

# REGULAR MEETING MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, August 20, 2019

Conference Room 3 & 4

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

Chair Wilson called the Regular Board meeting to order at 7:08 p.m. with the following members present: Greg Zylka, Barb Neprud, Mark Gerbi, Scott Veronen, Ryan Thomas, Sara Nagel, Sharon Thiel, and Mike Wilson. Also present were Chad Coquette, Susan Nanik, Travis Bautz, Mike Carlson, Jeremy Schwartz, Anna Gruber, Liz Wambeke, Heather Pickett, Josh Meech, and Danielle Wadsworth, Sourcewell staff. Jamie Loken attended by ITV.

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

Mr. Zylka moved, seconded by Ms. Neprud to accept the minutes of the Regular Board Meeting held on July 16, 2019. Motion carried.

Mr. Carlson presented the monthly Financial Report of Cash, Revenues, and Expenditures.

Ms. Neprud moved, seconded by Mr. Veronen to approve the check register and Treasurer's Report of Cash, Revenues, and Expenditures and to pay all vendor disbursements #100759 to #101074. Motion carried.

Ms. Neprud moved, seconded by Ms. Thiel to approve all Wire Transfers #001 to #022. Motion carried.

Ms. Neprud moved, seconded by Mr. Zylka to approve all Wire Transfers-Employee Expense reimbursements #001 to #171. Motion carried.

Ms. Neprud moved, seconded by Ms. Thiel to accept the Consent Agenda as follows:

- Updated Membership Agreements Members added July 1-31, 2019
- Resolution to approve permission to re-solicit the following categories
  - a. Office, School, and Other Workplace-Related Supplies, and Services
  - b. Paint and Wall Coverings with Related Supplies, Equipment, and Services

Motion carried.

Ms. Pickett gave a day in the life of a Sourcewell employee presentation on her role as an Associate General Counsel.

Ms. Pickett and Mr. Schwartz on behalf of Mr. Miller gave an update on Government Relations/General Counsel Departments.

Ms. Gruber on behalf of Mr. Drange gave an update on Regional Programs.

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

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

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

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

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

Ms. Nagel moved, seconded by Ms. Thiel to approve the Resolution to Ratify Cooperative Contracting Awards. Motion carried.

Ms. Neprud moved, seconded by Mr. Thomas to approve the Travel Policy. Motion carried.

Mr. Veronen moved, seconded by Mr. Zylka to approve the incentive bonus as recommended by the Metrics Committee based on the 2018-2019 Organization Metric Goals. Motion carried.

Mr. Zylka moved, seconded by Mr. Gerbi to approve the 2019-2020 Organization Metric Goals. Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to approve the Resolution to Authorize Execution and Delivery of Municipal Lease Agreement with Lease Servicing Center, Inc. DBA National Cooperative Leasing. Motion carried.

Ms. Nagel moved, seconded by Ms. Thiel to approve hiring the following:

- a. Ashley Powers, Insurance Contract Administrative Specialist, effective August 12<sup>th</sup>, 2019

Motion carried.

Mr. Zylka moved, seconded by Mr. Gerbi to approve opening the following positions:

- a. Administrative Specialist IV- Human Resources

Motion carried.

Ms. Thiel moved, seconded by Ms. Neprud to approve the following revised position descriptions and retro pay as of July 1<sup>st</sup>, 2019:

- a. HR Specialist-Workforce Development
- b. Career and College Readiness Supervisor

Motion carried.

Ms. Nanik provided a staffing update.

Ms. Neprud gave the Executive Director Evaluation and Report.

Dr. Coquette gave an update on State/National Associations and Partnerships.

Mr. Gerbi moved, seconded by Ms. Nagel to adjourn the meeting at 9:05 p.m. Motion carried.

**APPENDIX A**

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

**CONSENT AGENDA ITEMS**

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


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

<b>Office, School, and Other Workplace-Related Supplies and Services</b>
Paint and Wall Coverings with Related Supplies, Equipment and Services

**NEW CONTRACTS**

Cargill Salt	052919-CGI	"Salt, Brine, and Anti-Icing or De-Icing Agents, and Brine Production and Storage Systems"
Henderson Products, Inc.	052919-HPI	"Salt, Brine, and Anti-Icing or De-Icing Agents, and Brine Production and Storage Systems"
VariTech Industries, Inc.	052919-VAR	"Salt, Brine, and Anti-Icing or De-Icing Agents, and Brine Production and Storage Systems"

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

Sullair, LLC	052015-SAC	"Portable Construction and Maintenance Equipment and Trailers with Related Accessories, Attachments and Supplies"
Dude Solutions, Inc. dba SchoolDude & FacilityDude	110515-SDI	"Public Sector Administrative-Related Software Solutions & Technology"
PropertyRoom.com	041316-PRC	"Surplus Auction Services with Related Solutions"

**NEW ezIQc CONTRACTS**

Contractor Name	Contract Number	Contract Description

**ezIQc ANNUAL RENEWALS**

ACCO Engineered Systems, Inc.	CAITENWW1-071916-AES	
Facility Solutions Group	CAITENSL4-071916-FSG	
ACCO Engineered Systems, Inc.	CAITENHV1-071916-AES	
Facility Solutions Group	CAITENGL4-071916-FSG	
ACCO Engineered Systems, Inc.	CACTENWW1-071916-AES	
Facility Solutions Group	CACTENSL4-071916-FSG	
ACCO Engineered Systems, Inc.	CACTENHV2-071916-AES	
Facility Solutions Group	CACTENGL4-071916-FSG	

**SOURCEWELL  
STATE OF MINNESOTA**



Member Zylka moved the adoption of the following Resolution:

**RESOLUTION TO RATIFY COOPERATIVE CONTRACTING AWARDS**

**Resolution No. 2020-15**

**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.

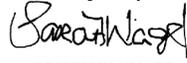
**NOW THEREFORE BE IT RESOLVED** by the Board of Directors ratifies the cooperative contracting awards made by the Chief Procurement Officer listed on Appendix A.

The motion for the adoption of the foregoing resolution was duly seconded by Member Thomas and the following voted in favor: Mike Wilson, Greg Zylka, Scott Veronen, Sara Nagel, Sharon Theil, Linda Arts, Chris Kircher, and Ryan Thomas.

and the following voted against: NONE

whereupon said resolution was declared duly passed and adopted.

ATTEST:

DocuSigned by:  
  
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**Clerk to the Board of Directors**

## APPENDIX A

**SOURCEWELL PROCUREMENT DEPARTMENT  
BOARD ITEMS -May 2020**
**CONSENT AGENDA ITEMS**
**Requesting Board permission to Solicit the following categories:**

Automotive Original Equipment Manufacturer (OEM) Parts with Related Supplies and Services  
Inventory Management Solutions

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

Forklifts, Lift Trucks, and Related Material Handling Equipment and Services

**NEW CONTRACTS**

Staples Contract & Commercial, LLC	012320-SCC	"Office Supply Catalog Solutions"
ARI Phoenix, Inc.	013020-ARP	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
Genuine Parts Company dba NAPA Auto Parts	013020-GPC	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
LIFTNOW Automotive Equipment Corp.	013020-LFT	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
Mohawk Resources, Ltd.	013020-MRL	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
Snap-on Industrial, A Division of IDSC Holdings, LLC	013020-SNP	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
Stertil-Koni USA, Inc.	013020-SKI	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
Draeger, Inc.	032620-DRG	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
Fire-Dex, LLC	032620-FDX	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
Innotex Corporation	032620-INO	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
L.N. Curtis & Sons	032620-LNC	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
LION First Responder, Inc.	032620-LIO	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
Motion Industries (Canada), Inc.	032620-MII	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
Municipal Emergency Services, Inc.	032620-MES	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
Safeware, Inc.	032620-SAF	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
W.W. Grainger, Inc.	032620-WWG	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
C.E.T. Fire Pumps MFG, Ltd.	040220-CET	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
Husqvarna Professional Products, Inc.	040220-HSQ	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
Kipper Tool Company	040220-KPP	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
L.N. Curtis & Sons	040220-LNC	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
Municipal Emergency Services, Inc.	040220-MES	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
W.W. Grainger, Inc.	040220-WWG	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
Whelen Engineering Company, Inc.	040220-WHL	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"

<b>5th YEAR RENEWALS (CONTRACT EXTENSIONS)</b>		
<b>NEW ezIQC CONTRACTS</b>		
<b>IFB GA-040820 Area A Northern Georgia</b>		
Brown & Root Industrial Services, LLC	GA-A01-040820-KBR	
Greene and Burdette Property Management LLC	GA-A02-040820-GBP	
HITT Contracting	GA-A03-040820-HCI	
Striker Contracting, LLC	GA-A04-040820-SCL	
Crown Retail Services, Inc	GA-A05-040820-CRS	
Albion Scaccia Enterprises, LLC	GA-A06-040820-ALB	
Paryani Real Estate LLC	GA-A07-040820-PAR	
HCR Construction, Inc.	GA-A08-040820-HCR	
Lichty Commercial Construction, Inc.	GA-A09-040820-LIY	
Place Services, Inc.	GA-A10-040820-PLA	
<b>IFB GA-040820 Area B East Central Georgia</b>		
Odyssey International dba Odyssey Global, Inc.	GA-B01-040820-ODI	
Greene and Burdette Property Management, LLC	GA-B02-040820-GBP	
Crown Retail Services, Inc.	GA-B03-040820-CRS	
HITT Contracting	GA-B04-040820-HCI	
Albion Scaccia Enterprises, LLC	GA-B05-040820-ALB	
Centennial Contractors Enterprises	GA-B06-040820-CCE	
Darsey Construction, LLC	GA-B07-040820-DAR	
Place Services, Inc.	GA-B08-040820-PLA	
Red Cloud Services, LLC	GA-B09-040820-RCS	
Ujamaa Construction	GA-B10-040820-UJA	
<b>IFB GA-040820 Area C Southwest Georgia</b>		
Darsey Construction, LLC	GA-C01-040820-DAR	
Greene and Burdette Property Management, LLC	GA-C02-040820-GBP	
Albion Scaccia Enterprises, LLC	GA-C03-040820-ALB	
HITT Contracting	GA-C04-040820-HCI	
Place Services, Inc.	GA-C05-040820-PLA	
Centennial Contractors Enterprises	GA-C06-040820-CCE	
Engineering Design Technologies, Inc.	GA-C07-040820-EDT	
Ujamaa Construction	GA-C08-040820-UJA	
Red Cloud Services, LLC	GA-C09-040820-RCS	
Jewel of the South, Inc.	GA-C10-040820-JOS	
<b>IFB GA-040820 Area D Southeast Georgia</b>		
Odyssey International dba Odyssey Global, Inc.	GA-D01-040820-ODI	
Darsey Construction, LLC	GA-D02-040820-DAR	
Greene and Burdette Property Management, LLC	GA-D03-040820-GBP	
Lynn Construction Contracting, Inc.	GA-D04-040820-LYN	
Albion Scaccia Enterprises, LLC	GA-D05-040820-ALB	
HITT Contracting	GA-D06-040820-HCI	
Place Services, Inc.	GA-D07-040820-PLA	
Centennial Contractors Enterprises	GA-D08-040820-CCE	
Engineering Design Technologies, Inc.	GA-D09-040820-EDT	
Ujamaa Construction	GA-D10-040820-UJA	
<b>IFB GA-040820 Statewide Area Georgia</b>		
F.H. Paschen	GA-ST01-040820-FHP	
Prime Contractors, Inc.	GA-ST02-040820-PCI	
JOC Construction, LLC	GA-ST03-040820-LRI	
Bayne Development Group, LLC	GA-ST04-040820-BDG	
Huper Optik USA, LLP	GA-ST05-040820-HOP	
Ward Humphrey, Inc.	GA-ST06-040820-WHI	
Johnson-Laux Construction	GA-ST07-040820-JLC	
Osprey Management	GA-ST08-040820-OML	
Astra Construction Services, LLC	GA-ST09-040820-ACS	
Rubio and Son Interiors, Inc.	GA-ST10-040820-RSI	
<b>ezIQC ANNUAL RENEWALS</b>		
Shiff Construction & Development, Inc.	FL-SEA-GC02-041019-SCD	
Lanzo Construction Co., Florida	FL-NEA-P01-041019-LCC	
Advanced Roofing, Inc.	FL-SEA-R01-041019-ADR	
FHP Tectonics Corp.	FL-SEA-GC08-041019-FTC	
LEE Construction Group, Inc.	FL-SEA-GC07-041019-LCI	

## APPENDIX A Continued

Team Contracting, Inc.	FL-SEA-GC04-041019-TCI	
Harbour Construction, Inc.	FL-SEA-GC01-041019-HBC	
Astra Construction Services, LLC	FL-NWA-GC02-041019-ACS	
Southern Underground Industries, Inc.	FL-NWA-UG2-041019-SUI	
EnviroWaste Services Group, Inc.	FL-NWA-UG1-041019-EWS	
Lanzo Construction Co., Florida	FL-NWA-P01-041019-LCC	
OmniCon Corp	FL-NWA-GC04-041019-OMN	
Johnson-Laux Construction, LLC	FL-NWA-GC03-041019-JLC	
LEE Construction Group, Inc.	FL-NWA-GC01-041019-LCI	
Southern Underground Industries, Inc.	FL-NEA-UG2-041019-SUI	
EnviroWaste Services Group, Inc.	FL-NEA-UG1-041019-EWS	
Astra Construction Services, LLC	FL-NEA-GC06-041019-ACS	
Johnson-Laux Construction, LLC	FL-NEA-GC04-041019-JLC	
Epic Construction Inc	FL-NEA-GC03-041019-ECI	
FHP Tectonics Corp.	FL-NEA-GC02-041019-FTC	
Metro Express, Inc.	FL-SEA-UG2-041019-MEI	
EnviroWaste Services Group, Inc.	FL-SEA-UG1-041019-EWS	
Lanzo Construction Co., Florida	FL-SEA-P02-041019-LCC	
Metro Express, Inc.	FL-SEA-P01-041019-MEI	
d2 Construction Inc	FL-SEA-GC03-041019-DTC	
Epic Construction Inc	FL-WCA-GC03-041019-ECI	
Advanced Roofing, Inc.	FL-WCA-R01-041019-ADR	
Caladesi Construction Co.	FL-WCA-P01-041019-CAL	
LEE Construction Group, Inc.	FL-NEA-GC01-041019-LCI	
Caladesi Construction Co.	FL-WCA-GC06-041019-CAL	
Charles Perry Partners, Inc.	FL-WCA-GC05-041019-CPP	
BDI Construction Company	FL-WCA-GC01-041019-BDI	
Advanced Roofing, Inc.	FL-NEA-R01-041019-ADR	
Charles Perry Partners, Inc.	FL-NEA-GC05-041019-CPP	
Danz Contracting, LLC	FL-SEA-GC06-041019-DCL	
BDI Construction Company	FL-SEA-GC05-041019-BDI	
Advanced Roofing, Inc.	FL-NWA-R01-041019-ADR	
David Mancini & Sons, Inc.	FL-NEA-GC07-041019-DMS	
Southern Underground Industries, Inc.	FL-WCA-UG2-041019-SUI	
Lanzo Construction Co., Florida	FL-WCA-P02-041019-LCC	
Astra Construction Services, LLC	FL-WCA-GC07-041019-ACS	
Johnson-Laux Construction, LLC	FL-WCA-GC04-041019-JLC	
EnviroWaste Services Group, Inc.	FL-WCA-UG1-041019-EWS	
Shiff Construction & Development, Inc.	FL-WCA-GC08-041019-SCD	
LEE Construction Group, Inc.	FL-WCA-GC02-041019-LCI	
The Jamar Company	MN03IR-042517-JMR	
JJD Companies LLC	MN01UC5-042517-JJD	
Kaski, Inc.	MN01IR-042517-KAS	
S & S Electric Co	MD-WMA-E02-042419-SSE	
Salone, LLC	MD-WMA-GC04-042419-SAL	
I.B. Abel, Inc.	MD-WMA-E01-042419-IBA	
Carl Belt, Inc.	MD-WMA-GC03-042419-CBI	
The Matthews Group	MD-WMA-GC02-042419-TMG	
Salone, LLC	MD-WMA-R01-042419-SAL	
Hite Roofing	MD-WMA-R02-042419-HAS	
Salone, LLC	MD-WMA-P01-042419-SAL	
FHP Tectonics Corp.	MD-WMA-GC01-042419-FTC	
Allied Building Service Company of Detroit, Inc.	MI-GRP-E-A-050118-ABS	
Marshall Contracting Services	MI-LAN-GC-B-050118-MCS	
Bloom Roofing Systems, Inc.	MI-GRP-R-A-050118-BRS	
Allied Building Service Company of Detroit, Inc.	MI-GRP-GC-C-050118-ABS	
F.H. Paschen, S.N. Nielsen & Associates, LLC	MI-LAN-GC-A-050118-FHP	
Marshall Contracting Services	MI-DET-C-A-050118-MCS	
Bloom Roofing Systems, Inc.	MI-LAN-R-A-050118-BRS	
Marshall Contracting Services	MI-DET-DEM-A-050118-MCS	
Marshall Contracting Services	MI-DET-WSUI-A-050118-MCS	
Allied Building Service Company of Detroit, Inc.	MI-LAN-HVAC-A-050118-ABS	
Marshall Contracting Services	MI-DET-GC-A-050118-MCS	
Allied Building Service Company of Detroit, Inc.	MI-DET-E-A-050118-ABS	
Allied Building Service Company of Detroit, Inc.	MI-DET-GC-C-050118-ABS	

Allied Building Service Company of Detroit, Inc.	MI-DET-HVAC-A-050118-ABS	
Allied Building Service Company of Detroit, Inc.	MI-LAN-GC-C-050118-ABS	
F.H. Paschen, S.N. Nielsen & Associates, LLC	MI-GRP-GC-B-050118-FHP	
PEL Construction LLC	MI-GRP-GC-A-050118-PGC	
Allied Building Service Company of Detroit, Inc.	MI-LAN-E-A-050118-ABS	
Marshall Contracting Services	MI-LAN-WSUI-A-050118-MCS	
Allied Building Service Company of Detroit, Inc.	MI-GRP-HVAC-A-050118-ABS	
F.H. Paschen, S.N. Nielsen & Associates, LLC	MI-DET-GC-B-050118-FHP	
Marshall Contracting Services	MI-LAN-C-A-050118-MCS	
Bloom Roofing Systems, Inc.	MI-DET-R-A-050118-BRS	
Jordy & Company	CO-GC02-050219-JOR	
Happel & Associates, Inc.	CO-GC01-050219-HAI	
Wesfield Construction Co. Inc.	NH-GMVR-GC-A-061218-WCC	