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| Douglas A. Ducey **Governor** |  | **Andy Tobin**  **Director** |
|  | ARIZONA DEPARTMENT OF ADMINISTRATION STATE PROCUREMENT OFFICE  100 NORTH FIFTEENTH AVENUE • SUITE 402  PHOENIX, ARIZONA 85007  (602) 542-5511 (main) (602) 542-5508 (fax)  <http://spo.az.gov> |  |

**PUBLIC MEETING NOTICE**

**Agenda**

ARIZONA SET-ASIDE COMMITTEE WILL HOLD A MEETING ON

**Wednesday, April 28, 2021 from 1:30-3:30 PM**

VIA GOOGLE MEET

**Teleconference Information**

‎+1 413-728-2657‬ PIN: 409 940‬#‬

meet.google.com/ruh-vphz-rmw

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**AGENDA**

1. **CALL TO ORDER** *Chair Nick Perrera called the meeting to order at 1:31 PM on 4.28.2021.*
2. **ROLL CALL**

Nick Perrera – Chair, State Procurement Office – *Present*

Greg Natvig – Beacon Group, Inc. – *Present*

David Steinmetz – Arizona Industries for the Blind – *Present*

Chris Gustafson – Arizona State Retirement System – *Present*

Kristen Mackey – Department of Economic Security – *Present*

Valarie Erwin – Department of Transportation – *Present*

Gail Fenkell – Arizona Correctional Industries – *Present*

Monica Attridge - Hozhoni Foundation, Inc. – *Present*

1. **APPROVAL OF MINUTES**
   1. 1.27.21 Meeting

*Motion to approve minutes: Valarie Erwin*

*2nd to the motion: Greg Natvig*

*In Favor: 6 Against: 0 Abstain: 0*

*Motion carries unanimously*

1. **CONTRACT EXTENSION, PROPOSAL, AND AMENDMENT REVIEWS:**

*If you are a member of the public or an interested party and would like to speak on any of the below items, please send the Chair an email (*[*nick.perrera@azdoa.gov*](mailto:nick.perrera@azdoa.gov)*) prior to the start of the meeting.*

* 1. ADSPO17-168122

Arizona Correctional Industries - Engraved Products

*Expires 4/28/21*

1. Committee review and discussion.
2. Entertain motion for approval, disapproval, or tabling extension of term through 4/28/2022

*On track with last year’s numbers. It is a robust part of the business that a lot of state agencies do take advantage of.*

*Just an extension, no changes to the contract.*

*Motion to approve extension through 4/28/22: Valarie Erwin*

*2nd to the motion: David Steinmetz*

*In Favor: 7 Against: 0 Abstain: 1*

*Motion carries unanimously*

* 1. ADSPO17-1682808

Arizona Correctional Industries - Signage: Decals, Plaques & Work Identification Products

*Expires 4/30/21*

1. Committee review and discussion.
2. Entertain motion for approval, disapproval, or tabling extension of term through 4/17/2022

*Just an extension, no changes on the contract.*

*Motion to approve extension through 4/17/22: Greg Natvig*

*2nd to the motion: Kristen Mackey*

*In Favor: 7 Against: 0 Abstain: 1*

*Motion carries unanimously*

* 1. CTR044240

Arizona Correctional Industries - Outdoor Furniture & Accessories

*Expires 4/30/21*

1. Committee review and discussion.
2. Entertain motion for approval, disapproval, or tabling extension of term through 4/30/2022 including proposed additional line items.

*Revised product code on all items with a new schedule attached and 2 new product additions, one being the “Basic Bus Stop Shelter” and a “Basic Ramada.” There is no price increase, just a product code change.*

*Motion to approve extension through 4/30/22 and include proposed additional line items: David Steinmetz*

*2nd to the motion: Valarie Erwin*

*In Favor: 7 Against: 0 Abstain: 1*

*Motion carries unanimously*

* 1. CTR044241

Arizona Correctional Industries - Bedding Products

*Expires 4/30/21*

1. Committee review and discussion.
2. Entertain motion for approval, disapproval, or tabling extension of term through 4/30/2022 including proposed additional line items.

*Asking for a renewal of this contract with two changes. Adding two new products: a fiber-filled pillow and a tamper-approved hospital mattress. Everything else remains unchanged.*

*Motion to approve extension through 4/30/22 and include proposed additional line items: Kristen Mackey*

*2nd to the motion: Greg Natvig*

*In Favor: 7 Against: 0 Abstain: 1*

*Motion carries unanimously*

* 1. CTR049459

Arizona Correctional Industries - Linens

*Expires 4/30/21*

1. Committee review and discussion.
2. Entertain motion for approval, disapproval, or tabling extension of term through 4/30/2022

*Asking for a renewal, however there is a change in the product codes. This means the same products, same prices, but different product code numbers.*

*Motion to approve extension through 4/30/22: Chris Gustafson*

*2nd to the motion: David Steinmetz*

*In Favor: 7 Against: 0 Abstain: 1*

*Motion carries unanimously*

* 1. CTR047044

The Centers for Habilitation (ASDD) - Records Shredding and Destruction Services

*Expires 6/30/21*

1. Committee review and discussion.
2. Entertain motion for approval, disapproval, or tabling extension of term through 6/30/2022

*We are not asking for any changes, everything will remain the same. We are just asking for an extension of the contract.*

*Motion to approve extension through 6/30/22: Greg Natvig*

*2nd to the motion: Monica Attridge*

*In Favor: 7 Against: 0 Abstain: 1*

*Motion carries unanimously*

* 1. CTR047045

Beacon Group - Records Shredding and Destruction Services

*Expires 6/30/21*

*Greg Natvig recuses himself from this item.*

1. Committee review and discussion.
2. Entertain motion for approval, disapproval, or tabling extension of term through 6/30/2022

*We are asking for an extension, no changes to the contract.*

*Motion to approve extension through 6/30/22: Chris Gustafson*

*2nd to the motion: Monica Attridge*

*In Favor: 6 Against: 0 Abstain: 2*

*Motion carries unanimously*

*Valarie Erwin has been excused from the meeting.*

*Brief recess taken. Meeting resumed at 2:02 PM.*

1. **REPORT ON 1% GOAL**
   1. FY21Q3 Report - Nick Perrera

*Today, we are at 1.26% with a total quarterly spend of about 2.5 million for the quarter.*

*SPO is getting back into compliance with the statute for communicating this quarterly metric to the governor’s office and legislature.*

1. **FUTURE AGENDA ITEMS** 
   1. Chair will hear requests from members of the committee on issues for future consideration and discussion.
2. **CALL TO THE PUBLIC** 
   1. At this time, the committee will hear comments from the public. Members of the committee 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.
3. **ADJOURNMENT***Chair Nick Perrera adjourned the meeting at 2:09 PM on 4.28.2021.*

**NEXT MEETING:** Wednesday, July 28th, 2021 1:30pm-3:30pm

100 N. 15th Ave, Phoenix, AZ 85007 1st Floor Conference Room.

APPROVAL OF DRAFT MINUTES:  DATE: 4/29/21

Nick Perrera, Chairman

APPROVAL OF FINAL MINUTES: DATE: \_\_\_\_\_\_\_\_

Aaron Lindsey, Chairman