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ARIZONA DEPARTMENT OF ADMINISTRATION

Arizona Set Aside Procurement Program
Committee Meeting Minutes

July 11, 2007

Attendance:

Members Present:

James Scarboro, Chair Pro Tem
Susan Bayer, Parks
Jordann Carrillo, DES
Loretta Cooley, Commerce
Richard Monaco, AIB
Bill Branson, ACI

Members Absent:

Jean Clark, ADOA
Sylvia Farley, DOC
Bertha Witby, ADOT
Bev Hermon, AAPPD

Others in Attendance:

Sally Escarcega
Armando Bernascai
Lisa Williams
Steve King
Blake Boardman
John Red Horse
Tim Adams
Jeff Kupe
Sandy Sutton
Steffanie Costel
Sue Marsh
Jan Hart
John O'Leary
Kevin Webster
Barb Dull
Doug Castert
Bob Wilson

Minutes:

I. **Call to order.** James Scarboro, Chair Pro Tem, called the meeting to order at 1:35 P.M.

II. **Roll call.** James Scarboro introduced John Red Horse, the new Community Outreach Program Manager. John is also be serving as the contracts coordinator for the Set Aside contracts.

III. **Announcements.**

IV. **Approval of minutes.** Richard Monaco moved to approve the minutes of the April 4, 2007 meeting. Jordann Carrillo seconded. ACTION: Motion passed unanimously.

V. **CONTRACT ITEMS (Possible Action):**

1. AIB Media Santization/Destruction Services. Tim Adams gave an overview of the services offered in the contract.

   ITEM 1 ACTION: Motion by Bill Branson to renew the contract for another year. Second by Loretta Cooley. MOTION CARRIED.

2. AIB Document Imaging Services. Richard Monaco gave an overview of the provisions of the contract stating that an RFP will go out.

   ITEM 2 ACTION: Motion by Jordann Carillo to renew the contract for another year. Second by Bill Branson. MOTION CARRIED.

3. Quality Connections Toner. It was noted by James Scarboro that Item 3 was an addition the contract renewal request in Item 9, so the items were combined.

ITEM 9 ACTON: A motion by Loretta Cooley was made to renew EPS070015 Cartridges, Remanufactured Laser Jet for another year. Seconded by Richard Monaco. MOTION CARRIED.

A request was made to add the following items to the contract:

Cartridge	Printer	Yield	Price
C4129X	HP Laserjet5000/5100	10,000	$63.57
C4182X	HP Laserjet8100/8150	20,000	$76.70
Q1339A	HP Laserjet4300	18,000	$127.20
Q2624A	HP Laserjet1150	2,500	$69.80
Q2624X	HP Laserjet1150	4,000	$72.00
Q5949A	HP Laserjet1160/1320	2,500	$70.87
Q5949X	HP Laserjet1160/1320	6,000	$100.10
Q6511A	HP Laserjet2400	6,000	$122.05
Q6511X	HP Laserjet2400	12,000	128.05

ITEM 3 ACTION: A motion by Jordann Castillo was made to accept the additional products for contract number EPS070015. Second by Richard Monaco. MOTION CARRIED.

4. AD040090 Parks and Recreation Equipment – Expires 10/31/2007
5. AD040091 Mattress, Hospital – Expires 10/31/2007
6. AD040096 Bicycle Racks – Expires 10/31/2007

Items 4, 5 and 6 are all ACI contracts. Bill Branson stated more time was needed to propose changes on the contracts.

ITEMS 4, 5, and 6 ACTION: Motion by Richard Monaco to table the renewal of the contracts for the Set Aside meeting. Second by Loretta Cooley. MOTION CARRIED.

7. AD050018 Mailing Svcs. Corporation Commission – Expires 10/5/2007

ITEM 7 ACTION: Motion by to renew the contract with the a price increase to line items 1 and 2 from 0.0405 to 0.0487. Second by Richard Monaco. MOTION CARRIED.

8. EPS070014 Sponges, Scrubbing & Scouring – Expires 7/31/2007.

Recommendation: D Williamson of STARS recommended the contract be renewed for partial year with an expiration date of 2/28/2008.

ITEM 8 ACTION: A motion was made by Loretta Cooley to renew the contact for a partial year with an expiration date of 2/28/2008. Second by Richard Monaco. MOTION CARRIED.

10. EPS070016 Cartridge Recycle Program – Expires 10/11/2007

D Williams stated they now have collection bins in 45 buildings and DES is starting to make contacts to order bins.

Recommendation: Renewal of Contract for another year.

ITEM 10 ACTION: Motion by Jordann Carillo to renew the contact for another year. Second by Bill Branson. MOTION CARRIED.

VI. CONTRACT UPDATE

1. Recycled Toner Cartridge Program Update – STARS (Slide show)

   Presented by John Red Horse

2. Remanufactured Laser Cartridge Program Update – Quality Connections (Slide show)

   Presented by John Red Horse

3. SCC060003 Waxie Sanitary Supply – Beacon Group Carve-in for Plastic Can Liners

   There were currently 132 plastic liners offered on the Waxie contract. Beacon has identified 14 bags that represent 45% of the sales. They are looking at an investment of $200,000 to begin producing the volume needed and be the exclusive supplier for the 14 items. They are meeting with Waxie next week to begin negotiation of prices. They hope to make a carve-in contract proposal at the next Set Aside meeting. Richard Monaco questioned if another supplier was awarded the contract, would the carve-in move to the new supplier. James Scarboro stated it would. Bill Branson advised that raw materials for making plastic liners are very costly.

VII. FUTURE AGENDA ITEMS: Bill Branson stated that ACI has three small contracts that expire before the next meeting that would require an email vote by the committee.

VIII. COMMITTEE COMMENTS AND SUGGESTIONS: Richard Monaco wanted further information about John Red Horse's role as far as the Set Aside Committee. John will be loading Set Aside contracts in SPIRIT and is the contact now for agenda items, rather than Jean Clark. Richard suggested that John visit the industries in the Set Aside program. John agreed to do so.

IX. CALL TO THE PUBLIC

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.

For inclusion on the next regular agenda, contact John Red Horse at (602) 542-9127.

X. ADJOURNMENT: Meeting was adjourned at 2:30 p.m.

NEXT MEETING: Wednesday, October 10 at 1:30 p.m.

POSTED: Thursday, October 11, 2007

Jean A. Clark

Jean A. Clark, CPPO, C.P.M., CPPB, CPM
State Procurement Administrator

Submitted by Jan Hart
Executive Assistant, State Procurement Office

APPROVED BY THE COMMITTEE

Jean A. Clark

Jean A. Clark, CPPO, C.P.M., CPPB, CPM
State Procurement Adminstrator

October 10, 2007
Date