

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MEETING

REGULAR MEETING

August 14, 2024 1:30 PM

New Mexico Commission for the Blind
Skills Center 2200 Yale Blvd SE
Albuquerque, NM 87106

AGENDA ITEM 1: CALL TO ORDER

Chair Kathleen Pinyan called the meeting to order at 1:40 p.m. MDT.

AGENDA ITEM 2: ROLL CALL

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

MEMBERS PRESENT

Kathleen Pinyan	Council Chair, Designee for Department of Finance and Administration (DFA) Secretary Romero
Greg Trapp	Council Secretary, New Mexico Commission for the Blind Representative
Lisa Dignan	Council Member, New Mexico Commission for Deaf and Hard of Hearing Representative
Brian Fitzgerald	Council Member, State Purchasing Division
Mike Kivitz	Council Member, Community Rehabilitation Program (CRP) Representative
Pam Lillibridge	Council Vice Chair, Community Rehabilitation Program (CRP) Representative (participating remotely via video)
Roger Newall	Council Member, Disabled Veteran (participating remotely via video) (joined the meeting at 2:15 p.m.)

MEMBERS NOT PRESENT

Antoinette Holmes	Council Member, Division of Vocational Rehabilitation
Amanda Romero	New Mexico Children, Youth & Families Department

With six council members participating in person or remotely via telephone or video at the time of the roll call, a quorum was not able to be established.

The Council moved to discuss agenda items 6 and 7 until the time at which a quorum could be established.

AGENDA ITEM 3: INTRODUCTION OF GUESTS AND STAFF

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

OTHER PARTICIPANTS

Matt Loehman	Horizons of New Mexico
Joseph Perez	Horizons of New Mexico
Fred M. Weber, Jr.	Horizons of New Mexico
Kyle Radford	Horizons of New Mexico
Marie Richter	Horizons of New Mexico, participating remotely via video
Scott DeVetter	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
Sandra Gardner	Office of the New Mexico Department of Justice
Greg Block	Tresco, participating remotely via video
Brian Ammerman	Adelante Development Center, participating remotely via video
Stephen Mock	Peak Performers, participating remotely via video

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

Agenda item 4 was skipped due to lack of quorum.

When a quorum was established, the Council made no changes or deletions to the order of the agenda items.

AGENDA ITEM 5: APPROVAL OF THE MINUTES OF JULY 10, 2024

Agenda item 5 was skipped to lack of quorum.

When a quorum was established, Council member Pam Lillibridge moved to approve the July 10, 2024 council meeting minutes. Council member Roger Newall seconded the motion, Council members Lisa Dignan and Brian Fitzgerald abstained and the Council voted to approve the minutes in a 5-0-2 (Approved – Denied – Abstained) roll call vote, with members Mike Kivitz, Lillibridge, Roger Newall, Pinyan and Trapp voting yes.

AGENDA ITEM 6: CHAIR UPDATE, KATHLEEN PINYAN

Chair Pinyan announced that a new representative from the Office of the Attorney General had been appointed to the Council, Ms. Sandra Gardner, and that she was in attendance at the meeting.

Chair Pinyan then announced that the meeting would be the last for Council member Dignan, whose term would expire on October 1, 2024. Council member Dignan thanked the Council for allowing her to serve in her position. The Council thanked Council member Dignan for her guidance over the years.

Council member Trapp thanked Horizons of New Mexico (Horizons) staff for their participation with the Commission for the Blind's Disability Awareness Month event happening in October.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY, MATT LOEHMAN

Mr. Matt Loehman, Horizons, announced to the Council that the Horizons office was officially moved into its larger space and that a new regional marketing manager for the southern New Mexico region would start tomorrow.

Mr. Loehman thanked Lisa Dignan for her leadership on the Council. He noted that in her role as past Council she was a great source of guidance to him, particularly when he first started in his role.

Mr. Loehman then introduced Mr. Stephen Mock, Peak Performers, who gave a brief rundown of Peak Performers and its history providing temporary employment services in state use programs across the county.

Council member Newall joined the meeting at this time, 2:15 p.m. MDT, establishing a quorum.

AGENDA ITEM 8: PUBLIC COMMENTS

Mr. Fred M. Weber, Horizons, and Kyle Radford, Horizons, thanked Council member Dignan for her leadership and service on the Council over the past decade.

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 Over \$5,000

1. *New Mexico Department of Health and provider Clearly Clean Janitorial Service; Janitorial Services, Northwest Public Health Division, Santa Fe -- \$13,258.08*

Council member Kivitz moved to approve contract A1. Council member Dignan seconded the motion and the contract was approved in a unanimous roll call vote, with members Dignan, Fitzgerald, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

2. *New Mexico Corrections Department and provider Crystal Clear Maintenance; Janitorial Services, Los Lunas -- \$20,360.40*

Council member Fitzgerald moved to approve contract A2. Council member Lillibridge seconded the motion and the contract was approved in a unanimous roll call vote, with members Dignan, Fitzgerald, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

3. *New Mexico Children, Youth, and Families and provider My Bug Guyz; Pest Control Services, Albuquerque -- \$10,077.69*

Council member Dignan moved to approve contract A3. Council member Kivitz seconded the motion and the contract was approved in a unanimous roll call vote, with members Dignan,

Fitzgerald, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

4. *New Mexico Corrections Department and provider My Bug Guyz; Pest Control Services, Reentry and Training Academy, Santa Fe -- \$10,460.34*

Council member Dignan moved to approve contract A4. Council member Lillibridge seconded the motion and the contract was approved in a unanimous roll call vote, with members Dignan, Fitzgerald, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

5. *New Mexico Department of Military Affairs and provider Unlimited Office Management Systems; Grounds Maintenance, Santa Fe -- \$13,287.00*

Council member Newall moved to approve contract A5. Council member Dignan seconded the motion and the contract was approved in a unanimous roll call vote, with members Dignan, Fitzgerald, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

b) FY25 Renewal Contracts Over \$5,000

1. *Albuquerque Bernalillo County Water Utility Authority and provider Crystal Clear Maintenance Janitorial Services, Soil Amendment Facility, Albuquerque: FY 24 -- \$10,218.24, FY 25 -- \$10,524.84*

Council member Newall moved to approve contract B1. Council member Fitzgerald seconded the motion and the contract was approved in a unanimous roll call vote, with members Dignan, Fitzgerald, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

2. *Albuquerque Bernalillo County Water Utility Authority and provider LifeROOTS; Janitorial Services, San Juan-Chama Water Treatment, Albuquerque: FY 24 -- \$57,473.40, FY 25 -- \$60,946.32*
3. *Albuquerque Bernalillo County Water Utility Authority and provider LifeROOTS; Janitorial Services, Customer Service and Call Center, Albuquerque: FY 24 -- \$116,452.68, FY 25 -- \$168,511.68*
4. *Albuquerque Bernalillo County Water Utility Authority and provider LifeROOTS; Janitorial Services, Wastewater Utility Division, Albuquerque: FY 24 -- \$193,301.04, FY 25 -- \$219,238.32*

Council member Kivitz moved to approve contracts B2 – B4. Council member Dignan seconded the motion and the contracts were approved in a unanimous roll call vote, with members Dignan, Fitzgerald, Kivitz, Lillibridge, Newall, Pinyan and Trapp voting yes.

5. *New Mexico Department of Workforce Solutions and provider Tresco; Janitorial Services,*

Carlsbad: FY 24 -- \$16,297.80, FY 25 -- \$16,956.24

Council member Newall moved to approve contract B5. Council member Dignan seconded the motion, Council member Trapp abstained and the contract was approved in a 6-0-1 roll call vote, with members Dignan, Fitzgerald, Kivitz, Lillibridge, Newall and Pinyan voting yes.

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

a) New Service Contracts Directly Distributed Under CNA Authority

- 1. Guadalupe County and provider Adelante Development Center; Document Destruction, Santa Rosa \$3,518.17*
- 2. New Department of Health and provider Adelante Development Center; Document Destruction, Truth or Consequences \$590.52*
- 3. New Mexico Gaming Control Board and provider Adelante Development Center; Document Destruction, Albuquerque \$922.44*
- 4. New Mexico Department of Public Safety and provider Clearly Clean Janitorial Service; Janitorial Services, Law Enforcement Records Bureau, Santa Fe \$4,295.47*
- 5. City of Albuquerque and provider DigiPros; Printing Services \$230.88*
- 6. City of Albuquerque and provider DigiPros; Printing Services \$1,126.25*
- 7. New Mexico Court of Appeals and provider LifeROOTS; Janitorial Services, Albuquerque - \$1,482.64*
- 8. New Mexico General Services Department and provider My Bug Guyz; Pest Control Services, Santa Fe \$452.61*
- 9. New Mexico General Services Department and provider My Bug Guyz; Pest Control Services, Albuquerque \$4,994.99*
- 10. New Mexico Public Employees Retirement Association and provider Proscapre Landscape Management; Landscaping, Santa Fe -- \$360.22*

b) FY25 Renewal Service Contracts Directly Distributed Under CNA Authority

- 1. Eleventh Judicial District Court and provider Adelante Development Center; Document Destruction Services, Various Locations: FY 24 -- \$6,222.84, FY 25 \$6,738.36*
- 2. Mid-Region Council of Governments and provider Adelante Development Center; Document Destruction Services, Los Lunas: FY 24 -- \$216.36, FY 25 -- \$222.68*
- 3. Mid-Region Council of Governments and provider Adelante Development Center; Document Destruction Services, Albuquerque: FY 24 -- \$1,303.68, FY 25 \$1,342.16*
- 4. New Mexico Children, Youth, and Families Department and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 -- \$661.92, FY 25 - \$681.36*
- 5. New Mexico Children, Youth, and Families Department and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 -- \$1,022.73, FY 25 \$1,181.04*
- 6. New Mexico Commission for Deaf and Hard of Hearing and provider Adelante*

Development Center; Document Destruction Services, Albuquerque: FY 24 -- \$330.95, FY 25 - \$340.68

- 7. New Mexico Corrections Department and provider Adelante Development Center; Document Destruction Services, Grant: FY 24 -- \$3,640.56, FY 25 \$3,747.48*
- 8. New Mexico Department of Health and provider Adelante Development Center; Document Destruction Services, Albuquerque: FY 24 -- \$775.88, FY 25 \$799.02*
- 9. New Mexico Department of Health and provider Adelante Development Center; Document Destruction Services, Behavioral Health Institute, Las Vegas: FY 24 -- \$11,138.64, FY 25 ----- \$11,066.66*
- 10. New Mexico Department of Homeland Security and Emergency Management and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 -- \$2,028.08, FY 25 \$2,088.92*
- 11. New Mexico Department of Public Safety and provider Adelante Development Center; Document Destruction Services, Hobbs: FY 24 -- \$573.48, FY 25 \$590.52*
- 12. New Mexico Division of Vocational Rehabilitation and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 -- \$336.40, FY 25 \$340.68*
- 13. New Mexico Division of Vocational Rehabilitation and provider Adelante Development Center; Document Destruction Services, Rio Rancho: FY 24 -- \$330.96, FY 25 \$340.68*
- 14. New Mexico Division of Vocational Rehabilitation and provider Adelante Development Center; Document Destruction Services, Los Lunas: FY 24 -- \$661.92, FY 25 \$364.28*
- 15. New Mexico Division of Vocational Rehabilitation and provider Adelante Development Center; Document Destruction Services, Socorro: FY 24 -- \$661.92, FY 25 \$590.52*
- 16. New Mexico Division of Vocational Rehabilitation and provider Adelante Development Center; Document Destruction Services, Farmington: FY 24 -- \$573.46, FY 25 \$590.52*
- 17. New Mexico Division of Vocational Rehabilitation and provider Adelante Development Center; Document Destruction Services, Albuquerque: FY 24 -- \$661.92, FY 25 \$681.36*
- 18. New Mexico Division of Vocational Rehabilitation and provider Adelante Development Center; Document Destruction Services, Albuquerque: FY 24 -- \$4,562.88, FY 25 -- \$4,697.56*
- 19. New Mexico Health Care Authority and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 -- \$330.96, FY 25 \$340.68*
- 20. New Mexico Health Care Authority and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 -- \$473.60, FY 25 -- \$590.52*
- 21. New Mexico Health Care Authority and provider Adelante Development Center; Document Destruction Services, Hobbs: FY 24 -- \$573.48, FY 25 -- \$590.52*
- 22. New Mexico Health Care Authority and provider Adelante Development Center; Document Destruction Services, Roswell: FY 24 -- \$1,540.80, FY 25 -- \$922.44*
- 23. New Mexico Health Care Authority and provider Adelante Development Center; Document Destruction Services, Rio Rancho: FY 24 -- \$895.92, FY 25 -- \$922.44*
- 24. New Mexico Health Care Authority and provider Adelante Development Center; Document Destruction Services, Clovis: FY 24 -- \$895.22, FY 25 -- \$922.44*
- 25. New Mexico Health Care Authority and provider Adelante Development Center; Document Destruction Services, Farmington: FY 24 --\$573.48, FY 25 -- \$922.48*
- 26. New Mexico Health Care Authority and provider Adelante Development Center; Document Destruction Services, Albuquerque: FY 24 -- \$961.26, FY 25 -- \$989.73*

27. *New Mexico Health Care Authority and provider Adelante Development Center; Document Destruction Services, Los Lunas: FY 24 -- \$895.92, FY 25 -- \$989.73*
28. *New Mexico Health Care Authority and provider Adelante Development Center; Document Destruction Services, Regional IV, Multiple Locations: FY 24 -- \$2,720.46, FY 25 -- \$2,268.00*
29. *New Mexico Health Care Authority and provider Adelante Development Center; Document Destruction Services, Region II, Multiple Locations: FY 24 -- \$3,173.97, FY 25 -- \$3,061.94*
30. *New Mexico Health Care Authority and provider Adelante Development Center; Document Destruction Services, Region I, Multiple Locations: FY 24 -- \$3,107.94, FY 25 -- \$3,327.96*
31. *New Mexico Health Care Authority and provider Adelante Development Center; Document Destruction Services, Region III, Multiple Locations: FY 24 -- \$5,295.36, FY 25 -- \$5,450.88*
32. *New Mexico Health Care Authority and provider Adelante Development Center; Document Destruction Services, Bernalillo: FY 24 -- \$5,396.00, FY 25 -- \$5,702.40*
33. *New Mexico State Personnel Board and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 -- \$732.34, FY 25 -- \$746.40*
34. *New Mexico Tax and Revenue Department and provider Adelante Development Center; Document Destruction Services, Santa Fe: FY 24 -- \$34,910.24, FY 25 -- \$36,206.00*
35. *San Miguel County and provider Adelante Development Center; Document Destruction Services, Las Vegas: FY 24 -- \$573.48, FY 25 -- \$598.29*
36. *New Mexico Department of Health and My Bug Guyz; Pest Control Services, Albuquerque: FY 24 -- \$4,245.72, FY 25 -- \$4,245.72*

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 11: DISCUSSION TO PROPOSE CHANGES TO THE STATE USE ACT AND REQUEST FOR COUNCIL FUNDING

Agenda item 11 was tabled until the September 2024 council meeting.

AGENDA ITEM 14: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 15: CLOSING PUBLIC COMMENTS

There were no closing public comments at this time.

AGENDA ITEM 16: COUNCIL DISCUSSION

There was no discussion at this time.

AGENDA ITEM 17: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

Reelection of Council members was mentioned as a needed future agenda item.

AGENDA ITEM 18: DATE AND LOCATION OF NEXT MEETING

The date of the next council meetings was scheduled for Wednesday, September 11, 2024, to take place at 1:30 p.m. MDT at the New Mexico Commission for the Blind, and remotely via Zoom.

AGENDA ITEM 19: ADJOURN

With no further business, the meeting was adjourned at 2:48 p.m. MDT.

Kathleen Pinyan

Kathleen Pinyan, Chair

10/10/2024

Date