



## Minutes for Meeting Book - Tuesday, November 19, 2024 Board of Directors Meeting

Tuesday, November 19, 2024 | 6:00 PM - (GMT-06:00) Central Time (US & Canada)

Sourcewell Headquarters

### Attendees:

#### 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 corrected.

*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 - Oct 15 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  
[November 2024.pdf](#) 

**5. Consideration of Claims**

- 5.1 Review by 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.

Recommendation: approve the batch reports as presented

*Moved by:* Sara Nagel

*Seconded by:* Doug Dahlberg

**Carried**

**6. Consent Agenda**

Recommendation: approve consent agenda as presented

*Moved by:* Steven Barrows

*Seconded by:* Sharon Thiel

**Carried**

- 6.1 Resolution to Approve Solicitation and/or Re-Solicitation of Categories

[Resolution Approve Solicitation 33.docx](#) 

- 6.2 Resolution to Approve Ratification of Cooperative Contracting Awards

[Resolution Ratify cooperative purchasing awards 34.docx](#) 

- 6.3 **[Procurement-Appendix A-November-2024.pdf](#)** 



Appendix A

- 6.4 Low Incidence Worker Benefit Change Memo

[Low Incidence Worker Benefit Change Memo.docx](#) 

- 6.5 [2024\\_Nov\\_Employee Transitions.pdf](#)   
[2024\\_Nov\\_Employee Transitions-corrected.pdf](#) 


## 7. Regional Solutions- Focused Program Update

- 7.1 A Day in the Life of a Sourcewell Employee Dr. Amanda Tegels
- 7.2 Education Solutions Structure  
[Education Solutions Update \(November 2024\).pdf](#) 
- 7.3 Compass/MDE Partnership Update
- 7.4 WonderTrek Children's Museum Update  
[WonderTrek Presentation Sourcewell.pdf](#) 

## 8. Old Business

- 8.1 Board Policy Updates  
[Food and Non-Alcoholic Beverage Policy](#)   
  
Recommendation: Approve the Food and NA Beverage Policy as presented  
  
*Moved by:* Sharon Thiel  
*Seconded by:* Sara Nagel  
  
**Carried**
- 8.2 Intergovernmental Support Agreement between the United States Department of the Navy and Sourcewell  
[Resolution Ratifying Navy IGSA 35.docx](#)   
  
Recommendation: Approve the resolution ratifying an intergovernmental support agreement with the United States Department of the Navy.  
  
*Moved by:* Chris Kircher  
*Seconded by:* Doug Dahlberg  
  
**Carried**
- 8.3 Board Election Nomination Update

## 9. New Business

9.1 Launch Board Self-Evaluation  
[Board of Directors Self Evaluation- Survey Questions.docx](#) 

9.2 Land Opportunity  
Recommendation: Approve the exploration of this opportunity further.

*Moved by:* Doug Dahlberg  
*Seconded by:* Chris Kircher

**Carried**

9.3 Employment Agreement - Chief Executive Officer  
Recommendation: Approve the Employment Agreement as presented.

*Moved by:* Sharon Thiel  
*Seconded by:* Steven Barrows

**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 8:15 p.m.

*Moved by:* Chris Kircher  
*Seconded by:* Steven Barrows

**Carried**

**APPENDIX A**

**SOURCEWELL PROCUREMENT DEPARTMENT  
BOARD ITEMS - November 2024**

<b>AGENDA ITEMS</b>	<b>Requesting Board permission to Solicit the following categories:</b>		
	Risk Management, Employee Benefit, and Insurance Consulting Services		
	<b>Requesting Board permission to Re-Solicit the following categories:</b>		
	Pest Control Services with Related Products		
<b>CONSENT AGENDA ITEMS</b>	Public Safety Communications Technology with Hardware Solutions		
	Electric Vehicle Supply Equipment and Related Services		
	<b>NEW CONTRACTS</b>		
	<b>Supplier Name</b>	<b>Contract Number</b>	<b>Solicitation Title</b>
	Vertosoft, LLC	060624-VTO	<i>Software Solutions and Related Services for Public Sector and Education Administration</i>
	Quicket Solutions, Inc.	060624-QKT	<i>Software Solutions and Related Services for Public Sector and Education Administration</i>
	Adroit Staffing, LLC	060624-ASL	<i>Software Solutions and Related Services for Public Sector and Education Administration</i>
	Hyland Software, Inc.	060624-HYL	<i>Software Solutions and Related Services for Public Sector and Education Administration</i>
	Off Duty Management, Inc.	060624-OFF	<i>Software Solutions and Related Services for Public Sector and Education Administration</i>
	TMA Systems, LLC	060624-TMA	<i>Software Solutions and Related Services for Public Sector and Education Administration</i>
	Precision Task Group, Inc.	060624-PRT	<i>Software Solutions and Related Services for Public Sector and Education Administration</i>
	Collective Data, Inc.	060624-COL	<i>Software Solutions and Related Services for Public Sector and Education Administration</i>
	PSD Citywide (US), Inc.	060624-PSD	<i>Software Solutions and Related Services for Public Sector and Education Administration</i>
	Konica Minolta Business Solutions USA, Inc.	060624-KON	<i>Software Solutions and Related Services for Public Sector and Education Administration</i>
	GTY Technology Holdings, Inc.	060624-GTH	<i>Software Solutions and Related Services for Public Sector and Education Administration</i>
	Tyler Technologies, Inc.	060624-TTI	<i>Software Solutions and Related Services for Public Sector and Education Administration</i>
	MGT Consulting of America, LLC	060624-MGT	<i>Software Solutions and Related Services for Public Sector and Education Administration</i>
	Computer Aid, Inc.	061324-CAI	<i>Staffing with Related Services and Solutions</i>
	Off Duty Management, Inc.	061324-OFF	<i>Staffing with Related Services and Solutions</i>
	Infojini, Inc.	061324-INF	<i>Staffing with Related Services and Solutions</i>
	Cogent Infotech Corporation	061324-COG	<i>Staffing with Related Services and Solutions</i>
	Tryfacta, Inc.	061324-TRY	<i>Staffing with Related Services and Solutions</i>
	SearchPros Staffing, LLC	061324-SPS	<i>Staffing with Related Services and Solutions</i>
	FedTec, LLC	061324-FED	<i>Staffing with Related Services and Solutions</i>
	IG True Grit Holdings	061324-IGT	<i>Staffing with Related Services and Solutions</i>
	Infinite Computing Systems, Inc.	061324-ICS	<i>Staffing with Related Services and Solutions</i>
	The Act One Group, Inc.	061324-TAO	<i>Staffing with Related Services and Solutions</i>
	ManpowerGroup, Inc.	061324-MPG	<i>Staffing with Related Services and Solutions</i>
Amergis Healthcare Staffing, Inc.	061324-AMH	<i>Staffing with Related Services and Solutions</i>	
Veritiv Operating Company	082724-VET	<i>Janitorial Supplies and Equipment with Related Service!</i>	
Gemplers, Inc.	082724-GEM	<i>Janitorial Supplies and Equipment with Related Service!</i>	
Sid Tool Co. Inc. dba MSC Industrial Supply Co.	082724-MSI	<i>Janitorial Supplies and Equipment with Related Service!</i>	
Staples Contract & Commercial, LLC	082724-SCC	<i>Janitorial Supplies and Equipment with Related Service!</i>	
Greenheck Fan Corporation dba Greenheck Group	080824-GRH	<i>HVAC Systems with Related Products and Services</i>	
Daikin Applied Americas, Inc.	080824-DIN	<i>HVAC Systems with Related Products and Services</i>	
ABM Industries/ABM Building Solutions, LLC	080824-ABL	<i>HVAC Systems with Related Products and Services</i>	
Johnson Controls, Inc.	080824-JHN	<i>HVAC Systems with Related Products and Services</i>	
Honeywell International, Inc.	080824-HNY	<i>HVAC Systems with Related Products and Services</i>	
Siemens Industry, Inc.	080824-SIE	<i>HVAC Systems with Related Products and Services</i>	
Carrier Global Corporation	080824-CAR	<i>HVAC Systems with Related Products and Services</i>	
<b>CONTRACT EXTENSIONS</b>			
<b>Supplier Name</b>	<b>Contract Number</b>	<b>Solicitation Title</b>	
GHD Digital	090320-ESL	<i>Public Sector and Education Administration Software Solutions with Related Services</i>	
Infojini	071321-INF	<i>IT Managed Service and Staff Augmentation Solutions</i>	
Judge Technical Services	071321-JDG	<i>IT Managed Service and Staff Augmentation Solutions</i>	

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CDWG	071321-CDW	<i>IT Managed Service and Staff Augmentation Solutions</i>
22nd Century Technologies	071321-CEN	<i>IT Managed Service and Staff Augmentation Solutions</i>
<b>NEW IDIQ CONTRACTS</b>		
<b>Company Name</b>	<b>Contract Number</b>	<b>Region - Type of Work</b>
Armstrong Mechanical Services, Inc.	NC-R2-HVAC-090524-ARM	Region 2-Mechanical/HVAC
Armstrong Mechanical Services, Inc.	NC-R3-HVAC-090524-ARM	Region 3-Mechanical/HVAC
Armstrong Mechanical Services, Inc.	NC-R2-PLUM-090524-ARM	Region 2-Plumbing
Armstrong Mechanical Services, Inc.	NC-R3-PLUM-090524-ARM	Region 3-Plumbing
Brown & Root Industrial Services, LLC	NC-R5-GC-090524-KBR	Region 5-General Construction
Eastern Corporation	NC-R1-GC-090524-EAST	Region 1-General Construction
Eastern Corporation	NC-R2-GC-090524-EAST	Region 2-General Construction
Eastern Corporation	NC-R3-GC-090524-EAST	Region 3-General Construction
Eastern Corporation	NC-R4-GC-090524-EAST	Region 4-General Construction
Eastern Corporation	NC-R5-GC-090524-EAST	Region 5-General Construction
Eastern Corporation	NC-R6-GC-090524-EAST	Region 6-General Construction
Eastern Corporation	NC-R1-RW-090524-EAST	Region 1-Roofing/Waterproofing
Eastern Corporation	NC-R2-RW-090524-EAST	Region 2-Roofing/Waterproofing
Eastern Corporation	NC-R3-RW-090524-EAST	Region 3-Roofing/Waterproofing
Eastern Corporation	NC-R4-RW-090524-EAST	Region 4-Roofing/Waterproofing
Eastern Corporation	NC-R5-RW-090524-EAST	Region 5-Roofing/Waterproofing
Eastern Corporation	NC-R6-RW-090524-EAST	Region 6-Roofing/Waterproofing
F.H. Paschen, S.N. Nielsen & Associates, LLC	NC-R1-GC-090524-FHP	Region 1-General Construction
F.H. Paschen, S.N. Nielsen & Associates, LLC	NC-R2-GC-090524-FHP	Region 2-General Construction
F.H. Paschen, S.N. Nielsen & Associates, LLC	NC-R3-GC-090524-FHP	Region 3-General Construction
F.H. Paschen, S.N. Nielsen & Associates, LLC	NC-R4-GC-090524-FHP	Region 4-General Construction
F.H. Paschen, S.N. Nielsen & Associates, LLC	NC-R5-GC-090524-FHP	Region 5-General Construction
F.H. Paschen, S.N. Nielsen & Associates, LLC	NC-R6-GC-090524-FHP	Region 6-General Construction
Johnson-Laux Construction, LLC	NC-R1-GC-090524-JLC	Region 1-General Construction
Johnson-Laux Construction, LLC	NC-R2-GC-090524-JLC	Region 2-General Construction
Johnson-Laux Construction, LLC	NC-R3-GC-090524-JLC	Region 3-General Construction
Johnson-Laux Construction, LLC	NC-R4-GC-090524-JLC	Region 4-General Construction
Johnson-Laux Construction, LLC	NC-R6-GC-090524-JLC	Region 6-General Construction
The Motz Group, LLC.	NC-R1-CC-090524-MOTZ	Region 1-Civil/Site Work/Civil Construction
The Motz Group, LLC.	NC-R2-CC-090524-MOTZ	Region 2-Civil/Site Work/Civil Construction
The Motz Group, LLC.	NC-R3-CC-090524-MOTZ	Region 3-Civil/Site Work/Civil Construction
The Motz Group, LLC.	NC-R4-CC-090524-MOTZ	Region 4-Civil/Site Work/Civil Construction
The Motz Group, LLC.	NC-R5-CC-090524-MOTZ	Region 5-Civil/Site Work/Civil Construction
The Motz Group, LLC.	NC-R6-CC-090524-MOTZ	Region 6-Civil/Site Work/Civil Construction
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R1-CC-090524-QAM	Region 1-Civil/Site Work/Civil Construction
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R2-CC-090524-QAM	Region 2-Civil/Site Work/Civil Construction
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R3-CC-090524-QAM	Region 3-Civil/Site Work/Civil Construction
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R4-CC-090524-QAM	Region 4-Civil/Site Work/Civil Construction
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R5-CC-090524-QAM	Region 5-Civil/Site Work/Civil Construction
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R6-CC-090524-QAM	Region 6-Civil/Site Work/Civil Construction
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R1-E-090524-QAM	Region 1-Electrical
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R2-E-090524-QAM	Region 2-Electrical
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R3-E-090524-QAM	Region 3-Electrical
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R4-E-090524-QAM	Region 4-Electrical
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R5-E-090524-QAM	Region 5-Electrical
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R6-E-090524-QAM	Region 6-Electrical
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R1-HVAC-090524-QAM	Region 1-Mechanical/HVAC
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R2-HVAC-090524-QAM	Region 2-Mechanical/HVAC

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The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R3-HVAC-090524-QAM	Region 3-Mechanical/HVAC
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R4-HVAC-090524-QAM	Region 4-Mechanical/HVAC
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R5-HVAC-090524-QAM	Region 5-Mechanical/HVAC
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R6-HVAC-090524-QAM	Region 6-Mechanical/HVAC
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R1-PLUM-090524-QAM	Region 1-Plumbing
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R2-PLUM-090524-QAM	Region 2-Plumbing
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R3-PLUM-090524-QAM	Region 3-Plumbing
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R4-PLUM-090524-QAM	Region 4-Plumbing
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R5-PLUM-090524-QAM	Region 5-Plumbing
The Plumbing Shop, Inc, DBA Quick Action Management Group, Inc.	NC-R6-PLUM-090524-QAM	Region 6-Plumbing
<b>Company Name</b>	<b>Contract Number</b>	
<b>IDIQ CONTRACT EXTENSIONS</b>		
Vigil Contracting, Inc.	WA-DC-E01-100120-VGL	
S-Works Construction Corporation	WA-DC-GC03-100120-SWC	
Paige Industrial Services, Inc.	WA-DC-M03-100120-PAI	
Paige Industrial Services, Inc.	WA-DC-P03-100120-PAI	
Vigil Contracting, Inc.	WA-DC-GC04-100120-VGL	
F.H. Paschen, S.N. Nielsen & Associates, LLC	WA-DC-GC06-100120-FHP	
Centennial Contractors Enterprises, Inc.	WA-DC-GC02-100120-CCE	
Vigil Contracting, Inc.	WA-DC-P01-100120-VGL	
Paige Industrial Services, Inc.	WA-DC-E02-100120-PAI	
Vigil Contracting, Inc.	WA-DC-M01-100120-VGL	
Adrian L. Merton, Inc.	WA-DC-M02-100120-ALM	
Adrian L. Merton, Inc.	WA-DC-P02-100120-ALM	
The Matthews Group	WA-DC-GC01-100120-TMG	
HITT Contracting, Inc.	WA-DC-GC05-100120-HCI	