

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MEETING MINUTES

REGULAR MEETING

JULY 7, 2021, 1:30 PM

Video Conference Call

AGENDA ITEM 1: CALL TO ORDER

Chair Lisa Dignan called the meeting to order at 1:33 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 (participating remotely via video)
Greg Trapp	Council Secretary, New Mexico Commission for the Blind Representative (participating remotely via video)
Roger Newall	Council Member, Disabled Veteran (participating remotely via video)
Antoinette Holmes	Council Member, Division of Vocational Rehabilitation Representative (participating remotely via video)
Eli Fresquez	Council Member, Designee for New Mexico Children, Youth & Families Department (CYFD) Secretary Blalock (participating remotely via video)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Mackie Romero	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Romero (participating remotely via video)

MEMBERS NOT PRESENT

Mark Hayden	Council Vice-Chair, State Purchasing Director
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With eight council members participating remotely via telephone or video at the time of the roll call, a full quorum was established.

AGENDA ITEM 3: INTRODUCTION OF GUESTS AND STAFF

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

OTHER PARTICIPANTS

Matt Loehman	Horizons of New Mexico, participating remotely via video
Arturo Soliz	Horizons of New Mexico, participating remotely via video
Kyle Radford	Horizons of New Mexico, participating remotely via video
Marie Richter	Horizons of New Mexico, participating remotely via video
Taylor McBride	Horizons of New Mexico, participating remotely via video

GUESTS

Kelly Burma	New Mexico Commission for the Blind, participating remotely via video
Therese Baca	Unlimited Office Management Systems, participating remotely via telephone
Brian Ammerman	Adelante Development Center, participating remotely via video
Luis Rios	Tresco, participating remotely via video
Karla Soloria	New Mexico Office of the Attorney General, participating remotely via video

AGENDA ITEM 4: APPROVAL OF POSSIBLE CHANGES TO THE ORDER OF THE AGENDA AND DELETION OF AGENDA ITEMS

There were no changes to or deletions from the agenda at this time, and the meeting continued as outlined on the published agenda.

AGENDA ITEM 5: APPROVAL OF THE MINUTES OF JUNE 23, 2021

Council member Roger Newall moved to approve the June 23, 2021 meeting minutes. Council member Pam Lillibridge seconded the motion and the Council voted to approve the minutes in a unanimous roll call vote, with members Dignan, Eli Fresquez, Antoinette Holmes, Mike Kivitz, Lillibridge, Newall, Mackie Romero and Trapp voting yes.

AGENDA ITEM 6: CHAIR UPDATE, LISA DIGNAN

There was no chair update at this time.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, MATT LOEHMAN

Matt Loehman updated the Council that the approved contract from the June 2, 2021 meeting between New Mexico Department of Transportation and member Tobosa for rest area maintenance was renegotiated. The new FY22 contract price will be \$334,845.00.

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 contracts listed on the agenda.

a) New Contracts \$5,000 and Under

(None)

b) New Contracts Over \$5,000

1. *Bernalillo County and member Crystal Clear Maintenance; Janitorial Services, City Government Center, Albuquerque -- \$5,462.31*

Council member Mike Kivitz moved to approve contract B1. Council member Lillibridge seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

2. *New Mexico Department of Public Safety and member Crystal Clear Maintenance; Janitorial Services, New Mexico State Police Special Operations, Albuquerque -- \$13,788.76*

Council member Newall moved to approve contract B2. Council member Holmes seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

3. *New Mexico Corrections Department and member Unlimited Office Management Systems; Janitorial Services, Probation and Parole, Albuquerque -- \$81,053.76*

Contract B3 was withdrawn from consideration.

4. *New Mexico Early Childhood Education & Care Department and member Unlimited Office Management Systems; Janitorial Services, Maloof Building, Albuquerque -- \$53,493.60*

Council member Kivitz moved to approve contract B4. Council member Romero seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

5. *New Mexico Department of Military Affairs and member Unlimited Office Management Systems; Landscaping, Albuquerque -- \$46,862.28*

Council member Newall moved to approve contract B5. Council member Trapp seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

c) FY21 Renewal Contracts \$5,000 and Under

1. *Mid-Region Council of Governments and member Crystal Clear Maintenance; Janitorial Services, Rio Metro Transit, Rio Rancho: FY21 -- \$3,049.68, FY 22 -- \$3,141.12*
2. *New Mexico Department of Health and member My Bug Guyz; Pest Control Services, Scientific Laboratories, Albuquerque: FY 21 -- \$3,448.80, FY 22 – same*
3. *New Mexico Department of Public Safety and member Tresco; Grounds Maintenance, New Mexico State Police Las Cruces Office: FY 21 -- \$3,891.24, FY 22 – \$4,005.24*
4. *New Mexico Department of Public Safety and member Tresco; Grounds Maintenance, New Mexico State Police Socorro Office: FY 21 -- \$3,916.89, FY 22 -- \$4,952.76*

Council member Lillibridge moved to approve contracts C1 – C4. Council member Holmes seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

d) FY21 Renewal Contracts Over \$5,000

1. *New Mexico Department of Cultural Affairs and member Adelante Development Center; Janitorial Services, Museum Resources, Santa Fe: FY 21 -- \$13,852.32, FY 22 -- \$14,079.60*

Council member Newall moved to approve contract D1. Council member Romero seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contract in a 7-0-1 (Approve – Deny – Abstain) roll call vote, with members Dignan, Fresquez, Holmes, Lillibridge, Newall, Romero and Trapp voting yes.

2. *New Mexico Department of Tourism and member Adelante Development; Mailing Services, Tourism Calendar Fulfillment: FY 21 -- \$17,603.33, FY 22 -- \$24,889.81*

Council member Lillibridge moved to approve contract D2. Council member Newall seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contract in a 7-0-1 roll call vote, with members Dignan, Fresquez, Holmes, Lillibridge, Newall, Romero and Trapp voting yes.

3. *New Mexico Department of Transportation and Adelante Development Center; Janitorial Services, District 5 Office Complex, Santa Fe: FY 21 -- \$41,512.56, FY 22 \$43,159.68*

Council member Lillibridge moved to approve contract D3. Council member Kivitz seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

4. *New Mexico Department of Transportation and Adelante Development Center; Rest Area Maintenance, District 6 Rest Area, Milan: FY 21 -- \$44,437.20, FY 22 -- \$45,677.64*

Council member Romero moved to approve contract D4. Council member Holmes seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

5. *New Mexico Department of Transportation and Adelante Development Center; Janitorial Services, General Office, Santa Fe: FY 21 -- \$300,851.76, FY 22 -- \$305,249.40*

Council member Kivitz moved to approve contract D5. Council member Holmes seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

6. *New Mexico Department of Transportation and Adelante Development Center; Rest Area Maintenance, District 5 Rest Areas: FY 21 -- \$465,140.44, FY 22 -- \$461,680.44*

Council member Lillibridge moved to approve contract D6. Council member Romero seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

7. *New Mexico Educational Retirement Board and member Adelante Development Center; Janitorial Services, Santa Fe: FY 21 -- \$26,529.60, FY 22 -- \$26,653.68*

Council member Lillibridge moved to approve contract D7. Council member Newall seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

8. *New Mexico Department of Health and member ARCA; Janitorial Services, Scientific Laboratory Division, Albuquerque: FY 21 -- \$308,590.56, FY 22 -- \$322,517.28*

Council member Mackie moved to approve contract D8. Council member Fresquez seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

9. *San Juan College and member Buddy Check II; Printing Services, Farmington: FY 21 -- \$11,875.50, FY 22 -- \$16,483.01*

Council member Lillibridge moved to approve contract D9. Council member Newall seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

10. *New Mexico Children, Youth, and Families Department and member Clearly Clean Janitorial Service; Janitorial Services, Albuquerque: FY 21 -- \$33,297.36, FY 22 -- \$33,543.96*

Council member Newall moved to approve contract D10. Council member Romero seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

11. *Bernalillo County and member Crystal Clear Maintenance; Janitorial Services, Midtown Office, Albuquerque: FY 21 -- \$28,112.66, FY 22 -- \$27,046.84*

Council member Kivitz moved to approve contract D11. Council member Lillibridge seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

12. *Mid-Regional Council of Governments and member Crystal Clear Maintenance; Janitorial Services, Workforce Connection, Albuquerque: FY 21 -- \$28,444.56, FY 22 -- \$29,297.88*

Council member Holmes moved to approve contract D12. Council member Newall seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

13. *New Mexico Department of Health and member Crystal Clear Maintenance; Janitorial Services, Southside WIC Office, Santa Fe: FY 21 -- \$16,044.12, FY 22 -- \$17,362.66*

Council member Kivitz moved to approve contract D13. Council member Newall seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

14. *New Mexico Department of Information Technology and member Crystal Clear Maintenance; Janitorial Services, Radio Communications, Albuquerque: FY 21 -- \$5,580.60, FY 22 -- \$5,748.00*

Council member Lillibridge moved to approve contract D14. Council member Kivitz seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

15. *New Mexico Department of Transportation and member Crystal Clear Maintenance; Janitorial Services, Research Bureau, Albuquerque: FY 21 -- \$6,531.48, FY 22 -- same*

Council member Holmes moved to approve contract D15. Council member Newall seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

16. *New Mexico Department of Transportation and member Crystal Clear Maintenance; Janitorial Services, Milan Complex: FY 21 -- \$41,873.52, FY 22 -- same*

Council member Kivitz moved to approve contract D16. Council member Newall seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

17. *New Mexico Human Services Department and member Crystal Clear Maintenance; Janitorial Services, Bernalillo: FY 21 -- \$24,842.52, FY 22 -- \$25,605.36*

Council member Lillibridge moved to approve contract D17. Council member Romero seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with

members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

AGENDA ITEM 11: SERVICE CONTRACTS DIRECTLY DISTRIBUTED UNDER CENTRAL NONPROFIT AGENCY AUTHORITY

a) New Service Contracts Directly Distributed Under CNA Authority

1. *City of Albuquerque and member Buddy Check II; Printing Services, Parks Department -- \$457.97*
2. *City of Albuquerque and member Buddy Check II; Printing Services, Economic Development Department -- \$817.60*
3. *City of Albuquerque and member Buddy Check II; Printing Services, Department of Senior Affairs -- \$1,407.04*
4. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Manzano Senior Center -- \$286.66*
5. *New Mexico Early Childhood Education and Care Department and member My Bug Guyz; Pest Control Services, Albuquerque -- \$812.72*

b) FY21 Renewal Service Contracts Directly Distributed Under CNA Authority

(None)

c) Contracts Directly Distributed Under CNA Authority in Cases of Urgent and Immediate Need, or in Cases of State or National Emergency

1. *New Mexico Tax and Revenue Department and member Adelante Development Center; Document Destruction Services -- \$5,432.46*

Council member Trapp questioned the appropriateness of including budget-related document destruction contracts under urgent and immediate need. The Council agreed this would be reviewed by the Executive Committee

Council member Trapp left the meeting at this time (2:54 p.m.).

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

Matt Loehman, Horizons of New Mexico (Horizons), informed that the Council had approved 84 contracts, totaling \$13 million, during the reporting period. He added that those contracts had provided employment for 391 individuals with disabilities. Mr. Loehman then stated that \$29,000 in new contracts, \$10,000 in contract renewals, and \$2,000 in contracts approved under urgent or immediate need had been directly distributed by the CNA during that same period.

AGENDA ITEM 11: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

There were no added or removed services for approval 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 was no public comment at this time.

AGENDA ITEM 14: COUNCIL DISCUSSION

There was no council discussion at this time.

AGENDA ITEM 15: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

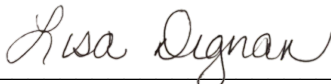
Discussion about what qualifies as “urgent and immediate need” in regards to contracts distributed under CNA authority was added to the Executive Committee’s next meeting agenda. Any findings would be brought to the full Council for discussion and approval, if necessary.

AGENDA ITEM 15: DATE AND LOCATION OF NEXT MEETING

The date of the next council meeting was scheduled for Wednesday, August 4, 2021, at 1:30 p.m. MDT, to take place remotely via video conference.

AGENDA ITEM 16: ADJOURN

With no further business, the meeting was adjourned at 2:58 p.m.



Lisa Dignan, Chair

8.5.2021

Date