

**NEW MEXICO COUNCIL FOR PURCHASING
FROM PERSONS WITH DISABILITIES
Regular Meeting**

November 9, 2016, 1:30 P.M.

**New Mexico Commission for Deaf and Hard of Hearing
505 Marquette Avenue NW, Suite 1550
Albuquerque, New Mexico 87102**

MEMBERS PRESENT

Larry Maxwell	Council Chair, State Purchasing Director Representative (participated remotely via telephone)
Greg Trapp	Council Member, New Mexico Commission for the Blind Representative (participated remotely via telephone)
Lisa Dignan	Council Member, New Mexico Commission for Deaf and Hard of Hearing Representative
Estevan Lujan	Designee, Council Member for Darryl Ackley, Department of Information Technology Representative (DoIT) (participated remotely via telephone)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone)
Roger Newall	Council Member, City of Albuquerque Representative

MEMBERS NOT PRESENT

Paul Kippert	Designee, Council Member for Secretary Rodrigues (DFA)
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OTHER PARTICIPANTS

Kyle Radford	Horizons of New Mexico
Arturo Soliz	Horizons of New Mexico
Marie Richter	Horizons of New Mexico (participated remotely via telephone)
Taylor McBride	Horizons of New Mexico (participated remotely via telephone)

GUESTS

Patricia Adams	New Mexico Commission for the Blind
Matthew Melina	LifeROOTS
Brian Ammerman	Adelante Development Center
Anna Silva	

AGENDA ITEM 1: CALL TO ORDER

Vice-chairman Lisa Dignan called the meeting to order. Due to Chairman Larry Maxwell's absence from the meeting, although he was participating remotely via telephone, Vice-chairman Dignan would effectively perform as the Chairman for the duration of the meeting.

AGENDA ITEM 2: ROLL CALL

Vice-Chairman Dignan then performed the roll call. With seven council members present, a quorum was established.

AGENDA ITEM 3: INTRODUCTION OF GUESTS AND STAFF

Vice-Chairman Dignan 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 Greg Trapp moved to approve the November 9, 2016 meeting agenda, with the recommendation that the Council first act on those items that required a quorum before moving on to non-action agenda items. Chairman Maxwell seconded the motion and the agenda was approved in a unanimous vote by the Council.

At this time, the Council moved to agenda item 5 for discussion and approval.

AGENDA ITEM 5: APPROVAL OF MINUTES OF October 12, 2016

Council member Roger Newall moved to approve the October 12, 2016 council meeting minutes. Council member Mike Kivitz seconded the motion and the minutes were approved in a unanimous vote by the Council.

At this time, the Council moved to agenda item 6 for discussion.

AGENDA ITEM 6: CHAIR UPDATE, LARRY MAXWELL

There was no chair update at this time.

At this time, the Council moved to agenda item 10 for discussion and approval.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, KYLE RADFORD

Mr. Kyle Radford informed the Council that Horizons of New Mexico continues to work with the Council under their contract extension which was approved at the October Council meeting. He also added that a minor amendment was made to the Quarterly Report that is sent out to all member organizations in an effort to collect more efficient and succinct reporting information from those members.

At this time, the Council moved to agenda item 8 for discussion.

AGENDA ITEM 8: REQUEST FOR PROPOSALS UPDATE, LISA DIGNAN

Vice Chairman Dignan reported that the deadline for Request for Proposal (RFP) submissions had been extended to November 16, 2016 and that she would report back on the status of those submissions at the next Council meeting.

At this time, Chairman Maxwell and Council member Trapp left the meeting which resulted in the loss of a quorum.

At this time, the Council moved to discuss agenda item 9.

AGENDA ITEM 9: APPROVAL OF CENTRAL NONPROFIT AGENCY

No action was taken at this time.

At this time, the Council moved to discuss agenda item 12 and the remaining agenda items in chronological order following that.

AGENDA ITEM 10: APPROVAL OF SERVICE CONTRACTS

A. New FY17 Contracts \$5,000 and Under

1. *San Juan College and Horizons Member Greetings, Etc.!*; Printing Services - \$267.75
2. *New Mexico Arts and Horizons Member Greetings, Etc.!*; Printing Services - \$511.08
3. *New Mexico General Services Division and Horizons Member My Bug Guy; Extermination Services* - \$1,482.48

Council member Kivitz moved to approve contracts A1 – A3. Council member Newall seconded the motion and the contracts were approved in a unanimous vote by the Council.

B. New FY17 Contracts Over \$5,000

1. *New Mexico Department of Health and Horizons Member Crystal Clear Maintenance; Janitorial Services* - \$28,639.73

Mr. Radford informed the Council that the procuring agency hadn't accepted the proposed contract price as of the date of the current council meeting. For that reason, Council member Newall moved to table the contract and authorize Chairman Maxwell to give temporary chair approval on the date which the agency accepted the proposal. Council member Pam Lillibridge seconded the motion and contract B1 was tabled in a unanimous vote by the Council.

2. *New Mexico Department of Health and Horizons Member Tresco, Inc.; Janitorial Services - \$183,589.00*

Council member Kivitz moved to approve contract B2. Chairmain Maxwell seconded the motion, Council member Lillibridge abstained, and the contract was approved in a 5-0-1 (Approve-Deny-Abstain) vote by the Council.

3. *New Mexico Department of Health and Horizons Member Tresco, Inc.; Janitorial Services - \$13,020.78*

Council member Kivitz moved to approve contract B3. Council member Newall seconded the motion, Council member Lillibridge abstained, and the contract was approved in a 5-0-1 vote by the Council.

4. *New Mexico Department of Health and Horizons Member Tresco, Inc.; Janitorial Services - \$17,705.24*

Council member Estevan Lujan moved to approve contract B4. Council member Newall seconded the motion, Council member Lillibridge abstained, and the contract was approved in a 5-0-1 vote by the Council.

5. *New Mexico Department of Health and Horizons Member Tresco, Inc.; Janitorial Services - \$22,227.53*

Council member Kivitz moved to approved contract B5. Council member Newall seconded the motion, Council member Lillibridge abstained, and the contract was approved in a 5-0-1 vote by the Council.

6. *City of Albuquerque and Horizons Member LifeROOTS; Janitorial Services - \$15,123.60*

Council member Lillibridge moved to approve contract B6. Chair Maxwell seconded the motion, Council members Kivitz and Newall abstained, and the contract was approved in a 4-0-2 vote by the Council.

7. *City of Albuquerque and Horizons Member LifeROOTS; Janitorial Services - \$10,062.60*

Council member Lillibridge moved to approve contract B7. Chair Maxwell seconded the motion, Council members Kivitz and Newall abstained, and the contract was approved in a 4-0-2 vote by the Council.

8. *City of Albuquerque and Horizons Member LifeROOTS; Janitorial Services - \$7,830.96*

Council member Lillibridge moved to approve contract B8. Chair Maxwell seconded the motion, Council members Kivitz and Newall abstained, and the contract was approved in a 4-0-2 vote by the Council.

9. *City of Albuquerque and Horizons Member Crystal Clear Maintenance; Janitorial Services - \$15,751.86*

Council member Lujan moved to approve contract B9. Chairman Maxwell seconded the motion, Council members Kivitz and Newall abstained, and the contract was approved in a 4-0-2 vote by the Council.

10. *City of Albuquerque and Horizons Member Crystal Clear Maintenance; Janitorial Services - \$10,136.22*

Contract B10 was removed from consideration and therefore did not require action from the Council.

11. *New Mexico Human Services Department and Horizons Member Adelante; Batch Printing and Mailing Services - \$200,000 (20-Month Contract)*

Council member Roger Newall moved to approve contract B11. Chairman Maxwell seconded the motion, Council member Kivitz abstained, and the contract was approved in a 5-0-1 vote by the Council.

At this time, the Council moved to agenda item 11 for discussion and approval.

AGENDA ITEM 11: APPROVAL OF ANNUAL REPORT PURSUANT TO 13-C-5(B) NMSA 1978

Due to the fact that mostly technical and fairly minor changes were suggested for the proposed Annual Report, Council member Trapp moved to authorize the Executive Subcommittee to give final approval of the report, subject to the typographical and subject matter changes that the subcommittee deemed appropriate, in the event that the Council failed to obtain an quorum for the December meeting. Council member Kivitz seconded the motion and the motion passed in a unanimous vote by the Council.

At this time, the Council moved to agenda item 7 for discussion.

AGENDA ITEM 12: CENTRAL NON-PROFIT AGENCY QUARTERLY REPORT, KYLE RADFORD

Mr. Radford reviewed and summarized the 4th Quarter 2016 and 1st Quarter 2017 reports with the Council at this time.

AGENDA ITEM 13: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 14: REVIEW OF SUITABLE SERVICES

There was no review of suitable services at this time.

AGENDA ITEM 15: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

There was no approval of added and removed suitable services at this time.

AGENDA ITEM 16: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

There was no public comment at this time.

AGENDA ITEM 17: COUNCIL DISCUSSION

There was no council discussion at this time.

AGENDA ITEM 18: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

Vice-Chairman Dignan asked Mr. Radford to include an agenda item concerning the approved annual report to ensure that there would be official discussion and acknowledgement that the Executive Subcommittee approved the document.

AGENDA ITEM 19: DATE AND LOCATION OF NEXT MEETING


The next council meeting was scheduled for Wednesday, December 14, 2016 at 1:30 p.m. at the Commission for Deaf and Hard of Hearing.

AGENDA ITEM 20: ADJOURN

With no further business, the meeting was adjourned.



Larry Maxwell, Chairman



Date