

Purchasing from People with Disabilities Advisory Board

Notice Date & Time: 3/21/23 3:00 PM - 3/21/23 4:00 PM

Meeting Minutes

1. Welcome & Roll Call of all Attendees:

Stacey opened the meeting by inviting all attendees to give a brief introduction. The attendees of the meetings were as follows:

- **Board Attendees:** State Cummings - Office of Rehabilitation, Windy Aphayrath – Utah Division of Purchasing.
- **Other Attendees:** Tara Eutsler, Cherilyn Hess, Glenna Nelson – Utah Division of Purchasing; Gavin Hutchinson, Utah Works; Brian Swan – Utah Attorney General Office; Joanna Reese – DFCM; Kenneth Naegle, Jim Crosby – PARC; Jason Goudy – Columbus Community Center (Columbus); Natalie Summers – EnableUtah

2. Review and approval of Meeting Minutes from February 28, 2023

Stacey and Windy agreed to review and approve the meeting minutes from February 28, 2023 at the next board meeting scheduled for April 3, 2023.

3. Discussion & Approval for New Contracts

Gavin introduced each of the following expiring contracts along with the received bid proposals.

186319 Utah Office of Tourism – Columbus Community Center

Columbus Community Center is only entity to respond to bid# GN23-18, which was an invitation for bid for Labeling and Stuffing Envelops for the Utah Office of Tourism (UOT). Columbus is the current contractor for 186319. Jason with Columbus compared the current and proposed fee schedules, and explained the company is shifting from paying based on a rate per piece to an hourly rate to ensure employees receive minimum wage.

Windy moved to accept the bid from Columbus for GN23-18, and to move forward in drafting a contract to review at the upcoming meeting. Stacy seconded the motion, and the motioned pass with both board members in favor.

PA376 Collection and Shredding of Office Wastepaper – Columbus Community Center

Gavin noted that two agencies responded to bid# GN23-17, which was an invitation for bid for Secure Document Destruction. Columbus and EnableUtah, with the exception of Salt Lake County, each provide these services to different counties throughout the state.

Columbus submitted a bid to provide services to the following counties: Beaver, Carbon, Dagget, Emery, Juab, Millard, Salt Lake, Sanpete, Sevier, Summit, Tooele, Uinta, Utah, and Wasatch. Discussions focused on proposed pricing increases, the overall fee structure and quarterly revenue reports.

Stacy moved to accept the bid from Columbus for GN23-17 to provide services in stated counties, and to move forward in drafting a contract to review at the upcoming meeting. Windy seconded the motion, and the motioned pass with both board members in favor.

PA2835 Collection and Shredding of Office Wastepaper – EnableUtah

EnableUtah submitted a bid to provide services to the following counties: Box Elder, Cache, Davis, Morgan, Rich, Salt Lake, and Weber. Natalie from EnableUtah explained the proposed price structure, and both board members expressed concerns over the flat rate for a travel charge for anyone over 100 miles. Board members asked for additional information from EnableUtah to review on April 3rd. No action was taken at this time.

2274027 Archives Warehouse Freeport Center C-6

Board will discuss Agenda Item on April 3rd meeting.

4. Update on Contracts – Utah Works and DFCM

1870356 Brigham City Regional Center serviced by Pioneer Adult Rehab Center
Board will discuss Agenda Item during an upcoming meeting.

5. Other Discussions

No additional items discussed

Stacy moved to adjourn, and Windy seconded the motion. The motion passed with both in favor.

DRAFT