

OFFICIAL MINUTES

NEW MEXICO COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES

MEETING MINUTES

REGULAR MEETING

June 1, 2022 1:30 PM

Conference Call

AGENDA ITEM 1: CALL TO ORDER

Chair Antoinette Holmes called the meeting to order at 1:33 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 (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)
Lisa Dignan	Council Member, New Mexico Commission for Deaf and Hard of Hearing Representative (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)
Kathleen Pinyan	Council Member, Designee for Department of Finance and Administration (DFA) Secretary Romero (participating remotely via video)

MEMBERS NOT PRESENT

Eli Fresquez	Council Member, Designee for New Mexico Children, Youth & Families Department (CYFD) Secretary Blalock
Roger Newall	Council Member, Disabled Veteran

With seven 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 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
Joseph Perez	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
Brian Ammerman	Adelante Development Center, participating remotely via video
Carly Angus	Clearly Clean Janitorial Services, participating remotely via video
Barbara Marion	ENMRSH, Inc., participating remotely via video
Cornelius Smith	Clearly Clean Janitorial Services, 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 MAY 4, 2022

Council member Hayden noted that the letter regarding the position statement of the Council referencing the janitorial services contract between the New Mexico Department of Transportation and Tresco did not reflect a signature and requested that the signed copy be included alongside the May 4 minutes.

Council member Lisa Dignan moved to approve the May 4, 2022 Council meeting minutes, inclusive of the amendment outlined by Council member Hayden. Council member Trapp seconded the motion, Council member Kathleen Pinyan abstained, and the minutes were approved in a 6-0-1 (Approved – Denied – Abstained) roll call vote, with members Dignan, Hayden, Holmes, Mike Kivitz, Pam Lillibridge and Trapp voting yes.

AGENDA ITEM 6: CHAIR UPDATE, ANTOINETTE HOLMES

There was no chair update at this time.

AGENDA ITEM 7: CENTRAL NONPROFIT AGENCY, MATT LOEHMAN

Mr. Matt Loehman, Horizons of New Mexico (Horizons), introduced Mr. Joseph Perez to the Council and informed them that he would be filling the marketing manager position left vacant by the retirement of Mr. Arturo Soliz. He added that Mr. Perez would be focusing his marketing efforts in central and northern New Mexico.

AGENDA ITEM 8: UPDATE OF THE STATUS OF THE DEPARTMENT OF TRANSPORTATION DISTRICT 1 REST AREA CONTRACT, MATT LOEHMAN

Mr. Loehman informed the Council that he met with members of both the New Mexico Department of Transportation (NMDOT) and Tresco after the May Council meeting. He stated that the meeting went well, that NMDOT was now looking to continue the contract with Tresco, and that NMDOT had submitted a revised scope of work to Tresco for its review.

The Council thanked Mr. Loehman for this work in resolving the issue between the two organizations, and retaining that contract for the State Use Program.

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

1. *Bernalillo County and member Clearly Clean Janitorial Service; Janitorial Services, Tiny Home Village, Albuquerque -- \$3,380.69*
2. *New Mexico Public Employees Retirement Association and member Clearly Clean Janitorial Service; Janitorial Services, Santa Fe -- \$4,612.95*

Council member Hayden moved to approve contract A1 and A2. Council member Lillibridge seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Pinyan and Trapp voting yes.

b) New Contracts Over \$5,000

(None)

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

1. *New Mexico Department of Transportation and member Adelante Development Center; Janitorial Services, Aviation Division, Albuquerque: FY 22 -- \$3,587.40, FY 23 -\$3,590.52*

Council member Pinyan moved to approve contract C1. Council member Lillibridge seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contract in a 6-0-1 roll call vote, with members Dignan, Hayden, Holmes, Lillibridge, Pinyan and Trapp voting yes.

2. *New Mexico Department of Transportation and member Tresco; Grounds Maintenance, Anthony Port of Entry: FY 22 -- \$2,953.08, FY 23 -- \$3,311.28*

3. *New Mexico Department of Transportation and member Tresco; Grounds Maintenance, Santa Teresa Port of Entry: FY 22 -- \$3,835.92, FY 23 -- \$4,344.72*
4. *New Mexico Department of Transportation and member Tresco; Grounds Maintenance, Gallup Port of Entry: FY 22 -- \$3,898.44, FY 23 -- \$4,428.72*
5. *New Mexico Department of Transportation and member Tresco; Grounds Maintenance, Carlsbad Port of Entry: FY 22 -- \$4,037.52, FY 23 -- \$4,500.96*
6. *New Mexico Department of Transportation and member Tresco; Grounds Maintenance, Oro Grande: FY 22 -- \$4,353.00, FY 23 -- \$4,572.96*
7. *New Mexico Department of Transportation and member Tresco; Grounds Maintenance, Hobbs Port of Entry: FY 22 -- \$4,872.48, FY 23 -- \$4,872.48*

Council member Lillibridge moved to approve contracts C2 through C7. Council member Pinyan seconded the motion and the Council voted unanimously to approve the contracts in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Pinyan and Trapp voting yes.

d) FY23 Renewal Contracts Over \$5,000

1. *New Mexico Department of Transportation and member Adelante Development Center; Rest Area Maintenance, District 6 Manuelito Rest Area: FY 22 -- \$205,408.19, FY 23 -- \$275,628.60*

Council member Lillibridge moved to approve contract D1. Council member Dignan seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contract in a 6-0-1 roll call vote, with members Dignan, Hayden, Holmes, Lillibridge, Pinyan and Trapp voting yes.

2. *New Mexico Department of Transportation and member Adelante Development Center; Janitorial Services, General Office Building, Santa Fe: FY 22 -- \$305,249.40, FY 23 -- \$340,658.76*

Council member Pinyan moved to approve contract D2. Council member Dignan seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contract in a 6-0-1 roll call vote, with members Dignan, Hayden, Holmes, Lillibridge, Pinyan and Trapp voting yes.

3. *New Mexico Department of Transportation and member Adelante Development Center; Rest Area Maintenance, District 5 Rest Areas: FY 22 -- \$461,680.44, FY 23 -- \$516,723.48*

Council member Lillibridge moved to approve contract D3. Council member Pinyan seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contract in a 6-0-1 roll call vote, with members Dignan, Hayden, Holmes, Lillibridge, Pinyan and Trapp voting yes.

4. *New Mexico Human Services Department and member Adelante Development Center; Document Imaging, Income Support Division: Current -- \$3,096,000.00, New \$3,096,000.00 (Annual -- \$774,000.00)*

Council member Pinyan moved to approve contract D4. Council member Hayden seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contract in a 6-0-1 roll call vote, with members Dignan, Hayden, Holmes, Lillibridge, Pinyan and Trapp voting yes.

5. *New Mexico Department of Transportation and member Crystal Clear Maintenance; Janitorial Services, Milan Complex: FY 22 -- \$41,873.52, FY 23 -- \$57,204.84*

Council member Dignan moved to approve contract D5. Council member Pinyan seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Pinyan and Trapp voting yes.

6. *New Mexico Department of Transportation and member ENMRSH; Rest Area Maintenance, District 4 Rest Areas: FY 22 -- \$1,549,780.16, FY 23 -- \$1,626,648.72*

Council member Lillibridge moved to approve contract D6. Council member Kivitz seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Pinyan and Trapp voting yes.

7. *New Mexico Department of Public Safety and member Clearly Clean Janitorial Service; Janitorial Services, New Mexico State Police, Edgewood: FY 22 -- \$8,466.72, FY 23 -- \$9,203.76*

Council member Hayden moved to approve contract D7. Council member Pinyan seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Pinyan and Trapp voting yes.

8. *New Mexico Department of Public Safety and member Clearly Clean Janitorial Service; Janitorial Services, New Mexico State Police, Los Lunas: FY 22 -- \$10,698.60, FY 23 -- \$11,576.40*

Council member Hayden moved to approve contract D8. Council member Kivitz seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Pinyan and Trapp voting yes.

9. *New Mexico Department of Public Safety and member Clearly Clean Janitorial Service; Janitorial Services, New Mexico State Police, Albuquerque: FY 22 -- \$21,020.76, FY 23 -- \$22,697.64*

Council member Lillibridge moved to approve contract D9. Council member Hayden seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Pinyan and Trapp voting yes.

10. *New Mexico Department of Health and member Tresco; Janitorial Services, Public Health Division SW Region, Multiple Locations: FY 22 -- \$70,015.20, FY 23 -- \$101,561.50*

Council member Pinyan moved to approve contract D10. Council member Dignan seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Pinyan and Trapp voting yes.

11. *New Mexico Department of Public Safety and member Tresco; Grounds Maintenance, New Mexico State Police, Carlsbad: FY 22 -- \$5,750.16, FY 23 -- \$6,621.00*

Council member Dignan moved to approve contract D11. Council member Hayden seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Pinyan and Trapp voting yes.

12. *New Mexico Department of Public Safety and member Tresco; Janitorial Services, New Mexico State Police, Carlsbad: FY 22 -- \$14,262.00, FY 23 -- \$16,980.12*

Council member Hayden moved to approve contract D12. Council member Dignan seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Pinyan and Trapp voting yes.

13. *New Mexico Department of Public Safety and member Tresco; Janitorial Services, New Mexico State Police, Roswell: FY 22 -- \$13,502.64, FY 23 -- \$17,961.00*

Council member Hayden moved to approve contract D13. Council member Lillibridge seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Pinyan and Trapp voting yes.

14. *New Mexico Department of Transportation and member Tresco; Janitorial Services, Carlsbad Port of Entry: FY 22 -- \$9,397.21, FY 23 -- \$8,674.56*

Council member Dignan moved to approve contract D14. Council member Pinyan seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Pinyan and Trapp voting yes.

15. *New Mexico Department of Transportation and member Tresco; Janitorial Services, Hobbs Port of Entry: FY 22 -- \$10,164.36, FY 23 -- \$11,127.84*

Council member Pinyan moved to approve contract D15. Council member Dignan seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Pinyan and Trapp voting yes.

16. *New Mexico Department of Transportation and member Tresco; Janitorial Services, Oro Grande Port of Entry: FY 22 -- \$10,047.12, FY 23 -- \$13,841.24*

Council member Hayden moved to approve contract D16. Council member Pinyan seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Pinyan and Trapp voting yes.

17. *New Mexico Department of Transportation and member Tresco; Janitorial Services, Anthony Port of Entry: FY 22 -- \$29,985.04, FY 23 -- \$40,049.76*

Council member Dignan moved to approve contract D17. Council member Pinyan seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Pinyan and Trapp voting yes.

18. *New Mexico Department of Transportation and member Tresco; Janitorial Services, Santa Teresa Port of Entry: FY 22 -- \$34,151.94, FY 23 -- \$42,241.20*

Council member Pinyan moved to approve contract D18. Council member Kivitz seconded the motion and the Council voted unanimously to approve the contract in a roll call vote, with members Dignan, Hayden, Holmes, Kivitz, Lillibridge, Pinyan and Trapp voting yes.

e) Changes & Increases

1. *New Mexico Human Services Department and member Adelante Development Center; Printing and Mailing Services, Income Support Division, Sapphire Project: Current -- \$12,841.44, New -- \$19,866.48*

Council member Pinyan moved to approve contract E1. Council member Hayden seconded the motion, Council member Kivitz abstained, and the Council voted to approve the contract in a 6-0-1 roll call vote, with members Dignan, Hayden, Holmes, Lillibridge, Pinyan 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. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Las Vegas \$77.94*
2. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Carlsbad \$254.54*
3. *New Mexico Division of Vocational Rehabilitation and member Adelante Development*

- Center; Document Destruction Services, Hobbs \$322.53*
4. *New Mexico Compilation Commission and member Adelante Development Center; Document Destruction Services, Santa Fe \$1,169.79*
 5. *New Mexico Early Childhood Education and Care Department and member Adelante Development Center; Document Destruction Services, Santa Fe – \$70.01*
 6. *New Mexico General Services Department and member Adelante Development Center; Document Destruction Services, Santa Fe \$301.61*
 7. *New Mexico Supreme Court and member Adelante Development Center; Document Destruction Services, Santa Fe \$429.42*
 8. *New Mexico Taxation and Revenue Department and member Adelante Development Center; Printing and Mailing Services, Santa Fe \$1,653.43*
 9. *City of Albuquerque and member Buddy Check II; Printing Services, Department of Senior Affairs -- \$695.17*
 10. *City of Portales and member Greetings, Etc.!.; Printing Services \$50.00*

b) FY22 Renewal Service Contracts Directly Distributed Under CNA Authority

1. *New Mexico Division of Vocational Rehabilitation and member Adelante Development Center; Document Destruction Services, Las Vegas \$77.94*
2. *New Mexico Department of Health and member Adelante Development Center; Document Destruction Services, Medical Cannabis Program, Santa Fe: FY 22 -- \$1,337.27, FY 23 -- \$1,567.48*
3. *New Mexico Office of the State Auditor and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 22 -- \$392.07, FY 23 \$534.39*
4. *New Mexico Secretary of State and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 22 -- \$1,071.11, FY 23 \$1,247.34*
5. *New Mexico State Land Office and member Adelante Development Center; Document Destruction Services, Santa Fe: FY 22 -- \$2,135.75, FY 23 \$2,487.81*
6. *The Ask Academy and member Adelante Development Center; Document Destruction Services, Rio Rancho: FY 22 -- \$863.93, FY 23 \$1,005.99*
7. *Valencia County and member Adelante Development Center; Document Destruction Services, Belen Senior Center, Belen: FY 22 -- \$154.67, FY 23 \$202.37*
8. *Valencia County and member Adelante Development Center; Document Destruction Services, Sheriff's Department, Los Lunas: FY 22 -- \$538.79, FY 23 \$827.11*

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

1. *New Mexico Department of Health and member Tresco; Janitorial Services, New Mexico State Veterans Home, Truth or Consequences -- \$17,672.34*

AGENDA ITEM 11: APPROVAL OF ADDED AND REMOVED SUITABLE SERVICES

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

AGENDA ITEM 12: DISCUSSION OF RESPONSIBILITIES OF THE COUNCIL FOR PURCHASING FROM PERSONS WITH DISABILITIES TO CALCULATE FAIR MARKET VALUE, INCLUDING FORMULAS AND METHODS

Discussion on this agenda item was moved to take place at the July Council meeting.

AGENDA ITEM 13: UPDATE ON ELECTRIC VEHICLE CHARGING STATIONS

Discussion on this agenda item was moved to take place at the July Council meeting.

AGENDA ITEM 14: SUBCOMMITTEE UPDATES

There were no subcommittee updates at this time.

AGENDA ITEM 15: OPEN PUBLIC FORUM AND PUBLIC COMMENTS

There was no public comment at this time.

AGENDA ITEM 17: COUNCIL DISCUSSION

There was no Council discussion at this time

AGENDA ITEM 18: SUGGESTED AGENDA ITEMS FOR FUTURE MEETINGS

In addition to agenda items 12 and 13, Council member Hayden reminded the Council that discussion about the possible creation and implementation of standardized scopes of work and templates for services was suggested for a future Council meeting agenda.

AGENDA ITEM 19: DATE AND LOCATION OF NEXT MEETING

The dates of the next Council meetings were scheduled for Wednesday, June 22, 2022, to take place at 1:30 p.m. MDT, remotely via video conference.

AGENDA ITEM 20: ADJOURN

With no further business, the meeting was adjourned at 3:40 p.m.

Antoinette Holmes

Antoinette Holmes, Chair

8/3/2022

Date