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Governor

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## ARIZONA DEPARTMENT OF ADMINISTRATION

STATE PROCUREMENT OFFICE

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### Arizona Set Aside Procurement Program Meeting Minutes October 30, 2018

#### Attendance:

##### Committee Members Present:

Edward Jimenez, State Procurement Administrator, Arizona Department of Administration  
Carol Carr, Achieve Human Services/YUMA WORC Center  
David Steinmetz, Arizona Industries for the Blind  
Armando Bernasconi, Quality Connections  
Russ Levine, Arizona State Retirement System

##### Committee Members Absent:

Brian Radecki, Arizona Correctional Industry  
Kristen Mackey, Rehabilitation services administration,  
Acedo Aide, Department of Economic Security

##### State Procurement Office Staff Present

Jill Pernice

##### Others Present:

Jim Hodges, TCH  
Ryan Shinn, TCH  
Yvette Nellans, TCH (phone)  
Ann Willbanks, TCH (phone)  
Natalya Brown, Beacon Group  
Tabitha Dow, Beacon Group  
Mark Botterbusch Gompers (phone)

#### I. CALL TO ORDER

Barbara Corella called the meeting to order.

#### II. ROLL CALL –

Introduction of new committee members.

III. **APPROVAL OF MINUTES**

Motion to approve the minutes of the July 31, 2018 meeting:

**Motion:** A motion to approve the July 31, 2018 minutes was made by Carol Carr

**Second:** A second to the motion was made by Armando Bernasconi

In Favor: 5 Opposed 0. Minutes approved.

IV. **CONTRACT EXTENSION & CONTRACT PROPOSAL REVIEWS:**

a. ADSP017-155357

- i Nobody's Perfect Inc.- Recycling used Printer Cartridges

*Exp. 10/31/18- 1<sup>st</sup> renewal*

Motion to approve the extension of contract:

**Motion:** A motion was made to approve the contract extension by Armando Bernasconi

**Second:** A second to the motion was made by Russ Levine

In Favor: 5 Opposed 0. Motion carried.

b. ADSP015-080125

- i Beacon Group Inc. – Records Shredding & Destruction Services

*Exp. 11/30/18 – 4<sup>th</sup> renewal \*\*Price Change\*\**

Motion to approve the contract extension with price increase

**Motion:** A motion was made to approve the contract extension with a price increase by Armando Bernasconi

**Second:** A second to the motion was made by David Steinmetz;

In Favor: 5 Opposed 0. Motion carried

c. ADSP015-080052

- i Centers for Habilitation- Records Shredding & Destruction Services - Mandatory

*Exp. 11/30/18 – 4<sup>th</sup> renewal \*Price Change\*\**

Motion was made to approve contract extension with price increase

**Motion:** A motion was made to approve the contract extension with a price increase by Armando Bernasconi

**Second:** A second to the motion was made by Russ Levine

In Favor: 5 Opposed 0. Motion carried.

d. ADSP015-084186

- i Quality Connections - Office Supplies

*Exp. Exp. 11/30/18 – 3<sup>rd</sup> renewal \*\*Price Changes\*\**

*Quality Connections asked to hold off on the price increase request in order to evaluate the impact of new tariffs.*

Motion to extend contracts (both regular and punch-out) until January 30, 2019.

**Motion:** A motion to extend the contract until January 30, 2019 was made by Russ Levine

**Second:** A second to the motion was made by David Steinmetz.

In Favor: 5 Opposed 0. 1 Abstain; Motion carried.

e. ADSPO15-090120 (punch-out)

Quality Connections – Office Supplies

*Exp. 11/30/18 – 3<sup>rd</sup> renewal*

Motion to extend contracts (both regular and punch out) until January 30, 2019.

**Motion:** A motion to extend the contract until January 30, 2019 was made by Russ Levine

**Second:** A second to the motion was made by David Steinmetz.

In Favor: 5 Opposed 0. 1 Sustain; Motion carried.

V. REAPPLICATIONS FOR SET-ASIDE CONTRACTS

a. ADSPO15-090497

i Quality Connections - Remanufactured & OEM Printer Supplies

*Exp. 11/30/18*

Contract to be extended to March, to give Quality Connections time to gather materials for the reapplication.

**Motion:** A motion to extend the contract (both regular and punch-out) until March 31, 2019 was made by Russ Levine

**Second:** A second was made by David Steinmetz

In Favor: 5 Opposed: 0. 1 Abstain: Motion carries.

b. ADSPO14-060351 (punch-out)

i Quality Connections - Remanufactured & OEM Printer Supplies

*Exp. 12/01/18*

Contract to be extended to March, to give Quality Connections time to gather materials for the reapplication.

**Motion:** A motion to extend the contract (both regular and punch-out) until March 31, 2019 was made by Russ Levine

**Second:** A second was made by David Steinmetz

In Favor: 5 Opposed: 0. 1 Abstain: Motion carries.

c. ADSPO14-050923

i Centers for Habilitation-AZ Parent Kit Packing, Storage, and Distribution

*Exp. 08/05/2018*

Jim Hodges presented information regarding the cost of the parenting kits.

Information was not presented prior to meeting. Committee chose to hear and vote on the application.

Motion to grant new contract for the parenting kits to the Centers for Habilitation  
**Motion:** A motion was made to grant a new contract to the Centers for Habilitation for the parenting kit packing, storage and distribution by Armando Bernasconi.

**Second:** A second to the motion was made by Russ Levine  
In Favor: 5 Opposed 0. Motion carries.

d. ADSP014-059582

i Gompers-Document Imaging Services

*Exp. 11/9/18*

No documentation was presented to the committee prior to the meeting. No documentation was available at the meeting for the committee to review. Representative from Gompers was available on the phone. No orders pending. Motion to not grant a new contract to Gompers for the Document Imaging Services until application received.

**Motion:** A motion to not approve a new contract to Gompers for Document Imaging Services until an application is received was made by Armando Bernasconi

**Second:** A second to the motion was made by Carol Carr.  
In Favor: 5 Opposed 0. Minuets approved.

VI. **FEASIBILITY REVIEW FORM**

a. Quality Connections.: Mandatory contract for HP Toner products

Quality Connection is submitting a feasibility review document for a mandatory contract for HP OEM toner and laser printer products. Quality Connections currently has the Remanufactured and Non-HP OEM printer supplies contract.

Motion to approve the feasibility review

**Motion:** A motion to approve the feasibility review and allow Quality Connections to move forward with an application was made by Russ Levin

**Second:** A second to the motion was made by David Steinmetz  
In Favor: 4. Opposed: 0. Abstain 1. Motion carries

VII. **GOAL FOR FY19**

Barbara Corella requested this item be tabled until the next meeting. Barbara has had trouble collecting the state spend information in order to evaluate the touchable spend on which the goal is based. This will be ready for the next meeting.

A motion to table this item until the next meeting.

**Motion:** A motion to table this time until the next meeting to all for data collection was made by Armando Bernasconi.

**Second:** A second was made by Carol Carr.  
In Favor: 5. Opposed: 0. Motion carries.

**VIII. COMMITTEE COMMENTS AND SUGGESTIONS**

- Committee requested fiscal impact statements to state on extensions and applications.
- Committee has asked to add the number of employees to the application forms.
- Committee asked about the ability to send email communications to other members or can communication only happen in the public meeting: Suggestion to do a formal governance document.
- Committee has request is there a process by where contracts get reviewed by the committee prior to solicitation.
- Committee asked if AAPD might be requested to make a presentation.

**IX. FUTURE AGENDA ITEMS**

Gompers application

**I. CALL TO THE PUBLIC**

- a. At this time, the subcommittee will hear comments from the public. Members of the subcommittee may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for future consideration and decision at a later date.

**II. ADJOURNMENT**

Ed Jimenez made a motion for adjournment at 3:43  
Armando Bernasconi seconded the motion:  
In Favor 5. Opposed: 0. Motion carried.


**III. NEXT MEETING**

Next regularly scheduled meeting January 23, 2019.

For inclusion on the next regular agenda, contact Addie Fairley at (602) 542-9253. With prior notice committee members can appoint a proxy if they are unable to attend the meeting. If you require special accommodations, please contact Addie Fairley at (602) 542-9253 at least three working days prior to the meeting:

  
Barbara Corella 11/2/18  
Date

APPROVED BY THE COMMITTEE

  
Barbara Corella 1/23/19  
Date