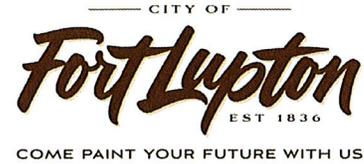


**CITY OF FORT LUPTON
CITY COUNCIL**



Shannon Rhoda, Ward 1
Chris Ceretto, Ward 2
Michael Sanchez, Ward 3

Zo Stieber, Mayor

David Crespino, Ward 1
Tommy Holton, Ward 2
Michael Long, Ward 3

AM 2020-003

ACCEPTING A PROPOSAL FROM COMMERCIAL FITNESS TO PURCHASE WEIGHT ROOM EQUIPMENT FOR THE RECREATION CENTER FOR AN AMOUNT NOT TO EXCEED \$59,711.44.

I. **Agenda Date:** Council Meeting – January 7, 2020

- II. **Attachments:**
- a. CFS Quotation Order Form
 - b. Cybex Brochure Info
 - c. Sourcewell Guide

III. **Summary Statement:**

The Recreation Department would like to purchase fitness equipment from Commercial Fitness Solutions. The equipment would be the Cybex Eagle Line for an amount not to exceed \$59,711.44 to replace the existing 15-year-old equipment that is no longer manufactured and repair parts are not available.

IV. **Submitted by:** _____
Monty Schuman Recreation Director

V. **Finance Reviewed** _____
Leann Perino
Finance Director

VI. **Approved for Presentation:** _____
City Administrator

VII. **Attorney Reviewed** _____
Approved _____

VIII. **Certification of Council Approval:** _____
City Clerk _____ Date _____

IX. Detail of Issue/Request:

The staff has looked into purchasing circuit training equipment for the Recreation Center. Commercial Fitness Solutions is a member of Sourcewell (contract number 120215-LFF) that allows for a \$22,164,00 in discount pricing. This would replace 13 pieces of equipment and will allow us to become ADA compliant in the fitness room.

We feel that purchasing the top of the line equipment is in the best interest of our citizens since we are keeping the equipment for a long period of time. This company has been around for over 45 years.

X. Legal/Political Considerations:

None expected.

XI. Alternatives/Options:

Other manufacturers are available but we feel that this equipment is the top of the line and best suits our facility.

XII. Financial Considerations:

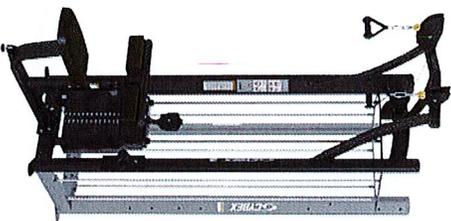
The equipment replacement was budgeted in the Rec Center Fund for \$60,000.

XIII. Staff Recommendation:

Staff recommends to approve the purchase of the fitness equipment from Commercial Fitness Solutions for an amount not exceed \$59,711.44.

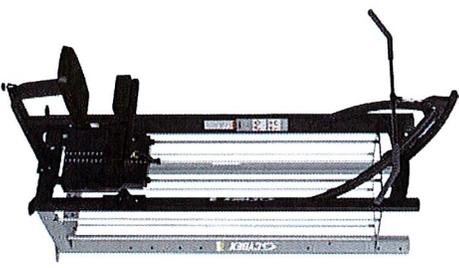
Dual Handle Lat Pulldown

- The forward-aligned pulley is carefully located to encourage correct form for the lat pulldown movement
- Dual handles for independent movement, and delivers a 2:1 lifting ratio when used independently
- Diverging pulley alignment for natural movement
- 255 lbs (116 kg) weight stack



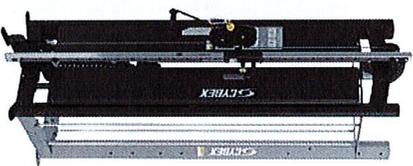
Lat Pulldown

- The forward-aligned pulley is carefully located to encourage correct form for the lat pulldown movement
- Adjustable thigh pad provides stabilization for a wide variety of user heights
- 255 lbs (116 kg) weight stack



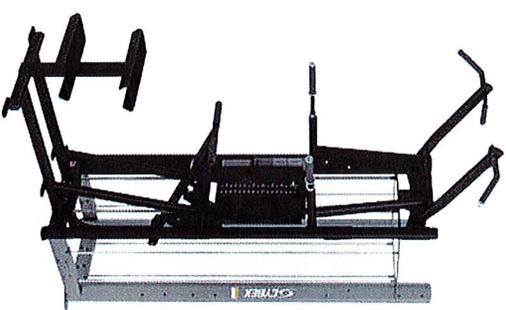
Adjustable Cable Column

- Adjustment tube has 22-positions, located 3" apart
- The 2:1 lifting ratio provides for decreased inertia
- Includes user-side weight shield
- 200 lbs (91 kg) weight stack



Dip/Chin Assist

- Provides up to 118 lbs (54 kg) of assistance
- "Extra-sized" dip grips provide improved comfort
- Dual grip positions accommodate user size and movement variety
- Pull-up bar offers both bar and neutral grips for individual preference
- Steps allow easy ingress and egress
- Foot bar easily flips-up for unassisted pull-ups and dips
- Note: only one Dip/Chin Assist can be used per Quad
- 250 lbs (114 kg) weight stack



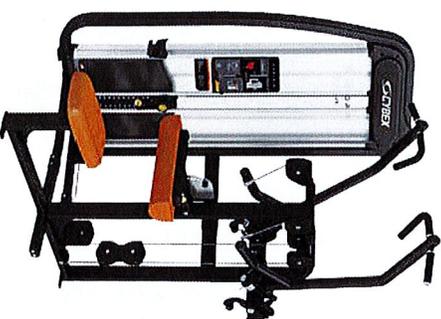
Chest Press

- Dual Axis allows the user to train with confidence in machine-defined movements or progress to more advanced user-defined movements
- The converging path of motion allows the user to train through a more complete range of movement and achieve better results
- Independent arms provide for balanced strength development and add training variety
- Gas-assisted seat and back pad can easily be adjusted from the seated position allowing different body types to enjoy a comfortable range of motion



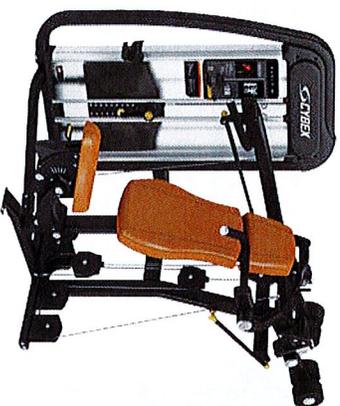
Pulldown

- Dual Axis allows the user to perform traditional pulldowns, narrow grip pulldowns, and more advanced user-defined movements
- Independent arms provide for balanced strength development and add training variety
- Thigh stabilization pad is designed to accommodate different body types and strength levels



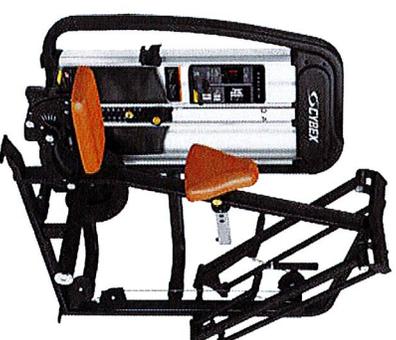
Overhead Press

- Dual Axis allows the user to train with confidence in machine-defined movements or progress to more advanced user-defined movements
- Scapular plane grip accommodates those with compromised shoulders
- Independent arms provide for balanced strength development and add training variety
- Gas-assisted seat is easily adjusted from the seated position allowing different body types to enjoy a comfortable range of motion



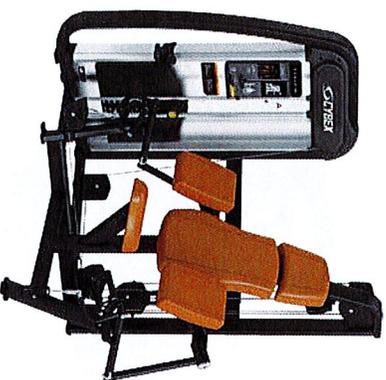
Row

- Unique top pivot, four-bar linkage, and diverging path of motion combine to support natural movement
- Foot brace promotes torso stabilization consistent with proper lifting technique
- Adjustable chest pad and gas-assisted seat allow different body types to enjoy a comfortable range of motion



Arm Curl

- Articulating arm eliminates the need for adjustment while allowing users to move in a pattern best suited to their body type or motion preference
- Swiveling-rotating grips allow for exercise variety from dumbbell curl to hammer curl



Leg Press

- Articulating carriage moves backward and tilts for greater range of motion at the hip and more complete training of the glutes and hamstrings
- Seat back angle adjusts to five positions emphasizing comfort and greater hip range of motion
- Designed to replicate a safe, controlled squat



Arm extension

- Unique design requires no setup
- Arm pads encourage stabilization and proper positioning



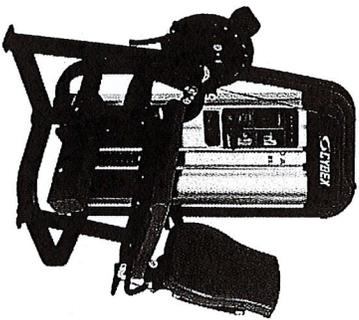
~~Hip Abduction/Adduction~~

- ~~Dual function space-saving design~~
- ~~Adjustable back angle position allows the user to target muscle groups~~
- ~~Dual foot positions accommodate a wide range of body types~~
- ~~Weight stack serves as privacy shield~~



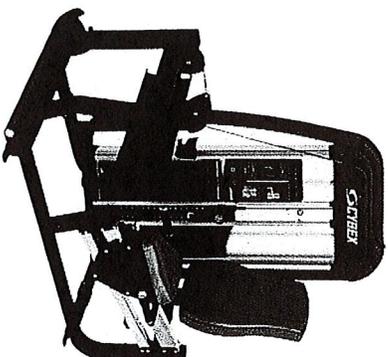
Leg Extension

- Range Limiting Device allows the user to set the most comfortable starting position and ensures the resistance profile is always matched to the user
- Innovative floating tibia pad design provides for virtually effortless positioning and provides greater comfort and stability
- Back pad is one-hand adjustable and angled 100° from the seat to relieve hamstring tension



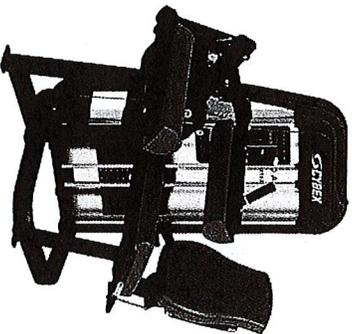
~~Calf~~

- ~~• Descending path of motion allows the foot to move in a natural manner~~
- ~~• Seated exercise position directs force through the hip rather than shoulder and minimizes spinal compression~~
- ~~• Curved footplate trains the mid-foot to accept load for a greater training effect~~



Seated Leg Curl

- Range Limiting Device allows the user to set the most comfortable starting position and ensures the resistance profile is always matched to the user
- Back pad is one-hand adjustable and angled 100° from the seat to relieve hamstring tension



~~Glute~~

- ~~• Adjustable foot bar allows the user to choose amounts of knee extension desired for movement and optimal fit for all sizes~~
- ~~• Adjustable abdominal support pad ensures correct posture and minimizes stress on the back~~
- ~~• Curvilinear movement encourages full gluteal training without requiring the user to align the hip joint~~



STRUCTURE™ Ordering Guide

Half Rack



X-Member Color and Option

Frame Color

Upright Color

SPECIFICATIONS

Product Number	ST-HR
Foot Print Dimensions L × W × H	61.5" × 65.5" × 97.5" (156 cm × 166 cm × 248 cm)
Live Area Dimensions L × W × H	109.5" × 120" × 102" (278 cm × 305 cm × 259 cm)
Machine Weight	410 lb (186 kg)
Max User Weight	350 lb (159 kg)
Max Training Weight	495 lb (225 kg)

CONFIGURATION

Each of the following options must be selected to complete order.

- Frame Color (See page 4 for more information)
- Upright Color (See page 4 for more information)
- X-Member Color (See page 4 for more information)
- Rear X-Member (Select 1. See page 5 for more information) Offset Bar, Thick/Skinny or Multi-Grip

Available in 8 ft height only

As shown above: Graphite Black frame, Structure Blue Upright and X-Members; Thick/Skinny rear X-Members.

WORLD HEADQUARTERS

10 Trotter Drive · Medway · MA 02053 USA
T + 1.508.533.4300 · F + 1.508.533.5500
cybexintl.com

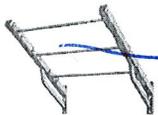
CYBEX INTERNATIONAL, INC.

Queen Adelaide · Ely
Cambridgeshire · CB7 4UB · UK
T + 44.1353.666.017 · F + 44.1353.666.018

STRUCTURE™ Ordering Guide

Attachments

ATTACHMENTS



42" Wing
ST-WING42

Requires rack to bolt to floor



3" Ball Grip
ST-BG3

Pair. For use with Square X-Member



Rack Bumper Plate Storage
ST-RBPS

Includes additional pair of storage weight horns



Neutral Grip Handles
ST-NG

Pair. For use with Square X-Member

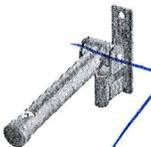


Dip Handle
ST-DIP



Arc Bar
ST-ARC

For use with Square X-Members



Power Pivot
ST-PP



Bumper Plate Divider
ST-BPD

Pair. Use on 2-Pipe Storage Members



Band Pegs
ST-BP

Pair



Power Rack Bar Support
ST-PRBS

Pair



Power Rack Flexible Bar Catches
ST-PRFBC

Pair. Use for Power Rack only



Adjustable Bench
ST-MAB

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cybexintl.com

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STRUCTURE™ Ordering Guide

X-Member Options

X-MEMBERS

Power Rack must add 1 front and 1 rear X-Member.

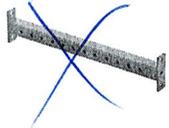
Half/Half Combo Rack must add 2 rear X-Members.

Half Rack must add 1 rear X-Member.



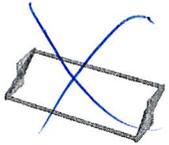
42" Monkey Bar
ST-XM42-65012

Power Rack front X-Member option only



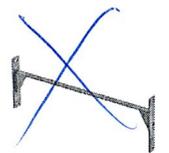
42" Square
ST-XM42-65013

Power Rack front X-Member option only



42" Offset Bar
ST-XM42-65014

Power Rack front X-Member option



42" Straight Bar
ST-XM42-65015

Power Rack front X-Member option only



42" Thick/Skinny
ST-XM42-65016 (Front), ST-XM42-66016 (Rear)

Rear X-Member option on all racks

Power Rack front X-Member option only



42" Multi-Grip
ST-XM42-66017

Rear X-Member option only on all racks

	ST-PR	ST-HRHR	ST-HR
Front Option			
Front and Rear Option		Rear Option	Rear Option
Rear Option		Rear Option	Rear Option

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cybexintl.com

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Cambridgeshire · CB7 4UB · UK
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12386 North Dumont Way #100 Littleton, CO, 80125
 720.479.8200 (ph) 720.479.8201 (fx)
 info@commercialfitness.com

Quotation/Order Form

Date	Quotation #
12/12/2019	17717

Bill To:
City of Fort Lupton 130 S McKinley Avenue Fort Lupton, CO 80621 Accounts Payable

Ship To:
City of Fort Lupton Recreation Center 203 S. Harrison St Fort Lupton, CO 80621 Stacey Keanaaina 303-857-4200, ext. 6165

Terms	Rep	FOB
Net 15	KG	

Item	Description	Qty	Unit Price	Total
	Cybox Eagle NX Circuit 11 piece Black Chrome Frame / Upholstery TBD			
	Upper Body			
20000	Cybox Eagle NX Chest Press, 20000 Warranty: Frame: 10 years, Parts: 2 years, Labor: 1 year, and Belts and Cables, Grips and Upholstery: 120 days	1	6,583.00	6,583.00
20030	Cybox Eagle NX Row, 20030, Warranty: Frame: 10 years, Parts: 2 years, Labor: 1 year, and Belts and Cables, Grips and Upholstery: 120 days	1	6,583.00	6,583.00
20010	Cybox Eagle NX Overhead Press, 20010 Warranty: Frame: 10 years, Parts: 2 years, Labor: 1 year, and Belts and Cables, Grips and Upholstery: 120 days	1	6,583.00	6,583.00
20130	Cybox Eagle NX Pulldown, 20130, Warranty: Frame: 10 years, Parts: 2 years, Labor: 1 year, and Belts and Cables, Grips and Upholstery: 120 days	1	6,583.00	6,583.00
20070	Cybox Eagle NX Arm Curl, 20070, Warranty: Frame: 10 years, Parts: 2 years, Labor: 1 year, and Belts and Cables, Grips and Upholstery: 120 days	1	5,395.00	5,395.00
20080	Cybox Eagle NX Arm Extension, 20080 Warranty: Frame: 10 years, Parts: 2 years, Labor: 1 year, and Belts and Cables, Grips and Upholstery: 120 days	1	5,179.00	5,179.00
	Optional Upper Body Item			



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Terms	Rep	FOB
Net 15	KG	

Item	Description	Qty	Unit Price	Total
	Cybox Prestige Fly/Rear Delt, Standard Weight Stack, 21110 Add: \$5,427 Warranty: Frame: 10 years, Parts: 2 years, Labor: 1 year, Belts, Cables, Grips, and Upholstery: 120 days			
	Lower Body			
20040	Cybox Eagle NX Leg Press, 20040, Warranty: Frame: 10 years, Parts: 2 years, Labor: 1 year, and Belts and Cables, Grips and Upholstery: 120 days	1	8,635.00	8,635.00
20051	Cybox Eagle NX Leg Extension with Start RLD, 20051, Warranty: Frame: 10 years, Parts: 2 years, Labor: 1 year, and Belts and Cables, Grips and Upholstery: 120 days	1	5,395.00	5,395.00
20061	Cybox Eagle NX Seated Leg Curl with Start RLD, 20061, Warranty: Frame: 10 years, Parts: 2 years, Labor: 1 year, and Belts and Cables, Grips and Upholstery: 120 days	1	5,395.00	5,395.00
13180	Cybox VR1 Hip Ab/ Ad, 13180 Warranty: Frame: 10 years / Parts: 2 years / Labor: 1 year / Belts, Cables, Grips, and Upholstery: 120 days	1	4,617.00	4,617.00
VR1 weight option	Cybox VR1 increment weight option (adds 5lb to light stacks, and 7.5lb to standard stacks)	1	160.00	160.00
Premium Shrouds	Cybox Premium Shrouds, CY-EGLNX-ENC - Monaco	9	150.00	1,350.00
	Core			



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Terms	Rep	FOB
Net 15	KG	

Item	Description	Qty	Unit Price	Total
13200	Cybox VR1 Dual Ab/Back Extension, 13200 Warranty: Frame: 10 years / Parts: 2 years / Labor: 1 year / Belts, Cables, Grips, and Upholstery: 120 days	1	4,617.00	4,617.00
VR1 weight option	Cybox VR1 increment weight option (adds 5lb to light stacks, and 7.5lb to standard stacks)	1	160.00	160.00
	Power Play Add on			
PP-ADC	Cybox PWR Play Dip / Chin Assist. PP-ADC Free Weight Upgrade - Trade in Incline Oly Bench.	1	3,505.00	3,505.00
STR-HR	Cybox Half Rack. STR-HR **must add (1) Rear X-Member**	1	2,132.00	2,132.00
ST-XM42-66017	Cybox 42" Rear X-Member - Multi Grip.(add to structure base rack configuration) ST-XM42-66017	1	200.00	200.00
STR-MAB	Cybox Multi-Adjustable Bench. STR-MAB Charcoal Uprights / Platinum Cross Members - Charcoal / Upholstery TBD	1	928.00	928.00
	Subtotal	26		74,000.00
803OU-45	TKO 45 lb Olympic Urethane Tri-Grip Plate with Insert. 803OU-45	6	161.10	966.60
803OU-35	TKO 35lb Olympic Urethane Tri-Grip Plate with Insert. 803OU-35	2	125.30	250.60



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Terms	Rep	FOB
Net 15	KG	

Item	Description	Qty	Unit Price	Total
803OU-25	TKO 25 lb Olympic Urethane Tri-Grip Plate with Insert. 803OU-25	4	89.50	358.00
803OU-10	TKO 10 lb Olympic Urethane Tri-Grip Plate with Insert. 803OU-10	4	35.80	143.20
803OU-5	TKO 5 lb Olympic Urethane Tri-Grip Plate with Insert. 803OU-5	4	18.00	72.00
803OU-2.5	TKO 2.5 lb Olympic Urethane Tri-Grip Plate with Insert. 803OU-2.5	2	9.00	18.00
813OB-86MB	TKO 7' Olympic Bar, 1500lb Needle Bearing Chrome - 813OB-86MB	1	320.00	320.00
812LBC	TKO Lock Jaw Collar, 812LBC	2	56.00	112.00
	Subtotal	25		2,240.40
Tariff - TKO Sports	Steel Import Tariff		10.00%	224.04
	Subtotal			2,464.44
Discount	Discount - A - CPRA - Sourcewell (Contract # 120215-LFF) with trade in of 15pcs Magnum Circuit and 1 Olympic incline bench.		-22,164.00	-22,164.00
Strength Freight/Install	Strength Equipment Freight Delivery/Installation		2,685.00 2,726.00	2,685.00 2,726.00



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Terms	Rep	FOB
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Item	Description	Qty	Unit Price	Total
Value Add	The Following Value Add Services are Included at No Charge: * In-Service Orientation * CAD Facility Design * Priority Service Status (48Hr Response Time) * Preventative Maintenance Orientation * Liability Sign & Waiver Samples		0.00	0.00
Secure Equipment	NOTE: SECURING EQUIPMENT: Strength machines have holes in the feet which allow for ease in anchoring to the floor. Manufacturer strongly recommends that the equipment be anchored/secured to a solid, level surface to eliminate rocking, tipping or falling over due to incorrect usage or misuse. *Anchoring equipment is the responsibility of the customer*		0.00	0.00

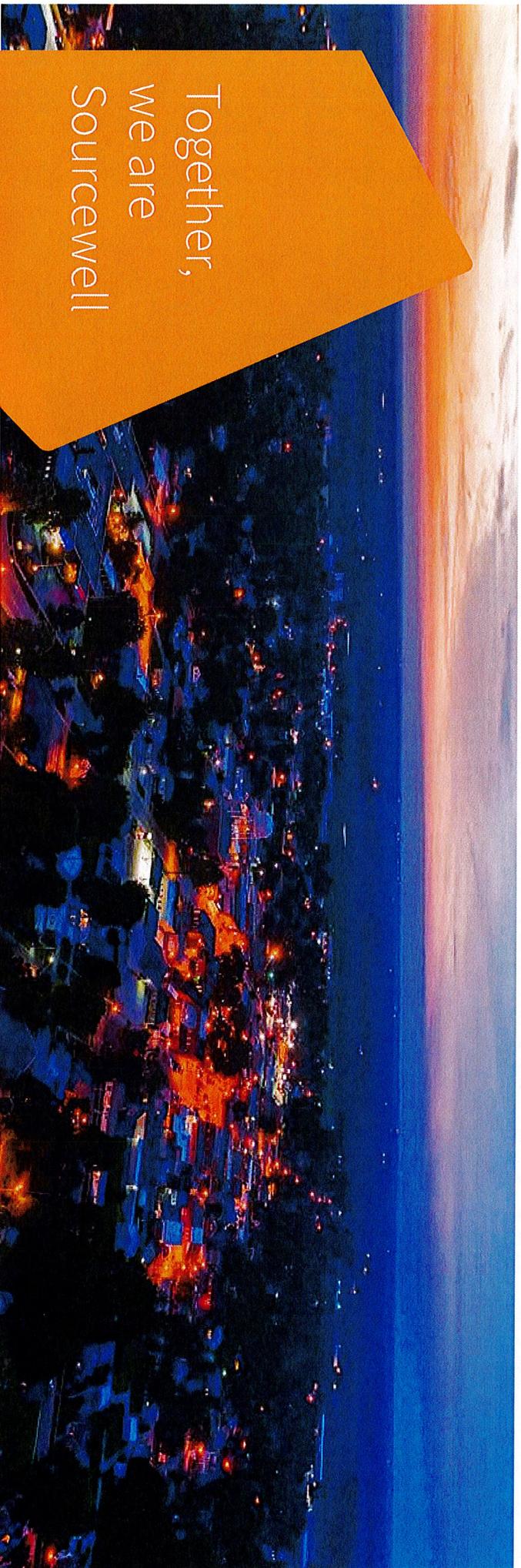
* *Please note:
 Prices valid for 30 days from date of quote.
 Storage fees may be charged if CFS is not notified of a shipping delay 2 weeks prior to product shipment from the manufacturer. Buyer is responsible for any freight, labor or storage charges incurred as a result of any changes made after 2 week cut off. If any portion of the order is cancelled within the two week time frame, there will be a 25% restocking fee. Custom orders carry a 100% restocking fee. Please address all changes in writing and fax to 720-479-8201. All orders are subject to credit approval prior to shipment. Buyer is responsible for all costs of collection including seller's reasonable attorney's fees. All unpaid amounts will accrue interest at the rate of 1.5% a month. All sales are subject to local area sales tax rates.

Subtotal	\$59,711.44
Sales Tax (6.9%)	\$0.00
Total	\$59,711.44

Authorized Signature & Title _____

Cooperative Purchasing Reference Guide

Your guide for sourcing success



Together,
we are
Sourcewell

Cooperative Purchasing

Cooperative purchasing is procurement conducted by, or on behalf of, one or more governmental units for use by other governmental units.



Compliant

- Our process can be trusted to satisfy your bid requirements
- We are a government agency that works like you
- Achievement of Excellence in Procurement recipient



Competitive

- Buying power of 50,000 members
- Contracts offer ceiling-based pricing and volume discounts



Convenient

- More than 300 quality vendors holding competitively awarded contracts
- Full suite of options for a complete solution
- Easy, no-cost membership

Become a member

Membership is free. Just fill out an online or paper application. A membership legal agreement is available if needed. After submitting your application, you will receive a Sourcewell Member ID number electronically and a welcome packet by mail.

- Online at: www.sourcewell-mn.gov/become-member
- Through hard copy participation membership application (download from our website)
- Through "Joint Exercise of Powers" or "Interlocal" agreements

Make a purchase

Browse our catalog of nationally awarded vendors online. Contact the vendor directly and inform them of your interest in using the Sourcewell contract. OR use our expertise — contact our membership team. We want to be your guide.

For more information, contact our membership team:
877-585-9706
membership@sourcewell-mn.gov

Our Process

Cooperative purchasing is procurement conducted by, or on behalf of, one or more governmental units for use by other governmental units.

Our user-friendly process—the consistency of our documents, forms, and evaluation criteria—is among our greatest assets.

We continuously refine our efforts to meet the changing needs of our members. The result is a national, competitive procurement process that is valued by our members and satisfies state-specific procurement requirements.

Our members add value to these steps by understanding their local procurement requirements and assessing their ability to legally access and utilize Sourcwell contracts.

Competitive Procurement Process

1. **Scope of Solicitation**
We determine the scope of each competitive solicitation by identifying the needs of our members. This is accomplished through daily interactions and guidance from our members.
2. **Authorization from Sourcwell's Board of Directors**
Before initiating a solicitation, we seek permission from the publicly elected Sourcwell Board of Directors.
3. **Public Notice and Advertising**
Upon approval from the Board, we issue a public notice and advertisement. Refer to www.sourcwell-mn.gov/process for specific advertising locations.
4. **Proposal Receipt and Opening**
We time and date stamp each proposal upon receipt at our office in Staples, MN. We conduct a public-proposal opening at a time, date, and place specified in the solicitation.
5. **Objective Evaluation**
At the proposal opening, we evaluate the responsiveness of each proposal received. The evaluation committee then presents its recommendations to the chief procurement officer (CPO) for final review and approval.
6. **Official Award**
Upon approval by the CPO and ratification by the Sourcwell Board of Directors, we award the recommended vendor(s) a four-year contract with the potential for a one-year extension. The Procurement Department sends a Notice of Award or Non-Award to all respondents via email.
7. **Posting and Review of Approved Contract Documents**
Sourcwell maintains a complete procurement file, and contract documentation is posted on our website. We periodically review all awarded contracts for compliance and effectiveness. In addition, Sourcwell may review and approve price and product changes at the vendor's request.

The Sourcwell Advantage

Sourcwell is a self-funded government organization. We partner with government, education, and nonprofit entities to boost student and community success.

You can confidently partner with Sourcwell because we:

Value Independence

- As a government agency authorized by the state of Minnesota, we can enter into contracts and operate as our own cooperative purchasing lead agency. (See enabling legislation on page 6)
- We adhere to competitive solicitation requirements of the Uniform Municipal Contracting Law.
- We award most contracts cooperatively, but you purchase from local dealers and providers.
- Contract terms allow you to propose supplemental terms and conditions.

Lead the way

- Choice of high-quality equipment/products/services—300 North American vendor contracts and more than 500 construction contracts.
- We eliminate low-bid, low-quality issues. You capture lifecycle-cost savings. Our contracts are tailored to you with solutions-based solicitations.
 - Basic to fully customized solutions available when you choose from a suite of options.

Read the fine print

- Proven procurement process, refined over 40 years. (See prior page.)
- Contracts competitively solicited on your behalf and awarded by our CPO and elected board.
- The documentation you need is right at your fingertips—with a complete procurement file posted on our website Sourcwell-mn.gov.

Make purchasing easy

- Browse our catalog of awarded vendors online.
- Members can then contact the vendor directly and tell them you'd like to use the Sourcwell contract.
 - If not a member, check out how easy it is to join on page 3.
- Tap into our expertise by contacting our membership team: 877-585-9706 or membership@sourcwell-mn.gov.



3-time recipient of the Achievement of Excellence in Procurement award.

Frequently Asked Questions

- Q. Who is Sourcwell?**
- A. Sourcwell, formerly National Joint Powers Alliance, is a local unit of government, a public corporation and agency under the Minnesota Constitution and its enabling law, Minnesota Statutes § 123A.21. Sourcwell employees are government employees.
- Q. What is Sourcwell's primary purpose?**
- A. Sourcwell is a service cooperative created to provide programs and services to members in the government, education, and nonprofit sectors. Its statutory purpose is to assist members in meeting specific needs which are more efficiently delivered cooperatively than by an entity individually. Minn. Stat. § 123A.21, subd. 2.
- Q. Is cooperative purchasing one of Sourcwell's authorized activities?**
- A. Sourcwell is authorized to establish cooperative purchasing contracts on behalf of itself and its members. Sourcwell follows the competitive contract law requirements under Minnesota Statutes § 471.345, to solicit, evaluate, and award these contracts.
- Q. How is Sourcwell governed?**
- A. Sourcwell is governed by an eight-member Board of Directors made up of local elected officials including county commissioners, city council members, mayors, and school board members.
- Q. Who is eligible for membership, and how much does it cost?**
- A. Membership is free and available to all government, education, and nonprofit entities.
- Q. How do we join Sourcwell?**
- A. You can join by submitting an online membership application at: [Sourcwell.mn.gov/join](https://sourcwell.mn.gov/join) or by submitting a paper application.
- Q. What specific statute gives my agency the authority to participate?**
- A. Joint powers and cooperative purchasing laws authorize members to access Sourcwell cooperative purchasing contracts. Sourcwell members are responsible for ensuring compliance with state and local laws in their respective jurisdictions. A comprehensive list of state laws is included on the Sourcwell website on the "Compliance and Legal" page.
- Sourcwell continuously monitors changing laws and regulations affecting cooperative purchasing. For questions about state-specific compliance or contract-use requirements, please contact contract.administration@sourcwell.mn.gov.
- Q. Can my agency use Sourcwell contracts without issuing our own solicitation?**
- A. Sourcwell contracts are competitively solicited on behalf of Sourcwell and its members. Individual members are free to determine whether the awarded contracts meet their needs.

Frequently Asked Questions

- Q. Does Sourcwell's procurement process meet federal procurement standards, including the Office of Management and Budget Uniform Guidance (2 CFR Part 200)?**
- A. Sourcwell's procurement process is continuously improved to ensure compliance with state and federal requirements affecting our members' ability to use cooperative purchasing contracts. Standard federal terms and conditions are included in Sourcwell solicitations and contracts. For specific compliance questions, please contact contract.administration@sourcwell-mn.gov.
- Q. How do I obtain copies of the legal documents associated with each contract?**
- A. Contracts and solicitation documents are available under the "Contract Documentation" tab on each vendor's page on the Sourcwell website. Please follow the instructions under each vendor's "Pricing" tab to access pricing for specific contracts. Due to pricing complexity, some pricing is only available upon request. Procurement files are also available upon request.
- Q. As a Sourcwell member, are we able to buy from other contracts?**
- A. Sourcwell membership and contracts are nonexclusive with no obligation to purchase.
- Q. How is Sourcwell funded?**
- A. Sourcwell is funded by administrative fees paid by vendors. When Sourcwell awards a contract, that vendor realizes substantial efficiencies in the form of thousands of sales opportunities. Vendors pay a percentage of those sales to Sourcwell to cover costs related to the procurement process and to offset general operating costs.
- Material prepared and provided by Sourcwell is intended as informational and for reference purposes, but is not legal advice. We recognize your responsibility to ensure the Sourcwell procurement process complies with your local laws.



Cooperative Purchasing

Sourcewell creates cooperative contract purchasing solutions on behalf of its member agencies. Cooperative contracts offer both time and money savings for users by consolidating the efforts of numerous individually prepared solicitations into one, cooperatively shared process—taking advantage of the volume pricing generated by 50,000 members across North America.

Join and Purchase

Visit sourcewell-mn.gov/cooperative-purchasing or turn to page 3 for more details.

We want to be your guide.

Contact our membership team:

877-585-9706

membership@sourcewell-mn.gov