



Minutes for Meeting Book - Tuesday, July 16, 2024 Board of Directors Meeting

Tuesday, July 16, 2024 | 6:00 PM - (GMT-06:00) Central Time (US & Canada) Sourcewell Headquarters

Attendees:

Linda Arts, Steven Barrows, Doug Dahlberg, Julia Kicker, Sharon Thiel, and Greg Zylka

1. Call to Order by Chair Zylka

1.1 Determination of Quorum

1.2 Welcome Ex-Officio's

2. Acceptance of the Agenda

2.1 Additions/Corrections to the agenda

Recommendation: Approve the agenda as presented.

Moved by: Doug Dahlberg

Seconded by: Julia Kicker

Carried

3. Action on the Minutes of Clerk Arts

3.1 Review and Approval of the minutes of the regular board meeting.

[Board of Directors - Jun 18 2024 - Minutes - Html](#) 


Recommendation: approve the minutes as presented

Moved by: Linda Arts

Seconded by: Sharon Thiel

Carried

4. Status of #924 Fund by Treasurer Nagel & Mike Carlson, Chief Financial Officer

4.1 Financial Report of Cash, Revenues, and Expenses [July 2024.pdf](#) 

5. Consideration of Claims

5.1 Sharon Thiel on behalf of Treasurer Nagel and presenting for approval the Check Register, Wire Transfer activity, and Wire Transfer-Employee Expense reimbursements as detailed in the enclosed batch reports (July 10, 2024).

Recommendation: approve the batch reports as presented

Moved by: Sharon Thiel

Seconded by: Steven Barrows

Carried

6. Consent Agenda

Recommendation: approve the consent agenda with the corrected appendix A.

Moved by: Julia Kicker

Seconded by: Sharon Thiel

Carried

- 6.1 Resolution to Approve Solicitation and/or Re-Solicitation of Categories
[Resolution Approve Solicitation 23.docx](#) 
- 6.2 Resolution to Approve Ratification of Cooperative Contracting Awards
[Resolution Ratify cooperative purchasing awards 24.docx](#) 
- 6.3 Procurement Resolutions Appendix A
[Procurement-Appendix A-July-2024.pdf](#) 
[Procurement-Appendix A-July-2024_Corrected.pdf](#) 
- 6.4 Personnel Recommendations
[Personnel Recommendations July 2024.docx](#)  [2024 Director of CP Product Marketing_FINAL.docx](#) 
[2024 Director of Government Relations_FINAL.docx](#) 
[2024 Director of Legal and GR Systems_FINAL.docx](#) 
[2024 Director of Legal Services_FINAL.docx](#) 
[2024 Director of Operational Excellence - Enterprise Solutions_FINAL.docx](#) 
[2024 Director of State and Regional Marketing Communications_FINAL.docx](#) 
[2024 Marketing Client Experience Director_FINAL.docx](#) 
[2024 VP of Strategic Initiatives_FINAL.docx](#) 
[2024 IT Technical Writer and Trainer_FINAL.docx](#) 
- 6.5 Interlocal Agreement with Oregon Human Authority
[182296-0 OHA Interlocal Agreement.pdf](#) 

7. Empowering Smart Work - Focused Program Update

- 7.1 A Day in the Life of a Sourcewell Employee Greta Smith, HR Specialist- Employee Relations

<https://vimeo.com/983260647/7bc3120678>

- 7.2 FY24.25 Strategy

1. Workforce Planning
2. Human Resource Updates
3. Facility Updates

8. Old Business

9. New Business

- 9.1 Data Practices Policy, Data Inventory, and Records Retention Schedule

[2024 Data Practices Policy and Record Retention Schedule.docx](#) 

- Jeremy Schwartz, Chief Operating and Procurement Officer

Recommendation: Approve the Data Practices Policy, Data Inventory, and Records Retention Schedule with one grammatical correction.

Moved by: Sharon Thiel

Seconded by: Linda Arts

Carried

- 9.2 Advisory Representation - Better Health Collective Board of Trustees

- Dr. Chad Coquette, Chief Executive Officer

Recommendation: Appoint Sharon Thiel as the Sourcewell

Representative on the Board of Trustees, fulfilling the remaining term of Board Member Greg Zylka, expiring 12/31/2025.

Moved by: Steven Barrows

Seconded by: Doug Dahlberg

Carried

10. Chief Executive Officer Update- Dr. Chad Coauette

10.1 State/National Associations and Partnerships

11. Reports

11.1 Individual Board Member Reports

12. Adjournment

Recommendation: to adjourn at 7:06 p.m.

Moved by: Sharon Thiel

Seconded by: Julia Kicker

Carried

APPENDIX A

SOURCEWELL PROCUREMENT DEPARTMENT
BOARD ITEMS - July 2024

CONSENT AGENDA ITEMS	Requesting Board permission to Solicit the following categories:
	Risk Management, Employee Benefits, and Insurance Consulting Services
	Requesting Board permission to Re-Solicit the following categories:
	After Market Parts and Supplies
	Body Armor with Related Accessories, Equipment, and Services
	Tax Exempt Municipal Leasing with Related Services
	Indefinite Delivery Indefinite Quantity - Florida

Contract Extensions

Supplier Name	Contract Number	Solicitation Title
Multiforce Systems	092920-MTF	"Aboveground Fuel and Fluid Storage with Related Hardware, Software and Services"
Gilbarco	092920-GVR	"Aboveground Fuel and Fluid Storage with Related Hardware, Software and Services"
Syn-tech Systems	092920-SYS	"Aboveground Fuel and Fluid Storage with Related Hardware, Software and Services"
E.J. Ward	092920-EJW	"Aboveground Fuel and Fluid Storage with Related Hardware, Software and Services"
JF Petroleum Group	092920-JFA	"Aboveground Fuel and Fluid Storage with Related Hardware, Software and Services"
Western Global	092920-WST	"Aboveground Fuel and Fluid Storage with Related Hardware, Software and Services"
Graco	092920-GRC	"Aboveground Fuel and Fluid Storage with Related Hardware, Software and Services"
NAPA	032521-GPC	"Aftermarket Vehicle Parts and Supplies"
Peterbilt	060920-PMC	"Class 4-8 Chassis with Related Equipment, Accessories and Services"
Shaw Integrated and Turf Solutions	080819-SII	"Flooring Materials with Related Supplies and Services"

New Contracts

Supplier Name	Contract Number	Solicitation Title
TK Elevator Corporation	050224-TKE	"Elevators, Escalators, and Moving Walks with Related Equipment, Services and Supplies"
Schindler Elevator Corporation	050224-SCH	"Elevators, Escalators, and Moving Walks with Related Equipment, Services and Supplies"
Transel Elevator & Electric, Inc.	050224-TRL	"Elevators, Escalators, and Moving Walks with Related Equipment, Services and Supplies"

APPENDIX A Continued

National Auto Fleet Group	032824-NAF	"Class 4-8 Chassis and Cabs with Related Equipment and Services"
Truckcorp, LLC	032824-TRK	"Class 4-8 Chassis and Cabs with Related Equipment and Services"
Olathe Ford Sales	032824-OLA	"Class 4-8 Chassis and Cabs with Related Equipment and Services"
Navistar	032824-NVS	"Class 4-8 Chassis and Cabs with Related Equipment and Services"
Nikola Corporation	032824-NKA	"Class 4-8 Chassis and Cabs with Related Equipment and Services"
Peterbilt Motors Company	032824-PMC	"Class 4-8 Chassis and Cabs with Related Equipment and Services"
Kenworth Truck Company	032824-KTC	"Class 4-8 Chassis and Cabs with Related Equipment and Services"
The Lion Electric Company/Lion Buses, Inc.	032824-LON	"Class 4-8 Chassis and Cabs with Related Equipment and Services"
Electric Vehicle Conversions	032824-ELV	"Class 4-8 Chassis and Cabs with Related Equipment and Services"
Roundtrip EV Solutions	032824-RDT	"Class 4-8 Chassis and Cabs with Related Equipment and Services"
Certified Stainless Service dba West-Mark	032824-CER	"Class 4-8 Chassis and Cabs with Related Equipment and Services"
Rush Truck Centers of Texas/Rush Enterprises	032824-RTG	"Class 4-8 Chassis and Cabs with Related Equipment and Services"
Workhorse Technologies	032824-WKH	"Class 4-8 Chassis and Cabs with Related Equipment and Services"

Daimler Trucks North America	032824-DAI	"Class 4-8 Chassis and Cabs with Related Equipment and Services"
Battle Motors	032824-CRN	"Class 4-8 Chassis and Cabs with Related Equipment and Services"
Autocar Truck/Autocar Industries	032824-ATC	"Class 4-8 Chassis and Cabs with Related Equipment and Services"
Mack Trucks	032824-MAK	"Class 4-8 Chassis and Cabs with Related Equipment and Services"

NEW IDIQ CONTRACTS

Company Name	Contract Number	Region - Type of Work
none		

Company Name	Contract Number
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IDIQ CONTRACT EXTENSIONS		
Adrian L. Merton, Inc.	MD-R5-HVAC02-052621-ALM	
Skyline Roofing, Inc.	MD-R1-RW01-052621-SKY	
Skyline Roofing, Inc.	MD-R2-RW01-052621-SKY	
Skyline Roofing, Inc.	MD-R3-RW01-052621-SKY	
Vigil Contracting, Inc.	MD-R2-GC01-052621-VGL	

APPENDIX A Continued

Centennial Contractors Enterprises, Inc.	MD-R6-GC04-052621-CCE	
Centennial Contractors Enterprises, Inc.	MD-R5-GC04-052621-CCE	
S-Works Construction Corporation	MD-R4-GC04-052621-SWC	
Paige Industrial Services, Inc.	MD-R6-GC03-052621-PAI	
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	
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	
Adrian L. Merton, Inc.	MD-R4-HVAC02-052621-ALM	
Paige Industrial Services, Inc.	MD-R6-PAC02-052621-PAI	
F.H. Paschen, S.N. Nielsen & Associates, LLC	MD-R1-GC02-052621-FHP	
Skyline Roofing, Inc.	MD-R5-RW01-052621-SKY	
Vigil Contracting, Inc.	MD-R4-E02-052621-VGL	
S-Works Construction Corporation	MD-R2-GC03-052621-SWC	
Vigil Contracting, Inc.	MD-R4-GC01-052621-VGL	
Vigil Contracting, Inc.	MD-R2-HVAC01-052621-VGL	
Vigil Contracting, Inc.	MD-R6-E02-052621-VGL	
Nichols Contracting, Inc.	MD-R5-GC01-052621-NIC	
Adrian L. Merton, Inc.	MD-R3-HVAC02-052621-ALM	
Vigil Contracting, Inc.	MD-R5-E02-052621-VGL	
Centennial Contractors Enterprises, Inc.	MD-R3-GC02-052621-CCE	

APPENDIX A Continued

Paige Industrial Services, Inc.	MD-R3-PAC01-052621-PAI	
Paige Industrial Services, Inc.	MD-R5-PAC02-052621-PAI	
Adrian L. Merton, Inc.	MD-R2-HVAC02-052621-ALM	
Centennial Contractors Enterprises, Inc.	MD-R4-GC02-052621-CCE	
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-R5-GC02-052621-VGL	
The Matthews Group	MD-R2-GC04-052621-TMG	
Vigil Contracting, Inc.	MD-R3-GC04-052621-VGL	
Vigil Contracting, Inc.	MD-R3-HVAC01-052621-VGL	
Nichols Contracting, Inc.	MD-R3-GC01-052621-NIC	
Vigil Contracting, Inc.	MD-R5-HVAC01-052621-VGL	
Vigil Contracting, Inc.	MD-R2-E02-052621-VGL	
Paige Industrial Services, Inc.	MD-R5-GC03-052621-PAI	
Vigil Contracting, Inc.	MD-R6-GC01-052621-VGL	
Vigil Contracting, Inc.	MD-R6-HVAC01-052621-VGL	
Vigil Contracting, Inc.	MD-R4-HVAC01-052621-VGL	
Mans Construction Company	NM-R1-E-060222-MCO	
National Roofing Company, Inc.	NM-R1-R-060222-NRC	
National Roofing Company, Inc.	NM-R2-R-060222-NRC	
National Roofing Company, Inc.	NM-R5-R-060222-NRC	

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Mans Construction Company	NM-R4-R-060222-MCO	
Ross Wes Electrical Services	NM-R5-E-060222-RWE	
Junior Builders	NM-R4-GC-060222-JUB	
Junior Builders	NM-R4-P-060222-JUB	
Junior Builders	NM-R3-GC-060222-JUB	
Junior Builders	NM-R3-P-060222-JUB	
HB Construction, Inc.	NM-R5-GC-060222-HCO	
GM Builders, Inc.	NM-R5-GC-060222-GMB	
GM Builders, Inc.	NM-R2-GC-060222-GMB	
Mans Construction Company	NM-R4-E-060222-MCO	
Mans Construction Company	NM-R5-R-060222-MCO	
White Sands Construction Inc.	NM-R5-GC-060222-WSC	
GM Builders, Inc.	NM-R5-R-060222-GMB	
National Construction, Inc.	NM-R4-GC-060222-NCI	
Jim Sena Construction Co., Inc.	NM-R3-GC-060222-JSC	
GM Builders, Inc.	NM-R2-R-060222-GMB	
GM Builders, Inc.	NM-R3-R-060222-GMB	
WWRC, Inc.	NM-R3-P-060222-WRI	
Jim Sena Construction Co., Inc.	NM-R3-R-060222-JSC	
WWRC, Inc.	NM-R2-HVAC-060222-WRI	
GM Builders, Inc.	NM-R1-R-060222-GMB	
HB Construction, Inc.	NM-R1-GC-060222-HCO	
WWRC, Inc.	NM-R3-R-060222-WRI	

APPENDIX A Continued

WWRC, Inc.	NM-R4-GC-060222-WRI	
WWRC, Inc.	NM-R4-P-060222-WRI	
WWRC, Inc.	NM-R4-R-060222-WRI	
Jim Sena Construction Co., Inc.	NM-R4-R-060222-JSC	
GM Builders, Inc.	NM-R4-R-060222-GMB	
HB Construction, Inc.	NM-R2-GC-060222-HCO	
Ross Wes Electrical Services	NM-R1-E-060222-RWE	
WWRC, Inc.	NM-R3-HVAC-060222-WRI	
Jim Sena Construction Co., Inc.	NM-R4-GC-060222-JSC	
Mans Construction Company	NM-R5-E-060222-MCO	
Consolidated Builders of NM	NM-R3-GC-060222-COB	
Consolidated Builders of NM	NM-R4-GC-060222-COB	
CORE Construction Services of Texas, Inc.	NM-R5-GC-060222-CCT	
DKG & Associates, Inc.	NM-R2-R-060222-DKG	
Ross Wes Electrical Services	NM-R2-E-060222-RWE	
GM Builders, Inc.	NM-R1-GC-060222-GMB	
Dallago Corporation	NM-R1-P-060222-DCO	
CORE Construction Services of Texas, Inc.	NM-R1-GC-060222-CCT	
Dallago Corporation	NM-R1-HVAC-060222-DCO	
DKG & Associates, Inc.	NM-R4-R-060222-DKG	
DKG & Associates, Inc.	NM-R5-R-060222-DKG	
Consolidated Builders of NM	NM-R1-GC-060222-COB	
Consolidated Builders of NM	NM-R2-GC-060222-COB	

APPENDIX A Continued

CORE Construction Services of Texas, Inc.	NM-R2-GC-060222-CCT	
Mans Construction Company	NM-R3-E-060222-MCO	
WWRC, Inc.	NM-R4-HVAC-060222-WRI	
Mans Construction Company	NM-R1-GC-060222-MCO	
Mans Construction Company	NM-R2-E-060222-MCO	
Consolidated Builders of NM	NM-R5-GC-060222-COB	
DKG & Associates, Inc.	NM-R1-R-060222-DKG	
Smith Roofing, Inc.	NM-R5-R-060222-SMR	
WWRC, Inc.	NM-R2-GC-060222-WRI	
WWRC, Inc.	NM-R2-P-060222-WRI	
WWRC, Inc.	NM-R2-R-060222-WRI	
Triton Services, Inc.	KY-NC-HVAC01-062420-TRS	
The Lusk Group	KY-NC-GC05-062420-LMC	
The Lusk Group	KY-E-GC03-062420-LMC	
Place Services, Inc.	KY-W-GC01-062420-PLS	
Place Services, Inc.	KY-E-E01-062420-PLS	
The Lusk Group	KY-W-HVAC01-062420-LMC	
The Lusk Group	KY-NC-HVAC02-062420-LMC	
The Lusk Group	KY-NC-E02-062420-LMC	
The Lusk Group	KY-W-RW01-062420-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	

APPENDIX A Continued

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