

## MEETING AGENDA

### THE COOPERATIVE COUNCIL OF GOVERNMENTS ANNUAL MEETING

**DATE:** January 24, 2024

**LOCATION:** Meeting in Person: 6001 Cochran Road, Suite 333, Solon, Ohio 44139  
Meeting via Zoom: <https://zoom.us/j/6210017133>  
Zoom Meeting ID: 621 001 7133

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1. **Approve:** 2023.11.08 CCOG Board Meeting Minutes
2. **Election of Officers for 2024:** President, Treasurer & Secretary
3. **Selection of Public Records Committee Member:** Fill Paul Pestello's seat
4. **Financials:** Statement of Activity - CCOG - 2023.12.31
5. **Financials:** Proposed 2024 Budget
6. **Voting Member Check-In & Utilization of Equalis Group Programs**
7. **Discussion:** Equalis Group Strategic Priorities
  - a. Procurement
  - b. Marketing & Supplier Engagement
  - c. Sales
8. **Resolutions for Consideration/Adoption:**
  - a. **Resolution 2024.1.1** – Approving and Ratifying the Master Agreements with the Furniture Solutions with Related Products and Services RFP awardees.
  - b. **Resolution 2024.1.2** – Authorizing the establishment of a Professional Services Program.
  - c. **Resolution 2024.1.3** – Approving and ratifying the renewal of the Master Agreement with HES Facilities, LLC.

**RESOLUTION #2024.1.1**

**APPROVING AND RATIFYING THE AGREEMENTS WITH THE RESPONSIBLE RESPONDENTS WHOSE PROPOSALS WERE THE MOST ADVANTAGEOUS IN RESPONSE TO RFP #COG-2152 FOR THE EQUALIS GROUP FURNITURE SOLUTIONS WITH RELATED PRODUCTS & SERVICES PROGRAM.**

**WHEREAS**, The Cooperative Council of Governments, Inc. ("**CCOG**"), a Council of Governments and not-for-profit organization, provides group purchasing and outsourced shared services programs (the "**Programs**") to its voting members (the "**Voting Members**") its affiliate members (the "**Affiliate Members**"), and to members of Equalis Group ("**Equalis Group**"), collectively the "**Members**", for the purposes of each Member satisfying and/or fulfilling its respective responsibility, obligation, duty, desire, or goal of providing for and maintaining the health, safety, and welfare of its citizenry, which includes, but is not limited to, administrative functions, actions, and duties;

**WHEREAS**, CCOG authorized the development of the facilities program (the "**Facilities Program**") through Resolution #2020.05.4 adopted by the CCOG Board of Directors on May 13, 2020;

**WHEREAS**, as directed and authorized by Resolution #2020.05.4, Equalis Group LLC ("**Equalis**"), CCOG's sole procurement and contracting director and outsourced management team, developed RFP #COG-2152, which RFP was published by CCOG on October 13, 2023, for furniture solutions with related products and services program (the "**Furniture Solutions with Related Products and Services Program**"), a subset of the Facilities Program.

**WHEREAS**, the proposal review team identified Allseating Corporation; AmTab Manufacturing Corporation; Fellowes, Inc.; Foliot Furniture Inc.; Frank Cooney Company, Inc.; Haskell Office d.b.a. Haskell Education; HiTouch Business Services; Interior Environments; John Savoy & Son, Inc. d.b.a. Savoy Contract Furniture; Kaplan Early Learning Company; Krueger International, Inc.; Lakeshore Learning Materials, LLC; National Business Furniture; National Public Seating; School Specialty LLC; Southwest Solutions Group; The Inside Source Inc.; Turnerboone; United for Growth, LLC; VARI Sales Corporation; and W.B. Mason Company (the "**Awarded Suppliers**") as responsible respondents whose proposals were the most advantageous proposals with pricing, capabilities, experience and other factors considered;

**WHEREAS**, Awarded Suppliers and Equalis have negotiated contract terms to make Awarded Suppliers' products and services available to Equalis Group Members as part of the Facilities Program for the purposes of each Member satisfying and/or fulfilling its respective responsibility, obligation, duty, desire, or goal of providing for and maintaining the health, safety, and welfare of its citizenry, which includes, but is not limited to, administrative functions, actions, and duties.

**BE IT RESOLVED**, by the Cooperative Council of Governments' Board of Directors, that the Cooperative Council of Governments hereby approves and ratifies the agreements with Awarded Suppliers as providers of services under the Furniture Solutions with Related Products and Services Program and authorizes the execution of the agreement.

**THE COOPERATIVE COUNCIL OF GOVERNMENTS**

**Attest:**

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Franklyn A. Corlett, CCOG Board President

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David J. Akers, CCOG Secretary  
Date Adopted: January 24, 2024

**RESOLUTION #2024.1.2**

**AUTHORIZING THE CREATION AND ESTABLISHMENT OF A PROFESSIONAL SERVICES PROGRAM**

**WHEREAS**, The Cooperative Council of Governments, Inc. ("**CCOG**"), a regional Council of Governments and not-for-profit organization, provides group purchasing and outsourced shared services programs (the "Programs") to its voting members (the "**Voting Members**"), its affiliate members (the "**Affiliate Members**"), and to members of Equalis Group ("**Equalis Group**"), collectively the "**Members**", for the purposes of each Member satisfying and/or fulfilling its respective responsibility, obligation, duty, desire, or goal of providing for and maintaining the health, safety, and welfare of its citizenry, which includes, but is not limited to, administrative function, s actions, and duties;

**WHEREAS**, CCOG desires to create and establish a professional services program (the "**Professional Services Program**") to achieve improved pricing, service levels, and contract terms on behalf of Members for the procurement, development, and ongoing operation of related professional services solutions that can be used by Members for a wide range of purposes as determined by each Member for the purposes of each Member satisfying and/or fulfilling its respective responsibility, obligation, duty, desire, or goal of providing and maintaining the health, safety, and welfare of citizenry, which includes, but is not limited to administrative functions, actions, and duties; and,

**WHEREAS**, Equalis Group LLC ("**Equalis**") is CCOG's sole procurement and contracting director and outsourced management team.

**BE IT RESOLVED**, by The Cooperative Council of Governments' Board of Directors, that i) CCOG has approved and authorized the development of a Professional Services Program, ii) Equalis is authorized on behalf of CCOG to facilitate all aspects of developing the Programs, including creating Program specifications, conducting necessary procurement processes in accordance with applicable public sector procurement guidelines, selecting winning suppliers, and negotiating supplier contract terms, and iii) CCOG is authorized to enter into a contracts with the winning Program suppliers and Collaborent for the provision of the these Programs lo Members.

**THE COOPERATIVE COUNCIL OF GOVERNMENTS**

**Attest:**

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Franklyn A. Corlett, CCOG Board President

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David J. Akers, CCOG Secretary  
Date Adopted: January 24, 2024

**RESOLUTION #2024.1.3**

**APPROVING AND RATIFYING THE RENEWAL OF THE MASTER AGREEMENT WITH HES FACILITIES, LLC FOR EQUALIS GROUP'S FACILITY MANAGEMENT PROGRAM**

**WHEREAS**, The Cooperative Council of Governments, Inc. ("**CCOG**"), a Council of Governments and not-for-profit organization, provides group purchasing and outsourced shared services programs (the "**Programs**") to its voting members (the "**Voting Members**") its affiliate members (the "**Affiliate Members**"), and to members of Equalis Group ("**Equalis Group**"), collectively the "**Members**", for the purposes of each Member satisfying and/or fulfilling its respective responsibility, obligation, duty, desire, or goal of providing for and maintaining the health, safety, and welfare of its citizenry, which includes, but is not limited to, administrative functions, actions, and duties;

**WHEREAS**, Equalis Group LLC ("**Equalis**") is CCOG's sole procurement and contracting director and outsourced management team;

**WHEREAS**, CCOG and HES Facilities, LLC ("**HES**") are parties to an agreement (the "**Master Agreement**"), which establishes HES as CCOG's supplier for the facility management program (the "**Program**") effective January 1, 2021, and with an expiration of December 31, 2025;

**WHEREAS**, Equalis routinely evaluates i) the effectiveness of the Program in meeting the facility management needs of Members, and ii) how competitive the Program with HES is when compared with other potential solutions in the marketplace available to Members;

**WHEREAS**, Equalis has determined that the current Program and relationship with HES consistently provides the best available and most cost competitive facility management solution to the broadest range of Members but has failed to meet some member requirements due to the remaining time left in the initial term, and has recommended to CCOG that the Master Agreement term be renewed;

**WHEREAS**, Equalis recommends CCOG and HES renew the Master Agreement for a period of five (5) years; and,

**WHEREAS**, the Master Agreement specifically authorizes the parties to renew the Master Agreement at any time upon mutual consent; and,

**BE IT RESOLVED**, by The Cooperative Council of Governments' Board of Directors, that i) CCOG has approved and authorized the amendment and renewal of the Master Agreement for a period of five (5) years, ii) Equalis is authorized on behalf of CCOG to negotiate contract terms for the amendment and renewal of the Master Agreement, and iii) CCOG is authorized to enter into the amended and extended Master Agreement once the terms are finalized.

**THE COOPERATIVE COUNCIL OF GOVERNMENTS**

**Attest:**

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Franklyn A. Corlett, CCOG Board President

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David J. Akers, CCOG Secretary  
Date Adopted: January 24, 2024