



## About us

The WAPC is governed by an 11-member board of directors, representing members from 10 area school districts and the Regional Office of Education #26.

The functionality of WAPC allows-members to request pricing on volume needs from multiple vendors. The WAPC staff are able to handle the process in a matter of days.

The average savings on products ranges from 20-30%. At times certain productions can generate a savings greater than 30%.

Western Area Purchasing Coop

130 S. 1<sup>st</sup> St, La Harpe IL 61450

# Western Area Purchasing Coop

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The Western Area Purchasing Coop (WAPC) combines the purchasing volume of 70 area schools and organizations, to provide the leverage to achieve the lowest pricing on products. WAPC competitively seeks bids for copy paper, office supplies, paper specialty products, maintenance supplies and athletic supplies from vendors across the U.S.





## What WAPC offers

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6 categories of products:

1. Xerox and Computer Paper
2. Athletic and P.E. Supplies
3. Office and Computer Supplies
4. Construction Paper
5. Maintenance Supplies
6. Paper Specialty (School and Cafeteria Supplies)

### Membership Fees:

Members of the cooperative are charged 5% on all orders. This small fee generates enough revenue to cover operating costs within the warehouse.

Final invoices are sent to members after an order has been filled and delivered. Materials are organized and delivered by pallet. In addition to the 5% service fee, there is a \$20 fee per pallet.

## Purchasing Timelines

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The first week of January, the Cooperative submits competitive bids to vendors. These bids are reviewed and compared to create order forms reflecting the best price for the cooperative membership.

After the bidding process, order forms are sent to schools and organizations in February. Cooperative members are given 2-4 weeks to place their orders. Once orders are received, company orders are created.

The orders are delivered to the warehouse during the months of May and June. Products are sorted and delivered to schools and organizations. Daily deliveries are made to multiple locations.

## Food Cooperative

The fee to join the Food Cooperative is \$270 per year. Vendors include Kohl Wholesale, Sysco and Fox River Foods. This program follows the competitive bid process previously described. The savings on food orders ranges 20-25%. The food bid runs from July 1 to June 30<sup>th</sup> of the following year.

The Western Area Purchasing Coop was founded in 1994. Our current warehouse is based in La Harpe, IL. The Regional Office of Education #26 is our Fiscal Agent.

WAPC was created to support and serve public schools, municipalities, counties and all types of local government agencies and nonprofits.

## Delivery and Billing

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Deliveries are made in June and July. Schools and organizations are invoiced with a date of July 1<sup>st</sup>. All invoices are due no later than August 31<sup>st</sup> of that same year.

### Product Requests

Each fall product requests are taken. Product requests are added to the order forms and submitted for bidding.

**Western Area Purchasing Coop**  
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