



**ASPIN**  
MOHAVE COOPERATIVE



*Revised May 14, 2024*

**ASPIN Arizona School Partners in Nutrition**

211 N 7<sup>th</sup> St, Kingman, AZ 86401  
Phone: (520) 888-9664 Fax: 520-888-9692

[www.mesc.org/aspin](http://www.mesc.org/aspin)

# Who Are We

## ASPIN (Arizona School Partners in Nutrition)

is Mohave Educational Services Cooperative's food service purchasing program. ASPIN administers contracts for food and supplies for over 150 member agencies composed of schools, cities, counties, and qualifying nonprofit agencies throughout Arizona.

## Our Procurement

ASPIN compiles the collective purchasing volume on all food service products utilized by its members. This combined volume is presented to vendors in a competitive solicitation for delivery of these goods. The result of this solicitation, combined with our volume, equates to competitive, stable pricing and reliable delivery to our members. All ASPIN/Mohave contracts are compliant with:

- Arizona Department of Education School District Procurement Rules
- Arizona Procurement Code and sections of the Arizona Revised Statutes
- USDA Procurement Regulations on food contracts
- Education Department General Administration Regulations (EDGAR)

ASPIN meets these requirements, therefore, our members are considered to have met the requirements. ASPIN provides members with the legal means to satisfy the procurement process.

## Our Funding

ASPIN funds its operations with a maintenance/membership fee based on a member's annual purchases under the contract. The annual fees are as follows:

<b><i>Annual Purchase Amount</i></b>	<b><i>ASPIN Maintenance/Membership Fee Rate</i></b>
\$0 - \$49,999	4%
\$50,000 - \$99,999	3%
\$100,000 - \$249,999	2%
\$250,000 - \$499,999	1.25%
\$500,000 - \$1,499,999	1%
\$1,500,000 +	0.5%



## Holding Fund

One of the reasons ASPIN has competitive contract pricing is because ASPIN pays the contracted vendor directly for all member purchases through the contract within ten (10) days of delivery. Therefore, the primary vendor does not have exposure to the receivables cost associated with ASPIN members.

A Holding Fund is established for each member. The fund is equal to six (6) weeks estimated member purchases. ASPIN utilizes this Holding Fund to pay the invoices on behalf of the member. ASPIN invoices the member; the member pays ASPIN, and that amount goes back into the members Holding Fund to cover future purchases.

The member's Holding Funds are deposited into an interest-bearing account. The money in this account belongs to our members and can in no way, be utilized by ASPIN or Mohave for their operations. Should a member choose to terminate its membership, or if ASPIN were to cease operations, the Holding Fund amount on deposit, plus earned interest, is refunded to the member minus any outstanding obligations.

## Prompt Pay Discount

The result of ASPIN paying invoices within 10 days provides the members a prompt pay discount from the vendor. This discount is currently 0.25% and is reflected on each ASPIN invoice.

## Volume Incentive Discount

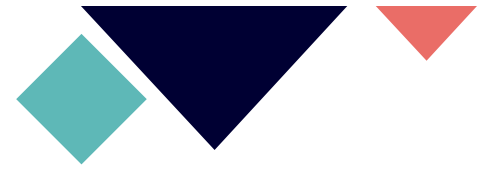
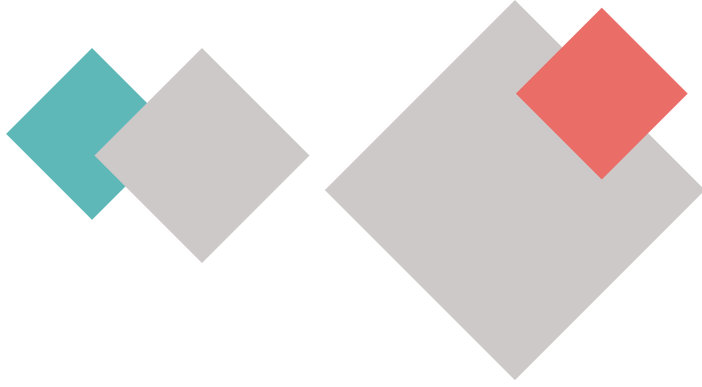
Our Food Service vendor also offers a volume incentive discount. The ASPIN staff tracks and compiles this information quarterly and provides it to the vendor. The vendor then generates a credit memo for the volume incentive discounts earned. The credit memos are applied to the members ASPIN invoices. This discount does not apply to purchases from the Dairy or Fresh Bread contracts. Orders with the following minimums qualify for the volume incentive discounts.

> \$8,000.00	1%
> \$15,000.00	1.5%
Drop Ship Orders	6%

## ASPIN "Core" List

ASPIN annually evaluates member usage by item. The highest volume items are sent to our contracted distributor, currently Shamrock Foods Company. The distributor reaches out to manufacturers requesting updated pricing for these, or equivalent items. Once pricing is received, ASPIN compiles a "Core" list of best value items for the members. This list currently consists of approximately 1,500 food and supply items. However, all items at Shamrock Foods Company are available under the contract, allowing members to purchase items unique to each district.

Additional items may be available to members per member request, given they meet the minimum stocking criteria. Items may also be available by special order.



## Our Services

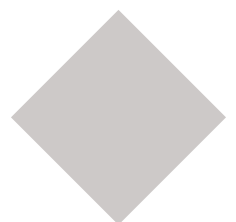
ASPIN Food Service Cooperative offers procurement excellence to its members by providing:

- USDA requirements within all food contracts
  - Buy American provision
  - Certification regarding lobbying
  - Suspension and debarment certification
- Price audits on all invoices to members
- Quick pay discount applied to every member invoice
- Volume incentive discounts for qualifying deliveries
- Consolidated invoicing by member
- Price File maintenance
- Product Nutritional Data
- Net-Off-Invoice (NOI) and Fee-For Service through distributor (FFSD) products.
- Vendor payment on behalf of members
- Customer service for all aspects of order processing and product information.
- Competitive, stable food supply and costs

## Contact Information

Tami Hitt-Wyant, Director of ASPIN	520-888-7658	Tamih@mesc.org
Charlene Johnson, ASPIN Member Services Coordinator	520-888-4930	Charlene@mesc.org
Bob Hickok, Accounting Specialist	520-888-0597	Bobh@mesc.org
Debbie Gasiorek, Project Specialist	602-363-3311	Debbie@mesc.org

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# ASPIN New Member Check List

## CPA and Purchase Order Instruction

**CPA** – Mail original Board Approved and signed Cooperative Purchasing Addendum to:  
Mohave Educational Services Cooperative, Inc.  
211 N 7th St  
Kingman, AZ 86401

Mohave's Executive Director will sign and return a fully executed copy to the member.

### Purchase Orders –

- Annual Maintenance Membership Fee
- Holding Fund Deposit
- ASPIN/Mohave for food and related supplies

Make purchase orders out to and email (mail or fax acceptable):

ASPIN/Mohave Contract #21O-SFC-0701  
211 N 7th St  
Kingman, AZ 86401  
Fax: 520-888-9692  
Email: [aspin@mesc.org](mailto:aspin@mesc.org)



ASPIN pays contracted vendor for all member purchases made under the distribution of food and related supplies contract. ASPIN then invoices the member for purchases directly. The member will remit payment to ASPIN/Mohave at the following address:

ASPIN/Mohave  
211 N 7th St  
Kingman, AZ 86401





# ASPIN New Member Checklist CPA and Purchase Order Instruction

## Current Contracted Vendors

### Dairy – Shamrock Farms

Per contract requirements, purchase orders shall be made out to the current contracted vendor and emailed or faxed to ASPIN for review.

(Email: [aspin@mesc.org](mailto:aspin@mesc.org) or Fax: 520-888-9692).

Mohave Contract #21B-SHAM-0701  
Shamrock Farms  
2228 North Black Canyon  
Phoenix, AZ 85009  
Phone: 800-388-3247



### Fresh Bread- Holsum Bakery

Per contract requirements, purchase orders shall be made out to the current contracted vendor and emailed or faxed to ASPIN for review.

(Email: [aspin@mesc.org](mailto:aspin@mesc.org) or Fax: 520-888-9692).

Mohave Contract #21C-BAKE-0701  
Holsum Bakery  
2322 W. Lincoln Avenue  
Phoenix, AZ 85009  
Phone: 480-296-9063



Member will submit payment directly to dairy and fresh bread contracted vendor.





# District Checklist



Task	Completed
Review potential cost savings with ASPIN	
Approve holding fund and maintenance fee quotes	
Mail signed and Board approved Cooperative Purchasing Agreement Addendum	
Submit purchase order to ASPIN/Mohave for the holding fund and maintenance/membership fee	
Make payment for holding fund invoice and maintenance/membership fee	
Submit purchase order to ASPIN/Mohave for contract purchases	
Reach out to your assigned sales representative for ordering procedures training	

## Order Cycle Overview for Member

1. Member forwards purchase orders to ASPIN/Mohave.
2. ASPIN/Mohave reviews and logs member purchase orders.
3. Member places order with contract vendor.
4. Contracted vendor provides products.
5. Contracted vendor provides invoices to ASPIN/Mohave.
6. ASPIN/Mohave price confirms products delivered.
7. ASPIN/Mohave invoices member.
8. ASPIN/Mohave pays contracted vendor.
9. Member pays ASPIN/Mohave.

