

Official Draft
NEW MEXICO COUNCIL FOR PURCHASING
FROM PERSONS WITH DISABILITIES

REGULAR MEETING

June 12, 2019, 1:30 PM

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

AGENDA ITEM 1: CALL TO ORDER

Chair Lisa Dignan called the meeting to order at 1:58 p.m. MDT.

AGENDA ITEM 2: ROLL CALL

Chair Dignan asked Council member Greg Trapp to perform a roll call.

MEMBERS PRESENT

Lisa Dignan	Council Chair, New Mexico Commission for Deaf and Hard of Hearing Representative
Antoinette Holmes	Council member, Division of Vocational Rehabilitation Representative
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Mark Hayden	Council Member, State Purchasing Director
Roger Newall	Council Member, Disabled Veteran Representative
Greg Trapp	Council Member, New Mexico Commission for the Blind Representative
Miranda Mascareñas	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Olivia Padilla-Jackson (participated remotely via telephone)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone)

MEMBERS NOT PRESENT

Phillip Bachicha	Council Member, Designee for Department of Information Technology (DoIT) Secretary Vincent Martinez
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With eight council members present or participating remotely via telephone, a quorum was established.

AGENDA ITEM 3: INTRODUCTION OF GUESTS AND STAFF

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

OTHER PARTICIPANTS

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

GUESTS

Brian Ammerman	Adelante Development Center
Michael Davenport	Adelante Development Center
Cornelius Smith	Clearly Clean Janitorial Services
Almer Dismuke	Clearly Clean Janitorial Services
Theresa Baca	Unlimited Office Management Systems

AGENDA ITEM 4: APPROVAL OF AGENDA

Council member Mike Kivitz moved to approve the agenda for the June 12, 2019 council meeting. Council member Roger Newall seconded the motion, and the agenda was approved in a unanimous vote by the Council.

AGENDA ITEM 5: APPROVAL OF COUNCIL MINUTES OF MAY 8, 2019

Mr. Matt Loehman, Horizons of New Mexico (Horizons), informed the Council that the May 8, 2019 regular council meeting minutes should be amended to reflect contract renewals for fiscal year 2020.

Council member Mark Hayden moved to approve the May 8, 2019 regular meeting minutes, as amended. Council member Antoinette Holmes seconded the motion and the minutes were approved as amended in a unanimous vote by the Council.

AGENDA ITEM 6: CHAIR UPDATE, LISA DIGNAN

Chair Dignan informed the Council that Council member Paul Kippert, designee for Department of Finance and Administration (DFA) Secretary Olivia Padilla-Jackson, had attained a new position at the New Mexico State Purchasing Division, and would no longer hold a position on the Council. She then introduced his replacement, Ms. Miranda Mascareñas, who was in attendance at the meeting.

Chair Dignan then announced that the Executive Committee held a conference call to discuss interest by veterans' groups in increasing their State Use participation, and that the Council would be actively working to facilitate that new business, especially after the approval of FY20 contract renewals had concluded.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, MATT LOEHMAN

Mr. Loehman announced that a contract between CYFD and LifeROOTS for the Pine Tree Complex maintenance and removal would conclude at the end of July, without possibility for renewal. He added that the discontinuation had nothing to do with service quality and that the procuring agency had chosen to bring the service in house.

Mr. Loehman mentioned that while state and local governments are raising minimum wages, it is posing a problem during the renewal process because some state agencies are not allowing State Use members to account for those increases in their FY20 price proposals. Instead, these agencies are expecting that services will be provided at the same rate as the current fiscal year, FY19. Many employees under State Use contracts are paid at minimum wage, so this action would be hard on the member businesses and CRPs.

AGENDA ITEM 8: APPROVAL OF SERVICE CONTRACTS

Note: Contracts may have minor adjustments up or down from the dollar amounts listed

a) New Contracts \$5,000 and Under

1. *New Mexico Children, Youth and Families Department and member Adelante Development Center; Document Destruction Services - \$1,953.61*

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

b) New Contracts Over \$5,000

1. *Dona Ana County and member Adelante Development Center; Printing Services - \$18,337.21*

Council member Hayden moved to approve contract B1. Council member Lillibridge seconded the motion, council member Kivitz abstained, and the contract was approved in a 6-0-1 vote by the Council.

c) FY20 Renewal Contracts \$5,000 and Under

1. *New Mexico Retiree Health Care Authority and member Adelante Development Center; Document Destruction Services – FY 19 - \$8,990.44, FY 20 - \$4,270.08*

Council member Hayden moved to approve contract C1. Council member Lillibridge seconded the motion, Council member Kivitz abstained, and the contract was approved in a 6-0-1 (Approve – Deny – Abstain) vote by the Council.

2. *New Mexico Children, Youth and Families Department and member LifeROOTS: Landscaping - FY 19 - \$3,700.08, FY 20 - \$4,130.28*
3. *New Mexico Human Services Department and member My Bug Guyz; Pest Control Services – FY 19 - \$1,523.82, FY 20 – same*
4. *New Mexico Human Services Department and member My Bug Guyz; Pest Control Services – FY 19 - \$1,639.80, FY 20 – same*
5. *New Mexico Department of Military Affairs and member Unlimited Office Management Systems; Janitorial Services – FY 19 – \$3,780.12, FY 20 – same*

Council member Newall moved to approve contract C2 thru C5 as a group. Council member Hayden seconded the motion and the contracts were approved in a unanimous vote by the Council.

d) FY20 Renewal Contracts Over \$5,000

1. *New Mexico Department of Military Affairs and member ARCA; Janitorial Services – FY 19 - \$32,677.68, FY 20 - \$42,751.26*

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

2. *New Mexico Children, Youth and Families Department and Clearly Clean Janitorial Service; Janitorial Services – FY 19 - \$23,914.82, FY 20 - \$29,978.16*

Council member Kivitz moved to approve contract D2. Council member Newall seconded the motion and the contract was approved in a unanimous vote by the Council.

3. *New Mexico Department of Health and member Crystal Clean Maintenance 37,587.36, FY 20 - \$38,715.00*

Council member Newall moved to approve contract D3. Council member Mascarenas seconded the motion and the contract was approved in a unanimous vote by the Council.

4. *New Mexico Department of Veteran Services and member Disabled American Veterans; Transportation – FY 19 - \$34,200.00, FY 20 – same*

Council member Newall moved to approve contract D4. Council member Kivitz seconded the motion and the contract was approved in a unanimous vote by the Council.

5. *New Mexico Department of Game & Fish and member LifeROOTS; Janitorial Services – FY 19 – \$47,487.13, FY 20 - \$58,984.20*

Council member Trapp moved to approve contract D5. Council member Hayden seconded the motion and the contract was approved in a unanimous vote by the Council.

6. *New Mexico Department of Game & Fish and member My Bug Guyz; Pest Control Service – FY 19 - \$8,418.24, FY 20 – same*

Council member Kivitz moved to approve contract D6. Council member Newall seconded the motion and the contract was approved in a unanimous vote by the Council.

7. *New Mexico Department of Veteran Services and member RA House; Website Maintenance – FY 19 - \$7,512.96, FY 20 - \$7,521.36*

Council member Holmes moved to approve contract D7. Council member Lillibridge seconded the motion and the contract was approved in a unanimous vote by the Council.

8. *New Mexico Department of Information Technology and member Tobosa; Janitorial Services – FY 19 - \$5,605.00, FY 20 – same*

Council member Kivitz moved to approve contract D8, pending the Chair's receipt of a detailed breakdown of the listed contract hours. Council member Newall seconded the motion and the contract was approved in a unanimous vote by the Council.

9. *Dona Ana County and member Tresco; Janitorial Services – FY 19 - \$42,615.72, FY 20 - \$44,553.36*

Council member Hayden moved to approve contract D9. Council member Kivitz seconded the motion and the contract was approved in a unanimous vote by the Council.

10. *New Mexico Children, Youth and Families Department and member Tresco; Janitorial Services – FY 19 - \$18,322.80, FY 20 - \$18,886.92*

Council member Hayden moved to approve contract D10. Council member Newall seconded the motion and the contract was approved in a unanimous vote by the Council.

11. *New Mexico Department of Military Affairs and member Unlimited Office Management Systems; Janitorial Services – FY 19 - \$27,358.20, FY 20 – same*

Contract D11 was tabled until the June 26, 2019 council meeting. Council member Hayden requested that the providing agency, Unlimited Office Management Systems, submit a detailed breakout of the materials and supplies cost listed on the contract authorization form, at that time.

12. *New Mexico Department of Military Affairs and member Unlimited Office Management Systems; Janitorial Services – FY 19 - \$34,478.82, FY 20 – \$39,434.82*

Council member Kivitz moved to approve contract D12. Council member Hayden seconded the motion and the contract was approved in a unanimous vote by the Council.

13. *New Mexico Human Services Department and member Unlimited Office Management Systems; Janitorial Services – FY 19 - \$26,413.09, FY 20 – \$31,704.60*

Council member Kivitz moved to approve contract D13. Council member Newall seconded the motion and the contract was approved in a unanimous vote by the Council.

AGENDA ITEM 9: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY

a) New Service Contracts Directly Distributed Under CNA Authority

1. *Belen Police Department and member Adelante Development Center; Document Destruction Services – \$429.94*
2. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services – \$181.02*
3. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services \$349.68*
4. *New Mexico Workers Compensation Administration and member Adelante Development Center; Document Destruction Services – \$558.50*
5. *New Mexico Workers Compensation Administration and member Adelante Development Center; Document Destruction Services – \$1,049.04*
6. *Santa Fe County and member Adelante Development Center; Document Destruction Services – \$471.82*
7. *Valencia County and member Adelante Development Center; Document Destruction Services – \$524.52*
8. *New Mexico Corrections Department and member Discount Printing and Mailing; Printing Services - \$118.52*
9. *New Mexico Energy, Minerals, and Resources Department and member Top Tier Movers LLC., Moving Services - \$726.61*

b) FY20 Renewal Service Contracts Directly Distributed Under CNA Authority

1. *Bernalillo County and member Adelante Development Center; Document Destruction Services – FY 19 - \$169.80, FY 20 - \$174.84*
2. *Bernalillo County and member Adelante Development Center; Document Destruction Services – FY 19 - \$169.80, FY 20 - \$174.84*
3. *Bernalillo County and member Adelante Development Center; Document Destruction Services – FY 19 - \$183.95, FY 20 - \$189.41*
4. *Cien Aguas International School and member Adelante Development Center; Document Destruction Services – FY 19 - \$155.65, FY 20 - \$145.70*
5. *City of Portales and member Adelante Development Center; Document Destruction Services – FY 19 - \$1,145.34, FY 20 - \$1,353.12*

6. *El Camino Real Housing Authority and member Adelante Development Center; Document Destruction Services – FY 19 - \$170.76, FY 20 - \$174.84*
7. *First Judicial District Attorney and member Adelante Development Center; Document Destruction Services – FY 19 - \$341.52, FY 20 - \$349.68*
8. *Horizon Academy West and member Adelante Development Center; Document Destruction Services – FY 19 – \$184.99, FY 20 - \$189.41*
9. *Mid-Region Council of Governments and member Adelante Development Center; Document Destruction Services – FY 19 - \$380.01, FY 20 – \$378.82*
10. *New Mexico Adult Parole Board and member Adelante Development Center; Document Destruction Services – FY 19 - \$170.76, FY 20 - \$174.84*
11. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$42.45, FY 20 - \$72.85*
12. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$170.76, FY 20 - \$174.84*
13. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$226.46, FY 20 - \$233.12*
14. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$254.70, FY 20 - \$349.68*
15. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$341.52, FY 20 - \$349.68*
16. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$382.16, FY 20 - \$349.68*
17. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$459.70, FY 20 - \$567.60*
18. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$551.64, FY 20 - \$567.60*
19. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$700.04, FY 20 - \$720.06*
20. *New Mexico Department of Game & Fish and member Adelante Development Center; Document Destruction Services – FY 19 - \$1,109.94, FY 20 - \$1,136.46*
21. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$170.76, FY 20 - \$174.72*
22. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$70.77, FY 20 - \$174.84*
23. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$170.76, FY 20 - \$174.84*
24. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$341.52, FY 20 - \$174.84*
25. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$170.76, FY 20 - \$174.84*

- Center; Document Destruction Services – FY 19 - \$183.88, FY 20 - \$189.20*
25. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$170.76, FY 20 - \$189.28*
26. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$183.95, FY 20 - \$189.20*
27. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$184.99, FY 20 - \$189.20*
28. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$369.98, FY 20 - \$378.56*
29. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$424.62, FY 20 - \$431.10*
30. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$424.58, FY 20 - \$435.50*
31. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$679.20, FY 20 - \$699.36*
32. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$739.96, FY 20 - \$757.64*
33. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$891.24, FY 20 - \$917.28*
34. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$924.95, FY 20 - \$947.05*
35. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$369.98, FY 20 - \$1,136.46*
36. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$1,230.84, FY 20 - \$1,266.96*
37. *New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction Services – FY 19 - \$95.45, FY 20 - \$392.76*
38. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services – FY 19 - \$42.43, FY 20 - \$174.84*
39. *New Mexico Firefighters Academy and member Adelante Development Center; Document Destruction Services – FY 19 - \$170.76, FY 20 - \$174.84*
40. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$170.76, FY 20 - \$174.84*
41. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$170.76, FY 20 - \$174.84*
42. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$169.80, FY 20 - \$189.41*
43. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$275.82, FY 20 - \$283.80*
44. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$222.71, FY 20 - \$392.76*

45. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$559.68, FY 20 - \$567.60*
46. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$551.85, FY 20 - \$568.23*
47. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$891.24, FY 20 - \$917.28*
48. *New Mexico Office of the Secretary of State and member Adelante Development Center; Document Destruction Services – FY 19 - \$1,366.08, FY 20 - \$349.68*
49. *New Mexico Office of the State Auditor and member Adelante Development Center; Document Destruction Services – FY 19 - \$661.35, FY 20 – 742.44*
50. *New Mexico Office of the Superintendent of Insurance and member Adelante Development Center; Document Destruction Services – FY 19 - \$170.76, FY 20 - \$174.84*
51. *New Mexico State Land Office and member Adelante Development Center; Document Destruction Services – FY 19 - \$1,366.08, FY 20 - \$1,398.72*
52. *New Mexico State Police and member Adelante Development Center; Document Destruction Services – FY 19 - \$381.84, FY 20 - \$392.76*
53. *New Mexico State Police and member Adelante Development Center; Document Destruction Services – FY 19 - \$381.84, FY 20 - \$392.76*
54. *New Mexico State Police and member Adelante Development Center; Document Destruction Services – FY 19 - \$381.84, FY 20 - \$567.60*
55. *New Mexico State Police and member Adelante Development Center; Document Destruction Services – FY 19 - \$551.64, FY 20 – \$567.60*
56. *New Mexico Taxation & Revenue Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$341.16, FY 20 - \$349.68*
57. *New Mexico Tech and member Adelante Development Center; Document Destruction Services – FY 19 - \$127.28, FY 20 - \$130.92*
58. *New Mexico Workers Compensation Administration and member Adelante Development Center; Document Destruction Services – FY 19 - \$733.69, FY 20 - \$755.70*
59. *San Miguel County and member Adelante Development Center; Document Destruction Services – FY 19 - \$381.84, FY 20 - \$392.76*
60. *San Miguel County and member Adelante Development Center; Document Destruction Services – FY 19 - \$91.94, FY 20 - \$567.60*
61. *San Miguel County and member Adelante Development Center; Document Destruction Services – FY 19 - \$551.64, FY 20 - \$567.60*
62. *Torrance County and member Adelante Development Center; Document Destruction Services – FY 19 - \$84.92, FY 20 - \$174.84*
63. *Torrance County and member Adelante Development Center; Document Destruction Services – FY 19 – \$170.76, FY 20 - \$174.84*
64. *Torrance County and member Adelante Development Center; Document Destruction Services – FY 19 – \$170.76, FY 20 - \$174.84*
65. *Turquoise Trail Charter School and member Adelante Development*

Center; Document Destruction Services – FY 19 – \$367.90, FY 20 - \$378.82

66. Valencia County and member Adelante Development Center; Document Destruction Services – FY 19 – \$56.60, FY 20 - \$58.28

67. Valencia County and member Adelante Development Center; Document Destruction Services – FY 19 – \$169.80, FY 20 - \$174.84

68. Valencia County and member Adelante Development Center; Document Destruction Services – FY 19 – \$183.95, FY 20 - \$189.41

c) Contracts Directly Distributed Under CNA Authority in Cases of Urgent and Immediate Need

1. New Mexico Department of Transportation and member Adelante Development Center; Document Destruction Services - \$2,236.50

2. New Mexico Department of Health and member Top Tier Movers, LLC.; Moving Services - \$1,966.79

AGENDA ITEM 10: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

There were no services to be added or removed at this time.

AGENDA ITEM 11: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time

AGENDA ITEM 12: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

There was no public forum and comment at this time.

AGENDA ITEM 13: COUNCIL DISCUSSION

There was no council discussion as this time.

AGENDA ITEM 14: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

Council member Lillibridge suggested that the Council could discuss establishing a percentage point of the total contract cost that supplies and materials should constitute. Council member Trapp agreed and suggested including a statement on future council meeting agendas and public meeting notices about how to access additional information for the listed contracts being acted on.

AGENDA ITEM 15: DATE AND LOCATION OF NEXT MEETING

The next council meeting was scheduled for Wednesday, June 26, 2019 at 1:30 p.m. MDT, at the New Mexico Commission for Deaf and Hard of Hearing.

It was established that the regular council meeting scheduled for July 10, 2019 would not be able to have a quorum on that date. The Council agreed to reschedule that meeting for Wednesday, July 24, 2019 at 12:30 p.m. MDT, at the New Mexico Commission for Deaf and Hard of Hearing.

AGENDA ITEM 16: ADJOURN

With no further business, the meeting was adjourned at 3:26 p.m. MDT

Lisa Dignan
Lisa Dignan, Chair

26 June 2019
Date