



ASPIN
MOHAVE COOPERATIVE



Mohave/ASPIN

Phone: (520) 888-9664
Fax: (520) 888-9692

mesc.org/aspin
Updated April 24, 2025



Who We Are

Mohave/ASPIN (Arizona School Partners in Nutrition) is Mohave Cooperative's food service purchasing program. Mohave/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

Mohave/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 Mohave/ASPIN contracts are compliant with:

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

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

Our Funding

Mohave/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:

Annual Purchase Amount	Mohave/ASPIN Maintenance/Membership Fee Rate
\$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 Mohave/ASPIN has competitive contract pricing is because Mohave/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 Mohave/ASPIN members.

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

The members’ 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 Mohave/ASPIN or Mohave Cooperative for their operations. Should a member choose to terminate its membership, or if Mohave/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 Mohave/ASPIN paying invoices within 10 days provides the members a prompt pay discount from the vendor. This discount is currently 0.5% and is reflected on each Mohave/ASPIN invoice.



Volume Incentive Discount

Our Food Service vendor also offers a volume incentive discount. The Mohave/ASPIN staff tracks and compiles this information quarterly and provides it to the vendor. The vendor then generates a quarterly discount for the volume incentive discounts earned. The quarterly discounts are applied to the members’ Mohave/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%

Mohave/ASPIN "Core" List

Mohave/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, Mohave/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 member.



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

Mohave/ASPIN 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 items delivered 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, <i>Director of ASPIN</i>	520-888-7658	tamih@mesc.org
Charlene Johnson, <i>ASPIN Member Services Coordinator</i>	520-888-4930	charlene@mesc.org
Bob Hickok, <i>Accounting Specialist</i>	520-888-0597	bobh@mesc.org
Debbie Gasiorek, <i>Project Specialist</i>	602-363-3311	debbie@mesc.org

Mohave/ASPIN Cooperative 211 N 7th St, Kingman, AZ 86401
Phone: (520) 888-9664 Fax: (520) 888-9692 www.mesc.org/aspin

CPA and Purchase Order Instructions

CPA – Email approved and signed Cooperative Purchasing Agreement to tamih@mesc.org or mail to:

Mohave Cooperative, Inc.
211 N 7th St, Kingman, AZ 86401

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

Purchase Orders for Shamrock Foods –

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

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

Mohave/ASPIN
211 N 7th St, Kingman, AZ 86401
Email: aspin@mesc.org
Fax: (520) 888-9692

Reference Contract #21O-SFC-0701 on your purchase order.

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

Mohave/ASPIN
PO Box 840642
Los Angeles, CA 90084-0642



CPA and Purchase Order Instructions

Purchase Orders for Other Contracts

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.

Shamrock Farms
2228 N Black Canyon Hwy
Phoenix, AZ 85009
Phone: (800) 388-3247

Email: aspin@mesc.org
Fax: (520) 888-9692



Reference Contract #21B-SHAM-0701 on your purchase order.

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.

Holsum Bakery
2322 W Lincoln Ave
Phoenix, AZ 85009
Phone: (480) 296-9063

Email: aspin@mesc.org
Fax: (520) 888-9692



Reference Contract #21C-BAKE-0701 on your purchase order.

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

New Member Checklist

Task	Completed
Review potential cost savings with ASPIN	
Approve holding fund and maintenance fee quotes	
Email approved and signed Cooperative Purchasing Agreement to tamih@mesc.org	
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 contracted vendor sales representative for ordering procedures training	

Order Cycle Overview for Member's Food Purchases

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

Order Cycle Overview for Member's Dairy and Fresh Bread Purchases

1. Member makes purchase orders payable to contracted vendors and forwards purchase orders to Mohave/ASPIN.
2. Mohave ASPIN reviews and forwards member purchase orders to contracted vendors.
3. Member places order with contracted vendor.
4. Contracted vendor provides products.
5. Contracted vendor provides invoices to member.
6. Member pays contracted vendor directly.

