

# REGULAR MEETING MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, March 17, 2020

Conference Room 3 & 4

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

Chair Wilson called the Regular Board meeting to order at 5:45p.m. with the following members present; Greg Zylka, Scott Veronen, Ryan Thomas, Sharon Thiel, Chris Kircher, Sara Nagel, and Mike Wilson. Linda Arts attended via ITV. Also present were Paul Brownlow, Verndale Public Schools, and Simoine Bolin, Mid-State Education District, Ex-Officios; Chad Coauette, Mike Carlson, Susan Nanik, Marcus Miller, Paul Drange, Jeremy Schwartz, Travis Bautz, Rebecca Grunig, Josh Meech, and Danielle Wadsworth, Sourcewell staff.

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

Mr. Kircher moved, seconded by Mr. Veronen to accept the minutes of the Organizational Board Meeting held on February 18, 2020 and Regular Board Meeting held on February 18, 2020. Motion carried.

Dr. Coauette presented a COVID-19 Business Update.

Mr. Carlson presented the monthly 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 March 6, 2020. Motion carried.

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

- Updated Membership Agreements Members added February 1-29, 2020
- Resolution to approve permission to solicit the following category:
  - a. Wireless and Wireline Telecom Management Solutions
- Resolution to approve permission to re-solicit the following categories:
  - a. Class 4-8 Chassis with Related Equipment, Accessories, and Services
- Sourcewell 2020-2021 Staffing & Program Recommendations and Rationale

Motion carried.

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

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

Ms. Nagel moved, seconded by Mr. Kircher to approve the Resolution to Approve Ratification of Cooperative Contracting Awards. Motion carried.

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

Mr. Drange gave an update on the Regional Programs Department.

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

Mr. Thomas moved, seconded by Mr. Zylka to approve the Personnel Recommendations. Motion carried.

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

Dr. Coauette gave an update on State/National Associations and Partnerships, Sourcewell Technology, Annual Board Retreat, and Minnesota Service Cooperative Conference Dates.

Ms. Nagel moved, seconded by Mr. Zylka to adjourn the meeting at 6:50 p.m. Motion carried.

**APPENDIX A**

**SOURCEWELL PROCUREMENT DEPARTMENT  
BOARD ITEMS - March 2020**

**CONSENT AGENDA ITEMS**

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

Wireless and Wireline Telecom Management Solutions

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

**Class 4-8 Chassis with Related Equipment, Accessories, and Services**

**NEW CONTRACTS**

|                                    |            |                                                             |
|------------------------------------|------------|-------------------------------------------------------------|
| CORT Business Services Corp.       | 121919-COR | "Furniture Solutions with Related Accessories and Services" |
| Humanscale Corporation             | 121919-HMN | "Furniture Solutions with Related Accessories and Services" |
| Krueger International, Inc. (KI)   | 121919-KII | "Furniture Solutions with Related Accessories and Services" |
| OFS Brands, Inc.                   | 121919-OFS | "Furniture Solutions with Related Accessories and Services" |
| Palmer Hamilton                    | 121919-PHL | "Furniture Solutions with Related Accessories and Services" |
| Staples Contract & Commercial, LLC | 121919-SCC | "Furniture Solutions with Related Accessories and Services" |
| Steelcase, Inc.                    | 121919-STI | "Furniture Solutions with Related Accessories and Services" |
| Teknion, LLC                       | 121919-TKN | "Furniture Solutions with Related Accessories and Services" |
| Axon Enterprise                    | 010720-AXN | "Public Safety Video Surveillance Solutions "               |
| Laser Aiming Systems               | 010720-LSR | "Public Safety Video Surveillance Solutions"                |
| Panasonic                          | 010720-PAN | "Public Safety Video Surveillance Solutions "               |
| WatchGuard Video                   | 010720-WCH | "Public Safety Video Surveillance Solutions"                |

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

|                                   |            |                                                        |
|-----------------------------------|------------|--------------------------------------------------------|
| PureGreen Services                | 040215-PGE | "Storage Products or Systems with Related Accessories" |
| Auto Plus-Pep Boys                | 062916-PEP | "Automotive and Truck Replacement Parts and Tires"     |
| Genuine Parts Company dba NAPA    | 062916-GPC | "Automotive and Truck Replacement Parts and Tires"     |
| O'Reilly Auto Enterprises         | 062916-ORA | "Automotive and Truck Replacement Parts and Tires"     |
| Schindler Elevator                | 100516-SCH | "Elevators, Escalators and Moving Walks"               |
| ThyssenKrupp Elevator Corporation | 100516-TKE | "Elevators, Escalators and Moving Walks"               |

**NEW eziQC CONTRACTS**

**Rio Grande Valley Area TX-RGV-021920**

|                                    |                      |                      |
|------------------------------------|----------------------|----------------------|
| Amstar, Inc.                       | TX-RGV-GC-021920-AMS | General Construction |
| Centennial Contractors Enterprises | TX-RGV-GC-021920-CCE | General Construction |
| Core Construction                  | TX-RGV-GC-021920-CCT | General Construction |
| F.H. Paschen                       | TX-RGV-GC-021920-FHP | General Construction |
| Huper Optik USA                    | TX-RGV-GC-021920-HOP | General Construction |
| Trumble Construction               | TX-RGV-RC-021920-TCI | Roofing              |

**Gulf Coast Area TX-GC-021920**

|                                      |                     |                      |
|--------------------------------------|---------------------|----------------------|
| Alpha Building Corporation           | TX-GC-GC-021920-ABC | General Construction |
| Amstar, Inc.                         | TX-GC-GC-021920-AMS | General Construction |
| AR Energy Services                   | TX-GC-GC-021920-ARE | General Construction |
| Centennial Contractors Enterprises   | TX-GC-GC-021920-CCE | General Construction |
| Core Construction                    | TX-GC-GC-021920-CCI | General Construction |
| Dunhill Development and Construction | TX-GC-GC-021920-DUN | General Construction |
| F.H. Paschen                         | TX-GC-GC-021920-FHP | General Construction |
| Huper Optik USA                      | TX-GC-GC-021920-HOP | General Construction |
| Lee Construction and Maintenance     | TX-GC-EC-021920-LCM | Electrical           |

APPENDIX A Continued

|                                              |                        |                             |
|----------------------------------------------|------------------------|-----------------------------|
| Lee Construction and Maintenance             | TX-GC-F-021920-LCM     | <i>Flooring</i>             |
| Lee Construction and Maintenance             | TX-GC-GC-021920-LCM    | <i>General Construction</i> |
| Lee Construction and Maintenance             | TX-GC-P-021920-LCM     | <i>Painting</i>             |
| RoofConnect Logistics                        | TX-GC-RC-021920-RCL    | <i>Roofing</i>              |
| RoofConnect Logistics                        | TX-GC-W-021920-RCL     | <i>Waterproofing</i>        |
| Trumble Construction                         | TX-GC-RC-021920-TCI    | <i>Roofing</i>              |
| TSG Industries                               | TX-GC-GC-021920-TSG    | <i>General Construction</i> |
| <b>eziQC ANNUAL RENEWALS</b>                 |                        |                             |
| 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  |                             |
| 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  |                             |
|                                              |                        |                             |
| F.H. Paschen, S.N. Nielsen & Associates, LLC | OHGCOAGCOMA-022718-FHP |                             |
| Armcorp Construction, Inc.                   | OHGCOAGCOMB-022718-ACI |                             |
| Foti Contracting LLC                         | OHGCOAGCOMC-022718-FCL |                             |
| Custom Controls Group                        | OHGCOAGCOMD-022718-CCG |                             |
| Johnson-Laux Construction, LLC               | OHGCOAGCOME-022718-JLC |                             |
| Armcorp Construction, Inc.                   | OHGCOAEOMA-022718-ACI  |                             |
| Whalen Electric LLC                          | OHGCOAEOMB-022718-WHE  |                             |
| Armcorp Construction, Inc.                   | OHGCOACOMA-022718-ACI  |                             |
| The K Company, Inc.                          | OHGCOAHVOMA-022718-KCO |                             |
| Custom Controls Group                        | OHGCOAHVOMB-022718-CCG |                             |
| Custom Controls Group                        | OHGCOAROMA-022718-CCG  |                             |
| K & W Roofing, Inc.                          | OHGCOAROMB-022718-KWR  |                             |
| Price Builders and Developers                | OHGCOAGCMBB-022718-PBD |                             |
| McDaniel's Construction Corp., Inc.          | OHGCOAGCMBA-022718-MCC |                             |
| <b>eziQC EXTENSIONS</b>                      |                        |                             |
| 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     |                             |



Member Zylka moved the adoption of the following Resolution:

**RESOLUTION TO RATIFY COOPERATIVE CONTRACTING AWARDS**

**Resolution No. 2020-22**

**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 Thiel and the following voted in favor: Mike Wilson, Greg Zylka, Scott Veronen, Sara Nagel, Ryan Thomas, Sharon Thiel, Linda Arts, Chris Kircher

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 -August 2020**

## CONSENT AGENDA ITEMS

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

Rink Systems, Arena Supplies, and Mechanical with Related Equipment and Services

## Skate Parks, Bike Parks, and Pump Tracks with Related Equipment and Services

Open Air Structures and Recreation Buildings with Related Equipment and Services

## Outdoor Fitness Equipment with Related Accessories & Services

|                                                                         |
|-------------------------------------------------------------------------|
| Playground and Water Play Equipment with Related Accessories & Services |
|-------------------------------------------------------------------------|

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

## NEW CONTRACTS

|                          |            |                                                                    |
|--------------------------|------------|--------------------------------------------------------------------|
| Peterbilt Motors Company | 060920-PMC | Class 4-8 Chassis with Related Equipment, Accessories and Services |
|--------------------------|------------|--------------------------------------------------------------------|

|                       |            |                                                                           |
|-----------------------|------------|---------------------------------------------------------------------------|
| The Lion Electric Co. | 060920-LON | <i>Class 4-8 Chassis with Related Equipment, Accessories and Services</i> |
|-----------------------|------------|---------------------------------------------------------------------------|

|                                 |            |                                                                    |
|---------------------------------|------------|--------------------------------------------------------------------|
| West-Mark (Certified Stainless) | 060920-CER | Class 4-8 Chassis with Related Equipment, Accessories and Services |
|---------------------------------|------------|--------------------------------------------------------------------|

|                           |            |                                                                           |
|---------------------------|------------|---------------------------------------------------------------------------|
| National Auto Fleet Group | 060920-NAF | <i>Class 4-8 Chassis with Related Equipment, Accessories and Services</i> |
|---------------------------|------------|---------------------------------------------------------------------------|

|                       |            |                                                                           |
|-----------------------|------------|---------------------------------------------------------------------------|
| Crane Carrier Company | 060920-CRN | <i>Class 4-8 Chassis with Related Equipment, Accessories and Services</i> |
|-----------------------|------------|---------------------------------------------------------------------------|

|               |            |                                                                    |
|---------------|------------|--------------------------------------------------------------------|
| Autocar Truck | 060920-ATC | Class 4-8 Chassis with Related Equipment, Accessories and Services |
|---------------|------------|--------------------------------------------------------------------|

|               |            |                                                                    |
|---------------|------------|--------------------------------------------------------------------|
| Navistar Inc. | 060920-NVS | Class 4-8 Chassis with Related Equipment, Accessories and Services |
|---------------|------------|--------------------------------------------------------------------|

|                        |            |                                                                           |
|------------------------|------------|---------------------------------------------------------------------------|
| Kenworth Truck Company | 060920-KTC | <i>Class 4-8 Chassis with Related Equipment, Accessories and Services</i> |
|------------------------|------------|---------------------------------------------------------------------------|

|             |            |                                                                    |
|-------------|------------|--------------------------------------------------------------------|
| Mack Trucks | 060920-MAK | Class 4-8 Chassis with Related Equipment, Accessories and Services |
|-------------|------------|--------------------------------------------------------------------|

### 5th YEAR RENEWALS (CONTRACT EXTENSIONS)

|                |            |                                            |
|----------------|------------|--------------------------------------------|
| Ford Motor Co. | 061015-FMA | <i>Fleet Related Maintenance Equipment</i> |
|----------------|------------|--------------------------------------------|

|                        |            |                                                |
|------------------------|------------|------------------------------------------------|
| Syn-tech Systems, Inc. | 022217-SYS | <i>Fleet Management and Related Technology</i> |
|------------------------|------------|------------------------------------------------|

## NEW ezIQC CONTRACTS

| Company Name | Contract Number | Type of Work and Region |
|--------------|-----------------|-------------------------|
|--------------|-----------------|-------------------------|

## ezIQc RENEWALS

|                               |                   |
|-------------------------------|-------------------|
| J.J. Morley Enterprises, Inc. | GA10-1-072115-JME |
|-------------------------------|-------------------|

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|--------------------------------------------|-------------------|
| Greene & Burdette Property Management, LLC | GA07-2-072115-GBP |
|--------------------------------------------|-------------------|

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|-------------------------------|-------------------|
| Rubio and Son Interiors, Inc. | GA07-1-072115-RSI |
|-------------------------------|-------------------|

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|-------------------------|-------------------|
| Red Cloud Services, LLC | GA05-1-072115-RCS |
|-------------------------|-------------------|

|                                       |                   |
|---------------------------------------|-------------------|
| Engineering Design Technologies, Inc. | GA04-1-072115-EDT |
|---------------------------------------|-------------------|

|                        |                   |
|------------------------|-------------------|
| HCR Construction, Inc. | GA03-3-072115-HCR |
|------------------------|-------------------|

|                        |                   |
|------------------------|-------------------|
| Osprey Management, LLC | GA03-2-072115-OML |
|------------------------|-------------------|

|                                |                   |
|--------------------------------|-------------------|
| Johnson-Laux Construction, LLC | GA03-1-072115-JLC |
|--------------------------------|-------------------|

|                                  |                   |
|----------------------------------|-------------------|
| Astra Construction Services, LLC | GA02-2-072115-ACS |
|----------------------------------|-------------------|

|                         |                   |
|-------------------------|-------------------|
| Prime Contractors, Inc. | GA02-1-072115-PCI |
|-------------------------|-------------------|

|                                          |               |
|------------------------------------------|---------------|
| Centennial Contractors Enterprises, Inc. | GA-072115-CCE |
|------------------------------------------|---------------|

|                  |               |
|------------------|---------------|
| JOC Construction | GA-072115-LRI |
|------------------|---------------|

|                                              |               |
|----------------------------------------------|---------------|
| F.H. Paschen, S.N. Nielsen & Associates, LLC | GA-072115-FHP |
|----------------------------------------------|---------------|

|              |               |
|--------------|---------------|
| Brown & Root | GA-072115-KBR |
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