

A publication of the Builders Exchange Network

MARCH 2017































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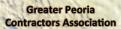
Plan Center





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BUILDERS BUREAU

















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BXNews is published by the Builders Exchange Network as a service to members.

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Submissions, articles and other information for content is compiled from members of the organization.

Suggestions for topics, member news or article submissions can be sent to: info@bx-net.org

MESSAGE FROM THE PRESIDENT



Dear BX Net Fellow Executive

Greetings from the north.

It is my honour to follow Laura Reagan of Eastern Contractors Association and assume the President's role of BX Net for 2017.

Since the start of IBEE back in 1948 there have been several Canadian based Executive Directors to assume the President's position so I am not the first and don't worry no radical changes are in store.

I do wish to mention one former Canadian IBEE President in particular and that is 1994 President Gordon McPherson of the Edmonton Construction Association. Gordon stands out for me as it was Gordon or as he was affectionately referred to OWG that was instrumental in my decision to join IBEE.

More precisely Gordon "instructed me" to join IBEE if I wanted to improve and learn as a newly recruited manager then the best thing to do was to get to know fellow leaders in the IBEE and learn from them, their operations and to exchange ideas.

For those that have a bit of IBEE history Gordon followed some notable Presidents with Jim Lambert of Sacramento in 1993, cigar-smoking Curt Hacias of Michigan in 1992 and gentleman John Kelly of Kentucky in 1991. I had the benefit of meeting them all in the early years I was a member.

The point of all this preamble is Gordon's message still holds true for me and constitutes my message to other managers that are thinking of joining the BX Net - the big benefits are coming out and establishing relationships with peers in the industry.

Face it we are in a pretty unique field this plansroom business that we operate in whether we are a not for profit builders exchange or construction association or a privately held 'for profit' business and this is a pretty exclusive club that we belong to.

I think we have a great club of leaders and support the whole notion of networking, learning and giving back to others so I am pleased to give my time to BX Net and promote its benefits and participation to others. I hope you share that sentiment.

John DeVries

RESERVE THE DATE BXNet - ANNUAL GENERAL MEETING Wednesday & Thursday February 7 & 8, 2018 San Antonio, Texas

2017 EXNET Builders Exchange Network

Mapped Out

Coming into this position I made a special effort of looking up each and every BX Net member's website and plotting them out on a map. The exercise was triggered so I could locate some of the exchanges that I couldn't figure out from their name like "Tri-City" or "Mohawk Valley". I learned a lot of the States for one thing and I will say that the few hours visiting all of your websites was a bonus as well.

So I highly recommend that you take some time as well and learn about your fellow BX Net members by taking a tour of their website. (We seem to be over represented in the colder climate and no wonder when surveyed we want to have our AGM in the warner climates.)







Website Tour



You want a value proposition for your exchange – you only have to visit a few to see some great sales pitches. I give a shout out to Construction Association of Michigan as one I thought was top drawer.

- 2 pieces in particular:
- Top 5 Reasons to Join An Association
- "Value of a Membership" which lists \$7,800 return on a CAM membership

www.cam-online.com



- Oldest Builders Exchange in the United States
- Syracuse BX 1872
- Sorry to tell Kevin in CAM this bit of news as their website states they are the oldest in the US with their start in 1885.

www.syrabex.com





www.bxwi.com

For a personal touch I loved the hand drawn portraits of the staff at Builders Exchange of Wisconsin. Amy – you did a nice touch there.

Adding a wätermark

in the Bid form

Members are invited to share their plansroom operational tips on best practices. BX Net is all about learning off each other and the following comes from OCA's Plansroom Manager Michael Roy.

Adding a watermark in the bid form has proven to be a reassuring detail for Buyers of construction who may worry about sharing bid documents with you. Here is an example of what OCA staff with every project listed. To speak to Michael directly on how to do it you can email him at mjroy@oca.ca

Albion-Heatherington Community Centre Addition 1560 Heatherington Rd., Ottawa, ON City of Ottawa Prj No CR011068 /BJH Prj No 1601 Section 00 40 00 FORM OF TENDER Page 1 of 4

Tenderer's Name	
Address	
Phone	Fax
Contact Name	
Title	
Phone	Email

- Contract Documents for Tender Number 22417-90922-T02 are:
 Document 00 80 50 AMENDMENTS TO THE CCDC2 2008 AGREEMENT
 - The Agreement between City and Contractor, including the definitions and all
 - Document 00 81 50 SUPPLEMENTARY CONDITIONS CCDC 2 2008
 Document 00 82 50 AMENDMENTS TO THE CCDC41 2008 INSURANCE REQUIREMENTS

 - Document 00 40 00 FORM OF TENDER
 GENERAL CONDITIONS, CCDC 2 Stipulated Price Contract 2008
 SPECIFICATIONS DIVISION 00 as listed in Section 00 01 10 Table of Contents
 SPECIFICATIONS DIVISIONS 2 to 33 as listed in Section 00 01 10 Table of Contents
 - Material and Finishing Schedule DRAWINGS as listed Section 00 01 50 List of Drawings
 - CCDC 40 Rules for Mediation
 - CCDC 41 Insurance Requirement

Tenderer's Declarations

- The Tenderer declares that it has obtained and read the Contract Documents. .1
- The Tenderer declares that it understands and agrees to be bound by the Contract Documents.
- Without limiting the generality of Item 2.2 of this Tender Form, the Tenderer declares that it has at the time of tendering, fulfilled all of those obligations under the Contr be fulfilled by the time of tendering.
- The Tenderer declares that all information, which it has provided or will provide
- The Tenderer declares that this tender is made without knowledge, comparison of figures or arrangement with any other company, firm or person submitting a Tender for the same Work.
- The Tenderer declares that no member of the City of Ottawa Council or any officer of the Corporation of the City of Ottawa is, or will become, interested directly or indirectly as a contracting party, partner, surety or otherwise or in the performance of the Contract, or in the supplies, Work or business to which it relates or in any portion of profits thereof, or of any such

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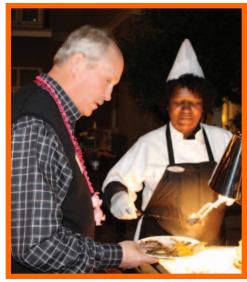


The 2017 conference in New Orleans this past month was another educational, professional development and relationship building exercise that for attendees was well received.













Of course there was good food and some fun as well when you are in the Big Easy.







SESSION HIGHLIGHTS

Bidding in the 21st Century

- Owner's Perspective

Speaker: Jeff Byrne - Manager of Procurement for City of Ottawa

Jeff was able to speak effectively to the majority American audience at the BX Net Conference by being able to demonstrate that the same factors driving \$500 million of construction purchases in Ottawa were similar to other major centres in North America as validated by the 2016 Deloitte Global Chief Procurement Officer Survey.

When it came to how public construction procurement across North America was moving the following were highlighted by Jeff as common measures being taken to control cost and obtain savings:

- · Best value versus traditional lowest cost
- More stringent with budgets, smaller amounts being allocated to construction projects
- · More competition
- Contractor performance management (past and present)

Greater use of pre-qualifications on major projects (proven track record).

- Pre-qualified vendor lists more prevalent with multi-year eligibility
- Less reliance on ability to be bonded
- Expanded insurance requirements



What you are seeing is a North American move away from the old school philosophies of public procurement that because it was public funds the project should be open to any firm capable of getting bonded and that low bid would be awarded the contract.

How best to position your Exchange to work with a major Buyer on bid opportunity communication

- Stay involved, stay relevant
- Provide value added services at a competitive cost
- Must invest in technology and keep current
- Strive to be representative of the industry
- Provide "one voice" for the industry
- Facilitate business working relationships with major buyers

ALL PRESENTATIONS ARE IN THE VAULT

ATTENTION MEMBERS!

Be sure to visit the "Vault" at www.bx-net.org to view copies of the BXNet newsletters, slides from past Annual Meeting presentations, articles of interest, sample documents and much more!

USERNAME: ibmember PASSWORD: 2015BXnet

Why re-invent the wheel? Have sample documents or information you think would be helpful to your fellow members? Simply email it to info@bx-net.org to be uploaded into the vault.



Selling the Value of your Organization

Recruiting and retaining members is one of the most important—and most challenging—jobs an exchange manager performs. Presenter Denise Horan of Integrated Management & Sales Consulting offered a few suggestions about how exchanges can demonstrate the value of their organizations to prospective members, and maximize value to current members to ensure they stay in the fold.

One of the best ways to convince a potential member of the worth of your exchange is to listen rather than to talk, said Horan. That idea may sound counterintuitive (surely the exchange should be the one pitching its value to the member), but human nature suggests that the key to any great relationship is to ask questions, show interest in the other party, and offer ways you, as an exchange manager, can help solve the potential member's problems.

Ask the prospect how his or her company might benefit from being an exchange member, what might prevent them from joining, how they might use the particular services your exchange offers, and what other ways you might be of service. As you do, position your exchange as the obvious choice for meeting all of these needs—and more.

Once the member signs on, your next job is to prove the value of your exchange to the member. In other words, you must maximize his or her satisfaction. The value of your exchange is based on its benefits minus its costs. A member must have a positive experience from being part of your group, must feel as though his or her member dollars are well spent, and must understand how your group differs from competitors or other similar entities.

One of the best ways to demonstrate value to a member is to again ask what services and products he or she would like to receive. Ask how you can serve, what resources you can provide, and how they'd like you to communicate with them. Long-term members of your exchange already know they can count on you to provide valuable and useful services, good information, and opportunities to make good business connections. They are proud to be part of your exchange. Your job is to convert new members into long-term members.

SESSION HIGHLIGHTS

Denise Horan of IMS Consulting



Horan explained the importance of member retention, and how to position your exchange to keep its hard-won members. She offered a series of tips for member retention that included:

- reaching out via personal phone calls to see how you can serve,
- communicating industry news and education pieces via a series of platforms, including newsletters, your website and social media,
- using a powerful, feature-rich customer relationship management system to manage the member database,
- · recognizing members' achievements,
- · asking for member feedback, and
- encouraging members to get involved in the exchange.

Finally, Horan pointed to a number of characteristics of what she called "winning" organizations. These included great people, great services, great resources, great events, great connections and great education. The exchange that harnesses each of these and, above all, recruits staff that are experts in their fields and who love their jobs, will have no difficulty demonstrating its value to current and prospective members.

SESSION HIGHLIGHTS

What's Our Value Proposition?

Speaker: Brenda Romano, Chief Operating Officer, Virtual Builders Exchange

There's a huge disconnect between the plan room services offered by most exchanges, and the services most owners, design professionals and prime contractors look for when posting their projects. Left unchecked, that disconnect could eventually push many exchanges out of business.

That was the stark message that Brenda Romano, Chief Operating Officer of the Virtual Builders Exchange in San Antonio, delivered at the BXNet annual conference in February.

She told the audience that two factors contribute to this problem. The first is that many executive directors don't spend nearly as much time as they should on promoting and developing their plan rooms. Often, they leave what is arguably the most critical job in their exchange—bringing in projects—to their plan room managers and reporters. Although these people may be trained in collecting and processing documents, they lack the skills and the knowhow to build relationships with key project decision makers: the owners, prime contractors and design professionals that choose where and how to post projects for tender.

The other contributing factor is that exchange staff seem to be pulling in two different directions when it comes to bringing projects into their plan rooms. Executive directors, who are the ones most capable of building relationships with key decision makers, aren't involved enough in the daily affairs of their plan rooms to bring in more projects. Instead, they focus their time and trouble on arguably less valuable services such as affinity programs.

Reporters, meanwhile, lack the skills and opportunities to build relations with decision makers. Instead, they rely on largely passive processes—emails to project owners, requests for referrals and scraping projects off websites—to collect projects.



"That leaves exchanges in a difficult position," said Romano. "If we don't change our approach to collecting projects for bid, we're in no better position to support our members than our members themselves. When it all boils down, we're not adding enough value for our members' dollars. If that's the case, then we have to ask ourselves whether our members really need us."

Clearly, new thinking is needed. Romano said the solution begins with ensuring that everyone in the exchange understands and can perfectly articulate the plan room's value proposition. That goes beyond simply creating a standard elevator pitch for all audiences. It must include messages tailored for the separate classes of decision makers. In other words, the value proposition for an owner is different from the ones you'd put forward to a prime contractor, a subcontractor or a design professional. These messages should be refreshed regularly so they remain compelling and authentic.

The other part of the solution is to revisit your plan room services to see how they can better meet project posters' needs. That's a more difficult proposition. It involves thinking about the needs of each audience and adapting services to suit. Owners, for example, want to know who's looking at their projects. Designers will want assurance that your staff is sending out complete sets of documents and addenda. Prime contractors want pre-bid project leads.

"Exchanges can provide these services," she said, "but they need to change their thinking and their processes to make that happen."

SESSION HIGHLIGHTS

Talking Human Resources

Speaker: Ron Hambley, President, Winnipeg Construction Association



As a long-time fan of BXNet, I agreed to moderate a discussion on human resources at the convention in New Orleans. From what I have seen in the past, these sessions—in which all attendees share ideas and experiences—have been some of the most valuable. Our people are not shy about sharing! Prior to this session I asked fellow members Amy Smith (Calgary), Joe Benedict (Buffalo), Del Walker (Pennsylvania), Martha George (Grand Valley), Ruth Nunnelley (BX Southern Michigan) and Laura Regan (Eastern Contractors) to be ready to wade in with their thoughts.

We agreed to divide the session into the more traditional topics related to human resources: employee recruitment, retention and performance management. Employee-recruitment processes have changed dramatically over the past decade. We have moved away from the more traditional methods of placing ads in newspapers to using free online career posting sites. Some members—me included—reported making use of recruitment agencies. Given its cost, this method is often used to hire people for more senior positions. (Recruitment agencies typically charge clients 18 to 25 percent of the employee's first-year

salary.) In my experience, this is money well spent. These agencies make very effective use of social media— LinkedIn for example—to identify people who are either looking for work, or are qualified and might be enticed to consider a new role. Recruiters also do a thorough job of checking references and sometimes conducting psychological evaluations of perspective candidates, which is something many of us overlook.

Another topic we discussed at length was employment agreements. I have used employment agreements for every person we have hired in the past 15 years. Prepared with the help of our lawyer, these agreements establish starting wages and benefits, define the notice period required if the employee quits, and set the severance terms if the employer terminates the agreement. Typically, these agreements give the employer the right to sever the employment agreement without alleging cause—as long as the employer pays the required severance.

Joe Benedict described the use of third-party employment management services—something we have never heard of in Canada. According to Joe, these services offer support for employee performance management and offer a layer of protection for the employer.

In the second part of our discussion, two members shared some information about programs they put in place to address the industry's skill shortages. Amy Smith from the Calgary Construction Association provided an overview of their very successful Youth Employment Program. The Calgary group has a staff person who works with youth and employers to train and place young people in the construction industry. Check out www.yepcca.cc.

Joe Benedict provided a preview of a presentation he is developing for use with chambers of commerce and schools and which describes the opportunities for youth in the construction industry.

Finally, I shared a video of the WCA's 2016 construction career expo: www.youtube.com/watch?v=jkuEYqJX96s&feature=youtu.be

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BXNet extends a warm welcome to the Barrie Construction Association and its Executive Director Alison Smith. Alison jumped right in and attended the annual meeting in New Orleans.

The Barrie Construction Association evolved from the Barrie Bid Depository and Plans Room, which has been operating since the early 1950s. In the spring of 1987, an idea was put into motion to open a construction association that would address the needs of the ICI sector in the area. The Barrie Construction Association was incorporated in August 1991, and now represents more than 400 members. Its membership base is made up of companies from all facets of the non-residential construction industry, and related businesses. Its goal is to become the voice of ICI construction in the Simcoe County Region.



Testimonial

Ruth Nunnelly Builders Exchange of Southern Michigan

When I attend the Annual BXNet Conference I know that there has to be a diversity of information presented to meet the diversity of our organizations. I go convinced that if I come away with one golden nugget, it will be worth my time and resources. Every program won't be the highlight, but it will round out information that I may need at another time.

In 2015 we met in Savannah and the presentation by Mary Byer regarding relevancy changed the direction of our local board of directors. We thought we had a handle on staying current, but the information presented by her was strategic, succinct, and organized. After presenting it to my board, it convinced them to make a deliberate step toward learning more about what the members really want from us.

This year, the presentations each had a nugget. Hearing an owner talk about their perspective in the bidding process, was clearly enlightening. With the changing landscape of Construction Services, we know it from our perspective. Now we have a glimpse of it from theirs.

Having our peers present topics about Human Resources, Workforce Development, Selling Our Value, and Stopping the Erosion, adds value to our own organizations. We are so isolated in our neck of the woods that this conference speaks loudly to us.

Plus, I always attend the BXNet Board Meeting. If you want to know what is happening with the relevance issue at the BXNet, I encourage you all to attend with me.

STOP THE EROSION! Plan Issuers vs Planrooms

Compelling reasons to provide construction documents by Lynn Stetson

1. Architectural Proprietary Rights - I won those designs and do not want others to compromise/ copy my work

SOLUTION: Drawings belong to the Owner. The Owner wants more bidders to review the documents which brings the price down, and generates more bids.

2. Do not want others to profit off of my drawings - Do not want planrooms to sell them and profit off

SOLUTION: We charge Membership Dues – Not Per/Project Cost. No matter how many projects that we report on, the Membership Dues are only to offset the cost of our services. There are more services that we provide, other than planroom. We charge these fees to offset our administrative costs.

SOLUTION: We do not sell whole sets of plans, only pages to accommodate a specific trade. We leave this to the reprographics companies that have been contracted to issue any sets + addendums.

3. Our Sets of Documents are not kept together and bidders may miss something. They also do not account fore are Wer the addendums that we

SOLUTION: We have so many contractors looking at the project, and they will bring to our attention any errors or omissions. We bring these to the designer's attention, which minimizes call they may be receiving from individual bidders. Brag on your planroom operations - invite them in to see how efficient your employees work, and show them the systems you have in place.

4. Your members are less than qualified.

SOLUTION: By paying dues to our association, it illustrates that they will make an investment in their business, thus making them more qualified they are serious about it. On the other hand, we cannot qualify contractors any more than an owner/architect can.

5. Non-Local Contractors.

SOLUTION: We are a Regional Planroom, not a National such as Dodge. The majority of our members are from this State and from this area.

6. It is too Costly to send plans to every planroom that requests them.

SOLUTION: We are happy to receive a digital set. The amount of exposure your project receives by placing in our planroom offsets the cost of them, because it creates a larger pool of bidders, thereby driving the cost down. If the subs have to pay for a set of plans, you can be assured they will include that cost in their final bid, which means the Owner will be paying for them anyway. Another SOLUTION is that we can provide you with a list of our members that have viewed the project. Once again we can act as a buffer for multiple questions by acting as a clearing house for questions to you (instead of all the members asking the same questions).

7. The are Security Risks in releasing plans (banks, schools, sensitive materials labs).

SOLUTION: Our Private Planroom is available for your use. You dictate who looks at the project, while we manage the documents. This is good for the planrooms because it takes it out of the hands of a competitor.

SESSION HIGHLIGHTS



8. We only send them to "Dodge"

SOLUTION: Each planroom has a distinct set of members, which often do not overlap. If you are giving them to only one planroom, then you are limiting who is looking at the project. We have been in business nearly 90 years – longer than most planrooms in the industry.

9. Lose control of who is looking at and bidding on the project.

SOLUTION: The minute you have released your project, you have lost control. Anyone can post it on another site. By placing it with our planroom you gain more control, since we can show you who has looked at it. We can provide you with the unique Visitors

10. We have our own distribution center, such as FTP site, cloud based sites, file hosting sites.

SOLUTION: We are a clearing house, one-stop shop. Our database of potential bidders is large – yours is limited. Another idea is for you to add us to their database so that we receive the project and add it to our database. This exponentially increases the number of companies looking at your

11. For any other argument that you cannot find an answer for:

SOLUTION: Braq!! Braq!! On your company, on your history, on your operations, on your longevity of employees, on your contribution to the industry, on your accuracy. Sell yourself higher than any of your competition!



Affinity Programs

Sunoco Fleet Fuel

BXNet has arranged for your members to be able to sign up for the Sunoco Fleet Fuel Program for Associations, where participating members receive exclusive fuel rebates, security and fleet management controls that they won't get with a regular charge card. This program is available in the United States and limited areas in Canada. Those of you in Canada who are interested, please contact Jeff directly to see if it is available in the areas you service. Sunoco is offering us a discount of 3% a gallon on the Sunoco SunTrak Fleet Card and 6 cents off a gallon with the Sunoco Universal Fleet Card. That is the maximum discount they offer with



no requirements on how many gallons purchased each month! Sunoco will also be waiving the fees associated with this program. Your association would receive a quarterly check for 0.25% of the purchases. This impactful savings comes with the flexibility to fuel at over 5,000 Sunoco locations, or more than 90% of the U.S. fueling stations with the Sunoco Universal Fleet Card. Participants also can benefit from easy, online tools that help fleet managers gain complete control over their vehicles – driver purchase limits, vehicle performance data, robust reporting, consolidated billing, account management and online invoice payment, special tax exempt features...and much more. If you are interested in participating in the Sunoco Fleet Fuel Program your exchange (BXNet member) will need to sign up with the Association Agreement attached to benefit from the payback program. Your members would then complete the Sunoco Commercial Fleet Card Application. Also be sure your members complete the Wextailored Fee Schedule form which will waive the fees associated with this program. These forms can be downloaded from the website vault or obtained directly from the BXNet Executive Office or Jeff Meserve. Please contact Jeff Meserve, Sunoco Regional Sales Representative with any questions or for assistance.

Phone: 860.617.9531; Fax: 207.253.1306 Email: jeff.meserve@wexinc.com sunocofleetcards.com/Jeff

Multiview

BXNet members that wish to participate in this affinity program will have advertisements, obtained by Multiview, placed on their websites. Those participating will receive 27% of advertising royalty revenue. Multiview is the leading provider of non-dues revenue to associations in North America. They are a full service solution for digital advertising with over 1500 current partners, globally. Multiview provides non-dues revenue at zero cost or risk to the associations. There is no charge for Multiviews services. Interested BXNet members should contact Multiview directly to set up an agreement. Please contact Nathan Cash, Manager of Partnership Development.



Phone: 972.409.5609; Email: ncash@multiview.com

multiview.com



Unishippers

BXNet members that wish to participate in this affinity program are entitled to obtain discounted shipping services through UPS and an annual 1% rebate, based on total shipping volume, to increase non-dues revenue stream. Members of BXNet receive 36% off all air shipments and 8% on ground.

Convenience and Time-savings:

- Single point of contact for all your shipping needs, a single website for all shipment tracking, a single invoice for all shipping costs.
- Get freight quotes, book shipments, create waybills, order supplies, track shipments from multiple carriers, view, edit and void shipments from your desktop.
- Store shipping preferences & 90 days of history.
- Print reports, download data, and select billing options that suit your needs.

Individual Solutions Save U Money: Unishippers consultants will assess specific needs for free and create a complete, individualized solution by analyzing your recent shipping trends. To participate, you must be an active member of the BXNet and have an account set up with Unishippers/UPS. To set up an account, go to: http://www.unishippers.com/shipping-services/IBEE Form.htm.



RS Means

BXNet members that wish to participate in this affinity program are entitled to purchase Cost Data titles from RS Means at a 30% discount off the retail list price and resell the titles to their membership at a discount level of their choosing. To obtain the current title/price list, please visit the BXNet website vault or contact the office at info@bx-net.org. At the end of each calendar year, BXNet will receive a report from RS Means detailing the purchases of participating Exchanges and Construction Associations, and BXNet will in turn invoice them for 5% of the retail purchase price of all titles purchased during the year as the BXNet Affinity Program fee.

RS Means allows participating Exchanges to return unsold titles at the end of the calendar year for a credit in order to encourage the maintaining of stock on-hand for sales. Exchanges can also opt to order titles on an as-needed basis.

Any BXNet member who wishes to participate in the RS Means Affinity Program should contact Paula Croke at RS Means by phone at 800-334-3509, extension 5117, or by email at PCroke@TheGordianGroup.com.



The BXNet's Mission, Vision and Strategic Goals

BUILDING OUR FUTURE

"Serving Construction Association and Builders Exchange Professionals"

MISSION

The Builders Exchange Network is a catalyst for the exchange of ideas and experiences amongst the membership to enhance the effectiveness of plan room and construction associations.

VISION

The BXNet is a representative organization of Construction Association professionals and their organizations, dedicated to the pursuit of excellence in Construction Association and Plan Room services through cooperation and participatory action.

STRATEGIC GOALS

Provide the education and access to expertise to help exchange professionals.

Maintain the strength of the industry and association through engaged membership.

Promote the organization, its programs and achievements to the industry.

Maintain the leadership and resources to advance the industry.