... $99.00

**Gel Hand Sanitizers**
Contains aloe and 70% ethyl alcohol, the active ingredient antimicrobial for this hand sanitizer. Gallon includes 1 pump per case.
- 50605...8 Oz., Pump Top...... Ea ............. $6.99
- 50606...16 Oz., Pump Top..... Ea ............. $11.44
- 50607...Gallon .............. 4/Cake ........ $203.63

**Hand Sanitizing**
Convenient, single-use antibacterial sanitizing wipes, effectively kills germs on hands.
- 50700...45 Wipes......... 20/Cake ........ $37.55
- 50703...100 Wipes........ Ea ................. $3.33

**Gel Hand Sanitizer**
Use when soap and water is not available. 75% alcohol, pump top bottle.
- 50702...8 Oz............. 24/Cake .......... $81.00
- 50701...16.9 Oz.......... 24/Cake .......... $105.16
- 38051...67.6 Oz, 2 Leter 6/Cake .......... $64.80

**Advanced Wall Dispenser, Tray and Gel Hand Sanitizer**
Manual push wall dispenser, drip tray and hand sanitizer, gel, clear, light/fresh fragrance. 70% Ethyl Alcohol, neutral pH, 1000 ml.
- 51351...Hand Sanitizer........ 6/Cake ... $94.47
- 51349...Drip Tray ............ Ea ................ $4.69
- 51350...Dispenser ............ Ea ................ $6.70

**Hand Sanitizer and Touch Free Dispensers**
Adjustable stand with drip tray. Wall mount dispenser with drip tray. Hand sanitizer alcohol antiseptic 80% topical solution. 500ml.
- 50516...Stand Dispenser ......... Ea. $143.48
- 50517...Wall Dispenser ......... Ea. $67.26
- 50518...Hand Sanitizer ....... 12/Cake .......... $53.99

**Touchless Hand Sanitizer Dispenser Stand**
Free-standing, no touch, refillable, holds 1000ml hand sanitizer or foaming liquid soap. Adjustable height.
- 50510...Ea ................ $114.75

**Gel Hand Sanitizer**
Natural Scent, 69% ethyl alcohol, kills 99.9% germs, non-sticky, gallon size, 1 pump top per case.
- 38056...4/Cake ............ $175.56

**Clorox Scented Disinfecting**
Surface disinfecting wipes, lemon scent, removes 99.9% bacteria germs.
- 50414...75/Wipes........ Ea ........ $6.02

**Surface Disinfectant Wipes**
75% ethyl alcohol, 99% sterilization.
- 50346...60/Wipes......... Each .......... $2.81

**Force of Nature Cleaner Disinfectant**
Using electrical current to change the chemical composition of tap water, plus a capsule of salt, water and vinegar, into a powerful cleaner and disinfectant that’s EPA registered for use in schools and universities.
- 3 Bottle Kit: 1 Electrolyzer and Cord, 3 - 12oz. Spray Bottles, 80 Capsules.
- 50207...3 Bottle Kit ....... $154.70
- 50208...1 Bottle Kit ...... $128.70

**Quat Plus TB Cleaner and Disinfectant**
Surface, cleaner, disinfectant, deodorizer, detergent cleaner, lemon scented. Quart bottle.
- 31728...12/Cake .......... $52.45

Washington prices listed include delivery. Delivered prices to the San Juan Islands and other states may be slightly higher. For all current pricing please visit www.kcda.org. All KCDA prices are subject to change without notice.
Kبدا’s newest products

trifold clear desk barrier
Desk sneeze guard barrier, trifold with bendable corners, clear polycarbonate, free standing, and double side tape to secure. 3/16” x 23-3/4” h x 23-3/4” w x 15-3/4” d.

Freestanding all-acrylic sneeze guards
Transparent panels, portable, 100% clear acrylic. No tools required. Pass through opening 12” wide x 5” high.

Personal spacing floor disks
Made with durable vinyl and a grip coating to keep mats in place. They are repositionable by wiping clean with a wet cloth. 20” diameter x .060” thick.

6 foot safe distance floor signs
Black and yellow/white caution background that reads “PLEASE KEEP 6FT SAFE DISTANCE”. Vinyl – For smooth surfaces. Rubber – For irregular surfaces.

Do the five steps – floor signs
Black text and red graphics on a white background, with text “DO THE FIVE”. Vinyl – For smooth surfaces. Rubber – For irregular surfaces.

wash hands floor signs
Blue text and hand washing graphic on a white background that reads “PLEASE WASH YOUR HANDS”. Vinyl – For smooth surfaces. Rubber – For irregular surfaces.

6 foot aisle marking floor tape
Repeating message: “PLEASE KEEP 6FT SPACE FROM THE PERSON IN FRONT OF YOU. THANK YOU FOR PRACTICING SOCIAL DISTANCING”, pressure-sensitive, removable. Glossy finish, 4”x96’x32 mil thick.

Disposable over-the-head hospital gown
Polypropylene, over the head neck style, apron waist ties, thump loops, open back. Latex free.

Blue exam nitrile disposable gloves
Textured, powder and latex free, 4-5 mil Thick.

Children’s disposable face masks
Child face profile, it features a bendable nose bridge and has soft ear loops. Pattern as available.

Multi-layer cloth face mask
White, cotton/coolpoly cloth, washable, reusable, breathable, ear loops, one size fits most.

Face masks - disposable medical style
3 ply disposable surgical style mask with elastic ear loops, adjustable nose bridge.

KN95 face respirators masks
3D type, standard fit, ear loops, nose clip.

Washington prices listed include delivery. Delivered prices to the San Juan Islands and other states may be slightly higher. For all current pricing please visit www.kcda.org. All KCDA prices are subject to change without notice.
KCDA’S NEWEST PRODUCTS

**Face Shield – Glasses Type**
- Anti-fog, protective film. 9.4”x7.9” shield. 1 frame with 5 PET films.
- 51360….Ea ........................ $8.97

**No-Contact Infrared Thermometer**
- Forehead fever thermometer, Centigrade or Fahrenheit display, 155 Long x100 Wide x 40 High mm. FDA certified.
- 01850….Ea ........................ $43.70

**Digital Oral Thermometer**
- Electronic digital fever thermometer, beep alerts, auto off, replaceable battery.
- 51649….Each ........................ $4.02

**Hex Hockey**
- Orange, 3”diameter, indoor or outdoor.
- 61361….Ea ........................ $5.94

**Crayola Crayons Assorted Pack**
- Regular size 3-5/8”x5/16”. 48/Box.
- 22026….48/Box .................... $2.79

**Baked Pretzels**
- Snack size, 1 ounce bags.
- 45103….88/Case ................... $42.30

**Pears, Sliced in Juice #10 can.**
- 48052….6/Case .................... $55.32

**Powdered Sugar**
- Also called confectioners’ sugar, 10X sugar or icing sugar.
- 45431….50 Lbs. ........................ $57.68

**Cafeteria Plastic Food Trays**
- 10”x14”, polypropylene, scratch/skid resistant surface, drying/stacking lugs. BPA free.
- 49706….Beige ........................ 24/Case ........... $76.03
- 49707….Blue ........................ 24/Case ........... $74.45
- 49711….Orange ........................ 24/Case ........... $73.18

**Wax Paper Roll**
- Thin coating of wax on each side, making it nonstick and moisture-resistant, in cutter box.
- 49076….12”x750’ ........................ Ea ........................ $31.73

**Desk Drawer Tray Organizer**
- Fits in drawer or can sit on desk, black, 9 compartments, 9” x 14” x 1.13”.
- 95950….Each ........................ $2.65

**Regular Sized Pencils and Crayon Sharpener**
- Small hand held manual pencil sharpener.
- 24329….Style: 1906........ Ea ...........$1.04

**Oversized Pencils and Crayon Sharpeners**
- Hand held, manual sharpeners with double blade, shaving receptacle. Colors as available.
- 24326….Style: 1903........ 4/Pkg ........ $1.04
- 24327….Style: 1911 ........ Ea ...........$0.55
- 24328….Style: 1926 ........ Ea ...........$0.55

**Liquimark Washable Markers – New Color**
- Orange, conical broad-line tip, washable ink.
- 25073….Doz ........................... $2.84

**Spanish – English Pocket Dictionary**
- More than 60,000 entries with 85,000 translations. Spanish to English and English to Spanish, pocket size 4.2”x1.5”x7”, 24 oz.
- 92374….Ea .......................... $4.80

**Spanish - English Concise Dictionary**
- With 230,000 words, expressions and translations, this book is more comprehensive than the pocket or mini dictionary but is still compact in size.
- 92373….Ea .......................... $8.38

**Lever Clamp**
- Fits standard meter rule sticks. To be used for mass suspension. Includes opening for accurate setting, knife edge bearing over or under support and tightening screw.
- 04798….Ea .......................... $1.70

**Double Burette Clamp**
- Rubber sleeves, adjustable clamps, holds up to 30mm O.D. burette and rods ups to 19mm diameter.
- 02629….Ea .......................... $9.41

**Three Prong Clamp**
- Boss head clamp and vinyl coated fingers, adjustment screws, 6cm opening, holds up to 19mm rods, zinc alloy, chrome plated.
- 03866….Ea .......................... $17.58

**Alligator Clip Connecting Leads**
- 12” long, plastic coated wire, protective vinyl sheath on both clips.
- 04809….Red ........................ Ea ........................ $1.23
- 04811….Black ........................ Ea ........................ $1.23
V-Back Metal Thermometer
- Dual scale with ranges of 0 to 230°F and -20 to 100°C, it is alcohol filled and measures 6.125” long.
- Washington prices listed include delivery. Delivered prices to the San Juan Islands and other States may be slightly higher. For all current pricing, please visit www.kcda.org.
- All KCDA prices are subject to change without notice.
- 02116...Ea ..................... $1.16

Infrared Surface Thermometer
- Non-contact meters safely measure the surface temperature of objects without physically touching the object. 20:1 distance ratio, -20 to 300 degree C. LCD display, trigger.
- Washington prices listed include delivery. Delivered prices to the San Juan Islands and other States may be slightly higher. For all current pricing, please visit www.kcda.org.
- All KCDA prices are subject to change without notice.
- 02115...Ea ..................... $189.80

Magnet Wand
- Permanent magnet encased in plastic with an easy grip handle. 8” long. No color choice.
- Washington prices listed include delivery. Delivered prices to the San Juan Islands and other States may be slightly higher. For all current pricing, please visit www.kcda.org.
- All KCDA prices are subject to change without notice.
- 03383...Ea ..................... $1.57

Hand Held Generator
- Up to 12V, pistol grip handle, clear plastic body, alligator clips, mounted lamp, activity guide.
- Washington prices listed include delivery. Delivered prices to the San Juan Islands and other States may be slightly higher. For all current pricing, please visit www.kcda.org.
- All KCDA prices are subject to change without notice.
- 04921...Ea ..................... $13.62

AC-DC Generator Demonstration Set
- 1 electrostatic generator (AC&DC), hand generator with banana plugs. Approximate size 10”x7”x9”. Activity guide, 1/Set.
- Washington prices listed include delivery. Delivered prices to the San Juan Islands and other States may be slightly higher. For all current pricing, please visit www.kcda.org.
- All KCDA prices are subject to change without notice.
- 04920...1/Set .................... $39.62

Polypropylene Test Tube Peg Racks
- White, polypropylene chemically resistant and autoclavable.
- Washington prices listed include delivery. Delivered prices to the San Juan Islands and other States may be slightly higher. For all current pricing, please visit www.kcda.org.
- All KCDA prices are subject to change without notice.
- 04723...50 Positions ...... Ea ......$16.92
- 04724...96 Positions ...... Ea ......$16.92

3 Tier Test Tube Racks
- Single piece molded from polypropylene and fully autoclavable. 72 positions.
- Washington prices listed include delivery. Delivered prices to the San Juan Islands and other States may be slightly higher. For all current pricing, please visit www.kcda.org.
- All KCDA prices are subject to change without notice.
- 04721...Holds 13mm Tubes......$12.50
- 04722...Holds 16mm Tubes......$12.49

Economy Spectroscope Tube
- Lightweight, easy to use. 10.25” long, 1” body diameter economy.
- Washington prices listed include delivery. Delivered prices to the San Juan Islands and other States may be slightly higher. For all current pricing, please visit www.kcda.org.
- All KCDA prices are subject to change without notice.
- 03331...Ea ..................... $1.89

DNA Model Set
- Central pillar, circular stand rotation, 10cm-1nm scale, 16 base pair section of DNA, unassembled.
- Washington prices listed include delivery. Delivered prices to the San Juan Islands and other States may be slightly higher. For all current pricing, please visit www.kcda.org.
- All KCDA prices are subject to change without notice.
- 02726...1/Set .................... $39.20

Microscope Slide Glass Cover Slips
- For use in laboratories and excellent for routine microscopy and school use.
- Washington prices listed include delivery. Delivered prices to the San Juan Islands and other States may be slightly higher. For all current pricing, please visit www.kcda.org.
- All KCDA prices are subject to change without notice.
- 04709...16x18mm, #1 Thick ... 100/Pkg ..... $1.71
- 04708...22x22mm, #2 Thick ... 100/Pkg ..... $1.97

Diffraction Grating Glasses
- Double-axis, holographic pattern lenses, assorted colors.
- Washington prices listed include delivery. Delivered prices to the San Juan Islands and other States may be slightly higher. For all current pricing, please visit www.kcda.org.
- All KCDA prices are subject to change without notice.
- 03333...6/Pkg .................. $3.11

Dissection Pan Flex Pad Refill
- Fits standard 11.5”x7.5” pans, 1.1cm thick, smooth surface, washable and reusable.
- Washington prices listed include delivery. Delivered prices to the San Juan Islands and other States may be slightly higher. For all current pricing, please visit www.kcda.org.
- All KCDA prices are subject to change without notice.
- 02522...Ea ..................... $4.78

Plastic Forceps
- Fine point, serrated inside tips. 11-13cm long.
- Washington prices listed include delivery. Delivered prices to the San Juan Islands and other States may be slightly higher. For all current pricing, please visit www.kcda.org.
- All KCDA prices are subject to change without notice.
- 03381...6/Pkg .................. $1.16

Scout SKX Electronic Portable Balances
- 0.01g readability, ABS housing, round stainless steel pan, AC adaptor, LED display.
- Washington prices listed include delivery. Delivered prices to the San Juan Islands and other States may be slightly higher. For all current pricing, please visit www.kcda.org.
- All KCDA prices are subject to change without notice.
- 02269...420g................. Ea ....$490.28
- 02270...620g................. Ea ....$575.68

Compass CX Series Portable Scales
- 1.0g, pan/platform size 127x142mm (5x5.6”). Compass compact, slim, stackable, LCD display.
- Washington prices listed include delivery. Delivered prices to the San Juan Islands and other States may be slightly higher. For all current pricing, please visit www.kcda.org.
- All KCDA prices are subject to change without notice.
- 02246...220g............... Ea ......$109.20
- 02247...620g............... Ea ......$126.00
- 02248...1200g............. Ea ......$116.20
- 02249...2200g............. Ea ......$107.80

Disposable Weighing Paper
- Strong, nitrogen-free, non-absorbent, moisture proof. 4”x4” sheets.
- Washington prices listed include delivery. Delivered prices to the San Juan Islands and other States may be slightly higher. For all current pricing, please visit www.kcda.org.
- All KCDA prices are subject to change without notice.
- 02543...500/Pkg ............ $7.29

Aluminum Weighing Dishes
- Use these dishes for general-purpose weighing, dispensing, evaporating, or drying. 40ml capacity, 57mm diameter x 12mm high, fluted sides, finger grip handle.
- Washington prices listed include delivery. Delivered prices to the San Juan Islands and other States may be slightly higher. For all current pricing, please visit www.kcda.org.
- All KCDA prices are subject to change without notice.
- 02546...100/Pkg .......... $6.38

Corning Scholar 170 Hot Plate
- Enameled steel top plate, dual heat shield, 4”x5”x5”, analog knob adjusts 10 settings 25-360 degree Celsius. 120V/60Hz.
- Washington prices listed include delivery. Delivered prices to the San Juan Islands and other States may be slightly higher. For all current pricing, please visit www.kcda.org.
- All KCDA prices are subject to change without notice.
- 04539...Ea ..................... $168.69
KCDA and the Covid Pandemic

As of the publication date of this newsletter, (September 2020) the Covid Pandemic will have been in full swing here in the State of Washington since January 2020 when the first case was reported in Snohomish County from a patient that had recently returned from Wuhan, China. We’ve come a long way since then and KCDA’s Purchasing Department has been at the forefront in sourcing the PPE and other Covid abatement supplies needed by our members for our schools and other public agency locations.

A brief recap of the supplies that we have available and ready for shipment include:

- Face Masks / Shields
- Facial Tissue - Kleenex
- Disposable Gloves / Gowns
- Hand Sanitizing
- Hand Wash Soap
- Social Distancing Barriers
- Surface Sanitizers
- Thermometers

Within each of these product categories KCDA Purchasing has worked diligently to provide our members with multiple choices and product options to address the Covid abatement and Social Distancing needs of their staff and students. If there are additional Covid related products that you would like to see made available from KCDA, please drop me a line at dhewitt@kcda.org or pass your suggestion on to our helpful Customer Service team. Together we can prepare our member schools and other public agencies for the day when we can once again return to our offices and classrooms as we work around the Covid Pandemic which has become such a central part of our lives.

Dane Hewitt
Director of Marketing

KCDA Digital Marketing

KCDA is active on social media! Follow us on LinkedIn and Facebook where we post weekly about current and past projects that our awarded contract vendors have completed for your schools.

[LinkedIn icon: KCDAPurchasing] [Facebook icon: @KCDAPurchasingCoop]

In web-related news, we launched a new feature called Reorder from History to make repeat purchasing easier for you. We are also working to enhance your experience finding and connecting with our awarded contract vendors.

We’ve made content updates to several of our vendor pages and continue working to add more relevant content. You will notice we are also updating our How to Order process information to make the ordering process easier.

Lastly, we would love to feature you in our digital stories! Send us your best pictures of your meal pick-up/delivery programs, remote learning efforts and more. Email rmichie@kcda.org to learn more.

Randi Michie
Digital Marketing


Take advantage of KCDA free membership and start saving today!

Street: 18639 · 80th Ave S, Kent, WA 98032, Mail: P.O. Box 5550, Kent, WA 98064
Phone: 425-251-8115 ~ 800-422-5019, Fax: 253-395-5402, www.kcda.org

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