

# SUPPLY LINE NEWSLETTER



*Procurement Services That Save You Time and Money*



Dave Mahalko  
Executive Director

## *Director's Corner*

### *An inside look at KCDA ...*

Did you know that KCDA is owned collectively by Washington's public school districts? Many of our members still think of KCDA as just another vendor. In fact, we are the contract holder for most consumable supplies, facility projects, and technology equipment used by school districts. Our primary mission is to issue bids, award contracts, warehouse, and distribute goods on behalf of our members. More importantly, each school district member has equity ownership in KCDA that is adjusted each year based on member purchase volume and the amount of surplus or deficit generated.

Did you know that KCDA is governed by a Board of Directors that is made up of publicly elected school board members in King County? We have five board members that meet each month to shape broad policy and grant approval to issue bids, award contracts, and approve vouchers. Their purpose is to insure that our members save time and money on their purchases, meet all legal bid requirements, reduce inventory and storage costs, and receive excellent customer service. They govern with an emphasis on outward vision, diversity in viewpoints, strategic leadership, collective decision-making, and proactive style.

For more than 70 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. KCDA is audited annually and we have enjoyed clean audits for the past 12 years.

## June 2015

### *Welcome...*

#### *Inside This Issue*

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## *2015 KCDA Vendor Expo!*

Please save Thursday September 24th on your calendar! We will be hosting a wide variety of our vendors at this year's KCDA Vendor Expo which will be held at our Kent, WA facility Thursday September 24th from 10 am – 1pm. There will be more information to come on this year's expo but for now...please save this date!





**Check Out Cart Reminder**

Every September, KCDA gets calls from frantic school personnel wondering where their orders are! Upon checking, we discover that the order was created, but the cart was never checked out on Supply Link. If you use Skyward, please remember to Punch out in order to submit your cart.

Please remember to check out your parked carts to avoid delays in receiving your back to school orders. This will help insure that KCDA has adequate stock on hand to fill your orders for the start of the year.

KCDA will schedule your order for delivery according to the date requested when you check out your cart. August is our busiest time and delivery times fill up fast! If you can possibly take receipt of your order in June or July, this is a less hectic time for both KCDA and our shipping companies.



**KCDA School Start up Order Forms**

A number of customers use the KCDA School Start up Order Forms for ordering or for taking inventory. Next year, these forms will be discontinued and no longer will be available. Instead, we encourage you to visit our kcda.org website to order your start up items. If you have used our start up forms for inventory, KCDA can run a purchase history report for you. This report will show any and all items that you have ordered within a requested time frame. This history report can be emailed, scanned, mailed, or faxed directly to you. If you have any questions, please call our Customer Service Team at 425-251-8115 or 800-422-5019.

**Get your Ship Direct & Furniture Orders in Early**

Please remember that furniture and ship direct items are not handled from our KCDA warehouse. These orders are shipped directly from our participating vendors and may take additional time to ship to you. During the summer months of June, July and August, deliveries can take anywhere from 4-12 weeks. Please be sure you get your direct ship and furniture orders to KCDA early, so that our vendor can deliver your order when you need and expect it.

**Receiving Your Order**

If you are missing or have damaged merchandise, please notify KCDA within 30 days of receiving your order or by September 30th for any summer delivery. Claims received after this deadline may not be processed unless they are clearly supported by KCDA records and paperwork. Please check your order for condition and for correct products and counts when you receive it. This includes verifying your carton count against your packing slip. If you did not get a packing slip, please call KCDA Customer Service, and we can provide you with a copy. Please check for shortages, overages, or damage. Please note any damage to, or missing cartons on the delivery receipt (i.e. Bill of Lading).

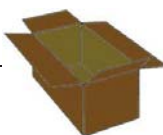
Please arrange for any returns by September 30 or within 30 days of receipt. Return claims received after the deadline may be charged return freight and a 10% restock fee, or may not be considered due to product expiration dates.

**Storage Boxes**

Did you know that KCDA carries an array of boxes for moving and storage at very competitive prices? Order now for your moving and storage needs. To view pricing and all of the boxes available through KCDA, login in to Supply link @ www.kcda.org, and type boxes in the keyword search and you will find several categories of box choices.

**Here is a sampling of box sizes**

KCDA No.	Description
00054.....	200 lb. test, 12.5"x7.5"x23"
00037.....	200 lb. test, 20"x14"x14"
00038.....	200 lb. test, 20"x12"x15"
00056.....	200 lb. test, 16"x16"x16"
97144.....	Bankers Box File Storage, 10"x12"x15"



**We also carry items for packing and sealing**

KCDA No.	Description
00164.....	Wrap, poly shrink
00008.....	Wrap, poly bubble
00162.....	Paper, kraft wrapping, 36"x650yd
00156.....	Tape, clear, box sealing, 2"x55yd
00166.....	Tape, clear, box sealing, 2"x110yd



# KCDA'S NEWEST ITEMS

## Crayola Paint Brushes

Round, soft white bristles, 1/8" to 1/2" diameter, 4-3/4" handle.  
Use with washable, tempera and acrylic paint.

21664.....4/Set



## Crayola Paint Brushes

Flat, 1/4" to 1", 4-3/4" handle, all purpose.

21661.....4/set



## Construction Paper 76#, 100% Sulphite - New Colors

First quality, tough enough to take scoring folding and curling without cracking and tearing.

10282..... 9"x12", Electric Orange.....50/Pkg

10281..... 9"x12", Atomic Blue.....50/Pkg

10283..... 9"x12", Lively Lemon.....50/Pkg



## Scotch Restickable Glue Stick

Removable, and repositionable. Photo-safe, non toxic, .20 oz.

20698.....Each



## Portable Signal Air Horn

This loud, clear signal is ideal for outdoor use; it has a push button style mechanism with a high impact constructed canister.

61136..... Horn With 8 Oz. Canister.....Each

61137..... Refill 8 Oz. Canister.....Each



## ProTalk – Two Way Radio

Radio, two-way, 4 channels, 2 watts, VHF and UHF. 10 call alert, privacy scrambler. 2,000 mAh Li-Ion battery.

29267.....Each



## Kimberly-Clark Cassette Skin Care Dispenser

Foam soap and body wash. 4.85"x8.36"x5.43".

Use with soaps KCDA Nos. 38176 & 38177.

38178.....Each



## Kleenex Green Certified Foam Skin Cleaner

Clear, fragrance and dye-free. 1000 ml bottles, 6/case.

Use with dispenser KCDA No. 38178.

38176.....Case



## Kleenex Foam Hair & Body Wash

Light blue, no soapy residue. 1000 ml.

Use with dispenser KCDA No. 38178.

38177.....6/Case



## Razor Blades

Single edge replacement blades. Fits KCDA Nos. 35647 & 35648.

35651.....10/Pkg



## Fluorescent F32 Lamps

These fluorescent bulbs have great energy savings with an extra-long life. The low mercury T8 lamps offer, superior lumen output, and long life in an environmentally responsible lamp.

Medium bipin, 32 watts, 7/8" diameter, 48" long

90945..... F32T8/HL730/ALTO .....30/Case

90948..... F32T8/HL741/.....30/Case

90947..... F32T8/HL735/ALTO .....30/Case



## Standard Duplicator Ink Cartridge

Black ink fits Standard SD350 digital duplicator

67368.....5/Case



## Standard Master/Stencil Roll

Master/stencil roll, fits Standard SD350 digital duplicator.

67369.....2/Ctn



## Math Trekker

Practice key math skills wherever you go. This electronic portable electronic math quiz game is for addition and subtraction practice. It includes timed play and has sounds and music to provide elements of excitement. A great replacement for flashcards.

43055.....Each



## Alcohol Pump Dispenser

This Dispenser holds 8 ounces, is made with durable polypropylene and is imprinted with "ALCOHOL". The top has a hinged lid to protect from contamination with a pump valve to prevent evaporation or spillage.

Refill with Rubbing Alcohol KCDA No. 50298.

51614.....Each



## Nasal Plug

Use to control common nosebleeds occurring in the first inch of the nose. These are non-sterile and non-linting and made of 100% cotton.

50036.....300/Pkg



## Artco Bell Classroom Stools – New Color

Polypropylene seat, 13-1/2" diameter, adjustable chrome legs.

73973..... Ruby Red/Chrome.....Each



## Hon Comfortask 5901 Chairs – New Colors

These task chairs are engineered for consistent performance and high comfort, including molded back with integral lumbar support and is contoured to support the body with a waterfall seat edge for improved circulation. These are armless chairs with a black frame. Comfort controls include: pneumatic seat height adjustment, back height adjustment, Seat depth adjustment and 360 degree swivel.

70002..... Fog Fabric/Black Frame .....Each

72206..... Burgundy Fabric/Black Frame.....Each



## Cafeteria Table

Mobile rectangular folding cafeteria table with bench seating. Features oak laminate top with chrome frame and vinyl T molding. Table measures 12' long x 30" wide x 29" high.

74581.....Each



## Countertop Pen Refill

Medium ballpoint creates clean, crisp lines, conical point. Refill for series: Preventa 05051, 05054, 05074, 05075, MMF Kable, Sentry counter pens. Fits KCDA No. 25674.

25675..... Black .....2/Pkg

25676..... Blue .....2/Pkg



## KCDA'S NEWEST ITEMS

### WideTrac Correction Tape

Extra-wide correction tape covers handwritten notes with a single strip and corrects within lines of legal/wide-ruled notebook paper. 70% Recycled PCW.

94095.....2/Pkg



### Crayola Visi-Max Dry Erase Markers

These dry-erase markers work on all standard whiteboard surfaces and write smoothly without squeaks. The low-odor markers erase easily and completely without staining or ghosting. The broad-line chisel tip creates a larger width line, and the bullet tip creates crisp fine lines. The sets of four markers includes vibrant red, green, blue, and black.

21666..... Black, Chisel Tip ..... 12/Box  
 21668..... Blue, Chisel Tip ..... 12/Box  
 21669..... Green, Chisel Tip ..... 12/Box  
 21667..... Red, Chisel Tip ..... 12/Box  
 21662..... 4 Colors, Bullet Tip ..... 4/Set  
 21663..... 4 Colors, Chisel Tip ..... 4/Set



### Desk File Sorter

Daily sorter 1-31 dividers for letter size documents. Keep loose paperwork neatly categorized in this attractive desktop file. Heavyweight dividers are bound book-style so it's easy to open to the desired section. Reinforced index tabs are printed on both sides. Holes in the center of divider let you see if section contains paper.

Each section expands to 1 3/8" for larger filing capabilities.

99251.....Each



### Brother Printer Cartridge - TN-310

Compatible Brother Machines:  
 HL-4150CDN, HL-4570CDW and HL 4570CDWT.  
 MFC-9460CDN, MFC-9460CDN, MFC-9560CDW  
 and MFC-9970CDW.

67387..... TN-310BK - Black .....Each  
 67390..... TN-310M - Magenta .....Each  
 67391..... TN-310Y - Yellow .....Each



### Brother Printer Cartridge - TN-360

Compatible Brother Machines:  
 DCP 7030 and DCP-7040.  
 HL-2140 and HL-2170W.  
 MFC-7340, MFC-7345N, MFC-7440N and MFC-7840W.  
 67373..... TN-360 - Black High-Yield.....Each



### Hewlett Packard Printer Cartridge, HP 305A

Compatible HP Models:  
 LaserJet Pro: 300, 300mfp, 400 and 400mfp.

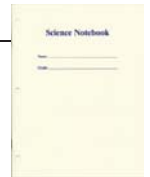
67374..... CE410A - Black .....Each  
 67377..... CE410X - Black - High-Yield .....Each  
 67371..... CE411A - Cyan .....Each  
 67370..... CE413A - Magenta .....Each  
 67372..... CE412A - Yellow .....Each



### Science Notebook – 3 Hole Punched

8-1/2" w x 11" h, each page is ruled with a 3/4" header and solid rules every 5/16". This book has white sheets, blue rules and is stapled. The cover is printed "Science Notebook" with name and grade lines. The back is printed with helpful measurement information.

09285..... Three Hole Punched .....Each



## KCDA'S NEWEST CONTRACTS

### Contracts Awarded in March, April and May 2015

For more than 70 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.

*Items on these contracts can be purchased on Supply Link and will be shipped from the KCDA warehouse.*

#### Arts & Crafts I, 15-150



#### Markers, 15-038



#### Arts & Crafts II, 15-155



#### Mechanical Drawing, 15-140



#### Crayola Supplies, 15-151



#### Musical Instruments, 15-342



#### Food Staples, 15-080



#### Paper, Color & Specialty, 15-018



#### General Supplies II, 15-032



#### Plastic Can Liners, 15-065



#### General Supplies III, 15-035



#### Science Equipment & Supplies, 15-293



#### Lunchroom Disposables, 15-105



#### Writing Instruments, 15-039



#### Maps & Globes, 15-036



# KCDA'S NEWEST CONTRACTS

## Contracts Awarded in March, April and May 2015, Continued

*Items on these contracts can be purchased on Supply Link and on catalog discount and will be shipped direct from the Dealer/Vendor.*

Maintenance Machines, 15-261



*To see detailed information regarding these contracts, go to [www.kcda.org](http://www.kcda.org) and click on the Awarded Contracts Link and click on the index to locate the vendors.*

Auditorium Seating, 15-373



Bleachers, 15-374



Carpet & Specialty Flooring, 15-340



Commercial Fitness Equipment, 15-356



Lockers, 15-374



Playground Equipment & Matting, 15-315



Portables & Modular Buildings, 15-255



## KCDA Announces Modular Building Awards

*KCDA is pleased to announce that at the May 21st meeting of the KCDA Board of Directors modular building contract awards were assigned to Modern Building Systems, Pacific Mobile and Williams-Scotsman.*



Each of these companies was awarded a one year contract with KCDA effective June 1, 2015 with an option for an additional three years of contract renewals. As part of our modular building bid and award process KCDA retained the services of architectural planning and consulting firm "Studio Meng Strazzara" to ensure that KCDA bid specifications represented the most current code compliant design and manufacturing specifications available for modular buildings. KCDA members can choose from each of these fine modular building vendors with a high degree of confidence as their contract award demonstrates that they have met all KCDA bid requirements for the construction and installation of modular buildings at KCDA member site locations.

If you have questions regarding the purchase, lease or installation of a modular building at your school or other public agency please contact KCDA Purchasing and Contract Specialist Shawne Anderson at 800-422-5019 Ext 141 or by email at [sanderson@kcda.org](mailto:sanderson@kcda.org).

## ***FROM OUR MARKETING DEPARTMENT***

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### ***KCDA's Participation at Education Trade Shows***

KCDA recent participated in the Oregon School Facilities Management Association (OSFMA) trade show in Albany Oregon. Field Representative Mike Rebitzke and Director of Marketing Dane Hewitt represented KCDA at this show which was attended by school facility managers that coordinate the maintenance, operations, planning, development and construction of school facilities throughout the state of Oregon.

So what does KCDA do at the trade shows that we attend throughout the year?

1. We meet and discuss our association's services with prospective members. At a typical trade show KCDA reserves a 10 x 10 booth space where we display information on our association and answer questions from prospective members as to how KCDA might benefit their school or public agency.
2. We meet with our current members. Many of our current KCDA members will stop by our trade show booth to say "Hello". This is an excellent opportunity for us to fill these members in on the "latest and greatest" things that are going on at KCDA and to ensure we are meeting their needs, resolving outstanding issues, answer questions, etc.
3. We visit with our vendor - suppliers. KCDA is an important link between our member schools and the many vendor - suppliers that seek to offer them their products and services. Trade Shows are an excellent opportunity for us to talk with our vendors, learn about their new products or services and to discuss how we collectively can offer the greatest benefit to our KCDA membership.
4. We demonstrate our support for the many fine organizations that seek to support the education community in the Pacific Northwest. KCDA's presence and financial support at these trade shows assists education groups and associations that are focused on serving the needs our schools and other public agency members.

KCDA will participate in 17 trade show conferences throughout 2015. These trade shows are an excellent opportunity to ensure that KCDA is staying in touch with our prospective members, that we are meeting the needs of our current members and that our vendor's products and services are being well represented for the full benefit of our members, our association and the education community across the Pacific Northwest.

***Dane Hewitt***  
***Director of Marketing***

## ***MEET OUR STAFF***

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### ***Chris Chandler***

Chris Chandler may have one of the recognizable voices at KCDA! While most members have never met Chris she is the ever present voice on the other end of the phone as Supervisor of the KCDA Customer Service Department. Chris literally speaks with hundreds of KCDA members each year as she assists them in entering orders, handling their problems and assisting them in fulfilling their product and service needs. According to Chris she has been working with our members for so many years that many of them "have become like family" and she looks forward to her frequent conversations with them!

Chris started with KCDA in 1997 as a mail room employee. Prior to joining KCDA she had worked 20 years for Nordstrom where she learned her great customer service skills. After starting in the mailroom Chris was quickly moved over to the Customer Service Department. During her initial years with KCDA Chris was known as "CC" to avoid confusion with another Kris, already working in the office. In 2012 Chris was promoted to Customer Service Department Supervisor. Today Chris oversees the day to day operations of the department and works alongside Pauline, Pennie and Etta assisting our members in ordering products from the 15,000 + items available from the KCDA warehouse. Away from KCDA, Chris is a Mother of 3 and proud Grandmother of 8 grandchildren. If you want to identify the factors that make KCDA a success you don't need to look any further than Chris Chandler and the positive impact she has had on our members and association over the last eighteen years!

# STAFF DIRECTORY

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

## Purchasing Department

**Judy Isaac, Director of Purchasing**  
jisaac@kcda.org .....ext. 143

### Contract & Procurement Specialists

**Kathy Elliott**  
kelliott@kcda.org .....ext. 149  
Appliances, Carpet/Flooring, Furniture, Musical Instruments and Whiteboards

**Keith Leitich**  
kleitich@kcda.org .....ext. 129

Audio Visual Equipment & Supplies, Avionics & Robotics, Bus Security Systems, Bus Stop Arm Cameras, Calculators, Computer Technology, Critical Communications Systems, Early Childhood Furniture/Supplies, First Aid Supplies, Food Commodities, Interactive Technology, Intercom, Life Safety & Clocks, Library Supplies, Maps & Globes, Mechanical Drawing, PE Equipment & Supplies and Work Order Software

**Paula Schilling**  
pschilling@kcda.org .....ext. 127

Auditorium Seating, Bleachers, Classroom Aids, Custom Printed Materials, Ink & Toner Supplies, Lockers, Paper Supplies, Playground Equipment & Matting, Science Equipment & Supplies and Warehouse Supplies

**Shawne Anderson**  
sanderson@kcda.org .....ext. 141

Crayola, Commercial Fitness Equipment, Copiers & MFD's, Industrial Technology Supply Catalog, Modular/Portable Buildings, Roofing, Score Board & Marquee Signage, Sports Court Lighting, Synthetic Turf & Field Surfaces and Telephone Systems

**Jon Sharp**  
jsharp@kcda.org .....ext. 131

Custom Printed Promotional Items, Office/ Classroom Supplies, Markers, Tapes & Adhesives and Security Equipment & Services

**Tom Carroll**  
tcarroll@kcda.org .....ext. 116

Art Supplies & Ceramics, Custodial, Chemical & Maintenance Supplies, Drainage, Large Lamps, Lunchroom Supplies, Maintenance Machines, Patient Care Equipment and Water Jet Cutting Center

**Mary Herman, Purchasing Assistant**  
mherman@kcda.org .....ext. 119

Orders: Custom Stamps and Name Plates, and Non-Standard Printer Toners

## Customer Service Department

**Dane Hewitt, Director of Marketing**  
dhewitt@kcda.org .....ext. 117

### Customer Service

**Chris Chandler, Supervisor**  
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**Pennie Britz**  
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**Etta Smith-Rice**  
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**Pauline Peterson**  
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### Field Representatives

**Ryan Burge**  
rburge@kcda.org .....ext. 151  
*Representing Counties:* Kitsap, S. King, Pierce, Skagit, N. Snohomish, Thurston, Whatcom  
*School Districts:* Auburn, Enumclaw, Tahoma

**Greg Wozny**  
gwozny@kcda.org .....ext. 152

*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

**Kevin Hedeem**  
khedeem@kcda.org .....ext. 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.org .....ext. 162

*Representing Counties:* Clallam, Clark, Cowlitz, Grays Harbor, Island, Jefferson, Klickitat, Lewis, Mason, Pacific, San Juan, Skamania, Wahkiakum  
*Representing States:* Alaska, Oregon

### KCDA Website Designer

**Wendy Ettel**  
wettel@kcda.org .....ext. 146

## Administrative

**David Mahalko, Executive Director**  
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**Robert Payne, Chief Financial Officer**  
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**Riesa Ragan, Human Resource Manager**  
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**Lisa Russell, Accounting Administrative Assistant**  
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**Linda Barr, Receptionist**  
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**Tracie Keller, Accounts Receivable Lead**  
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**Pam McClain, Accounts Receivable**  
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**Mary (Mai) Ha, General Office Clerk**  
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## Information Services

**Computer Operator/Programmers**  
**Bert Piedlow**  
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**Bob Pederson**  
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## Warehouse

**Barry Fredericks, Manager**  
bfredericks@kcda.org .....ext. 154

**Tony Apodaca, Assistant Manager**  
tapodaca@kcda.org .....ext. 121



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