

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

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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- Withdrawn Rules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
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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. 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, but 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.

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 #40-52 inclusive, with final index (#1-52, or 53 in some years). 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 subscriptions 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, phone: (612) 297-3000, or toll-free 1-800-657-3757.

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## Executive Orders

The governor has the authority to issue written statements or orders, called Executive Orders, as well as Emergency Executive Orders. The governor's authority is specified in the *Constitution of the State of Minnesota*, Article V, and in *Minnesota Statutes* § 4.035. Emergency Executive Orders, for protection from an imminent threat to health and safety, become effective immediately, are filed with the secretary of state, and published in the *State Register* as soon as possible after they are issued. Other Executive Orders become effective 15 days after publication in the *State Register* and filing with the secretary of state. Unless otherwise specified, an executive order expires 90 days after the date the governor who issued the order vacates office.

## Office of the Governor

### Executive Order # 09-13: Providing for the Governor's Task Force on a Shared Services Approach to Fire and Rescue Services in Minnesota

I, TIM PAWLENTY, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and applicable state laws, including *Minnesota Statutes* 2009, Sections 12.21, Subdivision 3 and 15.0593, do hereby issue this executive order:

WHEREAS, the providing of fire and rescue services in the protection of lives and property is a primary function of government; and

WHEREAS, while this vital public safety function is performed by local governments, considerable potential exists for increased efficiency, effectiveness, and cost-savings by voluntary and cooperative shared services models; and

WHEREAS, recent creation of several shared services fire and rescue districts in different parts of the state demonstrates the interest and need to increase efficiency; and

WHEREAS, additional and alternate models for shared fire and rescue services warrant discussion, as do issues of governance, funding, liability, pensions, procurement, and related topics; and

WHEREAS, the Commissioner of Public Safety, through the Fire Marshal Division of the Department of Public Safety, has extensive existing relationships, statewide jurisdiction, and substantial statutory duties related to the fire and rescue services of Minnesota and so is ideally-suited to convene such a group.

# Executive Orders

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NOW, THEREFORE, I hereby declare that:

1. The Governor's Task Force on a Shared Services Approach to Fire and Rescue Services ("Fire and Rescue Shared Services Task Force") is created.
  - a. The Fire and Rescue Shared Services Task Force will include multi-jurisdictional and multi-disciplinary members:
    - i. The Commissioner of the Department of Public Safety, or designee;
    - ii. The State Fire Marshal;
    - iii. Two fire chiefs from existing fire and rescue shared services districts that have differing cooperative governance models selected by the Minnesota State Fire Chiefs Association;
    - iv. A representative of the Minnesota State Fire Chiefs Association;
    - v. A representative of the Minnesota State Fire Department Association;
    - vi. A representative of the Minnesota Professional Fire Fighters organization;
    - vii. A representative from or chosen by the League of Minnesota Cities;
    - viii. A representative from or chosen by the Association of Minnesota Counties;
    - ix. A representative from or chosen by the Minnesota Association of Townships;
  - b. The Commissioner of Public Safety or his designee will lead the Fire and Rescue Shared Services Task Force.
  - c. Members of the Task Force will serve on a voluntary basis and are not eligible for per-diem or payment of expenses. This provision does not preclude individuals who serve on the Task Force as part of their work assignment from receiving their regular compensation and payment of expenses from their employer.
  - d. The Commissioner of Public Safety will provide administrative and staff support to the Task Force.
2. By December 31, 2010, the Fire and Rescue Shared Services Task Force will investigate issues and the comparative benefit attendant to different models for shared fire and rescue service delivery. Topics to be specifically addressed include implications and recommendations related to:
  - a. Governance of regional fire and rescue shared services districts that takes into account geographic area, population density, and other factors and that encourage voluntary participation of communities and service providers;
  - b. Funding sources for operations of the service district, cooperative training among component departments, and equipment procurement;
  - c. Efficiency and effectiveness of emergency response and overall benefit to the population served;
  - d. Employment issues associated with combining existing agencies and entities into a regional or multi-jurisdictional shared services entity;
  - e. An analysis of best practices in the creation and functioning of public safety-related shared services delivery models;
  - f. A preliminary set of operating procedures for cooperative shared fire and rescue service systems.

Pursuant to *Minnesota Statutes* 2009, Section 4.035, Subdivision 2, this Order shall be effective fifteen (15) days after publication in the *State Register* and filing with the Secretary of State and shall remain in effect until rescinded by proper authority or it expires in accordance with *Minnesota Statutes* 2009, 4.035, Subdivision 3.

IN TESTIMONY WHEREOF, I have set my hand this 4th day of December, 2009.

Signed: **TIM PAWLENTY**  
**Governor**

Filed According to Law:

Signed: **MARK RITCHIE**  
**Secretary of State**

## 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 meeting and matters of public interest.

## See these *Important Notices*

The Official Notices section gives you a “heads up” on important state meetings and announcements. The *State Register* reaches a huge audience of interested “eyes” every week. Remember to publish your notices here - it only costs \$13.60 per 1/10 of a page used in the *State Register* - it’s the least expensive legal advertising in the state.

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## Department of Agriculture

### Minnesota Rural Finance Authority

### Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond Under *Minnesota Statutes*, Chapter 41C, on Behalf of Neil and Crystal Hanson, Westford Township, Martin County

**NOTICE IS HEREBY GIVEN** that a public hearing will be held on December 30, 2009, at 9:00 A.M., Department of Agriculture Building, Agricultural Finance Division, 625 Robert Street North, Saint Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under Minnesota Statutes, Chapter 41C, in order to finance the purchase of 80 acres of farm land with buildings located three miles south on State Highway 15, and two miles east on County Road 44 from Truman, MN; Section 25, Westford Township, Martin County; Minnesota on behalf of Neil and Crystal Hanson, (the Borrower/s).

The maximum aggregate face amount of the proposed bond issue is \$411,500.00. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due.

All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 2 December 2009

Peter Scheffert, RFA Director  
Minnesota Rural Finance Authority

# Official Notices

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## Minnesota Comprehensive Health Association (MCHA) Notice of Meeting of the Enrollee Appeal Committee on December 17, 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 Thursday, December 17, 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.

## Board of Nursing Notice of Meetings of the Minnesota Board of Nursing

**NOTICE IS HEREBY GIVEN** that the 2010 meetings of the Minnesota Board of Nursing have been scheduled at 9:00 a.m., at 2829 University Avenue SE, 4<sup>th</sup> Floor, Conference Rooms A & B, Minneapolis, Minnesota on the following dates:

|          |     |      |
|----------|-----|------|
| February | 4,  | 2010 |
| April    | 1,  | 2010 |
| June     | 3,  | 2010 |
| August   | 5,  | 2010 |
| October  | 14, | 2010 |
| December | 2,  | 2010 |

A portion of each meeting is review of disciplinary cases and is closed to the public. For details about time of the open meeting, the agenda or other information, please call: (612) 617-2297.

## Minnesota Department of Natural Resources (DNR) Division of Waters Request for Comments on Possible Rules Governing the Mississippi River Corridor Critical Area, *Minnesota Rules*, Chapter 6120 and Chapter 4410

**Subject of Rules.** The Minnesota Department of Natural Resources requests comments on possible rules governing the Mississippi River Corridor Critical Area (MRCCA). The Department is considering rules that will establish districts within the MRCCA and establish minimum guidelines and minimum standards for development within the districts. The rulemaking will primarily develop new language in Chapter 6120, but also may modify existing language in Chapter 4410 (parts 4410.8100 to 4410.9100) if determined necessary to facilitate administration.

The rules will provide for management of the MRCCA as a multi-purpose resource in a way that: conserves scenic, environmental recreational, mineral, economic, cultural, and historic resources and functions; maintains the river channel for transportation including barging and fleeting areas; provides for continuation and development of a variety of urban uses, including industrial, commercial and residential; uses the river for water supply and receiving water for properly treated sewage, stormwater, and industrial waste effluents, and protects biological and ecological functions of the corridor.

Rulemaking will determine the appropriate number and constitution of districts; in establishing districts, the Department will consider existing plans and policies, existing ordinances and conditions, identified resources and features, and a number of additional factors identified in the law authorizing the rulemaking.



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## Official Notices

The proposed rules will establish minimum guidelines and standards for development in the districts; and will clarify the intent of each district. The guidelines and standards will address a number of key resources and features specified in the authorizing statute: floodplains; wetlands; gorges; areas of confluence with key tributaries; natural drainage routes; shorelines and riverbanks; bluffs; steep slopes and very steep slopes; unstable soils and bedrock; significant existing vegetative stands, tree canopies, and native plant communities; scenic views and vistas; publicly owned parks, trails, and open spaces; cultural and historic sites and structures, and water quality. The Department may provide exceptions for a number of developments, including but not limited to infrastructure, hydropower, and water access. The rulemaking may address additional items related to the overall authorized scope if the need is identified during rule development.

At the outset of rulemaking, the Department is directed to develop a preliminary map of bluffs and blufflines based on guidelines in the authorizing statute. Following the rulemaking, the Department will prepare a final map of bluff-related features as listed in statute and defined in rule.

**Persons Affected.** The rules would likely affect the following persons and organizations within the MRCCA: most property owners, institutions, developers, and businesses; recreational facility users; water-oriented businesses, facilities, and navigation interests on the Mississippi River; utility providers; all local governmental units (cities, towns, and counties); state and regional agencies and institutions with facilities or property interests (such as the Metropolitan Council, Department of Natural Resources, Department of Transportation, Metropolitan Airports Commission, University of Minnesota, Saint Paul Port Authority, Minnesota Historical Society, and federal agencies such as the National Park Service, and U.S. Army Corps of Engineers.

**Statutory Authority.** *Minnesota Statutes*, section 116G.15 (2009), and *Laws 2009*, Chapter 172, Article 2, Section 5(e), require the Department to adopt rules for administration of the Mississippi River Corridor Critical Area. The Department must commence rulemaking by January 15, 2010.

**Public Comment.** Interested persons or groups may submit comments or information on these possible rules in writing until 4:30 p.m. on March 22, 2010. In addition to the 90-day public comment period announced in this notice, the Department plans to appoint one or more advisory committees to comment on the possible rules during rule development. The Department anticipates advisory committee(s) would meet 2-4 times over a 9-month period from March to December 2010. Advisory committee(s) will be selected from persons and parties known to the Department as potentially affected by or interested in the rulemaking, persons recommended by local governmental units, and persons who request to participate by contacting the agency contact person listed below. The Department will select advisory committee members to balance a variety of interests, viewpoints, and geographic perspectives.

**Rules Drafts.** The Department has not yet prepared a draft of the possible rules. When available, preliminary rule drafts and other information regarding the rulemaking will be available on the Division of Waters website <http://mndnr.gov/waters>, or can be obtained by contacting the agency contact person provided below.

**Agency Contact Person.** Written comments, questions, requests to receive a draft of the rules when it has been prepared, requests for more information on these possible rules, and requests to participate on a possible rulemaking advisory committee(s) should be directed to: Jeffrey Berg at Minnesota Department of Natural Resources, 500 Lafayette Road, St. Paul, MN 55155-4032; **phone:** (651) 259-5729; **facsimile:** (651) 296-0445; and **e-mail:** [MRCCARulemaking@dnr.state.mn.us](mailto:MRCCARulemaking@dnr.state.mn.us). **TTY** users may call the Department at (651) 296-5484, or toll-free at 1-800-657-3929.

**Alternative Format.** Upon request, this Request for Comments can be made 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.

**NOTE:** Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge if and when a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed. If you submit comments during the development of the rules and you want to ensure that the Administrative Law Judge reviews the comments, you should resubmit the comments after the rules are formally proposed.

Dated: 30 November 2009

Mark Holsten, Commissioner

Department of Natural Resources

# 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.

## Grants for Additional Business

The *State Register* is one of the best ways to advertise your grants - it's a required read for public works projects. And it's cost is one of the least expensive legal advertising rates in Minnesota. At \$13.60 per 1/10 of a page you cannot go wrong.

Check up on all the "active" state grants in the "Contracts & Grants" section, available only to *State Register* subscribers. Open the *State Register* and click on Bookmarks on the left. You will also see a list of ALL the current rules, a growing INDEX, and previous years' indices. Subscribers also receive LINKS to the *State Register*. Subscriptions cost \$180 a year (an \$80 savings). Here's what you receive via e-mail:

- **Word Search Capability**
- **LINKS, LINKS, LINKS**
- **Easy Access to *State Register* Archives**
- **Updates to Index to Vol. 31**
- **"Contracts & Grants" Open for Bid**
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It's all E-mailed to you, at end-of-day on Friday, instead of waiting for the non-subscriber's issue released on Monday. Contact Cathy Hoekstra, our subscriptions manager, at (651) 297-8777, or **Fax:** (651) 297-8260, or **E-mail:** [cathy.hoekstra@state.mn.us](mailto:cathy.hoekstra@state.mn.us)

## Department of Commerce Office of Energy Security

### Notice of Grant Availability for the Energy Efficiency and Conservation Block Grant Program (EECBG)

The Minnesota Department of Commerce Office of Energy Security (OES) requests proposals from Minnesota local units of government, who are eligible as determined by U.S. Department of Energy (DOE) eligibility guidelines, for the Energy Efficiency and Conservation Block Grant Program (EECBG) as part of the American Reinvestment and Recovery Act of 2009 (ARRA). The purpose of these competitive grants is to provide funding to reduce energy use, create or retain jobs, and to reduce emissions of greenhouse gases (GHG). Eligible activities are defined in the Request for Proposals (RFP).

The RFP will be available for download on the Department's website ([www.energy.mn.gov](http://www.energy.mn.gov)) through January 25, 2010. 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 12:00 p.m. Central Standard Time (CST), on January 25, 2010.

The Request for Proposal can be obtained from:

**Preferred Method:** [www.energy.mn.gov](http://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, January 25, 2010. **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.

# 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](http://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.

## State Contracts for Your Clients

The *State Register* is one of the best ways to advertise your contracts - it's a required read for public works projects. And it's cost is one of the least expensive legal advertising rates in Minnesota. At \$13.60 per 1/10 of a page you cannot go wrong.

Also, 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:

- **Word Search Capability**
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## Department of Administration (Admin) Notice of Request for Proposal for Digital Aerial Photography Proposals

The Minnesota Department of Administration is soliciting proposals to acquire 2010 digital aerial photography for a 13-county portion of east-central Minnesota on behalf of a multi-agency collaborative. The project area consists of the counties of: Anoka, Carver, Chisago, Dakota, Goodhue, Hennepin, Isanti, Ramsey, Rice, Scott, Sherburne, Washington and Wright. Admin requests a cost and technical proposal for the baseline product, a stereo product and costs for two potential product enhancements, which the state may consider as options.

The winning vendor will be expected to:

- Collect four-band, leaf-off digital aerial photography during the spring of 2010 for the project region, approximately 7,000 square miles in area
- Process those data to provide the Baseline Product: 0.5-meter resolution ortho-rectified image products in two formats:
  - ◆ County mosaics
  - ◆ USGS quarter-quadrangle based tiles
- Provide separate stereo imagery for the entire project area in addition to the Baseline Product
- Provide cost information for two potential enhancements to the Baseline Product from which the Admin may select one:
  - ◆ Replacing 1,500 square miles of 0.5 meter imagery with higher resolution product (1-foot resolution), or
  - ◆ Replacing 3,500 square miles of 0.5 meter imagery with higher resolution product (1-foot resolution)
- Meet industry-standard accuracy and quality specifications
- Prepare full metadata records complying with state standards

# State Contracts

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All data will be delivered for quality assurance review by August 31, 2010.

The Request for Proposal can be obtained from:

Christopher Cialek, Project Coordinator  
MnGeo; Minnesota Department of Administration  
658 Cedar Street; Suite 300  
St. Paul, MN 55155  
**E-mail:** *chris.cialek@state.mn.us*  
**Telephone:** (651) 201-2481

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 4:30 PM, Central Standard Time, January 11, 2010. **Late proposals will NOT be considered.** Faxed 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.

## Minnesota State Colleges and Universities (MnSCU) Anoka Technical College Opportunity for Proposal on Leasing of Welding Equipment

### GENERAL STATEMENT/SCOPE:

Request for Proposal is for leasing costs of various quantities of equipment consisting of: inverters, wire feeders, power leads, electrode holders with leads, ground clamps with leads and dual flow meters, for the Anoka Technical College Welding Program.

Proposal must include delivery, installation and on-site training.

Provide estimate on freight.

Delivery/install: No later than January 24<sup>th</sup>, 2010.

NOTE: Comparable will not be accepted. Equivalent brands/models will be reviewed for possible consideration; however, proposal is for parts/equipment as stated in specs.

TO RECEIVE A COMPLETE COPY OF THE PROPOSAL REQUEST/SPECS, PLEASE CONTACT:  
PAMELA MOGENSEN at (763) 576-4785.

Proposals must be sealed with a notation on the outside of the envelope stating: "LEASING OF WELDING EQUIPMENT PROPOSAL – DELIVER IMMEDIATELY".

Mail or deliver (faxes will NOT be accepted) sealed proposal by Monday, January 4, 2010, NO LATER THAN 10 AM to:

Anoka Technical College  
Purchasing Office, Attn. Pam Mogensen  
1355 West Highway 10  
Anoka, Minnesota 55303  
**Phone:** (763) 576-4785

**PROPOSAL CLOSE DATE IS JANUARY 4, 2010 – 10 A.M.**

**Minnesota State Colleges and Universities (MnSCU)  
Bemidji State University & Northwest Technical College  
Notice of Request for Proposals for Professional Business Consulting Services**

**NOTICE IS HEREBY GIVEN** that Bemidji State University will receive sealed proposals for Professional Business Consulting Services. Specifications will be available December 14, 2009, at the following Bemidji State University website:

*[http://www.bemidjistate.edu/offices/procurement\\_logistics/rfps\\_bids/](http://www.bemidjistate.edu/offices/procurement_logistics/rfps_bids/)*

Sealed proposals must be received by 3:00 PM on December 28, 2009 at the following location:

Belinda Lindell, Director of Procurement & Logistics  
Bemidji State University, Deputy 204, Box 8  
1500 Birchmont Drive NE  
Bemidji, MN 56601

Bemidji State University reserves the right to reject any or all proposals and to waive any irregularities or informalities in proposals received. This Request for Proposal does not obligate the University to complete a proposed contract, and the University reserves the right to cancel the solicitation if it is considered to be in its best interest.

**Minnesota Historical Society  
Notice of Request for Bids for Corrugated Cardboard Exhibit Display and Header Boards**

The Minnesota Historical Society is seeking bids from qualified and experienced vendors for the manufacturing and fulfillment of orders for corrugated cardboard exhibit display and header boards. Bids should be made for a final "per board" or "per header" cost that will be inclusive of manufacturing and shipping costs. Reorders over 1,000 must be at the same price.

Please refer to the Request for Bids for details. The Request for Bids is available from Mary Green-Toussaint, the Society's Purchasing Coordinator, via e-mail: *[mary.green-toussaint@mnhs.org](mailto:mary.green-toussaint@mnhs.org)*.

Bids must be received by 2:00 p.m. Local Time on Wednesday, December 23, 2009. Late bids will not be accepted.

Dated: December 14, 2009

# State Contracts

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## 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 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](http://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.

**Department of Transportation (Mn/DOT)  
Office of Information Technology Services  
Request for Information (RFI) about Software Products or Integrated Solutions to  
Manage Executive-level Correspondence**

The Minnesota Department of Transportation has published a Request for Information (RFI) about software products or integrated solutions to manage executive-level correspondence.

Mn/DOT is interested in a correspondence management system (CMS) that ensures all communications are tracked, reviewed, and responded to appropriately and within acceptable timelines. The CMS should be accessible to authorized users over the internet.

The purpose of the RFI is to identify:

- Commercial, off-the-shelf software (COTS) or integrated solutions for managing executive-level correspondence.
- Estimated costs for COTS or integrated solutions
- Estimated timelines needed to deploy COTS or integrated solutions

For a copy of the RFI, contact Steven Sorensen at:  
steven.sorensen@state.mn.us

The deadline for responses to the RFI is January 4, 2010.

## 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.

## Bring More Business to Your Clients

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 is charged at the current rate of \$13.60 per each 1/10th of a page used in the *State Register*. Agencies are only 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](mailto: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."

## Hennepin County Transportation Department Notice of Request for Qualifications for I-35W Transit/Access Project

The Hennepin County Transportation Department has issued a Request for Qualifications (RFQ) for professional consulting services necessary to develop an approximate 30 percent plan for I-35W transit/access improvements between 31<sup>st</sup> Street South and the I-94 commons in Minneapolis, Minnesota. Copies of the RFQ may be attained by submitting a request to:

James N. Grube  
Director, Transportation Department and County Engineer  
Hennepin County Public Works  
1600 Prairie Drive  
Medina, MN 55340  
**Phone:** (612) 596-0300

Or by visiting the Hennepin County website at [www.co.hennepin.mn.us](http://www.co.hennepin.mn.us) under **Business/Doing Business with Hennepin/Contract Opportunities**.

Responding consultants are advised Hennepin County intends to follow a Qualifications-Based Selection (QBS) process comprised of two phases:

- Phase I will consist of a short listing of the most highly qualified firms in accordance with qualifications criteria provided in the RFQ.
- Phase II will consist of an oral interview of the short-listed consultants.

Upon selection of the Consultant, Hennepin County will negotiate a contract for the work outlined in the RFQ.

This solicitation does not obligate Hennepin County to award a contract or complete the engagement. Hennepin County reserves the right to cancel the solicitation if it is considered to be in its best interest.



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## Non-State Bids, Contracts & Grants

If you wish to have your firm considered for the I-35W Transit/Access Project, your response to the RFQ must be received by James N. Grube of Hennepin County at the address listed above no later than 4:00 p.m. Central Standard time January 29, 2010.

James N. Grube, Director  
Transportation Department and County Engineer  
Hennepin County

### 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](http://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.

## *Minnesota's Bookstore*

660 Olive Street (Williams Hill Business Development), St. Paul, MN 55155  
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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.

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