

REGULAR MEETING MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, May 21, 2019

Conference Room 3 & 4

202 12th St. NE, Staples, MN 56479

Chair Wilson called the Regular Board meeting to order at 5:56 p.m. with the following members present: Greg Zylka, Barb Neprud, Mark Gerbi, Scott Veronen, Ryan Thomas, Sharon Thiel, Sara Nagel, and Mike Wilson. Also present were Chris Lindholm, Pequot Lakes School District and Jon Rademacher, City of Little Falls, Ex-Officios; Chad Coauette, Susan Nanik, Marcus Miller, Jamie Loken, Paul Drange, Mike Carlson, Jeremy Schwartz, Rebecca Cromwell, Kelli Draper, Dean Greising, Ryan Donovan, Sarah Speer, Cara Bengston, Chris Klein, and Danielle Wadsworth, Sourcewell staff.

Ms. Thiel moved, seconded by Mr. Gerbi to accept the agenda as presented. Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to accept the minutes of the Regular Board Meeting held on April 10-11, 2019. Motion carried.

Mr. Carlson presented the monthly Financial Reports and FY 19/20 Budget Status Update.

Ms. Neprud moved, seconded by Mr. Zylka to approve the check register and Treasurer's Report of Cash, Revenues, and Expenditures and to pay all vendor disbursements #99725 to #100020. Motion carried.

Ms. Neprud moved, seconded by Ms. Thiel to approve all Wire Transfers #210 to #233. Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to approve all Wire Transfers-Employee Expense reimbursements #1068 to #1195. Motion carried.

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

- Updated Membership Agreements Members added April 1-30, 2019
- Resolution to approve permission to re-solicit the following categories
 - a. Temporary and Permanent Fabric Covered Structures
 - b. Public Sector Administrative Related Software Solutions & Technology Services

Motion carried.

Mr. Donovan presented FY 18/19 Year-to-Date review and upcoming plans for Risk Management.

Mr. Carlson presented FY 18/19 Year-to-Date review and upcoming plans for Finance.

Ms. Nanik presented FY 18/19 Year-to-Date review and upcoming plans for Facilities.

Ms. Cromwell presented FY 18/19 Year-to-Date review and upcoming plans for Human Resources.

Ms. Bengston and Mr. Schwartz presented FY 18/19 Year-to-Date review and upcoming plans for Operations.

Ms. Draper, Mr. Greising, and Mr. Loken presented FY 18/19 Year-to-Date review and upcoming plans for Information & Communication Technology.

Mr. Schwartz gave an update on contracts awarded in April as noted in Appendix A.

Mr. Zylka moved, seconded by Mr. Thomas to approve Resolution to Ratify Cooperative Contracting Awards. Motion carried.

Mr. Schwartz presented a first reading of the proposed Procurement Policy.

Ms. Zylka moved, seconded by Ms. Neprud to approve FY 19/20 Senior Leadership Team Assignments for Sourcewell Technology. Motion carried.

Ms. Neprud moved, seconded by Ms. Nagel to close the meeting pursuant to Minnesota Statutes § 13D.05 Subd. 3 (c) for the purpose of developing an offer for the purchase of real estate. Motion carried.

Mr. Thomas moved, seconded by Mr. Gerbi to re-open the Regular Meeting. Motion carried.

Mr. Zylka moved, seconded by Mr. Gerbi to approve purchase agreement for real property. Motion carried.

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

- a. Chuck Dick, Contract Administrator, effective April 22, 2019
- b. John Caddy, Contract Administrator, effective April 22, 2019
- c. Nick Scholer, Procurement Analyst, effective April 22, 2019
- d. Jill Park, Administrative Specialist III- Operations & Procurement, effective May 13, 2019
- e. Amber Kalla, CRM Business Systems Analyst III, effective June 3, 2019
- f. Eileen Weber, Senior Education Consultant, effective July 1, 2019

Motion carried.

Ms. Nagel moved, seconded by Mr. Gerbi to approve the following Position Description and open the following positions:

- a. Insurance Contract Administration Specialist

Motion carried.

Ms. Thiel moved, seconded by Mr. Veronen to approve additional contract days for current FY 18-19 for the following:

- a. Kevin Lund, O&M Consultant, 8 additional days
- b. Jodi Altringer, ECSE PDF, 9 additional days
- c. Bart Graves, Education Consultant, 5 additional days

Motion carried.

Ms. Thiel moved, seconded by Mr. Zylka to approve the extension of certified licensed teacher staff probation period for the following:

- a. Lisa Barrett, Education Consultant
- b. Michael Jordahl, Education Consultant
- c. Jordan Herman, Metier Education Consultant
- d. Kevin Votaw, Metier Education Consultant

Motion carried.

Ms. Nanik provided a staffing update.

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

Mr. Zylka moved, seconded by Ms. Neprud to adjourn the meeting at 8:37 p.m. Motion carried.

APPENDIX A

SOURCEWELL PROCUREMENT DEPARTMENT
BOARD ITEMS - May 2019

CONSENT AGENDA ITEMS

Requesting Board permission to Solicit the following categories:

Requesting Board permission to Re-Solicit the following categories:

Temporary and Permanent Fabric Covered Structures
 Public Sector Administrative Related Software Solutions & Technology Services

NEW CONTRACTS

Batts Inc.	030619-BAT	"Airport Runway and Emergency Equipment with Related Accessories"
Multihog Ltd.	030619-MUL	"Airport Runway and Emergency Equipment with Related Accessories"
Oshkosh Airport Products, LLC	030619-OKC	"Airport Runway and Emergency Equipment with Related Accessories"
Rosenbauer Minnesota, LLC	030619-RMN	"Airport Runway and Emergency Equipment with Related Accessories"
Team Eagle Ltd.	030619-TEA	"Airport Runway and Emergency Equipment with Related Accessories"
Wausau Equipment Company, Inc.	030619-WAS	"Airport Runway and Emergency Equipment with Related Accessories"

5th YEAR RENEWALS (CONTRACT EXTENSIONS)

Wirtgen America, LLC	032515-WAI	"Heavy Construction Equipment with Related Accessories, Attachments and Supplies"
Morbark, LLC	042815-MBI	"Medium Duty and Compact Construction and Maintenance Equipment with Related Attachments, Accessories and Supplies"
DATTCO, Inc.	102115-DAT	"School Buses with Related Parts and Services"
Hoglund Bus Co.	102115-HBC	"School Buses with Related Parts and Services"

NEW ezIQCC CONTRACTS

Contractor Name	Contract Number	Contract Description
<u>Southeast Florida Area</u>		<u>IQCC - IFB 041019- State of Florida</u>
Harbour Construction Inc	FL-SEA-GC01-041019-HBC	
Shiff Construction and Development, Inc.	FL-SEA-GC02-041019-SCD	
d2 Construction Inc	FL-SEA-GC03-041019-DTC	
Team Contracting, Inc.	FL-SEA-GC04-041019-TCI	
BDI Consturction Company	FL-SEA-GC05-041019-BDI	
Danz Contracting, LLC	FL-SEA-GC06-041019-DCL	
LEE Construction Group, Inc.	FL-SEA-GC07-041019-LCI	
FHP Tectonics Corp.	FL-SEA-GC08-041019-FTC	
Metro Express, Inc.	FL-SEA-P01-041019-MEI	
Lanzo Construction Co., Florida	FL-SEA-P02-041019-LCC	
Advanced Roofing, Inc.	FL-SEA-R01-041019-ADR	
EnviroWaste Services Group, Inc.	FL-SEA-UG1-041019-EWS	
Metro Express, Inc.	FL-SEA-UG2-041019-MEI	
<u>Northwest (Panhandle) Florida Area</u>		<u>IQCC - IFB 041019- State of Florida</u>
LEE Construction Group, Inc.	FL-NWA-GC01-041019-LCI	
Astra Constuction Services LLC.	FL-NWA-GC02-041019-ACS	
Johnson-Laux Construction, LLC	FL-NWA-GC03-041019-JLC	
OmniCon Corp.	FL-NWA-GC04-041019-OMN	
Lanzo Construction Co., Florida	FL-NWA-P01-041019-LCC	
Advanced Roofing, Inc.	FL-NWA-R01-041019-ADR	
EnviroWaste Services Group, Inc.	FL-NWA-UG1-041019-EWS	
Southern Underground Industries Inc.	FL-NWA-UG2-041019-SUI	
<u>Northeast Florida Area</u>		<u>IQCC - IFB 041019- State of Florida</u>
Lee Construction Group, Inc.	FL-NEA-GC01-041019-LCI	
FHP Tectonics Corp.	FL-NEA-GC02-041019-FTC	
Epic Construction, Inc.	FL-NEA-GC03-041019-ECI	
Johnson-Laux Construction, LLC	FL-NEA-GC04-041019-JLC	

APPENDIX A Continued

Charles Perry Partners, Inc.	FL-NEA-GC05-041019-CPP	
Astra Construction Services, LLC.	FL-NEA-GC06-041019-ACS	
David Mancini and Sons, Inc.	FL-NEA-GC07-041019-DMS	
Lanzo Construction Co., Florida	FL-NEA-P01-041019-LCC	
Advanced Roofing, Inc.	FL-NEA-R01-041019-ADR	
Envirowaste Services Group, Inc	FL-NEA-UG1-041019-EWS	
Southern Underground Industries, Inc.	FL-NEA-UG2-041019-SUI	
West Central Florida Area		IQCC - IFB 041019- State of Florida
BDI Construction Company	FL-WCA-GC01-041019-BDI	
LEE Construction Group, Inc.	FL-WCA-GC02-041019-LCI	
Epic Construction, Inc.	FL-WCA-GC03-041019-ECI	
Johnson-Laux Construction, LLC	FL-WCA-GC04-041019-JLC	
Charles Perry Partners Inc.	FL-WCA-GC05-041019-CPP	
Caladesi Construction Co.	FL-WCA-GC06-041019-CAL	
Astra Construction Services, LLC.	FL-WCA-GC07-041019-ACS	
Shiff Construction and Development, Inc.	FL-WCA-GC08-041019-SCD	
Caladesi Construction Co.	FL-WCA-P01-041019-CAL	
Lanzo Construction Co., Florida	FL-WCA-P02-041019-LCC	
Advanced Roofing, Inc.	FL-WCA-R01-041019-ADR	
EnviroWaste Services Group, Inc.	FL-WCA-UG1-041019-EWS	
Southern Underground Industries, Inc.	FL-WCA-UG2-041019-SUI	
ezIQCC ANNUAL RENEWALS		
Cobb Hill Construction	NH-GMVR-GC-A-050218-CHC	
Kaski, Inc.	MN01IR-042517-KAS	
Kraus-Anderson Construction Company	MN02IR-042517-KRU	
The Jamar Company	MN03IR-042517-JMR	
Allied Building Service Company of Detroit, Inc.	MI-GRP-E-A-050118-ABS	
Marshall Contracting Services	MI-DET-C-A-050118-MCS	
Marshall Contracting Services	MI-DET-WSUI-A-050118-MCS	
Marshall Contracting Services	MI-DET-DEM-A-050118-MCS	
Bloom Roofing Systems, Inc.	MI-DET-R-A-050118-BRS	
Bloom Roofing Systems, Inc.	MI-LAN-R-A-050118-BRS	
Marshall Contracting Services	MI-LAN-C-A-050118-MCS	
JJD Companies LLC	MN01UC5-042517-JJD	
L.S. Black Constructors, Inc.	MN01UC4-042517-LBC	
Allied Building Service Company of Detroit, Inc.	MI-GRP-HVAC-A-050118-ABS	
Allied Building Service Company of Detroit, Inc.	MI-DET-HVAC-A-050118-ABS	
F.H. Paschen, S.N. Nielsen & Associates, LLC	MI-LAN-GC-A-050118-FHP	
Allied Building Service Company of Detroit, Inc.	MI-LAN-GC-C-050118-ABS	
F.H. Paschen, S.N. Nielsen & Associates, LLC	MI-DET-GC-B-050118-FHP	
Bloom Roofing Systems, Inc.	MI-GRP-R-A-050118-BRS	
Allied Building Service Company of Detroit, Inc.	MI-DET-E-A-050118-ABS	
Marshall Contracting Services	MI-LAN-GC-B-050118-MCS	
Allied Building Service Company of Detroit, Inc.	MI-LAN-HVAC-A-050118-ABS	
PEL Construction LLC	MI-GRP-GC-A-050118-PGC	
Marshall Contracting Services	MI-LAN-WSUI-A-050118-MCS	
Allied Building Service Company of Detroit, Inc.	MI-LAN-E-A-050118-ABS	
F.H. Paschen, S.N. Nielsen & Associates, LLC	MI-GRP-GC-B-050118-FHP	
Allied Building Service Company of Detroit, Inc.	MI-DET-GC-C-050118-ABS	
Marshall Contracting Services	MI-DET-GC-A-050118-MCS	
Allied Building Service Company of Detroit, Inc.	MI-GRP-GC-C-050118-ABS	

Member Thiel moved the adoption of the following Resolution:

RESOLUTION TO RATIFY COOPERATIVE CONTRACTING AWARDS

Resolution No. 2019-28

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 Gerbi and the following voted in favor: Mike Wilson, Greg Zylka, Mark Gerbi, Sharon Thiel, Sara Nagel, Barb Neprud, Scott Veronen, 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 - November 2019

CONSENT AGENDA ITEMS

Requesting Board permission to Solicit the following categories:

Firefighting Equipment, Rescue Tools and Related Accessories

Firefighting Personal Protective Equipment (PPE), Apparel, Cleaning, Maintenance and Related Accessories

Requesting Board permission to Re-Solicit the following categories:

NEW CONTRACTS

NEW CONTRACTS		
Bentley Mills, Inc.	080819-BPS	"Flooring Materials, with Related Supplies and Services"
Interface Americas, Inc.	080819-IFA	"Flooring Materials, with Related Supplies and Services"
Karndean International, LLC	080819-KAR	"Flooring Materials, with Related Supplies and Services"
Mannington Mills, Inc.	080819-MMI	"Flooring Materials, with Related Supplies and Services"
Mohawk Carpet Distribution, Inc.	080819-MCD	"Flooring Materials, with Related Supplies and Services"
Shaw Industries, Inc.	080819-SII	"Flooring Materials, with Related Supplies and Services"
Tarkett USA, Inc.	080819-TFU	"Flooring Materials, with Related Supplies and Services"
CDW Government, LLC	081419-CDW	"Technology Catalog Solutions"
GovConnection, Inc.	081419-GVC	"Technology Catalog Solutions"
SHI International	081419-SHI	"Technology Catalog Solutions"
Britespan Building Systems	091319-BRT	"Fabric Structures with Related Materials and Services"
Calhoun Super Structures	091319-CLH	"Fabric Structures with Related Materials and Services"
Clearspan Fabric Structures	091319-CSS	"Fabric Structures with Related Materials and Services"
Rubb, Inc. dba Rubb Building Systems	091319-RBB	"Fabric Structures with Related Materials and Services"
Yeadon Fabric Domes	091319-YEA	"Fabric Structures with Related Materials and Services"

5th YEAR RENEWALS (CONTRACT EXTENSIONS)

[illegible]

NEW ezIQC CONTRACTS

[illegible]

ezIQOC ANNUAL RENEWALS

EZQC ANNUAL RENEWALS	
CDCI, Inc.	VA01AFGC-103117-CDC
FHP Tectonics Corp.	VA01BFGC-103117-FTC
Brown & Root	VA02AFGC-103117-BRI
The Matthews Group	VA02BFGC-103117-TMG
HITT Contracting, Inc.	VA03BFGC-103117-HCI
Madigan Construction, Inc.	VA03AFGC-103117-MCI