

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MEETING MINUTES

REGULAR MEETING

JUNE 23, 2021, 1:30 PM

Conference Call

AGENDA ITEM 1: CALL TO ORDER

Chair Lisa Dignan called the meeting to order at 1:32 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
-------------	---

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 phone
Brian Ammerman	Adelante Development Center, participating remotely via video
Greg Block	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 DECEMBER 9, 2020

Council member Roger Newall moved to approve the June 2, 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

Chair Dignan introduced Council member Romero, the newly appointed designee to Secretary Romero of the Department of Finance and Administration (DFA).

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, MATT LOEHMAN

Mr. Matt Loehman, Horizons of New Mexico (Horizons), announced that Mr. Brian Ammerman, Adelante Development Center, was awarded SourceAmerica's NCSE Management Excellence Award for excellence in leadership in the management of an AbilityOne participating nonprofit agency and significantly advanced employment opportunities for people with disabilities.

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. *New Mexico Department of Cultural Affairs and member Adelante Development Center; Document Destruction Services, Museum of New Mexico Press -- \$18,397.71*

Council member Lillibridge moved to approve contract B1. Council member Eli Fresquez 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. *City of Albuquerque and member Crystal Clear; Janitorial Services, Plaza Del Sol Carpet Cleaning -- \$6,855.09*

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

3. *New Mexico Department of Military Affairs and member Unlimited Office Management Services; Grounds Maintenance, Santa Fe -- \$6,022.39*

Council member Newall moved to approve contract B3. Council member Trapp seconded the motion and the Council voted to approve the contract in a unanimous 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. *13th Judicial District Court and member Adelante Development Center; Document Destruction Services, Multiple Locations: FY 21 -- \$2,279.96, FY 22 -- \$3,830.92*
2. *New Mexico Department of Finance and Administration and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 21 -- \$2,025.59, FY 22 -- \$2,810.27*

Council member Lillibridge moved to approve contract C1 and C2. Council member Newall seconded the motion, Council members Kivitz and Romero abstained, and the Council voted to approve the contract in a 6-0-2 roll call vote, with members Dignan, Fresquez, Holmes, Lillibridge, Newall and Trapp voting yes.

3. *New Mexico Department of Health and member Adelante Development Center; Document*

- Destruction Services, Rehabilitation Center, Roswell: FY 21 -- \$2,384.63, FY 22 -- \$3,297.71*
4. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, SE Region Public Health Division: FY 21 -- \$3,231.45, FY 22 -- \$4,326.12*
 5. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Developmental Disabilities Supports Division, Multiple Locations: FY 21 -- \$2,657.11, FY 22 -- \$4,700.0708*

Council member Lillibridge moved to approve contract C3 – C5. 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.

6. *New Mexico Department of Workforce Solutions and member Adelante Development Center; Document Destruction Services, Albuquerque: FY 21 -- \$2,372.76, FY 22 -- \$3,160.30*

Council member Lillibridge moved to approve contract C6. Council member Newall seconded the motion, Council members Kivitz and Trapp abstained, and the Council voted to approve the contract in a 6-0-2 roll call vote, with members Dignan, Fresquez, Holmes, Lillibridge, Newall and Romero voting yes

7. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction Services, Income Support Division Bernalillo: FY 21 -- \$3,584.07, FY 22 -- \$4,700.07*
8. *New Mexico Office of the Attorney General and member Adelante Development Center; Document Destruction Services, Albuquerque: FY 21 -- \$2,340.23, FY 22 -- \$3,254.87*
9. *New Mexico Retiree Health Care Authority and member Adelante Development Center; Document Destruction Services, Albuquerque: FY 21 -- \$4,396.78, FY 22 -- \$3,691.90*
10. *New Mexico Tech and member Adelante Development Center; Document Destruction Services, Energetic Materials Research and Testing Center: FY 21 -- \$1,800.95, FY 22 -- \$2,934.23*
11. *New Mexico Corrections Department and member Adelante Development Center; Document Destruction Services, Penitentiary of New Mexico: FY 21 -- \$1,981.19, FY 22 -- \$2,934.23*
12. *Public Employees Retirement Association of New Mexico and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 21 -- \$4,997.95, FY 22 -- \$4,165.02*

Council member Holmes moved to approve contracts C7 – C12. Council member Mackie 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.

d) FY21 Renewal Contracts Over \$5,000

1. *City of Albuquerque and members Adelante Development Center, Crystal Clear Maintenance and LifeROOTS; Janitorial Services, Citywide: FY 21 -- \$1,212,882.18, FY 22 -- \$1,724,988.47*

Council member Newall moved to approve contract D1. Council member Lillibridge seconded the motion and the Council voted to approve the contract in a unanimous roll call vote, with members Dignan, Fresquez, Holmes, Kivitz, Lillibridge, Newall, Romero and Trapp voting yes.

2. *Dona Ana County Treasurer and member Adelante Development Center; Printing and Mailing Services: FY 21 -- \$21,459.33, FY 22 -- \$19,886.31*

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. *Law Offices of Public Defender and member Adelante Development Center; Document Destruction Services, Multiple Locations: FY 21 -- \$9,545.00, FY 22 -- \$12,215.94*

Council member Trapp moved to approve contract D3. 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.

4. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 21 -- \$3,913.92, FY 22 -- \$5,031.95*

Council member Lillibridge moved to approve contract D4. Council member Holmes 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.

5. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Las Vegas: FY 21 -- \$6,557.99, FY 22 -- \$9,449.62*

Council member Newall moved to approve contract D5. Council member Trapp 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.

6. *New Mexico Department of Workforce Solutions New Mexico and member Adelante Development Center; Janitorial Services: FY 21 -- \$76,607.88, FY 22 -- \$84,256.08*

Council member Romero moved to approve contract D6. Council member Lillibridge seconded the motion, Council members Kivitz and Trapp abstained, and the Council voted to approve the contract in a 6-0-2 roll call vote, with members Dignan, Fresquez, Holmes, Lillibridge, Romero and Trapp voting yes.

7. *New Mexico Public Education Department and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 21 -- \$4,741.90, FY 22 -- \$6,134.62*

Council member Newall moved to approve contract D7. Council member Fresquez 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.

8. *New Mexico Department of Military Affairs and member ARCA; Janitorial Services, Air National Guard, Albuquerque: FY 21 -- \$67,206.73, FY 22 -- \$77,498.52*

Council member Kivitz moved to approve contract D8. 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.

9. *New Mexico Energy, Minerals, Natural Resources Department and member CARC; Janitorial Services, Living Desert Zoo and Garden State Park, Carlsbad: FY 21 -- \$31,428.72, FY 22 -- \$34,329.54*

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 Workers' Compensation Administration and member Crystal Clear Maintenance; Grounds Maintenance: FY 21 -- \$15,646.56, FY 22 -- \$16,115.88*

Council member Newall moved to approve contract D10. 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.

11. *New Mexico Workers' Compensation Administration and member Crystal Clear Maintenance; Janitorial Services: FY 21 -- \$63,595.80, FY 22 -- \$60,952.56*

Council member Newall moved to approve contract D11. 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.

12. *New Mexico Department of Transportation and member Tobosa; Rest Area Maintenance, District 2 Rest Areas: FY 21 \$318,900.00, FY 22 -- \$418,603.22*

Council member Lillibridge moved to approve contract D12. 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.

13. *Dona Ana County and member Tresco; Janitorial Services, Health and Human Services Department, Las Cruces: FY 21 -- \$51,239.76, FY 22 -- \$53,163.96*

Council member Kivitz moved to approve contract D13. 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.

14. *New Mexico Department of Health and member Tresco; Janitorial Services, SW Region Public Health Division: FY 21 -- \$50,522.77, FY 22 -- \$74,026.90*

Council member Kivitz moved to approve contract D14. 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.

15. *New Mexico Department of Public Safety and member Tresco; Grounds Maintenance, New Mexico State Police Carlsbad Office: FY 21 -- \$5,571.96, FY 22 -- \$5,750.16*

Council member Newall moved to approve contract D15. 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.

16. *New Mexico Department of Public Safety and member Tresco; Janitorial Services, New Mexico State Police Carlsbad Office: FY 21 -- \$12,856.32, FY 22 -- \$14,262.00*

Council member Kivitz moved to approve contract D16. 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.

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

a) New Service Contracts Directly Distributed Under CNA Authority

1. *New Mexico Children, Youth, and Families Department and member Adelante Development Center; Document Destruction, Albuquerque---\$245.83*
2. *New Mexico Early Childhood Education and Care Department and member Adelante Development Center; Document Destruction, Santa Fe -- \$320.27*
3. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction, Albuquerque---\$859.41*
4. *New Mexico Supreme Court Law Library and member Adelante Development Center;*

Document Destruction, Santa Fe -- \$1,171.46

5. *Santa Miguel County and member Adelante Development Center; Document Destruction, Finance Department, Las Vegas -- \$63.54*
6. *City of Albuquerque and member Buddy Check II; Printing Services, Department of Municipal Development --- \$41.24*
7. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Bear Canyon Senior Center \$161.50*
8. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Jerry Cline Center -- \$362.45*
9. *City of Portales and member Greetings, Etc.!.; Printing Services -- \$82.72*

b) FY21 Renewal Service Contracts Directly Distributed Under CNA Authority

1. *New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction, Carlsbad: FY 21 -- \$409.92, FY 22 \$480.71*
2. *New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction, Hobbs: FY 21 -- \$409.92, FY 22 \$480.71*
3. *New Mexico Department of Public Safety and member Adelante Development Center; Document Destruction, Roswell: FY 21 -- \$589.43, FY 22 \$743.50*
4. *New Mexico Workers' Compensation Administration and member Crystal Clear Maintenance; Snow Removal: FY 21 -- \$755.70, FY 22 \$778.38*
5. *New Mexico Department of Health and member My Bug Guyz; Pest Control Services, Albuquerque: FY 21 -- \$677.28, FY 22 -- same*
6. *New Mexico Department of Health and member My Bug Guyz; Pest Control Services, Belen: FY 21 -- \$1,523.82, FY 22 -- same*

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

1. *City of Albuquerque and member Buddy Check II; Printing Services, Environmental Health Department -- \$2,601.21*

AGENDA ITEM 10: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

There were no added or removed services for approval at this time

AGENDA ITEM 11: SUBCOMMITTEE UPDATES

Council member Trapp informed the Council that the Executive Committee had drafted a policy regarding suspension and debarment as well as a policy regarding whistle blower protection. He added that those policies would be presented to the Council for review at the July 2021 council meeting.

AGENDA ITEM 12: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

Mr. Greg Block, Tresco, thanked Mr. Loehman and the entire Horizons team for their diligent work throughout the entirety of the COVID-19 pandemic, and for ensuring that individuals with disabilities were able to obtain employment opportunities during that time.

AGENDA ITEM 13: COUNCIL DISCUSSION

Council member Newall suggested that additional line items summarizing the reasons for contract cost increases or decreases from one fiscal year to the next could be added to the contract authorization form as further clarification for council members.

AGENDA ITEM 14: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

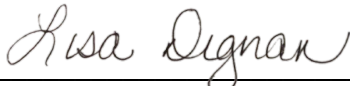
There were no suggested agenda items for future meetings at this time.

AGENDA ITEM 15: DATE AND LOCATION OF NEXT MEETING

The date of the next council meeting was scheduled for Wednesday, July 7, 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 2:57 p.m.



Lisa Dignan, Chair

7.10.2021

Date