

Official Draft  
NEW MEXICO COUNCIL FOR PURCHASING  
FROM PERSONS WITH DISABILITIES

REGULAR MEETING

June 26, 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 1:36 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
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone)
Phillip Bachicha	Council Member, Designee for Department of Information Technology (DoIT) Secretary Vincent Martinez (participated remotely via telephone)

With nine council members present or participating remotely via telephone, a full 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

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

#### GUESTS

Brian Ammerman                      Adelante Development Center

#### **AGENDA ITEM 4: APPROVAL OF AGENDA**

Council member Mark Hayden moved to approve the agenda for the June 26, 2019 council meeting. Council member Phillip Bachicha seconded the motion, and the agenda was approved in a unanimous vote by the Council.

#### **AGENDA ITEM 5: APPROVAL OF COUNCIL MINUTES OF JUNE 12, 2019**

Council member Roger Newall moved to approve the June 12, 2019 regular meeting minutes. Council member Hayden seconded the motion and the minutes were approved in a unanimous vote by the Council.

#### **AGENDA ITEM 6: CHAIR UPDATE, LISA DIGNAN**

Chair Dignan updated the Council about the ongoing situation surrounding the Council's representation request to the Office of the Attorney General. She announced that she had spoken with a representative from that office and was informed that the Council needed to submit a formal written request for representation before that position could be filled. Chair Dignan informed that she would submit that request before the end of the current business week.

#### **AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, MATT LOEHMAN**

Mr. Matt Loehman, Horizons of New Mexico (Horizons), informed the Council that additional service contracts were being drafted between Horizons and the City of Albuquerque, and added that the City had expressed interest in growing their relationship even further with Horizons.

#### **AGENDA ITEM 8: APPROVAL OF SERVICE CONTRACTS**

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

*Note: Please Contact Horizons of New Mexico for additional information about any contract listed on the agenda.*

**a) Tentative Chair Approval Granted June 12, 2019**

1. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services - \$6,287.14*

Council member Hayden moved to approve contract A1. Council member Bachicha seconded the motion and the contract was ratified and approved in a unanimous vote by the Council.

**b) New Contracts \$5,000 and Under**

1. *New Mexico Department of Transportation and member Crystal Clear Maintenance; Janitorial Services – \$2,737.40*
2. *Public Employees Retirement Association of New Mexico and member Crystal Clear Maintenance; Snow Removal – \$3,000.00*

Council member Mike Kivitz moved to approve contracts B1 and B2. Council member Pam Lillibridge seconded the motion and the contracts were approved in a unanimous vote by the Council.

**c) New Contracts Over \$5,000**

1. *New Mexico Department of Transportation and Adelante Development Center; Document Imaging – \$21,200.99*

Council member Newall moved to approve contract C1. Council members Bachicha seconded the motion, Council member Kivitz abstained, and the contract was approved in a 7-0-1 (Approved-Denied-Abstained) vote by the Council.

2. *New Mexico Department of Transportation and Adelante Development Center; Document Imaging – \$29,785.66*

Council member Lillibridge moved to approve contract C2. Council member Hayden seconded the motion, Council member Kivitz abstained, and the contract was approved in a 7-0-1 vote by the Council.

3. *New Mexico Human Services Department and Clearly Clean Janitorial Service; Janitorial Services – \$5,676.36*

Council member Hayden moved to approve contract C3. Council member Newall seconded the motion and the contract was approved in a unanimous vote by the Council.

4. *New Mexico Department of Transportation and Crystal Clear Maintenance; Janitorial Services – \$9,324.00*

Council member Hayden moved to approve contract C4. Council member Miranda Mascareñas seconded the motion and the contract was approved in a unanimous vote by the Council.

5. *New Mexico Department of Military Affairs and member Unlimited Office Management Systems – \$27,358.20*

Council member Hayden moved to approve contract C5. Council member Bachicha seconded the motion and the contract was approved in a unanimous vote by the Council.

**d) FY20 Renewal Contracts \$5,000 and Under**

1. *New Mexico Corrections and member Adelante Development Center; Document Destruction Services – FY 19 - \$1,867.80, FY 20 - \$1,923.24*
2. *New Mexico Courts and member Adelante Development Center; Document Destruction Services – FY 19 - \$1,563.00, FY 20 - \$2,603.76*
3. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$2,249.64, FY 20 - \$2,316.00*
4. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$3,252.48, FY 20 - \$3,408.12*
5. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$2,503.92, FY 20 - \$2,577.00*
6. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$2,959.84, FY 20 - \$3,484.00*
7. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$3,224.84, FY 20 - 3,318.18*
8. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$4,212.75, FY 20 - \$4,335.54*
9. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$4,610.52, FY 20 - \$4,720.68*
10. *New Mexico Office of the Attorney General and member Adelante Development Center; Document Destruction Services – FY 19 - \$2,218.49, FY 20 - \$2,272.92*

11. *New Mexico Public Education Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$3,566.81, FY 20 - \$4,021.32*
12. *Public Employees Retirement Association of New Mexico and member Adelante Development Center; Document Destruction Services – FY 19 - \$3,543.65, FY 20-\$4,853.92*
13. *San Juan College and member Adelante Development Center; Document Destruction Services – FY 19 - \$2,971.26, FY 20 - \$3,294.84*

Council member Newall moved to approve contracts D1 thru D13 as a group. Council member Lillibridge seconded the motion, Council member Kivitz abstained, and the contracts were approved in a 7-0-1 vote by the Council.

14. *New Mexico Department of Cultural Affairs and member LIfeROOTS; Grounds Maintenance – FY 19 - \$3,710.88, FY 20 - \$4,073.57*
15. *New Mexico Department of Homeland Security and member My Bug Guyz; Pest Control Services – FY 19 - \$1,806.00, FY 20 – same*

Council member Kivitz moved to approve contracts D14 and D15. Council member Hayden seconded the motion and the contracts were approved in a unanimous vote by the Council.

**e) *FY20 Renewal Contracts over \$5,000***

1. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$5,687.88, FY 20 - \$10,525.92*

Council member Lillibridge moved to approve contract E1. Council member Bachicha seconded the motion, Council member Kivitz abstained, and the contract was approved in a 7-0-1 vote by the Council.

2. *New Mexico Department of Tourism and member Adelante Development Center; Mailing Services – FY 19 - \$12,576.05, FY 20 - \$11,599.35*

Council member Bachicha moved to approve contract E2. Council member Newall seconded the motion, Council member Kivitz abstained, and the contract was approved in a 7-0-1 vote by the Council.

3. *New Mexico Department of Tourism and member Adelante Development Center; Mailing Services – FY 19 - \$12,656.70, FY 20 - \$11,736.05*

Council member Hayden moved to approve contract E3. Council member Antoinette Holmes seconded the motion, Council member Kivitz abstained, and the contract was approved in a 7-0-1 vote by the Council.

4. *New Mexico Department of Transportation and member Adelante Development*

*Center; Janitorial Services – FY 19 - \$34,459.20, FY 20 - \$41,011.08*

Council member Newall moved to approve contract E4. Council member Hayden seconded the motion, Council member Kivitz abstained, and the contract was approved in a 7-0-1 vote by the Council.

5. *New Mexico Department of Transportation and member Adelante Development Center; Janitorial Services – FY 19 - \$234,791.04, FY 20 – same*

Council member Lillibridge moved to approve contract E5. Council member Mascareñas seconded the motion, Council member Kivitz abstained, and the contract was approved in a 7-0-1 vote by the Council.

6. *New Mexico Department of Transportation and member Adelante Development Center; Janitorial Services – FY 19 - \$286,864.20, FY 20 - \$294,857.76*

Council member Newall moved to approve contract E6. Council member Trapp seconded the motion, Council member Kivitz abstained, and the contract was approved in a 7-0-1 vote by the Council.

7. *New Mexico Department of Workforce Solutions and member Adelante Development Center; Janitorial Services – FY 19 - \$93,476.40, FY 20 - \$99,642.60*

Council member Trapp moved to approve contract E7, subject to Horizons' submission of a signed contract authorization form from the New Mexico Department of Workforce Solutions. Council member Bachicha seconded the motion, Council members Kivitz and Trapp abstained, and the contract was approved, pending acquisition of the signed contract authorization form, in a 6-0-2 vote by the Council.

8. *New Mexico Educational Retirement Board and member Adelante Development Center; Janitorial Services – FY 19 - \$25,016.28, FY 20 - \$25,646.28*

Council member Newall moved to approve contract E8. Council member Mascareñas seconded the motion, Council member Kivitz abstained, and the contract was approved in a 7-0-1 vote by the Council.

9. *Workers Compensation Administration and member Adelante Development Center; Janitorial Services – FY 19 - \$44,483.28, FY 20 - \$55,083.84*

Council member Hayden moved to approve contract E9. Council member Holmes seconded the motion, Council member Kivitz abstained, and the contract was approved in a 7-0-1 vote by the Council.

10. *Albuquerque Bernalillo County Water Utility Authority and member Crystal Clear Maintenance; Janitorial Services – FY 19 - \$34,616.64, FY 20 \$13,528.68*

Council member Hayden moved to approve contract E10. Council member Trapp seconded the motion and the contract was approved in a unanimous vote by the Council.

11. *Mid-Region Council of Governments and Crystal Clear Maintenance; Janitorial Services – FY 19 - \$13,545.00, FY 20 - \$42,395.88*

Council member Kivitz moved to approve contract E11. Council member Mascareñas seconded the motion and the contract was approved in a unanimous vote by the Council.

12. *New Mexico Department of Health and member Crystal Clear Maintenance; Janitorial Services – FY 19 - \$11,682.54, FY 20 - \$16,044.12*

Council member Hayden moved to approve contract E12. Council member Newall seconded the motion and the contract was approved in a unanimous vote by the Council.

13. *New Mexico Department of Transportation and member Crystal Clear Maintenance; Janitorial Services – FY 19 - \$37,817.64, FY 20 - \$38,952.12*

Council member Bachicha moved to approve contract E13. Council member Kivitz seconded the motion and the contract was approved in a unanimous vote by the Council.

14. *New Mexico Human Services Department and member Crystal Clear Maintenance; Janitorial Services – FY 19 - \$24,138.12, FY 20 - \$24,842.52*

Council member Hayden moved to approve contract E14. Council member Lillibridge seconded the motion and the contract was approved in a unanimous vote by the Council.

15. *Workers Compensation Administration and member Crystal Clear Maintenance; Janitorial Services – FY 19 - \$15,190.80, FY 20 - \$15,646.56*

Council member Mascareñas moved to approve contract E15. Council member Newall seconded the motion and the contract was approved in a unanimous vote by the Council.

16. *New Mexico Department of Transportation and ENMRSH; Janitorial Services – FY 19 - \$1,384,807.20, FY 20 - \$1,464,687.72*

Council member Bachicha moved to approve contract E16. Council member Kivitz seconded the motion, Council member Hayden abstained, and the contract was approved in a 7-0-1 vote by the Council.

17. *Albuquerque Bernalillo County Water Utility Authority and member LifeROOTS; Janitorial Services – FY 19 - \$71,153.52, FY 20 - \$79,832.52*

Council member Trapp moved to approve contract E17. Council member Kivitz seconded the motion and the contract was approved in a unanimous vote by the Council.

18. *New Mexico Department of Transportation and member Tobosa Development Services; Janitorial Services – FY 19 - \$318,900.00, FY 20 – same*

Council member Newall moved to approve contract E18. Council member Kivitz seconded the motion and the contract was approved in unanimous vote by the Council.

19. *New Mexico Department of Health and member Tresco; Janitorial Services – FY 19 - \$45,783.36, FY 20 - \$47,944.56*

Council member Hayden moved to approve contract E19. Council member Newall seconded the motion and the contract was approved in a unanimous vote by the Council.

20. *New Mexico Department of Transportation and member Tresco; Janitorial Services – FY 19 - \$31,607.16, FY 20 - \$32,800.44*

After discussion about how to break out administrative costs more specifically and developing a standardized acceptable threshold for the ratio of supplies and materials to labor, Council member Hayden moved to approve contract E20. Council member Newall seconded the motion and the contract was approved in a unanimous vote by the Council.

21. *New Mexico Department of Transportation and member Tresco; Janitorial Services – FY 19 - \$2,035,220.64, FY 20 - \$2,113,157.09*

Council member Kivitz moved to approve contract E21. Council member Newall seconded the motion, Council member Hayden abstained due to a lack of detail, and the contract was approved in a 7-0-1 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 Schools and member Adelante Development Center; Document Destruction Services – \$246.66*



2. *Cuba Independent School District and member Adelante Development Center; Document Destruction Services – \$347.55*
3. *Los Puentes Charter School and member Adelante Development Center; Document Destruction Services – \$61.86*
4. *New Children, Youth & Families Department and member Adelante Development Center; Document Destruction Services – \$349.52*
5. *New Mexico Department of Game & Fish and member Adelante Development Center; Document Destruction Services – \$681.38*
6. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – \$121.74*
7. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – \$716.10*
8. *New Mexico Economic Development Department and member Adelante Development Center; Document Destruction Services – \$542.33*
9. *Workforce Connection of Central New Mexico and member Adelante Development Center; Document Destruction Services – \$757.64*
10. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services– \$704.34*
11. *Workers Compensation Administration and member LifeROOTS; Landscape Irrigation – \$210.00*
12. *New Mexico Energy, Minerals & Resources Department and member Top Tier Movers, LLC.; Moving Services – \$1,303.60*

**b) FY20 Renewal Service Contracts Directly Distributed Under CNA Authority**

1. *New Mexico Children, Youth & Families Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$1,195.32, FY 20 - \$1,223.33*
2. *New Mexico Corrections Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$341.68, FY 20 - \$349.68*
3. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services – FY 19 - \$1,230.51, FY 20 - \$1,259.88*
4. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services – FY 19 - \$341.52, FY 20 - \$349.68*
5. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services – FY 19 - \$367.82, FY 20 - \$378.82*
6. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services – FY 19 - \$370.68, FY 20 - \$378.82*
7. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services – FY 19 - \$381.68, FY 20 - \$392.76*
8. *New Mexico Division of Vocational Rehabilitation and member*

*Adelante Development Center; Document Destruction Services – FY 19 - \$736.69, FY 20 - \$757.64*

9. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services – FY 19 - \$551.64, FY 20 - \$567.60*

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

*(None)*

**AGENDA ITEM 10: DISCUSSION OF ALLOWING OR REQUIRING HORIZONS MEMBER BUSINESSES TO PURCHASE JANITORIAL SUPPLIES UNDER STATEWIDE PRICE AGREEMENTS**

The Council then went into discussion about how contract information, such as administrative and travel costs, could be better broken out to allow the Council to have more detail and facilitate a more informed decision making process when approving contracts, and to allow more transparency to anyone viewing the contracts that are approved. Council member Hayden suggested implementing a cost threshold, wherein contracts meeting a certain cost would be subject to stricter and more detailed cost analysis and contract authorization form reporting.

In addition to this conversation, the Council discussed the idea of implementing a requirement for member organizations to provide audited financial statements for review by Horizons and the Council.

The Council then discussed the possible revision of the current contract authorization checklist, implementing more detailed breakouts of the costs discussed above, as well as the possibility of issuing the Council packets digitally instead of physically, in the future.

The Council agreed to send the discussion to the Executive Subcommittee to put together suggestions for the implementation of the above discussed topics, to be brought back to the Council for discussion and approval at a later date.

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

There were no services to be added or removed 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**

There was no further council discussion at this time.

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

The Council did not outline any additional suggested future agenda items, other than those that were previously discussed during agenda item 10.

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

The next council meeting was scheduled for Wednesday, July 24, 2019 at 12:30 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 3:56 p.m.

  
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Lisa Dignan, Chair

  
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Date