

# REGULAR MEETING MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

**Tuesday, March 19, 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 7:06 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 Stephen Jones, Little Falls Schools, and Jon Radamacher, City of Little Falls, Ex-Officios; Dan Domenech, American Association of School Administrators; Chad Coauette, Susan Nanik, Marcus Miller, Jamie Loken, Paul Drange, Mike Carlson, Jeremy Schwartz, Travis Bautz, Rebecca Cromwell, Brandon Town, Josh Meech, and Ashley Powers, Sourcewell staff.

Ms. Thiel moved, seconded by Mr. Thomas 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 February 19, 2019, and the minutes of the Organizational Board Meeting held on February 19, 2019. Motion carried.

Mr. Domenech presented a Sourcewell and AASA Partnership Report.

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 #99152 to #99423. Motion carried.

Ms. Neprud moved, seconded by Mr. Gerbi to approve all Wire Transfers #155 to #178. Motion carried.

Ms. Neprud moved, seconded by Mr. Veronen to approve all Wire Transfers-Employee Expense reimbursements #821 to #941. Motion carried.

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

- Updated Membership Agreements Members added February 1-28, 2019
- Permission to solicit the following categories:
  - Fuel Storage Systems with Related Equipment
  - Employee Loans and Related Financial Services
- Permission to re-solicit the following categories:
  - **Event Seating and Related Accessories**
  - Flooring with Related Equipment, Products, Supplies, Installation and Services.

Motion carried.

Mr. Town gave a day in the life of a Sourcewell employee presentation on his role as a Procurement Analyst III.

Mr. Drange gave an update on Regional Programs.

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. Loken gave an update on the Information Communication Technology Department.

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

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

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

Mr. Veronen moved, seconded by Ms. Thiel to approve the Resolution Authorizing FY 18/19 Budget Amendment-Indirect Cost Allocation. Motion carried.

Ms. Nagel moved, seconded by Mr. Gerbi to approve Executive Director Personnel Recommendations. Motion carried.

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

- a. Karena Hovland, Regional Transition Specialist, effective March 25, 2019
- b. Craig West, Procurement Analyst II, effective March 11, 2019
- c. Heather Vedbraaten, Technology Mobile Consultant, effective July 1, 2019
- d. Rachel Johnson, Technology Mobile Consultant, effective July 1, 2019
- e. Aaron Logan, Technology Mobile Consultant, effective July 1, 2019
- f. Emily Monda, Technology Mobile Consultant, effective July 1, 2019
- g. Cherisse Wolvington, Technology Mobile Consultant, effective July 1, 2019

Motion carried.

Mr. Gerbi moved, seconded by Ms. Neprud to approve the job descriptions and opening of the following positions:

- a. CRM Business Systems Analyst (FY 18-19)
- b. Administrative Specialist III – Operations & Procurement (FY 18-19)

Motion carried.

Mr. Veronen moved, seconded by Mr. Gerbi to approve the Separation Agreement and Release of all Claims. Motion carried.

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

Mr. Zylka moved, seconded by Ms. Thiel to adjourn the meeting at 9:08 p.m. Motion carried.



**APPENDIX A**

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

**CONSENT AGENDA ITEMS**

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

Employee Loans and Related Financial Services  
Fuel Storage Systems with Related Equipment

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

Event Seating and Related Accessories  
Flooring with Related Equipment, Products, Supplies, Installation and Services

**NEW CONTRACT**

BlueScope Construction	013019-BSC	"Pre-Engineered Buildings with Related Materials, Site Preparation, Installation and Ancillary Services"
Nucor Corp.	013019-NUC	"Pre-Engineered Buildings with Related Materials, Site Preparation, Installation and Ancillary Services"

**NEW ezIQC CONTRACTS**

Contractor Name	Contract Number	Trade

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

United Rentals (North America) Inc.	091615-URI	"Rental Equipment for Construction and Related Maintenance or Facility Operations"
Kardex Remstar	040215-KRS	"Storage Products or Systems with Related Accessories"
BlueScope Construction, Inc.	021215-BSC	"Pre-Engineered Buildings with Related Materials, Site Preparation, Installation and Ancillary Services"

**ezIQC RENEWALS**

Centennial Contractors Enterprises, Inc.	VA01VGC-021417-CCE	
The Matthews Group	VA01NGC-021417-TMG	
FHP Tectonics Corp.	VA02NGC-021417-FTC	
Centennial Contractors Enterprises, Inc.	VA04NGC-021417-CCE	
Comfort Systems USA	VA01NM-021417-CFS	
Centennial Contractors Enterprises, Inc.	VA01HGC-021417-CCE	
Comfort Systems USA	VA01HM-021417-CFS	
Harrisonburg Construction Co., Inc.	VA02HGC-021417-HAR	
Foti Contracting LLC	OHGCAGCOMB-020618-FCL	
Regency Construction Services Inc	OHGCAGCOME-020618-REG	
Irizar Electric LLC	OHGCAEOMA-020618-IEL	
F.H. Paschen, S.N. Nielsen & Associates, LLC	OHGCAGCOMA-020618-FHP	
Johnson-Laux Construction, LLC	OHGCAGCOMC-020618-JLC	
The K Company, Inc.	OHGCAHVOMA-020618-TKC	
Custom Controls Group	OHGCAHVOMB-020618-CCG	
Centennial Contractors Enterprises, Inc.	OHGCAGCOMD-020618-CCE	
West Roofing Systems, Inc.	OHGCAROMA-020618-WRS	
Custom Controls Group	OHGCAROMB-020618-CCG	
Barbicas Construction Company, Inc.	OHGCAAPOMA-020618-BCC	
Ohio Paving and Construction Company, Inc.	OHGCACOMA-020618-OPC	
Henderson Contracting Co. LLC	OHGCAGCMBB-020618-HCC	
Price Builders and Developers	OHGCAGCMBA-020618-PBD	
Empire Paving, LLC	OHGCAAPOMB-020618-EMP	
Adrian L. Merton, Inc.	MD05ME01-031417-ALM	
Centennial Contractors Enterprises, Inc.	MD02GC01-031417-CCE	
I.B. Abel, Inc.	MD02EL01-031417-IBA	
The Matthews Group	MD03GC01-031417-TMG	
Centennial Contractors Enterprises, Inc.	MD03GC02-031417-CCE	
Paige Industrial Services, Inc.	MD03GC03-031417-PAI	
Adrian L. Merton, Inc.	MD03ME01-031417-ALM	
Paige Industrial Services, Inc.	MD03EL01-031417-PAI	
Centennial Contractors Enterprises, Inc.	MD05GC02-031417-CCE	
Paige Industrial Services, Inc.	MD05GC03-031417-PAI	
Vigil Contracting, Inc.	MD05ME02-031417-VGL	
Paige Industrial Services, Inc.	MD05EL01-031417-PAI	
Vigil Contracting, Inc.	MD05EL02-031417-VGL	
Paige Industrial Services, Inc.	MD06GC01-031417-PAI	
Paige Industrial Services, Inc.	MD06EL01-031417-PAI	
HITT Contracting, Inc.	MD05GC01-031417-HCI	

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:

  
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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 – ezIQ

## 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 ezIQ CONTRACTS

Contractor Name	Contract Number	Contract Description
<b>Panhandle Texas Area</b>		
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
<b>North Texas Area</b>		
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
<b>State of Kansas - Western Area</b>		
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
<b>State of Kansas - Eastern Area</b>		
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
<b>Missouri - Greater Kansas City Area</b>		
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
<b>ezIQ ANNUAL RENEWALS</b>		
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	