

OFFICIAL DRAFT

NEW MEXICO COUNCIL FOR PURCHASING
FROM PERSONS WITH DISABILITIES

REGULAR MEETING

September 12, 2018, 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

Vice-Chair Lisa Dignan called the meeting to order at 1:38 p.m. MDT.

AGENDA ITEM 2: ROLL CALL

Vice-Chair Dignan asked Council member Greg Trapp to perform roll call.

MEMBERS PRESENT

| | |
|-----------------|--|
| Larry Maxwell | Council Chair, State Purchasing Director (participated remotely via telephone) |
| Lisa Dignan | Council member, New Mexico Commission for Deaf and Hard of Hearing Representative |
| Gregg Trapp | Council member, New Mexico Commission for the Blind Representative |
| Mike Kivitz | Council member, Community Rehabilitation Program (CRP) Representative |
| Paul Kippert | Designee, Council member Secretary Rodriguez (DFA) (participated remotely via telephone) |
| Roger Newall | Council Member |
| Estevan Lujan | Council Member, Department of Information Technology (DoIT) Representative (participated remotely via telephone) |
| Pam Lillibridge | Council Member, Community Rehabilitation Program (CRP) Representative (participated remotely via telephone) |

With eight council members present 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 present at the meeting and participating via telephone to introduce themselves at this time.

OTHER PARTICIPANTS

| | |
|---------------|--|
| Matt Loehman | Horizons of New Mexico |
| Arturo Soliz | Horizons of New Mexico |
| Marie Richter | Horizons of New Mexico (participated remotely via telephone) |
| Kyle Radford | Horizons of New Mexico |

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

GUESTS

Brian Ammerman Adelante Development Center
Ernest Buyers Discount Printing & Mailing
Paul Marez Discount Printing & Mailing
Kristina Romero Top Tier Movers

AGENDA ITEM 4: APPROVAL OF AGENDA

Council member Roger Newall moved to approve the agenda for the September 12, 2018 council meeting. Council member Mike Kivitz seconded the motion, and the agenda was approved in a unanimous vote by the Council.

AGENDA ITEM 5: APPROVAL OF COUNCIL MINUTES OF AUGUST 8, 2018

Council member Estevan Lujan moved to approve the August 8, 2018 regular meeting minutes. Council member Newall seconded the motion, Council member Pam Lillibridge abstained, and the minutes were approved in a 6-0-1 (Approve – Deny – Abstain) vote by the Council.

AGENDA ITEM 6: CHAIR UPDATE, LARRY MAXWELL

After initially delaying the Chair Update, Chair Maxwell provided an update to the Council later in the meeting. Chair Maxwell reported that effective October 1, 2018 Council Members Dignan, Trapp, Lillibridge, Kivitz, and Newall are reappointed to the Council for three-year terms.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY UPDATE, MATT LOEHMAN

Mr. Matt Loehman, Horizons of New Mexico (Horizons), reported to the Council that the October 11, 2018 Horizons member training would take place at the Horizons office, and that five Horizons members had already stated their intent to attend. He added that Council member Lisa Dignan was scheduled to speak to the member organizations about the status of State Use at that training.

Mr. Loehman then introduced Ms. Kristina Romero, Top Tiers Movers, a new Horizons member organization, to speak with the Council about the moving services her business would provide to the State Use Program.

Council member Lillibridge updated the Council that she and Mr. Loehman had been reviewing and evaluating pricing data and complaint resolution process for the custodial services, and those member organizations that provide them, provided through the State Use Program

AGENDA ITEM 8: APPROVAL OF SERVICE CONTRACTS

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

a) New Contracts \$5,000 and Under

1. *Department of Cultural Affairs and member LifeRoots; Botanical Services - \$3,710.88*

Council member Kivitz moved to approve contract A1. Council member Lillibridge seconded the motion, and the contract was approved in a unanimous vote by the Council.

b) New Contracts Over \$5,000

1. *New Mexico Public Defenders Department and member Adelante Development Center; Document Destruction Services - \$7,834.43*

Council member Newall moved to approve contract B1. Council member Larry Maxwell seconded the motion, Council member Kivitz abstained and the contract was approved in a 6-0-1 vote by the Council.

c) FY19 Renewal Contracts \$5,000 and Under

None

d) FY19 Renewal Contracts Over \$5,000

1. *City of Albuquerque and members Adelante Development Center, Crystal Clear Maintenance and LifeRoots; Janitorial Services – F18 - \$1,268,953.68, FY 19 - \$1,294,642.01*

After discussion about the indirect versus direct amount of labor hours worked reflected on the contract presented to the Council, Council member Trapp moved to approve contract D1. Council member Newall seconded the motion.

After further discussion, Council member Trapp amended his original motion to approve the contract only for those entities that had agreed to the contract's scope, and not for those who had yet to accept the terms. Council member Newall seconded the amended motion.

After more discussion, council member Trapp withdrew his amended motion and moved to approve contract D1 without amendment, as was his original motion. Council member Newall seconded the motion, Council members Kippert and Kivitz abstained, and the contract was approved in a 5-0-2 vote by the Council.

2. *New Mexico Department of Homeland Security and Emergency Management and member Crystal Clear Maintenance; Janitorial Services – FY 18 - \$30,844.80, FY 19 - \$33,475.95*

Council member Lillibridge moved to approve contract D1. Council member Maxwell seconded the motion and the contract was approved in a unanimous vote by the Council.

3. *Dona Ana County and member Discount Printing and Mailing; Printing and Mailing Services – FY 18 - \$87,422.24, FY 19 - \$100,041.36*

Council member Newall moved to approve contract D3. Council member Lujan seconded the motion, Council member Paul Kippert abstained, and the contract was approved in a 6-0-1 vote by the Council.

4. *New Mexico Department of Game and Fish and member Greetings, Etc.; Printing and Mailing Services – FY 18 - \$1,771.88, FY 19 - \$1,777.78*

Council member Lillibridge moved to approve contract D4. Council member Kivitz seconded the motion and the contract was approved in a unanimous vote by the Council.

5. *New Mexico Department of Health and member My Bug Guy; Pest Control Services – FY 18 - \$11,174.64, FY 19 - \$11,174.64*

Council member Maxwell moved to approve contract D5. Council member Kivitz seconded the motion and the contract was approved in a unanimous vote by the Council.

6. *New Mexico Department of Game and Fish and member Premier Visual Voice; Transcription Services – FY 18 - \$4.35 per minute, FY 19 - \$4.41 per minute Estimated \$8,000 Annually*

Council member Newall moved to approve contract D6. Council member Lillibridge seconded the motion and the contract was approved in a unanimous 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. *New Mexico Children Youth and Family Department and member Adelante Development Center; Document Destruction Services - \$254.70*
2. *New Mexico Children Youth and Family Department and Adelante Development Center; Document Destruction Services - \$459.70*

3. *New Mexico Department of Health and Adelante Development Center; Document Destruction Services - \$679.39*
4. *New Mexico Department of Transportation and Adelante Development Center; Rest Area Maintenance - \$193.46*
5. *New Mexico Energy Minerals and Natural Resources Department and Adelante Development Center; Document Destruction Services - \$45.33*
6. *New Mexico Environmental Department and Adelante Development Center; Document Destruction Services - \$215.78*
7. *San Miguel County and Adelante Development Center; Document Destruction Services - \$91.94*
8. *Santa Fe County Treasurer and Adelante Development Center; Document Destruction Services - \$731.96*
9. *Turquoise Trail Charter School and Adelante Development Center; Document Destruction Services - \$56.62*
10. *Valencia County and Adelante Development Center; Document Destruction Services - \$281.66*
11. *Village of Cimarron and Adelante Development Center; Document Destruction Services - \$549.19*
12. *City of Carlsbad and member CARC; Document Destruction Services - \$472.50*
13. *San Juan College and member Discount Printing and Mail; Printing Services - \$393.75*
14. *San Juan College and member Greetings, Etc.; Printing Services - \$1,092.00*
15. *New Mexico Department of Health and member Top Tier Movers; General Labor - \$293.48*

b) FY19 Renewal Service Contracts Directly Distributed Under CNA Authority

None

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

None

AGENDA ITEM 10: APPROVAL OF OPEN MEETINGS ACT RESOLUTION, GREG TRAPP

Council member Kippert moved to approve the Open Meetings Act Resolution, which is to be approved annually by the Council. Council member Maxwell seconded the motion and the resolution was approved in a unanimous vote by the Council.

At this time, Council member Maxwell announced that, effective October 1, 2018 and for a period of three years, Council members Dignan, Trapp, Kivitz, Lillibridge and Newall would be reappointed in their positions within the Council.

AGENDA ITEM 11: REVIEW PREVIOUSLY APPROVED SUITABLE SERVICES

After reviewing a handful of previously approved suitable services, the Council decided to defer the review of the full list of services until the time at which Horizons provided the Council with accompanying definitions for each service.

AGENDA ITEM 12: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

After discussion about the logistics of the services, Council member Trapp moved to approve the moving services offered through new member organization, Top Tier Movers. Council member Newall seconded the motion and the service was approved in a unanimous vote by the Council.

AGENDA ITEM 13: SUBCOMMITTEE UPDATES

Council members Dignan, Trapp and Maxwell reported that the Executive Subcommittee had met on September 4, 2018 via teleconference and discussed upcoming council member reappointments, suitable services to be offered under the State Use Program, and the Horizons of New Mexico annual report.

AGENDA ITEM 14: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

There was no public comment at this time.

AGENDA ITEM 15: COUNCIL DISCUSSION

Chair Maxwell reported that discussion had taken place at the previous council meeting about the relevance of an adverse impact determination on one of the contracts discussed at that meeting, and since then the determination had been found valid.

AGENDA ITEM 16: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

The Council discussed that presentation and review of the Horizons of New Mexico Annual Report should be added to the agenda for the next council meeting.

AGENDA ITEM 17: DATE AND LOCATION OF NEXT MEETING

The next regular Council meeting was scheduled for Wednesday, October 10, 2018 at 1:30 p.m. MDT, at the New Mexico Commission for Deaf and Hard of Hearing.

AGENDA ITEM 18: ADJOURN

With no further business, the meeting was adjourned at 3:07 p.m. MDT.


Larry Maxwell, Chairman

10 Oct 2018
Date