

OFFICIAL DRAFT

NEW MEXICO COUNCIL FOR PURCHASING
FROM PERSONS WITH DISABILITIES

REGULAR MEETING

October 10, 2018, 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

Vice-Chair Lisa Dignan called the meeting to order at 1:31 p.m. MDT.

AGENDA ITEM 2: ROLL CALL

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

MEMBERS PRESENT

Anna Silva	Designee, State Purchasing Director Lawrence Maxwell (participated remotely via telephone)
Lisa Dignan	Council member, New Mexico Commission for Deaf and Hard of Hearing Representative
Gregg Trapp	Council member, New Mexico Commission for the Blind Representative
Paul Kippert	Designee, Council member Secretary Rodriguez (DFA) (participated remotely via telephone)
Roger Newall	Council Member (arrived at 2:01 p.m. MDT)
Estevan Lujan	Council Member, Department of Information Technology (DoIT) Representative (participated remotely via telephone)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone)
Antoinette Holmes	Council member, Division of Vocational Rehabilitation Representative (participated remotely via telephone)

With seven council members present at the time of the roll call, 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
Kyle Radford	Horizons of New Mexico

Taylor McBride Horizons of New Mexico (participated remotely via telephone)

GUESTS

Terry Davis Davis Innovation Services
Jacqueline Davis Davis Innovation Services
Ernest Byers Discount Printing & Mailing (participated remotely via telephone)

AGENDA ITEM 4: APPROVAL OF AGENDA

Council member Anna Silva moved to approve the agenda for the October 10, 2018 council meeting. Council member Paul Kippert seconded the motion, and the agenda was approved in a unanimous vote by the Council.

AGENDA ITEM 5: APPROVAL OF COUNCIL MINUTES OF SEPTEMBER 12, 2018

Council member Pam Lillibridge moved to approve the September 12, 2018 regular meeting minutes. Council member Estevan Lujan seconded the motion, Council member Antoinette Holmes abstained, and the minutes were approved in a 6-0-1 (Approve – Deny – Abstain) 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, MATT LOEHMAN

Mr. Matt Loehman, Horizons of New Mexico, announced to the Council that Horizons would be holding its State Use member training the next day, October 11th, from 9 a.m. through 12 p.m. He added that they were expecting 15 to 20 member organizations to participate in that event, and that Chair Dignan would be speaking at the meeting, in addition to himself and Mr. Kyle Radford, Horizons.

Mr. Loehman then informed the Council that TIBH Industries, Inc., Horizons' parent company, had recently changed its name to WorkQuest, and that Horizons would now operate in the state of New Mexico as WorkQuest dba Horizons of New Mexico. He noted that Horizons was in the process of updating their active contracts and purchase orders to reflect that change.

Chair Dignan asked Council member Silva if the Council would need to amend their contract with Horizons due to that name change. Council member Silva replied that the Council would. Chair Dignan noted that she would work alongside Mr. Loehman and Mr. Radford to amend the contract and reflect that change.

Matt introduced Terry Davis, of Davis Innovations to explain his company and the janitorial contract that they had up for approval later in today's meeting.

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 Public School Facilities Authority and member Discount Printing and Mail; Printing Services - \$2,534.04*

Council member Lillibridge moved to approve contract A1. Council member Holmes seconded the motion, and the contract was approved in a unanimous vote by the Council.

b) New Contracts Over \$5,000

1. *New Mexico Children Youth and Families Department and member Davis Innovation; Janitorial Services - \$19,765.08 (4 months)*

Council member Silva moved to approve contract B1. Council member Lillibridge seconded the motion, and the contract was approved in a unanimous vote by the Council.

2. *New Mexico Department of Military Affairs and member Unlimited Office Management; Janitorial Services - \$11,340.36*

Council member Lillibridge moved to approve contract B2. Council member Silva seconded the motion, and the contract was approved in a unanimous vote by the Council.

3. *New Mexico Department of Military Affairs and member Unlimited Office Management; Janitorial Services - \$14,868.00 (9 months)*

After council discussion, Council member Greg Trapp moved to approve contract B3 contingent upon receipt of the proposal acceptance form from the member program providing the service.

Council member Silva proposed to amend the original motion to include a clause explaining the wage rate per hour reflected in the contract authorization form.

Council member Trapp moved to approve contract B3 contingent upon receipt of the completed missing form with all fields completed, and with an explanation or correction to the reflected wage rate per hour. Council member Lillibridge seconded the motion, Council member Paul Kippert opposed, and the contract was approved in a 6-1-0 vote by the Council.

c) FY19 Renewal Contracts \$5,000 and Under

None

d) FY19 Renewal Contracts Over \$5,000

1. *New Mexico Department of Military Affairs and member ARCA; Janitorial Services – FY18 - \$21,059.73, FY19 - \$32,677.68*

Council member Roger Newall joined the meeting at this time, at 2:01 p.m.

Council member Lillibridge moved to approve contract D1. Council member Trapp seconded the motion, and the contract was approved in a unanimous vote by the Council.

2. *City of Albuquerque and member Crystal Clear Maintenance; Carpet Cleaning Services – FY18 - \$66,007.35, FY19 - \$66,007.35*

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

3. *New Mexico Department of Military Affairs and member Unlimited Office Management Systems; Janitorial Services – FY18 - \$103,436.46, FY19 - \$103,436.46*

Council member Silva moved to approve contract D3. 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. *Albuquerque Public School Education Foundation and member Adelante Development Center; Document Destruction Services - \$55.76*
2. *New Mexico Children Youth and Families Department and member Adelante Development Center; Document Destruction Services - \$42.46*
3. *New Mexico Children Youth and Families Department and member Adelante Development Center; Document Destruction Services - \$28.30*
4. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$28.30*
5. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$297.15*
6. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services - \$679.20*
7. *New Mexico Department of Transportation and member Adelante Development Center; Repairs - \$1,173.90*
8. *New Mexico Department of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services - \$566.16*

9. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services - \$413.72*
10. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services - \$413.72*
11. *New Mexico Public Education Department and member Adelante Development Center; Document Destruction Services - \$254.77*
12. *New Mexico Department of Workforce Solutions and member Adelante Development Center; Document Destruction Services - \$169.85*
13. *New Mexico Department of Game & Fish and member Discount Printing and Mail; Document Destruction Services - \$277.95*
14. *New Mexico Superintendent of Insurance member Adelante Development Center; Document Destruction Services - \$42.46*
15. *San Juan College and member Greetings, Etc.!.; Printing Services - \$393.75*
16. *New Mexico Children Youth and Families Department and member Tresco; Carpet Cleaning - \$457.89*

b) FY19 Renewal Service Contracts Directly Distributed Under CNA Authority

None

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

None

AGENDA ITEM 10: CENTRAL NONPROFIT AGENCY QUARTERLY REPORT, MATT LOEHMAN

Mr. Loehman reported to the Council that throughout the last quarter, 25 contracts totaling almost \$2 million had been approved by the Council, employing 208 individuals with disabilities. Of those 25 contracts, 12 were awarded to Community Rehabilitation Programs (CRPs), totaling more than \$1 million dollars and employing 84 individuals with disabilities.

Mr. Loehman informed that 32 contracts had been distributed under Central Nonprofit Agency (CNA) authority throughout the last quarter, totaling more than \$12,000, five of which were awarded to CRPs, totaling almost \$2,000.

AGENDA ITEM 11: REVIEW OF PREVIOUSLY APPROVED SUITABLE SERVICES

After discussion, the Council decided to review the previously approved suitable services broken out by whether they were listed as an approved service, an excluded service or a permissive service. The Council would review the approved services during the current meeting, and the excluded and permissive services at the November meeting.

Council member Trapp moved to amend the definition of “Botanical Services” to exclude marijuana or cannabis of any kind. Council member Newall seconded the motion, and the definition was amended in a unanimous vote by the Council.

After discussion, Council member Trapp motioned to change “Car Washing Services” to “Vehicle Washing Services”, and include a clause in the definition that excludes specialty

vehicles. Council member Kippert seconded the motion, and the service name was changed and its definition amended in a unanimous vote by the Council.

After discussion, any action on changes to the definition of “Computer Refurbishing” was tabled until Council member Mike Kivitz, Adelante, and Mr. Brian Ammerman, Adelante, were present to clarify the definition of that service.

Council member Newall moved to change “Document Shredding” to “Document Destruction”. Council member Trapp seconded the motion, and the service was renamed in a unanimous vote by the Council.

After discussion, Council member Newall motioned to change the title of “Door Greeting Services” to “Greeting Services” and amend the definition to replace “office building” with “location”. Council member Trapp seconded the motion, and it was accepted in a unanimous vote by the Council.

Due to the loss of time and the potential loss of a quorum, review of previously approved suitable services was put on hold to be taken up again at the November meeting, starting with item number 16.

AGENDA ITEM 12: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

After discussion of previously approved suitable services, Council member Trapp moved to move “Corporate and Personal Background Checks” from the approved services category to the permissive services category. Council member Newall seconded the motion, Council member Kippert abstained, and the motion was approved in 6-0-1 vote by the Council.

Council member Newall moved to move “Private Investigation Services” from the approved services category to the permissive services category. Council member Lillibridge seconded the motion, Council member Kippert abstained, and the motion was approved in a 6-0-1 vote by the Council.

Council member Kippert moved to completely remove “Employment Support Services” from the list of suitable services to be provided by the State Use Program. Council member Trapp seconded the motion and the service was removed in a unanimous vote by the Council.

AGENDA ITEM 13: DISCUSSION ON 2018 NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES ANNUAL REPORT

The Council then discussed the upcoming 2018 New Mexico Council for Purchasing from Persons with Disabilities Annual Report.

After reviewing the 2017 annual report, Chair Dignan asked council members for any suggestions about what should be included in the 2018 annual report. Council member Lillibridge requested that featured employee highlights be included in the 2018 report.

AGENDA ITEM 14: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

**AGENDA ITEM 15: APPROVAL OF REVISED OPEN MEETINGS ACT
RESOLUTION, GREG TRAPP**

After discussion, Council member Trapp moved to approve the revised Open Meetings Act Resolution, outlining that notices and agendas for council meetings be posted to both the State Purchasing Division and Horizons websites by the required deadline, and that the language on both of those sites points back to the other as an alternate publishing location. Council member Trapp's motion also included authorizing Chair Dignan to sign that resolution on Council member Larry Maxwell's behalf.

Council member Silva seconded Council member Trapp's motion, and the Open Meetings Act Resolution was approved in a unanimous vote by the Council.

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

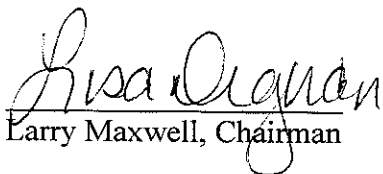
There were no suggested future agenda items at this time.

AGENDA ITEM 19: DATE AND LOCATION OF NEXT MEETING

The next regular Council meeting was tentatively scheduled for Thursday, November 15, 2018 at 1:30 p.m. MDT, at the New Mexico Commission for Deaf and Hard of Hearing.

AGENDA ITEM 20: ADJOURN

With no further business, the meeting was adjourned at 3:15 p.m. MDT.


Larry Maxwell, Chairman

13 Nov 2018
Date