

# 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

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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:

A handwritten signature in black ink, appearing to read "Sara H. Nagel". The signature is written over a horizontal line.

Clerk to the Board of Directors

**APPENDIX A**

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

**CONSENT AGENDA ITEMS**

<b>Requesting Board permission to Solicit the following categories:</b>
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

<b>Requesting Board permission to Re-Solicit the following categories:</b>

**NEW CONTRACTS**

Peterbilt Motors Company	060920-PMC	Class 4-8 Chassis with Related Equipment, Accessories and Services
The Lion Electric Co.	060920-LON	Class 4-8 Chassis with Related Equipment, Accessories and Services
West-Mark (Certified Stainless)	060920-CER	Class 4-8 Chassis with Related Equipment, Accessories and Services
National Auto Fleet Group	060920-NAF	Class 4-8 Chassis with Related Equipment, Accessories and Services
Crane Carrier Company	060920-CRN	Class 4-8 Chassis with Related Equipment, Accessories and Services
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	Class 4-8 Chassis with Related Equipment, Accessories and Services
Mack Trucks	060920-MAK	Class 4-8 Chassis with Related Equipment, Accessories and Services

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

Ford Motor Co.	061015-FMA	Fleet Related Maintenance Equipment
Syn-tech Systems, Inc.	022217-SYS	Fleet Management and Related Technology

**NEW ezIQC CONTRACTS**

Company Name	Contract Number	Type of Work and Region

**ezIQC RENEWALS**

J.J. Morley Enterprises, Inc.	GA10-1-072115-JME	
Greene & Burdette Property Management, LLC	GA07-2-072115-GBP	
Rubio and Son Interiors, Inc.	GA07-1-072115-RSI	
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	