



MOHAVE
COOPERATIVE



Email Newsletter
Issue 06 - November 2019



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Thank You

Deborah Sandoval

It is hard to believe another year is drawing to a close. Mohave had a record-breaking year of contract usage in 2019 and we would like to thank you all for making this happen. We are truly grateful to all our members and contracted vendors for making us what we are today.

Speaking on behalf of our staff, we hope you know our commitment to quality service and contract compliance is our driving force. Yet, your unwavering support and patronage are what keeps us going.

Again, thanks so much for choosing Mohave as your cooperative partner. Let us know if there is anything we can ever do to assist you further.

We look forward to serving you for many years to come.

Have a wonderful holiday season.

Best regards,

Deborah Sandoval



Mohave Cooperative has received its 7th NIGP AO4 award!

National Institute for Government Procurement announces Mohave Cooperative has received its 7th NIGP AO4 award!

The **Outstanding Agency Accreditation Achievement (OA4)** recognizes agencies that lead the public procurement profession through the implementation of best practices. The program is founded on a self-evaluation process using the NIGP Agency Accreditation Criteria Form. Agencies meeting the minimum

requirements are OA4-accredited for three years.

Mohave would like to congratulate all Arizona agencies receiving this prestigious award:

- Arizona Department of Transportation
- City of Mesa
- Maricopa County

Making a Big Life Change is Pretty Scary

Mark DiBlasi

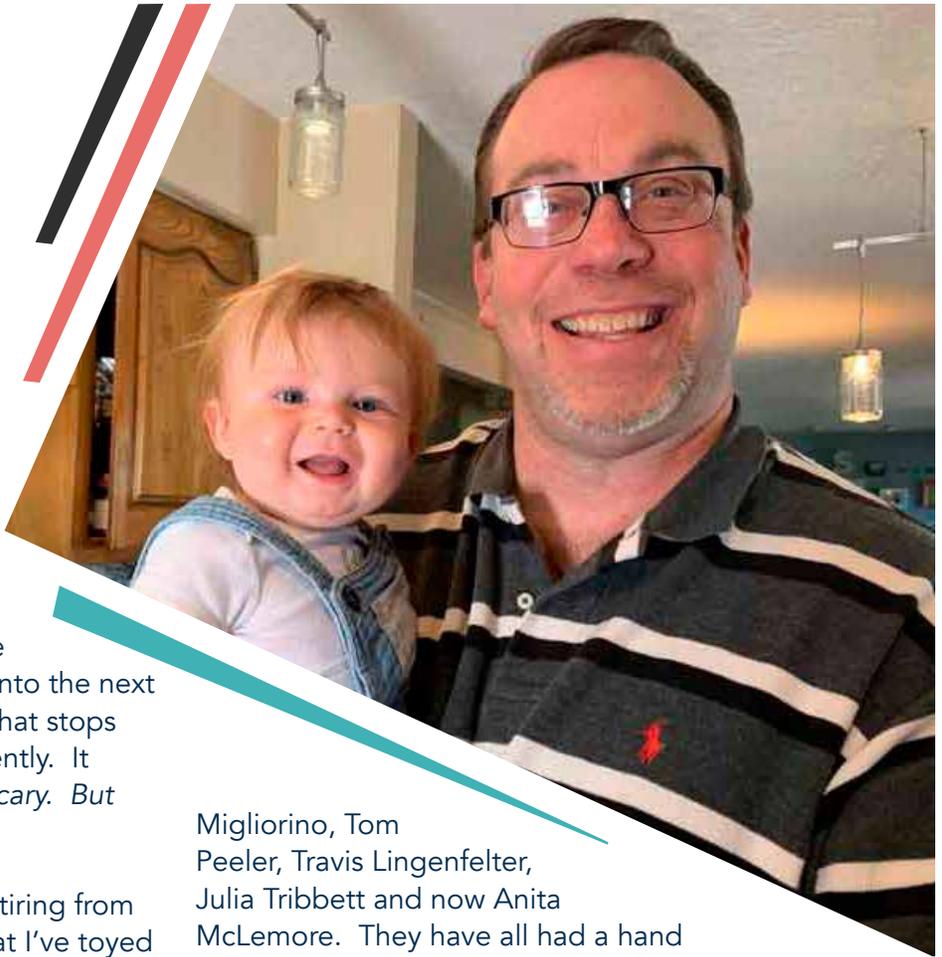
We live in a world full of memes. Some are funny, some are sad. Most of them are something you look at quickly and scroll onto the next social media post. Then there is the one that stops you in your tracks. I saw one of those recently. It read, *"Making a big life change is pretty scary. But know what's even scarier? Regret."*

I've recently announced that I would be retiring from my position at Mohave. It is a decision that I've toyed with for some time, but I have finally come to the simple conclusion – it is time. My last day at Mohave will be on February 6, 2020. By that time, I will have celebrated working at Mohave for over 26 years.

I'm the only employee still working at Mohave from that time period. Mohave was a much different organization in those days. We were just six years removed from issuing our first cooperative purchasing contract with Apple computer. We had a smaller staff that worked in just one location (Kingman). It would be several years before we opened a Phoenix office, or created the ASPIN food service program. Looking back over all these years, I find it amazing to see how far the organization has come. Yet, it still remains the same in many ways.

I've made some lifelong friendships with staff members, vendor representatives and school district staff. I am so thankful that Dave Wasson picked up the phone in 1993 to call me about finding a position for me on his staff. It was a job offer that changed my life.

I've had the unique perspective of working under all but one of the Executive Directors at Mohave. I've had the honor of working for Dave Wasson, Jim



Migliorino, Tom Peeler, Travis Lingenfelter, Julia Tribbett and now Anita McLemore. They have all had a hand in making me the procurement professional that I am today. I have learned something unique from each of them. I consider myself most fortunate to have worked under the best procurement professional in Arizona, Tom Peeler. He taught me so much during my time working for him, and I'm so thankful for that.

My wife and I will be moving to Los Alamos, New Mexico next year. I'm pursuing a procurement position with the Los Alamos National Laboratory. We can't wait to be near our three grandchildren. Not having to drive nine hours to visit them is something I won't miss!

While I'm excited for what my future holds, I am very sad to leave Mohave. The organization has been so good to me. I'm honored to have worked here for so long, and been part of a great mission to provide cooperative contracts for our members. I may not have been able to say goodbye to everyone. However, please know that I will miss all of my Mohave friends, whether they be inside the walls of Mohave, or on the other end of the phone or email. Thank you for making my time here something that I know I will look back fondly on.



Universal
BACKGROUND SCREENING

Five Ways to Reduce Risk with Your Background Screening Program

Dr. Alan Lasky – Universal Background Screening

Over the past few years, litigation has dramatically increased in employment background screening, due to increased regulations and scrutiny of the background screening process by the Equal Employment Opportunity Commission (EEOC), Federal Trade Commission (FTC), and other federal/state and industry- specific auditing agencies. Recently, employees/candidates have filed a significant number of class-action lawsuits, causing companies to pay out millions of dollars in settlements, and creating a wake-up call for organizations to take more time and care in reviewing their background screening and hiring process. Schools and Education organizations have high risk, especially with various hiring managers where there is a strong need for managers to understand these applicable state and federal laws while standardizing their program across the organization. Universal Background Screening has listed five important areas to review with your legal counsel, pertaining to your employment screening program, to help reduce risk:

1) Following the FTC and EEOC Guidance Factors/Requirements –

Over the past few years, both the EEOC and FTC have focused more on the topic of employment screening, making sure organizations are fair and just in their practice of hiring candidates. In April 2012, the EEOC launched updated guidance factors, emphasizing, to the point of mandating how organizations use criminal records and how the records impact Title VII of the Civil Rights Act of 1964, prohibiting discrimination based on race, color, religion, sex, or national origin of a candidate. In addition, the FTC and EEOC created documents to educate both the employer and potential employee on the proper background screening process. It is important for employers to follow these guidance factors as they are best-practice procedures to help reduce the risk of perceived and real discrimination.

2) Work with an Accredited Background Screening Firm –

Although there are hundreds of screening firms in the United States, there are only a handful that have taken the time and care of becoming an accredited firm with the National Association of Professional Background Screeners (NAPBS). This important accreditation certifies that an employment screening firm has been audited for proper and compliant process and procedures, securely protects private information and understands both state and federal requirements. You should always ask your screening firm whether they have obtained this accreditation because it is one of the only recognized certifications in the employment screening industry.

3) Provide the Proper Disclosure and Authorization Forms to a Candidate –

Many of the latest class action lawsuits were brought because organizations failed to provide

the compliant candidate forms that have the legal disclosure and authorization language. There are a few important points to make about this form that will reduce your organization's risk considerably:

- A candidate should always sign a compliant authorization form prior to your organization conducting a background check. The signed copy of the candidate's authorization form should be kept in your company files for verification, if anyone ever questions the legitimacy of the authorization.
- Federal law requires that the disclosure and authorization forms to have no "extraneous" information. That is, do not add additional language on these forms, even if you feel it pertains to the hiring process. For instance, you cannot add indemnification language or ask any questions on these forms other than what is allowed by state and federal law.
- A disclosure and authorization form should always be kept as stand-alone documents so it is "clear and conspicuous" to the candidate. Do not attach or merge them with other documents. For instance, the background screening disclosure and authorization documents should never be merged into the job application form or stapled to another document. Your background screening firm should have compliant sample forms for your review. However, you should always confer with your legal counsel to verify that the forms are compliant and that the screening firm has sound background screening processes and procedures in place.

4) Follow the Adverse Action Process Properly –

If at any time, any part of a candidate's report influences your organization to potentially not hire a candidate, that candidate has a right to dispute the reported information for any inaccuracies. This is called the "Adverse Action Process" and is a federal law. Many organizations have been sued after they did not follow the federal and state required procedures, which likely could have been

avoided if they had understood the simple, but required, process. It is an excellent idea to work with your legal counsel and background screening firm to confirm that you have the proper adverse action process and procedures prepared and that your organization's employees (including new hires) know, understand, and follow the required procedures.

5) Review Your Own Policies/Procedures with Legal Counsel –

It is always recommended to work with your legal counsel as often as necessary to verify that no changes to the laws/regulations pertaining to employment screening have occurred either at the federal level or in the state(s) which you conduct business, especially if you have multi-state locations. It is also important to understand the laws and regulations in the state where your candidate is being hired, as those state hiring rules also apply to the candidate hiring requirements. The periodic review of internal hiring process and procedures is essential so that your organization reduces its risk by committing to legally sound, standardized screening and hiring procedures. By providing information to your employees in your written company policies and procedures manual and regularly updating hiring staff on the required procedures, you will ensure consistency in your hiring program.

Focusing on these five areas in your background screening program, you will help reduce risk of lawsuits or other unintentional consequences from inadequate process and procedures. If any additional information is needed, we always suggest speaking with your legal counsel and you can always reach out to Universal Background Screening, as we are dedicated to providing compliant and accurate employment screening to the Education industry.

Dr. Alan Lasky is a Senior Vice President with Universal Background Screening with over 20 years of experience in consumer reporting, focusing on compliance and reducing risk for franchise organizations nationwide.

Desert View High School Teacher Wins \$100,000 First Place Prize In 2019 Harbor Freight Tools For Schools Prize For Teaching Excellence

By Marisela Felix, *Director of Public Information*, mariselafe@susd12.org

TUCSON, AZ.
October 24, 2019

\$1 million have been awarded nationally in the 2019 Harbor Freight Tools for Schools Prize for Teaching Excellence and \$100,000 goes to a Desert View High School manufacturing teacher.

Mr. Cesar Gutierrez who teaches precision manufacturing at Desert View High School was invited to a school-wide surprise assembly where he was greeted by the student body, administrators, industry partners and his family with the news of this first place recognition. This award earned the school's skilled trades program \$70,000 and \$30,000 for Mr. Gutierrez personally. The 2019 prize drew nearly 750 applications with only 18 teachers receiving recognitions.

"Mr. Gutierrez has been the visionary in creating what is probably the best manufacturing program in the country. Recognized by the Arizona School



Board Association as the CTE Program of the Year and the National Advance CTE award for Excellence in Education in 2016. He has built the program at Desert View to include over 300 students with seniors earning numerous industry certifications, as well as dual college credit and opportunities for work based experience," says NJ Utter, Sunnyside Unified School District's (SUSD) Director of Technical Education.

Desert View's Precision Manufacturing program, a NIMS Nationally Accredited program and Pima JTED program have been recognized at both the state and national level as exemplary, preparing



students to directly enter the workforce with industry-recognized credentials and a solid foundation to pursue Associate's and Bachelor's Degrees.

"My vision is to not only empower my students, but to change an entire community by helping students create opportunities for themselves that will break the cycle of poverty. Each certificate a student earns is a step towards a better job. Each college credit a student earns through dual enrollment helps them see that a balance of course work and certification makes them more employable," says Mr. Gutierrez. "There is no greater joy for me than seeing my students begin to experience a sense of economic security and professional achievement."

"Mr. Gutierrez has been the visionary in creating what is probably the best manufacturing program in the country..."

SUSD is redesigning the high school experience by preparing students for college and the workforce and providing them with a wide range of transferable skills to succeed in not just one, but multiple careers. SUSD Superintendent Steve Holmes says, "SUSD plays a significant role in creating better communities and Mr. Gutierrez is a testament to our District's commitment to ensuring that our traditionally underserved communities receive the best educational experiences."

About SUSD

At Sunnyside, we are revolutionizing the public school experience by developing students who are college, career and community ready. Established in 1921 the Sunnyside Unified School District is the second-largest district in Southern Arizona serving more than 16,300 students and families. Located in a culturally-diverse community and surrounded by two First Nations and a neighboring international border—our learning community is flanked by an aerospace and innovation corridor, such that our district is positioned to lead our students into the 21st century through excellence in pedagogy, world-class career and technical education, and a legacy of athletic excellence and passion for the fine arts.

For more information, visit us at [susd.12.org](https://www.susd.12.org) • [Facebook](#) • [Instagram](#) • [Twitter](#).

Article and Photos are courtesy of SUSD website, and Facebook.

MOHAVE CONTRACTS HIGHLIGHT FOR CUSTODIAL SERVICES

Deborah Sandoval



Whether you are looking for the products to keep your facility clean, a custodial service to do the job or a company to remove your unwanted chemicals or waste, Mohave has the contracted vendors for you.



Brady Industries of Arizona LLC

MOHAVE
CONTRACT #: 19A-BRADY-0601

PHONE: (480) 240-1785

CONTACT: Chrissy Sayer

Brady Industries of Arizona LLC provides products and services for janitorial supplies, equipment, training, rental equipment and preventive maintenance agreements.



Hillyard, Inc.

MOHAVE
CONTRACT #: 19A-HILL-0601

PHONE: (602) 768-8352

CONTACT: John McCall

Hillyard, Inc. provides products and services for janitorial supplies, equipment, training, rental equipment and preventive maintenance agreements.



Waxie Sanitary Supply

MOHAVE CONTRACT #: 19A-WAXIE-0601

PHONE: (480) 213-1709

CONTACT: Mike Muscara

Waxie Sanitary Supply provides products and services for janitorial supplies, equipment, training, rental equipment and preventive maintenance agreements.



Kimco Facility Services, LLC

MOHAVE CONTRACT #: 18B-KIMCO-0521

PHONE: (312) 415-1935

CONTACT: Tim Corbett

Kimco Facility Services, LLC. offers onsite custodial and janitorial services. Their services include daily porter services upon request. Services are available statewide.



Viking Building Services, LLC.

MOHAVE CONTRACT #: 18B-VBS-0521

PHONE: (602) 214-5410

CONTACT: Brett Isachsen

Viking Building Services, LLC. offers regional onsite custodial and janitorial services for Maricopa County. Their services include daily porter services upon request.



Kary Environmental Services, Inc.

MOHAVE CONTRACT #: 18I-KES-1108

PHONE: (480) 945-0009

CONTACT: Mark Diller

Kary Environmental Services, Inc. provides hazardous materials management, materials disposal, vacuum truck services and household hazardous waste collection events.



Stericycle Environmental Solutions, Inc.

MOHAVE CONTRACT #: 18I-SES-1108

PHONE: (602) 421-7411

CONTACT: Steven Peterson

Stericycle Environmental Solutions, Inc. provides hazardous materials management, materials disposal, vacuum truck services and household hazardous waste collection events.

Mohave's Newly Awarded Contracts



Irrigation and Landscaping Products Contracts - Effective December 13, 2019

Irrigation and landscaping products, which includes aggregate/soil products and hand-held grounds and landscaping equipment products and services.



AERO Equipment Rental and Sales

MOHAVE CONTRACT #: 19K-AERO-1213

PHONE: (602) 256-6250

CONTACT: Jay Ryan

AERO Equipment Rental and Sales provides all products in the scope of work. They have five Arizona locations: Gilbert, Phoenix, Scottsdale, Surprise, and Tempe, and provide aggregate products at their Gilbert location. They currently provide irrigation and landscaping products statewide and include delivery services to Coconino, Gila, Maricopa, Mohave, Pima, Pinal and Yavapai counties, and bulk material (aggregate, rock, and soil) product deliveries to Maricopa and Pinal counties.



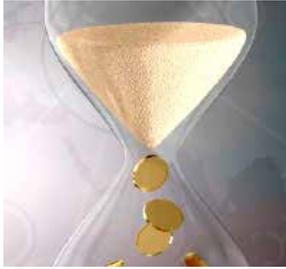
SiteOne Landscape Supply, LLC.

MOHAVE CONTRACT #: 19K-SITE1-1213

PHONE: (602) 768-8352

CONTACT: Mike Heilner

SiteOne Landscape Supply, LLC. only offers brands from Ariens, Bearcat, Billy Goat, Echo, Gravely, and Stihl. They offer hand-held grounds and landscaping equipment products, parts, and services statewide. Equipment cleaning and testing is provided at no cost as a value-added service.



Time, Attendance and Badge Identification Card Systems Contracts - Effective November 8, 2019

Time and attendance software that operates under multiple platforms such as distributed client-server networks, mainframe computer multiple platforms, and the cloud. The time and attendance systems are including, but not limited to: licensing; support; equipment; installations; identification and access card imaging software; and badge identification card software systems. Legacy pricing is also provided.



immixTechnology Inc.

MOHAVE CONTRACT #: 19J-IMMIX-1108

PHONE: (703) 663-1920

CONTACT: Lyn Witt

immixTechnology Inc.'s Kronos Workforce Solutions provides scalable tools that enable agencies to work smarter. Their time and attendance Products have a large installed base of clients in Arizona. immixTechnology Inc. offered legacy pricing for all Kronos, Inc. Workforce products at the same yearly rate as the expiring Kronos, Inc. contract.



NOVAtime Technology, Inc.

MOHAVE CONTRACT #: 19J-NTI-1108

PHONE: (516) 592-0885

CONTACT: Jaime Blundell

NOVAtime Technology, Inc. provides software Interfacing with several systems including: Frontline Technologies (Aesoponline), Apta Accounting Software (AptaFund), and Tyler Infinite Visions. They provide on-site and web training for Mohave members' administrators as well as an annual users conference allowing members to attend time and attendance workshops. NOVAtime Technology, Inc. offers identification card systems with competitive pricing.