

# OSFMA News

Official publication of the Oregon School Facilities Management Association

Fall 2012 | Vol. 26 Issue 2



**Property Damage  
Restoration:**  
What You Need to Know

**Benefits of a  
Metal Roof**

**What Exactly  
does "Pre-Bid"  
Mean?**



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# OSFMA News

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### On the cover

Reedville School was formed in 1847 - BEFORE Oregon became a state! The school itself, as pictured, was constructed on STILTS! Reedville School District 29 was formed by 1859 with a one-room schoolhouse built that same year. In 1920, that building was demolished and a three-room school was built at the same site. The school continued to expand, growing to 12 classrooms, a gym and several other rooms by 1976. This single-story building remains in use as the current Reedville Elementary School. Located in the Reedville area, the school and district were merged into the Hillsboro School District in 1996.

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**President & CEO:**  
David Langstaff

**Publisher:**  
Jason Stefanik

**Managing Editor:**  
Lyndon McLean  
lyndon@delcommunications.com

**Account Representatives:**  
Cheryl Ezinicki  
Michelle Raike

**Production services provided by:**  
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**Art Director:**  
Kathy Cable

**Layout & Design:**  
Julie Weaver

**Advertising Art:**  
Dana Jensen

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## President's Message

# Work Smarter

# and Harder



**AS I READ THE** previous President's messages in our OSFMA newsletters, I was struck by the common themes we have been living with for several years: Less funding, less budgets, less staff, less salaries and more expectations. We are at a point where the

old clichés of "doing more with less" and just "work smarter – not harder" are worn out. We now have to reduce our expectations and service - and "do less with less" and "work smarter and harder."

Providing less service and not providing the highest level of quality can be depressing for school facilities professionals. We

can only reassure ourselves and our staff that we are going to continue to provide the highest quality and service possible with the resources available and do the best we can with what we have been given. It is easy for our staff to get discouraged during these times, but as leaders we need to be strong and support and encourage our staff to not become disheartened and to celebrate all the good work that is being accomplished, instead of focusing on what is not getting done. It also helps to know that you and your department are not alone. Many of your fellow facility managers across the state (and the nation) are experiencing similar challenges.

These are the times when the strength and value of being part of OSFMA really pays off. Contact your zone director or me and reach out to facility managers across the state for help – information, experiences, documents, product and equipment information and more. There is a wealth of information and support from the members and vendors in this organization.

In addition, everyone is invited to the OSFMA Mini Conference October 12, 2012 at the Riverhouse Motel and Conference Center in Bend. This is a one-day event with two keynote speakers, vendor displays, round table discussion and a presentation regarding the Building Operating Certificate (BOC). Information can be found at the OSFMA website. The registration forms and agenda are on pages 8 and 9.

As always, I want to encourage you to reach out to your neighboring school districts and invite them to join OSFMA and attend the annual conference. While they will get tremendous value from OSFMA, they will also be a great resource for others as well.

Lastly, please consider your professional development and building your professional resume by completing the OSFMA Manager Certification or OSFMA Facility Professional Certification. You may have almost everything you need already to become certified and the process is easier than it looks. Plus, you can get help from people who are eager to assist you. Contact Eric Shawn at shawne@catlin.edu for more information.

Please feel free to contact me anytime if you need help or support in your work. I don't have all the answers, but I can usually help find someone who can help. I can be reached at 503-534-2333 or email [stewartt@loswego.k12.or.us](mailto:stewartt@loswego.k12.or.us).

**Tana Stewart (OSFMA President)**  
Director of Facility Operations  
Lake Oswego School District ✱



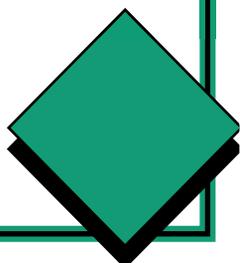
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# Who We Are...

**OSFMA IS AN ORGANIZATION** of School Facilities Maintenance Professionals with the common goal of promoting and developing the highest degree of professionalism in the maintenance, operations, planning, development and construction of school facilities.

Our Association is managed by a Board of Directors, composed of a President, Vice President, Secretary/Treasurer, and immediate Past President; and elected by a majority of our voting members. The Board also includes Directors from each of the five geographic zones, who are nominated by the members of said zones and also approved by the voting membership. There are several committees, with delegated responsibilities that oversee the following areas to give advice to the Board of Directors.

1. Finance
2. Legislative
3. Communications/Publications
4. Bylaws and Ethics
5. Professional Growth and Development
6. Membership/Elections Nominations
7. Annual Conference
8. Standardizations
9. Energy Conservation

## Membership...

**Active Members:** Oregon school and community college employees actively employed in a position of program level authority and or responsibility for Maintenance Services and Operations in an educational facility.

**Educational Associate Members:** Those persons regularly employed in a position of supervisory responsibility in the field on maintenance, operations and facility programs related to an educational institution.

**Non-Educational Associate Members:** Those persons regularly employed in a position of administrative, managerial, or supervisory responsibility in the fields of maintenance, operation, and facility programs not related to an education facility.

**Educational Partner Membership:** Supplier, vendor, contractor representative, or other agency or association who offers or provides membership, products, goods or "services for a fee" to maintenance and operations departments in educational facilities.

**Honorary Members:** Honorary membership in this Association may be extended to any person whom the Association approves.

**Retired Members:** Members in good standing may retain a non-voting membership in the Association upon retirement.

## OSFMA Zone Information

OSFMA has divided the State of Oregon into zones. For more information regarding Zone Meetings or other OSFMA information, please contact the Zone Directors listed at the OSFMA website, [www.osfma.org](http://www.osfma.org).

## OSFMA Zone Areas

### Zone 1:

The geographic area of Zone 1 includes the following counties: Clackamas, Clatsop, Columbia, Multnomah, Tillamook, and Washington. The 2012/2014 Zone Director is Jim Peterson, Hillsboro School District. You can reach Jim via email at: [petersonj@hds.k12.or.us](mailto:petersonj@hds.k12.or.us).

### Zone 2:

The geographic area of Zone 2 includes the following counties: Benton, Lincoln, Linn, Marion, Polk, and Yamhill. The 2011/2013 Zone Director is Jim Jenney at Salem Keizer School District. You can reach Jim via email at: [jenney\\_jim@salkeiz.k12.or.us](mailto:jenney_jim@salkeiz.k12.or.us).

### Zone 3:

The geographic area of Zone 3 includes the following counties: Coos, Curry, Douglas, Jackson, Josephine, and Lane. The 2011 / 2013 Zone 3 Director is Jil Webber at Roseburg School District. You can reach Jil via email at: [jjwebber@roseburg.k12.or.us](mailto:jjwebber@roseburg.k12.or.us).

### Zone 4 and 5 (Combined):

The geographic area of Zones 4 and 5 includes the following counties: Crook, Deschutes, Gilliam, Hood River, Jefferson, Klamath, Lake, Sherman, Wasco, Wheeler, Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union, and Wallowa. The 2011 / 2013 Zone 4-5 Director is Deen Hylton from Crook County School District. You can reach Deen via email at: [deen.hylton@crookcounty.k12.or.us](mailto:deen.hylton@crookcounty.k12.or.us).

## Zone Meetings

Throughout the year each zone sponsors several workshops and training designed for school district facilities maintenance professionals.

## OSFMA Offers Professional Growth Certification...

The Oregon School Facilities Management Association provides professional certification to qualifying members based on education, achievement, and experience. Two certificate programs are available which are designed to demonstrate a high degree of professional competence and growth. Both growth paths, either the Certified School Facilities Manager or the Certified School Facilities Specialist, have three focus areas:

1. Participation in OSFMA.
2. Other professional growth activities.
3. Knowledge and skill gained through experiences.

For more information, contact the Professional Growth Committee chair listed at the OSFMA website, [www.osfma.org](http://www.osfma.org).

## Annual Conference and Trade Show

Each spring our Association holds an annual conference in Albany Oregon, which includes workshops covering current topics that apply directly to our job responsibilities. There is also a one day vendor trade show with approximately 130 booths to exhibit the latest products that help make our jobs easier. ✨



**OSFMA**

Better School Facilities Through Professional Management



## 2012-2013 Board of Directors

NAME	OSFMA POSITION SCHOOL DISTRICT	PHONE	CELL PHONE	E-MAIL
Hylton, Deen	Zone 4/5 Director	541.447.4419 x 342	541.408.4598	deen.hylton@crookcounty.k12.or.us
Jenney, Jim	Zone 2 Director	503.399.3097	503.932.0344	jenney_jim@salkeiz.k12.or.us
Peterson, Jim	Zone 1 Director	503.844.1320		petersoj@hds.k12.or.us
Shawn, Eric	Past Pres. - Catlin Gabel	503.203.5100	503.706.8696	shawne@catlin.edu
Stewart, Tana	President - Lake Oswego	503.534.2333	503.780.5554	stewartt@loswego.k12.or.us
Tiller, Mike	Pres. Elect - Bend-Lapine	541.383.6060		mike.tiller@bend.k12.or.us
Von Behren, Jon	Vice Pres. - Oregon Episcopal School	503.768.3161	503.784.7418	vonbehrenj@oes.edu
Webber, Jil	Sec./Treas. - Roseburg Zone 3 Director	541.440.4048	541.643.1326	jjwebber@roseburg.k12.or.us



Deen Hylton



Jim Jenney



Eric Shawn



Jim Peterson



Tana Stewart



Mike Tiller



Jon Von Behren



Jil Webber

## 2013 Conference Committee

Church, Dave	Retired/Honorary Member	541.476.2103		churchdf@pacifier.com
Dehaze, Pierre	Sherwood	503.825.5920	503.550.4285	pdehaze@sherwood.k12.or.us
Eggleston, Paul	Retired/Honorary Member			1966phe@gmail.com
Evans, Ted	Retired/Honorary Member		971.246.0307	ted2327@comcast.net
Good, Vonnie	Salem Keizer	503-399-3070		good_vonnie@salkeiz.k12.or.us
Gilbert, John	Falls City	503.787.3521		gilbert_john@fallscity.k12.or.us
Jenney, Jim	Salem Keizer	503.399.3097	503.932.0344	jenney_jim@salkeiz.k12.or.us
Key, Bill	Retired/Honorary Member	503.829.7243		kittyfarm@molalla.net
Peterson, Jim	Hillsboro	503.844.1320		petersoj@hds.k12.or.us
Shawn, Eric	Catlin Gabel	503.203.5100	503.706.8696	shawne@catlin.edu
Shumaker, Melinda	North Clackamas	503.353.6061	503.260.2885	shumakerm@nclack.k12.or.us
Smallwood, Joel	Coos Bay	541.888.2124		joels@coos-bay.k12.or.us
Stewart, Tana	Lake Oswego	503.534.2333	503.805.9131	stewartt@loswego.k12.or.us
Tiller, Mike - Chair	Bend LaPine	541.355.4702		mike.tiller@bend.k12.or.us
Von Behren, Jon	Oregon Episcopal School	503.768.3161	503.784.7418	vonbehrenj@oes.edu
Webber, Jil	Roseburg	541.440.4048	541.643.1326	jjwebber@roseburg.k12.or.us
OSFMA Office - Laura	800.799.6159	503.730.3306		osfma@osfma.org

# 2012- 2013 Standing Committees

## Scholarship Committee:

Deen Hylton - Chair	deen.hylton@crookcounty.k12.or.us
Pierre Dehaze	pdehaze@sherwood.k12.or.us
Dan Golden	goldend@nclack.k12.or.us
Mike Tiller	mike.tiller@bend.k12.or.us

## Legislative Committee:

David McKay - Chair	david.mckay@wesd.org
Gary Dahlquist	gary.dahlquist@albany.k12.or.us

## Professional Growth Committee:

Eric Shawn - Chair	shawne@catlin.edu
Deen Hylton	deen.hylton@crookcounty.k12.or.us
John Gilbert	gilbert.john@fallscity.k12.or.us
Jim Peterson	petersoj@hsd.k12.or.us
Mark Wheeler	mwheeler@mesd.k12.or.us
Melinda Shumaker	shumakerm@nclack.k12.or.us

## Elections/Nominations Committee:

Eric Shawn	shawne@catlin.edu
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## Membership Committee:

Jon Von Behren	vonbehrenj@oes.edu
Leland Bliss	leland.bliss@sisters.k12.or.us
Timothy Ford	timothy.ford@ocdc.net

## Energy Conservation Committee:

Mike Tiller	mike.tiller@bend.k12.or.us
Jim Peterson	petersoj@hsd.k12.or.us
Vonnie Good	good_vonnie@salkeiz.k12.or.us

## \$750 Scholarships for Success

The Oregon School Facilities Management Association, (OSFMA), consists of members from schools throughout Oregon. We are Facilities Managers, Custodial, Maintenance and Grounds Supervisors; dedicated to the upkeep of our school facilities; providing for the appropriate educational environment for our students.

Here is an opportunity to compete to apply for the **2013 \$750 SCHOLARSHIPS FOR SUCCESS.**

The scholarships are being offered by the Oregon School Facilities Management Association.

The association will award five annual scholarships of \$750 each. Awards will be distributed from all areas of Oregon to students attending schools with active OSFMA members. The successful candidate's will pursue an area of study that will enhance their abilities in Facilities Management, Maintenance, Support Operations, Engineering, or Technology. Scholarships may be used at any accredited institution.

Graduating seniors wishing to apply for a scholarship need to submit the application form and any supporting documentation to OSFMA before January 15, 2013.

Scholarship Requirements and Application Forms are located on the following pages, or at the OSFMA website, [www.osfma.org](http://www.osfma.org).

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# OSFMA Mini Conference

**October 12, 2012, 9:30 am - 2:30 pm**  
**The Riverhouse Motel, Bend, Oregon**

Do you want to become a supervisor? This mini-conference is for you!

See the Mini Conference agenda on page 9.

The second annual Mini Conference will be located in Bend Oregon. The mini conference is open to all school districts, member and non member, and is directed towards current facilities employees that are interested in becoming Lead or Supervisory professionals in the educational facilities field.

OSFMA members need to encourage employees to attend the mini conference.

The Mini Conference agenda is located on page ?. The Mini Conference qualifies as an element towards the Professional Growth Certification.

**NOTE:** The Building Operators Certification (BOC) is offering a free scholarship for one Mini Conference participant. This entitles one person to take a BOC I or BOC II training course at no charge.

## **2012 OSFMA MINI CONFERENCE REGISTRATION**

### **October 12, 2012**

**Please print**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

School District: \_\_\_\_\_

Work Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Email (required): \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

**Mail the registration form to:**

**OSFMA**

**PO Box 1474**

**Scappoose, OR 97056-3106**

800.799.6159 \* [osfma@osfma.org](mailto:osfma@osfma.org) \* [www.osfma.org](http://www.osfma.org)

# OSFMA Mini Conference Program

Riverhouse Motel & Convention Center, 3075 N. Hwy 97, Bend, Oregon

October 12, 2012

9:30 am – 2:30 pm

**9:30 – 10:00 a.m.:** ..... **Registration and Vendor Displays**

**10:00 – 10:45 a.m.:** ..... **Jay Mathison**

Asst. Supt. of Human Resources & Strategic Planning

Bend La Pine School District.

**“The Right Way to Lead”**

*Jay grew up in the Midwest and has 17 years experience in K-12 education as teacher and coach. He was Vice Principal and Principal of La Pine High School and was recently promoted to Assistant Superintendent of Human Resources and Strategic Planning.*

**10:45 – 11:00 a.m.:** ..... **Break – Vendor Displays**

**11:00 – Noon:** ..... **Andrea Sigetich**

Author/Speaker from [www.SageCoach.com](http://www.SageCoach.com)

**“Don’t Try to Teach a Pig to Sing”**

*In this fascinating and dynamic presentation, we explore the immense opportunities that open up if we begin to concentrate on our strengths and not our weaknesses.*

**12:00 – 12:15** ..... **Break – Vendor Displays**

**12:15 to 1:30 p.m.:** ..... **Lunch Round Table – Vendor Displays**

“A time to network with vendors and participants . . . discuss what is needed to become a supervisor or a manager”.

**1:30 – 2:30 p.m.:** ..... **Bruce Alford-BOC Presentation**

**“Walking the Building for Low Cost Operational Improvements”**

*There are common opportunities for operation savings in most buildings. Finding these opportunities can be as simple as walking around and using the five senses.*

Bruce Alford is a full time energy instructor and his specialties include advanced spreadsheets, commercial building energy modeling, lighting upgrade technology, and advanced analysis of energy using HVAC equipment and control systems. He is a graduate of the Energy Management Program, and has worked at Solarc Architecture and Engineering, and the Oregon Department of Energy helping public schools save energy and operating expenses.

## Official Hotels for the 2013 Oregon

### School Facilities Management

### Association Conference

**Mention OSFMA When Making Reservations!!**



#### **Holiday Inn Express**

105 Opal Court NE  
Albany, Oregon 97322

Reservation Phone: 541-928-8820

Mention OSFMA for 2013 group rates:

*(This rate ends March 19, 2013)*

Single \$99.00 + tax

Double \$99.00 + tax

***This is a non-smoking hotel.***



#### **Comfort Suites**

100 Opal Court NE  
Albany, Oregon 97322  
Reservation Phone: 541-928-2053

Mention OSFMA for 2013 group rates:

*(This rate ends March 19, 2013)*

Single \$95.00 + tax

Double \$95.00 + tax

***This is a non-smoking hotel.***

## Vendors, Vendors, Read All About It

Vendors...Watch the OSFMA website for vendor information. We will be adding forms, booth layouts, magazine information, conference program, trade show information, new vendor information and more prior to the 2013 OSFMA Conference and Trade show. Go to the OSFMA website - [www.osfma.org](http://www.osfma.org) - click the Vendor link on the left side and you will be taken to the Vendor Membership, Conference and Trade Show Resources page.

## Procurement Services That **Save** You Time and Money

More than 77 school districts across Oregon are realizing the benefits of purchasing through KCDA. With nationally leveraged contracts and centralized procurement services, KCDA will assure the best available products at the lowest possible prices.

Take advantage of free membership and save. For more information, please contact KCDA at 425-251-8115, 800-422-5019 or visit our website at [www.kcda.org](http://www.kcda.org).



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- ✓ **Roof Management Plans**



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# Welsh Commissioning Group - Committed to Quality



Welsh Group employees  
Top Left: Kalapuya Elementary, Salem Keizer Public School

## Our History of Success

**WELSH COMMISSIONING GROUP, INC.** (WCG) has been providing third-party commissioning services since 1999. From inception, our services were in response to a growing demand for a quality assurance strategy for the building delivery process. The company was formed and thrived prior to the green building movement, which embraces and requires building commissioning. With the introduction and adoption of the green building movement, the demand for commissioning services has increased. In response, WCG has grown with the demand and adapted to the requirements of the various sustainability protocols and the individual needs of our clients. Our headquarters are located in Auburn, Washington, and with many of our clients based throughout Oregon, we recently opened an office in downtown Portland to better serve them.

WCG draws on extensive commissioning experience with over 500 completed or in-progress projects on a wide range of facility and system types, including over 100 projects with sustainable goals such as USGBC LEED Certification. Leading WCG is Bryan Welsh, who has developed and implemented the commissioning processes, protocols and training used by the WCG staff.

## Our Scope of Services

Our core business is providing building commissioning services including new building commissioning, existing building commissioning and re-commissioning. Our team members have successfully designed and completed commissioning procedures on a variety of buildings such as K-12 schools and facilities, universities, office buildings, healthcare facilities, laboratories, military and correctional institutions. We take a whole-building

approach and focus on long-term solutions that will save money, resolve air quality issues and extend the life of building systems with the ultimate goal of improving the overall comfort and



**USGBC LEED™ Accredited Professionals**  
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**SB 1149 Qualified Commissioning Provider**



Now Serving  
our Oregon Clients  
from our  
Portland Office

## A COMPREHENSIVE APPROACH TO:

- Building System Commissioning
- Existing Building Commissioning
- Building System Surveys
- Facilities Maintenance Related Services



Caleb Aring, LEED™, CxT  
920 SW 3rd, Suite 101  
Portland, OR 97204

**503-847-9982**  
[www.wcwg.com](http://www.wcwg.com)  
[caleb@wcwg.com](mailto:caleb@wcwg.com)

satisfaction of the building occupants. With a strong background in school district facilities commissioning, WCG can provide a broad perspective based on our understanding of the special interests and concerns unique to educational facilities.

**Our Commitment to High Standards**

At WCG, providing the highest quality commissioning services available is our commitment to you. We employ a rigid internal quality control process that includes verification of deliverables along each step of the commissioning process. WCG is a member of the Building Commissioning Association (BCA) and the AABC Commissioning Group (ACG), with ACG Certified Commissioning individuals and BCA Certified Commissioning Professionals on staff.

**Our Promise to You**

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# Benefits of a Metal Roof

By Tom VanDomelen

**IF IT'S TIME TO** look at repairing or replacing the roof on your facility, it's time to think about a metal roof. Besides being a great aesthetic choice, metal roofs offer a number of benefits for the environment and your bottom line.

## Energy Efficient

Metal roofing, or cool metal roofing, combines two elements – solar reflectivity and emissivity – to provide higher energy efficiency for a building. By reflecting light back into the atmosphere, a metal roof will not only keep its building cooler but will also keep its community cooler by mitigating the Heat-Island Effect which helps reduce high temperatures and smog in urbane areas.

## Sustainable

Green solutions and sustainability are quickly becoming a standard when it comes to building and managing facilities of all types. Most cool metal roofing is Energy Star Certified and made with at least 20% recycled material. Metal roofing is also 100% recyclable after its life and

certain specifications of metal roofing earn points toward LEED certification.

## Cost Effective

When you first think about metal roofs, you probably think about high cost. While the up-front cost will be more, the long-term benefits outweigh this investment. Metal roofs have an annual maintenance cost of about 2 cents per square foot as opposed to conventional flat membrane roofs which can cost as much as 23 cents per square foot. A metal roof also comes with an added bonus of having a much longer life span, up to 60 years, than a traditional flat roof which averages about 20 years.

## Durable

Metal roofs are extremely durable and an excellent choice for practically any climate condition. Known for its resistance to weather, metal roofing holds strong against wind, ice, rain, hail and snow. It can also withstand intense heat/cold weather patterns or wet weather patterns making it perfect for any climate, especially our

unpredictable Northwest weather. Metal roofing is also fireproof and can help protect your building from incidents such as wildfires.

## Aesthetically Pleasing

Choosing to install a metal roof is choosing to make a unique aesthetic statement. Architectural metal roofs are meant to be seen and now, more than ever, a variety of options exist to fit your design demands. There are hundreds of color, texture and profile options across various product lines to meet your creative and innovate needs.

Making the choice to install a metal roofing system on your facility can lead to several of the above benefits, but only if it installed correctly using the proper materials. T.T. & L. Sheet Metal, Inc. has over 30 years of experience installing and maintaining metal roofs. When your facility is ready to benefit from metal roofing, visit [www.ttlsm.com](http://www.ttlsm.com) for more information.

For more information on the benefits of a metal roof, please visit [www.coolmetalroofing.org](http://www.coolmetalroofing.org). \*

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# Property Damage Restoration: What You Need to Know





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**PROPERTY DAMAGE RESTORATION CAN** be simply defined as an injury to personal property through another's negligence, willful destruction or by some act of nature, resulting in an act of restoring the property to its pre-loss condition. Usually the property damage is neither expected nor intended from the standpoint of the insured or property owner.

The types of losses are numerous: fire, water damage, wind damage, ice storms, trees on buildings, cars into buildings, mold, tornadoes, deaths, floods... anything that damages a property is property damage. It's unexpected, it's not welcome and it's often massive in scope.

There is no one single thing that's typical of all these losses but for one important step: mitigating the damage. This is a term that insurance companies use and it simply means to stop the damage from getting any worse than it already is. Despite the turmoil and confusion caused by any loss, this is the time to make the wise decisions because the results of those decisions remain long after the confusion has ended. Everyone is entitled to employ the services of a reputable, fully licensed and insured repair firm. This is true whether or not the insurance company recommended the firm. Additionally, the lowest bid does not automatically get

the job. Repair rates should correspond to prevailing standards in the area for work of professional quality and no one is forced to use the cheapest or lowest priced bid.

Once contacted, a restoration contractor should be on the site within an hour or two, depending on the amount of equipment needed and the location and scope of the damage. The main objective is to contain the problem, if it hasn't been already, and then begin the procedures to secure the property. The mitigation process then begins, which would include smoke and water removal in the event of a fire, or, if in a water damage, extraction, blocking of furniture, installation of air movers and dehumidifiers and the removal of electronics to forestall further corrosion. If insured, those contents that can't be restored on-site are inventoried, packaged and transported to another facility where they can be cleaned and restored. A certified restoration contractor will know what is typically allowed by insurance companies regarding emergency services and will do only what's necessary to stabilize the damage and then wait for the insurance company adjuster to arrive to develop a complete scope of damages. At that point, the insured decides if the contractor should finish the remainder of the job or bid it out to other contractors.

Upon conclusion of the emergency services, a scope is written, followed by a bid to put the damage back to its pre-loss condition. The complexity of this step depends on the loss. If it's a simple biohazard cleanup, the cost is usually time and materials for the restoration. If it's a major fire, the bidding process will be much more detailed. There's really no simple answer – each case is unique.

For more information, please contact Barb Casey, Kennedy Restoration at [barbc@kennedyres.com](mailto:barbc@kennedyres.com) \*



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# What Exactly Does "Pre-Bid" Mean?

By Caryn Appler, IMESD/AEPA Director of Cooperative Purchasing

**IN THE LAST ISSUE** of *OFSMA News*, I wrote a quick editorial about the advantages of cooperative purchasing and highlighted the Association of Education Purchasing Agencies (AEPA) Cooperative purchasing agreement through InterMountain Education Service District (IMESD).

After the article was published, I received some feedback and have answered many questions at various trade shows with people saying, "I understand the concept of cooperative purchasing but what exactly does someone mean when they refer to a vendor being 'pre-bid' or 'pre-bid contract' mean? Is it something that takes place before the bid?"

I, too, hear a lot of purchasers use the

term "pre-bid" and, generally speaking, they use it to describe a vendor or item on a cooperative agreement that is a result of a formal and competitive bid process has successfully taken place, hence the term "pre-bid". In basic terms, it means that, especially in regard to intermediate procurements\*, if you are able to locate a valid cooperative agreement there may be no need to go through a formal quote process.

So, you may ask, what does that mean to you?

Firstly, the whole purpose of a cooperative purchasing agreement is for multiple parties who can identify common needs to use their collective bargaining power to drive down the price by volume.

In the case of the AEPA cooperative contracts, we are using the collective purchasing volume of school cooperatives in 26 states to negotiate lower pricing and, on many contracts, free shipping. This collaborative process also works very well because each state member agency is able to work with other state members to write the best possible bid solicitations. The end result is savings in money and time.

Secondly, as mentioned above, you save time because you don't have to reinvent the wheel going through a lengthy bid process – drafting the terms and conditions, establishing specifications, paying to publish the ad, awarding the bid, and ensuring that the vendors who you are buying from are responsive and responsible – and even worrying that you did everything correctly. All the work has already been done for you on a larger scale. In fact, the purchasing process for Oregon AEPA is so transparent you don't even have to work through us as contract administrator or become a member as some other states require. All you would have to do is contact an awarded vendor, ask them for AEPA contract pricing and reference the contract number. (I will note that I recommend you still contact us, or any cooperative contract administrator, to get the published solicitation and the signed contract award for your records and your business department.)

There are many types of cooperative agreements available to you. AEPA started in 2000 with ten state members and has now grown to 26 states. Moreover, AEPA



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has more than \$300 million in annual protected purchases. The advantages to AEPA over many cooperatives is that it is a true cooperative, so there is no corporate overstructure. There is no membership with AEPA, and there is no required annual minimum purchase with any of our vendors to receive a discount. Also, these contracts have been negotiated with ever-changing school budgets in

mind so that you as the customer are not always obligated to source through us – you can just be a smart shopper! Please take advantage of our experience in purchasing in the public sector to the benefit of your school.

If you would like more information on cooperative purchasing and AEPA, please contact Caryn Appler, IMESD Director of Cooperative Purchasing at 541-966-3119,

caryn.appler@imesd.k12.or.us.

\*The ORS defines intermediate procurements as purchases above \$5,000 and up to \$149,999. Please be sure to check with your agencies specific purchasing guidelines as the dollar thresholds may be lower for your agency and/or prescribed purchasing authority. \*



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## Welcome Ramp Systems

*Michelle*

p. 17

# Designing Energy Saving Performance Contracts to Address Your Goals & Challenges

By Sharon Raymor PE, Project Manager, Portland Public Schools & Jeff Hamman EMIT, Building Operations & Energy Program Manager, Portland Public Schools

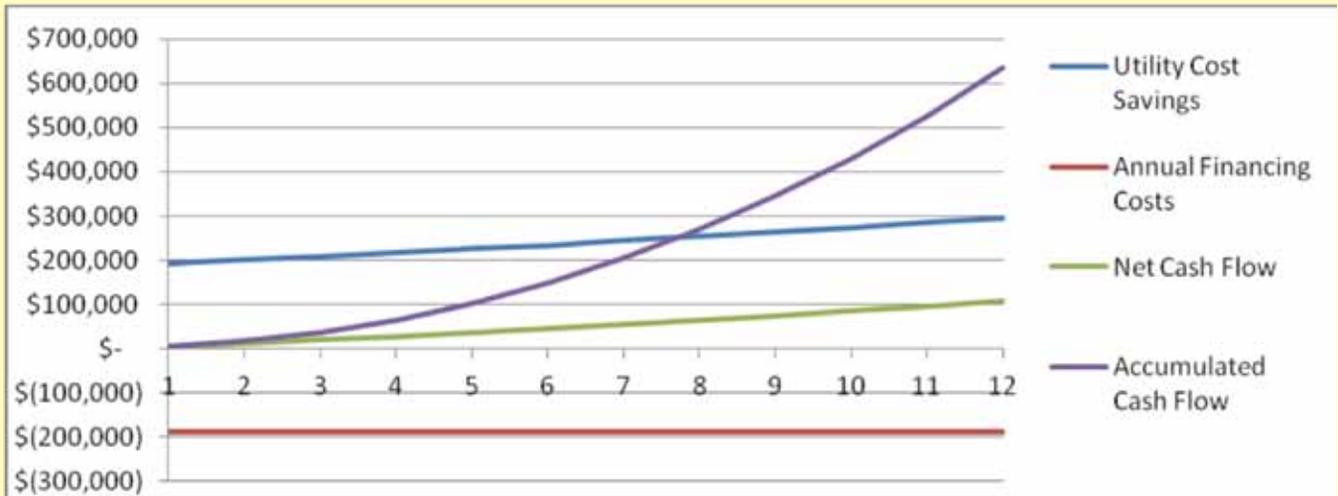


Figure 1: Pilot Project Cash Flow Diagram

## LIKE MOST OREGON SCHOOL

districts, Portland Public Schools (PPS) is challenged with an inventory of older, inefficient facilities and a backlog of deferred maintenance and capital upgrades due to continual budget cuts. In 2008, PPS launched a pilot project to test the Energy Savings Performance Contracting (ESPC) method as a solution to both issues. The pilot project focused on four schools with the goal of

implementing a budget neutral project using utility cost savings, SB1149 and BETC tax credit funds to repay project costs. Ameresco Quantum, Inc. was competitively selected as the Energy Services Company (ESCO) to develop the project.

Figure 1 describes the simplified cash flow for the PPS pilot project. The red line represents the fixed project payment over a 12-year term. The blue line represents

the guaranteed utility cost savings with an estimated annual escalation rate of 5%. The green line is the difference between the two and the purple line is the accumulated value of these net savings. The graph demonstrates several features of the performance contract:

1. Payment can often be deferred until projects are completed and savings are being realized. This helps to ensure that the project will be "budget neutral" from the start.
2. By financing over a term that is longer than the simple payback period (project cost divided by first year savings), the project can generate net savings to the customer's budget right away.
3. Over time, even small annual savings can grow to a significant amount, especially when utility cost escalation is taken into consideration.

In 2010, PPS secured an \$11 million Federal Recovery Zone Bond (RZB) to implement energy and water savings

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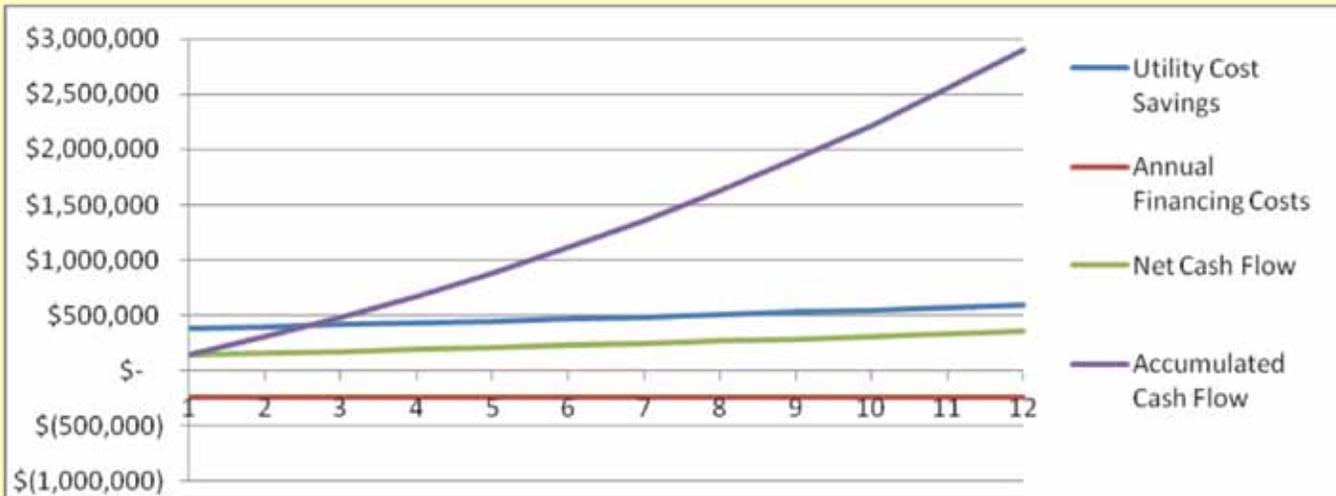


Figure 2: District-Wide Measure Cash Flow Diagram

projects throughout the district and decided to launch a second phase of ESPC projects. The district targeted six schools along with its central administrative office and maintenance facility. For this round, the district did not anticipate utilizing SB1149 funds and felt that the likelihood of receiving BETC tax credits was very limited. Because the RZB has a 12-year repayment term, PPS established a 10-year simple payback criteria in order to generate positive cash flow during the bond term. In order to achieve this aggressive goal, PPS identified a significant amount of quick payback conservation measures that could be implemented at dozens of facilities. By working with Ameresco Quantum, the district was able to target three “district-wide” measures that fit their criteria:

- ▶ Replacing Water-Cooled Refrigeration Systems for Kitchen Walk-In Coolers with Air-Cooled Refrigeration Systems to Conserve Water in (46) Schools
- ▶ Installing Occupancy Sensors in Boys Restrooms to Control Urinal Flushing to Conserve Water in (72) Schools
- ▶ Replacing Missing and Damaged Insulation on Steam and Condensate Return Systems to Conserve Fuel Oil and Natural Gas in (19) Schools

The aggregate project has a simple payback of about eight years. Comparing Figure 2 with Figure 1 shows the immediate beneficial impact of these

“quick payback” measures. In the first year, the district will realize a net savings of over \$100,000, with an aggregate cost savings of almost \$3 million over the twelve year term.

With the current economic challenges facing Oregon’s schools, and their aging

building stock, districts can benefit from new approaches that leverage utility cost savings across their facilities. These savings, coupled with risk management strategies, can ease the pressure on both capital and operating budgets and serve as a new resource for our communities. \*



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\* According to a 2011 study of Washington State energy grants for K-12 schools. © 2012 Ameresco, Inc. Ameresco and the Ameresco logo, the orb symbol and the tagline “Green. Clean. Sustainable.” are registered in the U.S. Patent and Trademark Office. All rights reserved.

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Work Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Email (required): \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

## DUES:

**2013—2014 Membership Dues Enclosed** (This form not for Vendors)

New Member Application **\*\* Please answer the questions at the bottom of this form.**

Renewing Member (**member since**) \_\_\_\_\_

\$ **35.00**

---

**\*\* New Members - Briefly answer the following questions:**

**1. List areas of responsibilities.**

\_\_\_\_\_  
\_\_\_\_\_

**2. Are you responsible for: (check all that apply)**

budgeting       evaluations       operations       supervision

**3. Check one box:**

Classified/Hourly       Confidential Exempt       Administrative

**4. Who referred you to OSFMA?** \_\_\_\_\_

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# 2013-2014 OSFMA Vendor Membership

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# 2013 OSFMA CONFERENCE MEMBER REGISTRATION

APRIL 10 ~ 12, 2013

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## 2013 - 2014 Membership Dues Enclosed

- New Member Application - \$35 \*\* Please answer the questions at the bottom of this form.  
 Renewing Member - \$35 (member since \_\_\_\_\_) \_\_\_\_\_

## 2013 Conference Registration Enclosed

- Member Fee \$100. Fee includes meals, President's reception, Casino Night.  
Fee does not include annual membership dues which are required to attend. \_\_\_\_\_

## 2013 Conference Registration - Thursday Only Enclosed

- Member Fee \$50. Fee includes workshops, luncheon, and vendor trade show.  
Fee does not include annual membership dues which are required to attend. \_\_\_\_\_

## Sign me up for:

- Larry King Memorial Golf Classic, Wednesday, April 10<sup>th</sup> at 1:00 PM No Charge

## Plan on my attendance at the following meals:

- |  |   |
|--|---|
| <input type="checkbox"/> Lunch Wednesday                 | <input type="checkbox"/> Breakfast Friday |
| <input type="checkbox"/> President's Reception Wednesday | <input type="checkbox"/> Lunch Friday     |
| <input type="checkbox"/> Breakfast Thursday              |   |
| <input type="checkbox"/> Lunch Thursday                  |   |
| <input type="checkbox"/> Member Appreciation Hospitality |   |

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\***CANCELATION:** Full refund of exhibitor or conference attendee registration fees will be granted provided written notification of cancellation is received at the OSFMA office at least 30 days prior to the event.

-----  
**\*\* New Members - Briefly answer the following questions:**

**1. List areas of responsibilities.**

\_\_\_\_\_

**2. Are you responsible for: (check all that apply)**

- budgeting       evaluations       operations       supervision

**3. Check one box:**

- Classified/Hourly       Confidential Exempt       Administrative

**4. Who referred you to OSFMA?** \_\_\_\_\_

# 2013 OSFMA CONFERENCE

## Vendor Booth & Membership Registration

APRIL 11, 2013

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- Vendor Appreciation Luncheon: 2 complimentary tickets per booth. Additional tickets are \$15.00 each.  
(Please reserve and pay for any extra tickets on this invoice)
- Golf Tournament – Complimentary Golf on Wednesday, April 10, 1 PM \_\_\_\_\_ # of Participants

**Trade Show Date: Thursday, April 11, 2013 Exhibits & Demonstrations from 9:45AM – 4:00PM**

**THURSDAY:** Attending Member Appreciation Hospitality? Yes \_\_\_ No \_\_\_  
\_\_\_\_\_ # of Participants

**DOOR PRIZE:** Will you have a door prize available for the drawing at the show? Yes \_\_\_ No \_\_\_

Choice of booth location will be assigned in the order of the receipt of payment at the address below. List number of booth choice. If the requested locations are taken, a booth will be assigned as close to the requested location as possible.

BOOTH CHOICES: 1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

**WORKSHOP TOPIC:**

The Conference Committee will select topics for vendor workshops from those offered, based on interest to OSFMA members. Provide a brief, accurate description of your topic.

**FEES:**

- 2013 Vendor Member Fee (**Required**): New Member \_\_\_\_\_ Renewal—Member Since: \_\_\_\_\_ \$ **50.00**
- 2013 Booth Rental Early Deadline Registration Fee: \$450.00 (received by February 28) \$ \_\_\_\_\_  
\$500.00 (after February 28) \$ \_\_\_\_\_
- Additional Tickets for Vendor Appreciation Luncheon: \$15.00 x \_\_\_\_\_ \$ \_\_\_\_\_
- Total Payment Enclosed:** \$ \_\_\_\_\_

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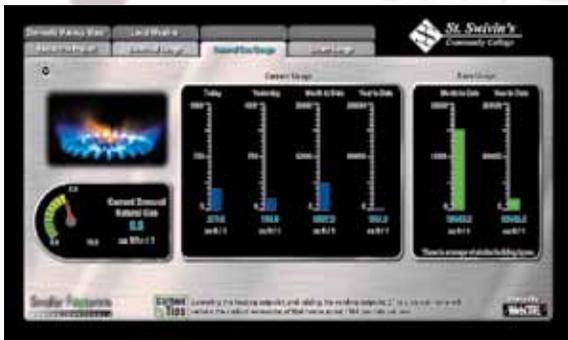
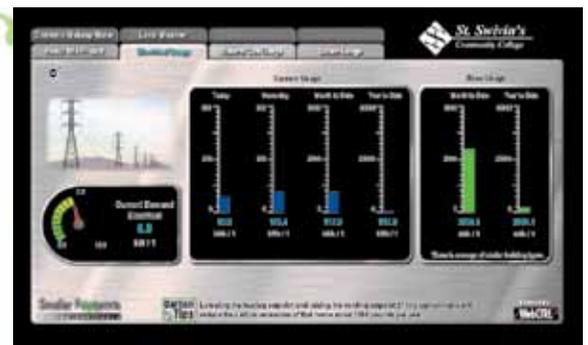
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