

# 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 Unites 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**

<b>CONSENT AGENDA ITEMS</b>	<b>Requesting Board permission to Solicit the following categories:</b>
<b>Requesting Board permission to Re-Solicit the following categories:</b>	
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 - ezIQ	

<b>NEW CONTRACT</b>		
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"
<b>NEW ezIQ CONTRACTS</b>		
<b>5th YEAR RENEWALS (CONTRACT EXTENSIONS)</b>		
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"
<b>ezIQ RENEWALS</b>		
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 Zylka moved the adoption of the following Resolution:

**RESOLUTION TO RATIFY COOPERATIVE CONTRACTING AWARDS**

**Resolution No. 2019-06**

**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 Thiel and the following voted in favor: Mike Wilson, Greg Zylka, Scott Veronen, Sara Nagel, Ryan Thomas, Sharon Thiel, and Linda Arts.

and the following voted against: NONE

whereupon said resolution was declared duly passed and adopted.

ATTEST:

A handwritten signature in cursive script, appearing to read "Sara H. Nagel", written over a horizontal line.

Clerk to the Board of Directors

APPENDIX A

SOURCEWELL PROCUREMENT DEPARTMENT  
BOARD ITEMS - February 2020

CONSENT AGENDA ITEMS

Requesting Board permission to Solicit the following categories:  
 Fee Management and Online Payment Portal Software Solutions  
 Fuel and Fluid Storage Systems, Equipment and Technology

Requesting Board permission to Re-Solicit the following categories:  
 Public Sector Administrative-Related Software Solutions  
 Rental Equipment

**NEW CONTRACTS**

PPG Architectural Finishes	121219-PPG	"Paint with Related Supplies, Equipment, and Services"
The Sherwin-Williams Company	121219-SHW	"Paint with Related Supplies, Equipment, and Services"
<b>5th YEAR RENEWALS (CONTRACT EXTENSIONS)</b>		
Bentley Mills	121715-BPS	"Flooring with Related Equipment"
Interface Americas	121715-IFA	"Flooring with Related Equipment"
Mannington Mills, Inc.	121715-MMI	"Flooring with Related Equipment"
Masland Contract	121715-MAS	"Flooring with Related Equipment"
Mohawk Carpet Distribution	121715-MCD	"Flooring with Related Equipment"
Shaw Industries	121715-SII	"Flooring with Related Equipment"
Tarkett USA, Inc.	121715-TFU	"Flooring with Related Equipment"
Acro Service Corporation	020817-ACR	"Managed Service Provider for I.T."
GPS Insight, LLC	022217-GPI	"Fleet Management and Related Technology"

**NEW eziQC CONTRACTS**

**State of New York - Long Island**

Volmar Construction, Inc.	LI01-GC-012920-VOL	General Construction
Polaris Electrical Construction Corp.	LI01-E-012920-PEC	Electrical Construction

**State of New York - New York City**

Gryphon Construction Inc.	NYC01-GC-012920-GCI	General Construction
Polaris Electrical Construction Corp.	NYC01-E-012920-PEC	Electrical Construction
Pro Con Group, Inc.	NYC02-GC-012920-PCG	General Construction
Wade Electric Incorporated	NYC02-E-012920-WEI	Electrical Construction

**State of Texas - Central Texas Area**

JAMCO Ventures, LLC	TX-CT-GC-121819-JAM	General Construction
Centennial Contractors Enterprises	TX-CT-GC-121819-CCE	General Construction
F.H. Paschen	TX-CT-GC-121819-FHP	General Construction
TMG Contracting, LLC	TX-CT-GC-121819-TCL	General Construction
Amstar, Inc.	TX-CT-GC-121819-AMS	General Construction
Veliz Company, LLC	TX-CT-GC-121819-VCL	General Construction
Doyle Electric, LLC	TX-CT-GC-121819-DEL	General Construction
The Pounds Group, LLC	TX-CT-GC-121819-SUL	General Construction
Core Construction Services of Texas	TX-CT-GC-121819-CCT	General Construction
Platinum Roofing, LLC	TX-CT-R-121819-PLR	Roofing
JAMCO Ventures, LLC	TX-CT-RC-121819-JAM	Roofing
RoofConnect Logistics, Inc.	TX-CT-R-121819-RCL	Roofing
JAMCO Ventures, LLC	TX-CT-APC-121819-JAM	Asphalt/Paving/Concrete
Doyle Electric, LLC	TX-CT-E-121819-DEL	Electrical
JAMCO Ventures, LLC	TX-CT-P-121819-JAM	Painting
JAMCO Ventures, LLC	TX-CT-F-121819-JAM	Flooring
JAMCO Ventures, LLC	TX-CT-W-121819-JAM	Waterproofing

**State of Texas - West Texas Area**

Veliz Company, LLC	TX-WT-GC-121819-VCL	General Construction
F.H. Paschen	TX-WT-GC-121819-FHP	General Construction
Amstar, Inc.	TX-WT-GC-121819-AMS	General Construction
Core Construction Services of Texas	TX-WT-GC-121819-CCT	General Construction
RoofConnect Logistics, Inc.	TX-WT-R-121819-RCL	Roofing

**State of Texas - Permian Basin Area**

Veliz Company, LLC	TX-PB-GC-121819-VCL	General Construction
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## APPENDIX A Continued

F.H. Paschen	TX-PB-GC-121819-FHP	<i>General Construction</i>
Tommy Klein Construction	TX-PB-GC-121819-TKL	<i>General Construction</i>
Amstar, Inc.	TX-PB-GC-121819-AMS	<i>General Construction</i>
Core Construction Services of Texas	TX-PB-GC-121819-CCT	<i>General Construction</i>
<b>eziQC RENEWALS</b>		
Astra Construction Services, LLC	FL-SWA-GC04-121918-ACS	<i>General Construction</i>
Advanced Roofing, Inc.	FL-SWA-R01-121918-ADR	<i>Roofing Construction</i>
Advanced Roofing, Inc.	FL-ECA-R01-121918-ADR	<i>Roofing Construction</i>
LEE Construction Group, Inc.	FL-ECA-GC02-121918-LCI	<i>General Construction</i>
LEE Construction Group, Inc.	FL-SWA-GC02-121918-LCI	<i>General Construction</i>
McKenzie Contracting, LLC	FL-ECA-UG1-121918-MCL	<i>Underground Construction</i>
Johnson-Laux Construction, LLC	FL-SWA-GC03-121918-JLC	<i>General Construction</i>
McKenzie Contracting, LLC	FL-SWA-UG1-121918-MCL	<i>Underground Construction</i>
Johnson-Laux Construction, LLC	FL-ECA-GC03-121918-JLC	<i>General Construction</i>
Astra Construction Services, LLC	FL-ECA-GC04-121918-ACS	<i>General Construction</i>
Shiff Construction & Development, Inc.	FL-SWA-GC01-121918-SCD	<i>General Construction</i>
Shiff Construction & Development, Inc.	FL-ECA-GC01-121918-SCD	<i>General Construction</i>
Whalen Electric, LLC	OHGCDAEOMB-013018-WHE	<i>Electrical Construction</i>
The Lusk Group	OHGCDAGCOMA-013018-LUS	<i>General Construction</i>
F.H. Paschen, S.N. Nielsen & Associates, LLC	OHGCDAGCOMB-013018-FHP	<i>General Construction</i>
The Lusk Group	OHGCDAEOMA-013018-LUS	<i>Electrical Construction</i>
The Lusk Group	OHGCDAHVOMA-013018-LUS	<i>HVAC Construction</i>
The Lusk Group	OHGCDAROMA-013018-LUS	<i>Roofing Construction</i>
The Lusk Group	OHGCDACOMA-013018-LUS	<i>Concrete Construction</i>
Perkins / Carmack Construction, LLC	OHGCDAGCOMC-013018-PCC	<i>General Construction</i>
Perkins / Carmack Construction, LLC	OHGCDACOMB-013018-PCC	<i>Concrete Construction</i>
Custom Controls Group	OHGCDAGCOMD-013018-CCG	<i>General Construction</i>
Custom Controls Group	OHGCDAROMB-013018-CCG	<i>Roofing Construction</i>
Custom Controls Group	OHGCDAHVOMB-013018-CCG	<i>HVAC Construction</i>
Westside Paving & Excavating, Inc.	OHGCDAAPOMA-013018-WPE	<i>Asphalt Paving Construction</i>
Westside Paving & Excavating, Inc.	OHGCDAWUIOMA-013018-WPE	<i>Water Sewer Underground Infrastructure</i>
Universal Contracting Corporation	OHGCDAGCOME-013018-UCC	<i>General Construction</i>