

## OFFICIAL MINUTES

### NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MEETING MINUTES

REGULAR MEETING

March 2, 2022 1:30 PM

Conference Call

#### **AGENDA ITEM 1: CALL TO ORDER**

Chair Antoinette Holmes called the meeting to order at 1:32 p.m. MDT.

#### **AGENDA ITEM 2: ROLL CALL**

Chair Holmes asked Council member Greg Trapp to perform a roll call.

#### MEMBERS PRESENT

Antoinette Holmes	Council Chair, Division of Vocational Rehabilitation
Lisa Dignan	Council Member, 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)
Eli Fresquez	Council Member, Designee for New Mexico Children, Youth & Families Department (CYFD) Secretary Blalock (participated remotely via video)
Roger Newall	Council Member, Disabled Veteran (participating remotely via video)
Pam Lillibridge	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative (participating remotely via video; joined the meeting at 1:55 p.m.)
Kathleen Pinyan	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Romero (participating remotely via video)

#### MEMBERS NOT PRESENT

With nine 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 Holmes 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

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
Brian Ammerman	Adelante Development Center, participating remotely via video
Greg Block	Tresco, participating remotely via video
Luis Rios	Tresco, participating remotely via video
Darlene Lopez	LifeROOTS, participating remotely via video
Tracy Rosenberg	LifeROOTS, participating remotely via video
Casey Stone-Romero	New Mexico Department of Vocational Rehabilitation, participating remotely via video
Christina Baca	New Mexico Department of Transportation, participating remotely via video
Leandro Montoya	New Mexico Department of Transportation, participating remotely via video
Adrian Apodaca	New Mexico Department of Transportation, participating remotely via video
Theresa Baca	Unlimited Office Management Services, participating remotely via video
Ernie Byers	DigiPros, 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 FEBRUARY 2, 2022**

Council member Kathleen Pinyan moved to approve the February 2, 2022 meeting minutes. Council member Pam Lillibridge seconded the motion and the Council voted unanimously to approve the minutes in a roll call vote, with members Lisa Dignan, Eli Fresquez, Mark Hayden, Holmes, Mike Kivitz, Pam Lillibridge, Roger Newall, Pinyan, and Trapp voting yes.

#### **AGENDA ITEM 6: CHAIR UPDATE, ANTOINETTE HOLMES**

Chair Holmes announced that Ms. Karla Solaria had confirmed that given council member Kivitz's retirement, he would no longer be prohibited from voting on the approval of service contracts between procuring entities and Adelante Development Center, so long as he no longer had any financial interest established within the company.

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

Mr. Matt Loehman, Horizons of New Mexico (Horizons), informed the Council that a contract between the City of Rio Rancho and Clearly Clean Janitorial Service – that the Council had approved during the February 2022 council meeting – had begun yesterday. He reminded the Council that at the time of approval, the contract did not specify a specific start date.

Mr. Loehman reported that a janitorial service contract procured by Sierra County had to be returned to the customer to fulfill elsewhere, due to the member organization’s inability to fully staff the contract.

Mr. Loehman stated that Horizons was busy preparing for their renewal season, which would see a significant increase in contracts to be brought before the Council for approval.

**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 Workers Compensation Administration and member Adelante Development Center; Document Imaging, Albuquerque -- \$16,340.77*

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

2. *New Mexico Environment Department and member Unlimited Office Management System; Decontamination, Sanitation and Sterilization Services, Los Alamos -- \$14,455.80*

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

**c) FY23 Renewal Contracts \$5,000 and Under**

*(None)*

**d) FY23 Renewal Contracts Over \$5,000**

1. *Albuquerque Bernalillo County Water Utility Authority and member LifeROOTS; Janitorial Services, San Juan-Chama Surface Water Treatment Plant: Current -- \$18,215.88, New -- \$18,207.72*

Council member Kivitz arrived at this time, 1:55 p.m.

Council member Newall moved to approve contract D1. Council member Pinyan seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contract in a 8-0-1 (Approved-Denied-Abstained) roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Lillibridge, Newall, Pinyan and Trapp voting yes.

2. *Albuquerque Bernalillo County Water Utility Authority and member LifeROOTS; Janitorial Services, Customer Service & Call Center: Current -- \$58,507.20, New -- \$55,330.20*

Council member Dignan moved to approve contract D2. Council member Trapp seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Fresquez, Hayden, Holmes, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

3. *Albuquerque Bernalillo County Water Utility Authority and member LifeROOTS; Janitorial Services, Wastewater Utility Division: Current -- \$70,281.30, New -- \$68,869.32*

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

**e) Changes & Increases**

1. *New Mexico Health Insurance Exchange and member DigiPros; Printing Services: Current -- \$430,000.00, Revised -- \$1,342,301.94*

Council member Pinyan moved to approve contract E1. Council member Trapp seconded the motion, Council member Hayden voted not to approve the contract (*based on non-disabled temporary help performing work at \$80 per hour*), and Council members Newall and Kivitz abstained. The Council voted to approve the contract in a 6-1-2 roll call vote, with members Dignan, Fresquez, Holmes, Lillibridge, Pinyan 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. *Eleventh Judicial Court and member Adelante Development Center; Document Destruction, Aztec and Gallup--\$1,723.58*
2. *New Mexico Administrative Office of the Courts and member Adelante Development Center; Document Destruction, Santa Fe--\$296.38*
3. *New Mexico Youth, Children, and Families Department and member Adelante Development Center; Document Destruction, Albuquerque--\$429.42*
4. *New Mexico Department of Workforce Solutions and member Adelante Development Center; Document Destruction, Albuquerque--\$2,091.33*
5. *New Mexico Public Defenders Office and member Adelante Development Center; Document Destruction, Albuquerque--\$919.47*
6. *New Mexico Taxation & Revenue Department and member Adelante Development Center; Document Destruction, Santa Fe--\$186.42*
7. *San Juan College and member Adelante Development Center; Document Destruction, Farmington--\$167.42*
8. *Center of Albuquerque and member Buddy Check II; Printing Services, Transit Daytona -- \$58.07*
9. *City of Albuquerque and member Greetings, Etc.!.; Printing Services, Barelas Senior Center -- \$520.88*
10. *San Juan College and member Greetings, Etc.!.; Printing Services, Farmington--\$94.50*
11. *San Juan College and member Greetings, Etc.!.; Printing Services, Farmington--\$1,160.45*

**b) FY22 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**

*(None)*

**AGENDA ITEM 10: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES**

There were no added or removed services to approve at this time.

**AGENDA ITEM 11: DISCUSSION ON FAIR MARKET PRICING**

The Council engaged in discussion about whether or not it should be allowed for agencies to bid for service contracts with organizations that were not certified members of the New Mexico State Use Program in order to ensure that they were receiving services at or below fair market pricing. The discussion arose because of discrepancies taking place between the New Mexico Department of Transportation (NMDOT) and the increased cost of services provided by member business Tresco for NMDOT District 1 facilities.

As the discussion about how to establish a fair market price that would best benefit the procurement entities and member organizations utilizing the State Use Program developed, the Council moved the Open

Public Forum so that NMDOT members participating on the call could voice their concerns and reasoning.

**AGENDA ITEM 11: SUBCOMMITTEE UPDATES**

There were no subcommittee updates at this time.

**AGENDA ITEM 12: OPEN PUBLIC FORUM AND PUBLIC COMMENTS**

Ms. Christina Baca, NMDOT, explained that the agency experiences and expects cost increases for services provided on a yearly basis and that the agency’s maintenance budget expands to accommodate those costs increases, but that this year in particular she believed the customer service provided did not meet the agency’s standards.

After further discussion, Mr. Loehman announced that a meeting between Horizons, NMDOT and member business Tresco was scheduled to take place the Friday following the council meeting and that he would report back to the Council about any solutions that could be agreed upon. Council member Trapp announced that he felt if a solution between Tresco and NMDOT could not be reached, then the agency had a right to submit an Invitation to Bid (ITB) outside of the state use program and Council member Hayden concurred based on an agencies limited alternatives if quotes were unavailable and the calculation of fair market value presented by Horizons was not accepted by the agency.

**AGENDA ITEM 13: COUNCIL DISCUSSION**

There was no council discussion at this time.

**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, April 6, 2022, 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 3:41 p.m.

*Antoinette Holmes*  
**Antoinette Holmes, Chair**

4/25/2022  
**Date**