

Douglas A. Ducey  
Governor



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## ARIZONA DEPARTMENT OF ADMINISTRATION

### STATE PROCUREMENT OFFICE

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## Arizona Set Aside Procurement Program Meeting Minutes January 29, 2019

### Attendance:

#### Committee Members Present:

Carol Carr, Achieve Human Services/YUMA WORC Center (phone)  
David Steinmetz, Arizona Industries for the Blind (phone)  
Armando Bernasconi, Quality Connections (phone)  
Russ Levine, Arizona State Retirement System (phone)  
Brian Radecki, Arizona Correctional Industry  
Kristen Mackey, Rehabilitation Services Administration, (phone)  
Acedo Aide, Department of Economic Security

#### State Procurement Office Staff Present

Nick Perrera, State Procurement Office  
Barbara Corella, State Procurement Office

#### Others Present:

Bill Strait, Wist (phone)  
Doug Arnett, Quality Connections (phone)

### I. CALL TO ORDER

Barbara Corella called the meeting to order at 1:03p.m.

### II. ROLL CALL –

All members present except Ed Jimenez, State Procurement Office

### III. OLD BUSINESS

#### a. ADSP017-155057

Arizona Correctional Industries – Office Furniture

*Exp. 3/31/19- 3rd<sup>rd</sup> renewal \*\*Price Change\*\**

Brian Radecki presented provided documentation of the increase in price for steel.

Motion to approve the extension of contract with a price increase.

**Motion:** A motion was made to approve the contract extension with a price increase contingent upon ACI providing proof of cost increase in raw material by Carol Carr.

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

In Favor: 6 Opposed 0. 1 Abstain. Motion carried.

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

**a. ADSP015-0841186 and ADSP015-15090120**

**i. Quality Connections – Office Supplies**

**ii. Quality Connections – Office Supplies (punch out)**

Contract extension and price increase request

Quality Connections withdrew the price increase request. Upon evaluation there are some actual price decreases.

Motion to extend Quality Connections contracts (both regular and punch out) for the remaining portion of the year.

Motion: A motion was made to approve the contract extension for the remaining portion of the year by David Steinmetz.

Second: A second to the motion was made by Brian Radecki.

In Favor: 6 Opposed 0. 1 Abstain. Motion carried.

#### **V. FEASIBILITY REVIEW FORM –Completed Application**

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

- Nick Perrera provided an update to the requested usage review of the State's toner purchases and price comparison.
- David Steinmetz asked Quality Connection for information regarding direct labor. Kristen McKay also expressed interest. Nick Perrera will forward the application document showing the direct labor calculation.
- Bill Strait from Wist questioned the list of provided prices. Concerned that it is not all inclusive.
- Doug Arnett from Quality Connections commented that all 1 of the contracts currently listed could or might be competitively bid in the future and this contract would be no different.
- No action was taken. Review and comparison not complete.

#### **VI. COMMITTEE COMMEENTS AND SUGGESTIONS**

- Committee has list of potential set aside contracts. The list would be derived from the current state contract list.
- Committee asked for definition and guidance using the Mandatory contract term.

#### **VII. FUTURE AGENDA ITEMS**

ACI applications for outdoor furniture and bedding.

AIB Feasibility Review

**VIII. 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.

**IX. ADJOURNMENT**

Meeting was adjourned at 1:33

**X. NEXT MEETING**

Next regularly scheduled meeting April 24, 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:

 3/6/19  
Barbara Corella Date

APPROVED BY THE COMMITTEE

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Barbara Corella Date