

# REGULAR MEETING MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, December 18, 2018

Conference Room 3 & 4

202 12<sup>th</sup> St. NE, Staples, MN 56479

Chair Wilson called the Regular Board meeting to order at 5:50p.m. with the following members present: Barb Neprud, Mark Gerbi, Scott Veronen, Ryan Thomas, Sharon Thiel, Sara Nagel, Greg Zylka and Mike Wilson. Also present were Jon Radermacher, City of Little Falls, Chris Lindholm, Pequot Lakes Schools, and Stephen Jones, Little Falls Schools Ex-Officios; Chad Coauette, Susan Nanik, Marcus Miller, Travis Bautz, Jamie Loken, Paul Drange, Mike Carlson, Jeremy Schwartz, Jolene Zelenski, Michael Domin, Beverly Hoemberg, Bill Otto, Dan Listug and Danielle Wadsworth, Sourcewell staff; Gerald Rhodes, Dave Dextraze, Tom Burton, Al Kemmere, Soren Odegard, Rural Municipalities Alberta.

Ms. Nagel moved, seconded by Mr. Zylka to accept the agenda as presented. Motion carried.

Ms. Thiel moved, seconded by Ms. Neprud to accept the minutes of the Regular Board Meeting held on November 20, 2018. Motion carried.

Mr. Carlson presented the monthly Financial Reports.

Ms. Neprud moved, seconded by Ms. Nagel to approve the check register and Treasurer's Report of Cash, Revenues, and Expenditures and to pay all vendor disbursements #98172 to #98484. Motion carried.

Ms. Neprud moved, seconded by Mr. Thomas to approve all Wire Transfers #092 to #112. Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve all Wire Transfers-Employee Expense reimbursements #443 to #573. Motion carried.

Mr. Zylka moved, seconded by Mr. Veronen to accept the Consent Agenda as follows:

- Updated Membership Agreements Members added November 1-30, 2018
- Permission to re-solicit the following categories:
  - School Buses with Related Parts and Services
  - Heavy Construction Equipment with Related Accessories, Attachments and Supplies
  - Medium Duty and Compact Construction and Maintenance Equipment with Related Accessories, Attachments and Supplies
  - Portable Construction and Maintenance Equipment with Related Accessories, Attachments and Supplies
  - All 50 states in the United States- eziQC

Motion carried.

Mr. Domin gave a day in the life of a Sourcewell employee presentation on his role as a Contract Administrator

Mr. Drange gave an update on Regional Programs.

Ms. Nanik gave an update on the Facilities and Human Resource Department.

Mr. Carlson gave an update on the Finance and Risk Management Departments.

Mr. Loken gave an update on the Information Communication Technology Department.

Mr. Miller gave an update on the Government Relations/General Counsel Departments. Mr. Otto and Mr. Listug presented a Government Relations Update.

Mr. Schwartz gave an update on the Operations and Procurement Departments and an update on the contracts awarded in August as noted in Appendix A.

Mr. Bautz gave an update on the Marketing and Membership Departments. Ms. Zelenski gave an update on the Marketing Cloud.

Mr. Zylka moved, seconded by Ms. Neprud to approve hiring the following:

- a. Holly Doyle, Procurement Education Administrator, effective December 17<sup>th</sup>, 2018

Motion carried.

Ms. Nagel moved, seconded by Ms. Thiel to approve unpaid leave of absence for Jolene Zelenski, Marketing Campaign Specialist, effective January 21, 2019. Motion carried.

Mr. Thomas moved, seconded by Ms. Nagel to approve opening the following positions:

- a. Graphic Design I

Motion carried.

Dr. Coauette gave an update on State/National Associations and Partnerships and Sourcewell Technology.

Mr. Thomas moved, seconded by Ms. Thiel to adjourn the meeting at 7:50 p.m. Motion carried.

**APPENDIX A**

**SOURCEWELL PROCUREMENT DEPARTMENT  
BOARD ITEMS - DECEMBER 2018**

**CONSENT AGENDA ITEMS**

**Requesting Board permission to Solicit the following categories:**


**Requesting Board permission to Re-Solicit the following categories:**

School Buses with Related Parts and Services
Heavy Construction Equipment with Related Accessories, Attachments and Supplies
Medium Duty and Compact Construction and Maintenance Equipment with Related Accessories, Attachments and Supplies
<b>Portable Construction and Maintenance Equipment with Related Accessories, Attachments and Supplies</b>
All 50 states in the United States - ezIQ

**NEW CONTRACT**

1020 Digital LLC dba SmartWorks Partners	101718-SMW	"Wireless Technology Infrastructure Consultative Services"
Ernst & Young Infrastructure Advisors, LLC	101718-EYG	"Wireless Technology Infrastructure Consultative Services"

**NEW ezIQ CONTRACTS**


**5th YEAR RENEWALS (CONTRACT EXTENSIONS)**

Deere & Company	021815-DAC	"Agricultural Tractors with Related Equipment and Accessories"
Palmer Hamilton, LLC	031715-PHL	"Furniture with Related Accessories and Services"
CORT Business Services Corporation	031715-COR	"Furniture with Related Accessories and Services"
Steelcase, Inc.	031715-STI	"Furniture with Related Accessories and Services"
Teknion LLC	031715-TKN	"Furniture with Related Accessories and Services"
School Specialty, Inc.	031715-SSI	"Furniture with Related Accessories and Services"
Mining Rock Excavation and Construction LLC	032515-ACC	"Heavy Construction Equipment with Related Accessories, Attachments and Supplies"
Mohawk Resources	061015-MRL	"Fleet-Related Maintenance Equipment, Supplies, Services and Inventory Management Solutions"
Unifirst Corporation	062415-UFC	"Uniforms and Uniform Related Products and Services"
Labrie Enviroquip Group	112014-LEG	"Mobile Refuse Collection Vehicles with Related Equipment, Accessories and Services"
Scranton Manufacturing	112014-NMY	"Mobile Refuse Collection Vehicles with Related Equipment, Accessories and Services"

**ezIQ RENEWALS**

JOC Construction	NC01-121515-LRI	
JOC Construction	NC02-121515-LRI	
Astra Construction Services, LLC	NC03-121515-ACS	
Centennial Contractors Enterprises, Inc.	NC03-121515-CCE	
Astra Construction Services, LLC	NC04-121515-ACS	
Johnson-Laue Construction, LLC	NC04-121515-JLC	
Integrity Builders LLC	NC06-121515-IBL	

Member Gerbi moved the adoption of the following Resolution:

**RESOLUTION TO RATIFY COOPERATIVE CONTRACTING AWARDS**

**Resolution No. 2019-17**

**WHEREAS**, the Sourcewell Board of Directors previously authorized the solicitations for the cooperative categories listed on Appendix A, which is attached and incorporated; and

**WHEREAS**, Sourcewell issued the cooperative contracting solicitations for the authorized categories; and

**WHEREAS**, through the Sourcewell Procurement Policy, the Board designated the Chief Procurement Officer to administer Sourcewell's cooperative purchasing and contracting program and to award all competitively solicited contracts, without limitation; and

**WHEREAS**, the Chief Procurement Officer made the awards listed based on the results of the competitive solicitation process; and

**WHEREAS**, the Board acknowledges that the awards made by the Chief Procurement Officer are valid and binding; however, based upon some members' legal requirements the Chief Procurement Official is required to seek subsequent Board ratification of all cooperative purchasing awards.

**NOW THEREFORE BE IT RESOLVED** by the Board of Directors ratifies the cooperative contracting awards made by the Chief Procurement Officer listed on Appendix A.

The motion for the adoption of the foregoing resolution was duly seconded by Member Veronen and the following voted in favor: Mike Wilson, Greg Zylka, Barb Neprud, Scott Veronen, Mark Gerbi, and Ryan Thomas.

and the following voted against: NONE.

whereupon said resolution was declared duly passed and adopted.

ATTEST:

  
Clerk to the Board of Directors

**APPENDIX A**

**SOURCEWELL PROCUREMENT DEPARTMENT  
BOARD ITEMS - July 2019**

**CONSENT AGENDA ITEMS**

**Requesting Board permission to Solicit the following categories:**

Public Safety Surveillance Equipment with Related Supplies and Services

**Requesting Board permission to Re-Solicit the following categories:**

Group Employee Benefits & Related Services

**NEW CONTRACTS**

Atlas Copco Power Technique North America, LLC	041719-ACC	"Portable Construction Equipment with Related Accessories and Attachments"
Clark Equipment Company dba Doosan Portable Power	041719-CEC	"Portable Construction Equipment with Related Accessories and Attachments"
Generac Mobile Products, LLC	041719-GEN	"Portable Construction Equipment with Related Accessories and Attachments"
Multiquip, Inc.	041719-MTQ	"Portable Construction Equipment with Related Accessories and Attachments"
Terex USA, LLC	041719-TER	"Portable Construction Equipment with Related Accessories and Attachments"
Wacker Neuson	041719-WAC	"Portable Construction Equipment with Related Accessories and Attachments"
Daktronics, Inc.	050819-DAK	"Scoreboards, Digital Displays, and Video Boards with Related Design Build Technology Integration, Installation, Supplies and Services"
Nevco Sports, LLC	050819-NVC	"Scoreboards, Digital Displays, and Video Boards with Related Design Build Technology Integration, Installation, Supplies and Services"
Bandit Industries, Inc.	050119-BAN	"Recycling and Repurposing Equipment with Related Accessories, Supplies and Services"
Komptech Americas, LLC	050119-KMP	"Recycling and Repurposing Equipment with Related Accessories, Supplies and Services"
Morbark, LLC	050119-MBI	"Recycling and Repurposing Equipment with Related Accessories, Supplies and Services"
Vermeer Corporation	050119-VRM	"Recycling and Repurposing Equipment with Related Accessories, Supplies and Services"

**5th YEAR RENEWALS (CONTRACT EXTENSIONS)**

The Toro Company	042815-TTC	"Medium Duty and Compact Construction and Maintenance Equipment with Related Attachments, Accessories and Supplies"
Ford Motor Company	061015-FMC	"Fleet-Related Maintenance Equipment, Supplies, Services and Inventory Management Solutions"
Life Fitness a Division of Brunswick Corp.	120215-LFF	"Exercise, Fitness, and Rehabilitation Equipment with Related Accessories, Services, Installation and Supplies"
Precor Incorporated	120215-PCR	"Exercise, Fitness, and Rehabilitation Equipment with Related Accessories, Services, Installation and Supplies"
GovDeals, Inc.	041316-GDI	"Surplus Auction Services with Related Solutions"
Ritchie Bros. Auctioneers, Inc.	041316-RBA	"Surplus Auction Services with Related Solutions"
Wex, Inc.	042016-WEX	"Fuel Card with Related Vehicle Fuel Management, Transaction and Payment Settlement/Processing Services"

**NEW eziQC CONTRACTS**

Contractor Name	Contract Number	Contract Description
Happel & Associates	CO-GC01-050219-HAI	
Jordy & Company	CO-GC02-050219-JOR	

## APPENDIX A Continued

ezIQ ANNUAL RENEWALS		
Express Energy Services, Inc.	CAREN-SCR-GL01-062718-EES	
ACCO Engineered Systems, Inc.	CA-REN-SIR-M01-062718-AES	
RETRO-TEK ENERGY SERVICES	CAREN-SIR-GL02-062718-RTE	
Express Energy Services, Inc.	CAREN-SIR-GL01-062718-EES	
ACCO Engineered Systems, Inc.	CA-REN-CIR-M01-062718-AES	
Vincor Construction, Inc.	CA-CR-GB02-062718-VCI	
RETRO-TEK ENERGY SERVICES	CAREN-CIR-GL01-062718-RTE	
ACCO Engineered Systems, Inc.	CA-REN-SCR-M01-062718-AES	
Horizons Construction Co. Int'l, Inc	CA-CR-GB01-062718-HCC	
Enterprise Electric Datacom	CA-CR-E01-062718-EED	
RETRO-TEK ENERGY SERVICES	CAREN-SCR-GL02-062718-RTE	
ACCO Engineered Systems, Inc.	CA-CR-M01-062718-AES	
Brown & Root	GA-072115-KBR	Contract Extension
F.H. Paschen, S.N. Nielsen & Associates, LLC	GA-072115-FHP	Contract Extension
JOC Construction	GA-072115-LRI	Contract Extension
Centennial Contractors Enterprises, Inc.	GA-072115-CCE	Contract Extension
Prime Contractors, Inc.	GA02-1-072115-PCI	Contract Extension
Astra Construction Services, LLC	GA02-2-072115-ACS	Contract Extension
Johnson-Laux Construction, LLC	GA03-1-072115-JLC	Contract Extension
Osprey Management, LLC	GA03-2-072115-OML	Contract Extension
HCR Construction, Inc.	GA03-3-072115-HCR	Contract Extension
Engineering Design Technologies, Inc.	GA04-1-072115-EDT	Contract Extension
Red Cloud Services, LLC	GA05-1-072115-RCS	Contract Extension
Rubio and Son Interiors, Inc.	GA07-1-072115-RSI	Contract Extension
Greene & Burdette Property Management, LLC	GA07-2-072115-GBP	Contract Extension
J.J. Morley Enterprises, Inc.	GA10-1-072115-JME	Contract Extension
Brown & Root	MO01A-071117-BRI	
Vazquez Commercial Contracting, LLC	MO01B-071117-VCC	
The Wilson Group	MO01C-071117-TWG	
Reasbeck Construction, Inc.	MO02A-071117-RCI	
Brown & Root	MO02B-071117-BRI	
The Wilson Group	MO02C-071117-TWG	
Brown & Root	MO03B-071117-BRI	
Vazquez Commercial Contracting, LLC	MO03C-071117-VCC	