

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**
Published every Monday (Tuesday when Monday is a holiday)

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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's Executive Branch of government, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes*, Chapter 14, and *Minnesota Rules*, Chapter 1400. 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- Withdrawn Rules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

Printing Schedule and Submission Deadlines

Vol. 37 Issue Number	PUBLISH DATE (BOLDFACE shows altered publish date)	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts	Deadline for Proposed, Adopted and Exempt RULES
# 31	Monday 28 January	Noon Tuesday 22 January	Noon Wednesday 16 January
# 32	Monday 4 February	Noon Tuesday 29 January	Noon Wednesday 23 January
# 33	Monday 11 February	Noon Tuesday 5 February	Noon Wednesday 30 January
# 34	TUESDAY 19 February	Noon Tuesday 12 February	Noon Wednesday 6 February

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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. TTY relay service phone number: (800) 627-3529.

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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.

Board of Psychology Adopted Permanent Rules Relating to the Practice of Psychology

The rules proposed and published at *State Register*, Volume 36, Number 48, pages 1542-1568, June 18, 2012 (36 SR 1542), are adopted with the following modifications:

7200.0110 DEFINITIONS.

Subp. 28. **Sexual contact.** "Sexual contact" means any of the following, whether or not occurring with the consent of a client or former client:

(1) A. sexual intercourse, cunnilingus, fellatio, anal intercourse, or any intrusion, however slight, into the genital or anal openings of the client's or former client's body by any part of the provider's body or by any object used by the provider for this purpose, or any intrusion, however slight, into the genital or anal openings of the provider's body by any part of the client's or former client's body or by any object used by the client or former client for this purpose, if agreed to by the provider;

(2) B. kissing of, or the intentional touching by the provider of the client's or former client's genital area, groin, inner thigh, buttocks, or breast or the clothing covering any of these body parts;

(3) C. kissing of, or the intentional touching by the client or former client of the provider's genital area, groin, inner thigh, buttocks, or breast or the clothing covering any of these body parts if the provider agrees to the kissing or intentional touching.

Sexual contact includes requests by the provider for conduct described in ~~subitems (1) to (3)~~ items A to C.

7200.0600 REQUIREMENTS FOR LICENSURE.

To be eligible for licensure, an applicant must:

B. file with the board ~~a notarized~~ an application for licensure, which includes an affirmation that the statements made in the application are true and correct to the best knowledge and belief of the applicant, and includes the current nonrefundable licensure application fee;

7200.2035 LICENSURE BY MOBILITY.

Subp. 2. **Certification or diplomate or credential.** The educational requirements of part 7200.1300, the national standardized examination requirement of part 7200.0550, subpart 1, item A, and the postdegree employment requirements of part 7200.2000 shall be considered met if, at the time of application, the applicant provides acceptable evidence of certification as a current holder of the Certificate of Professional Qualification (CPQ) issued by the Association of State and Provincial Psychology Boards (ASPPB) or of a diplomate from the American Board of Professional Psychology (ABPP) or a health service provider in psychology. An applicant seeking to qualify for licensure under this part who is a graduate of a program that is not APA accredited and earned the degree after adoption of this rule, shall meet the human diversity requirement of part 7200.1300, subpart 5, item A, subitem (1), unit (f).

7200.3610 RELICENSURE FOLLOWING TERMINATION.

Subpart 1. **Relicensure requirements.** A former licensee whose license has been voluntarily terminated or terminated as provided in part 7200.3510, subpart 2, may be relicensed after complying with all laws and rules required of applicants for examination and licensure and verifying that the former licensee has not engaged in the practice of psychology in this state since the date of termination, except

Adopted Rules

according to the exemptions from licensure in *Minnesota Statutes*, section 148.96, subdivision 3. The verification must be accompanied by a ~~notarized~~ an affirmation that the statement is true and correct to the best knowledge and belief of the former licensee. The fee for relicensure following termination is the licensure fee in effect at the time of application for relicensure, and statutes and rules governing relicensure are the statutes and rules in effect at the time the initial license was granted.

7200.3830 ELIGIBLE CONTINUING EDUCATION ACTIVITIES.

Subpart 1. **Continuing education activities eligible for approval.** The activities in items A to G are eligible for approval, provided they meet the definition and purpose of continuing education in parts 7200.0110, subpart 6, and 7200.3810.

D. Completing satisfactorily a graduate level course in psychology offered by an institution accredited by a regional accrediting association. Acceptable documentation is an academic transcript showing graduate credits earned. One academic credit equals ~~eight~~ 20 continuing education hours. Audited courses earn ~~four~~ ten continuing education hours per academic credit.

7200.4700 PROTECTING THE PRIVACY OF CLIENTS.

Subp. 7a. [See repealer.]

Subp. 7b. [See repealer.]

7200.4710 ACCESSING AND RELEASING PRIVATE INFORMATION.

Subpart 1. **Right to access and release private information.** A client has the right to access and consent to release of private information maintained by the provider, including client records as provided in *Minnesota Statutes*, sections 144.291 to 144.298, relating to the provider's psychological services to that client, except as otherwise provided by law or court order.

Subp. 2. **Release of private information.** When a client initiates a request for the release of private information, the provider shall comply with *Minnesota Statutes*, sections 144.291 to 144.298. However, if the provider initiates the release of private information to a third party, a written authorization for release of information must be obtained that minimally includes:

G. a statement that the release is valid for one year, except as otherwise allowed by law, or for a ~~lesser~~ period that is specified in the release;

I. a statement that the release may be rescinded, except to the extent that the release has already been acted upon ~~or that the right to rescind consent has been waived separately in writing;~~

7200.4720 INFORMED CONSENT.

Subpart 1. **Obtaining informed consent for services.** The provider shall obtain informed consent for services to a client, provided informed consent is not required for initial consultation to evaluate a client's need for services. The informed consent may be oral or written, except as provided in subpart 2. The informed consent shall include:

7200.4950 MEDICAL AND OTHER HEALTH CARE CONSIDERATIONS.

Subp. 2. **Medications.**

B. Providers shall make clear in medication discussions with a client or in a report or in other communications with other health care providers that the ultimate decision whether to prescribe, alter, or discontinue a medication lies solely with a physician or other prescribing health care provider.

REPEALER. *Minnesota Rules*, parts 7200.0100, subparts 1, 2, 3, 4a, 5, 5a, 5b, 5c, 5d, 6, 7, 8, 9, 9a, 9b, 11, 12, and 13; 7200.0300; 7200.0400; 7200.0500; 7200.0650; 7200.0700; 7200.0810; 7200.1000; 7200.1100; 7200.1200; 7200.1300, subparts 2a, 3, and 4; 7200.1410; 7200.1450; 7200.1700; 7200.1800; 7200.1900; 7200.2100; 7200.2200; 7200.2300; 7200.2400; 7200.2500; 7200.2600; 7200.3000, subparts 1, 1a, 2, 3, 4, and 5; 7200.3400, subparts 2, 3, and 4; 7200.3605; 7200.3610, subpart 2; 7200.3830, subparts 3, 4, 5, and 6; 7200.3840; 7200.4500, subpart 4; 7200.4600, subparts 2, 2a, 3, and 4; 7200.4700, subparts 6, 7a, 7b, and 12; 7200.4810, subpart 2; 7200.4900; 7200.5000; 7200.5200, subpart 5; 7200.5400; and 7200.6175, are repealed.

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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Minnesota Department of Human Services (DHS) Health Care and Continuing Care Administrations Notice of Request for Public Input

The Minnesota Department of Human Services, Health Care and Continuing Care Administrations (DHS) are requesting public input on identification of best practices to be considered in efforts to develop innovative health care delivery systems under managed care programs serving seniors (age 65 and older) and people with disabilities (age 18 to 64) eligible for Medicare and Medicaid (called dual eligibles), including Minnesota Senior Health Options (MSHO), Minnesota Senior Care Plus (MSC+) and Special Needs BasicCare (SNBC).

DHS is inviting input, comments and assistance on the development of health care home based health care delivery systems called Integrated Care System Partnerships (ICSPs) between Managed Care Organizations and Special Needs Plans (MCO/SNPs) and primary, acute, long-term care and/or behavioral health providers that are designed to improve overall system performance and care outcomes for dual eligibles.

The Request for Public Input is available at www.dhs.state.mn.us/dualdemo. Comments submitted in response to this Request for Public Input must be received at DHS no later than 4:00 p.m. CST on Friday, February 22, 2013. Email your response, preferably in PDF format, to dual.demo@state.mn.us. Include a name, title, address, telephone number and email address for a contact person in the event there are questions regarding your submission.

Department of Labor and Industry (DLI) Labor Standards Unit Notice of Correction to Commercial Prevailing Wage Rates in Swift County

Corrections have been made to the Commercial Prevailing Wage Rates certified 12/24/12, for **Group 1** (501-503) in Swift County.

Copies with the corrected certified wage rate for this County may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, Minnesota 55155-4306, or by calling (651) 284-5091, or accessing our web site at www.dli.mn.gov. Charges for the cost of copying and mailing are \$.25 per page for the first 100 pages, \$.65 per page after

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that. Make check or money order payable to the State of Minnesota.

Ken B. Peterson, Commissioner
Department of Labor and Industry

Department of Labor and Industry (DLI) Labor Standards Unit

Notice of Correction to Commercial Prevailing Wage Rates for Various Labor Codes in Various Counties in Minnesota

Corrections have been made to the Commercial Prevailing Wage Rates certified 12/24/12, for **Group 1** (Labor Codes 501 through 503), in Big Stone, Faribault, Lac Qui Parle, Pope, Stearns, and Wadena Counties. **Group 2** (Labor Codes 504-507), in Dodge, Faribault, Sherburne, Sibley Counties. **Group 3** (Labor Codes 508-514), in Faribault, Sibley Counties.

Copies with the corrected certified wage rate for these Counties may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, Minnesota 55155-4306, or by calling (651) 284-5091, or accessing our web site at www.dli.mn.gov. Charges for the cost of copying and mailing are \$.25 per page for the first 100 pages, \$.65 per page after that. Make check or money order payable to the State of Minnesota.

Ken B. Peterson, Commissioner
Department of Labor and Industry

Minnesota Board of Teaching

REQUEST FOR COMMENTS on Possible Amendment to Rules Governing Unit and Program Approval for Teacher Preparation, *Minnesota Rules*, 8710.XXXX and 8710.XXXX; Revisor's ID Number xxxx

Subject of Rules. The Minnesota Board of Teaching requests comments on its possible amendment to rules governing unit and program approval for teacher preparation. The Board is considering rule amendments that to clarify and strengthen the current standards in *Minnesota Rule* 8700.7600 and to better meet the statutory requirement set forth in *Minnesota Statutes* §122A.09, Subdivision 4(d).

Persons Affected. The amendment to the rules would likely affect teacher candidates, higher education faculty and staff members in teacher licensure programs, and Minnesota K-12 students and families.

Statutory Authority. *Minnesota Statutes* §122A.09, Subdivision section 4(d) requires the Board to "... provide the leadership and adopt rules for the redesign of teacher education programs to implement a research based, results-oriented curriculum that focuses on the skills teachers need in order to be effective. The board shall implement new systems of teacher preparation program evaluation to assure program effectiveness based on proficiency of graduates in demonstrating attainment of program outcomes."

Public Comment. Interested persons or groups may submit comments or information on these possible rules in writing until 4:30 p.m. on Friday, February 22. The Board plans to reconvene the 8700.7600 Working Group appoint to review the comments received and will make changes to the proposed rules accordingly.

Rules Drafts. The Board has drafted the possible rule amendments, which will be available on the Board of Teaching's website:
<http://education.state.mn.us/MDE/EdExc/BoardTeach/index.html>

Agency Contact Person. Written comments, questions, and requests for more information about the draft rules should be directed to:
Karen Balmer, Executive Director

Minnesota Board of Teaching
1500 Highway 36 West
Roseville, Minnesota 55113
Phone: (651) 582-8888
Fax: (651) 582-8872
E-mail: *karen.balmer@state.mn.us*
TTY: (651) 582-8201

Alternative Format. Upon request, this information can be made available in an alternative format, such as large print, braille, or audio. To make such a request, please contact the board 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 submitted 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: 11 January 2013

Karen Balmer, Executive Director
Minnesota Board of Teaching

Department of Transportation (Mn/DOT) Engineering Services Division, Office of Construction and Innovative Contracting Notices of Suspension and Debarment

NOTICE OF SUSPENSION

NOTICE IS HEREBY GIVEN that the Department of Transportation (“MnDOT”) has ordered that the following vendors be suspended for a period of sixty (60) days, effective November 30, 2012 until January 29, 2013:

- Marlon Louis Danner and his affiliates, South St. Paul, MN
- Danner, Inc. and its affiliates, South St. Paul, MN
- Bull Dog Leasing, Inc. and its affiliates, Inver Grove Heights, MN
- Danner Family Limited Partnership and its affiliates, South St. Paul, MN
- Ell-Z Trucking, Inc. and its affiliates, South St. Paul, MN
- Danner Environmental, Inc. and its affiliates, South St. Paul, MN

NOTICE OF DEBARMENT

NOTICE IS HEREBY GIVEN that the Department of Transportation (“MnDOT”) has ordered that the following vendors be debarred for a period of three (3) years, effective February 24, 2010 until February 24, 2013:

- Joseph Edward Riley, Morris, MN
- John Thomas Riley, Morris, MN

NOTICE IS HEREBY GIVEN that the Department of Transportation (“MnDOT”) has ordered that the following vendors be debarred for a period of three (3) years, effective March 25, 2011 until March 25, 2014:

- Philip Joseph Franklin, Leesburg, VA
- Franklin Drywall, Inc. and its affiliates, Little Canada, MN
- Master Drywall, Inc. and its affiliates, Little Canada, MN

Minnesota Statute section 161.315 prohibits the Commissioner, counties, towns, or home rule or statutory cities from awarding or approving the award of a contract for goods or services to a person who is suspended or debarred, including:

Official Notices

- 1) any contract under which a debarred or suspended person will serve as a subcontractor or material supplier,
- 2) any business or affiliate which the debarred or suspended person exercises substantial influence or control, and
- 3) any business or entity, which is sold or transferred by a debarred person to a relative or any other party over whose actions the debarred person exercises substantial influence or control, remains ineligible during the duration of the seller's or transfer's debarment.

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 days.

On-going State Contracts

The state spends \$2-3 billion a year on contracts. 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 \$10.20 each 1/10 of a page, you cannot go wrong.

Subscribers receive a list of **all current contracts and grants**, as well as LINKS to the *State Register*; Bookmarks, and a growing INDEX to each volume, including the current issue, and previous volumes. To view, open the *State Register* and click on BOOKMARKS in the left hand corner. Here's what you receive via e-mail:

- **Word Search Capability**
- **LINKS, LINKS, LINKS**
- **Updates to Index to Vol. 31**
- **"Contracts & Grants" Open for Bid**
- **E-mailed to you, on Friday**
- **Easy Access to *State Register* Archives**

Subscriptions cost \$180 a year (an \$80 savings). 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 Loretta J. Diaz, our subscriptions manager, at (651) 297-8777, or **fax:** (651) 297-8260, or **e-mail:** loretta.diaz@state.mn.us.

**Minnesota State Colleges and Universities (MnSCU)
Anoka-Ramsey Community College
Request for Proposals for the Public Art Work for Music Building**

NOTICE IS HEARBY GIVEN that Anoka-Ramsey Community College will receive proposals for public art work for the newly remodeled Music Building located at the Coon Rapids Campus of Anoka-Ramsey Community College. Specifications are available on the website <http://www.anokaramsey.edu/IT/proposal.cfm>.

Copies of the specifications can also be obtained from Mirela Gluhic at (763) 433-1338 or mirela.gluhic@anokaramsey.edu. Sealed proposals must be received by the Business Office of Anoka-Ramsey Community College, 11200 Mississippi Blvd., Coon Rapids, MN 55433 by 4 p.m. on May 1st, 2013.

Anoka-Ramsey Community College reserves the right to reject any or all proposals, or portions thereof, or to waive any irregularities or informalities, in proposals received.

**Minnesota State Colleges and Universities (MnSCU)
Hennepin Technical College
Notice of Availability of Request for Proposals (RFP) for Third Party Evaluator for
US Dept of Labor Trade Adjustment Act Grant for: Hennepin Technical College**

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Hennepin Technical College, is soliciting proposals for a vendor to provide services as a Third Party Evaluator as required by the US Department of Labor, ETC TAA, CCCT Grant.

Proposals for this project will be received by:

Pauline Arnst
Hennepin Technical College
13100 College View Drive
Eden Prairie, MN 55347

No later than 10:30 AM, January 28, 2013.

Contact Pauline Arnst for a complete RFP:

E-mail: pauline.arnst@hennepintech.edu
Phone: (952) 995-1445

**Minnesota State Colleges and Universities (MnSCU)
Pine Technical College
Entrepreneurship Center
Advertisement for Bids and Sealed Bids for Technology Business Incubator Shop
and Office Space**

Bids will be received by:

Steve Lange
Pine Technical College, Room 10
900 - 4th Street SE
Pine City, MN 55063

State Contracts

Until 2:00 PM, local time, **January 31, 2013**, at which time the bids will be opened and publicly read aloud.

Project Scope: The project consists of New Construction of 11,000 +/- gsf as an addition to the existing Continuing Education/ Customized Training Building at Hillcrest and Main adjacent to the main Pine Technical College Campus, to include a large space for Technology Business Incubator Shop and office space, toilets, mechanical and electrical space. In addition, the Work includes Remodeling of the 1,900 sf existing building, where a storage/garage space will be converted to a classroom and hallway, the existing offices will be remodeled, and exterior soffit will be modified. Also included are infrastructure and site improvements adjacent to the addition including paving for parking and sidewalks, landscaping and site utilities work.

A **Pre-Bid Meeting** will be held at 10:00 AM, Tuesday, January 15, 2013, in the Auditorium near the Main Entry, Main Building, Pine 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 are as prepared by the Project Architect/Engineer: Cuningham Group Architecture, P.A.

Interested parties may view the Bidding Documents at no cost on the website:

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

and click on "Announcements", then click on "**Advertisement for Bids (E-Plan Room)**". Bidding Documents can be downloaded for a non-refundable charge of \$10.00. Plan holders are parties that have downloaded the plans and specifications. Plan holders will be notified via email as addenda are issued. Parties that download the plans and specifications and need to have them printed elsewhere are solely responsible for those printing costs. The sales of paper copies for projects listed on this site are not available. Contact [QuestCDN.com](mailto:info@questcdn.com) at (952) 233-1632 or info@questcdn.com for assistance in viewing or downloading with this digital project information.

Minnesota State Colleges and Universities (MnSCU) System Office, Advancement Division Request for Proposal for Marketing Communication Effort

The Minnesota State Colleges and Universities (MnSCU) system includes 24 two-year community and technical colleges and seven state universities operating on 54 campuses in 47 communities throughout the state. MnSCU is requesting proposals from qualified marketing, advertising, and media placement firms to develop and implement an integrated marketing communications effort to increase enrollment at MnSCU colleges and universities by targeting prospective students through consistent messaging and statewide media placement. The initiative is intended to increase awareness of and familiarity with the system's 31 colleges and universities, increase consistency and frequency of identified key messages, enhance existing campus marketing/media buying efforts, position MnSCU campuses competitively in the marketplace, drive more traffic to campus websites, and ultimately increase enrollment. Proposals must present a detailed approach for producing these deliverables using the data gathered in an effective and efficient manner consistent with the MnSCU mission and Strategic Framework.

Proposals should include a marketing/communication strategy with emphasis on digital engagement and SEM, an overview of recommended approach(es) to achieving objectives and goals, a detailed recommendation of media vehicles to be considered, a detailed implementation timeline with cost estimates and itemization for each suggested element of the statewide strategy.

In addition, proposals should include the vendor's background and areas of expertise relative to this project, MnSCU and/or higher education; capabilities and qualifications of individuals assigned to this project; examples of work performed for similar organizations and/or education systems/institutions; and at least three references.

Proposals should include corporate philosophy, approach to marketing communications efforts of this kind, implementation timeline, and cost estimate for delivering the following:

- Executive summary of Marketing/Communications Effort and Media Placement Plan
- Target audience demographic, psychographic, and geographic profiles
- Media strategy - including placements, timelines, and costs

- Creative and messaging recommendations, specifications and deadlines
- Ad trafficking and tracking services
- Media placements and analytic reporting
- Recommendations for ongoing advertising/media placements based on performance

Specifications are available by visiting the website: <http://pa.mnscu.edu/rfp/marketing-communications/> or by contacting:

Carmen Shields, Director of Marketing and Development
Minnesota State Colleges and Universities
30 7th St. E., Suite 350
St. Paul, Minnesota 55101
Phone: (651) 201-1566
E-mail: carmen.shields@so.mnscu.ed

Sealed proposals must be received by noon CDT on Monday, February 4, 2013. MnSCU personnel other than Carmen Shields are not allowed to discuss the Request for Proposal with anyone, including responders, before the proposal submission deadline. This request does not obligate Minnesota State Colleges and Universities to complete the proposed project, and the system reserves the right to cancel this solicitation if it is considered to be in its best interest. The Minnesota State Colleges and Universities system is an Equal Opportunity employer and educator.

Minnesota State Colleges and Universities (MnSCU) Saint Paul College Request for Sealed Bids for Beds, Mattresses, Tables and Cabinets

Saint Paul College is requesting **sealed bids** for 21 like-new Hill Rom Centra 850 Beds with Mattresses, 21 like-new Heavy Duty Automatic Overbed Tables and 21 like-new Deluxe Bedside Cabinets.

For a copy of RFB please contact:

Nataliya Kabakova
E-mail: nataliya.kabakova@saintpaul.edu
Phone: (651) 846-1350

Bids will be received by:

Nataliya Kabakova
Saint Paul College, Room 1240
235 Marshall Ave
Saint Paul MN 55102

Until 2:00 PM, local time, **February 5, 2013**, at which time the bids will be opened and publicly read aloud.

Minnesota State Colleges and Universities (MnSCU) Winona State University Request for Proposals for Information Technology Data Security Contract Network and System Penetration Testing

NOTICE IS HEREBY GIVEN that Winona State University is seeking proposals for a contract to perform Network and System Penetration Testing.

A Pre-Bid Informational Meeting will be held on Wednesday, February 5th, 2013, at 10:00 a.m., in the IT Conference Room, #1110, on the Winona State Campus, Winona MN 55987.

State Contracts

Proposal specifications are available by contacting Deb Benz, Purchasing Director, PO Box 5838, 205 Somsen Hall, Winona MN or via e-mail to dbenz@winona.edu.

Sealed proposals must be received by Deb Benz, Purchasing Director, at Winona State University, PO Box 5838 or 175 West Mark Street, Somsen Hall 205, Winona MN 55987, by Friday, February 14, 2013 at 3:00 PM.

Winona State University reserves the right to reject any or all proposals and to waive any irregularities or informalities in proposals received.

Department of Corrections Notice of Availability of Contract for Actuary and Consulting Services

The Minnesota Department of Corrections is requesting proposals for the purpose to provide actuarial expertise to the DOC in:

1. The development and review of the Health Care Management Services RFP;
2. The actuary analysis and review of RFP responses from potential contractors for health care management services for the population of the DOC incarcerated offenders; and
3. To provide actuary analysis and consultant expertise regarding contract structure and pricing recommendations to the DOC throughout the procurement process for the selected vendor.

Work is proposed to start after March 1, 2013.

A written request by email only is required to receive the Request for Proposal.

The Request for Proposal can be obtained from:

David Barker, Budget and Contract Analyst
Minnesota Department of Corrections
1450 Energy Park Drive, Suite 200
St. Paul MN 55108
Phone: 651-361-7279
E-mail: david.barker@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 2:30 p.m., Central Standard Time, **Tuesday February 12, 2013**, as indicated by a notation made by the Receptionist, Second Floor, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108.

E-mail responses will be considered if sent to only david.barker@state.mn.us, however the burden of proving timely receipt is upon the responder.

Fax responses will not be considered.

Late 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 Corrections**Notice of Availability of Contract for Smart Probation Grant Culturally-based Evaluation**

The Minnesota Department of Corrections is requesting proposals for the purpose of developing and implementing an American Indian culturally-based evaluation plan for the “Smart Probation: Reducing Prison Populations, Saving Money and Creating Safer-Communities” grant project.

Work is proposed to start after March 1, 2013.

A Request for Proposals will be available by mail from this office through January 31, 2013 and by email throughout the posting period. **A written request (by direct mail, fax, or email) is required to receive the Request for Proposal.**

The Request for Proposal can be obtained from:

Jill Carlson, Director of Field Services
Department of Corrections
1450 Energy Park Drive, Suite 200
St. Paul, MN 55912
E-mail: *jill.carlson@state.mn.us*
Telephone: (651) 361-7116
Fax: (651) 632-5065

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than February 12, 2013, 2:30 p.m. (Central Standard Time). **Late proposals will NOT be considered.** Fax or emailed 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 Corrections**Notice of Availability of Contract for Smart Probation Grant Evaluation**

The Minnesota Department of Corrections is requesting proposals for the purpose of developing and implementing an evaluation plan for the “Smart Probation: Reducing Prison Populations, Saving Money and Creating Safer-Communities” grant project.

Work is proposed to start after March 1, 2013.

A Request for Proposals will be available by mail from this office through January 31, 2013 and by email throughout the posting period. **A written request (by direct mail, fax, or e-mail) is required to receive the Request for Proposal.**

The Request for Proposal can be obtained from:

Jill Carlson, Director of Field Services
Department of Corrections
1450 Energy Park Drive, Suite 200
St. Paul, MN 55912
E-mail: *jill.carlson@state.mn.us*
Telephone: (651) 361-7116
Fax: (651) 632-5065

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than

State Contracts

February 12, 2013, 2:30 p.m. Central Standard Time. **Late proposals will NOT be considered.** Fax or emailed 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 Department of Human Services (DHS) Request for Information (RFI) for Residential and Treatment Services

INTRODUCTION

Community-based facilities and services are needed to serve individuals who are or have been committed to the Commissioner of Human Services under Mentally Ill and Dangerous, Sexual Psychopathic Personality, and/or Sexually Dangerous Person statutes and do not require, or no longer require, the strict security and intensive treatment of the existing State-run secure facilities in St. Peter and Moose Lake.

These individuals may be court-ordered to a residential treatment facility in lieu of being sent to one of the secure treatment facilities or they may be transitioning out of a secure treatment facility and need transitional housing, services and support in order to reenter the community safely.

SECTION 1. PURPOSE

The Department of Human Services seeks information on a range of existing and potential residential and treatment services throughout the State of Minnesota for the purpose of housing, treating and transitioning the individuals described above.

Responses to this RFI will be used to familiarize the Department with the available resources that are competent to provide the services outlined in "Attachment A – Scope of Services."

SECTION 2. CONDITIONS OF RFI

The issuance of this RFI constitutes exclusively an invitation to submit information to the Department. Any information submitted as provided herein shall not be construed as an official and customary response to a Request for Proposal, Request for Bid, or an offer for a future binding contract.

Nothing in this RFI should be construed to imply an obligation of any kind by the Department. At its sole and absolute discretion, the Department may decide to further pursue one or more solutions by methods including, but not limited to: solicit further information from one or more potential vendors; issue a Request for Proposals or Request for Bid as the Department shall deem appropriate; solicit information from non-responding vendors with or without reference to this RFI; or take no action at all. The Department reserves the right to evaluate, use and determine, in its sole and absolute discretion, whether any aspect of the Responder's information satisfies the purpose and intent of the RFI.

Under no circumstances shall the Department have any liability to any Respondent for any cost incurred in connection with this RFI or otherwise. The Department is not obligated to respond to any Respondent's information nor is it legally bound in any manner whatsoever by the submission of information.

The Department may upon request make all information in the responses available to the public shortly after the deadline for submitting responses. A responder should not submit information that it does not want to become public. Responder agrees, as a condition of submitting information, that the Department will not be held liable or accountable for any loss or damage that may result from the Department's public disclosure of information contained in a response.

The Department reserves the right to accept or reject late responses at its sole discretion. The Department reserves the right to cancel or amend this RFI at any time, either in part or in its entirety, and will notify all known RFI Responders accordingly. The Department further reserves the right to extend the RFI due date. If a Responder needs an extension of time to prepare their submission, a written or e-mail request should be submitted no later than seven (7) days prior to the due date of this RFI and addressed to contact information in Section 5. The Department reserves the right to extend the submission deadline at the sole discretion of the Department and not at the mere

request of the Responder. The Responder will be notified of the Department's decision by letter or e-mail.

SECTION 3. NOTICE OF LIMITATIONS ON AVAILABLE RESOURCES

As a consequence of the current economic environment in Minnesota and the resulting fiscal/budgetary constraints, it is unknown if or when any funds will be available.

SECTION 4. INFORMATION REQUESTED

The Responder should respond to the information requested in "Attachment A – Scope of Services." The Department may make all information in the responses available to the public shortly after the deadline for submitting responses. A responder should not submit information that it does not want to become public.

SECTION 5. RFI SUBMISSION INSTRUCTIONS

5.1 KEY DATES

KEYACTIVITY	DATE
Request for Information Issued	January 22 nd , 2013
Responders' Conference	January 31 st , 2013
Written Questions Due	February 7 th , 2013
Agency Responses Due	February 14 th , 2013
Responses Due	February 28 th , 2013
Presentations by Responders / Demos (if applicable)	TBD

5.2 PROPOSAL FORMAT

Responses to this RFI must consist of all of the following components:

- **Description of the Responding Organization:**
 - o Brief history of the organization
 - o Experience and examples of past work relevant to the scope of work described in this RFI; describe the organization's experience with similar services, including collaborative service delivery systems.
 - o Skill and experience of the staff that would be involved in implementing such services, either during the development phase or on an on-going basis.
 - o Identification of a Project Manager with experience in planning and execution of the proposed services.
 - o Completed checklist, attached to Scope of Services below.

- **Service goals and objectives:** Define and discuss the goals and objectives of the services. Propose and describe specific milestones and outcomes that would be used to demonstrate the program's progress and effectiveness.

- **Description of Proposed Deliverables and Scope of Work:** In this section, the responder should describe the scope of services and functionality the organization is prepared to provide. If the responder is unable to provide the full scope of services as contemplated in this RFI, Responder must delineate the specific services and functionality that the organization is prepared to provide, and suggest approaches to achieve the additional deliverables excluded from the response. Specific functions to be addressed are set forth in "Attachment A."

- **Implementation Plan:** This section should detail how the services would be carried out in an effective and efficient manner, including:
 - o Who would be involved
 - o Milestones as indices of progress
 - o Human resources required and the skill sets required
 - o Target dates or timelines for activities and the timeframe for completion
 - o Training needs and processes

- **Operational Transition:** Provide detail on shift of day to day operations. Include the minimum number of individuals needed to assume day to day functions in addition to a description of roles.

- **Pricing / Budget Information:** Clearly describe the services and the pricing methodology included in each service component.

State Contracts

5.3 DEADLINE FOR SUBMISSION OF RFI

The Department must receive the response no later than February 28th, 2013 by 4:00PM.

Responders must submit one (1) original and three (3) paper copies of their response to the address below, together with an electronic PDF copy via **e-mail to:** *mari.moen@state.mn.us*

Minnesota Department of Human Services
444 Lafayette Road
St. Paul, MN 55155-1206
Attention: Mari Moen, Room 3188

Responses should be prepared in such a way as to provide a straightforward, concise explanation of proposed solutions. Published materials to support your response to the RFI may be included with your response. Demonstration or presentation of your proposed services may be required. If demonstration media of your proposed product is available, submit them with your response.

5.4 RESPONDER'S CONFERENCE

A Responders' Conference will be held on Thursday, January 31st, 2013 at 10:00 a.m. at 444 Lafayette Road North, Saint Paul, Minnesota.

Attendees must RSVP to *cindy.a.breault@state.mn.us* by 10:00 a.m. on Tuesday, January 29th, 2013.

If you are based in Greater Minnesota, you might be able to join by ITV. Please ask Cindy Breault about this possibility when you RSVP.

The conference will serve as an opportunity for Responders to ask specific questions of State staff concerning this RFI. Attendance at the Responders' Conference is not mandatory but is highly recommended.

Oral answers given at the conference will be non-binding. Written responses to questions asked at the conference will be sent to all identified prospective Responders after the conference.

5.5 QUESTIONS

Questions regarding this RFI should be submitted by electronic mail or in writing to the contact listed below, no later than the 'Written Questions Due' date identified in Section 5.1, above. Telephone inquiries will not be accepted. Answers to questions that pertain to all Responders or that materially affect the RFI will be issued as an Addendum. Responses to written questions will be provided no later than the 'Agency Responses Due' date.

Mari Moen, MSOP Director of Community Resources
Minnesota Department of Human Services
444 Lafayette Road, Room 3188
St. Paul, MN 55155
E-mail: *mari.moen@state.mn.us*

SECTION 6. ADDENDA

The Department reserves the right to add, change, or delete any provision or statement in the RFI at any time prior to the requested due date. If it becomes necessary to revise any part of the RFI, addenda to the RFI will be provided to all known Responders who received a copy of the RFI. Addenda will be posted on the Department's website at: http://www.dhs.state.mn.us/id_000102.

“ATTACHMENT A – SCOPE OF SERVICES”

The Department of Human Services seeks information on a range of existing and potential residential and treatment services throughout the State of Minnesota for the purpose of housing, treating and transitioning people who are committed to the Commissioner of Human Services under Mentally Ill and Dangerous, Sexual Psychopathic Personality, and/or Sexually Dangerous Person statutes.

Community-based facilities and services are needed to serve those individuals who are or have been committed and do not require, or no longer require, the strict security and intensive treatment of the existing secure facilities in St. Peter and Moose Lake.

These individuals may be court-ordered to a residential treatment facility in lieu of being sent to one of the secure treatment facilities or they may be transitioning out of a secure treatment facility and need transitional housing, services and support in order to reenter the community safely.

The population needing services is diverse. Those falling under the Mentally Ill and Dangerous statute will need intensive mental health services. Some may also have cognitive impairments that require specialized treatment, services and support. Some may need chemical dependency services and a portion of this clientele will have histories of sexual offending that will need to be addressed.

Likewise, those committed under the Sexual Psychopathic Personality and/or Sexually Dangerous Person statutes will require intensive sex offender treatment and may also have mental health issues, alcohol or drug addictions and/or cognitive impairments requiring specialized treatment, services and support.

Respondents to this RFI must indicate

- o the population they are proposing to serve, and
- o the type of residential and / or treatment services they are proposing to provide.

Respondents may describe just their contribution – as housing provider, treatment provider, etc. – or, if known, how and with whom they would partner to provide both housing and treatment / treatment support. In any case, the respondent should describe, to the extent possible, what other resources exist in the proposed community that will benefit the clients they would serve.

Please use the attached checklist. Attach additional pages of narrative or support materials, as needed.

Department of Human Services Request for Information for Residential / Treatment Services

Which client group would you serve? (Check all that apply)

MI/D = mentally ill and dangerous

SDP/SPP = sexually dangerous person, sexual psychopathic personality

- MI/D
- MI/D with cognitive impairments
- MI/D with histories of sexually abusing
- SDP/SPP
- SDP/SPP with serious mental illness
- SDP/SPP with cognitive impairments

Which service(s) would you provide? (Check all that apply)

- Residential facility owner
- Residential facility operator
- Transitional residence with services operator
- MH treatment provider
- SO treatment provider
- CD treatment provider
- Supervision
- Case management
- Other facility / services _____

If you would partner with another provider please describe, to the extent possible, the partnership / roles.

In which community(ies) would you provide your service? (Check all that apply, specify community)

- Minneapolis / St. Paul _____
- Twin Cities Suburb _____
- Rochester Area _____
- Duluth Area _____
- St. Cloud Area _____
- Greater MN _____

State Contracts

Any residential restriction ordinances in place? _____

Other zoning / legal barriers? _____

Residential Facility (Check all that apply)

- Use existing program site? _____
- Expand existing program site? _____
- Lease a property? _____
- Purchase a property? _____

Estimated number of beds: _____

Furnished? Yes or No: _____

Building amenities (common space, staff offices, yard, etc.): _____

Building security features (cameras, secure entrance, front desk, locked windows, alarms, GPD, etc.)

Services: Check the services that would be provided and describe below how they would be provided – on-site or off-site, through a partnership, staffing patterns, etc.

- Supervision and monitoring of clients
- MH treatment / support
- SO treatment / support
- CD treatment / support
- Daily living skills
- Meals
- Transportation
- Vocational / employment services
- Transition to a less restrictive setting
- Other

Department of Public Safety (DPS)

Notice of Availability of Contract for Ignition Interlock Service Providers and Vendors Monitor Program

The Minnesota Department of Public Safety is requesting proposals for the purpose of contracting with a person to develop program specifications for monitoring Minnesota's ignition interlock service providers and vendors. The contractor will be required to develop monitoring specifications (using known best practices) and a work plan for implementation of the program. Upon approval of the work plan, the contractor will be responsible for program implementation. The contractor will serve as a statewide expert on monitoring ignition interlock vendors and service providers and provide monitoring support to the Ignition Interlock Device Program.

Work is proposed to start after March 1, 2013.

A Request for Proposals will be available by mail from this office through January 31, 2013. **A written request (by direct mail or e-mail) is required to receive the Request for Proposal.** After January 31, 2013, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Jody Oscarson
Minnesota Office of Traffic Safety
445 Minnesota St., Suite 150
Saint Paul, MN 55101-5150
E-mail: *Jody.oscarson@state.mn.us*
Phone: (651) 201-7069

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than February 12, 2013. **Late proposals will NOT be considered.** Fax or emailed 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 Public Safety (DPS)

Notice of Availability of Contract for Public Safety Interoperable Communication Conference Coordinator

The Minnesota Department of Public Safety is requesting proposals for the purpose of acquiring the professional and technical services of a conference coordinator for a public safety conference to be held in the St. Cloud area on May 6 through May 8, 2013. The conference coordinator will provide assistance in the conference planning process and will be responsible for registering participants and speakers, providing staff during the conference for check-in and providing administrative support and coordination during the conference. The State reserves the option to extend the contract for four (4) additional 1-year periods for public safety conferences planned in 2014 through 2017. More specific details are contained in the Request for Proposals document.

Work is proposed to start on or after February 19, 2013.

A copy of the Request for Proposals will be available by e-mail from DPS through February 4, 2013.

The Request for Proposals can be obtained from:

Ernest H. Mattila
DECN project Coordinator - Grants
Department of Public Safety
Division of Emergency Communication Networks
445 Minnesota Street, Suite 137

State Contracts

St. Paul, MN 55101
E-mail: *ernest.mattila@state.mn.us*
Fax: (651) 296-2665

Proposals submitted in response to the Request for Proposals in this advertisement must be received no later than February 12, 2013 at 2:00 p.m. Central Standard Time. **Late proposals will NOT be considered.** Fax or e-mailed proposals will NOT be considered, the burden of proving timely receipt is upon the responder.

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 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 Kelly Arneson 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:

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

Minnesota 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.

Non-State Public 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.

Vendors Sought for these Projects

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).

Elm Creek Watershed Management Commission (ECWMC)

Request for Interest Proposals - Professional Services for Administrative, Legal, Technical and Wetland Consulting

Pursuant to *Minnesota Statutes Annotated* 103B.227.subd. 5., the Elm Creek Watershed Management Commission hereby solicits Letters of Interest for administrative, legal, technical and wetland consulting services for the fiscal years of 2013 and 2014. The annual budget for all services for the Commission for the year 2013 is \$321,797.

All wetland consulting services will be performed under the direction of the Commission's Technical Advisor and will include conducting annual monitoring, preparing annual monitoring reports, preparing as-built plans, and performing duties as a member of Technical Evaluation Panels on behalf of the Commission. The Consultant must identify the dollar amount of fixed and/or hourly fees and costs to
(Cite 37 SR 1103) *State Register*, TUESDAY 22 January 2013 Page 1103

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be charged for providing the services to the Commission and separately identify the rate for any overhead cost items to be billed.

Letters should include a brief description of the company and the experience of the individual(s) proposing to perform services for the Commission. The Commission will review said letters and reserves to itself the right to take such action as it deems in its best interests. All Letters of Interest should be submitted on or before February 8, 2013, to:

Doug Baines, chair
Elm Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447
(NO CALLS)

Elm Creek Watershed Management Commission (ECWMC) Request for Proposals – Technical Services for Development of a Third Generation Watershed Management Plan

Pursuant to *Minnesota Statutes*, Chapter 103B, the Elm Creek Watershed Management Commission is soliciting proposals from interested, qualified consultants for technical assistance for the comprehensive review, rewriting and updating of the Commission's current Comprehensive Watershed Management Plan, resulting in development of a Third Generation Watershed Management Plan

The full Request for Proposals (RFP) is available on the Commission's website, <http://www.elmcreekwatershed.org>. Click on **Commission Accepting Proposals for Third Generation Plan** on the home page. The RFP outlines the Scope of Services, Deliverables, Submittal Requirements, Qualifications and Selection Criteria.

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

Proposals must be delivered via email no later than 12:00 noon, CST on February 8, 2013, to

Judie A. Anderson, Administrator
Elm Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447
E-mail: judie@jass.biz
(NO CALLS)

Pioneer-Sarah Creek Watershed Management Commission Request for Interest Proposals - Professional Services for Administrative, Legal, Technical and Wetland Consulting

Pursuant to *Minnesota Statutes Annotated* 103B.227.subd. 5., the Pioneer-Sarah Creek Watershed Management Commission hereby solicits Letters of Interest for administrative, legal, technical and wetland consulting services for the fiscal years of 2013 and 2014. The annual budget for all services for the Commission for the year 2013 is \$195,676

All wetland consulting services will be performed under the direction of the Commission's Technical Advisor and will include conducting annual monitoring, preparing annual monitoring reports, preparing as-built plans, and performing duties as a member of Technical Evaluation Panels on behalf of the Commission. The Consultant must identify the dollar amount of fixed and/or hourly fees and costs to be charged for providing the services to the Commission and separately identify the rate for any overhead cost items to be billed.

Letters should include a brief description of the company and the experience of the individual(s) proposing to perform services for the

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Commission. The Commission will review said letters and reserves to itself the right to take such action as it deems in its best interests. All Letters of Interest should be submitted on or before February 8, 2013, to:

Lisa Whalen, chair
Pioneer-Sarah Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447
(NO CALLS)

Shingle Creek Watershed Management Commission (SCWMC) Request for Interest Proposals - Professional Services for Legal, Engineering and Technical, and Administrative Consulting

Pursuant to *Minnesota Statutes Annotated* 103B.227.subd. 5., the Shingle Creek Watershed Management Commission hereby solicits Letters of Interest for legal, engineering and technical, and administrative consulting services for the fiscal years of 2013 and 2014. The annual operating budget for all services for the organization for the year 2013 is \$355,550.

The Shingle Creek Commission works in concert with the West Mississippi Watershed Management Commission. While working under separate operating budgets, the two Commissions share similar activities under a joint Watershed Management Plan.

Letters should include a brief description of the company and the experience of the individual(s) proposing to perform services for the Commission. The Commission will review said letters and reserves to itself the right to take such action as it deems in its best interests. All Letters of Interest should be submitted on or before February 8, 2013 to:

Tina Carstens, chair
Shingle Creek Watershed Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447
(NO CALLS)

West Mississippi Watershed Management Commission (WMWMC) Request for Interest Proposals - Professional Services for Legal, Engineering and Technical, and Administrative Consulting

Pursuant to *Minnesota Statutes Annotated* 103B.227.subd. 5., the West Mississippi Watershed Management Commission hereby solicits Letters of Interest for legal, engineering and technical, and administrative consulting services for the fiscal years of 2013 and 2014. The annual operating budget for all services for the organization for the year 2013 is \$146,450.

The West Mississippi Commission works in concert with the Shingle Creek Watershed Management Commission. While working under separate operating budgets, the two Commissions share similar activities under a joint Watershed Management Plan.

Letters should include a brief description of the company and the experience of the individual(s) proposing to perform services for the Commission. The Commission will review said letters and reserves to itself the right to take such action as it deems in its best interests. All Letters of Interest should be submitted on or before February 8, 2013, to:

Tina Carstens, chair
West Mississippi Watershed Management Commission
3235 Fernbrook Lane
Plymouth, MN 55447
(NO CALLS)

Non-State Public Bids, Contracts & Grants

Metropolitan Airports Commission (MAC)

Notice of Intent to Solicit Requests for Qualifications for a Continuing Public Relations, Marketing and Digital Development Consultant

NOTICE IS HEREBY GIVEN that the Metropolitan Airports Commission (MAC) is seeking a continuing public relations, marketing and digital development consultant. The term of the contract is for six years, beginning April 1, 2013. A Request for Qualifications (RFQ) has been prepared and is available to interested parties.

Services needed by the MAC include but are not limited to: creation and implementation of advertising and marketing campaigns, brand development and enhancement, identification and market assessment of potential revenue opportunities, promotion of MAC services and activities, creation of web, digital, video and photographic materials, community and aviation industry outreach, public and internal communications, and crisis communication management. The consultant also provides public relations counsel, assists with special projects and events, and handles media relations as necessary.

Request for qualifications issued:	January 8, 2013
Last date for submission of questions:	January 22, 2013
Due date for qualifications statements:	January 31, 2013

For more information contact:

Patrick Hogan
Metropolitan Airports Commission
Director of Public Affairs and Marketing
4300 Glumack Drive, Suite LT 3000
St. Paul, MN 55111
Phone: (612) 726-5335
E-mail: *Patrick.Hogan@mspmac.org*

This is the only person designated to answer questions regarding this request.

Interested parties should download the RFQ from the Metropolitan Airports Commission's website at
<http://www.metroairports.org/business/solicitations/default.aspx>. (requests for qualifications)

Metropolitan Airports Commission (MAC)

Airlake Airport - Lakeville, Minnesota

Notice of Call for Bids for 2013 Pavement Rehabilitation

MAC Contract No.:	113-1-017
Bids Close at:	2:00 pm on Tuesday February 12, 2013

Notice to Contractors: Sealed Bid Proposals for the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040 - 28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated. Major items of work include: Joint & crack repair and tree removal

Disadvantaged Business Enterprises (DBE): The goal of the MAC for the utilization of DBE on this project is 6%.

Bid Security: Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

Availability of Bidding Documents: Bidding documents are on file for inspection at the office of Short Elliott Hendrickson, Inc.; at the Minneapolis and Saint Paul Builders Exchanges; McGraw Hill Construction Dodge; and NAMC-UM Plan Room. Bidders desiring

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bidding documents may secure a complete set from and make checks payable to: Docunet Corporation; 2435 Xenium Lane North; Plymouth, MN 55441; **phone:** (763) 475-9600. Deposit per set (non-refundable): \$50.

MAC Internet Access of Additional Information: A comprehensive Notice of Call for Bids for this project will be available on January 14, 2013, at MAC's web address of <http://www.metroairports.org/business/solicitations> (construction bids).

Metropolitan Airports Commission (MAC)

Lake Elmo Airport

Notice of Call for Bids for 2013 Pavement Rehabilitation

MAC Contract No.:

111-1-021

Bids Close at:

2:00 pm on Tuesday February 12, 2013

Notice to Contractors: Sealed Bid Proposals for the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040 - 28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated. Major items of work include pavement removal, excavation, P-208 aggregate base, P-401 bituminous pavement and joint & crack repair.

Disadvantaged Business Enterprises (DBE): The goal of the MAC for the utilization of Disadvantaged DBE on this project is 6%.

Bid Security: Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

Availability of Bidding Documents: Bidding documents are on file for inspection at the office of Short Elliott Hendrickson, Inc.; at the Minneapolis and Saint Paul Builders Exchanges; McGraw Hill Construction Dodge; and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from and make checks payable to: Docunet Corporation; 2435 Xenium Lane North; Plymouth, MN 55441; **phone:** (763) 475-9600. Deposit per set (non-refundable): \$50

MAC Internet Access of Additional Information: A comprehensive Notice of Call for Bids for this project will be available on January 14, 2013, at MAC's web address of <http://www.metroairports.org/business/solicitations> (construction bids).

Metropolitan Airports Commission (MAC)

Minneapolis – Saint Paul International Airport

Notice of Call for Bids for Baggage Claim Fire Protection System

MAC Contract No.:

106-2-676

Bids Close At:

2:00 p.m. February 12, 2013

Notice to Contractors: Sealed Bid Proposals for the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040 - 28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated. The work includes Baggage Claim Fire Protection System including Fire Alarm and Fire Sprinkler Systems, smoke detection, emergency voice evacuation and speakers, ceiling tile and ceiling grid replacement, lighting fixture replacement, ceiling access panels, and painting.

Targeted Group Businesses (TGB): The goal of the MAC for the utilization of TGB on this project is 6%.

Bid Security: Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

Availability of Bidding Documents: Bidding documents are on file for inspection at the office of Architectural Alliance; at the (Cite 37 SR 1107)

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Minneapolis and Saint Paul Builders Exchanges; McGraw-Hill Construction/Dodge and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from Franz Reprographics; 2781 Freeway Boulevard, Suite 100; Brooklyn Center, MN 55430; **phone:** (763) 503-3401; **fax:** (763) 503-3409. Make checks payable to: Architectural Alliance. Deposit per set (refundable): \$150. Requests for mailing sets will be invoiced for mailing charges. Deposit will be refunded upon return of bidding documents in good condition within 10 days of opening of bids.

MAC Internet Access of Additional Information: A comprehensive Notice of Call for Bids for this project will be available on January 14, 2013, at MAC's web address of <http://www.metroairports.org/business/solicitations> (construction bids).

Metropolitan Airports Commission (MAC) Minneapolis – Saint Paul International Airport Notice of Call for Bids for Parking Structure Rehabilitation 2013

MAC Contract No.: 106-3-474
Bids Close At: 2:00PM, Tuesday, February 12, 2013

Notice to Contractors: Sealed Bid Proposals for the project listed above will be received by MAC, a public corporation, at the office thereof located at 6040 - 28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated. The project provides for miscellaneous repairs and maintenance to the parking structure facilities at Terminal 1-Lindbergh and Terminal 2-Humphrey.

Targeted Group Businesses (TGB): The goal of the MAC for the utilization of TGB on this project is 6%.

Bid Security: Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

Availability of Bidding Documents: Bidding documents are on file for inspection at the office of Kimley-Horn and Associates, Inc., 2550 University Avenue West, St. Paul, Minnesota 55114; at the Minneapolis and Saint Paul Builders Exchanges; McGraw Hill Construction Dodge; and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from Kimley-Horn and Associates, Inc.; 2550 University Avenue West, Suite 238N; St. Paul, Minnesota 55114; **phone:** (651) 645-4197; **fax:** (651) 645-5116. Make checks payable to: Kimley-Horn and Associates, Inc. Deposit per set (refundable): \$100.00. Requests for mailing sets will require a separate, non-refundable \$15.00 check for mailing charges. Deposit will be refunded upon return of bidding documents in good condition within 10 days of opening of bids.

MAC Internet Access of Additional Information: A comprehensive Notice of Call for Bids for this project will be available on January 22, 2013, at MAC's web address of <http://www.metroairports.org/business/solicitations> (construction bids).

Metropolitan Airports Commission (MAC) Minneapolis-St. Paul International Airport Notice of Call for Bids for Air Handling Unit Replacement 2013 (P3)

MAC Contract No.: 106-2-671
Bids Close At: 2:00 p.m. February 12, 2013

Notice to Contractors: Sealed Bid Proposals for the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040 - 28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated above. The work of this project includes the replacement of a rooftop boiler stack, the replacement of ventilation units with new units and ductwork, and the replacement of exhaust fans within the rooftop mechanical penthouse.

Targeted Group Businesses (TGB): The goal of the MAC for the utilization of TGB on this project is 6%.

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Bid Security: Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

Availability of Bidding Documents: Bidding documents are on file for inspection at the office of , at the Minneapolis and Saint Paul Builders Exchanges; McGraw Hill Construction Dodge; and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from Franz Reprographics; 2781 Freeway Boulevard, Suite 100; Brooklyn Center, MN 55430; **phone:** (763) 503-3401; **fax:** (763) 503-3409. Make checks payable to: Architectural Alliance. Deposit per set (refundable): \$150. Requests for mailing sets will be invoiced for mailing charges. Deposit will be refunded upon return of bidding documents in good condition within 10 days of opening of bids.

MAC Internet Access of Additional Information: A comprehensive Notice of Call for Bids for this project will be available on January 22, 2013, at MAC's web address of <http://www.metroairports.org/business/solicitations> (construction bids).

Metropolitan Airports Commission (MAC) Minneapolis – Saint Paul International Airport Notice of Call for Bids for Concourse G Roof Replacement Phase 1

MAC Contract No.: 106-2-687
Bids Close At: 2:00 p.m. February 12, 2013

Notice to Contractors: Sealed Bid Proposals the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040 - 28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated. The work includes Code compliant First Phase Replacement of the Concourse G Roof that encompasses approximately half of the Concourse G excluding the FIS roof.

Targeted Group Businesses (TGB): The goal of the MAC for the utilization of TGB on this project is 5%.

Bid Security: Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

Availability of Bidding Documents: Bidding documents are on file for inspection at the office of Architectural Alliance, at the Minneapolis and Saint Paul Builders Exchanges; McGraw Hill Construction Dodge; and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from Franz Reprographics; 2781 Freeway Boulevard, Suite 100; Brooklyn Center, MN 55430; **phone:** (763) 503-3401; **fax:** (763) 503-3409. Make checks payable to: Architectural Alliance. Deposit per set (refundable): \$150. Requests for mailing sets will be invoiced for mailing charges. Deposit will be refunded upon return of bidding documents in good condition within 10 days of opening of bids.

MAC Internet Access of Additional Information: A comprehensive Notice of Call for Bids for this project will be available on January 22, 2013, at MAC's web address of <http://www.metroairports.org/business/solicitations> (construction bids).

Non-State Public Bids, Contracts & Grants

Metropolitan Airports Commission (MAC)

Minneapolis Saint Paul International Airport

Notice of Call for Bids for 2013 Open Architecture Building Automation (P5)

MAC Contract No.:

106-2-670

Bids Close At:

2:00 p.m. February 12, 2013

Notice to Contractors: Sealed Bid Proposals for the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040 - 28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated. Work in OABA (P5) will extend the MAC's existing Open Architecture Building Automation (OABA) system to replace existing Siemens controls on Concourses E and F. It will convert the existing Facilities Monitoring System (FMS) to use the same technology as OABA and also standardize the tracherator located at the west end of Concourse C to match the tracherator work done in OABA (P4).

Targeted Group Businesses (TGB): The goal of the MAC for the utilization of TGB on this project is 5%.

Bid Security: Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

Availability of Bidding Documents: Bidding documents are on file for inspection at the office of Architectural Alliance; at the Minneapolis and Saint Paul Builders Exchanges, McGraw Hill Construction/Dodge and NAMC-UM Plan Room. Bidders desiring drawings bidding documents may secure a complete set from Franz Reprographics; 2781 Freeway Boulevard, Suite 100; Brooklyn Center, MN 55430; **phone:** (763) 503-3401; **fax:** (763) 503-3409. Make checks payable to: Architectural Alliance. Deposit per set (refundable): \$150.00. Requests for mailing sets will be invoiced for mailing charges. Deposit will be refunded upon return of bidding documents in good condition within 10 days of opening of bids.

MAC Internet Access of Additional Information: A comprehensive Notice of Call for Bids for this project will be available on January 22, 2013, at MAC's web address of <http://www.metroairports.org/business/solicitations> (construction bids).

Minnehaha Creek Watershed District (MCWD)

Request for Qualifications for Legal, Engineering, Accounting, and Government Relations Services

The Minnehaha Creek Watershed District, a political subdivision established to Chapter 103D - Minnesota Statutes, is conducting a bi-annual review of its needs for consultant services and the most effective way of meeting those needs.

Experienced individuals or firms who wish to be considered as potential service providers may contact the Minnehaha Creek Watershed District at the address below or go to our website at www.minnehahacreek.org for instructions on how to respond to the *Request for Qualifications* and for a *Scope of Services*. Request for Qualifications must be received by the Minnehaha Creek Watershed District no later than 4:30 p.m., February 18, 2013

Send responses to:

Mr. Eric Evenson, District Administrator
Minnehaha Creek Watershed District
18202 Minnetonka Boulevard
Deephaven, Minnesota 55391
E-mail: eevenson@minnehahacreek.org

Non-State Public Bids, Contracts & Grants

Minnesota Valley Transit Authority (MVTA)

Notice of Request for Sealed Bids for MVTA Eagan Bus Garage Expansion, Eagan, Minnesota

Sealed Bids will be received by the Owner until 2 p.m. local time, 13 February, 2013. Bids submitted after that time will be returned unopened. Submit sealed bids to:

Dispatch Office
MVTA Eagan Bus Garage
3600 Blackhawk Rd
Eagan MN 55122

Owner: Minnesota Valley Transit Authority
100 East Highway 13
Burnsville MN 55337

Architect: BWBR
380 St. Peter Street, Suite 600
St. Paul MN 55102

Contact: Shannon Bambery (651) 290-1979

Bids will be publicly opened and read aloud.

Bids may not be withdrawn or modified within 45 days after Bids are opened. The Owner's intent of award or judgment will be announced within that period.

Documents are on file for examination at the Builders' Exchanges of St. Paul and Minneapolis, McGraw Hill Construction Data in Minneapolis, Reed Construction Data in Minneapolis, the National Association of Minority Contractors Plan Room, and at the Architect's office.

Bidding Documents are available in complete sets only from:

Thomas Reprographics, Inc.
801 2nd Avenue North
Minneapolis MN 55405
Phone: (612) 381-2214
Fax: (612) 374-1129
E-mail: Orders@albinson.com

Bidders may obtain complete sets of Bidding Documents for a non-refundable fee of \$100.00 per set. In addition to purchase cost, there is a non-refundable shipping charge of \$10.00 per set. Make all checks payable to BWBR Architects.

A Bid Security in the amount of 5% of the maximum Bid amount, including Alternates, is required. The Bid Security shall be a bid bond or certified check, payable to the Owner.

The successful Bidder shall furnish Performance Bond and Labor and Material Payment Bond in full amount of the Contract prior to execution of the Contract.

The Owner may make investigations as deemed necessary to determine the qualifications and ability of the Bidders to perform the work. The Owner reserves the right to reject Bids in whole or in part, and to waive bidding informalities or irregularities.

A pre-bid meeting will be held at the site, 3600 Blackhawk Road, Eagan, Minnesota, at 9 a.m., 4 February, 2013. This is the only time the site will be available for inspection.

Dated: 21 January 2013

Non-State Public Bids, Contracts & Grants

Steele County Area Transit

Notice of Request for Sealed Proposals for Dispatch Services for Transit System

NOTICE IS HEREBY GIVEN that sealed proposals will be received by Steele County Area Transit, at the office of the Steele County Auditor's Office, 630 Florence Avenue, Owatonna, MN 55060, until 12:00 PM, local time, on Tuesday, February 12th, 2013 for the operation of a public transit services titled "Steele County Area Transit", for the period from May 1st, 2013 through December 31st, 2013.

Proposals this project will be received until 12:00 PM, at which time they will be opened and documented as received, cataloged for all required submittals and prepared for review. Proposal evaluation will occur the following 2 (two) weeks of February, 2013 and may be considered by the Steele County Board of Commissioners at their regular meeting on March 12th, 2013. The Board reserves the right to review the proposals at a later date if necessary to allow for further consideration and proposer presentations prior to taking action.

This Request For Proposals has provisions for proposers to provide for costs associated with TWO 1-year Option Years for services in addition to the initial contract period. All proposals must provide for costs associated with the initial contract period and each option year indicated. Option Years will be part of the evaluation process in selecting the successful proposal, Steele County Area Transit intends to exercise those options after the contract is awarded.

Steele County Area Transit is a countywide agency, subsidized with state and federal public transit dollars, which utilizes small chassis cut-away buses to transport passengers.

The RFP documents and forms may be obtained, at no cost, at the office of Steele County Auditor's Office, 630 Florence Avenue, Owatonna, MN 55060 or on the SCAT page of the Steele County website. Click on the SCAT logo on the web page www.co.steele.mn.us. The contact person for all communication involving the RFP is:

Melinda Skalicky – Transit Coordinator
630 Florence Avenue
Owatonna, MN 55060
Phone: (507) 444-7508

Other County personnel are not allowed to discuss the RFP with anyone, including potential responders, before the RFP submission deadline.

All proposals shall be sealed with the proposers name and address clearly identified on the outside of packet. Packet shall include a cashier's check or certified check in the amount of five percent (5%) of the proposal amount, payable to Steele County. Such amount shall be forfeited to Steele County Area Transit as liquidated damages, if the offeror, upon letting the agreement, shall fail to enter into the agreement so let.

Disadvantaged Business Enterprises (DBE) Special Provisions: The MnDOT Office of EEO/Contract Management has assigned a Race/Gender Neutral DBE goal to this project. Bidders are directed to read the Disadvantage Business Enterprise (DBE) Special Provision race/gender neutral goal in Attachment 3. The Disadvantage Business Enterprise Special Provisions explains how to comply with the DBE requirements. **In particular see page 1 and 2 regarding documents that a bidder must submit with its bid proposal. The form required in the bid can be found on page 3 of the Special Provisions.**

The Steele County Board of Commissioners reserves the right to select the most advantageous offer by evaluation and comparing factors in addition to cost or price such that a recipient may acquire technical superiority even if it must pay a premium price. A 'premium' is the difference between the price of the lowest priced proposal and the one that the recipient believes offers the best value.

Dated: 15 January 2013

By Order of the Steele County Board of Commissioners

Non-State Public Bids, Contracts & Grants

Steele County Area Transit

Notice of Request for Proposals (RFP) to Operate Transit System

NOTICE IS HEREBY GIVEN that sealed proposals will be received by Steele County Area Transit, at the office of the Steele County Auditor's Office, 630 Florence Avenue, Owatonna, MN 55060, until 12:00 PM, local time, on Tuesday, February 12th, 2013 for the operation of a public transit services titled "Steele County Area Transit", for the period from May 1st, 2013 through December 31st, 2013.

Proposals for this project will be opened and documented as received, cataloged for all required submittals and prepared for review. Proposal evaluation will occur the following 2 (two) weeks of February, 2013 and may be considered by the Steele County Board of Commissioners at their regular meeting on March 12th, 2013. The Board reserves the right to review the proposals at a later date if necessary to allow for further consideration and proposer presentations prior to taking action.

This Request For Proposals has provisions for proposers to provide for costs associated with TWO- 1 year Option Years for services in addition to the initial contract period. All proposals must provide for costs associated with the initial contract period and each option year indicated. Option Years will be part of the evaluation process in selecting the successful proposal, Steele County Area Transit intends to exercise those options after the contract is awarded.

Steele County Area Transit is a countywide agency, subsidized with state and federal public transit dollars, which utilizes small chassis cut-away buses to transport passengers.

The RFP documents and forms may be obtained, at no cost, at the office of Steele County Auditor's Office, 630 Florence Avenue, Owatonna, MN 55060 or on the SCAT page of the Steele County website. Click on the SCAT logo on the web page www.co.steele.mn.us. The contact person for all communication involving the RFP is:

Melinda Skalicky – Transit Coordinator
630 Florence Avenue
Owatonna, MN 55060
Phone: (507) 444-7508

Other County personnel are not allowed to discuss the RFP with anyone, including potential responders, before the RFP submission deadline.

All proposals shall be sealed with the proposers name and address clearly identified on the outside of packet. Packet shall include a cashier's check or certified check in the amount of five percent (5%) of the proposal amount, payable to Steele County. Such amount shall be forfeited to Steele County Area Transit as liquidated damages, if the offeror, upon letting the agreement, shall fail to enter into the agreement so let.

Disadvantaged Business Enterprises (DBE) Special Provisions: The MnDOT Office of EEO/Contract Management has assigned a Race/Gender Neutral DBE goal to this project. Bidders are directed to read the Disadvantage Business Enterprise (DBE) Special Provision race/gender neutral goal in Attachment 3. The Disadvantage Business Enterprise Special Provisions explains how to comply with the DBE requirements. **In particular see page 1 and 2 regarding documents that a bidder must submit with its bid proposal. The form required in the bid can be found on page 3 of the Special Provisions.**

The Steele County Board of Commissioners reserves the right to select the most advantageous offer by evaluation and comparing factors in addition to cost or price such that a recipient may acquire technical superiority even if it must pay a premium price. A 'premium' is the difference between the price of the lowest priced proposal and the one that the recipient believes offers the best value.

Dated: 15 January 2013

By Order of the Steele County Board of Commissioners



Several convenient ways to order:

- ♦ **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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Company _____

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# _____