

MINUTES FOR MEETING BOOK - JULY 2020 SOURCEWELL REGULAR BOARD OF DIRECTORS MEETING

07/21/2020 | 05:30 PM - 09:00 PM - Central Time (US & Canada)
Sourcewell Headquarters/Virtual Meeting-Microsoft Teams

Attendees

Board Members: Mike Wilson, Greg Zylka, Scott Veronen, Sara Nagel, Ryan Thomas, and Sharon Thiel were present; Linda Arts attended via ITV. Guests: Chad Coauette; Paul Drange; Sara Nagel; Susan Nanik; Jeremy Schwartz; Danielle Wadsworth; Sandie Cottrell; Josh Meech were present; Tom Perttula Simoine Bolin, Paul Brownlow, Janette Bower, Mike Carlson, Marcus Miller, Travis Bautz, Jamie Loken, Dean Greising, Bill Otto, and Dan Listug attended via ITV.

Chair Wilson called the Sourcewell Regular Board meeting to order at 5:55pm with the aforementioned members present.

Mr. Zylka moved, seconded by Mr. Thomas to accept the agenda as presented. Roll call vote taken. Motion passed unanimously.

Ms. Nagel moved, seconded by Mr. Veronen to accept the minutes of the Regular Board Meeting held on June 16, 2020. Roll call vote taken. Motion passed unanimously.

Mr. Carlson presented the Financial Reports.

Mr. Veronen moved, seconded by Mr. Zylka to approve the Check Register, Wire Transfer activity, and Wire Transfer-Employee Expense reimbursements as detailed in the batch reports dated July 16th, 2020. Roll call vote taken. Motion passed unanimously.

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

- Updated Agency Agreements: Clients added June 1-30, 2020
- Resolution to approve permission to solicit the following categories:
 - Body Armor with Related Equipment and Accessories
 - Public Safety Technology and Communications Hardware and Services
 - Public Safety Software with Related Services
- Resolution to approve permission to re-solicit the following categories:
 - Janitorial Supplies and Related Custodial Products
 - Food Products and Distribution with Related Equipment, Supplies, and Services

Roll call vote taken. Motion passed unanimously.

Mr. Drange gave an update on Education Solutions and Community Solutions Departments and provided a deep dive on Personal Protective Equipment Analysis.

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. Miller gave an update on the Government Relations and General Counsel Departments.

Mr. Listug and Mr. Otto gave an update on Sourcewell's Government Relations report.

Mr. Schwartz gave an update on the Operations, Procurement, and Information and Communications Technology Departments and contracts awarded in June as noted in Appendix A.

Mr. Perttula gave a Year to Date/Year End deep dive regarding Cooperative Purchasing.

Mr. Zylka moved, seconded by Ms. Nagel to approve the Resolution to Approve Ratification of Cooperative Contracting Awards. Roll call vote taken. Resolution passed unanimously.

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

Mr. Thomas moved, seconded by Mr. Veronen to approve Data Practices Policy, Records Retention Schedule, and Data Inventory. Roll call vote taken. Motion passed unanimously.

Ms. Nanik presented the 2020 Pay Equity Certificate.

Ms. Nagel moved, seconded by Ms. Thiel to approve the personnel recommendations as presented. Roll call vote taken. Motion passed unanimously.

Dr. Coauette gave a business update on Covid-19, Sourcewell Technology, and State/National Associations and Partnerships.

Mr. Zylka moved, seconded by Mr. Thomas to adjourn the meeting at 7:30 p.m. Roll call vote taken. Motion passed unanimously.

APPENDIX A Continued

ezIQ RENEWALS		
RETRO-TEK ENERGY SERVICES	CAREN-SCR-GL02-062718-RTE	
RETRO-TEK ENERGY SERVICES	CAREN-CIR-GL01-062718-RTE	
ACCO Engineered Systems, Inc.	CA-REN-SCR-M01-062718-AES	
RETRO-TEK ENERGY SERVICES	CAREN-SIR-GL02-062718-RTE	
Express Energy Services, Inc.	CAREN-SCR-GL01-062718-EES	
ACCO Engineered Systems, Inc.	CA-CR-M01-062718-AES	
Vincor Construction, Inc.	CA-CR-GB02-062718-VCI	
Horizons Construction Co. Int'l, Inc	CA-CR-GB01-062718-HCC	
ACCO Engineered Systems, Inc.	CA-REN-SIR-M01-062718-AES	
Express Energy Services, Inc.	CAREN-SIR-GL01-062718-EES	
Enterprise Electric Datacom	CA-CR-E01-062718-EED	
ACCO Engineered Systems, Inc.	CA-REN-CIR-M01-062718-AES	
Vazquez Commercial Contracting, LLC	MO03C-071117-VCC	
Brown & Root	MO03B-071117-BRI	
The Wilson Group	MO02C-071117-TWG	
Brown & Root	MO02B-071117-BRI	
Reasbeck Construction, Inc.	MO02A-071117-RCI	
The Wilson Group	MO01C-071117-TWG	
Vazquez Commercial Contracting, LLC	MO01B-071117-VCC	
Brown & Root	MO01A-071117-BRI	

**SOURCEWELL
STATE OF MINNESOTA**



Member Sharon Thiel moved the adoption of the following Resolution:

RESOLUTION TO RATIFY COOPERATIVE CONTRACTING AWARDS

Resolution No. 2020-32

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 Greg Zylka and the following voted in favor: (list names here)

Wilson, Zylka, Veronen, Nagel, Thomas, Thiel, Arts and Kircher

and the following voted against: (list names here or “NONE”)

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 -December 2020
CONSENT AGENDA ITEMS
Requesting Board permission to Solicit the following categories:

Plastic Refuse and Recycling Container Solutions and Related Equipment, Supplies and Accessories
Tree and Vegetation Management Equipment, Attachments, and Accessories
Facilities Maintenance Services
Special Education Teletherapy Services

Requesting Board permission to Re-Solicit the following categories:

Auction Services with Related Solutions (published 12/08/20)
Bulk Solid Waste and Recycling Equipment with Related Services, Accessories and Supplies
Grounds Maintenance Equipment, Attachments, and Accessories

NEW CONTRACTS

Supplier Name	Contract Number	Solicitation Title
MSC Industrial Supply	101320-MSI	"Janitorial Supplies and Equipment with Related Services"
Staples Contract & Commercial, LLC	101320-SCC	"Janitorial Supplies and Equipment with Related Services"
W.W. Grainger, Inc.	101320-WWG	"Janitorial Supplies and Equipment with Related Services"
Dover Fueling Solutions, Inc.	092920-DVR	"Aboveground Fuel and Fluid Storage with Related Hardware, Software, and Services"
E.J. Ward, Inc.	092920-EJW	"Aboveground Fuel and Fluid Storage with Related Hardware, Software, and Services"
Gilbarco, Inc.	092920-GVR	"Aboveground Fuel and Fluid Storage with Related Hardware, Software, and Services"
Graco, Inc.	092920-GRC	"Aboveground Fuel and Fluid Storage with Related Hardware, Software, and Services"
JF Petroleum Group	092920-JFA	"Aboveground Fuel and Fluid Storage with Related Hardware, Software, and Services"
Multiforce Systems Corp.	092920-MTF	"Aboveground Fuel and Fluid Storage with Related Hardware, Software, and Services"
Syn-Tech Systems, Inc.	092920-SYS	"Aboveground Fuel and Fluid Storage with Related Hardware, Software, and Services"
Titan Chemical Transfer Solutions, LLC	092920-TAN	"Aboveground Fuel and Fluid Storage with Related Hardware, Software, and Services"
Western Global	092920-WST	"Aboveground Fuel and Fluid Storage with Related Hardware, Software, and Services"

CONTRACT EXTENSIONS

Supplier Name	Contract Number	Solicitation Title
Gilbarco Veeder-Root	022217-GVR	"Fleet Management and Related Technology Solutions"
Synovia Solutions	022217-SSL	"Fleet Management and Related Technology Solutions"
Pitney Bowes	041917-PIT	"Mailing and Postage Equipment with Related Software, Accessories, Services and Supplies"
National Auto Fleet Group	081716-NAF	"Class 6, 7, and 8 Chassis with Related Equipment"
Falcon Road Maintenance	052417-FRM	"Roadway Maintenance Equipment"
Audio Enhancement, Inc.	111616-AEI	"Classroom Audio Technology Equipment with Related Accessories, Services and Supplies"

NEW eziQC CONTRACTS

Company Name	Contract Number	State - Region - Type of Work

eziQC RENEWALS

Company Name	Contract Number	
Minnesota Exteriors, Inc.	MN-TMA-R01-120518-MEI	
Kraus-Anderson Construction Company	MN-SEA-GC03-120518-KRU	
Kraus-Anderson Construction Company	MN-SWA-GC02-120518-KRU	
Kraus-Anderson Construction Company	MN-NCM-GC04-120518-KRU	
Innovative Builders of Alexandria, Inc.	MN-RRV-GC01-120518-IBA	
McDowall Company	MN-RRV-R02-120518-MDC	
Kraus-Anderson Construction Company	MN-IRA-GC02-120518-KRU	
Solid Rock Construction	MN-CMA-GC03-120518-SRC	
Kraus-Anderson Construction Company	MN-TMA-GC05-120518-KRU	
Nor-Son, Inc.	MN-IRA-GC01-120518-NSI	
Nor-Son, Inc.	MN-SEA-GC01-120518-NSI	

Nor-Son, Inc.	MN-TMA-GC02-120518-NSI	
RAK Construction, Inc.	MN-TMA-GC01-120518-RAK	
Solid Rock Construction	MN-TMA-GC03-120518-SRC	
RAK Construction, Inc.	MN-CMA-GC01-120518-RAK	
Nor-Son, Inc.	MN-NCM-GC02-120518-NSI	
Nor-Son, Inc.	MN-CMA-GC02-120518-NSI	
Nor-Son, Inc.	MN-RRV-GC02-120518-NSI	
Nor-Son, Inc.	MN-SWA-GC01-120518-NSI	
Bituminous Roadways, Inc.	MN-TMA-P01-120518-BRI	
McDowall Company	MN-TMA-R02-120518-MDC	
Minnesota Exteriors, Inc.	MN-SEA-R01-120518-MEI	
McDowall Company	MN-IRA-R02-120518-MDC	
Solid Rock Construction	MN-NCM-GC03-120518-SRC	
Minnesota Exteriors, Inc.	MN-CMA-R01-120518-MEI	
McDowall Company	MN-NCM-R02-120518-MDC	
Kraus-Anderson Construction Company	MN-RRV-GC03-120518-KRU	
L.S. Black Constructors, Inc.	MN-TMA-GC04-120518-LSB	
McDowall Company	MN-CMA-R02-120518-MDC	
McDowall Company	MN-SWA-R02-120518-MDC	
Mid-Minnesota Hot Mix	MN-CMA-P01-120518-MHM	
Minnesota Exteriors, Inc.	MN-NCM-R01-120518-MEI	
Minnesota Exteriors, Inc.	MN-RRV-R01-120518-MEI	
Solid Rock Construction	MN-SEA-GC02-120518-SRC	
Anderson Brothers	MN-NCM-P01-120518-ABC	
Hy-Tec Construction	MN-NCM-GC05-120518-HTC	
Minnesota Exteriors, Inc.	MN-SWA-R01-120518-MEI	
Kraus-Anderson Construction Company	MN-CMA-GC04-120518-KRU	
Minnesota Exteriors, Inc.	MN-IRA-R01-120518-MEI	