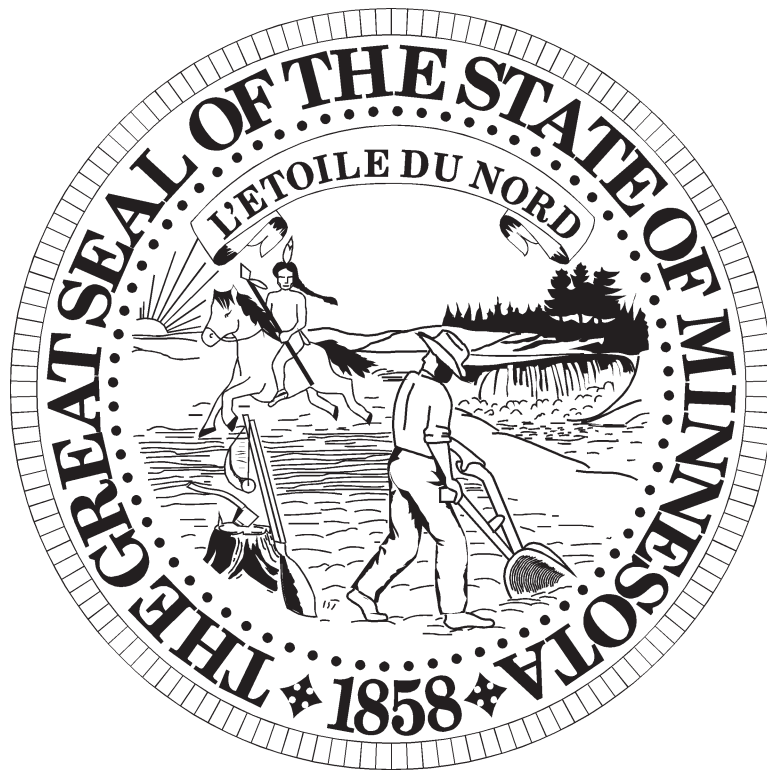


# Minnesota State Register

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



**Proposed, Adopted, Emergency, Expedited, Withdrawn, Vetoed Rules;  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

**Monday 5 January 2015  
Volume 39, Number 27  
Pages 999 - 1026**

# Minnesota State Register

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

The *Minnesota 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. It 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- Withdrawn Rules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. 39 Issue Number	PUBLISH DATE ( <b>BOLDFACE</b> shows altered publish date)	Deadline for: all Short Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts	Deadline for LONG, Complicated Rules (contact the editor to negotiate a deadline)
# 28	Monday 12 January	Noon Tuesday 6 January 2015	<b>NOON TUESDAY 30 DECEMBER</b>
# 29	<b>TUESDAY 20 JANUARY</b>	Noon Tuesday 13 January	Noon Thursday 8 January 2015
# 30	Monday 26 January	Noon Tuesday 20 January	Noon Thursday 15 January
# 31	Monday 2 February	Noon Tuesday 27 January	Noon Thursday 22 January

**PUBLISHING NOTICES:** We need to receive your submission **ELECTRONICALLY in Microsoft WORD format**. Submit ONE COPY of your notice via e-mail to: [robin.panlener@state.mn.us](mailto:robin.panlener@state.mn.us). State agency submissions must include a "State Register Printing Order" form, and with contracts, a "Contract Certification" form. Non-State Agencies should submit **ONE COPY in Microsoft WORD**, with a letter on your letterhead stationery requesting publication and date to be published. Costs are \$10.20 per tenth of a page (columns are seven inches wide). One typewritten, double-spaced page = 4/10s of a page in the *State Register*, or \$40.80. About 2-1/2 pages typed, double-spaced, on 8-1/2"x11" paper = one typeset page in the *State Register*. Contact editor if you have questions (651) 297-7963, or **e-mail:** [robin.panlener@state.mn.us](mailto:robin.panlener@state.mn.us).

**SUBSCRIPTION SERVICES:** Copies are available at Minnesota's Bookstore, 660 Olive Street, St. Paul, MN 55155. Order by phone: Metro area: (651) 297-3000 Toll free (800) 657-3757. TTY relay service phone number: (800) 627-3529. **NO REFUNDS.** E-mail subscriptions are available by contacting (651) 297-8777. Send address changes to Minnesota's Bookstore, 660 Olive Street, St. Paul, Minnesota 55155.

SEE THE *Minnesota State Register* free at **website:** <http://www.minnesotasbookstore.com>

- **Minnesota State Register: On-line subscription** – \$180, includes links, index, special section "CONTRACTS & GRANTS," with Sidebar Table of Contents, Early View after 4:30 pm Friday (instead of waiting for early Monday), and it's sent to you via **E-mail**.
- **Single issues** are available for a limited time: *Minnesota State Register* \$5.00.
- **"Affidavit of Publication"** includes a notarized "Affidavit" and a copy of the issue: \$15.00.
- **Research Services** - will look up, photocopy, and fax or send copies from past issues at \$1.00 per page.

<b>Governor:</b> Mark Dayton (651) 296-3391	<b>Administration Acting Commissioner:</b> Matthew J. Massman (651) 201-2555	<b>Editor:</b> Robin PanLener (651) 297-7963, <a href="mailto:robin.panlener@state.mn.us">robin.panlener@state.mn.us</a>
<b>Lieutenant Governor:</b> Yvonne Prettner Solon (651) 296-3391	<b>Plant Management Division:</b> Christopher A. Guevin (651) 201-2350	<b>Assistant editor:</b> John Mikes (651) 297-4616, <a href="mailto:john.mikes@state.mn.us">john.mikes@state.mn.us</a>
<b>Attorney General:</b> Lori Swanson (651)296-6196	<b>Minnesota's Bookstore:</b> Mary Mikes (651) 297-3979	<b>Subscriptions Manager:</b> Loretta J. Diaz (651) 297-8777, <a href="mailto:loretta.diaz@state.mn.us">loretta.diaz@state.mn.us</a>
<b>Auditor:</b> Rebecca Otto (651) 296-2551		
<b>Secretary of State:</b> Mark Ritchie (651) 296-2803		

Copyright © 2015 Plant Management Division, Department of Administration, State of Minnesota.  
USPS Publication Number: 326-630 (ISSN: 0146-7751)

THE *MINNESOTA STATE REGISTER* IS PUBLISHED by Plant Management Division, Department of Administration, State of Minnesota, pursuant to *Minnesota Statutes* § 14.46 and is available on-line at website: <http://www.comm.media.state.mn.us/bookstore/mnbookstore>

## Minnesota Legislative Information

**Senate Public Information Office** (651) 296-0504  
State Capitol, Room 231, St. Paul, MN 55155  
**Website:** [www.senate.mn](http://www.senate.mn)

**House Public Information Services** (651) 296-2146  
State Office Building, Room 175,  
100 Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155  
**Website:** [www.house.leg.state.mn.us/hinfo/hinfo.htm](http://www.house.leg.state.mn.us/hinfo/hinfo.htm)

## Minnesota State Court System

**Court Information Office** (651) 296-6043  
MN Judicial Center, Rm. 135,  
25 Rev. Dr. Martin Luther King Jr Blvd.,  
St. Paul, MN 55155 **Website:** [www.mncourts.gov](http://www.mncourts.gov)

## Federal Register

Office of the Federal Register (202) 512-1530; or (888) 293-6498  
U.S. Government Printing Office – Fax: (202) 512-1262  
**Website:** [http://www.access.gpo.gov/su\\_docs/aces/aces140.html](http://www.access.gpo.gov/su_docs/aces/aces140.html)

## Minnesota Rules: Amendments & Additions

Vol. 39, #27: Monday 5 January 2015..... 1002

## Exempt Rules

### Labor and Industry Department (DLI)

Adopted Exempt Temporary Rules Modifying a Means of Egress Regulation Relating to Stairway Width in the International Residential Building Code..... 1003

## Expedited Rules

### Natural Resources Department (DNR)

Adopted Expedited Permanent Game and Fish Rules Relating to Wildlife.... 1006

## Official Notices

### Health Department (MDH)

**Health Promotion and Chronic Disease Division, Minnesota Cancer Surveillance System (MCSS):**  
Public Notice of Reportable Data Items to MCSS..... 1007

### Human Services Department (DHS)

**Disability Services Division:**  
Request for Information (RFI) for Autism Respite Services..... 1012

### Higher Education Facilities Authority (MHEFA)

Public Hearing on Revenue Obligations on Behalf of the Minneapolis College of Art and Design..... 1014

### Transportation Department (Mn/DOT)

Notice to Bidders: Suspensions/Debarments as of September 17, 2014..... 1014

## State Grants & Loans

### Colleges and Universities, Minnesota State (MnSCU)

Request for Proposals for Grant to Fund Student Housing in Thief River Falls, Minnesota..... 1016

### Labor and Industry Department (DLI)

**Workplace Safety Consultation Unit:**  
Safety Grants for Employers..... 1016

## State Contracts

### University of Minnesota (U of M)

#### Minnesota State Department of Administration

**State Designer Selection Board Project No. 15-01:**  
Availability of Request for Proposal for Designer Selection for Chemical Sciences and Advance Materials Building – University of Minnesota, Duluth..... 1018

### Agriculture Department (MDA)

**Pesticide and Fertilizer Management Division:**  
Availability of Request for Proposals for Research to Quantify Agricultural Contributions to Impaired Waters and for Development and Evaluation of Best Management Practices to Protect and Restore Water Resources while Maintaining Productivity... 1018

## Colleges and Universities, Minnesota State (MnSCU)

**Board of Trustees:**  
Request for Qualifications (RFQ) for Construction Manager at Risk (Cm@R) Services for Winona State University's Education Village Project, Winona, Minnesota..... 1020

### Minnesota State Colleges and Universities (MnSCU):

Request for Proposals for System Office Federal and State Legislative Services..... 1020

## Corrections Department

Availability of Contract for Prison Rape Elimination Act (PREA) Compliance Audits..... 1021

## Minnesota State Lottery

Request for Proposals for Sponsorship Agreements..... 1021

## Transportation Department (Mn/DOT)

**Engineering Services Division:**  
Contracting Opportunities for a Variety of Highway Related Technical Activities ("Consultant Pre-Qualification Program")..... 1022

### Engineering Services Division:

Professional/Technical Contract Opportunities and Taxpayers' Transportation Accountability Act Notices..... 1023

## Non-State Public Bids, Contracts & Grants

### Metropolitan Airports Commission (MAC)

**Minneapolis-Saint Paul International Airport:**  
Call for Bids for Parking Ramp Railing Refinishing 2015 (P1)..... 1024

**Minnesota's Bookstore**..... 1024

### Other Helpful Resources:

For additional contracts go to:  
<http://www.mmd.admin.state.mn.us/solicitations.htm>

Contract information is available from the Materials Management (MMD) Helpline (651) 296-2600, or Web site: [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us)

For additional grants go to the Office of Grants Management (OGM) at:  
<http://www.grants.state.mn.us/public/>

Revisor of Statutes - *RULES STATUS*:  
[https://www.revisor.mn.gov/rules/rule\\_search.php](https://www.revisor.mn.gov/rules/rule_search.php)

Statewide Integrated Financial Tools (SWIFT) Supplier Portal:  
<http://supplier.swift.state.mn.us>

Contract information is available from the Materials Management (MMD) Helpline (651) 296-2600, or Web site: [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us)

*Minnesota State Register* information is available from Minnesota's Bookstore (651) 297-3000, or (800) 657-3757, Web site: [www.minnesotasbookstore.com](http://www.minnesotasbookstore.com)

# 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

## Volume 39 - Minnesota Rules

### Index for Rules Appearing in Issues #27: Monday 5 January 2015

#### Labor and Industry Department

##### International Residence Code:

1309.0311 (adopted exempt)..... 1003

#### Natural Resources Department (DNR)

##### Game and Fish Rules:

6230.0100; 6231.0200; .0300; .0350; .0400; .1750; .1800; .2800;  
.2900; .3200; .4400; .4600; 6232.2800; .3200; .4400 6234.1700;  
.2000; 2200; .2400; .2600; 6236.0300; .0400; .0810; 6237.0200;  
6240.0400; 0610; .0620; .2000; .2100 (adopted expedited)..... 1308  
6230.0250 s.1; 6232.2800 s.5, 6 published in the *State Register*,  
volume 38, page 1381, April 21, 2014; 6234.2400 s.2, published  
in the *State Register*, volume 38, page 185, August 5, 2013;  
6236.0300 s.2, .0810, published in the *State Register*, volume  
38, page 791, December 2, 2013; 6240.0400 s.2, published  
in the *State Register*, volume 38, page 183, August 5, 2013  
(repealed expedited)..... 1308  
6264.0400 (adopted expedited emergency)..... 1306

# Exempt Rules

Exempt rules are excluded from the normal rulemaking procedures (*Minnesota Statutes* §§ 14.386 and 14.388). They are most often of two kinds. One kind is specifically exempted by the Legislature from rulemaking procedures, but approved for form by the Revisor of Statutes, reviewed for legality by the Office of Administrative Hearings, and then published in the *State Register*. These exempt rules are effective for two years only.

The second kind of exempt rule is one adopted where an agency for good cause finds that the rulemaking provisions of *Minnesota Statutes*, Chapter 14 are unnecessary, impracticable, or contrary to the public interest. This exemption can be used only where the rules:

- (1) address a serious and immediate threat to the public health, safety, or welfare, or
- (2) comply with a court order or a requirement in federal law in a manner that does not allow for compliance with *Minnesota Statutes* Sections 14.14-14.28, or
- (3) incorporate specific changes set forth in applicable statutes when no interpretation of law is required, or
- (4) make changes that do not alter the sense, meaning, or effect of the rules.

These exempt rules are also reviewed for form by the Revisor of Statutes, for legality by the Office of Administrative Hearings and then published in the *State Register*. In addition, the Office of Administrative Hearings must determine whether the agency has provided adequate justification for the use of this exemption. Rules adopted under clauses (1) or (2) above are effective for two years only. The Legislature may also exempt an agency from the normal rulemaking procedures and establish other procedural and substantive requirements unique to that exemption.

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

## Minnesota Department of Labor and Industry (DLI) Adopted Exempt Temporary Rules Modifying a Means of Egress Regulation Relating to Stairway Width in the International Residential Building Code

### FINDINGS & STATEMENT OF SUPPORTING REASONS

Adopted Exempt Temporary Rules Modifying a Means of Egress Regulation Relating to Stairway Width in the International Residential Building Code, *Minnesota Rules*, Part 1309.0311

*Minnesota Rules*, Chapter 1309, contains the Minnesota Residential Building Code, which is part of the State Building Code. The Minnesota Commissioner of Labor and Industry is authorized by *Minnesota Statutes*, sections 326B.02, subdivision 5, 326B.101, and 326B.106, subdivision 1, to adopt by rule a code of standards for the construction of buildings, governing matters of structural materials, design and construction, fire protection, health, sanitation, and safety.

### FINDINGS

1. Amending *Minnesota Rules*, part 1309.0311, subpart 2 (39 *State Register* 91, July 28, 2014), to reinstate 2012 IRC Subsection R311.7.1, Stairway Width, is reasonable and needed to correct the inadvertent deletion of that subsection's stairway width requirements in Minnesota by the recent amendment of *Minnesota Rules*, Chapter 1309.

2. The Commissioner of the Minnesota Department of Labor and Industry for good cause finds that the rulemaking provisions of *Minnesota Statutes*, Chapter 14, are unnecessary, impracticable, and contrary to the public interest when amending *Minnesota Rules*, part 1309.0311, subpart 2 (39 *State Register* 91, July 28, 2014), to addresses a serious and immediate threat to the public health, safety or welfare.

3. Providing for an effective date less than 180-days after adoption of the amendment to *Minnesota Rules*, part 1309.0311, subpart 2 (39 *State Register* 91, July 28, 2014), is necessary to protect public health and safety.

### STATEMENT OF SUPPORTING REASONS

Chapter 1309 adopts the International Code Council's 2012 Model International Residential Building Code ("IRC"), with amendments. Chapter 1309 was adopted on July 28, 2014, and its effective date is January 24, 2015. See *State Register*, Volume 39, Number 4, pages 91-95, July 28, 2014. Part 1309.0311, Means of Egress, adopts Section R311 of the 2012 IRC, with amendments, and addresses building and design requirements related to egress routes from a dwelling, including stairways. Subsection R311.7 of the 2012 IRC addresses egress stairways in general and R311.7.1 specifically addresses stairway width requirements. Minnesota has adopted the IRC's general stairway construction and design standards, including stairway width requirements, for years, but the Department noticed confusion in the field over which stairways the regulations applied to since there were no scoping provisions in the model code. Therefore,

# Exempt Rules

---

the Department amended Subsection R311.7 of the 2012 IRC in the last rulemaking to add a scoping provision that clarified which type of stairways the requirements applied to. See *Minnesota Rules*, part 1309.0311, subpart 2 (39 *State Register* 91, July 28, 2014). Unfortunately, the new scoping provision's section number was assigned to Subsection R311.7.1 of the 2012 IRC in the rulemaking, which inadvertently resulted in the deletion of the 2012 IRC subsection addressing stairway width requirements. Failure to timely correct the inadvertent deletion of stairway width requirements in the Minnesota State Building Code will seriously and negatively affect public safety, health and welfare in that minimum stairway width requirements are necessary for the safe and orderly egress of individuals from dwellings, as well as the safe and unobstructed egress to and from dwellings by fire service and emergency response personnel. The effective date of the recent amendment to *Minnesota Rules*, part 1309.0311, subpart 2, is January 24, 2015. As of that date, there will no longer be any stairway width requirements in the Minnesota State Building Code if the rule part is not amended by then. Therefore, use of *Minnesota Statutes*, section 14.388's good cause exemption to expediently adopt the necessary amendments to reinstate the 2012 IRC's stairway width requirements by January 24, 2015, or as soon thereafter as possible, is reasonable and necessary to protect public safety, health and welfare.

Dated: 17 December 2014

Ken B. Peterson, Commissioner  
Minnesota Department of Labor and Industry

## ORDER ADOPTING RULES

Adopted Exempt Temporary Rules Modifying a Means of Egress Regulation Relating to Stairway Width in the International Residential Building Code, *Minnesota Rules*, Part 1309.0311

### WHEREAS:

1. The rulemaking provisions of *Minnesota Statutes*, chapter 14, are unnecessary, impracticable, and contrary to the public interest when amending a rule to make changes that address a serious and immediate threat to the public health, safety, or welfare;
2. The attached Findings & Statement of Supporting Reasons justify a **good cause exemption** from the rulemaking provisions of *Minnesota Statutes*, chapter 14, and *Minnesota Rules*, chapter 1400, and are hereby incorporated by reference;
3. The Minnesota Department of Labor and Industry ("Department") has complied with all notice and procedural requirements in *Minnesota Statutes* § 14.388, *Minnesota Rules*, chapter 1400, and other applicable law;
4. The attached Notice of Intent to Adopt Rules Under the Good Cause Exemption, signed by the Commissioner of Labor and Industry on November 18, 2014, is hereby incorporated by reference;
5. As required by *Minnesota Statutes* § 14.386, paragraph (a), clause (1), and *Minnesota Rules*, part 1400.2400, the Revisor of Statutes has approved the form of the rule by certificate, a copy of which is attached;
6. The Office of Administrative Hearings received no written comments and submissions on the proposed good cause exempt rules. The Department received no requests for notice of submission to the Office of Administrative Hearings;
7. The rules are needed and reasonable.

**IT IS ORDERED** that the above-captioned rules, in the form certified by the Office of the Revisor, file number R-4300, dated October 22, 2014, are adopted pursuant to the authority vested in the Minnesota Commissioner of Labor and Industry by *Minnesota Statutes* §§§§ 14.388, 326B.02, subd. 5, 326B.101, and 326B.106, subd. 1. The adopted good cause exempt rules are effective January 24, 2015, or upon publication of this Order of Adoption in the *State Register*, whichever is later.

Dated: 17 December 2014

Ken B. Peterson, Commissioner  
Minnesota Department of Labor and Industry

## 1309.0311 SECTION R311, MEANS OF EGRESS.

[For text of subp 1, see 39 SR 91]

Subp. 2. **IRC section R311.7.1, Stairways Width.** Section R311.7.1 is amended to read as follows IRC Section R311.7.1 is deleted and replaced with the following:

### **R311.7.1 Stairways; general.**

**R311.7.1.1 Stairways serving dwellings or accessory structures.** All stairways serving a dwelling or accessory structure, or any part thereof, shall comply with this section. This shall include exterior stairs from a dwelling or garage to grade and those stairs serving decks, porches, balconies, sun rooms, and similar structures.

#### **Exceptions:**

1. Stairs serving attics or crawl spaces.
2. Stairs that only provide access to plumbing, mechanical, or electrical equipment.

**R311.7.1.2 Width.** Stairways shall not be less than 36 inches (914 mm) in clear width at all points above the permitted handrail height and below the required headroom height. Handrails shall not project more than 4.5 inches (114 mm) on either side of the stairway and the minimum clear width of the stairway at and below the handrail height, including treads and landings, shall not be less than 31-1/2 inches (787 mm) where a handrail is installed on one side and 27 inches (698 mm) where handrails are provided on both sides.

**Exception:** The width of spiral stairways shall be in accordance with Section R311.7.9.1.

[For text of subp 3, see 39 SR 91]

**EFFECTIVE DATE.** *Minnesota Rules*, part 1309.0311, subpart 2, is effective January 24, 2015, or upon publication of this amendment's Order of Adoption in the State Register, whichever is later, and is effective for a period of two years.

# Expedited Rules

Provisions exist for the Commissioners of some state agencies to adopt expedited rules when conditions exist that do not allow the Commissioner to comply with the requirements for normal rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and the conditions. Expedited rules are effective upon publication in the State Register, and may be effective up to seven days before publication under certain conditions.

Expedited rules are effective for the period stated or up to 18 months. Specific *Minnesota Statute* citations accompanying these expedited rules detail the agency's rulemaking authority.

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

## Minnesota Department of Natural Resources (DNR) Adopted Expedited Permanent Game and Fish Rules Relating to Wildlife

The rules proposed and published at *State Register*, Volume 38, Number 41, pages 1308-1322, April 07, 2014 (38 SR 1308), are adopted with the following modifications:

### 6232.2800 GENERAL REGULATIONS FOR TAKING BEARS.

[For text of subp 1, see ~~37~~ 38 SR 1381]

### 6232.3200 BAIT STATIONS AND GARBAGE DUMPS.

Subp. 2. **Registration of bait station.** A person may not establish a bear bait station without registering the site as provided in this subpart.

[For text of item A, see ~~M-R: 38 SR 1381~~]

### 6232.4400 GENERAL REGULATIONS FOR TAKING ELK.

Subp. 2. **Party hunting.** Licensees may not hunt elk without having the unused seal in their possession. Licensed parties with an unused seal in their possession may assist other licensed parties in taking elk, but may not ~~take shoot~~ or tag elk for another party.

**REPEALER.** *Minnesota Rules*, part 6230.0250, subpart 1, is repealed. The expedited emergency amendments to *Minnesota Rules*, parts 6232.2800, subparts ~~5 and~~ 6, and 7; 6232.2900, subparts 2 and 9; and 6232.3200, subpart 3, published in the *State Register*, volume ~~37~~ 38, page ~~1478~~ 1381, April ~~15~~ 21, ~~2013~~ 2014; 6234.2400, subpart 2, published in the *State Register*, volume 38, page 185, August 5, 2013; 6236.0300, subpart 2, and 6236.0810, published in the *State Register*, volume 38, page 791, December 2, 2013; and 6240.0400, subpart 2, published in the *State Register*, volume 38, page 183, August 5, 2013, 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.

## Minnesota Department of Health (MDH) Health Promotion and Chronic Disease Division Minnesota Cancer Surveillance System (MCSS) Public Notice of Reportable Data Items to MCSS

**NOTICE IS HEREBY GIVEN** to cancer registries, medical laboratories, hospitals, medical clinics, physicians and dentists of the list of data items to be reported to MCSS.

*Minnesota Statute* 144.672 subd. 1 gives the Commissioner of Health authority to collect cancer incidence information, analyze the information, and conduct special studies designed to determine the potential public health significance of an increase in cancer incidence.

### MCSS Required Data Items NAACCR Record Layout Version 15 (in layout order)

R = required, R\* = if available, RH = required to be reported for historic records within data range given,  
RH\* = if available, RS = Required, Site Specific, RS\* = if available

MCSS	NAACCR ITEM #	NAACCR ITEM NAME	NOTE
R	10	Record type	
R	50	NAACCR record version	
R	20	Patient ID number	
R*	21	Patient system ID-hosp	
R	70	Addr at dx—city	
R	80	Addr at dx—state	
R	100	Addr at dx—postal code	
R	90	County at dx	
R	160	Race 1	
R	161	Race 2	
R	162	Race 3	
R	163	Race 4	
R	164	Race 5	
R	170	Race coding sys—current	
R	180	Race coding sys—original	
R	190	Spanish/Hispanic origin	
R	220	Sex	
R	230	Age at diagnosis	
R	240	Date of birth	
R	241	Date of birth flag	
R*	310	Text—usual occupation	
R*	320	Text—usual industry	
R	102	Addr at dx—country	
R*	1832	Addr current—country	
R	390	Date of diagnosis	
R	391	Date of diagnosis flag	

# Official Notices

---

R	400	Primary site	
R	410	Laterality	
RH	420	Histo (92-00) ICD-O-2	dx 2000
RH	430	Behavr (92-00) ICD-O-2	dx 2000
R	522	Histologic type ICD-O-3	
R	523	Behavior code ICD-O-3	
R	440	Grade	
RH*	441	Grade path value	dx 2010-2013
RH*	449	Grade path system	dx 2010-2013
R	450	Site coding sys—current	
R	460	Site coding sys—original	
R	470	Morph coding sys-current	
R	480	Morph coding sys—orig	
R	490	Diagnostic confirmation	
R	500	Type of reporting source	
R	442	Ambiguous term dx dx 2007-2012	
RH	443	Date conclusive dx dx 2007-2012	
RH	448	Date conclusive dx flag	dx 2007-2012
RH	444	Mult tumor rpt as 1 Prim	dx 2007-2012
RH	445	Date of mult tumors	dx 2007-2012
RH	439	Date of mult tumors flag	dx 2007-2012
RH	446	Multiplicity counter	dx 2007-2012
R	545	NPI—Reporting facility	dx 2007 & later
R	540	Reporting hospital	
R*	550	Accession number—hosp	Rpt also in state spec fld - start col 2412, if no s/w spec pt ID # used
R	560	Sequence number—hosp	
R	570	Abstracted by	
R	580	Date of 1st contact	
R	581	Date of 1st contact flag	
R	590	Date of inpt adm	
R	591	Date of inpt adm flag	
R	600	Date of inpt dischg	
R	601	Date of inpt dischg flag	
R	610	Class of case	
R*	630	Primary payer at dx	dx 2006 & later
R	670	Rx hosp—surg prim site	
R	672	Rx hosp-scope reg LN surg	
R	674	Rx hosp—surg oth reg/dis	
RH*	676	Rx hosp—reg LN removd	dx 1998-2002
RH*	690	Rx hosp—radiation	
R	700	Rx hosp—chemo	
R	710	Rx hosp—hormone	
R	720	Rx hosp—BRM	
R	730	Rx hosp—other	
RH	746	Rx hosp—surg site 98-02	dx through 2002
RH	747	Rx hosp-scope reg 98-02	dx through 2002
RH	748	Rx hosp—surg oth 98-02	dx through 2002
R	759	SEER sum stage 2000	dx 2001-2003
RH	760	SEER sum stage 1977	dx 2000
RH*	780	EOD—tumor size dx 2003	
R	820	Regional nodes positive	
R	830	Regional nodes examined	
R*	1060	TNM edition number	

R*	880	TNM path T	
R*	890	TNM path N	
R*	900	TNM path M	
R*	910	TNM path stage group	
R	920	TNM path descriptor	
R*	940	TNM clin T	
R*	950	TNM clin N	
R*	960	TNM clin M	
R*	970	TNM clin stage group	
R*	980	TNM clin descriptor	
RH*	1150	Tumor marker 1	dx through 2002
RH*	1160	Tumor marker 2	dx through 2002
RH*	1170	Tumor marker 3	dx through 2002
R*	1182	Lymph-vascular invasion	dx 2010 & later
R	2800	CS tumor size	dx 2004 & later
R	2810	CS extension	dx 2004 & later
R	2820	CS tumor size/ext eval	dx 2004 & later
R	2830	CS lymph nodes	dx 2004 & later
R	2840	CS lymph nodes eval	dx 2004 & later
R	2850	CS mets at dx	dx 2004 & later
R	2860	CS mets eval	dx 2004 & later
R	2851	CS mets at dx-bone	dx 2010 & later
R	2852	CS mets at dx-brain	dx 2010 & later
R	2853	CS mets at dx-liver	dx 2010 & later
R	2854	CS mets at dx-lung	dx 2010 & later
RS	2880	CS site-specific factor 1	dx 2004 & later
RS	2890	CS site-specific factor 2	dx 2004 & later
RS	2900	CS site-specific factor 3	dx 2004 & later
RS	2910	CS site-specific factor 4	dx 2004 & later
RS	2920	CS site-specific factor 5	dx 2004 & later
RS	2930	CS site-specific factor 6	dx 2004 & later
RS	2861	CS site-specific factor 7	dx 2010 & later
RS	2862	CS site-specific factor 8	dx 2010 & later
RS	2863	CS site-specific factor 9	dx 2010 & later
RS*	2864	CS site-specific factor 10	dx 2010 & later
RS	2865	CS site-specific factor 11	dx 2010 & later
RS*	2866	CS site-specific factor 12	dx 2010 & later
RS	2867	CS site-specific factor 13	dx 2010 & later
RS	2868	CS site-specific factor 14	dx 2010 & later
RS	2869	CS site-specific factor 15	dx 2010 & later
RS	2870	CS site-specific factor 16	dx 2010 & later
RS	2871	CS site-specific factor 17	dx 2010 & later
RS	2872	CS site-specific factor 18	dx 2010 & later
RS	2873	CS site-specific factor 19	dx 2010 & later
RS	2874	CS site-specific factor 20	dx 2010 & later
RS	2875	CS site-specific factor 21	dx 2010 & later
RS	2876	CS site-specific factor 22	dx 2010 & later
RS	2877	CS site-specific factor 23	dx 2010 & later
RS	2878	CS site-specific factor 24	dx 2010 & later
RS	2879	CS site-specific factor 25	dx 2010 & later
R	2937	CS version input current	dx 2004 & later
R	2935	CS version input original	dx 2004 & later
R	1270	Date 1st crs rx CoC	
R	1271	Date 1st crs rx CoC flag	

# Official Notices

---

R	1200	Rx date surgery	
R	1201	Rx date surgery flag	
R	3170	Rx date mst defn srg	dx 2003 & later
R	3171	Rx date mst defn srg flag	dx 2003 & later
R	1210	Rx date radiation	
R	1211	Rx date radiation flag	
R	3230	Rx date systemic	
R	3231	Rx date systemic flag	
R*	1220	Rx date chemo	
R*	1221	Rx date chemo flag	
R*	1230	Rx date hormone	
R*	1231	Rx date hormone flag	
R*	1240	Rx date BRM	
R*	1241	Rx date BRM flag	
R	1250	Rx date other	
R	1251	Rx date other flag	
R	1285	Rx sum-treatment status	dx 2010 & later
R	1290	Rx sum—surg prim site	
R	1292	Rx sum-scope reg LN sur	
R	1294	Rx sum—surg oth reg/dis	
RH*	1296	Rx sum-reg LN examined	dx 1998-2002
R	1340	Reason for no surgery	
R*	1360	Rx sum—radiation	
R	1380	Rx sum—surg/rad seq	
R	3250	Rx sum—transplnt/endocr	
R	1390	Rx sum—chemo	
R	1400	Rx sum—hormone	
R	1410	Rx sum—BRM	
R	1420	Rx sum—other	
R	1430	Reason for no radiation	
R	1460	Rx coding sys—current	
R	1550	Rad—location of rx dx 2003 & later	
R	1570	Rad—regional rx modality	dx 2003 & later
R	3200	Rad—boost rx modality	dx 2003 & later
R	1639	Rx sum—sys surg seq	dx 2006 & later
RH*	1640	Rx sum—surgery type	dx through 1997
RH	1646	Rx sum—surg site 98-02	dx through 2002
RH	1647	Rx sum—scope reg 98-02	dx through 2002
RH	1648	Rx sum—surg oth 98-02	dx through 2002
RH	1960	Site (73-91) ICD-O-1	dx through 1991
RH*	1971	Histology(73-91) ICD-O-1	dx through 1991
RH*	1972	Behavior(73-91) ICD-O-1	dx through 1991
RH	1980	ICD-O-2 conversion flag	dx through 2000
R	2140	CoC coding sys—current	
R	2150	CoC coding sys—original	
R	2170	Vendor name	
R	2090	Date case completed	
R	2116	ICD-O-3 conversion flag	
R	1750	Date of last contact	
R	1751	Date of last contact flag	
R	1760	Vital status	
R	1810	Addr current—city	
R	1820	Addr current—state	
R	1830	Addr current—postal code	

R	1840	County—current	
R	1860	Recurrence date—1st	
R	1861	Recurrence date—1st flag	
R	1880	Recurrence type—1st	
R	2220	State/requestor items	
		“Managing MD last name”	col 2340-2359
		“Managing MD 1st name”	col 2360-2374
		“Managing MD M I”	col 2375-2375
		“Followup MD Last Name”	col 2376-2395
		“Followup MD 1st name”	col 2396-2410
		“Followup MD M I”	col 2411-2411
		“Patient identification number”	spec pt ID # if other than accession #, col 2412-2426, or accession #
R	2230	Name—last	
R	2240	Name—first	
R	2250	Name—middle	
R*	2280	Name—alias	
R	2390	Name—maiden	
R	2300	Medical record number	
R	2320	Social security number	
R	2330	Addr at dx—no & street	
R	2335	Addr at dx—supplementl	
R	2350	Addr current—no & street	
R*	2355	Addr current-supplementl	
R*	2360	Telephone	
R	2415	NPI—Inst referred from	dx 2007 & later
R	2410	Institution referred from	
R	2425	NPI—Inst referred to	dx 2007 & later
R	2420	Institution referred to	
R*	2465	NPI—physician—managing	dx 2007 & later
R	2460	Physician—managing	
R*	2475	NPI—physician—follow-up	dx 2007 & later
R	2470	Physician—follow-up	
R*	7010	Path reporting fac ID 1	dx 2010 & later
R*	7090	Path report number 1	dx 2010 & later
R*	7320	Path date spec collect 1	dx 2010 & later
R*	7480	Path report type 1	dx 2010 & later
R*	7190	Path ordering fac no 1	dx 2010 & later
R*	7100	Path order phys lic no 1	dx 2010 & later
R*	7011	Path reporting fac ID 2	dx 2010 & later
R*	7091	Path report number 2	dx 2010 & later
R*	7321	Path date spec collect 2	dx 2010 & later
R*	7481	Path report type 2	dx 2010 & later
R*	7191	Path ordering fac no 2	dx 2010 & later
R*	7101	Path order phys Lic no 2	dx 2010 & later
R*	7012	Path reporting fac ID 1	dx 2010 & later
R*	7092	Path report number 3	dx 2010 & later
R*	7322	Path date spec collect 3	dx 2010 & later
R*	7482	Path report type 3	dx 2010 & later
R*	7192	Path ordering fac no 3	dx 2010 & later
R*	7102	Path order phys lic no 3	dx 2010 & later
R*	7013	Path reporting fac ID 4	dx 2010 & later
R*	7093	Path report number 4	dx 2010 & later
R*	7323	Path date spec collect 4	dx 2010 & later

# Official Notices

---

R*	7483	Path report type 4	dx 2010 & later
R*	7193	Path ordering fac no 4	dx 2010 & later
R*	7103	Path order phys lic no 4	dx 2010 & later
R*	7014	Path reporting fac ID 5	dx 2010 & later
R*	7094	Path report number 5	dx 2010 & later
R*	7324	Path date spec collect 5	dx 2010 & later
R*	7484	Path report type 5	dx 2010 & later
R*	7194	Path ordering fac no 5	dx 2010 & later
R*	7104	Path order phys lic no 5	dx 2010 & later
R*	2520	Text—dx proc—PE	
R*	2530	Text—dx proc—X-ray/scan	
R*	2540	Text—dx proc—scopes	
R*	2550	Text—dx proc—lab tests	
R*	2560	Text—dx proc—op	
R*	2570	Text—dx proc—path	
R*	2580	Text—primary site title	
R*	2590	Text—histology title	
R*	2600	Text—staging	
R*	2610	Rx text—surgery	
R*	2620	Rx text—radiation (beam)	
R*	2630	Rx text—radiation other	
R*	2640	Rx text—chemo	
R*	2650	Rx text—hormone	
R*	2660	Rx text—BRM	
R*	2670	Rx text—other	
R*	2680	Text—remarks	
R*	2690	Text—place of diagnosis	

This notice is published pursuant to *Minnesota Rule* 4606.3304 subpart 1a, which requires publication of a list of the data items to be reported under part 4606.3303 subpart 1.

Written comments and requests for information may be sent to:

Sally Bushhouse, DVM, MPH, PhD, Director  
Minnesota Cancer Surveillance System  
Minnesota Department of Health  
85 E. 7th Place  
P.O. Box 64882  
St. Paul, Minnesota 55164-0882

## Minnesota Department of Human Services (DHS) Disability Services Division Request for Information (RFI) for Autism Respite Services

### Purpose and Objective

The purpose of this Request for Information (RFI) is to identify and obtain information for service development ideas for respite services specific to individuals with autism.

Respite programs provide planned short-term breaks for care givers to support and maintain the primary care giving relationship. Respite also provides a positive experience for the person receiving care to include activities of their choosing and interest.

This solicitation is not a Request for Proposal (RFP), but a request for service development ideas. The RFI service proposal ideas will

be considered and inform the RFP that will be issued early 2015. Response to this Request for Information is completely voluntary.

The State is seeking information to use for service development, planning and competitive contracting. This RFI, and responses to it, does not in any way obligate the State, nor will it provide any advantage to respondents in future Requests for Proposals (RFP's) for competitive procurement.

## Background

The legislature approved a one-time appropriation of 2.5 million dollars for the purpose of autism respite program development through June 30, 2017. *Laws of Minnesota 2014*, Chapter 312, Article 30, Section 2, subd. 4 (e). A portion of these funds may be allocated to individuals that would not otherwise have access to respite funding.

This funding is intended to be utilized for respite service development, but the respite service itself may also be paid from grant or waiver funding.

## Goal

The Minnesota Department of Human Services, Disability Services Division, is interested in proposals that have respite service development ideas for children and adults diagnosed with autism.

## Proposal Content

Provide an overview of proposed respite services that are;

- Specific to children and/or adults with autism.
- Person centered and incorporates the supported persons preferences and desires.
- In-home or out-of-home.
- Culturally competent or designed for high need communities.
- Statewide, regional or have a multi-area reach.
- Able to increase number of trained providers.
- Able to support caregivers.
- Provider training plan specific to autism and individual needs

The proposed respite service proposal should:

- Describe goals, objectives and deliverables.
- Describe implementation and timelines.
- Identify methods for measuring program success and outcomes.
- Identify funds needed and budget.
- Describe sustainability of services.

## KEY DATES

**Request for Information Issued:** January 5, 2015

**Requested Submission Date:** February 20, 2015

## RFI Submission Instructions

Submit an electronic (Word Document) copy of your proposal to: Carrie Jakober via email to: [carrie.jakober@state.mn.us](mailto:carrie.jakober@state.mn.us) Proposals shall not exceed 10 pages.

## Responses are requested to be submitted by 4pm on February 20, 2015.

Submit questions or communications regarding this RFI to: Carrie Jakober e-mail: [carrie.jakober@state.mn.us](mailto:carrie.jakober@state.mn.us)

Include a name, title, address, telephone number and e-mail address of whom to contact in the event there are questions regarding your submission.

## Additional Information

Respondents are responsible for all costs associated with the preparation and submission of responses to this RFI.

All responses to this RFI are public, according to *Minnesota Statutes* § 13.03 unless otherwise defined by *Minnesota Statutes* 13.37 as

# Official Notices

---

“Trade Secrets”. If the Responder submits information that it believes to be trade secret/confidential materials, and the Responder does not want such data used or disclosed for any purpose other than the evaluation of this Response, the Responder must clearly mark every page of trade secret materials in its Response at the time the Response is submitted with the words “Trade Secret” or “Confidential,” and must justify the trade secret designation for each item in its Response.

If the State should decide to issue an RFP and award a contract based on any information received from responses to this RFI, all public information, including the identity of the responders, will be disclosed upon request.

## **Minnesota Higher Education Facilities Authority (MHEFA) Notice of Public Hearing on Revenue Obligations on Behalf of the Minneapolis College of Art and Design**

**NOTICE IS HEREBY GIVEN** that a public hearing will be held by the Minnesota Higher Education Facilities Authority (the “Authority”) with respect to the proposal to issue revenue bonds or other obligations on behalf of the Minneapolis College of Art and Design, a Minnesota nonprofit corporation (the “College”), an institution of higher education, at the Authority’s offices at 380 Jackson Street, Suite 450, St. Paul, Minnesota, on Wednesday, January 21, 2015, at 2:00 p.m. Under the proposal, the Authority would issue its revenue bonds or other obligations in an aggregate original principal amount of up to \$8,000,000: (a) to refund the Authority’s Revenue Bonds, Series Six-K (Minneapolis College of Art and Design) (the “Series Six-K Bonds”); and (b) to refund the Authority’s Revenue Notes, Series Six-Z (the “Series Six-Z Notes”).

The Series Six-K Bonds were issued to provide funds to advance refund the Authority’s Revenue Bonds, Series Five-D (Minneapolis College of Art and Design), dated June 15, 2000 (the “Series Five-D Bonds”), which were originally issued to finance (i) the construction of an addition to the College’s main building containing a commons area, a dining facility and studio space; (ii) a roof replacement; (iii) the improvement of a central air handling system; and (iv) the renovation and refurbishing, including renovation, remodeling and equipping of seven existing student apartment buildings, and related site improvements. The Series SixZ Notes were originally issued to finance the construction and improvements of an approximately 40,118 square foot surface parking lot and related landscaping improvements consisting of an approximately 12,282 square foot sculpture garden located on the College campus.

The above-referenced projects are owned and operated by the College and located on its main campus, the principal street address of which is 2501 Stevens Avenue South, Minneapolis, Minnesota.

At said time and place the Authority shall give all parties who appear or have submitted written comments an opportunity to express their views with respect to the proposal to undertake and finance the Project, consisting of the refundings of the Series Six-K Bonds and the Series Six-Z Notes.

Dated: January 5, 2015.

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

## **Minnesota Department of Transportation (Mn/DOT) Notice to Bidders: Suspensions/Debarments as of September 17, 2014**

### **NOTICE OF SUSPENSION**

**NOTICE IS HEREBY GIVEN** that MnDOT has ordered that the following vendors be suspended effective July 8, 2014:

- Marlin Dahl, Granada, MN
- Dahl Trucking, Elmore, MN
- Elmore Truck and Trailer, Inc., Elmore, MN



## NOTICE OF DEBARMENT

**NOTICE IS HEREBY GIVEN** that MnDOT has ordered that the following vendors be debarred for a period of three (3) years, effective May 6, 2013 until May 6, 2016:

- Gary Francis Bauerly and his affiliates, Rice, MN
- Gary Bauerly, LLC and its affiliates, Rice, MN
- Watab Hauling Co. and its affiliates, Rice, MN

**NOTICE IS HEREBY GIVEN** that MnDOT has ordered that the following vendors be debarred for a period of three (3) years, effective September 17, 2014 until September 17, 2017:

- Jeffrey Plzak and his affiliates, Loretto, MN
- Laurie Plzak and her affiliates, Loretto, MN
- Honda Electric Incorporated and its affiliates, Loretto, MN
- Jeffrey and Laurie Plzak doing business as Honda Electric Logistics, and its affiliates, Loretto, 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:

- 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 Grants & Loans

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

SEE ALSO: Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>

### Minnesota State Colleges and Universities (MnSCU) Request for Proposals for Grant to Fund Student Housing in Thief River Falls, Minnesota

**NOTICE IS HEREBY GIVEN** that the Minnesota State Colleges and Universities is seeking proposals from eligible parties to award one (1) grant of up to \$1.1 million to develop student housing in Thief River Falls, Minnesota, on or near the Northland Community and Technical College.

The RFP can be viewed by visiting the Minnesota State Colleges and Universities Facilities web site:

<http://finance.mnscu.edu/facilities/design-construction/announcements/>

The contact for this proposal is:

Greg Ewig  
Minnesota State Colleges and Universities  
30 East 7<sup>th</sup> Street, Suite 350  
St. Paul MN 55101  
**E-mail:** [Gregory.ewig@so.mnscu.edu](mailto:Gregory.ewig@so.mnscu.edu)

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

All questions must be in writing. The deadline for submittals is no later than 4:00 p.m., Central Time, January 15, 2015. 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.

### Minnesota Department of Labor and Industry (DLI) Workplace Safety Consultation Unit Notice of Safety Grants for Employers

The Department of Labor and Industry (DLI) announces continuation of its safety hazard abatement matching grant program under *Minnesota Statutes*, section 79.253, and *Minnesota Rules*, parts 5203.0010 through 5203.0070. Employers covered by workers' compensation insurance, and those approved as self-insured employers, are eligible to apply for safety/health matching grants to abate safety hazards in their workplace. The safety/health hazards must have been identified in an on-site survey conducted by one of the following:

- 1) MNOSHA safety/health investigator,
- 2) DLI Workplace Safety Consultation safety/health consultant,
- 3) in-house employee safety/health committee,
- 4) workers' compensation underwriter,
- 5) private safety/health consultant or
- 6) a person under contract with the Assigned Risk Plan.

---

---

## State Grants & Loans

The on-site safety/health survey must have resulted in specifically recommended safety and/or health practices or equipment, training for purchased equipment, and/or tuition reimbursement designed to reduce the risk of injury to employees. Costs eligible for program participation are all or part of the cost of purchasing and installing recommended safety/health equipment, training for purchased equipment, tuition reimbursement, the cost of operating or maintaining safety/health equipment, and/or the cost of purchasing or renting real property, if necessary, to meet criteria established by the on-site safety/health survey. Automobiles, weapons, or personnel costs, such as salary and benefits, will not be covered by these grants.

Whether we approve your grant application or not, does not diminish, delay, or absolve you of any obligation to abate hazards as required by law. No state funds will be distributed until all grant documents are signed by all parties and the safety grant project is completed, including payments for all items in the project. Costs incurred before all parties have signed the grant document must not rely on grant approval. Invoices dated prior to your fully executed grant agreement are not eligible for this program.

Grants are limited to a total maximum match of up to \$10,000 per project. The employer must provide at least \$1.00 (one dollar) in project costs for every dollar awarded. No grant will be awarded for more than half the amount of the approved project. Grant applications submitted by the application deadlines of February 15, 2015, April 15, 2015, June 15, 2015, August 15, 2015, October 15, 2015, and December 15, 2015, respectively, will be evaluated and processed so that grant contracts or denial letters will be issued within the two months following each application deadline.

Projects will be judged according to the criteria established by law. Priority will also be given to projects in areas that are a current focus of Minnesota OSHA. Go on-line at <http://www.dli.mn.gov/WSC/GrantsPI.asp> to view the current list of priority industries.

An employer that has received a grant for a particular worksite will not be eligible to receive another grant for that worksite during the two years after the date of the award. All applicable information requested on the grant application form is required for grant approval. Missing information will result in your application being returned to you. Less than the requested amount may be awarded if program resources are insufficient to provide full assistance to all approved applicants and if the reduced grant could still achieve safety objectives.

Applicants can submit a safety grant application using the on-line application form that is accessed at:

<http://www.dli.mn.gov/WSC/Grants.asp>

For further information, please contact the Safety Grants Administrator at: (651) 284-5162, 1-800-731-7232 or e-mail at:

[dli.grants@state.MN.US](mailto:dli.grants@state.MN.US).

## State Contracts

In addition to the following listing of state contracts, readers are advised to check the Statewide Integrated Financial Tools (SWIFT) Supplier Portal at: <http://supplier.swift.state.mn.us> as well as the Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>

**Informal Solicitations:** Informal solicitations for professional/technical (consultant) contracts valued at over \$5,000 through \$50,000, may either be advertised in the Supplier Portal (see link above) or posted on the Department of Administration, Materials Management Division's (MMD) Web site at: <http://www.mmd.admin.state.mn.us/solicitations.htm>.

**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 advertised in the SWIFT Supplier Portal or alternatively, in the *Minnesota State Register* if the procurement is not being conducted in the SWIFT system.

## University of Minnesota (U of M) Minnesota State Department of Administration State Designer Selection Board Project No. 15-01 Notice of Availability of Request for Proposal (RFP) for Designer Selection for Chemical Sciences and Advance Materials Building – University of Minnesota, Duluth

The State of Minnesota, acting through its Board of Trustees for the University of Minnesota, through the State Designer Selection Board, is soliciting proposals from interested, qualified consultants for architectural and engineering design services for the above referenced project.

A full Request for Proposals is available on the Minnesota Department of Administration's website at:  
<http://mn.gov/admin/government/construction-projects/sdsb/sdsb-projects.jsp> (click 15-01).

A **MANDATORY** informational meeting is scheduled for **Wednesday, January 14, 2015 at 11:00 am CT in the Darland Administration Building, Room 520 located at 1049 University Drive, Duluth.**

Any questions should be directed to Ian Baebenroth at [ifb@umn.edu](mailto:ifb@umn.edu). Project questions will be taken by this individual only. Questions regarding this RFP must be received by **Friday, January 16, 2015** no later than **3:00 p.m.** Central Time.

Proposals must be delivered to Talia Landucci Owen, Executive Secretary, State Designer Selection Board, Real Estate and Construction Services, Room 309, Administration Building, 50 Sherburne Ave., St. Paul, MN 55155, phone: (651) 201-2372 not later than **12:00 noon on Monday, January 26, 2015**. Late responses will not be considered.

The University of Minnesota is not obligated to complete the proposed project and reserves the right to cancel the solicitation if it is considered to be in its best interest.

## Minnesota Department of Agriculture (MDA) Pesticide and Fertilizer Management Division Notice of Availability of Request for Proposals (RFP) for Research to Quantify Agricultural Contributions to Impaired Waters and for Development and Evaluation of Best Management Practices to Protect and Restore Water Resources while Maintaining Productivity

**NOTICE IS HEREBY GIVEN** of availability of contracts to select scientists and researchers to conduct research related to impaired waters in agricultural watersheds.

## Project Priorities

Proposals should quantify agricultural conservation practice effectiveness related to nutrient source reduction, off-site movement, and treatment in the State of Minnesota. Proposals should focus on the water quality effects of individual conservation practices and/or the cumulative effects of multiple conservation practices. Proposals must include a cost effectiveness component, as well as an education and outreach plan to benefit the people of Minnesota. MDA Impaired Waters Research Priorities are:

1. Differentiate the water quality contributions and loss pathways of dissolved and sediment bound phosphorus from different agricultural sources on the landscape, including tile lines, and identify methods for mobilizing, redistributing or efficiently utilizing phosphorus reserves in agricultural soils while minimizing runoff losses.

2. Demonstrate and evaluate the nitrogen reduction effectiveness, biogeochemical processes, hydrologic impacts and construction design criteria of saturated buffers placed at the edge of fields to reduce subsurface agricultural drainage system nitrate contributions to receiving waters across multiple landscape settings (i.e. varying soils, topography).

3. Coordinate a collaborative, interdisciplinary working team to convene for the purpose of establishing a systematic approach for assessing whether the outcomes of perennial vegetation or cover crop water quality research and demonstration projects are likely to be agronomically and economically viable for Minnesota. The approach should devise a straightforward evaluation process to prioritize funding efforts and include a method to rate project proposals based on factors including, but not limited to, ease of practice implementation, crop termination challenges, likelihood of adoption, ability to address seasonality and climatic variations, potential farm management obstacles, potential market and profitability. The outcome should include an explanatory report that thoroughly justifies the developed assessment approach and should be finalized within a 12 month period.

4. Revise and update the 2012 MDA document titled "The Agricultural BMP Handbook for Minnesota" to include any new information or practices not previously incorporated into this comprehensive inventory of agricultural Best Management Practices (BMPs) which address current Minnesota water quality impairments including excess nutrients (nitrogen and phosphorus), E. coli bacteria, herbicides, and turbidity. The updated inventory should contain the following:

- o Definition for each BMP;
- o Effectiveness estimates based on existing literature;
- o Costs and other economic considerations for each BMP;
- o Potential barriers to adoption of the BMP.

5. Conduct a comprehensive literature review summarizing what is currently known regarding the biological, chemical and physical factors that influence soil health; how these factors interact and are influenced by various agricultural management practices; the agronomic and environmental benefits that improved soil health can provide; and knowledge gaps in the understanding of how healthy soils can be created and maintained.

The contract period begins in April of 2015 and may extend through fiscal year 2018.

**Contact Information:** Applications must be submitted using the format prescribed in the proposal instructions. To request proposal instruction and to receive application materials, please call, e-mail, or write for the full RFP, which will be sent free of charge to interested parties.

Minnesota Department of Agriculture  
Heidi Peterson, Impaired Waters Technical Coordinator  
625 Robert Street North  
St. Paul, MN 55155-2538  
**E-mail:** [Heidi.Peterson@state.mn.us](mailto:Heidi.Peterson@state.mn.us)  
**Phone:** (651) 201-6014

Other Minnesota Department of Agriculture personnel are not authorized to discuss this request for proposal with responders before the proposal submission deadline nor should they be listed as a collaborator or partner anywhere within the proposal. Contact regarding this RFP with any personnel not listed above could result in disqualification. Questions must be received in writing (e-mails permitted) by January 23, 2015

**Submission Deadline:** Project proposals must be received no later than 3:00 p.m. Central Time, February 6, 2015. Later responses

# State Contracts

---

will not be considered. Fax and e-mail responses will not be considered.

This request for proposal does not obligate the State to award a contract or complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

## Completed and Current funded Projects

For a list of research projects supported by the Minnesota Department of Agriculture please see the following web link:

<http://www.mda.state.mn.us/protecting/cleanwaterfund/research.aspx>

## Minnesota State Colleges and Universities (MnSCU)

### Board of Trustees

### Request for Qualifications (RFQ) for Construction Manager at Risk (Cm@R) Services for Winona State University's Education Village Project, Winona, Minnesota

**NOTICE IS HEREBY GIVEN** that the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Winona State University (WSU), is soliciting applications for Construction Manager at Risk (Cm@R) Services for the design and construction of the Education Village Project. The services will proceed through all phases of design (schematic design, design development and construction documentation) and will proceed with construction phase. Construction cost is anticipated to be approximately \$22,000,000.

To review the complete RFQ documents see: <http://finance.mnscu.edu/facilities/design-construction/announcements/>

There will be a Mandatory Information Meeting/Site Visit on Friday, January 9, 2015 at 9 am CST in the New Center West conference room A & B, Winona State University, 263 West Mark Street, Winona, MN 55987.

A question and answer period is specified and answers will be posted by addendum. Questions must be e-mailed only to Mike Pieper, e-mail: [mpieper@winona.edu](mailto:mpieper@winona.edu) no later than 4:00 pm CST on Friday, January 9, 2015. Answers will be posted via Addendum no later than 4:00 pm CST on Tuesday, January 13, 2015.

Responses must be received in the building and at the room as noted in the RFQ document no later than Tuesday, January 20, 2015 at 3:00 pm CST.

## Minnesota State Colleges and Universities (MnSCU)

### Request for Proposals for System Office Federal and State Legislative Services

**NOTICE IS HEREBY GIVEN** that the Minnesota State Colleges and Universities is seeking proposals from eligible parties to award one (1) contract of a minimum of 180 calendar days to provide Federal and State legislative services.

The RFP can be viewed by visiting the Minnesota State Colleges and Universities Facilities web site, copy and paste this link:

<http://www.finance.mnscu.edu/contracts-purchasing/purchasing/rfp-rfb-rfi/index.html>

The contact for this proposal is:

Bernie Omann  
Minnesota State Colleges and Universities  
**E-mail:** [Bernie.omann@so.mnscu.edu](mailto:Bernie.omann@so.mnscu.edu)

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

All questions must be in writing. The deadline for submittals is no later than 12:00 p.m., Central Time, January 12, 2015. 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.

### **Minnesota Department of Corrections Notice of Availability of Contract for Prison Rape Elimination Act (PREA) Compliance Audits**

The Minnesota Department of Corrections is requesting proposals from Department of Justice certified auditors for the purpose of completing PREA compliance audits of the department's correctional facilities.

Work is proposed to start after March 1, 2015.

A Request for Proposals will be available by mail from this office through **January 9, 2015**. **A written request (by direct mail or email) is required to receive the Request for Proposal.** After **January 9, 2015**, the Request for Proposal must be picked up in person or emailed out.

The Request for Proposal can be obtained from:

Deb Wienand, PREA Coordinator  
Minnesota Department of Corrections  
1450 Energy Park Dr. Suite 200  
St. Paul, MN 55108  
**E-mail:** [debra.wienand@state.mn.us](mailto:debra.wienand@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, **January 27, 2015**. **Late proposals will NOT be considered.** E-mailed proposals will be considered.

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

### **Minnesota State Lottery Request for Proposals for Sponsorship Agreements**

#### **Description of Opportunity**

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

#### **Proposal Content**

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

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

# State Contracts

---

paid media exposure will be critical components that will be evaluated.

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

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

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

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

## Questions

Questions concerning this Solicitation should be directed to:

Jason LaFrenz, Marketing Director  
Minnesota State Lottery  
2645 Long Lake Road  
Roseville, MN 55113  
**Telephone:** (651) 635-8230  
**Toll-free:** 1-888-568-8379 ext. 230  
**Fax:** (651) 297-7496  
**TTY:** (651) 635-8268  
**E-mail:** [jasonla@mnlottery.com](mailto:jasonla@mnlottery.com)

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

## Response Delivery

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

## 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.



---

---

## State Contracts

Mn/DOT is currently requesting applications from consultants. Refer to Mn/DOT's Consultant Services web site, indicated below, to 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](http://www.dot.state.mn.us/consult)

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

## 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.

Besides the following listing, readers are advised to check: <http://www.mmd.admin.state.mn.us/solicitations.htm> as well as the Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>.

### Metropolitan Airports Commission (MAC) Minneapolis-Saint Paul International Airport Notice of Call for Bids for Parking Ramp Railing Refinishing 2015 (P1)

MAC Contract No.: 106-3-504  
Bids Close At: 2:00 p.m., Tuesday, January 13, 2015

**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 project provides for the repainting of weathered metal railings on the parking ramps at Terminal 1-Lindbergh. The work includes removal/reinstallation of the existing railing, installation/removal of temporary fencing, and blasting and painting metal railing.

**Targeted Group Businesses (TGB):** The goal of the MAC for the utilization of TGB on this project is 4%.

**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., at the Minnesota Builders Exchange; McGraw-Hill Construction; 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, MN, 55114; phone: (651) 645-4197. Make checks payable to: Kimley-Horn and Associates, Inc. Deposit per set (refundable): \$100. 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 December 9, 2014, at MAC's web address of <http://www.metroairports.org/Airport-Authority/Business-Opportunities/Solicitations.aspx> (construction bids.)

## Minnesota's Bookstore

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

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

Phone: (651) 297-3000; Fax: (651) 215-5733

E-mail: <http://www.minnesotasbookstore.com>

Order Online at: [www.minnesotasbookstore.com](http://www.minnesotasbookstore.com)

***Notary Laws - NEW***

Published by the Secretary of State, 6"x9", saddle stitched, 22-pages, Stock No. 103, \$11.00 + tax

***Pharmacy Laws - NEW***

Published by the Pharmacy Board, 6"x9", perfect bound, 160-pages, Stock No. 114, \$18.95+ tax.

***Minnesota Food Code (reprint)***

Published by the Dept of Health & Dept of Agriculture, 6" x 9", Perfect bound, 162-pages, 1998 (includes 2003 Rule Amendments), Stock No. 143, \$15.95 + tax

***Nursing Home & Boarding Care Laws - NEW***

Published by the Minnesota Health Department, 6" x 9", perfect bound, pages-184, Stock No. 108, \$20.95 + tax.

***Home Care Laws & Rules - new edition***

Published by the Minnesota Department of Health, 6"x9", perfect bound, 235-pages, Stock No. 97, \$20.95 + tax.

***Minnesota Session Laws***

Two volumes (3,193 pages) includes laws passed during the 2013 regular session as well as the 2012 first special session. A set (state copy) is now on display in the store. NO QUANTITY DISCOUNTS. **Stock No. 989. Cost: \$52 + tax, includes shipping.**

***Health Care Facilities Directory 2013***

*This new directory updates the 2012 edition.* Features comprehensive listing of hospitals, nursing homes, supervised living facilities, outpatient clinics, home health agencies, hospices, etc. within the state of Minnesota. Lists are organized both by county and alphabetically. **Stock Number: 72. Price: \$28.95. Binding: Plastic Spiral Binding. 554-pages.**

***Learning Objectives for Professional Peace Officer Education***

Features techniques of criminal investigation and testifying to include traffic, law enforcement, use of firearms, interrogation tactics, and more. Produced by the P.O.S.T Board. **Stock Number: 414. Price: \$18.95. Pages: 109. Binding: Looseleaf-no binder. Fits in this binder (Stock No. 398).**

***Motor Vehicle & Traffic Laws - NEW***

Published by the Department of Public Safety, 6"x9", loose leaf, three-hole punched, 408-pages, Stock No. 116, \$32.95 + tax

***2014 Motor Vehicle Tax Manual - NEW***

Published by the Department of Public Safety, 8-1/2"x11", Loose leaf, three hole punched, shrinkwrapped, 214-pages, Stock No. 415, \$19.95 + tax

***Nursing Laws - NEW***

Published by the Board of Nursing, 6"x9", Saddle Stitched, 32-pages, Stock No. 119, \$11.00 + tax

***Annual Compilation & Statistical Report of Multi -Member Agencies***

Published: Secretary of State, 8-1/2"x11", loose leaf, no binder, 287-pages, Stock No. 403, hard copy or PDF: \$19-95 + tax

***Architects & Engineering Laws & Rules***

Published by the Architects & Engineering Board, 6" x 9", Saddle stitched, 61-pages, Stock No. 179, \$14.00 + tax

***Barber Laws & Rules - NEW***

Published by the Barber Examiner's Board, 6"x9", saddle stitched, 38-pages, Stock No. 92, \$15.00



**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

Send my order to:

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*
*\$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.	
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# \_\_\_\_\_