

# Purchasing from People with Disabilities Advisory Board

Notice Date & Time: 6/7/2023 3:00 PM - 6/7/2023 3:30 PM

## Meeting Minutes

### 1. Welcome & Roll Call of all Attendees:

Stacey opened the meeting by introducing Alana Parslow of TaffyTown. Alana will represent the private business community, and is appointed for a three-year term.

Other attendees of the meetings were as follows:

- **Board Attendees:** Stacey Cummings - Office of Rehabilitation, Windy Aphayrath – Utah Division of Purchasing, Alana Parslow – TaffyTown
- **Other Attendees:** Cherilyn Hess, Glenna Nelson – Utah Division of Purchasing; Phil Shumway, Kate McConaughy, UtahWorks; Jill Rafferty, Joanna Reese – DFCM; Kenneth Naegle, Jim Crosby – PARC.

### 2. Review and approval of Meeting Minutes from May 16, 2023

Stacey noted she reviewed the meeting minutes, and did not see any necessary changes.

*Stacey moved to approve the meeting minutes from May 16, 2023 as written. Alana seconded the motion, and the motion passed with all board members in favor.*

### 3. Discussion & Approval for New Contracts - Utah Works

Recommendations for Replacing Expiring Contracts

#### i. 2274027 Archives Warehouse Freeport Center C-6 & C-7

No bid responses were received for this solicitation. Board members, UtahWorks, and with Division of Facilities Construction and Management (DFCM) employees discussed options to move forward with replacing the expiring contract. Given the size of the facility, a vendor needs a larger machine to properly clean the concrete flooring.

DFCM will move forward with procuring a vendor for janitorial services for a period of 12 months, with two, one-year renewal options. UtahWorks will conduct outreach to various Community Rehabilitation Programs within the area to find a vendor for when the contract expires. The board will revisit this contract/service within the next nine to ten months.

*Stacey moved to remove the Archives Warehouse Freeport Center C-6 & C-7 from the Set Aside Contract list for a period of 12 months, and to allow DFMC to enter into a one-year contract, with two one-year extensions with another vendor. Windy seconded the motion, and the motion passed with all board members in favor.*

#### ii. 1870356 Brigham City Regional Center serviced by Pioneer Adult Rehab Center

Board members addressed the importance of open communication with DFCM to better understand budget constraint and current pricing structure within the janitorial services market. Jillian noted that moving to three-year contracts will help the agency adjust the budget to reflect influxes in cost.

A bid response was received and reviewed from Pioneer Adult Rehab Center (PARC). This is an increase of 42.16% from the prior contract. Over the three-year period the total contract amount is \$620,875.30.

*Windy moved to accept the bid as received from Pioneer Adult Rehab Center for the Janitorial Services at the Brigham City Regional Center. Alana seconded the motion, and the motion passed with all board members in favor.*

**4. Contract Amendment**

*i. MA4103 – Columbus Shred Contract*

Cherilyn discussed the necessary changes to this contract. In some systems, the contract number was transposed from MA4103 to MA4013.

*Stacey moved to accept the contract amendment to adjust the contract number from MA4013 to MA4103. Windy seconded the motion, and the motion passed with all board members in favor.*

**5. Other Discussions**

No additional items discussed

**6. Adjourn**

*Meeting adjourned at 3:30PM. Next meeting schedule for June 20, 2023 at 3:00PM.*