

REGULAR MEETING MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, December 18, 2018

Conference Room 3 & 4

202 12th 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 17th, 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
Portable Construction and Maintenance Equipment with Related Accessories, Attachments and Supplies
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-Laux Construction, LLC	NC04-121515-JLC	
Integrity Builders LLC	NC06-121515-IBL	



Member Neprud moved the adoption of the following Resolution:

RESOLUTION TO RATIFY COOPERATIVE CONTRACTING AWARDS

Resolution No. 2019-30

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: Greg Zylka, Ryan Thomas, Mark Gerbi, Sharon Thiel, Scott Veronen, Barb Neprud, and Sara Nagel.

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 - December 2019**

CONSENT AGENDA ITEMS

Requesting Board permission to Solicit the following categories:

Individual Coverage Health Reimbursement Arrangement and Private Insurance Exchange

Requesting Board permission to Re-Solicit the following categories:

Uniforms and Uniform Related Products and Services

All 50 states in the United States – eziQC

NEW CONTRACTS

Curbtender, Inc.	091219-CRB	"Mobile Refuse Collection Vehicles"
Labrie Environmental Group	091219-LEG	"Mobile Refuse Collection Vehicles"
McNeilus Truck & Manufacturing	091219-MCN	"Mobile Refuse Collection Vehicles"
Scranton Manufacturing Company	091219-NMY	"Mobile Refuse Collection Vehicles"
The Heil Co.	091219-THC	"Mobile Refuse Collection Vehicles"
Dant Clayton Corp.	091719-DCT	"Event Seating and Staging Solutions"
Hussey Seating	091719-HSC	"Event Seating and Staging Solutions"
Colonial Life & Accident Insurance Company	100319-CLA	"Group Employee Benefits and Related Services"
Lincoln Financial Group	100319-LFG	"Group Employee Benefits and Related Services"
Sun Life Assurance Company	100319-SUN	"Group Employee Benefits and Related Services"

5th YEAR RENEWALS (CONTRACT EXTENSIONS)

Konica Minolta Business Solutions	083116-KON	"Multi-Function Copiers and Printers"
RISO	083116-RSO	"Multi-Function Copiers and Printers"
Xerox Corporation	083116-XOX	"Multi-Function Copiers and Printers"
NAPA (Genuine Parts)	061015-GPC	"Fleet-Related Maintenance Equipment"
Milliken Carpet	121715-MAC	"Flooring with Related Equipment"

NEW eziQC CONTRACTS

Contractor Name	Contract Number	Contract Description
Panhandle Texas Area		
Core Construction Services of Texas	TX-PH-APC-101619-CCT	Asphalt/Paving Construction
Core Construction Services of Texas	TX-PH-F-101619-CCT	Flooring Construction
Core Construction Services of Texas	TX-PH-GC-101619-CCT	General Construction
F.H. Paschen	TX-PH-GC-101619-FHP	General Construction
Henthorn Commercial Construction, LLC	TX-PH-GC-101619-HCL	General Construction
JR Tri-State General Contracting Group, Inc	TX-PH-GC-101619-JRT	General Construction
SDB, Inc.	TX-PH-GC-101619-SDB	General Construction
Allen Teinert Construction Co., Inc.	TX-PH-GC-101619-TCB	General Construction
WR Construction Inc.	TX-PH-GC-101619-WRC	General Construction
Core Construction Services of Texas	TX-PH-P-101619-CCT	Painting
North Texas Area		
Core Construction Services of Texas	TX-NT-APC-101619-CCT	Asphalt/Paving Construction
Dallas Harmony Construction, LLC.	TX-NT-APC-101619-DHC	Asphalt/Paving Construction
GG Contractors LLC	TX-NT-APC-101619-GGC	Asphalt/Paving Construction
Lee Construction and Maintenance Company	TX-NT-EC-101619-LCM	Electrical Construction
Core Construction Services of Texas	TX-NT-F-101619-CCT	Flooring Construction
Dallas Harmony Construction, LLC.	TX-NT-F-101619-DHC	Flooring Construction
Gomez Floor Covering, Inc. dba GFC Contracting	TX-NT-F-101619-GFC	Flooring Construction
Lee Construction and Maintenance Company	TX-NT-F-101619-LCM	Flooring Construction
Centennial Contractors Enterprises	TX-NT-GC-101619-CCE	General Construction
Core Construction Services of Texas	TX-NT-GC-101619-CCT	General Construction
Dallas Harmony Construction, LLC.	TX-NT-GC-101619-DHC	General Construction
F.H. Paschen	TX-NT-GC-101619-FHP	General Construction
Freedom Construction- a series of tFg Companies LLC	TX-NT-GC-101619-FRC	General Construction
GG Contractors LLC	TX-NT-GC-101619-GGC	General Construction
Henthorn Commercial Construction, LLC	TX-NT-GC-101619-HCL	General Construction
Lee Construction and Maintenance Company	TX-NT-GC-101619-LCM	General Construction
Nouveau Construction and Technology Services, LP	TX-NT-GC-101619-NCT	General Construction
SDB, Inc.	TX-NT-GC-101619-SDB	General Construction
Allen Teinert Construction Co., Inc.	TX-NT-GC-101619-TCB	General Construction
Core Construction Services of Texas	TX-NT-P-101619-CCT	Painting

APPENDIX A Continued

Dallas Harmony Construction, LLC.	TX-NT-P-101619-DHC	Painting
Gomez Floor Covering, Inc. dba GFC Contracting	TX-NT-P-101619-GFC	Painting
GG Contractors LLC	TX-NT-P-101619-GGC	Painting
Lee Construction and Maintenance Company	TX-NT-P-101619-LCM	Painting
GG Contractors LLC	TX-NT-RC-101619-GGC	Roofing Construction
GG Contractors LLC	TX-NT-W-101619-GGC	Waterproofing
State of Kansas - Western Area		
BKM Construction, LLC.	KS-W-GC01-111319-BKM	General Construction
Platinum Roofing, LLC	KS-W-R01-111319-PLR	Roofing Construction
RoofConnect Logistics, Inc.	KS-W-R02-111319-RCL	Roofing Construction
State of Kansas - Eastern Area		
Straub Constuction Company, Inc.	KS-E-GC01-111319-STC	General Construction
BKM Constuction LLC	KS-E-GC02-111319-BKM	General Construction
MTS Contracting Inc.	KS-E-GC03-111319-MTS	General Construction
Platinum Roofing, LLC	KS-E-R01-111319-PLR	Roofing Construction
RoofConnect Logistics, Inc.	KS-E-R02-111319-RCL	Roofing Construction
Missouri - Greater Kansas City Area		
Julius Kaaz Construction Company, Inc.	MO-KC-GC01-111319-JKC	General Construction
BKM Construction LLC	MO-KC-GC02-111319-BKM	General Construction
MTS Contracting, Inc.	MO-KC-GC03-111319-MTS	General Construction
Straub Constuction Company, Inc.	MO-KC-GC04-111319-STC	General Construction
Julius Kaaz Construction Company, Inc.	MO-KC-P01-111319-JKC	Paving Construction
Platinum Roofing LLC	MO-KC-R01-111319-PLR	Roofing Construction
RoofConnect Logistics, Inc.	MO-KC-R02-111319-RCL	Roofing Construction
ezIQc ANNUAL RENEWALS		
Innovative Builders of Alexandria, Inc	MN-NCM-GC01-120518-IBA	
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	