

OFFICIAL DRAFT

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES Regular Meeting

DRAFT MINUTES

July 11, 2017, 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

Anna Silva	Designee for Larry Maxwell, Council Chairman, 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
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone)
Roger Newall	Council Member, City of Albuquerque Representative
Estevan Lujan	Designee for Darryl Ackley, Council Member, Department of Information Technology Representative (DoIT) (participated remotely via telephone)

MEMBERS NOT PRESENT

Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Paul Kippert	Designee, Council Member for Secretary Rodriguez (DFA)

OTHER PARTICIPANTS

Kyle Radford	Horizons of New Mexico
Arturo Soliz	Horizons of New Mexico
Taylor McBride	Horizons of New Mexico (participated remotely via telephone)
Patricia Adams	New Mexico Commission for the Blind (participated remotely via telephone)

GUESTS

Ernie Buyers	Discount Printing and Mailing, LLC
Paul Modest	Discount Printing and Mailing, LLC

AGENDA ITEM 1: CALL TO ORDER

Vice-chair Lisa Dignan called the meeting to order. Due to Chair Larry Maxwell's absence from the meeting, Vice-chair Dignan would effectively perform as the Chair for the duration of the meeting.

AGENDA ITEM 2: ROLL CALL

Vice-chair Dignan asked Mr. Kyle Radford, Horizons of New Mexico, to perform a roll call. With six council members present, a quorum could not be established.

Vice-Chair Dignan informed all in attendance that the Council would continue with non-action agenda items until a quorum could be established.

AGENDA ITEM 3: INTRODUCTION OF GUESTS AND STAFF

Vice-chair Dignan then 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

Approval of the July 11, 2017 meeting agenda was postponed until a point in time when a quorum could be established.

AGENDA ITEM 5: APPROVAL OF MINUTES OF June 14, 2017

Approval of the June 14, 2017 meeting minutes was postponed until a point in time when a quorum could be established.

AGENDA ITEM 6: CHAIR UPDATE, LARRY MAXWELL

There was no chair update at this time.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, KYLE RADFORD

Mr. Radford reviewed updates to the contract proposal form and contract authorization checklist. These updates were discussed during the June 14, 2017 council meeting.

AGENDA ITEM 8: APPROVAL OF SERVICE CONTRACTS

Approval of service contracts was postponed until a point in time when a quorum could be established.

a. Renewal Contracts Granted Temporary Chair Approval

I. Temporary Chair Approval Granted 6-27-2017

1. *New Mexico Department of Cultural Affairs and member Adelante Development Center, Janitorial Services; FY17 \$30,579.28, FY18 - \$30,719.77*
2. *New Mexico Educational Retirement Board and member Adelante Development Center, Janitorial Services; FY17 - \$24,520.56, FY18 - \$24,479.90*
3. *New Mexico Department of Transportation and member Adelante, Janitorial Services; FY17 - \$33,676.44, FY18 - \$33,850.56*
4. *New Mexico Department of Transportation and member Adelante, Rest Area Maintenance; FY17 - \$450,026.11, FY18 - \$444,210.00 (3yr - \$1,373,008.63)*
5. *New Mexico Department of Transportation and member Adelante, Janitorial Services; FY17 - \$314,365.92, FY18 - \$317,475.14*
6. *New Mexico Department of Transportation and member Adelante, Janitorial and Landscape Maintenance; FY17 - \$227,115.13, FY18 - \$227,115.13*
7. *Albuquerque Bernalillo County Water Utility Authority and member Crystal Clear Maintenance, Janitorial Services; FY17 - \$26,702.30, FY18 - \$33,440.76*
8. *New Mexico Department of Health and member Crystal Clear Maintenance, Janitorial Services; FY17 - \$31,672.08; FY18 - \$33,019.92*
9. *New Mexico Department of Health and member Crystal Clear Maintenance, Janitorial Services; FY17 - \$15,499.08; FY18 - \$3,874.77*
10. *New Mexico Department of Transportation and member Crystal Clear Maintenance, Janitorial Services; FY17 - \$40,406.40, FY18 - \$40,451.40*
11. *New Mexico Department of Transportation and member ENMRSH, Rest Area Maintenance; FY17 - \$1,383,775.40, FY18 - \$1,375,289.28*
12. *Albuquerque Bernalillo County Water Utility Authority and member LifeRoots, Janitorial Services; FY17 - \$67,654.60, FY18 - \$69,007.69*
13. *New Mexico Department of Health and member My Bug Guy, Pest Control Services; FY17 - \$2,695.56, FY18 - \$2,695.56*
14. *New Mexico Department of Game and Fish and member My Bug Guy, Pest Control Services; FY17 - \$4,380.12, FY18 - \$7,412.64*
15. *New Mexico State Commission on Public Records and member My Bug Guy, Pest Control Services; FY17 - \$404.34, FY18 - \$404.34*
16. *New Mexico Department of Health and member My Bug Guy, Pest Control Services; FY17 - \$9,063.60, FY18 - \$11,118.96*
17. *Dona Ana County and member Tresco, Janitorial Services; FY17 - \$37,054.69, FY18 - \$40,188.37*

II. Temporary Chair Approval Granted 6-30-2017

1. *New Mexico Tech and member Adelante Development Center, Document Destruction Services; FY17 - \$1,883.70, FY18 - \$1,995.00*
2. *New Mexico 13th Judicial District Court and member Adelante Development Center, Document Destruction Services; FY17 - \$1,218.00, FY18 - \$1,537.20*
3. *New Mexico Human Services Department and member Adelante Development Center, Document Destruction Services; FY17 - \$2,861.25, FY18 - \$2,646.00*

4. *New Mexico Human Services Department and member Adelante Development Center, Document Destruction Services; FY17 - \$4,252.50, FY18 - \$4,507.65*
5. *New Mexico Human Services Department and member Adelante Development Center, Document Destruction Services; FY17 - \$2,268.00, FY18 - \$2,381.40*
6. *New Mexico Corrections Department and member Adelante Development Center, Document Destruction Services; FY17 - \$1,575.00, FY18 - \$1,669.50*
7. *New Mexico Human Services Department and member Adelante Development Center, Document Destruction Services; FY17 - \$3,906.00, FY18 - \$3,710.70*
8. *New Mexico Department of Workforce Solutions and member Adelante, Janitorial Services; FY17 - \$99,059.56, FY18 - \$99,580.56*
9. *New Mexico Department of Transportation and member Adelante, Janitorial Services; FY17 - \$3,024.00, FY18 - Same*
10. *New Mexico Department of Health and member ARCA, Janitorial Services; FY17 - \$7,150.85, FY18 - \$7,751.52*
11. *11. New Mexico Energy, Minerals, and Natural Resources Department and member CARC, Inc., Janitorial Services; FY17 - \$25,060.40, FY18 - \$25,487.04*
12. *New Mexico Department of Health and member Crystal Clear Maintenance, Janitorial Services; FY17 - \$37,400.04 - FY18 - \$37,462.56*
13. *New Mexico Human Services Department and member My Bug Guy, Pest Control Services; FY17 - \$1,631.76, FY18 - \$1,634.40*
14. *New Mexico Department of Veterans Services and member RA House & Co., Website Maintenance; FY17 - \$7,533.96, FY18 - \$7,512.96*
15. *New Mexico Department of Transportation and member Tobosa Development Services, Rest Area Maintenance; FY17 - \$334,800.48, FY18 - \$318,900.00*
16. *New Mexico Department of Health and member Tresco, Janitorial Services; FY17 - \$15,057.58, FY18 - \$15,616.44*
17. *New Mexico Department of Health and member Tresco, Janitorial Services; FY17 - \$8,731.70, FY18 - \$9,135.96*
18. *New Mexico Department of Health and member Tresco, Janitorial Services; FY17 - \$15,873.84, FY18 - \$16,491.00*

III. Temporary Chair Approval Granted 7-5-2017

1. *New Mexico Public Education Department and member Adelante Development Center, Document Destruction Services; FY17 - \$7,166.25, FY18 - \$7,596.23*
2. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center, Document Destruction Services; FY17 - \$2,388.75, FY18 - \$2,532.08*
3. *New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$808.50, FY18 - \$2,548.35*
4. *New Mexico Behavior Health Institute at Las Vegas and member Adelante Development Center, Document Destruction Services; FY17 - \$5,764.50, FY18 - \$6,019.65*
5. *New Mexico Office of the Attorney General and member Adelante Development Center, Document Destruction Services; FY17 - \$2,047.50, FY18*

- \$2,170.35

6. *New Mexico Human Services Department and member Crystal Clear Maintenance, Janitorial Services; FY17 - \$23,991.08, FY18 - \$24,057.96*
7. *New Mexico Department of Health and member My Bug Guy, Pest Control Services; FY17 - \$2,882.66, FY18 - \$3,240.00*

IV. *New Contracts Granted Temporary Chair Approval*

Temporary Chair Approval Granted 6-12-2017

1. *New Mexico Department of Military Affairs and member Unlimited Office Management Solutions; Clerical Services - \$2,719.50*

Temporary Chair Approval Granted 6-30-2017

1. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, \$3,185.70*

b. *New Contracts \$5,000.00 and Under (None)*

c. *New Contracts over \$5,000.00*

1. *San Juan College and member Discount Printing and Mailing, LLC; Printing Services \$17,529.46*

AGENDA ITEM 9: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CNA AUTHORITY

a. *New Service Contracts Directly Distributed Under CNA Authority*

1. *1. Cuba Independent School District and member Adelante Development Center; Document Destruction Services - \$155.19*
2. *New Mexico First Judicial District Court and member Adelante Development Center; Document Destruction Services - \$335.16*
3. *New Mexico Workers' Compensation Administration and member Adelante Development Center; Document Destruction Services - \$243.60*
4. *San Miguel County and member Adelante Development Center; Document Destruction Services - \$170.63*
5. *New Mexico First Judicial District Court and member Adelante Development Center; Document Destruction Services - \$320.25*
6. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$667.80*
7. *New Mexico First Judicial District Court and member Adelante Development Center; Document Destruction Services - \$500.85*

8. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services - \$94.50*
9. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$41.74*
10. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services - \$222.60*
11. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$125.15*
12. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services - \$41.74*
13. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services - \$500.85*
14. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services - \$378.00*
15. *Bloomfield School District and member Adelante Development Center; Document Destruction Services - \$1,194.38*

b. Renewal Contracts Directed Under CNA Approval Authority

1. *Bernalillo County and member Adelante Development Center, Document Destruction Services; FY17 - \$170.63, FY18 - \$166.95*
2. *New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$170.63, FY18 - \$180.86*
3. *New Mexico Children, Youth, and Families Department and member Adelante Development Center, Document Destruction Services; FY17 - \$315.00, FY18 - \$333.90*
4. *Bernalillo County and member Adelante Development Center, Document Destruction Services; FY17 - \$170.63, FY18 - \$180.86*
5. *New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$170.63, FY18 - \$180.86*
6. *New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$157.50, FY18 - \$166.95*
7. *New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$630.00, FY18 - \$667.80*
8. *New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$903.00, FY18 - \$934.50*
9. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center, Document Destruction Services; FY17 - \$79.50, FY18 - \$83.48*
10. *New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$682.50, FY18 - \$723.45*
11. *City of Portales and member Adelante Development Center, Document Destruction Services; FY17 - \$1,134.00, FY18 - \$1,134.00*
12. *New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$315.00, FY18 - \$333.90*
13. *New Mexico Human Services Department and member Adelante*

- Development Center, Document Destruction Services; FY17 - \$189.00, FY18 - \$189.00*
14. *New Mexico Human Services Department and member Adelante Development Center Document Destruction Services; FY17 - \$756.00, FY18 - \$378.00*
 15. *New Mexico Department of Game and Fish and member Adelante Development Center, Document Destruction Services; FY17 - \$1,023.75, FY18 - \$1,085.18*
 16. *McKinley County and member Adelante Development Center, Document Destruction Services; FY17 - \$157.50, FY18 - \$166.95*
 17. *New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$1,008.00, FY18 - \$1,045.80*
 18. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center, Document Destruction Services; FY17 - \$105.00, FY18 - \$111.30*
 19. *New Mexico Children, Youth, and Families Department and member Adelante Development Center, Document Destruction Services; FY17 - \$157.50, FY18 - \$166.95*
 20. *BMW Gas Association and member Adelante Development Center, Document Destruction Services; FY17 - \$52.50, FY18 - \$166.95*
 21. *New Mexico Human Services Department and member Adelante Development Center, Document Destruction Services; FY17 - \$1,071.00, FY18 - \$711.90*
 22. *Horizons Academy West and member Adelante Development Center, Document Destruction Services; FY17 - \$170.63, FY18 - \$180.86*
 23. *New Mexico Firefighters Training Academy and member Adelante Development Center, Document Destruction Services; FY17 - \$157.50, FY18 - \$166.95*
 24. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center, Document Destruction Services; FY17 - \$236.25, FY18 - \$250.43*
 25. *New Mexico Workers' Compensation Administration and member Adelante Development Center, Document Destruction Services; FY17 - \$1,470.00, FY18 - \$1,001.70*
 26. *New Mexico Department of Game and Fish and member Adelante Development Center, Document Destruction Services; FY17 - \$91.91, FY18 - \$97.39*
 27. *New Mexico Department of Health and member Adelante Development Center, Document Destruction Services; FY17 - \$275.63, FY18 - \$333.90*
 28. *New Mexico Office of the State Auditor and member Adelante Development Center, Document Destruction Services; FY17 - \$580.13, FY18 - \$590.36*
 29. *New Mexico State Land Office and member Adelante Development Center, Document Destruction Services; FY17 - \$1,260.00, FY18 - \$1,335.60*
 30. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center, Document Destruction Services; FY17 - \$157.50, FY18 - \$64.05*

31. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center, Document Destruction Services; FY17 - \$118.17, FY18 - \$125.21*
32. *New Mexico Human Services Department and member Adelante Development Center, Document Destruction Services; FY17 - \$170.63, FY18 - \$166.95*
33. *New Mexico Human Services Department and member Adelante Development Center, Document Destruction Services; FY17 - \$170.63, FY18 - \$166.95*
34. *New Mexico Department of Health and member My Bug Guy, Pest Control Services; FY17 - \$673.92, FY - Same*

AGENDA ITEM 10: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

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

AGENDA ITEM 11: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 12: DISCUSSION OF SUBMINIMUM WAGE AND THE STATE USE PROGRAM

There was no discussion at this time.

AGENDA ITEM 13: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

There were no public comments at this time.

AGENDA ITEM 14: COUNCIL DISCUSSION

There was no discussion at this time.

AGENDA ITEM 15: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

There were no suggested agenda items for future meetings at this time.

AGENDA ITEM 16: DATE AND LOCATION OF NEXT MEETING

The Council decided that, due to a lack of quorum, the date and location of the next council meeting would be decided via email at a later date.

AGENDA ITEM 17: ADJOURN

Without any other non-action agenda items, and unable to establish a quorum, the meeting was adjourned.

Lisa Dignan

Larry Maxwell, Chair

13 Sept 17

Date