

WAPP

February 2005

www.wapp.org

A Message from the President

Let me start by thanking **Steve Martinelli** for his leadership this past year. Also thank you to hosts **Dave Johnson, Monette McGuire, Carolyn Clow, Francisco Saliva** and their agencies, Dane County and City of Madison, for the tremendous December meeting. I believe the energy from that meeting provides us a great opportunity for the upcoming year to bring our procurement world together and to become a more vibrant association. It was amazing to see the work being done during the lunch on Friday, which shows the dedication members have to WAPP and the level of professionalism of our members. I would like to encourage the chairpersons to continue working within their groups to further define the role of the Purchasing Consortium.

I spoke at the December meeting of a strategic plan for our organization and would like to ask you to think of a mission statement expressing your thoughts to kick off the process. Bring to the March meeting or send them to me

I encourage members to attend our 1st quarterly meeting March 3rd & 4th. The host committee has worked hard to develop the

program to provide members with a valuable educational opportunity.

The foundation of WAPP is in it members and the future is endless. I look forward to seeing each of you in Wauwatosa.

Dean Helwig,
President

INFORMATIONAL BLIP

Occasionally I received email from a source called **Market*Access** at www.MarketAccess.org that list dates for their training workshops and conferences.

I cannot vouch for the validity of this sight, but there appear to be many workshops that would be of interest to government

employees whether state or federal.

I pass this information on to you solely so that you may check it out and decide if they have anything that would be of benefit to you.

The Editor—S Weeks

TAKE ADVANTAGE OF JIM FERING!!

Don't forget Jim's service. Besides being Webmaster, he broadcasts email for WAPP members who are looking for information, advice, have items for sale, are looking for items to buy, or any other work related inquiries. Send your request to him and it will be out to everyone in no time. Helping each other is what WAPP is all about, so please take advantage of this service!!

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**Wisconsin Association of
Public Purchasers
Minutes
December 3, 2004
Madison, WI.**

Meeting was called to order at 11:15 a.m. by **President Steve Martinelli** and followed by the Pledge of Allegiance and introductions.

Minutes - A motion was m/s/p approving the October 2004 quarterly minutes

Treasurer's Report – Scott Noffke

As of November 30th, 2004, the checking account balance is \$24,118.47 after receipts and expenses, the CD balance is \$1,310.96 for a total of \$30,429.43.

Old Business

Steve Martinelli – As discussed at the October meeting, the Milwaukee Convention Bureau needs support of the local NIGP chapter (WAPP) to make a bid to host a national forum in Milwaukee. A motion was m/s/p to approve the Wisconsin Association of Public Purchasers support to hold an NIGP forum in Milwaukee.

Frank Draxler stated that the education committee agreed with a request that WAPP provide some financial support for members re-certification costs. CPPO costs \$275, re-certification costs \$150 and testing costs \$200. Currently, WAPP pays \$75 for testing costs. A motion was made that WAPP shall promote members attaining and maintaining professional certification by providing \$100 upon completion of testing, certification or re-certification for WAPP Members of 2 years or more effective January 1 of 2004.

New Business

Kathy Jaglin and **Laura Forbes** were nominated as WAPP Secretary for 2005. Kathy declined the nomination. Laura Forbes nomination was accepted by voice vote to hold the position of WAPP Secretary for 2005. A motion was m/s/p for existing officers to move up; **Dean Helwig** to Presi-

dent, **Scott Noffke** to Vice-President, **Linda Dupuis** to Treasurer.

A request from **Chris Wilmot** that the WAPP employment requirement for membership be waived as he would like to retain membership was referred to the Past Presidents committee.

Dean Helwig asked that anyone wanting to get involved in strategic planning for WAPP contact him via email.

Dean Helwig investigated if we are required to provide a WAPP member listing to vendors who make that request. He found through the NIGP that WAPP is considered a private organization and that there are a couple of options. First would be to not publish the list unless WAPP members agree to have it published and made available upon request. Second would be to publish it with a privacy disclaimer. **Dean** will review what other states do and advise at the next meeting.

Carolyn Clow asked that meeting organizers allow at least this much time at 2005 WAPP meetings for the Cooperative Purchasing Committee: one hour for sub-committee work time and then one hour for sub-committee reports and general meeting. Please also provide space for sub-committee meetings to meet Friday after the business meeting ends.

Committee Reports

Membership – **Monica Gannon** will close the 2004 books with 191 members (a record high). She is looking for a volunteer to chair this committee for 2007. Please contact Monica directly, as she would like to work with you in 2006. Thanks were given to **Monica** for her fine work with the Membership committee.

Expo - **Denise Charkowski** mentioned that there was some dispute with invoices from the October Expo, so if you were re-billed, please contact her. **Dean Helwig** said the Expo committee will provide WAPP stickers to put on the back of your business cards. These stickers will encourage vendors to exhibit at the WAPP Expo.

Dean also asked that you give cards with stickers to colleagues who may want to attend the Expo.

Education - Frank Draxler

In 2005, the education committee is offering two NIGP courses – the General Purchasing course and the course on Contracting for Services. These courses will be offered in the new LEAP format. Frank stated that there will be a review session scheduled possibly in June for those wanting to certify. The first day is a review day, then the test is the next day. Let Frank know if you are interested in becoming certified as CPPB or CPPO.

Budget – **Kim Verhelst** stated that \$1500 was budgeted for the President or Vice-President to attend the annual NIGP Forum. He recommends that \$3000 be budgeted for this expense to allow 1) either the President or the Vice-President; and 2) either the Treasurer or the Secretary to attend. After general discussion, Kim indicated that a motion was needed to clarify guidelines for reimbursement of officers to go to forum. A motion was m/s/p to approve the amended 2005 budget including \$3000 for two officers to attend the annual NIGP Forum.

Website – no report

Presidents Council - Cynda Solberg

Announcements

Robert Barwick invited everyone to the March 3-4 WAPP meeting at the Radisson Hotel in Wauwatosa. They have a dynamic agenda planned and dinner at the Cheesecake Factory (changed to Maggiano's).

Dave Johnson – stated that the GSA representative Albert Bryant asked if they could come back to a WAPP meeting for further training on GSA IT program.

Future Meetings 2005

March 3-4-- Wauwatosa, VALUE, Robert Barwick & Jim Bembenc

June 2-3 ---- Eau Claire, Scott Noffke

Sept 15-16-- Waukesha Vendor Expo, Denise Charkowski

Dec 1-2----- Madison Marriott West, Cynda Solberg

2006 - Steve Martinelli indicated volunteers are needed to host 2006 meetings.

Newsletter Deadline – January 21, 2005

Motion was m/s/p to adjourn at 12:00 p.m.

Submitted by
Linda Dupuis, Secretary

Cooperative Purchasing SAVES \$\$\$ AND SAVES TIME

Steve Martinelli - Wisconsin DOT and WAPP President, re-instated the Cooperative Purchasing Committee at the December meeting and appointed as co-chairs Linda Dupuis-City of Green Bay and Carolyn Clow-Dane County. Coop. purchasing has been a hot topic for the past two years, and forming this committee will help to focus and move this effort forward.

A wide variety of goals (and some obstacles) were identified and grouped. From this, five teams were formed to work toward advancing cooperative purchasing throughout all Wisconsin agencies.

Teams leaders, recorders & reporters were selected. The Madison meeting organizers graciously allowed time for these new teams to meet and begin setting attainable goals for 2005. At the 2005 *March* and *September* meetings, Teams will be provided time to work and then to report project status. The December meeting will be reserved for presentation of Team Accomplishments, then the focus will turn to 2006 goals.

As Steve M. stated “. . . this (initiative) should be strong motivation for new attendees to join WAPP.”

There is still time for any WAPP members who have not been placed on a team! Please review each team's goals and choose the one that best matches your interests and that may best serve your agency.

Contact Linda or Carolyn to be added to a team!

Cooperative Purchasing Committee 2005 Sub-Committee TEAMS

Did You Hear?

Feedback & Communication Team - 1) Facilitate positive/negative feedback to lead agencies; 2) Promote sharing successful cooperative bids with members; 3) Promote Purchasing through educating management, elected officials & public; 4) Other Lobbying activities to promote cooperative purchasing.

Leader: Steve Martinelli - Department of Transportation
Mike Carney - WI Technical College System
Dave Johnson - City of Madison
Suzanne Petro - Bureau of Procurement
Kathy Pinnow - Bureau of Procurement
Mary Lynn Seidl - Brown County
Francisco Silva - Dane County
Eric Thornton - Mendota Mental Health Institute
Kim Verhelst - City of Sheboygan
Peggy Watson - Walworth County
Marc Wipperfurth -

First Things, First!

Prioritizing Team -1) Prioritize upcoming State Bids for those most beneficial to locals (assure highest priority bids are available to locals & are included in the standards team); 2) reduce redundancy in bids where warranted (ex: ammo, cell phones)

Leader & Recorder: Mary Durken – Bureau of Procurement
Denise Charkowski - UW Madison
Mark Cichon - Northeast WI Technical College
Carolyn Clow - Dane County
Paul Janty -
David Marcum - Dept. of Agriculture, Trade & Consumer Protection
Laura Rice - Bureau of Procurement
Linda Suda - Retired
Dave Zeske -

Legal Eagles

Legal Team - 1) Harmonizing legal requirements of diverse government agencies for co-op bids; 2) Once harmonized, increase quantity discounting & efficiency through leveraging aggregate quantities of state, cities, counties, schools, etc.

Leader: Mike Purchatzke - Outagamie County
Recorder: Iris Ost - WI State Historical Society
Frank Draxler - City and County of Eau Claire
Monica Gannon - Department of Revenue
Tom Pierce - Madison Metropolitan School District
Konrad Plachetta - Department of Natural Resources
Diane Sachse - Department of Transportation
Stacie Schiereck - WI DHFS/ Mendota Mental Health Institute
Kristine Stauffacher - Sand Ridge Secure Treatment Center

SPECTaculars!

Specification Team -- Coordination of specification development with State & local agencies. Assure local participation in State Standards committees that develop spec's. (Standardizing spec's may or may not be considered, based on the commodity or service.)

Leader: Bill Kurer- Washington County
 Recorder: Susan Connelly - Waukesha County
 Reporters: Cheryl Oliva - City of Milwaukee
 Roy Hartmann - Washington County
 Sam Aiello - City of Racine
 Robert Barwick - City of West Allis
 Erv Bukin - Milwaukee Public Schools
 Vera Butts - Social Development Commission, Community Relations
 Dale DeNamur - Brown County
 Diane Kelly - Racine County
 Nadine Malm - Department of Corrections
 Jim Nelson - Bureau of Procurement
 Frank Schwehr - Retired
 Richard Straub - Department of Natural Resources
 David Tiedt - Green Bay School District

Grand Central Station

Bid Cataloging Team - 1) Expand / improve posting state & municipal co-op bids in central site; 2) Post/share recent bids (co-op or not)

Leader: Lee Johnson - Retired
 Recorder: Kathy Jaglin - UW Madison, Kegonsa Research Center
 Laura Forbes - Winnebago County
 Deborah Gake - Redgranite Correctional Institution
 Linda Gnerlich - Stevens Point Area Public Schools
 Dean Helwig - Mendota Mental Health Institute
 Ron Jenne - DHFS/ Central Wisconsin Center
 Monette McGuire - City of Madison
 Geri Slager - DOA, Building and Police Services
 Ed Stachoviak - Racine Correctional Institute
 Judy Teune - Northeast WI Technical College
 Ken Tronnier - Portage County
 Chris Wilmot

Cooperative Purchasing Committee

Steve Martinelli re-instated this committee at the December meeting, appointing Carolyn Clow and me as co-chairs. Cooperative purchasing has always been a hot topic, with many facets. So, sub-committees or teams were formed to begin the process of advancing cooperative purchasing throughout all Wisconsin agencies.

Any members who have not been placed on a team, please review the goals for each and choose the one that best matches your interests and that may best serve your agency. Contact Carolyn: clow@co.dane.wi.us

Linda Dupuis
City of Green Bay

WISCONSIN ASSOCIATION OF PUBLIC PURCHASERS

AGENDA – FIRST QUARTER MEETING

March 3-4, 2005

**Radisson Hotel - Wauwatosa
2303 North Mayfair Road, Milwaukee, WI 53226**

The March 3, Thursday morning agenda is for V.A.L.U.E. in Local Government’s annual membership meeting. WAPP members are welcome to attend.

Thursday, March 3

V.A.L.U.E. AGENDA

7:45 A.M. - 8:30 A.M.

Registration and continental breakfast

8:30 A.M. - 8:45 A.M.

Welcome –Theresa M. Estness, Mayor of Wauwatosa
Opening Remarks – Cheryl Oliva, City of Milwaukee

8:45 A.M. - 9:00 A.M.

V.A.L.U.E. Annual Business Meeting

- ◆ Treasurer’s Report - JoAnne Jacobson, Pt Washington/Saukville School District
- ◆ Election of Treasurer
- ◆ New Member Recognition and Participation Awards - Jean Kienzle, Elmbrook School District

9:00 A.M. - 9:45 A.M.

Bid Reports: A quick update on all V.A.L.U.E. bids by the Lead Agency

- ◆ Repair Clamps, Crack Filler - Robert Barwick
- ◆ Sign Blanks/Posts - Mike Drzewiecki
- ◆ HVAC Filters - Tomecka Exum
- ◆ Janitorial Supplies - Jim Bembenek
- ◆ Paper - Jean Kienzle
- ◆ Squads - Karen Schupmann
- ◆ Batteries, De-Icing and Water Softener Chemicals - Diane Knoll
- ◆ Ammunition, Plow Blades, Light Trucks/Autos - Cindy Greco
- ◆ Fuel, Office Supplies - Cindy Greco
- ◆ Natural Gas - Diane Kelly
- ◆ Recycling Work Group

Open Forum, Questions, feedback or any new ideas concerning V.A.L.U.E. bids.

9:45 A.M. -10:30 A.M.

Marquette Interchange. The Marquette Interchange reconstruction project requires close ties between the WI DOT, local government, project engineers and the community to help minimize the impact of construction. How do they do it? - Reggie Newsom, WI DOT

10:30 A.M.-11:00 A.M.

D.O.T. Contracts. Become familiar with piggyback opportunities through contracts administered by the D.O.T. – Steve Martinelli, WI DOT

11:00 A.M. -12:00 Noon

TABOR: Savior or Scrooge? Taxpayers Bill of Rights – it is on the legislative agenda and will affect all levels of government and every taxpayer by limiting local government and school budgets. Our speaker will discuss whether it will improve or damage traditional government services depending on which approach is used, either the statutory expenditure restrictions (tax freeze) or the constitutional expenditure restrictions (TABOR) – Norm Cummings, DOA Waukesha County

12:00 Noon

Networking Luncheon

Thursday, March 3

WAPP AGENDA

1:00 P.M. - 1:15 P.M.

Welcome and Introductions - Dean Helwig, WAPP President

- 1:15 P.M. - 2:00 P.M. **Managerial Supervisory Tools** – Leadership is built on solid management skills and tools. This foundation provides the essentials necessary for supporting and sustaining your management qualities and performances. Maintaining a balance between achieving results and developing your people is the key to successful management.
- Sari Ali**, PHR and **Michele Sorum-Schmid**, PHR are HR consultants for Wisconsin Personnel Partners, a public entity that provides human resource services and consultation to Wisconsin's public sector.
- 2:00 P.M. - 2:30 P.M. **Championing Change:** What do you need to effectuate change in your organization? Techniques for successful identification of opportunities and implementation strategies - Cheryl Oliva, City of Milwaukee
- 2:30 P.M. - 4:30 P.M. **Statewide Joint Purchasing Business Meeting**
Facilitators: Linda Dupuis, City of Green Bay and Carolyn Clow, Dane County
(Session A) Overview of Action Plan Implementation (Entire Group – 15 min.)
- (Session B) Sub-Committee Work Group Meeting** (Individual Groups – 1 hour)
- ◆ Did You Hear? – Feedback and communication
 - ◆ First Things First – Prioritize commodities
 - ◆ Legal Eagles – Legal aspects of piggyback contracting
 - ◆ SPECTaculars – Specification input
 - ◆ Grand Central Station – Cataloging of bids
- (Session C) Sub-Committee Reports and Discussion** (Entire Group – 45 min.)
- 6:00 P.M. - **Networking/Dinner** - Maggiano's "Little Italy" – located at Mayfair Mall next to Marshall Fields

Friday, March 4**WAPP AGENDA**

- 7:45 A.M. - 8:30 A.M. **Registration and continental breakfast**
- ***Past President's Council** meets from 8:00 – 8:30 am
- 8:30 A.M. - 8:45 A.M. **Welcome** – Robert Dennik, Milwaukee County Chief of Staff
- 8:45 A.M. - 9:30 A.M. **Trends in Public Purchasing** – Panel Discussion
- ◆ On-Line Bidding – Susan Connelly, Waukesha County
 - ◆ Outsourcing Food Services – Fran Petrick, Racine County Food Service
 - ◆ Outsourcing IS Services – Rob Richardson, Racine County IS Department
 - ◆ Outsourcing Financial Management Services, Cheryl Oliva, City of Milwaukee
- 9:30 A.M. -10:20 A.M. **Trends in VOIP and the Future of Wireless Communications for Governmental Entities** - Clay Stocklin, Independent Telecommunications Consultant
- 10:20 A.M.-10:30 A.M. **Break**
- 10:30 A.M.-11:30 A.M. **Trends in Health Care Costs:** Saving money by purchasing prescription drugs through Canada – Jeff Dinsmore, VP Marketing-Canusa Health Group
- 11:30 A.M.-12:00 P.M. **WAPP Business Meeting** - WAPP President, Dean Helwig
- ◆ Secretary's report
 - ◆ Treasurer's report
 - ◆ Committee Reports
- 12:00 P.M. -12:30 P.M. **Common Problems**
- ◆ Motorola Update
 - ◆ Mailing Machines
 - ◆ Computer Recycling
- 12:30 P.M. - 1:30 P.M. **Lunch**
- 1:30 P.M. **WAPP Committee Breakout Sessions**

**WISCONSIN ASSOCIATION OF PUBLIC PURCHASERS
FIRST QUARTER MEETING
MARCH 3-4, 2005**

REGISTRATION FORM

A block of rooms has been set aside at the Radisson Hotel for the nights of March 2 & 3rd. Make reservations by calling 414-257-3400 no later than February 18, 2005. Single/ Double: \$72.00. Tax will not be charged with proof of tax exemption.

Indicate your membership status:

- Member Retired Member Non-Member First-timer*

Name: _____

Agency: _____

E-mail: _____

Registration Fees: (includes continental breakfast and lunch each day)

	<u>WAPP Member</u>	<u>Non-Member</u>	<u>Retirees</u>
Both Days	40.00	50.00	20.00
Thursday Only	25.00	30.00	10.00
Friday Only	25.00	30.00	10.00

* No registration fee for First-time non-members. A first-time, non-member must be a governmental official whose responsibilities include or are related to public procurement.

Note: WAPP membership must be effective on or before February 18, 2005 in order to obtain member rates.

Thursday Continental Breakfast: I will attend I will not attend

Lunch selection for Thursday (includes steak fries, soup or salad, coffee, tea or milk & cookies for dessert) (choose one)

- Grilled Chicken sandwich w/mushrooms, bacon & mozzarella on a Hoagie roll
- R.J. Famous Cheeseburger, w/lettuce, tomato & onion on a bakery roll
- English Deli Sandwich, ham, turkey & cheese sauce on an English muffin
- Will not attend

Friday Continental Breakfast: I will attend I will not attend

Lunch selection for Friday (includes soup du jour, chips, coffee, tea or milk & brownies for dessert). Tortilla Wrap Sandwiches (choose one):

- Turkey w/bacon Veggie Tuna salad Will not attend

Thursday night's group dinner will be held at Maggiano's "Little Italy" located at Mayfair Mall next to Marshall Fields.

Yes, I will be attending the group dinner. Submit \$28.00 with registration. (Includes tax, tip & coffee or tea) Caesar's Salad, Spinach Salad, Meat Lasagna w/Marinara Sauce, Chicken Saltimbocca, Chocolate Zuccotto Cake and Warm Apple Crostada. Includes freshly baked breads. This will be served "Family Style" – all you can eat.

Spouse or guest at \$28.00 each. Name: _____

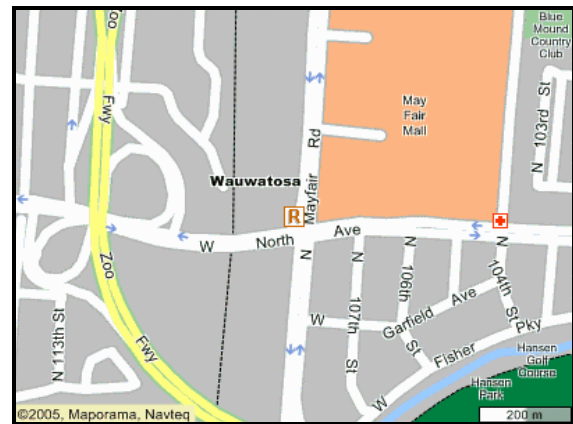
Please make check payable to WAPP and send registration form and payment by February 18, 2005 to:

Jean Kienzle, Supervisor of Purchasing
 School District of Elmbrook
 PO Box 1830
 Brookfield, WI 53008-1830

NO REFUNDS ALLOWED

If you have any questions please contact Jean Kienzle at 262-781-3030 ext 1141 or kienzlej@elmbrook.k12.wi.us

RADISSON HOTEL MILWAUKEE WEST



Located off I-45 at the Intersection of Hwy 100
 (108th Street) and North Ave.

Directly across the street from Mayfair Mall.

The Radisson Hotel Milwaukee West is conveniently located 10 miles from downtown and 15 minutes from the airport. We are within 20 minutes of all of Milwaukee's major attractions including the Milwaukee Zoo, State Fair Park, the county stadium, and Summerfest grounds. Milwaukee's museums, arts, and theatres are also within 20 minutes and we are located directly across the street from Mayfair Mall, Milwaukee's premier shopping mall with a "dinner and movie" theatre. All rooms are very spacious with a large desk and offer high speed internet for 9.95 USD + tax.

Air Conditioned, Copy Service, Elevators, Modem in Room, Lounge, Ironing Board, Iron, Health Club, Hairdryer in Room, Fire Alarm with Light, FAX, Express Checkout, Television with Cable, Sprinklers In Rooms, Smoke Detectors, Sauna, Room Service, Rollaway Beds, Restaurant, Refrigerator, RV or Truck Parking, Wheel Chair Access, Laundry/Valet Services, Outdoor Parking, Bus Parking, Indoor Pool, Heated Pool, Free Newspaper, No Smoking Rooms/Facilities, Multilingual, In Room Movies, Cribs Available, Connecting Rooms, Balcony, Bar/Lounge, Brailled Elevators

<p>Dean Helwig, President</p> <p>Scott Noffke, Vice President</p> <p>Linda Dupuis, Treasurer</p> <p>Laura Forbes, Secretary</p> <hr/> <p>Past Presidents: Louis Bonneau, Andy Lehbraummer, Bill Mohaupt, Chuck Hintze, Clinton Warwick, Bill Holmberg, Bill Prodoehl, Jim Fering, Gary Nelson, Jack Hodak, Lee Johnson, Ed Witkowski, Ben Sowaske, Frank Draxler, Tom Wasley, Marie Hass, Alphonso Cooper, Susan Connelly, Ken Tronnier, Wallis Roberts, June Buchanan, Kim Verhelst, Iris Ost, Mary Lynn Seidl, Chris Wilmot, Sharon Weeks, Cynda Solberg, Steve Martinelli and others previous to 1970 .</p> <p>Committee Chairs</p> <p>Education Frank Draxler</p> <p>Conference & Product Expo Wallis Roberts</p> <p>Program Planning Scott Noffke</p>	<p>Presidents' Council Steve Martinelli</p> <p>Membership/Public Relations, Co-Chairs Monica Gannon Kathy Jaglin</p> <p>Environmentally Preferable Purch. Linda Dupuis</p> <p>Audit Kim Nelson</p> <p>Historian Kim Nelson</p> <p>Photographer Kim Nelson</p> <p>Finance Kim Verhelst</p> <p>Newsletter Editor Sharon Weeks</p> <p>Newsletter Publisher Barb Weller</p> <p>Webmaster Jim Fering</p>	<p><i>Newsletter information may be sent to Sharon Weeks, 825 W. Columbia St., Chippewa Falls, WI 54729 or e-mail to Sharon@charter.net</i></p> <hr/> <p style="text-align: center;">WAPP VALUE VIEWS</p> <p>WAPP Value Views is published quarterly by the Wisconsin Association of Public Purchasers (established in 1947) and is free to its members. The Association's mission is to serve its members and governmental purchasing in general through quarterly conferences and seminars, education, professional certification assistance, procurement communication and technical and professional interchange.</p> <p style="text-align: center;">All Rights Reserved</p>
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WAPP VALUE VIEWS

Wisconsin Association of Public Purchasers
825 W Columbia Street
Chippewa Falls, WI 54729

