

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MEETING MINUTES

REGULAR MEETING

MARCH 3, 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)
Mark Hayden	Council Vice-Chair, State Purchasing Director (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)
Eric Chenier	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Romero (participating remotely via video)

MEMBERS NOT PRESENT

Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative
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With eight council members participating remotely via telephone or video 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 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
Jessie Shanks	Horizons of New Mexico, participating remotely via video
Taylor McBride	Horizons of New Mexico, participating remotely via video

GUESTS

Karla Solaria	New Mexico Office of the Attorney General, participating remotely via video
Kelly Burma	New Mexico Commission for the Blind, participating remotely via video
Hillary Baca	Unlimited Office Management Services, participating remotely via phone
Brian Ammerman	Adelante Development Center, participating remotely via video
Greg Block	Tresco, participating remotely via video
Gary Peterson	Rt. 66 Auctions, participating remotely via video
Robin Johnson	Adelante Development Center, participating remotely via phone
Bernie Lujan	Buddy Check II, 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 Mark Hayden moved to approve the January 6, 2021 meeting minutes. Council member Mike Kivitz seconded the motion and the Council voted unanimously to approve the minutes in a roll call vote, with members Dignan, Eli Fresquez, Antoinette Holmes, Hayden, Kivitz, Roger Newall, Eric Chenier 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, MATT LOEHMAN

Mr. Matt Loehman, Horizons of New Mexico (Horizons), informed the Council that Horizons was beginning to receive quotes for contract renewals that were reflecting the most recent increase in the state

minimum wage, and that some of those contracts were included on the meeting's agenda for approval.

AGENDA ITEM 8: APPROVAL OF PROPOSED INCREASE FOR FY22 MEMBER DOCUMENT DESTRUCTION RATES

After discussion, council member Newall moved to approve the proposed increase for FY22 member document destruction rates. Council member Holmes seconded the motion, Council member Kivitz abstained and the rates were approved in a 7-0-1 (approved-denied-abstained) roll call vote, with members Dignan, Fresquez, Holmes, Hayden, Newall, Chenier and Trapp voting yes.

AGENDA ITEM 9: 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 Tourism Department and member Adelante Development Center; Mailing Services, Albuquerque - \$15,726.88*

Council member Hayden moved to approve contract B1. Council member Chenier seconded the motion, Council member Kivitz abstained and the contract was approved in a 7-0-1 roll call vote, with members Dignan, Fresquez, Holmes, Hayden, Newall, Chenier and Trapp voting yes.

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

- 1. Public Employee Retirement Association of New Mexico and member Adelante Development Center; Document Destruction Services, Albuquerque and Santa Fe; FY20 - \$4,853.92, FY21 - \$4,997.95*

Council member Hayden moved to approve contract C1. Council member Trapp seconded the motion, Council member Kivitz abstained and the contract was approved in a 7-0-1 roll call vote, with members Dignan, Fresquez, Holmes, Hayden, Newall, Chenier and Trapp voting yes.

d) FY21 Renewal Contracts Over \$5,000

- 1. New Mexico Department of Game and Fish and member Clearly Clean Janitorial Service; Janitorial Services, Multiple Sites: FY21 - \$46,953.37, FY22 - \$60,597.02*

Council member Newall moved to approve contract D1. 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, Hayden, Kivitz, Newall, Chenier and Trapp voting yes.

2. *New Mexico Department of Game and Fish and member Tresco; Janitorial Services, Albuquerque and Roswell; FY21 - \$314,154.81, FY22 - \$184,981.38*

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

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

a) New Service Contracts Directly Distributed Under CNA Authority

1. *Mid-Region Council of Governments and member Adelante Development Center; Document Destruction, Rio Metro Regional Transit District, Los Lunas ---\$139.95*
2. *Torrance County and member Adelante Development Center; Document Destruction, Torrance County Sheriff's Office --- \$140.95*
3. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction, Rio Rancho -- \$197.79*
4. *Eighth Judicial District Court and member Adelante Development Center; Document Destruction, Taos--- \$308.67*
5. *Taos County and member Adelante Development Center; Document Destruction, Taos -- \$310.34*
6. *New Mexico Tourism Department and member Adelante Development Center; Document Destruction, Santa Fe-- \$610.19*
7. *New Mexico Human Services Department and member Adelante Development Center; Document Destruction, Child Support Enforcement Division, Los Lunas --- \$924.69*
8. *Tenth Judicial District Court and member Adelante Development Center; Document Destruction, Tucumcari -- \$965.95*
9. *City of Albuquerque and member Buddy Check II; Printing Services, Law Enforcement -- \$126.79*
10. *Taos County and member Buddy Check II; Printing Services, Human Resources Department, Taos -- \$238.75*
11. *San Juan College and member Buddy Check II; Printing Services, Farmington-- \$383.25*
12. *City of Albuquerque and member Crystal Clear Maintenance; Janitorial Services, Albuquerque Police Department Air Support Unit \$2,340.21*
13. *City of Albuquerque and member DigiPros; Printing Services, Albuquerque Police Department -- \$428.93*
14. *City of Albuquerque and member DigiPros; Printing Services, Department of Senior Affairs -- \$451.50*
15. *City of Portales and member Greetings, Etc.!.; Printing Services, Portales -- \$82.72*

16. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Human Resources Department -- \$275.63*
17. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Department of Senior Affairs -- \$429.57*
18. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Administration -- \$783.41*
19. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Mayor's Office -- \$1,491.08*
20. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Family Advocacy Center -- \$382.85*
21. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department -- \$427.85*
22. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department -- \$597.43*
23. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Police Academy -- \$659.20*
24. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Police Academy -- \$659.20*
25. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Police Academy -- \$681.63*
26. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department -- \$961.76*
27. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Police Academy -- \$1,056.10*
28. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Family Advocacy Center -- \$1,056.98*
29. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Family Advocacy Center -- \$1,056.98*
30. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Leo Area -- \$1,058.57*
31. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Southwest Area Command -- \$1,208.97*
32. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Southwest Area Command -- \$1,208.97*
33. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Southwest Area Command -- \$1,208.97*
34. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Southwest Area Command -- \$1,208.97*
35. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Northeast Substation -- \$1,302.12*
36. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Northeast Area Substation -- \$1,302.12*

37. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Southeast Area Command -- \$1,602.46*
38. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Southeast Area Command -- \$1,602.46*
39. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Valley Area Command Center -- \$1,812.95*
40. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Valley Area Command Center -- \$1,812.95*
41. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Foothills Substation -- \$1,816.90*
42. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department Foothills Substation -- \$1,816.90*

b) FY21 Renewal Service Contracts Directly Distributed Under CNA Authority

1. *New Mexico Commission for the Blind and member DigiPros; Printing Services, Albuquerque; FY20 - \$3,143.42, FY21 - \$2,252.99*

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 Greetings, Etc.!.; Printing Services, Environmental Health Department - \$3,460.51*
2. *City of Albuquerque and member LifeROOTS; Decontamination, Sanitation and Sterilization Services, Albuquerque Police Department NW Command -- \$3,432.32*

AGENDA ITEM 11: APPROVAL OF GOVERNMENTAL CONDUCT ACT RESOLUTION

After discussion, Council member Hayden moved to approve the Governmental Conduct Act Resolution, once the resolution has been amended to include the updated date and correct act citation. Council member Kivitz seconded the motion and the Council voted unanimously to approve the resolution in a roll call vote, with members Dignan, Fresquez, Holmes, Hayden, Kivitz, Newall, Chenier and Trapp voting yes.

AGENDA ITEM 11: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

a) Auctioneering Services

After discussion, Council member Newall moved to approve auctioneering services as suitable for sale under the State Use Program. Council member Kivitz seconded the motion and the Council voted unanimously to approve auctioneering services as an approved State Use service in a roll call vote, with members Dignan, Fresquez, Holmes, Hayden, Kivitz, Newall, Chenier and Trapp voting yes.

AGENDA ITEM 13: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 14: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

There was none at this time.

AGENDA ITEM 15: COUNCIL DISCUSSION

There was no council discussion at this time.

AGENDA ITEM 16: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

Chair Dignan noted that further discussion regarding sustainable products and the consolidation of smaller contracts directly distributed under CNA authority would take place at the next council meeting.

AGENDA ITEM 17: DATE AND LOCATION OF NEXT MEETING

The date of the next council meeting was scheduled for Wednesday, April 7, 2021, at 1:30 p.m. MDT, to take place remotely via video conference.

AGENDA ITEM 18: ADJOURN

With no further business, the meeting was adjourned at 2:44 p.m.



Lisa Dignan, Chair

4.8.2021

Date