



## **Minutes for \* Meeting Book - August 2023 Board of Directors Meeting**

08/15/2023 | 05:00 PM - (GMT-06:00) Central Time (US & Canada)

Sourcewell Headquarters

### **Attendees (24)**

Linda Arts; Steven Barrows; Travis Bautz; Vern Capelle; Mike Carlson; Chad Coauette; Paul Drange; Julia Kicker; Chris Kircher; Marcus Miller; Sara Nagel; Susan Nanik; Chris Pelzer; Robb Reid; Jeremy Schwartz; Sharon Thiel; Lee Westrum; Katrina Wood; Greg Zylka; Becca Nathe; Sarah Speer; Katie Alba; Ryan Donovan; Becky Thorne

### **Call to Order by Chair Zylka**

Chair Zylka called the Sourcewell Regular Board meeting to order at 5:30 pm with the aforementioned members present.

Barrows moved, seconded by Nagel, to accept the agenda as presented. Motion carried.

### **Action on the Minutes of Clerk Arts**

Clerk Arts moved, seconded by Thiel, to accept the Regular Board Minutes on July 18, 2023. Motion carried.

### **Status of #924 Fund by Treasurer Nagel & Mike Carlson, Director of Finance**

Mike Carlson presented the Financial reports.

### **Consideration of Claims**

Nagel moved, seconded by Kicker, to approve the Check Register, Wire Transfer activity, and Wire Transfer-Employee Expense reimbursements as detailed in the batch reports dated August 10, 2023. Motion carried.

### **Consent Agenda**

Kircher moved, seconded by Barrows, to accept the Consent Agenda as follows:

1. Personnel Recommendations
2. Resolution to approve Solicitation and/or Re-Solicitation of the following categories:

1. School Buses with Related Accessories, Supplies, Parts, and Services
  2. Refuse Collection Vehicles with Related Equipment, Accessories, and Services
  3. Industrial and Workplace Storage Systems with Related Accessories
  4. Indefinite Delivery Indefinite Quantity Construction-California
  3. Resolution to Approve Ratification of Cooperative Contracting Awards
  4. Resolution to amend Board Resolution 2022-03
  5. Approve the JPA between Sourcewell and the Minnesota Office of Higher Education
- Motion carried.

## **Program/Department Updates**

Jenny Hoppe presented a day in the life of a Sourcewell employee.

Ryan Donovan presented an update on Insurance Solutions and Enterprise Solutions.

Katie Alba presented an update on Events and Partnerships.

Sarah Speer presented a Marketing update.

## **Old Business**

## **New Business**

Thiel moved, seconded by Kircher, to approve the Intergovernmental Support Agreement (IGSA) between the United States Army and Sourcewell. Motion carried.

Thiel moved, seconded by Nagel, to approve the Minnesota Service Cooperatives Joint Powers Agreement. Motion carried.

Kircher moved, seconded by Barrows, to approve appointing Douglas Dahlberg to the Sourcewell Board of Directors, Sub Region III term, ending December 31, 2024. Motion carried.

## **Executive Director Update- Dr. Chad Coauette, Executive Director**

Dr. Chad Coauette gave a business update on State/National Associations, partnerships, and the support for the Minnesota's Hope Statement.

## **Reports**

## **Adjournment**

Nagel moved, seconded by Arts, to adjourn the meeting at 6:33 pm. Motion carried.

**APPENDIX A**

**SOURCEWELL PROCUREMENT DEPARTMENT  
BOARD ITEMS - August 2023**

<b>CONSENT AGENDA ITEMS</b>	<b>Requesting Board permission to Solicit the following categories:</b>		
	Employee Benefit Administrative Products and Services		
	<b>Requesting Board permission to Re-Solicit the following categories:</b>		
	School Buses with Related Accessories, Supplies, Parts, and Services		
	Refuse Collection Vehicles with Related Equipment, Accessories, and Services		
	Industrial and Workplace Storage Systems with Related Accessories		
	Indefinite Delivery Indefinite Quantity Construction - California		
<b>CONSENT AGENDA ITEMS</b>	<b>NEW CONTRACTS</b>		
	<b>Supplier Name</b>	<b>Contract Number</b>	<b>Solicitation Title</b>
	Guidehouse, Inc.	051123-GUI	"Fleet Electrification Transition Planning, Management, and Related Services"
	Hatch Associates Consultants, Inc.	051123-HAT	"Fleet Electrification Transition Planning, Management, and Related Services"
	Highland Electric Fleets, Inc.	051123-HEF	"Fleet Electrification Transition Planning, Management, and Related Services"
	ICF Resources, LLC	051123-ICF	"Fleet Electrification Transition Planning, Management, and Related Services"
	InCharge Energy, Inc.	051123-INC	"Fleet Electrification Transition Planning, Management, and Related Services"
	INF Associates, LLC	051123-INA	"Fleet Electrification Transition Planning, Management, and Related Services"
	PA Consulting Group, Inc.	051123-PAC	"Fleet Electrification Transition Planning, Management, and Related Services"
	Positive Energy, Inc.	051123-PST	"Fleet Electrification Transition Planning, Management, and Related Services"
	Sia Partners, Inc.	051123-SIA	"Fleet Electrification Transition Planning, Management, and Related Services"
	AXIS Insurance Company	051623-AXC	"Group Employee Benefits and Related Services"
	Colonial Life & Accident Insurance	051623-CLA	"Group Employee Benefits and Related Services"
	Lincoln National Group	051623-LNG	"Group Employee Benefits and Related Services"
	MetLife, Inc.	051623-MET	"Group Employee Benefits and Related Services"
	Reliance Matrix	051623-RLC	"Group Employee Benefits and Related Services"
	Adroit Advanced Technologies	062723-ADT	"Alternative Student and Client Transportation Services"
	Assist Services	062723-ARS	"Alternative Student and Client Transportation Services"
	First Student	062723-FIR	"Alternative Student and Client Transportation Services"
	HopSkipDrive	062723-HSD	"Alternative Student and Client Transportation Services"
	Bentley Mills	061323-BPS	"Flooring Materials with Related Supplies and Services"
	Division 9	061323-DV9	"Flooring Materials with Related Supplies and Services"
	Forbo Flooring Systems	061323-FRO	"Flooring Materials with Related Supplies and Services"
	Interface Americas	061323-IFA	"Flooring Materials with Related Supplies and Services"
	Mannington Mills	061323-MMI	"Flooring Materials with Related Supplies and Services"
	Mats, Inc.	061323-MAT	"Flooring Materials with Related Supplies and Services"
	Milliken Services	061323-MAC	"Flooring Materials with Related Supplies and Services"
	Mohawk Carpet Distribution	061323-MCD	"Flooring Materials with Related Supplies and Services"
	Roppe Corporation	061323-RPP	"Flooring Materials with Related Supplies and Services"
	Shaw Integrated and Turf Solutions	061323-SII	"Flooring Materials with Related Supplies and Services"
	Tarkett USA	061323-TFU	"Flooring Materials with Related Supplies and Services"
	<b>CONTRACT EXTENSIONS</b>		
	<b>Supplier Name</b>	<b>Contract Number</b>	<b>Solicitation Title</b>
	Genuine Parts Company - NAPA Integrated Business Solutions	110520-GPC	"Fleet and Facility Related Vendor Managed Inventory and Logistics Management Solutions"
	Unifirst Corporation	040920-UFC	"Uniforms with Related Products and Services"
	CNH Industrial America	110719-CNH	"Ag Tractors with Related Attachments, Accessories and Supplies"
	<b>NEW IDIQ CONTRACTS</b>		
	<b>Company Name</b>	<b>Contract Number</b>	<b>Region - Type of Work</b>
	None		
	<b>IDIQ Contract Extensions</b>		
	<b>Company Name</b>	<b>Contract Number</b>	

## APPENDIX A Continued

Johnson-Laux Construction, LLC	MD-R1-GC04-052621-JLC	
Centennial Contractors Enterprises, Inc.	MD-R1-GC03-052621-CCE	
Step 1 Enterprises, LLC	MD-R1-GC01-052621-S1E	
Vigil Contracting, Inc.	MD-R4-GC01-052621-VGL	
Adrian L. Merton, Inc.	MD-R5-HVAC02-052621-ALM	
Centennial Contractors Enterprises, Inc.	MD-R3-GC02-052621-CCE	
Centennial Contractors Enterprises, Inc.	MD-R4-GC02-052621-CCE	
Bethel Electric Construction Company of Maryland, LLC	MD-R3-E01-052621-BEC	
Vigil Contracting, Inc.	MD-R2-HVAC01-052621-VGL	
Vigil Contracting, Inc.	MD-R4-E02-052621-VGL	
S-Works Construction Corporation	MD-R2-GC03-052621-SWC	
Paige Industrial Services, Inc.	MD-R3-GC03-052621-PAI	
Paige Industrial Services, Inc.	MD-R3-E02-052621-PAI	
Paige Industrial Services, Inc.	MD-R3-RW02-052621-PAI	
Vigil Contracting, Inc.	MD-R5-GC02-052621-VGL	
Adrian L. Merton, Inc.	MD-R4-HVAC02-052621-ALM	
Vigil Contracting, Inc.	MD-R4-HVAC01-052621-VGL	
Vigil Contracting, Inc.	MD-R5-HVAC01-052621-VGL	
Vigil Contracting, Inc.	MD-R2-E02-052621-VGL	
The Matthews Group	MD-R2-GC04-052621-TMG	
Paige Industrial Services, Inc.	MD-R5-GC03-052621-PAI	
Skyline Roofing, Inc.	MD-R2-RW01-052621-SKY	
Skyline Roofing, Inc.	MD-R3-RW01-052621-SKY	
Vigil Contracting, Inc.	MD-R2-GC01-052621-VGL	
Paige Industrial Services, Inc.	MD-R6-HVAC02-052621-PAI	
Paige Industrial Services, Inc.	MD-R5-RW02-052621-PAI	
Paige Industrial Services, Inc.	MD-R6-RW02-052621-PAI	
Bethel Electric Construction Company of Maryland, LLC	MD-R1-E01-052621-BEC	
Paige Industrial Services, Inc.	MD-R3-PAC01-052621-PAI	
Paige Industrial Services, Inc.	MD-R5-PAC02-052621-PAI	
Bethel Electric Construction Company of Maryland, LLC	MD-R4-E01-052621-BEC	
Bethel Electric Construction Company of Maryland, LLC	MD-R5-E01-052621-BEC	
Adrian L. Merton, Inc.	MD-R2-HVAC02-052621-ALM	
Vigil Contracting, Inc.	MD-R6-GC01-052621-VGL	
Vigil Contracting, Inc.	MD-R6-HVAC01-052621-VGL	
Vigil Contracting, Inc.	MD-R5-E02-052621-VGL	
Centennial Contractors Enterprises, Inc.	MD-R6-GC04-052621-CCE	
Vigil Contracting, Inc.	MD-R3-GC04-052621-VGL	
Vigil Contracting, Inc.	MD-R3-HVAC01-052621-VGL	
Nichols Contracting, Inc.	MD-R3-GC01-052621-NIC	
Bethel Electric Construction Company of Maryland, LLC	MD-R6-E01-052621-BEC	
Skyline Roofing, Inc.	MD-R1-RW01-052621-SKY	
Skyline Roofing, Inc.	MD-R5-RW01-052621-SKY	
Vigil Contracting, Inc.	MD-R6-E02-052621-VGL	
Nichols Contracting, Inc.	MD-R5-GC01-052621-NIC	
F.H. Paschen, S.N. Nielsen & Associates, LLC	MD-R1-GC02-052621-FHP	
S-Works Construction Corporation	MD-R4-GC04-052621-SWC	
Paige Industrial Services, Inc.	MD-R6-GC03-052621-PAI	
Centennial Contractors Enterprises, Inc.	MD-R5-GC04-052621-CCE	
Bethel Electric Construction Company of Maryland, LLC	MD-R2-E01-052621-BEC	
Adrian L. Merton, Inc.	MD-R3-HVAC02-052621-ALM	
Paige Industrial Services, Inc.	MD-R6-PAC02-052621-PAI	
Place Services, Inc.	KY-E-GC01-062420-PLS	
The Lusk Group	KY-E-RW01-062420-LMC	
Calhoun Construction Services	KY-NC-GC02-062420-CAC	
The Lusk Group	KY-W-E02-062420-LMC	
Tecta America Corp.	KY-W-RW02-062420-TEA	
Place Services, Inc.	KY-NC-GC03-062420-PLS	
Place Services, Inc.	KY-NC-E01-062420-PLS	
The Lusk Group	KY-NC-RW01-062420-LMC	

## APPENDIX A Continued

The Lusk Group	KY-NC-E02-062420-LMC	
The Lusk Group	KY-W-RW01-062420-LMC	
Tecta America Corp.	KY-NC-RW02-062420-TEA	
Tecta America Corp.	KY-E-RW02-062420-TEA	
Triton Services, Inc.	KY-NC-HVAC01-062420-TRS	
The Lusk Group	KY-W-GC03-062420-LMC	
The Lusk Group	KY-E-HVAC01-062420-LMC	
The Lusk Group	KY-E-E02-062420-LMC	
The Lusk Group	KY-NC-GC05-062420-LMC	
The Lusk Group	KY-E-GC03-062420-LMC	
Place Services, Inc.	KY-W-E01-062420-PLS	
Place Services, Inc.	KY-W-GC01-062420-PLS	
Place Services, Inc.	KY-E-E01-062420-PLS	
Triton Services, Inc.	KY-NC-GC01-062420-TRS	
The Lusk Group	KY-W-HVAC01-062420-LMC	
F.H. Paschen, S.N. Nielsen & Associates, LLC	KY-NC-GC04-062420-FHP	
F.H. Paschen, S.N. Nielsen & Associates, LLC	KY-W-GC02-062420-FHP	
F.H. Paschen, S.N. Nielsen & Associates, LLC	KY-E-GC02-062420-FHP	
The Lusk Group	KY-NC-HVAC02-062420-LMC	