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~~OFFICIAL DRAFT~~

**NEW MEXICO COUNCIL FOR PURCHASING
FROM PERSONS WITH DISABILITIES
MEETING MINUTES – September 9, 2015**

MEMBERS PRESENT

Larry Maxwell	Council Chair, State Purchasing Director Representative
Greg Trapp	Council Member, New Mexico Commission for the Blind Representative
Pam Lillibridge	Council Member Community Rehabilitation Program (CRP) Representative (participated remotely via telephone)
Paul Kippert	Designee, Council Member Tom Clifford
Roger Newall	Council Member, City of Albuquerque Representative
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Secretary Darryl Ackley	Council Member, Department of Information Technology Representative (participated remotely via telephone)

MEMBERS NOT PRESENT

Secretary Tom Clifford	Council Member, Department of Finance & Administration Representative
Lisa Dignan	Council Member, New Mexico Commission for the Deaf and Hard of Hearing Representative

OTHER PARTICIPANTS

Pamela June	Horizons of New Mexico
Wendell Williams	Horizons of New Mexico (participated remotely via telephone)
Kyle Radford	Horizons of New Mexico
Arturo Soliz	Horizons of New Mexico
Taylor McBride	Horizons of New Mexico (participated remotely via telephone)

GUESTS

Susan Sullivan	Assistant Attorney General (substituting for Susan Roubidoux)
Wren Propp	Director of the Board of Examiners for Architects
Victor Johnson	American Institute of Architects Santa Fe
Joel Brawley	Company Architects Planners Project Managers
Laura Bank	Public Observer
Dawn Tibbets	American Council of Engineering Companies of New Mexico
Ann Hanna-Cortez	Principal Analyst, Legislative Finance Committee
Anna Silva	State Purchasing

AGENDA ITEM 1: CALL TO ORDER

Chair Larry Maxwell called the meeting to order.

AGENDA ITEM 2: ROLL CALL

Chair Maxwell asked Council member Greg Trapp to perform a roll call. With five council members present, and two members participating via telephone, a quorum was established.

AGENDA ITEM 3: INTRODUCTION OF GUESTS AND STAFF

Chair Maxwell asked all guests and staff members present at the meeting and participating via telephone to introduce themselves at this time.

AGENDA ITEM 4: APPROVAL OF AGENDA

Council member Roger Newall moved to approve the September 9, 2015 agenda. Council member Mike Kivitz seconded the motion and the agenda was approved in a unanimous vote by the Council.

Due to the fact that Council member Darryl Ackley would need to leave the meeting early which would cause the Council to lose a quorum, Chair Maxwell informed the Council that they would first move to act on agenda item 11, Approval of Service Contracts, before resuming the agenda with item 5, Approval of Minutes of July 8, 2015 and August 19, 2015.

AGENDA ITEM 5: APPROVAL OF MINUTES OF JULY 8, 2015 and AUGUST 19, 2015

Council member Paul Kippert moved to approve the July 8, 2015 council meeting minutes. Council member Roger Newall seconded the motion, Council member Ackley abstained, and the minutes were approved in a 6-0-1 (Approved, Denied, Abstained) vote by the Council.

Council member Kivitz moved to amend the August 19, 2015 council meeting minutes to replace the word "decide", used in agenda item eight, Report of Services Committee, with the phrase "receive public input regarding."

Council member Kippert moved to approve the August 19, 2015 council meeting minutes as amended. Council member Pam Lillibridge seconded the motion, Council members Ackley and Newall abstained, and the minutes were approved in a 5-0-2 vote by the Council.

It was confirmed by Assistant Attorney General Susan Sullivan that there is no guidance under the Open Meetings Act about when or where council meeting minutes should be signed by the Chair.

Chair Maxwell announced that in he would be signing the July 8, 2015 council meeting minutes and the amended August 19, 2015 council meeting minutes.

AGENDA ITEM 6: CHAIR UPDATE, LARRY MAXWELL

Chair Maxwell reported that interim subcommittee meetings had been taking place to review materials and categories of services to be offered through the New Mexico State Use Program and that Council member Trapp would report on those discussions later in the meeting.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, PAMELA JUNE

There was no Central Nonprofit Agency (CNA) Update at this time.

AGENDA ITEM 8: OPEN PUBLIC FORUM AND PUBLIC COMMENT

Ms. Wren Propp, New Mexico Board of Examiners for Architects, emphasized the board's opposition to allowing Horizons, or any unlicensed third-party organization, to offer architectural services through their programs.

Ms. Dawn Tibbets, American Council of Engineering Companies of New Mexico, spoke in opposition of allowing Horizons member organization to offer licensed professional services. She also spoke in favor of the using the process of qualification based selection required under the NM Procurement Act to determine whether an organization is adequately suited to provide a service.

Discussion took place concerning qualification based selection which involved input from members of the Council as well as guests Ms. Propp, Ms. Tibbets and Mr. Victor Johnson.

AGENDA ITEM 9: REVIEW OF SUITABLE SERVICES

- a) Services (Non-Construction, Non-Professional, Non-Licensed Professional, Non-Statewide)*
- b) Construction Services*
- c) Professional Services*
- d) Licensed Services*
- e) Statewide Services*
- f) Services Involving Tangible personal property*

There was no review of suitable services at this time.

AGENDA ITEM 10: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

- a) *Services (Non-Construction, Non-Professional, Non-Licensed Professional, Non-Statewide)*
- b) *Construction Services*
- c) *Professional Services*
- d) *Licensed Services*
- e) *Statewide Services*
- f) *Services Involving Tangible personal property*

No action was taken on suitable services at this time.

AGENDA ITEM 11: APPROVAL OF SERVICE CONTRACTS

- a) ***Service Contract (Tabled July 8, 2015) Pending Additional Information***
 - 1. *Public Employees Retirement Association (PERA) & Crystal Clear Maintenance, FY16, Janitorial Services, \$52,259.52.*

Contract A1 was tabled at the August 19, 2015 council meeting due to questions that arose concerning the amount of individuals employed on the contract, the amount of hours those individuals worked, and the cost. Ms. June clarified that one of the documented individuals working with Crystal Clear Maintenance is a supervisor, without a disability, which added to the overall cost and number of hours worked included in the contract. She also stated that the purchasing agency requested upgraded floor care maintenance, which also increased the overall cost.

Council member Lillibridge moved to approve contract A1. Council member Kivitz seconded the motion, Council member Kippert abstained and the contract was approved in a 6-0-1 vote by the Council.

- b) ***New Service Contracts - \$5,000 or Less***
 - 1. *San Juan College & Greetings Etc!, Inc. REQ32745 Printing Services for Financial Aid Security Envelopes, \$897.67.*
 - 2. *NM Department of Game & Fish & Premiere Visual Voice, Transcription Services, \$3.59 per audible minute, not to exceed \$1,499.00.*
 - 3. *NM Department of Game & Fish & Tresco Inc., Janitorial Services, \$1,919.43.*
 - 4. *Workers Compensation Administration & Crystal Clear Maintenance, Irrigation Repairs, \$2,025.38.*
 - 5. *Workers Compensation Administration & Crystal Clear Maintenance, Irrigation Repairs, \$1,682.81.*
 - 6. *NM State Records & Archives & My Bug Guys, Pest Control Services, \$617.00.*

7. *NM Department of Game & Fish & Greetings, Etc!, Mailing Services, Hunters Education Program, \$141.92.*

Council member Lillibridge wished to abstain from voting on contract B3, so the Council agreed to vote on contracts B1, B2, B4, B5, B6 and B7 as a group and vote on contract B3 separately.

Council member Kivitz moved to approve contracts B1, B2, B4, B5, B6 and B7 as a group. Council member Kippert seconded the motion and the contracts were approved in a unanimous vote by the Council.

Council member Kippert moved to approve contract B3. Council member Newall seconded the motion, Council member Lillibridge abstained and the contract was approved in a 6-0-1 vote by the Council.

c) New Service Contracts – More than \$5,000

1. *NM Military Affairs & Action One Janitorial, FY16 Janitorial Services, \$116,196.72.*

Council member Lillibridge moved to approve contract C1. Council member Ackley seconded the motion and the contract was approved in a unanimous vote by the Council.

2. *NM Department of Health & Tresco, Inc., Commercially Strip & Wax VCT Floors, \$6,201.72.*

Council member Kivitz moved to approve contract C2. Council member Kippert seconded the motion, Council member Lillibridge abstained and the contract was approved in a 6-0-1 vote by the Council.

3. *NM Department of Health & LifeRoots, Inc., (Revision) Janitorial Services, \$12,379.84.*

Contract C3 was withdrawn from the agenda prior to the council meeting and therefore no action was taken.

4. *NM Human Services Department/ISD & Crystal Clear Maintenance, Janitorial Services, Fred Luna Building, \$32,733.12.*

Council member Newall moved to approve contract C4. Council member Ackley seconded the motion and the contract was approved in a unanimous vote by the Council.

5. *NM Department of Workforce Solution & Crystal Clear Maintenance, \$12,092.00.*

Ms. June clarified that contract C5 was being considered as a new contract, even though approval of the contract would act as an annual renewal.

Council member Lillibridge moved approve contract C5. Council member Kippert seconded the motion and the contract was approved in a unanimous vote by the Council.

6. *NM Department of Transportation & Crystal Clear Maintenance, Janitorial Services, District 6 Complex Buildings, \$40,406.40.*

Council member Newall moved to approve contract C6. Council member Kivitz seconded the motion and the contract was approved in a unanimous vote by the Council.

d) Contract Extensions

1. *NM CYFD & Davis Innovations, CCDF Child Care & Development Fund Plan & Child Care Emergency Preparedness & Response Plan FY15 Budget Carryover & FY16 Services, \$23,868.52.*

Council member Kivitz moved to approve contract D1. Council member Kippert seconded the motion and the contract was approved in a unanimous vote by the Council.

2. *Santa Fe County & R2 Architectural Design & Consulting, Architectural Services, FY15 Budget Carryover & FY16 Services, \$28,844.03.*

Council member Kivitz moved to approve contract D2 due to the fact that the purchasing agency requested the extension because there had been unforeseeable construction delays. Council member Lillibridge seconded the motion, Council member Newall opposed, Council member Kippert abstained and the contract was approved in a 5-1-1 vote by the Council.

AGENDA ITEM 12: DISCUSSION OF ANNUAL REPORT PURSUANT TO 13-1C-5(B) NMSA 1978

Council member Lillibridge noted that the responsibilities of the Council versus the responsibilities of the Central Nonprofit Agency (CNA) would need to be clearly defined and outlined by the Council going forward.

Chair Maxwell added that Council members' service terms, council meeting dates and recommendations for changes to the State Use Act for the previous fiscal year needed to be reported. He suggested that the Council and CNA work together to get all of this information as soon as possible.

AGENDA ITEM 13: SUBCOMMITTEE UPDATES

Council member Trapp informed the Council that the Services Subcommittee held a meeting on September 21, 2015 to further review the services to be considered suitable under the State Use Act. He also thanked everyone in attendance at the meeting for their valuable input.

Council member Kivitz asked Ms. June and Horizons if they would put together a list of any currently active contracts that include services that haven't yet been approved as suitable by the Council, as of the August 19, 2015 meeting when the list of suitable services was formally approved.

AGENDA ITEM 14: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

There was no public comment at this time.

AGENDA ITEM 15: COUNCIL DISCUSSIONj

There was no council discussion at this time.

AGENDA ITEM 16: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

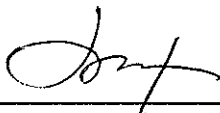
Council member Trapp reiterated that the Council is required by the Open Meetings Act to decide annually what constitutes "reasonable notice" as far as the posting of council meeting agendas through publicly accessible mediums. He noted that this would need to be resolved before the December 10, 2015 council meeting.

AGENDA ITEM 17: DATE AND LOCATION OF NEXT MEETING

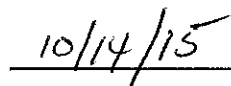
The next council meeting was determined to be held Wednesday, October 14, 2015 in Albuquerque, New Mexico at 1:30 p.m. at the Sheraton Albuquerque Uptown Hotel.

AGENDA ITEM 18: ADJOURN

With no further business, the meeting was adjourned.



Larry Maxwell, Chairman



Date