

**Official Draft**

NEW MEXICO COUNCIL FOR PURCHASING  
FROM PERSONS WITH DISABILITIES  
Regular Meeting

May 9, 2018, 1:30 p.m.

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

**AGENDA ITEM 1: CALL TO ORDER**

Vice-Chair Lisa Dignan called the meeting to order at 1:33 p.m. MDT.

**AGENDA ITEM 2: ROLL CALL**

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

**MEMBERS PRESENT**

Lisa Dignan	Council member, New Mexico Commission for Deaf and Hard of Hearing Representative
Anna Silva	Designee, Council member Larry Maxwell, State Purchasing Director Representative (participated remotely via telephone)
Paul Kippert	Designee, Council member Secretary Rodriguez (DFA) (participated remotely via telephone)
Greg Trapp	Council member, New Mexico Commission for the Blind Representative
Pam Lillibridge	Council member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone)
Mike Kivitz	Council member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone)
Roger Newall	Council Member (participated remotely via telephone)
Estevan Lujan	Designee, Council member Darry Ackley, Department of Information Technology (DoIT) Representative (participated remotely via telephone)

**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**

Kyle Radford	Horizons of New Mexico
Matt Loehman	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)  
Scott DeVetter Horizons of New Mexico (participated remotely via telephone)

**GUESTS**

Patricia Adams New Mexico Commission for the Blind  
Brian Ammerman Adelante Development Center (participated remotely via telephone)

**AGENDA ITEM 4: APPROVAL OF AGENDA**

Council member Roger Newall moved to approve the agenda for the May 9, 2018 council meeting. Council member Anna Silva seconded the motion and the agenda was approved in a unanimous vote by the Council.

**AGENDA ITEM 5: APPROVAL OF COUNCIL MINUTES OF APRIL 11, 2018**

Council member Paul Kippert moved to approve the April 11, 2018 regular meeting minutes. Council member Newall seconded the motion, Council member Trapp abstained, and the minutes were approved in a 6-0-1 (Approved-Denied-Abstained) vote by the Council.

**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. Kyle Radford, Horizons of New Mexico (Horizons), introduced the new Executive Director of Horizons, Mr. Matt Loehman, to the Council.

Mr. Loehman announced that he looked forward to working with the Council to ensure the further success of the New Mexico State Use Program, and that he appreciated the opportunity to serve in the position of executive director. He also thanked Mr. Radford, Mr. Arturo Soliz (Horizons), Ms. Sandra Lucero (Horizons), and TIBH for their guidance and support during his transition into the position.

Mr. Radford then stated that Horizons would hold a welcome reception after the council meeting for Mr. Loehman to meet Horizons members and get acclimated to his new role, and invited everyone in attendance at the council meeting to attend the reception.

**AGENDA ITEM 8: APPROVAL OF PROPOSED INCREASE FOR MEMBER DOCUMENT DESTRUCTION RATES**

Mr. Radford reviewed the proposed increase to the rates for document destruction services for Horizons members, which would go into effect on July 1, 2018.

Council member Newall asked if the increased rates would apply to all Horizons members. Mr. Radford responded that these proposed rates applied only to Adelante Development Center, the only member currently providing these services.

Council member Estevan Lujan moved to approve the proposed increase for member document destruction rates. Council member Pam Lillibridge seconded the motion, Council member Mike Kivitz abstained, and the increased rates were approved in a 6-0-1 vote by the Council.

## **AGENDA ITEM 9: APPROVAL OF SERVICE CONTRACTS**

### **a) New FY18 Contracts \$5,000 and Under**

1. *New Mexico Corrections Department and member Adelante Development Center; Document Destruction Services - \$3,782.36*

Council member Newall asked if the pricing listed on the agenda for contract A1 reflected the new document destruction rates the Council had approved previously in the meeting. Mr. Brian Ammerman, Adelante Development Center, responded that, because the contract would go into effect before July 1, 2018, the pricing reflected the old rate.

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

### **b) New FY18 Contracts Over \$5,000**

1. *New Mexico Tourism Department and member Adelante Development Center; Mailing Services - \$6,952.50*

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

### **c) FY19 Renewal Contracts \$5,000 and under**

1. *New Mexico Department of Transportation and member Adelante Development Center, Janitorial Services; FY18 - \$3,024.00, FY19 - Same*
2. *Mid-Region Council of Governments and member Crystal Clear Maintenance, On-Call Janitorial Services; FY18 - \$225.00/hr., FY19 - \$564.38/hr. (\$5,000 total)*
3. *New Mexico Human Services Department and member My Bug Guy, Pest Control Services; FY18 - \$1,634.40, FY19 - \$1,639.80*

Council member Lillibridge moved to approve contract C1 – C3. Council member Newall seconded the motion and Council member Kivitz abstained from contract C1. Contract C1 was approved in a 6-0-1 vote by the Council, and contracts C2 and C3 were approved in a unanimous vote by the Council.

**d) FY19 Renewal Contracts over \$5,000**

1. *New Mexico Department of Cultural Affairs and member Adelante Development Center, Janitorial Services; FY18 - \$30,719.77, FY19 - \$30,961.32*

Council member Lillibridge moved to approve contract D1. Council member Silva seconded the motion, Council member Kivitz abstained, and contract D1 was approved in a 6-0-1 vote by the Council.

2. *New Mexico Educational Retirement Board and member Adelante Development Center, Janitorial Services; FY18 - \$24,479.90, FY19 - \$25,016.28*

Council member Newall moved to approve contract D2. Council member Silva seconded the motion, Council member Kivitz abstained, and contract D2 was approved in a 6-0-1 vote by the Council.

3. *New Mexico Human Services Department and member Adelante Development Center, Printing and Mailing Services; FY18 - \$2,738,338.01, FY19 – Same*

Contract D3 was withdrawn by Horizons during the council meeting.

4. *New Mexico Department of Health and member Crystal Clear Maintenance,, Janitorial Services; FY18 - \$33,075.00, FY19 - \$33,185.28*

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

5. *New Mexico Department of Health and member Crystal Clear Maintenance, Janitorial Services; FY18 - \$11,643.75, FY19 - \$15,576.72*

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

6. *New Mexico Human Services Department and member Crystal Clear Maintenance, Janitorial Services; FY18 - \$24,057.96, FY19 – \$24,138.12*

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

7. *New Mexico Workers Compensation Administration and member Crystal Clear Maintenance, Grounds Maintenance; FY18 - \$15,140.28, FY19 - \$15,190.80*

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

## **AGENDA ITEM 10: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY**

### **a) New Service Contracts Directly Distributed Under CNA Authority**

1. *New Mexico Corrections Department and member Adelante Development Center; Document Destruction Services - \$55.64*
2. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$27.82*
3. *New Mexico Environment Department and member Adelante Development Center; Document Destruction Services - \$40.95*
4. *New Mexico Workers Compensation Administration and member Crystal Clear Maintenance; Irrigation Repair - \$515.07*
5. *City of Albuquerque and member LifeRoots; Janitorial Services - \$1,336.26*
6. *City of Albuquerque and member LifeRoots; Janitorial Services - \$831.96*
7. *City of Albuquerque and member LifeRoots; Janitorial Services - \$1,292.76*
8. *City of Albuquerque and member LifeRoots; Janitorial Services - \$886.44*
9. *City of Albuquerque and member LifeRoots; Janitorial Services - \$942.66*

Mr. Radford explained that nine contracts, totaling \$5,929.56, had been directly distributed under Central Nonprofit Agency (CNA) authority. He added that three of the contracts that had been directly distributed by the CNA were for document destruction services, and had been approved for the FY2018 service rate.

### **b) Contracts Directly Distributed Under CNA Authority in Cases of Urgent and Immediate Need**

1. *New Mexico Department of Public Safety and member Tresco, Inc.; Tree Removal - \$1,720.97*

Mr. Radford explained that the tree removal service outlined in contract B1 was deemed urgent by the procuring agency due to an impending sap threat. He also added that the procuring agency reported that it was pleased with Tresco, Inc.'s work on the contract.

**AGENDA ITEM 11: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES**

There were no suitable services to approve or remove at this time.

**AGENDA ITEM 12: SUBCOMMITTEE UPDATES**

There were no subcommittee updates 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**

Council member Trapp informed the Council that, with the end of the fiscal year approaching, they would need to ensure that current council members, as well as any possible appointees, were in place before that deadline approached, especially in an attempt to maintain quorums at future meetings. Chair Dignan asked Council member Silva to inform Council Chair Larry Maxwell of that need, to which Council member Silva stated that she would do so.

Council member Trapp then asked Mr. Radford to send Mr. Loehman’s contact information to the Council. Mr. Radford responded that, in addition to sending that contact information to the Council, it would be posted on the Horizons of New Mexico website as well.

**AGENDA ITEM 15: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS**

Council member Trapp noted that the latest financial audit of Horizons would need to be presented at the next council meeting, and that the next quarterly report would need to be presented during the July 2018 council meeting.

**AGENDA ITEM 16: DATE AND LOCATION OF NEXT MEETING**

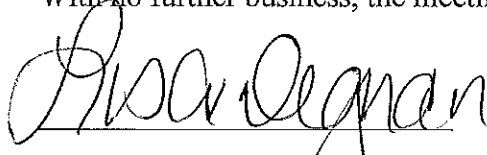
The next Council meeting was scheduled for Wednesday, June 13, 2018 at 1:30 p.m. MDT, at the New Mexico Commission for Deaf and Hard of Hearing.

Vice-Chair Dignan announced that a special meeting had tentatively been set for June 27, 2018 at 1:30 p.m. MDT, at the New Mexico Commission for Deaf and Hard of Hearing. She stated that the meeting would function as a way to alleviate the amount of contracts that were presented to the Council for approval during the fiscal year contract renewal period and to reduce the amount of tentative chair approvals that are typically granted during that time.

Due to the July 4<sup>th</sup> holiday, the Council decided to schedule the July 2018 council meeting for Wednesday, July 11, 2018 at 1:30 p.m. MDT, at the New Mexico Commission for Deaf and Hard of Hearing.

**AGENDA ITEM 17: ADJOURN**

With no further business, the meeting was adjourned at 2:19 p.m. MDT.

  
Larry Maxwell, Chairman

13 June 18  
Date