

State of Minnesota

State Register



**Proposed, Adopted, & Expedited Rules; Executive Orders; Appointments;
Commissioners' Orders; Revenue Notices; Official Notices;
State Grants & Loans; State Contracts; Non-State Public Bids, Contracts & Grants**
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State Register

Judicial Notice Shall Be Taken of Material Published in the *State Register*

The *State Register* is the official publication of the State of Minnesota, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes* § 14.46. The *State Register* contains:

- Proposed Rules
- Adopted Rules
- Exempt Rules
- Expedited Rules
- Withdrawn Rules
- Vetoed Rules
- Executive Orders of the Governor
- Appointments
- Proclamations
- Commissioners' Orders
- Revenue Notices
- Official Notices
- State Grants and Loans
- Contracts for Professional, Technical and Consulting Services
- Non-state Public Bids, Contracts and Grants

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# 15	Monday 12 October	Noon Tuesday 6 October	Noon Wednesday 30 September
# 16	Monday 19 October	Noon Tuesday 13 October	Noon Wednesday 7 October
# 17	Monday 26 October	Noon Tuesday 20 October	Noon Wednesday 14 October

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Minnesota Rules: Amendments and Additions

NOTICE: How to Follow State Agency Rulemaking in the State Register

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific **Minnesota Rule** chapter numbers. Every odd-numbered year the **Minnesota Rules** are published. The current 1999 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* §§ 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, or within 60 days of the effective date of any new statutory grant of required rulemaking.

When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or a notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the most current edition of the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues #1-13 inclusive; issues #14-25 inclusive; issue #26 cumulative for issues #1-26; issues #27-38 inclusive; issue #39, cumulative for issues #1-39; issues #40-51 inclusive; and issues #1-52 (or 53 in some years), cumulative for issues #1-52 (or 53). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscription to the *State Register*, contact Minnesota's Bookstore, 660 Olive Street (one block east of I-35E and one block north of University Ave), St. Paul, MN 55155 (612) 297-3000, or toll-free 1-800-657-3757.

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Comments on Planned Rules or Rule Amendments. An agency must first solicit Comments on Planned Rules or Comments on Planned Rule Amendments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* §§ 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

Rules to be Adopted After a Hearing. After receiving comments and deciding to hold a public hearing on the rule, an agency drafts its rule. It then publishes its rules with a notice of hearing. All persons wishing to make a statement must register at the hearing. Anyone who wishes to submit written comments may do so at the hearing, or within five working days of the close of the hearing. Administrative law judges may, during the hearing, extend the period for receiving comments up to 20 calendar days. For five business days after the submission period the agency and interested persons may respond to any new information submitted during the written submission period and the record then is closed. The administrative law judge prepares a report within 30 days, stating findings of fact, conclusions and recommendations. After receiving the report, the agency decides whether to adopt, withdraw or modify the proposed rule based on consideration of the comments made during the rule hearing procedure and the report of the administrative law judge. The agency must wait five days after receiving the report before taking any action.

Rules to be Adopted Without a Hearing. Pursuant to *Minnesota Statutes* § 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing. An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public. The agency then publishes a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

KEY: Proposed Rules - Underlining indicates additions to existing rule language. ~~Strikeouts~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **Adopted Rules** - Underlining indicates additions to proposed rule language. ~~Strikeout~~ indicates deletions from proposed rule language.

Minnesota Board of Chiropractic Examiners

Proposed Rules Relating to Chiropractic Services to Animals

NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING

Proposed Rules Governing Chiropractic Services to Animals, *Minnesota Rules*, 2500.7000, 2500.7010, 2500.7020, 2500.7030, 2500.7040, 2500.7050, 2500.7060, 2500.7070, 2500.7080, and 2500.7090

Introduction. The Board of Chiropractic Examiners intends to adopt rules without a public hearing following the procedures in the rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310, and the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. You may submit written comments on the proposed rules and may also submit a written request that a hearing be held on the rules until [30-days after publication date].

Agency Contact Person. You must submit comments or questions on the rules and written requests for a public hearing to the agency contact person. The agency contact person is: Micki King at The Minnesota Board of Chiropractic Examiners, 2829 University Avenue Southeast, Suite 300, Minneapolis Minnesota 55414-3220; phone: (651) 201-2849; website: *Mn-chiroboard.state.mn.us*
TTY users may call the Minnesota Relay Service at 1-800-627-3529.

Subject of Rules and Statutory Authority. The proposed rules are about the requirements and guidelines for chiropractors in the provision of chiropractic care to animals. The statutory authority to adopt the rules is *Minnesota Statutes*, section 148.08 (2006). A copy of the proposed rules is published in the *State Register*. A free copy of the rules is available upon request from the agency contact person listed above and also on the Board's web site.

Comments. You have until 4:30 p.m. on Friday, November 6, 2009, to submit written comment in support of or in opposition to the proposed rules and any part or subpart of the rules. Your comment must be in writing and the agency contact person must receive it by the due date. The Board encourages comment. Your comment should identify the portion of the proposed rules addressed and the reason for the comment. You are encouraged to propose any change desired. You must also make any comments about the legality of the proposed rules during this comment period.

Request for a Hearing. In addition to submitting comments, you may also request that the Board hold a hearing on the rules. Your request must be in writing and the agency contact person must receive it by 4:30 p.m. on November 6, 2009. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed rules that you object to or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and the agency cannot count it when determining whether it must hold a public hearing. You are also encouraged to state the reason for the request and any changes you

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want made to the proposed rules.

Withdrawal of Requests. If 25 or more persons submit a valid written request for a hearing, the Board will hold a public hearing unless a sufficient number withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

Alternative Format. Upon request, the Board can make this Notice available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the agency contact person at the address or telephone number listed above.

Modifications. The Board may modify the proposed rules as a result of public comment. The modifications must be supported by comments and information submitted to the agency, and the adopted rules may not be substantially different than these proposed rules, unless the agency follows the procedure under *Minnesota Rules*, part 1400.2110. If the proposed rules affect you in any way, the Board encourages you to participate in the rulemaking process.

Statement of Need and Reasonableness. The statement of need and reasonableness statement contains a summary of the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. It is now available from the agency contact person. You may review or obtain copies for the cost of reproduction by contacting the agency contact person or you may review it or download it free from our web page.

Lobbyist Registration. *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. You should direct questions about this requirement to the Campaign Finance and Public Disclosure Board at: Suite 190, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155; telephone: (651) 296-5148 or 1-800-657-3889.

Adoption and Review of Rules. If no hearing is required, the agency may adopt the rules after the end of the comment period. The agency will then submit the rules and supporting documents to the Office of Administrative Hearings for review for legality. You may ask to be notified of the date the Department submits the rules to the office. If you want to be so notified, or want to receive a copy of the adopted rules, or want to register with the agency to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

Dated: 17 September 2009

Larry A. Spicer, DC, Executive Director
Minnesota Chiropractic Examiners Board

2500.7000 DEFINITIONS.

Subpart 1. **Scope.** The terms defined in parts 2500.7000 to 2500.7090 have the meanings given in this part.

Subp. 2. **Animal chiropractor.** “Animal chiropractor” means a doctor of chiropractic who is licensed under *Minnesota Statutes*, sections 148.01 to 148.108, and who is registered under parts 2500.7010 to 2500.7080 to perform services on animals.

Subp. 3. **Animal rehabilitative therapy.** “Animal rehabilitative therapy” means any therapy applied for the purposes of preparing for or complementing the chiropractic adjustment to animals. These therapies may include mobilization, light therapy, therapeutic ultrasound, thermotherapy, ice application, hydrotherapy such as whirlpool or water tanks, exercise therapy, meridian therapy that does not result in puncture or interruption of the integument, vibratory therapy, traction that does not require instrumentation or mechanical devices, stretching, trigger point therapy, and massage. Animal rehabilitative therapy does not include the use of forces associated with low voltage stimulation, high voltage stimulation, ultraviolet light, or diathermy.

Subp. 4. **Board.** “Board” means the Minnesota Board of Chiropractic Examiners.

Subp. 5. **Owner.** “Owner” means the actual owner of the animal or any person having responsibility for and control of the animal.

Subp. 6. **Patient.** “Patient” means an animal or nonhuman client treated under parts 2500.7010 to 2500.7090.

Subp. 7. **Veterinarian.** “Veterinarian” means a doctor of veterinary medicine, who is licensed under *Minnesota Statutes*, chapter 156.

or the veterinary practice act of any other state or jurisdiction.

2500.7010 REGISTRATION.

A. No person may provide services to any animal without first being registered by the board.

B. Initial registration shall require:

- (1) completion of an application established by the board;
- (2) transcripts received directly from an institution approved by the board, which provides training in animal chiropractic according to Minnesota Statutes, sections 148.01 and 148.032, and which indicates successful completion of the program; and
- (3) a fee set by the legislature.

C. Registration renewals shall require:

- (1) completion of a renewal application established by the board;
- (2) completion of the renewal of the doctor of chiropractic license;
- (3) verification of compliance with six continuing education credits under part 2500.7040 in addition to those credits required for the renewal of the doctor of chiropractic license; and
- (4) a fee set by the legislature.

2500.7020 DOCUMENTATION OF REFERRAL.

A. Referrals from doctors of veterinary medicine must be maintained in the animal's record. Written documentation in the form of letters, handwritten notes, e-mails, or other forms shall be considered acceptable. Verbal referrals such as direct consultation or phone referrals must be documented in the animal's record by the chiropractor. All referrals shall contain, at a minimum:

- (1) date of referral;
- (2) name, practice address, and practice phone number of the veterinarian; and
- (3) any special considerations conveyed by the veterinarian including contraindications or other health-related matters that may impact the care by the chiropractor.

B. The animal chiropractor is authorized to convey clinical information regarding treatment of the animal to the referring veterinarian, unless specifically prohibited from doing so by the patient's owner or an authorized agent.

2500.7030 PATIENT RECORD.

Subpart 1. Ownership of records. All records, including radiographic reports that are created subject to parts 2500.7000 to 2500.7090, must be maintained for a minimum of three years following the last clinical encounter.

A. The written animal chiropractic records shall remain the sole possession of the facility or proprietor of the facility in which animal chiropractic care was delivered.

B. Copies of animal chiropractic records must be provided to the animal's owner, the owner's designated agent, other health care provider, or to the board within two weeks of a written and signed request. A reasonable charge for copying may be made, except in the case of a board investigation, in which case no charges shall be authorized. A reasonable charge shall be defined as those charges consistent with the charges applicable to human patients, and governed by Minnesota Statutes, section 144.292.

Subp. 2. Content of records. Patient records must contain sufficient information to justify and describe the course of care. The records shall contain, at a minimum:

- A. name, address, and telephone number of owner;
- B. identity of the animals, including name, age, sex, and breed;
- C. dates of consultations, examinations, or treatments;
- D. brief history of the condition of each animal treated;
- E. examination findings including designation of subluxations;
- F. written findings for any diagnostic imaging which may have been conducted specifically for the purposes of rendering animal chiropractic care;
- G. working chiropractic diagnosis;
- H. treatment plan including expected duration and frequency; and
- I. daily treatments, including areas adjusted or otherwise treated.

2500.7040 CONTINUING EDUCATION.

Animal chiropractors must take at least six hours of continuing education in animal chiropractic-related subjects each year in which they maintain a registration.

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A. Any hours taken that are designated for the purpose of fulfilling the requirement in this part shall be entirely separate from the 20-hour annual requirement in part 2500.1200, and shall not be applied to other subject matter requirements as part of the chiropractor's annual 20-hour requirement.

B. Only courses designed to enhance the academic knowledge or clinical skills of the animal chiropractor shall be approved. Courses shall be approved according to parts 2500.1200 to 2500.2000.

2500.7050 DISCIPLINARY PROCEDURES.

The board may, in its sole discretion, utilize any representative from the Minnesota Board of Veterinary Medicine (MBVM) to assist the board in complaint resolution. The representative may include, but not be limited to, the MBVM's executive director, staff, board members, or a consultant.

A. The board and the MBVM may work out any reasonable procedures to establish a cooperative relationship for the purposes of facilitating complaint resolution against animal chiropractors. The procedures shall be in writing, and shall be provided to the recipient of a complaint upon initial notification of the existence of the complaint.

B. Any of the acts in *Minnesota Statutes*, section 148.10, that may reasonably be applied to animal patients are considered unprofessional conduct and constitute grounds for disciplinary action. The acts in subitems (1) to (8) shall also be considered unprofessional conduct and constitute grounds for disciplinary action under *Minnesota Statutes*, section 148.10:

(1) asserting or implying in a public manner material claims of professional superiority in the practice of animal chiropractic that cannot be substantiated;

(2) practicing animal chiropractic under an expired, terminated, suspended, or revoked chiropractic license or animal chiropractic registration;

(3) promoting, aiding, abetting, or permitting the practice of veterinary medicine or animal chiropractic by an unlicensed or unregistered person, except as otherwise permitted by *Minnesota Statutes*, section 156.12, subdivision 2;

(4) prescribing, ordering, suggesting, dispensing, administering, delivering, using, misusing, or in any other manner making available to an owner or any other person, any controlled drug listed in *Minnesota Statutes*, chapter 152, or the federal Controlled Substances Act;

(5) performing surgery;

(6) refusing the board or its designated agent, at reasonable hours, the right to inspect a facility in which animal chiropractic is performed, pursuant to an investigation by or on behalf of the board;

(7) failing to report to law enforcement or humane officers inhumane treatment of animals, including staged animal fights or training for fights, of which the animal chiropractor has direct knowledge or has information or belief that such activity has occurred; and

(8) failure to report to the board any action taken in another jurisdiction against the veterinarian's authorization to practice chiropractic care on animals. If the registrant is also a licensed veterinarian in this and any other jurisdiction, the registrant is required to report any action against the registrant's license in the other jurisdiction.

2500.7060 INACTIVE ANIMAL CHIROPRACTIC REGISTRATION.

A Minnesota licensed chiropractor who has converted a Minnesota license to inactive status may apply to the board for an inactive animal chiropractic registration. An inactive animal chiropractic registration is intended for those chiropractors who will be in active chiropractic practice elsewhere. Upon approval of an application, the board will modify the annual animal chiropractic registration certificate to indicate inactive registration.

2500.7070 ANNUAL RENEWAL OF INACTIVE ANIMAL CHIROPRACTIC REGISTRATION.

A registrant must complete an annual renewal application and submit the annual renewal fee for an inactive animal chiropractic registration as authorized under *Minnesota Statutes*, section 148.108.

2500.7080 REINSTATEMENT OF INACTIVE ANIMAL CHIROPRACTIC REGISTRATION.

An inactive animal chiropractic registration may be reinstated to an active animal chiropractic registration according to items A to C:

A. completion of a board-approved application of reinstatement;

B. payment of a reinstatement fee as authorized under *Minnesota Statutes*, section 148.108; and

C. submission of a notarized statement from the doctor stating that the registrant has completed six hours of continuing education credits in animal chiropractic-related subjects as approved by the board for each year the registration was inactive.

2500.7090 DENIAL.

If any of the requirements of part 2500.7080 are not met by the doctor, the board shall deny approval of the application for reinstatement

Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§ 14.05-14.28 have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes or specified in the rule. If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed. If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

KEY: Proposed Rules - Underlining indicates additions to existing rule language. ~~Strikeouts~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **Adopted Rules** - Underlining indicates additions to proposed rule language. ~~Strikeout~~ indicates deletions from proposed rule language.

Department of Agriculture

Adopted Permanent Rules Relating to Beginning Farmer Loans

The rules proposed and published at *State Register*, Volume 33, Number 51, pages 2084-2085, June 22, 2009 (33 SR 2084), are adopted as proposed.

Official Notices

Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.

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Official Notices

Minnesota Comprehensive Health Association (MCHA) Notice of Meeting of the Actuarial Committee on October 12, 2009

NOTICE IS HEREBY GIVEN given that a meeting of the Minnesota Comprehensive Health Association's (MCHA) Actuarial Committee will take place Monday, October 12, 2009, from 9:00 a.m. to 12:00 p.m. at the Milliman Office, 8500 Normandale Lake Blvd., Suite 1850, Bloomington, MN 55437.

For additional information, please call Lynn Gruber at (952) 593-9609.

Minnesota Comprehensive Health Association (MCHA) Notice of Meeting of the Enrollee Appeal Committee on October 9, 2009

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Enrollee Appeal Committee will be held at 9:00 a.m. on Friday, October 9, 2009, at the MCHA executive office located at 5775 Wayzata Blvd., Suite 910, St. Louis Park, MN.

This meeting may be closed to the public, if so requested by the appellant(s), pursuant to *Minnesota Statutes* 62E.10, subd. 4.

For additional information, please call Lynn Gruber at (952) 593-9609.

Minnesota Higher Education Facilities Authority Notice of Public Hearing on Revenue Obligations on Behalf of the Minneapolis College of Art and Design

NOTICE IS HEREBY GIVEN that a public hearing will be held on Wednesday, October 21, 2009, at 2:00 p.m., by the Minnesota Higher Education Facilities Authority (the "Authority"), at its offices at Suite 450, 380 Jackson Street, Saint Paul, Minnesota, with respect to the proposal to issue revenue obligations on behalf of the Minneapolis College of Art and Design, a Minnesota nonprofit corporation (the "College"). Under the proposal, the Authority would issue revenue bonds or other obligations in the maximum principal amount of \$3,500,000 to finance a project generally described as the construction and improvement of an approximately 40,118 square foot surface parking lot and related landscaping improvements consisting of an approximately 12,282 square foot sculpture garden (the "Project") to be used in connection with the operation of the College. The Project will be owned and operated by the College and located on its main campus, the principal street address of which is 2501 Stevens Avenue South, Minneapolis, Minnesota.

At said time and place the Authority shall give all parties who appear or have submitted written comments an opportunity to express their views with respect to the proposal to undertake and finance the Project.

Dated: October 5, 2009

By Order of the
Minnesota Higher Education Facilities Authority
Marianne Remedios, Executive Director

**Minnesota Higher Education Facilities Authority (MHEFA)
Notice of Public Hearing on Revenue Obligations on Behalf of the University of
St. Thomas**

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Minnesota Higher Education Facilities Authority (the "Authority") with respect to a proposal to issue revenue bonds or other obligations on behalf of the University of St. Thomas (the "University"), as owner and operator of the University of St. Thomas, at the Authority's offices at 380 Jackson Street, Suite 450, St. Paul, Minnesota on Wednesday, October 21, 2009 at 2:00 p.m.

Under the proposal, the Authority would issue its revenue bonds or other obligations in the maximum principal amount of \$83,000,000 to finance a project (the "Project") consisting of site preparation (including demolition of existing buildings) for and construction, equipping and furnishing of a three-level (plus basement), approximately 218,000 square foot student center to be known as Anderson Student Center, construction and equipping of outdoor tennis courts, and renovations to McCarthy Gym, all owned or to be owned and operated by the University and located on the University's Saint Paul campus, the principal street address of which is 2115 Summit Avenue, Saint Paul, Minnesota.

At said time and place the Authority shall give all parties who appear or have submitted written comments an opportunity to express their views with respect to the proposal to undertake and finance the Project.

Dated: 5 October 2009

By Order of the
Minnesota Higher Education Facilities Authority
Marianne Remedios, Executive Director

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State Grants & Loans

In addition to requests by state agencies for technical/professional services (published in the State Contracts Section), the *State Register* also publishes notices about grants and loans available through any agency or branch of state government. Although some grant and loan programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself. Agencies are encouraged to publish grant and loan notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

More Grant Information

Only *State Register* subscribers get a "Contracts & Grants" section that lists all "active" grants and contracts. Open the *State Register* and click on Bookmarks in the upper left corner. You get a list of ALL the current rules, with an INDEX, and previous volume indices, as well as a list of all "active" contracts and grants, and LINKS to the *State Register*. Subscriptions cost \$180 a year (an \$80 savings). Here's what you receive via e-mail:

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Department of Commerce

Office of Energy Security

Notice of Grant Availability for Increasing Outreach to Households in Low-income Areas, Small Cities, and Rural Communities throughout Minnesota

The Office of Energy Security requests proposals for increasing outreach to households in low-income areas, small cities, and rural communities throughout Minnesota to maximize the number of new households participating in programs delivering residential energy conservation services funded through stimulus dollars.

Work is proposed to start no later than January 4, 2010.

The Request for Proposals (RFP) will be available for download on the Department's website (www.energy.mn.gov) through November 6, 2009. Potential responders may also request a hard copy of the RFP by mail from this office. Requests for hard copies must be received by the Office of Energy Security no later than noon on November 6, 2009.

The Request for Proposal can be obtained from:

Preferred Method: www.energy.mn.gov

U.S. Postal Service: Natalie Buys
Minnesota Department of Commerce
Office of Energy Security
85 Seventh Place E, Suite 500
Saint Paul, MN 55101

Proposals submitted in response to this RFP must be received no later than 4:00 p.m. CST, November 6, 2009. **Late proposals will not be considered.** Instructions for submitting proposals are detailed in the RFP.

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Department of Employment and Economic Development (DEED) Business and Community Development Office of Entrepreneurship and Small Business Development Request for Proposals for Grants to Mitigate the Impacts of Transportation Construction on Local Small Businesses

The Minnesota Department of Employment and Economic Development is requesting proposals from local government units for grants to mitigate the impacts of (Minnesota Department of Transportation – DOT) transportation construction on local small businesses within those local government units' borders.

Background

2008 Laws of Minnesota, Chapter 308, Sec. 1 required the Minnesota Department of Transportation (Mn/DOT) to provide the legislature with a report on the mitigation of construction impacts on small businesses. The Department of Transportation made that report to the legislature in February 2009, "Report on Mitigation of Transportation Construction Impacts" (hereinafter "the Report"). 2009 legislation (*2009 Laws of Minnesota*, Article 8, Section 22), which resulted from the report, provided that the Department of Employment and Economic Development develop and implement a construction mitigation grant program to make grants available to local government units to mitigate the impacts of transportation construction on local small businesses. That legislation states the purpose of the grants:

Purpose. The purpose of the construction mitigation grant program is to mitigate the impacts of transportation construction on local small businesses, to promote the retention of jobs in transportation areas, and to provide outreach to the public and small businesses to minimize interruption to local commerce. The Department of Transportation, Department of Employment and Economic Development and local government units shall work together to ensure that the recommendations of the Department of Transportation's 2009 report to the legislature on transportation construction impacts and ant statutory changes resulting from the report recommendations are applied when implementing the program.

Definitions and Applications

The 2009 legislation provided the following definitions for use in the development and implementation of the grant program:

- "applicant" means a local government unit;
- "commissioner" means the commissioner of the Department of Employment and Economic Development;
- "eligible transportation project entirely or partially funded by state or federal funds" means a project that will affect one or more small businesses as a result of transportation work because the work is anticipated to impair road access for a minimum period of one month;
- "local government unit" means a county, statutory or home rule charter city, town, special district, or other political subdivision;
- "project" has the meaning given it in the Minnesota Statutes, section 161.2415;
- "small business" means a business that employs ten or fewer employees and is located in an area that is adjacent to an eligible project.

The legislation itself is silent as to any definition of "impacts" of transportation construction, but the Report is clear that "impacts" should be understood to mean those effects of transportation construction that reduce or limit the ability of a business to attract and retain customers, and allow for deliveries, shipping, customer access, and other operations. [see Report, p. iv: "potential impacts to small businesses (e.g. parking, traffic, and access...)" and p. 9 reasons for having lost business "loss of access; length of project; less traffic; highway/road closure; detours; lack of or poor signing"].

One hundred thousand dollars (\$100,000) has been appropriated for this grant program which will terminate on July 1, 2011. The funds will be divided between the Twin Cities Metropolitan area and the remaining portion of Minnesota

Use of Funds

State Grants & Loans

The purpose of the grant funds is to mitigate those impacts of construction (see above) that reduce or limit a business' ability to attract and retain customers, and allow for deliveries, shipping, customer access, and other operations. The funds are not for the purpose of indemnifying businesses for revenue losses or paying the salary or wages of employees or paying debts or taxes of the business.

The Department of Employment and Economic Development encourages projects that will use the funds for, but not limited to, the costs for directional signage to local businesses affected by detours and road closures, and to provide affected businesses with technical assistance from resources like an area Small Business Development Center to provide marketing and financial consultation and advice. Projects currently underway are also eligible for funding.

Contents of the Application

This grant application process is designed to allow communities optimal flexibility.

Each application from a local government unit shall contain:

- the location and duration of the construction project,
- the nature of the impacts,
- a detailed mitigation plan to reduce the impacts and the strategies for delivering the elements of that plan including a schedule for implementation of strategies and expenditure of grant funds,
- the amount of funds requested,

Review of Applications

In distributing the grant funds, the Commissioner of Employment and Economic Development is required by the authorizing legislation to consider types of businesses affected by the eligible (Department of Transportation. approved) transportation project and to balance funding between eligible transportation projects within the seven county metro area and eligible transportation projects outside of the seven county metropolitan area.

Applications will be reviewed and evaluated by the staff of the Minnesota Department of Employment and Economic Development, Office of Entrepreneurship and Small Business Development.

The Department anticipates negotiating the amount and terms of each grant on a case by case basis.

Date for Submissions

Applications should be submitted by close of businessNovember 2, 2009

Applications should be addressed to:

Michael Myhre, Director
Office of Entrepreneurship and Small Business Development
Minnesota Department of Employment and Economic Development
332 Minnesota Street, Suite E200
St. Paul, Minnesota 55101

Applications will be accepted *only in hard copy*.

Funding Availability

These funds will be available through June 30, 2010 or until expended, whichever comes first.

The Department will strive for rapid review and award the grant funds commensurate with state laws on grant contract execution.

State Contracts

Informal Solicitations: Informal solicitations for professional/technical (consultant) contracts valued at over \$5,000 through \$50,000, may either be published in the *State Register* or posted on the Department of Administration, Materials Management Division's (MMD) Web site. Interested vendors are encouraged to monitor the P/T Contract Section of the MMD Web site at www.mmd.admin.state.mn.us for informal solicitation announcements.

Formal Solicitations: Department of Administration procedures require that formal solicitations (announcements for contracts with an estimated value over \$50,000) for professional/technical contracts must be published in the *State Register*. Certain quasi-state agency and Minnesota State College and University institutions are exempt from these requirements.

Requirements: There are no statutes or rules requiring contracts to be advertised for any specific length of time, but the Materials Management Division strongly recommends meeting the following requirements:

\$0 - \$5000 does not need to be advertised. Contact the Materials Management Division: (651) 296-2600

\$5,000 - \$25,000 should be advertised in the *State Register* for a period of at least seven calendar days;

\$25,000 - \$50,000 should be advertised in the *State Register* for a period of at least 14 calendar days; and

anything above \$50,000 should be advertised in the *State Register* for a minimum of at least 21 calendar day

Help with Contracts

A summarized list of **all "active" contracts and grants** is available for subscribers only. Subscribers also receive LINKS to the *State Register*, as well as Bookmarks, and a growing INDEX to each volume, including the current issue, and previous volumes. Subscribers open their *State Register* and click on BOOKMARKS in the left hand corner. Here's what you receive via e-mail:

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Department of Administration (Admin)

State Designer Selection Board Project No. 09-07

Notice of Availability of Request for Proposal (RFP) for Designer Selection for Renovation for Building 17 HVAC Retrofit, Minnesota Veterans Home, Minneapolis, MN

The Department of Administration, Real Estate and Construction Services ("State"), through the State Designer Selection Board, is soliciting proposals from interested, qualified consultants for architectural and engineering design services for the above referenced project.

A full Request for Proposal is available on the Department of Administration, Real Estate and Construction Services website:

www.admin.state.mn.us/recs

Click on "Construction Services" and then "Solicitations and Announcements." A mandatory informational meeting is scheduled for 9:00 a.m. C.D.T., October 9, 2009 at the Minnesota Veterans Home, Minneapolis in Building 2, Conference Room 104. The meeting will include a tour of the proposed project area and a review of the scope of work. Project questions shall be referred to the appropriate person(s) as listed in the Request for Proposal.

Proposals must be delivered to Sherry Van Horn, Executive Secretary, State Designer Selection Board, 309 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155, phone: (651) 201-2376, not later than 12:00 p.m. C.D.T., Monday, October 19, 2009. Late responses will not be considered.

The Department of Administration, Real Estate Construction Services Division is not obligated to complete the proposed project and reserves the right to cancel the solicitation if it is considered to be in its best interest.

State Contracts

Minnesota State Colleges and Universities (MnSCU)

Office of the Chancellor

Notice of Request for Information (RFI) for Architectural, Owner's Representative, Real Estate and other Related Professional and Technical Services for a Master List of Consultants

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities ("MnSCU"), requests information of Minnesota registered consultants, as appropriate, to assist MnSCU in providing Architectural/Engineering, Owner Representative, Real Estate and other related Professional and Technical services as needed for up to a four-year period. Projects will vary in scope and may involve due diligence services, new construction, remodeling, commissioning, site and utility work, facilities, roads and grounds, and land development.

The Request for Information documents can be found online at: www.finance.mnscu.edu/facilities/index.html under Announcements. This RFI is to permit a consultant to be added to the current MnSCU Master List of Consultants. The consultants currently on the List do not need to respond to this RFI. The current List can be viewed at:

www.finance.mnscu.edu/facilities/design-construction/pm_emanual/index.html

and click on "#37 - Facilities P/T Consultants Master List".

If unable to access the RFI electronically, copies of the RFI may also be requested from:

Nancy Marandola - Minnesota State Colleges & Universities

Phone: (651) 297-7862, or

E-mail: Nancy.marandola@so.mnscu.edu

Proposals must be delivered to:

Minnesota State Colleges & Universities
ATTN: Facilities Design and Construction
Wells Fargo Place
30 Seventh Street East, Suite 350
St. Paul, Minnesota 55101-7804

Proposals must be received **NOT** later than **November 6, 2009 at 12:00 P.M. CST**; late responses will **NOT** be considered.

MnSCU reserves the right to cancel this solicitation if it is considered to be in MnSCU's best interest. The RFI is not a guarantee of work and does not obligate MnSCU to award any contracts. MnSCU reserves the right to discontinue the use or cancel all or any part of this Master List of Consultants program if it is determined to be in its best interest. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Minnesota State Colleges and Universities (MnSCU)

Dakota County Technical College

Sealed Bids Sought for Soccer Field Development - Storage Building

Sealed Bids for: **Soccer Field Development - Storage Building**
Dakota County Technical College
Rosemount, Minnesota

will be received by: **At the North Main Entry Reception Desk**
Paul DeMuth
Director of Operations

Dakota County Technical College
Rosemount, Minnesota

Until 2:00 p.m., Tuesday, October 20, 2009, at which time the bids will be opened and publicly read aloud.

Project Scope: Work under this Project shall be to provide full engineering and construction of a metal clad, wood post and simple span trussed storage building approximately 80 feet by 80 feet on the Owner's property. Storage building is specified as un-insulated/non-heated but shall be designed to be insulated by Owner in the future. Work includes all excavation for footings, concrete footings, wood structure, metal cladding, brick wainscot, aluminum framed windows, overhead door, and pedestrian door.

The site is available for the Contractor's review at their convenience. The Contractors are encouraged to visit the site. No pre-bid meeting is scheduled.

Bidding Documents as prepared by the Project Architect/Engineer; TKDA, St. Paul, Minnesota, are on file at the offices of the:

- 1) above named Project Architect/Engineer.
- 2) following Builders' Exchanges: St. Paul, Minneapolis, Duluth.
- 3) McGraw Hill Construction Plan Room
- 4) Reed Construction Data Plan Room
- 5) MEDA Minority Contractors Plan Room
- 6) National Association of Minority Contractors of Upper Midwest

Complete sets only of Bidding Documents for use by Bidders in submitting a bid may be obtained at the following address:

TKDA
444 Cedar Street, Suite 1500
St. Paul, MN 55101
Telephone: (651) 292-4400

A non-refundable deposit of \$25.00 is required for each set.

Prospective Bidders requesting that Bidding Documents (complete sets only) be mailed to them, may send a separate non-refundable payment (check made out to the Architect) for \$15.00 per set for shipping & handling (in addition to the \$25.00 deposit) to the Architect. Documents will be sent to street addresses only (P.O. Boxes not acceptable).

Each bid which totals over \$15,000.00 shall be accompanied by a certified check, payable to **Minnesota State Colleges and Universities**, in the sum of not less than 5% of the total base bid; or a corporate surety bond of a surety company duly authorized to do business in the state of Minnesota in the same amount; which is submitted as bid security, conditioned upon the Bidder entering into a contract with Minnesota State Colleges and Universities in accordance with the terms of the bid.

Minnesota State Colleges and Universities (MnSCU) Metropolitan State University Advertisement for Sealed Bids for Exterior Lighting of New Main

Sealed Bids for: **Exterior Lighting of New Main**
Metropolitan State University
St. Paul, MN 55106

will be received by: **Dave Peasley, Purchasing**
FH 329, Founders Hall
700 East Seventh Street
St. Paul, MN 55106

State Contracts

Until 2:00 PM, *local time*, October 15, 2009 at which time the bids will be opened and publicly read aloud.

Project Scope: The project consists of adding exterior lighting to New Main. The work to include purchasing and installing approximately 36 LED light fixtures and associated aluminum light sconces. The work will include but is not limited to electrical supply and installation and associated general construction required for a complete project to include supports, core drilling, patching and painting as required.

A Pre-Bid Meeting will be held at 9:00 AM, Thursday, October 8, 2009, in Room New Main L213. The Architect/Engineer and/or College/University Representatives will review the bidding procedures, Bidding Documents and other conditions with interested Bidders and answer questions.

Bidding Documents as prepared by the Project Architect/Engineer; **Sebesta Blomberg and Associates, Inc.**, are on file at the offices of the:

- 1) above named Project Architect/Engineer.
- 2) following Builders' Exchanges: St. Paul and Minneapolis
- 3) McGraw Hill Construction Plan Room
- 4) Reed Construction Data Plan Room
- 5) MEDA Minority Contractors Plan Room
- 6) National Association of Minority Contractors of Upper Midwest

Complete sets only of Bidding Documents for use by Bidders in submitting a bid may be obtained by the following:

- 1) Request access to the Share Point website to access Bidding Documents. Requests should be directed to contact information listed below.
- 2) Request a CD of Bidding Documents at a non-refundable cost of \$10.00. Requests should be directed to contact information listed below.
- 3) Copies of Bidding Documents are on file for viewing at 2381 Rosegate, Roseville, MN 55113, (651) 634-0775.
- 4) Request hard copies of Bidding Documents at the following location:

Sebesta Blomberg and Associates
2381 Rosegate
Roseville, MN 55113
(651) 634-7305
Attn: Michelle Moore
E-mail: *mmoore@sebesta.com*

A deposit of **\$100.00** is required for each set.

Complete sets of the Bidding Documents in the number and for the deposit sum, if any, stated in the Invitation for Bids may be obtained from the Issuing Office. The deposit will be refunded to each document holder that submits a bona fide bid and who return complete sets of Bidding Documents in good condition within thirty (30) days after opening of Bids.

Prospective Bidders requesting that Bidding Documents (complete sets only) be mailed to them may send a separate non-refundable payment (check made out to the Architect) for **\$50.00** per set for shipping & handling (in addition to the **\$100.00** deposit) to the Architect. Such deposits and payments must be received prior to **October 12, 2009**. Documents will be sent to street addresses only (P.O. Boxes are not acceptable).

Each bid which totals over \$15,000.00 shall be accompanied by a certified check, payable to **Minnesota State Colleges and Universities**, in the sum of not less than 5% of the total base bid; or a corporate surety bond of a surety company duly authorized to do business in the state of Minnesota in the same amount; which is submitted as bid security, conditioned upon the Bidder entering into a contract with Minnesota State Colleges and Universities in accordance with the terms of the bid.

**Minnesota State Colleges and Universities (MnSCU)
Minneapolis Community and Technical College
Advertisement for Bids for Miscellaneous Remodeling Projects – Phase II**

Sealed Bids for: **Miscellaneous Remodeling Projects 2009 – Phase II**
Minneapolis Community & Technical College
1501 Hennepin Avenue
Minneapolis, Minnesota 55403

will be received by: **Roger Broz, Director of Facilities**
Minneapolis Community and Technical College
1501 Hennepin Avenue
Room T-0600 (Basement – Technology Building)
Minneapolis, Minnesota 55403

Until 2:00 PM, local time, October 20, 2009 at which time the bids will be opened and publicly read aloud.

Project Scope: The Work includes miscellaneous interior remodeling of: T-Building – Classrooms, Offices & Restroom Remodel, Kopp Hall – Restroom Remodel, Helland Center – Restroom Remodel, Fine Arts Center – Restroom Remodel. The work will include, but is not limited to: Demolition and Construction of interior, walls, ceilings & finishes, paint, ceramic tile, carpet, ceilings, interior walls & doors and related plumbing, HVAC, Fire Protection & Electrical Systems.

A Mandatory Pre-Bid Meeting will be held at 10:00 AM Tuesday, October 13, 2009 , in Room T3950, Technology Building, Minneapolis Community and Technical College. The Architect/Engineer and/or College/University Representatives will review the bidding procedures, Bidding Documents and other conditions with interested Bidders and answer questions.

Bidding Documents will be released for bid beginning at 12:00 Noon on Monday, October 5, 2009.

Bidding Documents as prepared by Bentz/Thompson/Rietow, Inc. and Paulson and Clark Engineers, Inc. are on file at the offices of the:

- 1) Architect.
- 2) Builders' Exchanges: St. Paul and Minneapolis.
- 3) McGraw Hill Construction Plan Room
- 4) Reed Construction Data Plan Room
- 5) MEDA Minority Contractors Plan Room
- 6) National Association of Minority Contractors of Upper Midwest

Complete sets only of Bidding Documents for use by Bidders in submitting a bid may be obtained at the following address:

Bentz/Thompson/Rietow, Inc.
801 Nicollet Mall, Suite 801
Minneapolis, Minnesota 55402
Business Telephone (612) 332-1234

A refundable deposit of \$100.00 is required for each set.

Prospective Bidders requesting that Bidding Documents (complete sets only) be mailed to them may send a separate non-refundable payment (check made out to the Architect) for \$25.00 per set for shipping & handling (in addition to the \$100.00 refundable deposit) to the Architect. Such deposits and payments may be sent prior to October 5, 2009. Documents will be sent to street addresses only (P.O. Boxes not acceptable).

Each bid which totals over \$15,000.00 shall be accompanied by a certified check, payable to **Minnesota State Colleges and Universities**, in the sum of not less than 5% of the total base bid; or a corporate surety bond of a surety company duly authorized to do business in the state of Minnesota in the same amount; which is submitted as bid security, conditioned upon the Bidder entering into a contract with Minnesota State Colleges and Universities in accordance with the terms of the bid.

State Contracts

Minnesota State Colleges and Universities (MnSCU) Minnesota State University - Moorhead Sealed Bids Sought for Lommen Hall Furnishings

Sealed Bids for **Minnesota State University - Moorhead**
1104 Seventh Ave South
Moorhead, MN 56563

Will be received by: **VP Dan Kirk**
Minnesota State University - Moorhead
OW208C
1104 Seventh Avenue South
Moorhead, MN 56563

Until 2 PM local time, Thursday, October 15, 2009

Project Scope: Provide and install furnishings for Phase 1, Phase 2 for the building renovation and remodeling.

Bidding Documents: As prepared by the Interior Designer; Foss Architecture & Interiors and are on file at the offices of:
1) Foss Architecture & Interiors

Complete sets only of Bidding Documents for use by Bidders in submitting a bid may be obtained by email request or at the following address:

Contact: Shelly Richard, CID
Foss Architecture & Interiors
810 1st Ave N
Fargo, ND 58012
Phone: (701) 282-5505
Fax: (701) 232-5338
Direct any bidding questions to: Shelly Richard

Minnesota State Colleges and Universities (MnSCU) Normandale Community College Solicitation for Bids for Printing of Normandale Magazine

Request for bids for printing Normandale Magazine.

Signed Sealed Bids are due Monday, Oct 19th, 11 A.M. CST.

Bid Specifications are from Mary Solverson, NCC Marketing Communications. **Phone:** (952) 487-8192; **Fax:** (952) 487-8101, E-mail: mary.solverson@normandale.edu

Deliver bids to: Mary Solverson, Marketing Communications
Normandale Community College
Room C1108
9700 France Ave S
Bloomington MN 55431

Minnesota State Colleges and Universities (MnSCU)

Normandale Community College

Notice of Availability of Request for Proposal (RFP) for Branding Development and Implementation Project

Normandale Community College will receive proposals from qualified branding consultants (either firms or freelance professionals) to develop and implement a new branding program.

Interested proposers are encouraged to visit Normandale's web site at: www.normandale.edu/rfp For additional information contact:

Rich Smith, Marketing Communications
Normandale Community College
9700 France Ave S
Bloomington, MN 55431-4399
Telephone: (952) 487-8494
Fax: (952) 487-8101
E-mail: rick.smith@normandale.edu

Proposals are due by 12 noon, CDT, Monday, October 12th, 2009.

Send proposals to: Attn: Terry Pelzel, Purchasing Coordinator Suite C-1092, 9700 France Ave. S. Bloomington, MN 55431-4399

This notice and the Request for Proposal do not obligate the State of Minnesota, the Minnesota State Colleges and Universities system or Normandale College to award a contract and each reserves its right to withdraw from the RFP if it is considered to be in its best interest.

Minnesota State Colleges and Universities (MnSCU)

Normandale Community College

Notice of Availability of Request for Qualifications (RFQ) for Construction Manager at Risk for Normandale Community College – Academic Partnership Center Project

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Normandale Community College, is soliciting qualifications from interested consultants for construction management at risk services for the above referenced project.

A full Request for Qualification is available on the Minnesota State Colleges Universities website:

<http://www.finance.mnscu.edu/facilities/index.html>

click on "Announcements". A copy of the pre-design is available for review at this same location. An informational meeting is scheduled for 1:30 p.m., Wednesday, October 14, 2009 in the Fine Arts Building, Room F1265 on the Normandale Community College campus, 9700 France Avenue South, Bloomington, MN 55431. All firms interested in this meeting should e-mail Gail Scheid at: Gail.Scheid@normandale.edu to sign up to attend the meeting.

Proposals must be delivered to Gail Scheid, Executive Assistant, Office of the Vice President – Finance & Operations, Room C2106, Normandale Community College, 9700 France Avenue South, Bloomington, MN 55431, not later than 2:00 P.M., Friday, October 30, 2009. **Late responses will NOT be considered.** Minnesota State Colleges and Universities is NOT obligated to complete the proposed project and reserves the right to cancel the solicitation if it is considered to be in its best interest.

State Contracts

Minnesota State Colleges and Universities (MnSCU) Riverland Community College Advertisement for Bids for Toilet Room Renovation

Sealed Bids for: **Toilet Room Renovation**
Riverland Community College
1900 Eighth Avenue Northwest
Austin, Minnesota

will be received by: **Ms. Judy Enright, Physical Plant Director**
Riverland Community College
1900 Eighth Avenue NW
Austin, Minnesota 55912

Until 2:00 p.m. local time, Tuesday, October 20, 2009, at which time the bids will be opened and publicly read aloud.

Project Scope: The Project consists of the complete demolition, renovation, and expansion of the existing toilet room area (approximately 600 sq. ft.) in the Austin Campus East Building.

A Pre-Bid Meeting will be held at 2:00 p.m., Tuesday, October 13, 2009 in Room C130 at Riverland Community College, Austin East Campus. The Architect/Engineer and/or College/University Representatives will review the bidding procedures, Bidding Documents and other conditions with interested Bidders and answer questions.

Bidding Documents as prepared by the Project Architect/Engineer; TKDA, are on file at the offices of the:

- 1) above named Project Architect/Engineer.
- 2) following Builders' Exchanges: Austin, Albert Lea, Rochester, St. Paul, and Minneapolis.
- 3) McGraw Hill Construction Plan Room
- 4) MEDA Minority Contractors Plan Room
- 5) National Association of Minority Contractors of Upper Midwest

Complete sets only of Bidding Documents for use by Bidders in submitting a bid may be obtained at the following address:

TKDA
444 Cedar Street, Suite 1500
Saint Paul, Minnesota 55101
(651) 292-4400

A refundable deposit of \$50.00 is required for each set.

Prospective Bidders requesting that Bidding Documents (complete sets only) be mailed to them, may send a separate non-refundable payment (check made out to the Architect/Engineer) for \$25.00 per set for shipping & handling (in addition to the \$50.00 deposit) to the Architect. Such deposits and payments may be sent prior to October 15, 2009. Documents will be sent to street addresses only (P.O. Boxes not acceptable).

Each bid which totals over \$15,000.00 shall be accompanied by a certified check, payable to **Minnesota State Colleges and Universities**, in the sum of not less than 5% of the total base bid; or a corporate surety bond of a surety company duly authorized to do business in the state of Minnesota in the same amount; which is submitted as bid security, conditioned upon the Bidder entering into a contract with Minnesota State Colleges and Universities in accordance with the terms of the bid.

Minnesota State Colleges and Universities (MnSCU) Rochester Community and Technical College Notice of Request for Proposal for the 2009/2010 Snow Removal

NOTICE IS HEREBY GIVEN that Rochester Community and Technical College Request for Proposal (RFP) for the snow removal for the 2009/2010 snow season.

To receive a copy of the RFP, send an e-mail to june.meitzner@roch.edu or fax your request to (507) 285-7104.

Proposals are due back by Monday, October 19, 2009, 4:00 CDT and are to be addressed to June Meitzner, Rochester Community and Technical College 851 30th Ave SE Rochester, MN 55904.

Faxes are not acceptable. Late responses will NOT be considered.

Any question should be in a form of an RFI and directed to June Meitzner: June.meitzner@roch.edu

Minnesota State Colleges and Universities is not obligated to complete the proposed project and reserves the right to cancel this solicitation.

Minnesota State Colleges and Universities (MnSCU) South Central College Proposals Solicited to Retain a Professional Consulting Firm to Provide “Owners’ Rep” Services for Classroom Renovation and Addition Project

South Central College is soliciting proposals to retain a professional consulting firm to provide “Owners’ Rep” services to assist with the design and construction coordination of the South Central College, Faribault campus classroom renovation and addition project. A proposal information meeting will be held October 1, 2009, 1:00 pm in room C37 on the Faribault campus. Additional information about that meeting can be obtained by contacting Karen Snorek, VP of finance and operations. Karen can be reached at (507) 332-5890 or e-mail: karen.snorek@southcentral.edu.

A complete copy of the RFP can be obtained by contacting Steve Pottenger at: steve.pottenger@southcentral.edu or (507) 389-7256. Proposals that meet the provisions of the RFP must be delivered to Karen Snorek, South Central College, 1225 3rd St. SW, Faribault, MN 55021 not later than 1:00 pm on October 9, 2009.

“A complete copy of the RFP can be accessed at <http://southcentral.edu/ownersreprfp>. Proposals that meet the provisions of the RFP must be delivered to Karen Snorek, South Central College, 1225 3rd St. SW, Faribault, MN 55021 not later than 1:00 pm on October 9, 2009.”

State Contracts

Minnesota State Colleges and Universities (MnSCU)

South Central College

Sealed Bids for Elevator Modernization - North Mankato, Minnesota

Sealed Prime General Contract bids for South Central College - Elevator Modernization will be received by Karen Snorek at 1920 Lee Blvd, North Mankato, Presidents Conference Room, by mail or personal delivery until **Tuesday, October 27, 2009 at 11:00 a.m.** at which date and time the bids will be opened and read aloud.

A pre-bid conference will be held Thursday, October 08, 2009 at 10:00 a.m. at Location of the work.

Project Scope: Modernization of an existing elevator including work indicated in the drawings and specifications.

The Bidder shall submit the proposal on the forms provided. The Proposal shall be filled in clearly and correctly with ink or typewriter. The Proposal shall be signed in ink by the individual, members of the partnership, or by one or more officers of the corporation making the proposal.

Bidding Documents may be obtained from the office of I&S Group, Incorporated at 1409 North Riverfront Drive, Mankato, Minnesota 56001, telephone: (507) 387-6651, for a non-refundable fee of \$35.00 each. For Documents that must be mailed, the total plan fee will be \$50.00 each, shipping and handling included. When requesting mailed documents, please include your address, phone number, and fax number. Make checks payable to I&S Group, Inc.

Drawings, specifications, and other contract documents may also be obtained online at www.questcdn.com.

All parties interested in obtaining construction documents online will need to log on to www.questcdn.com to download the documents. Simply sign up for a free membership, if you do not already have one, to gain access to the documents. The QuestCDN eBidDoc number is 978796. The downloading fee for the documents in a pdf format will be \$20.00. The downloading fee is non-refundable.

All bids shall be sealed in an opaque envelope upon which shall be plainly marked "BID ON SOUTH CENTRAL COLLEGE - ELEVATOR MODERNIZATION - NORTH MANKATO, MINNESOTA" and the name of the bidder. If a bid is to be mailed, the bid envelope shall be sealed in a regular mailing envelope. FAX Bids will not be accepted. The Owner reserves the right to hold and consider the bids for 30 days after the date of the bid opening. Bids shall be accompanied by a cashiers check, bidder's bond, or certified check payable to SOUTH CENTRAL COLLEGE for not less than five percent (5%) of the amount of such bid including add-alternates. A bidder's bond shall include certified copy of the power of attorney.

The right to waive any informality in any bid and reject any or all bids is reserved to the Owner.

Minnesota State Colleges and Universities (MnSCU)

St. Cloud State University

Advertisement for Bids for Commissioning Services for Brown Hall Renovation

Sealed proposals for services hereinafter described will be received by St. Cloud State University at the Business Services Office, AS 122, St. Cloud Minnesota until **3:00 PM on October 22, 2009** and will be publicly opened and read aloud. The right is reserved to accept or reject any or all bids or parts of bids and to waive informalities therein. Bids are requested for: **Commissioning Services for Brown Hall Renovation** as per Request for Proposal available in the Business Services Office, St. Cloud State University.

For further information contact:

Lisa Sparks, Director of Purchasing
St. Cloud State University - AS 122

720 4th Ave. South
St. Cloud, MN 56301-4498
Phone: (320) 308-4788, or
Doris Frieler: (320) 308-4001

Minnesota State Colleges and Universities (MnSCU)

St. Cloud State University

Advertisement for Bids for Consulting Services, Predesign Services for Student Housing

Sealed proposals for items hereinafter described will be received by St. Cloud State University at the Business Office, St. Cloud State University, St. Cloud Minnesota until **3:00 P.M. on October 20, 2009** and will then be publicly opened and read aloud. The right is reserved to accept or reject any or all bids or parts of bids and to waive informalities therein. Bids are requested for the **Consulting Services, Predesign Services for Student Housing** as per plans and specifications available in the Business Office, St. Cloud State University.

For further information contact:

Lisa Sparks, Director of Purchasing
St. Cloud State University
720 4th Ave. S.
St. Cloud, MN 56301-4498
Phone: (320) 308-4788

Minnesota State Colleges and Universities (MnSCU)

St. Cloud Technical College

Request for Bids (RFB) for Purchase of Manual Tool Change CNC Milling Machine for Technology Lab

RESPONSE DUE DATE AND TIME: Monday, October 19, 2009 by 10:00am Central Time.

The complete Request for Bid will be available on Monday, October 5, 2009 on the website <http://www.sctc.edu/rfp>

TITLE OF PROJECT: Purchase of Manual Tool Change CNC Milling Machine for Machine Tool Technology Lab

GEOGRAPHIC LOCATION REQUIREMENTS: St. Cloud Technical College, 1540 Northway Drive, St Cloud MN 56303

RESPONSES MUST BE RECEIVED AT THE LOCATION LISTED BELOW:

St. Cloud Technical College
1540 Northway Drive
St. Cloud, MN 56303
Susan Meyer, Purchasing Agent Room 1-401
Phone: 320-308-5973
Fax: 320-308-5027
E-mail: smeyer@sctc.edu

CONTACT FOR QUESTIONS: Bruce Peterson, **Phone:** (320) 308-0978; E-mail: bpeterson@sctc.edu

Your response to this Request for Bid (RFB) must be returned sealed. Sealed responses must be received no later than the due date and

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time specified above, at which time the names of the vendors responding to this RFB will be read. **Late responses** cannot be considered and the responses will be rejected.

The laws of Minnesota and MnSCU Board of Trustees policies and procedures apply to this RFB.

All attached General RFB Terms and Conditions, Specifications and Special Terms and Conditions are part of this RFB and will be incorporated into any contract(s) entered into as a result of this RFB.

All responses to this RFB must be prepared as stated herein and properly signed. **Address all correspondence and inquiries regarding this RFB to the Contact person named above. This is a request for responses to an RFB and is not a purchase order.**

Minnesota State Colleges and Universities (MnSCU)

St. Cloud Technical College

CALL FOR BIDS for 2009/10 House Project Building Materials - Westwood Village Homes, Lot 9, Block 10

NOTICE IS HEREBY GIVEN that sealed bids will be received by the St. Cloud Technical College, St. Cloud, Minnesota, until 2:00 P.M. Central Daylight Time, Monday, October 19, 2009, for the purchase of **2009/10 HOUSE PROJECT BUILDING MATERIALS at Westwood Village Homes, Lot 9, Block 10** according to specifications on file in the Business Office, Room 1-401, St. Cloud Technical College, 1540 Northway Drive, St. Cloud, Minnesota. St. Cloud Technical College reserves the right to reject any or all bids, or portions thereof, or to waive any irregularities or informalities, in bid received.

Bids containing any alteration or erasure will be rejected unless initialed as required by law. Bids made in pencil will be rejected. Bids must be signed and dated.

It is understood that this is NOT a Purchase Order but a request for bid.

Specifications may be obtained from the St. Cloud Technical College Business Office, Room 1-401, Susan Meyer, 1540 Northway Drive, St. Cloud, MN (320-308-5973).

The complete Request for Bid will be available on Monday, October 5, 2009 on the website <http://www.sctc.edu/rfp>.

Minnesota State Colleges and Universities (MnSCU)

St. Cloud Technical College

CALL FOR BIDS for 2009/10 - 19TH Avenue North House Project Building Materials

NOTICE IS HEREBY GIVEN that sealed bids will be received by the St. Cloud Technical College, St. Cloud, Minnesota, until 2:00 P.M. Central Daylight Time, Monday, October 12, 2009, for the purchase of **2009/10 19TH AVE NO. HOUSE PROJECT BUILDING MATERIALS** according to specifications on file in the Business Office, Room 1-401, St. Cloud Technical College, 1540 Northway Drive, St. Cloud, Minnesota. St. Cloud Technical College reserves the right to reject any or all bids, or portions thereof, or to waive any irregularities or informalities, in bid received.

Bids containing any alteration or erasure will be rejected unless initialed as required by law. Bids made in pencil will be rejected. Bids must be signed and dated.

It is understood that this is NOT a Purchase Order but a request for bid.

Specifications may be obtained from the St. Cloud Technical College Business Office, Room 1-401, Susan Meyer, 1540 Northway

Drive, St. Cloud, MN (320-308-5973).

The complete Request for Bid will be available on Monday, September 28, 2009 on the website <http://www.sctc.edu/rfp>.

Department of Commerce

Office of Energy Security

Request for Proposals to Design and Perform a Study of the Impact of a Heating, Ventilation, and Air Conditioning Acceptance Testing Provision for the Minnesota Commercial Energy Code

The Office of Energy Security requests proposals to design and perform a study of the impact of a new heating, ventilation, and air conditioning (HVAC) acceptance testing provision of the 2009 Minnesota commercial energy code. The study will include identifying barriers to complying with this new provision.

Work is proposed to start January 4, 2010.

A Request for Proposals (RFP) will be available for download on the Department's website (www.energy.mn.gov) through Wednesday, October 28, 2009. Potential responders may also request a hard copy of the RFP by mail from this office. Requests for hard copies must be received by the Office of Energy Security no later than noon on Wednesday, October 28, 2009.

The Request for Proposal can be obtained from:

Preferred Method: www.energy.mn.gov

U.S. Postal Service: Ann Zechbauer
Minnesota Department of Commerce
Office of Energy Security
85 Seventh Place East, Suite 500
Saint Paul, MN 55101

Proposals submitted in response to this Request for Proposals must be received no later than 3:00pm CDT, Wednesday, October 28, 2009. **Late proposals will not be considered.** Fax proposals will **not** be considered. Specific requirements for submitting a proposal is detailed in the RFP.

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Minnesota Historical Society (MHS)

Notice of Request for Bids for an Institute of Museum and Library Science Oral History Audio Digitization Project

The Minnesota Historical Society (Society) is seeking competitive bids from qualified firms for services to support the digitization of the oral histories of Tibetan, Hmong, Somali, Indian, and Khmer immigrants to Minnesota that are already in the Society's collection. In all, these existing oral histories account for 177 hours, 17 minutes of audio recordings on cassette tape.

The successful vendor will perform the digital reformatting of the audio from analog to digital using the technology specifications incorporated in the RFP.

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Proposals must be received by **2:00 p.m. Local Time on Thursday, October 22, 2009**. Late proposals will not be considered.

The Request for Proposals is available from Mary Green-Toussaint, Purchasing Coordinator, Minnesota Historical Society via e-mail: mary.green-toussaint@mnhs.org.

Dated: 5 October 2009

Minnesota State Lottery Request for Proposals for Sponsorship Agreements

Description of Opportunity

The Minnesota State Lottery develops sponsorship agreements throughout the year with organizations, events, and sports teams to create excitement for lottery players, to interest new players and increase the visibility of lottery games. The Lottery encourages and continually seeks new sponsorship agreements to help achieve current Lottery marketing goals.

Proposal Content

A sponsorship proposal presented to the Lottery should meet the following three criteria:

1. Maximize Lottery Visibility – the event, sports or tie-in proposal should draw a large number of desired participants (typically 50,000 or more) whose demographics match the Lottery player profile. The Lottery is interested in effectively delivering its message of fun and entertainment to Minnesota adults whose demographics skew primarily towards those aged 25-64, with a household income of \$35,000-\$75,000, and having an educational background of some college or higher. The Lottery does not market to those under the age of 18, and family events with high levels of children present are generally not accepted. Attendance, on-site signage visibility and paid media exposure will be critical components that will be evaluated.

2. Enhance Lottery Image- – the event, sports or tie-in proposal should inherently project the attitude that the Lottery is a fun and socially acceptable part of the community. The Lottery's presence should fit well within the lineup of other sponsors. The Lottery is interested in creating opportunities whereby the sponsorship can translate into sales revenue, either via on-site sales from a Lottery booth, from sales-generating promotions with Lottery retailers or from joint programs with the sponsor's media partners.

3. Provide Promotional Extensions – the event, sports or tie-in proposal should offer exciting, value-added ways to interact with our players and have opportunities to motivate attendees, listeners and viewers to participate in and purchase Lottery games. The proposal must include proper staffing availability or other considerations to help the Lottery implement any appropriate promotional extension ideas.

Proposals should address all pertinent elements of the sponsorship and how the Lottery criteria as stated above and on the Evaluation Form are to be met. To view or print copies of the Request for Proposal go to: <http://www.mnlottery.com/vendorops.html>

This Solicitation does not obligate the state to award a contract or pursue a proposed sponsorship opportunity, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

Questions

Questions concerning this Solicitation should be directed to:

John Mellein, Marketing Director
Minnesota State Lottery
2645 Long Lake Road
Roseville, MN 55113
Telephone: (651) 635-8230
Toll-free: (888) 568-8379 ext. 230
Fax: (651) 297-7496
TTY: (651) 635-8268
E-mail: johnm@mnlottery.com

Other personnel are not authorized to answer questions regarding this Solicitation.

Response Delivery

All responses must be in writing and delivered to the contact noted above. Proposals will be accepted on an ongoing basis.

Department of Natural Resources (DNR) Notice of Request for Proposals for the Purpose of Assistance to Scope, Design, Manage, and Facilitate a Public Participation Process Related to the Development of the 10-year Strategic Coordination Plan and 25-year Long Range Plan for Use of Money Available in the Parks and Trails Fund

CERTIFICATION # 20324

Amount of proposed contract: \$75,000.00

The Minnesota Department of Natural Resources is requesting proposals for the purpose of assistance to scope, design, manage, and facilitate a public participation process related to the development of the 10 year strategic coordination plan and 25 year long range plan for use of the money available in the parks and trails fund under the MN Constitution, Article XI, Section 15 and other traditional sources of funding.

Work is proposed to start after November.

A Request for Proposals will be available by mail from this office through October 21, 2009. **A request by direct mail or email is required to receive the Request for Proposal.** After October 21, 2009, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Laurie Young, Project Manager
Office of Management and Budget Services
500 Lafayette Road
St. Paul, MN 55155-4010
E-mail: laurie.young@dnr.state.mn.us

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than **October 29, 2009. Late proposals will NOT be considered.** Fax or e-mailed proposals will **NOT** be considered.

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Department of Transportation (Mn/DOT) Engineering Services Division Notice of Potential Availability of Contracting Opportunities for a Variety of Highway Related Technical Activities (“Consultant Pre-Qualification Program”)

This document is available in alternative formats for persons with disabilities by calling Juanita Voigt at (651) 366-4774; for persons who are hearing or speech impaired by calling Minnesota Relay Service at (800) 627-3529.

Mn/DOT, worked in conjunction with the Consultant Reform Committee, the American Council of Engineering Companies of Minnesota (ACEC/MN), and the Department of Administration, to develop the Consultant Pre-Qualification Program as a new method

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of consultant selection. The ultimate goal of the Pre-Qualification Program is to streamline the process of contracting for highway related professional/technical services. Mn/DOT awards most of its consultant contracts for highway-related technical activities using this method, however, Mn/DOT also reserves the right to use Request for Proposal (RFP) or other selection processes for particular projects. Nothing in this solicitation requires Mn/DOT to use the Consultant Pre-Qualification Program.

Mn/DOT is currently requesting applications from consultants. Refer to Mn/DOT's Consultant Services web site, indicated below, to see which highway related professional/technical services are available for application. Applications are accepted on a continual basis. All expenses are incurred in responding to this notice will be borne by the responder. Response to this notice becomes public information under the Minnesota Government Data Practices.

Consultant Pre-Qualification Program information, application requirements and applications forms are available on Mn/DOT's Consultant Services web site at: <http://www.dot.state.mn.us/consult>.

Send completed application material to:

Juanita Voigt
Consultant Services
Office of Technical Support
Minnesota Department of Transportation
395 John Ireland Blvd. Mail Stop 680
St. Paul, MN 55155

Department of Transportation (Mn/DOT)

Engineering Services Division

Notice Concerning Professional/Technical Contract Opportunities and Taxpayers' Transportation Accountability Act Notices

NOTICE TO ALL: The Minnesota Department of Transportation (Mn/DOT) is now placing additional public notices for professional/technical contract opportunities on Mn/DOT's Consultant Services **website** at: www.dot.state.mn.us/consult

New Public notices may be added to the website on a daily basis and be available for the time period as indicated within the public notice. Mn/DOT is also posting notices as required by the Taxpayers' Transportation Accountability Act on the above referenced website.

Minnesota's Bookstore

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(1 block east of I-35E Bridge, 1 block north of University Ave.)

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Non-State Bids, Contracts & Grants

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *State Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector. It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of commodity, project or tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from the date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact editor for further details.

Publish Your Agency's Bids, Contracts and Grants

The *State Register* offers one of the cheapest, yet far reaching methods, of notifying the public about your agency's bids, contracts and grants. It is available to any government, non-profit, or private agency. Space will be charged at the current rate of \$13.60 per each 1/10th of a page used in the *State Register*. Agencies will be billed for the space used in the *State Register*.

Agencies wishing to take advantage of this offer should submit what you want printed in the *State Register* via e-mail to: robin.panlener@state.mn.us. Attach to your entry a short note indicating when you wish the notice to be published (one, or many dates), if you want a copy of the issue your notice appears in (a TEAR SHEET will be sent free with your bill), and whether you want an "Affidavit of Publication."

University of Minnesota (U of M) Subscribe to Bid Information Service (BIS)

The University of Minnesota offers 24-hour/day, 7-day/week access to all Request for Bids/Proposals through its web-based Bid Information Service (BIS). Subscriptions to BIS are free. Visit our website at bidinfo.umn.edu or call the BIS Coordinator at (612) 625-5534.

Request for Bids/Proposals are also available to the public each business day from 8:00 a.m. to 4:30 p.m. in the Purchasing Services lobby, Suite 560, 1300 S. 2nd Street, Minneapolis, Minnesota 55454.

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- ♦ **Retail store** Open 8 a.m. - 5 p.m. Monday - Friday, 660 Olive Street, St. Paul
- ♦ **Phone** (credit cards): 8 a.m. - 5 p.m. Monday - Friday, 651.297.3000 (Twin Cities) or 1.800.657.3757 (nationwide toll-free)
- ♦ **On-line orders:** www.minnesotasbookstore.com
- ♦ **Minnesota Relay Service:** 8 a.m. - 5 p.m. Monday - Friday, 1.800.627.3529 (nationwide toll-free)
- ♦ **Fax** (credit cards): 651.215.5733 (fax line available 24 hours/day)
- ♦ **Mail orders:** Orders can be sent to Minnesota's Bookstore, 660 Olive Street, St. Paul, MN 55155

PREPAYMENT REQUIRED. Prices and availability subject to change.

Fax and phone orders: Credit card purchases ONLY (American Express/Discover/MasterCard/VISA). Please allow 1-2 weeks for delivery. **Mail orders:** Complete order blank and send to address above. Enclose check or include credit card information. Please allow 4-6 weeks for delivery. Please make checks payable to "Minnesota's Bookstore." A \$20.00 fee will be charged for returned checks.

Stock No.	Title	Quantity	Unit Price	Total

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Name _____

Street Address (Not deliverable to P.O. boxes) _____

City () State Zip _____

Daytime phone (In case we have a question about your order) _____

Credit card number: _____

Expiration date: _____ Signature: _____

Shipping Charges

<i>If Product</i>	<i>Please</i>
<i>Subtotal is:</i>	<i>Add:</i>
Up to \$15.00	\$ 5.00
\$15.01-\$25.00	\$ 6.00
\$25.01-\$50.00	\$ 9.00
\$50.01-\$100.00	\$ 14.00
\$100.01-\$1,000	\$ 17.00*
<small>*\$17 to an address in MN, WI, SD, ND, IA. If delivered to an address in other states, Canada or internationally, we will contact you if there are additional charges.</small>	
More than \$1,000	Call

Product Subtotal _____

Shipping _____

Subtotal _____

Sales tax _____

(6.875% sales tax if shipped to MN address, 7.625% if shipped to St. Paul address. 7.125% MN transit tax or other local sales tax if applicable)

TOTAL _____

If tax exempt, please provide ES number or completed exemption form.
ES# _____