

92, Feb. 3

P182

# The Minnesota State Register

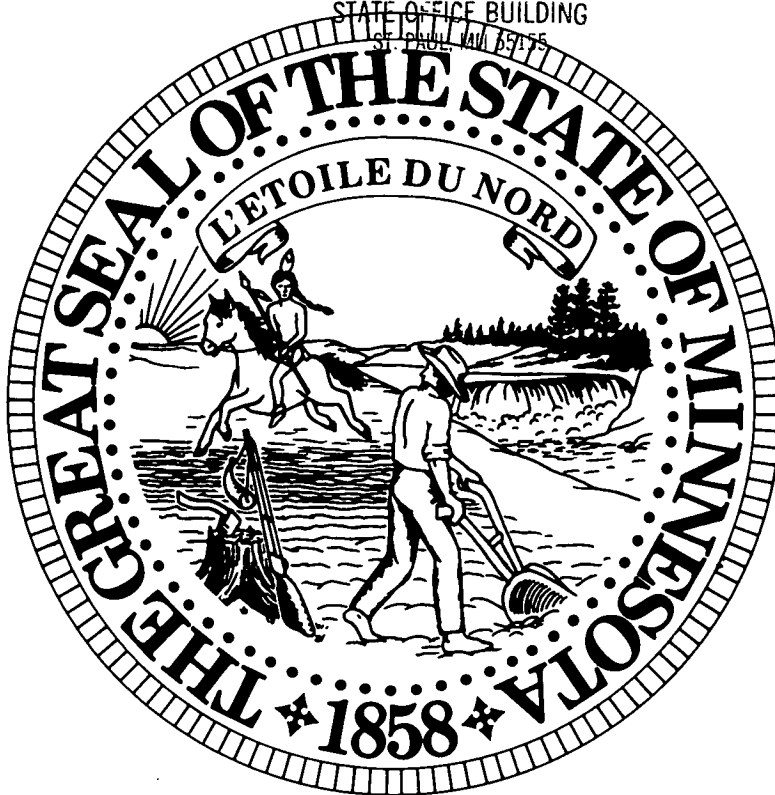
Department of Administration—Print Communications Division

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Rules edition  
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(Tuesday if Monday is a holiday)

**Monday 3 February 1992**  
**Volume 16, Number 32**  
**Pages 1817-1852**

# 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, containing executive and commissioners' orders, proposed and adopted rules, official and revenue notices, state and non-state contracts, contract awards, grants, a monthly calendar of cases to be heard by the state supreme court, and announcements.

A *Contracts Supplement* is published every Thursday and contains additional state contracts and advertised bids, and the most complete source of state contract awards available in one source.

### Printing Schedule and Submission Deadlines

Vol. 16 Issue Number	*Submission deadline for Adopted and Proposed Rules, Commissioners' Orders**	*Submission deadline for Executive Orders, Contracts, and Official Notices**	Issue Date
32	Friday 17 January	Monday 27 January	Monday 3 February
33	Monday 27 January	Monday 3 February	Monday 10 February
34	Monday 3 February	Monday 10 February	Tuesday 18 February
35	Monday 10 February	Friday 14 February	Monday 24 February

\*Deadline extensions may be possible at the editor's discretion; however, none will be made beyond the second Wednesday (12 calendar days) preceding the issue date for rules, proposed rules and executive orders, or beyond the Wednesday (5 calendar days) preceding the issue date for official notices. Requests for deadline extensions should be made only in valid emergency situations.

\*\*Notices of public hearings on proposed rules and notices of intent to adopt rules without a public hearing are published in the Proposed Rules section and must be submitted two weeks prior to the issue date.

Instructions for submission of documents may be obtained from the *State Register* editorial offices, 504 Rice Street, St. Paul, Minnesota 55103, (612) 296-4273.

The *State Register* is published every Monday (Tuesday when Monday is a holiday) by the State of Minnesota, Department of Administration, Print Communications Division, 117 University Avenue, St. Paul, Minnesota 55155, pursuant to *Minnesota Statutes* § 14.46. A *State Register Contracts Supplement* is published every Thursday. The Monday edition is the vehicle for conveying all information about state agency rulemaking, including official notices; hearing notices; proposed, adopted and emergency rules. It also contains executive orders of the governor; commissioners' orders; state contracts and advertised bids; professional, technical and consulting contracts; non-state public contracts; state grants; decisions of the supreme court; a monthly calendar of scheduled cases before the supreme court; and other announcements. The Thursday edition contains additional state contracts and advertised bids, and the most complete listing of contract awards available in one source.

In accordance with expressed legislative intent that the *State Register* be self-supporting, the following subscription rates have been established: the Monday edition costs \$140.00 per year and includes an index issue published in August (single issues are available at the address listed above for \$3.50 per copy); the combined Monday and Thursday editions cost \$195.00 (subscriptions are not available for just the *Contracts Supplement*); trial subscriptions are available for \$60.00, include both the Monday and Thursday edition, last for 13 weeks, and may be converted to a full subscription anytime by making up the price difference. No refunds will be made in the event of subscription cancellation.

Both editions are delivered postpaid to points in the United States, second class postage paid for the Monday edition at St. Paul, MN, first class for the Thursday edition. Publication Number 326630 (ISSN 0146-7751).

Subscribers who do not receive a copy of an issue should notify the *State Register* circulation manager immediately at (612) 296-0931. Copies of back issues may not be available more than two weeks after publication.

**Arne H. Carlson, Governor**

**Dana B. Badgerow, Commissioner**  
Department of Administration

**Stephen A. Ordahl, Director**  
Print Communications Division

**Robin PanLener, Editor**  
Katherine Artishon, Acting Editor

**Paul Hoffman, Assistant Editor**

**Debbie George, Circulation Manager**  
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## FOR LEGISLATIVE NEWS

Publications containing news and information from the Minnesota Senate and House of Representatives are available free to concerned citizens and the news media. To be placed on the mailing list, write or call the offices listed below:

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## 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 75 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. This is a ten-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Proposed and adopted emergency rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

If an agency seeks outside opinion before issuing new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION in the *Official Notices* section of the *State Register*. When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues 1-13 inclusive; issues 14-25 inclusive; issue 26, cumulative for issues 1-26; issues 27-38 inclusive; issue 39, cumulative for 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August. For copies of the *State Register*, a subscription, the annual index, the *Minnesota Rules* or the *Minnesota Guidebook to State Agency Services*, contact the Print Communications Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-9747.

## Dear Subscriber:

In an effort to streamline the *State Register*, we are considering elimination of the Minnesota Amendments and Additions Section. If you have an opinion on this proposal, please contact us by March 1, 1992. You may call the *State Register* Office at 296-0929 or write us at: *State Register*, 117 University Avenue, St. Paul, MN 55155.

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### What's your school system like?

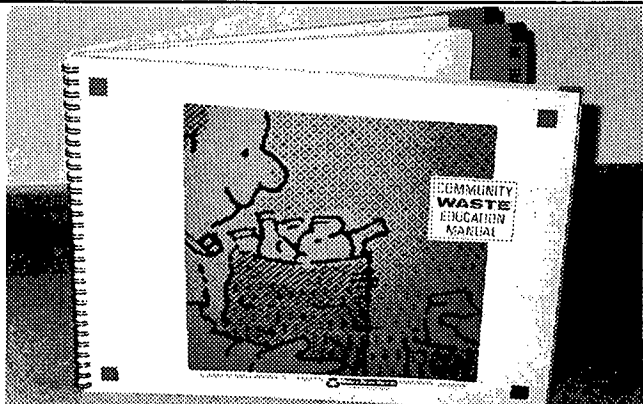
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Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

## Adopted Rules

The adoption of a rule becomes effective after the requirements of Minn. Stat. §14.14-14.28 have been met and five working days after the rule is published in *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.

An emergency rule becomes effective five working days after the approval of the Attorney General as specified in Minn. Stat. §14.33 and upon the approval of the Revisor of Statutes as specified in §14.36. Notice of approval by the Attorney General will be published as soon as practicable, and the adopted emergency rule will be published in the manner provided for adopted rules under §14.18.

## Higher Education Coordinating Board

### Adopted Permanent Rules Relating to Postsecondary Financial Assistance

The rules proposed and published at *State Register*, Volume 16, Number 15, pages 831-833, October 7, 1991 (16 SR 831), are adopted as proposed.

## Executive Orders

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### Executive Department

#### Executive Order #92-1: Providing for a Governor's Recession Response Program

I, ARNE H. CARLSON, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and the applicable statutes, do hereby issue this Executive Order:

**WHEREAS**, Minnesota is experiencing the effects of a prolonged national recession; and

**WHEREAS**, increasing numbers of our citizens are losing their jobs and becoming unemployed; and

**WHEREAS**, we can contribute to Minnesota's economic recovery by accelerating state construction, loan, and mortgage programs to create 1,500 new jobs;

**NOW, THEREFORE**, I hereby order that:

1. The Commissioner of Transportation to immediately increase labor-intensive concrete pavement repairs, rehabilitate rest areas, rehabilitate the Dakota, Minnesota, and Eastern Railroad between Hudson and Winona, begin work on the air traffic control tower at Anoka County Airport, advance certain highway resurfacing projects from 1993 to 1992, and accelerate work on the Shakopee bypass.

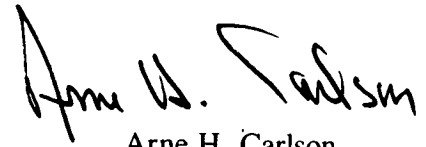
2. The Commissioner of Housing Finance to aggressively advertise the Home Improvement and Home Energy loan programs, allocate mortgage revenue bond proceeds for new single family construction initiatives in greater Minnesota, and accelerate new construction first mortgage loan, budget loan, and large family subsidy programs to ensure that all low income housing tax credits are used in the next six months.

3. The Commissioner of Administration to advance construction work on 20 priority projects to improve access for handicapped persons to state buildings.

4. The Commissioner of Finance and the Commissioner of Administration to proceed immediately with classroom and laboratory construction projects at Rainy River and Vermilion community colleges and with the Agricultural Operations Center project at the University of Minnesota, Crookston.

Pursuant to *Minnesota Statutes* 1990, Section 4.035, subd. 2, this Order shall be effective fifteen (15) days after publication in the *State Register* and filing with the Secretary of State and shall remain in effect until rescinded by proper authority or it expires in accordance with *Minnesota Statutes* 1990, Section 4.035, subd. 3.

IN TESTIMONY WHEREOF, I have set my hand this fourteenth day of January, 1992.



Arne H. Carlson  
Governor

Filed According to Law:

Joan Anderson Growe  
Secretary of State

Dated: 15 January 1992

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## Revenue Notices

Effective July 1, 1991, the Department of Revenue has authority to issue revenue notices. A revenue notice is a policy statement made by the department that provides interpretation, details, or supplementary information concerning the application of law or rules. This authority was provided by the Legislature in 1991 Session Laws Chapter 291, article 21, section 6 and will be codified at *Minnesota Statutes* section 270.0604.

### Department of Revenue

#### Revenue Notice #92-3: ERISA Plans and Unrelated Business Income Tax (UBIT)

It is the position of the Minnesota Department of Revenue that qualified employee benefit plans under the Federal Employee Retirement Income Security Act of 1974 (ERISA) are not required to pay or file the returns for Minnesota tax on unrelated business income imposed by *Minnesota Statutes* § 290.05, subd. 3(a)(iii) and (b).

Dated: 3 February 1992

### Department of Revenue

#### Revenue Notice #92-4: Sales and Use Tax—Kennel Services and Pet Grooming

##### Kennel Services

*Minnesota Statutes* § 297A.01, subd. 3(j)(ix) imposes sales and use tax on fees for lodging, board, and care services for animals in kennels and other similar arrangements. Veterinary and horse boarding services are not taxable. This law change was effective July 1, 1991.

The following charges are taxable:

- Charges for caring for an animal at a care provider's home.
- Charges for caring for an animal at the animal owner's home.
- Charges for walking, exercising, or providing entertainment for animals, and administering drugs or medicines to animals (other than by a licensed veterinarian).
- Placement fees for matching a care provider with an animal for boarding or care.
- Transportation charges for animals in conjunction with providing any taxable services.

**KEY: PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

## Revenue Notices

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The following services are not subject to sales tax:

- Horse boarding services.
- Boarding services provided by a person licensed to practice veterinary medicine if the services are provided in conjunction with veterinary procedures, or observation for veterinary reasons. Veterinarians must still follow *Minnesota Rule*, part 8130.8700 for paying tax on purchases and collecting sales tax on sales.
- Training services such as obedience, tracking, protection, etc., if the charge for the training service is separately stated from fees for boarding, feeding or otherwise caring for the animal.
- Separately stated transportation services to pick up or deliver animals to a veterinarian or for other nontaxable reasons.
- Care provided by persons who are not in the business of providing animal care services.

### Pet Grooming

Pet grooming services are subject to sales tax under *Minnesota Statutes* § 297A.01, subd. 3(j)(iv). This law was effective July 1, 1987.

The definition of pets, as it applies to grooming services, includes dogs, cats, horses, and other animals that are tame and are kept for affection and pleasure rather than for utility or profit. Leader and guide dogs for disabled persons, racehorses, and draft horses are not considered pets for purposes of this tax.

Shampooing, clipping, currying, trimming, nail cutting, and other grooming services are taxable.

Horse shoeing, and filing of hooves, are not taxable if separately stated from any taxable items on the bill. Grooming that is done for veterinary purposes is not taxable.

Dated: 3 February 1992

## Department of Revenue

### Revenue Notice #92-5: Sales and Use Tax—Application of Tax to Copies

Sales of copies are taxable under Minnesota sales and use tax law. This includes sales of copies that are made for customers and receipts from coin operated copy machines.

Organizations who sell copies of records or documents from their files must charge sales tax. The following are examples of taxable copy sales:

- medical records sold by hospitals or clinics to patients, insurance companies, etc.
- accident or fire reports sold by police or fire departments
- motor vehicle records sold to insurance companies
- architectural plans sold to contractors for use when bidding construction contracts
- copies of newspaper or magazine articles sold by libraries or schools
- copies of depositions.

Dated: 3 February 1992

## Department of Revenue

### Revenue Notice #92-6: Sales and Use Tax—Detective and Security Services

Detective and security services, burglar and fire alarm services, and armored car services are taxable under *Minnesota Statutes* § 297A.01, subd. 3, paragraph (j), clause (iv). If the service is performed partly in Minnesota and partly outside of Minnesota, sales tax must be charged if the greater part of the cost is for services performed within Minnesota. The services described below are taxable whether or not the person providing the service is a licensed private detective or protective agent.

#### Security Services

Taxable security services are those provided by any person who is in the business of protecting property from theft, vandalism or destruction, or of protecting individuals from physical attack or harassment. The services of a peace officer engaged privately in security work are also taxable unless the services are performed within the jurisdiction the peace officer serves.

Examples of taxable security services:

- Armored car
- Badge checking
- Body guard
- Burglar alarm monitoring and maintenance, both electronic signal and visual devices
- Consulting or inspections which result in the sale of a taxable service or product
- Fire alarm maintenance and monitoring
- Employee security
- Guard dog lease or rental
- Passenger security
- Patrol services, both mobile and foot
- Security guards, plain clothes and uniformed guards, and ushers and ticket takers, if they have security duties
- Testing of fire and burglar alarm systems
- Smoke detector maintenance
- Charges for programming and maintenance of hand-activated electronic communication devices that are specifically programmed to an individual's needs (medical, safety, security, etc.)

#### **Security Systems**

The sale and installation of a security or alarm system that becomes real property when installed is considered to be a construction contract and not subject to the sales tax. The person installing the system must pay tax on the cost of all materials, supplies, and equipment used to install the system. The sale of a system that does not become real property, or peripheral equipment that can be easily removed, such as a TV monitor, is considered to be the sale of tangible personal property and is subject to sales tax.

Monitoring of fire or burglar alarm systems located in Minnesota is considered a service performed in Minnesota, even if the monitoring is provided from a location outside of Minnesota, since the customer receives the benefit of the service in Minnesota.

#### **Detective Services**

Taxable detective services are those provided by any person who is in the business of investigating to obtain information for others, including but not limited to:

- Background investigations
- Business crimes, shoplifting apprehension, theft investigations
- Computer fraud
- Consulting that results in the sale of a taxable service or product
- Credibility of witnesses
- Determining the origin and responsibility of accidents, damage or injury to property
- Electronic surveillance
- Employee theft investigations
- Employee and pre-employment investigations
- Obtaining evidence to be used in a trial or criminal case or before a board of arbitration
- Executive protection
- Honesty test evaluations (paper/pencil type)
- Identifying people, their character, conduct, or location
- Insurance claim investigations
- Investigations of crimes committed or threatened
- Investigative services for attorneys or others
- Lie detection services, such as polygraph examinations
- Litigation support for attorneys

## Revenue Notices

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- Location or recovery of lost or stolen property
- Public record checks
- Surveillance
- Undercover investigations

The services of a peace officer privately engaged to provide detective services are taxable, unless the services are performed within the jurisdiction the peace officer serves.

Sales tax must be charged on the total cost for providing taxable services performed in Minnesota. The taxable cost includes expenses that are directly reimbursed by the client, such as mileage and other travel expenses, lodging and meal expenses, and fees paid for copies of public records. Purchases of record copies, meals, lodging and other taxable items used in providing these services are also taxable.

### Insurance Claim Investigations

Investigations that are part of an insurance claim settlement may be taxable as detective services. When a person or company performs detective or investigative services in conjunction with the negotiation and settlement of an insurance claim, the detective services are taxable when the costs for those detective services are more than one-third of the total charge for resolving the claim.

Follow these guidelines when you perform detective (investigative) services along with negotiating and settling an insurance claim:

- Each of your sales must be looked at individually to determine the costs of taxable and nontaxable services. All costs related to detective or investigative services performed must be considered in calculating the percentage of the total sales price. These costs include not only the directly related expenses such as time, travel, and fees paid for copies of public records, but also indirect expenses such as administrative costs of typing reports involved with the investigative work.
- Detective services do not include damage appraisals and negotiation for settlement of an insurance claim.
- Adequate records must be maintained to establish the breakdown between taxable and nontaxable services.

Charge sales tax on insurance investigation services if:

- Detective services and related expenses are billed separately from nontaxable charges on the invoice (separately stated detective services are taxable regardless of the amount charged), or
- The costs for performing detective services are in excess of one-third of the total billing. In this case, the total amount billed to the customer for resolving an insurance claim is taxable unless the detective services are separately stated.

Do not charge sales tax on insurance investigation services if:

- The total charge for detective services performed in Minnesota is one-third or less of the entire charge for resolving an insurance claim, and the client is billed a lump sum amount for the total service provided, or
- The detective service is performed partly in Minnesota and partly outside of Minnesota, and the greater part of the cost of performing the detective service is for services performed outside of Minnesota.

If you do not itemize your billings, you may not know until each case is closed whether or not to charge sales tax. If you accept retainer fees or bill for services on a monthly basis, do not charge sales tax until your final billing.

### Nontaxable Services

Nontaxable services include wages paid to part or full-time employees in connection with their employment, and investigations and adjustments by an employee of an insurance company.

If the following are charged to customers separately from taxable items or services, they are not taxable:

- Service of notice or any other document to a party, witness or any other person in connection with any criminal, civil or administrative litigation, including filing court documents;
- Soliciting any debtor to pay or collecting payment for any debt;
- Recovering collateral being repossessed by banks and lending institutions;
- Providing training on security or detection matters;
- Finger printing;
- Hostess, usher, or ticket taker services, unless the job includes security duties;
- Traffic and parking control;
- Financial or credit rating checks; or

- Refilling of fire extinguishers, tagging charges (charges to check the extinguisher and tag it), and truck charges (service charge for coming to customer to check and tag)

Dated: 3 February 1992

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## Official Notices

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Pursuant to the provisions of Minnesota Statutes § 14.10, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

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

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### Department of Health

#### Notice of Completed Application and Notice of and Order for Hearing in the Matter of the License Application of Rochester Ambulance Service, a division of Hiawatha Aviation of Rochester, Inc., d/b/a Rochester Aviation

**PLEASE TAKE NOTICE** that the Commissioner of Health (hereinafter "Commissioner") has received a completed application from Rochester Ambulance Service, a division of Hiawatha Aviation of Rochester, Inc., d/b/a Rochester Aviation for Advanced Ambulance—Specialized. The applicant is requesting licensure for specialized ambulance service including transfers to or from hospitals or nursing homes in the City of Rochester which originate or end at the Rochester Airport.

**IT IS HEREBY ORDERED AND NOTICE IS HEREBY GIVEN** that, pursuant to *Minnesota Statutes* §§ 14.57-14.69 and *Minnesota Statutes* § 144.802 a public hearing will be held on March 12, 1992 at Rochester City Hall, Council Chambers, 224 First Avenue S.W., Rochester, Minnesota, commencing at 9:30 a.m. If you have an interest in this matter you are hereby urged to attend the public hearing. Failure to do so may prejudice your rights in this and any subsequent proceedings in this matter.

1. The purpose of the hearing is to determine whether the application from this ambulance service should be granted based upon the criteria set forth in *Minnesota Statutes* § 144.802, subd. 3(g).

2. This proceeding has been initiated pursuant to and will be controlled in all aspects by *Minnesota Statutes* §§ 144.801-144.8093, *Minnesota Statutes* §§ 14.57-14.69, and Rules for Contested Cases of the Office of Administrative Hearings, *Minnesota Rules* 1400.5100-1400.8402. Copies of the rules and statutes may be obtained for a fee from the Department of Administration, Public Documents Division, 117 University Avenue, St. Paul, Minnesota 55155, telephone: (612) 297-3000.

3. Barbara L. Neilson, Office of Administrative Hearings, 500 Flour Exchange, 310 Fourth Avenue South, Minneapolis, Minnesota 55415, telephone: (612) 341-7604, will preside as administrative law judge at the hearing, and will make a written recommendation on this application. After the hearing, the record and the administrative law judge's recommendation will be forwarded to the Commissioner to make the final determination in the matter.

4. Any person wishing to intervene as a party must submit a petition to do so under *Minnesota Rule* 1400.6200 on or before February 24, 1992. This petition must be submitted to the administrative law judge and shall be served upon all existing parties and the Commissioner. The petition must show how the contested case affects the petitioner's legal rights, duties or privileges and shall state the grounds and purposes for which intervention is sought and indicate petitioner's statutory right to intervene if one exists.

5. In addition to or in place of participating at the hearing, any person may also submit written recommendations for the disposition of the application. These recommendations must be mailed to the administrative law judge on or before March 3, 1992.

6. Any subpoena needed to compel the attendance of witnesses or the production of documents may be obtained pursuant to *Minnesota Rule* 1400.7000.

7. At the hearing the applicant will present its evidence showing that a license should be granted and that all persons will be given an opportunity to cross-examine witnesses, to be heard orally, to present witnesses, and to submit written data or statements. All persons are encouraged to participate in the hearing and are requested to bring to the hearing all documents, records, and witnesses needed to support their position. It is not necessary to intervene as a party in order to participate in the hearing.

8. Please be advised that if nonpublic data is admitted into evidence, it may become public data unless an objection is made and relief is requested under *Minnesota Statutes* § 14.60, subd. 2.

9. You are hereby informed that you may choose to be represented by an attorney in these proceedings, may represent yourself, or be represented by a person of your choice if not otherwise prohibited as the unauthorized practice of law.

## Official Notices

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10. A Notice of Appearance must be filed with the administrative law judge identified above within 20 days following receipt of the Notice by any person intending to appear at the hearing as a party.

11. In accordance with the provisions of *Minnesota Statutes* § 14.61, the final decision of the Commissioner in this proceeding will not be made until the Report of the Administrative Law Judge has been made available to the parties in this proceeding for at least 10 days. Any party adversely affected by the Report of the Administrative Law Judge has the right to file exceptions and present arguments to the Commissioner. Any exceptions or arguments must be submitted in writing and filed with the Commissioner of Health, 717 Delaware Street Southeast, Minneapolis, Minnesota 55440, within 10 days of the receipt of the Administrative Law Judge's Report.

Dated: 23 January 1992

Marlene E. Marschall  
Commissioner of Health

## Department of Human Services

### Mental Health Division

#### **Notice of Solicitation of Outside Information or Opinions Regarding Proposed Rules Governing Grants for Community-Based Mental Health Services for Children with Severe Emotional Disturbance and their Families, and Governing Grants for Adult Community Support and Case Management Services for Persons with Serious and Persistent Mental Illness**

**NOTICE IS HEREBY GIVEN** that the State Department of Human Services is seeking information or opinions from sources outside the agency in preparing to propose the adoption of the permanent rule governing two types of grants: Grants for community-based mental health services for children with severe emotional disturbance and their families, and grants for adult community support and case management services for persons with serious and persistent mental illness. The adoption of the permanent rule is authorized by *Minnesota Statutes*, sections 245.4886, which requires the commissioner to establish a statewide program to assist counties in providing services to children with severe emotional disturbance and their families, and 256E.12, which requires the commissioner to establish a statewide program to assist counties in providing services to persons with serious and persistent mental illness. *Minnesota Statutes*, section 245.4886 is part of the Minnesota Comprehensive Children's Mental Health Act, *Minnesota Statutes*, sections 245.487 to 245.4888. *Minnesota Statutes*, section 256E.12 is part of the Community Social Services Act, *Minnesota Statutes*, sections 256E.01 to 256E.12.

The Department's adopted emergency rule governing grants for community-based mental health services for children with severe emotional disturbance and their families, published at 16 S.R. 1591, became effective December 27, 1991 and will remain in effect until the promulgation of the Department's permanent rule.

The State Department of Human Services requests information and opinions concerning the subject matter of the rule. Interested persons or groups may submit data or views on the subject matter of concern in writing or orally. Written statements should be addressed to: Stephanie Schwartz, Rules and Bulletins Division, Minnesota Department of Human Services, 444 Lafayette Road, St. Paul, Minnesota 55155-3816. Oral statements will be received during regular business hours over the telephone at (612) 297-4302 and in person at the above address.

All statements of information and opinions shall be accepted until further notice is published in the *State Register* or the Notice of Hearing or Notice of Intent to Adopt Rules Without a Hearing is published in the *State Register*. Any written material received by the State Department of Human Services shall become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the rule is adopted.

Dated: 27 January 1992

Stephanie Schwartz  
Rules Division

## Department of Jobs and Training

#### **Notification of Public Hearing on the State Delivery Plan for FY 1992 Minnesota Weatherization Assistance Plan for Low-Income Persons Program Grant**

The United States Department of Energy requires that the State of Minnesota, through the Department of Jobs and Training, conduct a public hearing on the state Delivery Plan for the FY 1992 Weatherization Assistance for Low-Income Persons Program grant. Notice



is hereby given of a public hearing to be held on February 14, 1992 in Room 715, the 7th floor conference room of The American Center Building, 150 East Kellogg Boulevard, St. Paul, Minnesota 55101. The hearing will commence at 9:30 a.m. and continue until all interested and affected persons will have an opportunity to participate. Oral and written testimonies may be submitted at the hearing. In addition, written testimony may be submitted to Weatherization Plan Comments, Minnesota Department of Jobs and Training, Community Based Services, 670 American Center Building, 150 East Kellogg Boulevard, St. Paul, Minnesota 55101 until 4:30 p.m., February 18, 1991. Copies of the proposed plans are available upon request. Contact Mark Kaszynski, 612-297-2590.

## **Department of Labor and Industry**

### **Code Administration and Inspection Services**

#### **Notice of Solicitation of Outside Information or Opinions Regarding Proposed Amendments to Rules Governing Boilers and Power Boats**

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Labor and Industry, Code Administration and Inspection Services, is seeking information or opinions from sources outside the agency in preparing to propose the amendment of the rules governing the regulation of boilers and power boats.

These amendments, which will replace or amend part of *Minnesota Rules* Chapter 5225, are intended to clarify the requirements for pilot licensure; expiration and renewal for pilot licensure; navigation of power boats on inland state waters; and the passenger capacity of all steam and gasoline vessels.

The amendment of these rules is authorized by *Minnesota Statutes*, Section 183.41 and 183.44 which require the agency to make rules for boats including inspection and operation, navigation, and the examination and licensing of pilots.

The Minnesota Department of Labor and Industry, Code Administration and Inspection Services, requests information and opinions concerning the subject matter of these amendments.

Interested or affected persons or groups may submit data or views on the subject matter of concern in writing or orally. Written statements should be addressed to: B. James Berg, Director, Code Administration and Inspection Services, Minnesota Department of Labor and Industry, 443 Lafayette Road, St. Paul, Minnesota 55155-4304, telephone (612) 297-1727. Oral statements will be received by calling the number listed above during regular business hours.

All statements of information and opinion will be accepted until March 13, 1992. All written material received by the Minnesota Department of Labor and Industry, Code Administration and Inspection Services, will become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the amended rules are adopted.

Dated: 24 January, 1992

John B. Lennes, Jr.  
Commissioner

## **Department of Labor and Industry**

### **Code Administration and Inspection Services**

#### **Notice of Solicitation of Outside Information or Opinions Regarding Proposed Rules Governing Elevators**

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Labor and Industry, Code Administration and Inspection Services, is seeking information or opinions from sources outside the agency in preparing to propose rules governing the administration and regulation of elevator contractor licensure.

The adoption of these rules is authorized by *Minnesota Statutes*, Section 183.357 and 183.358 which allow the department to adopt rules establishing criteria for the qualifications of elevator contractors, the issuing of licenses, and the setting of fees for processing license applications.

The Minnesota Department of Labor and Industry, Code Administration and Inspection Services, requests information and opinions concerning the subject matter of these amendments.

Interested or affected persons or groups may submit data or views on the subject matter of concern in writing or orally. Written statements should be addressed to: B. James Berg, Director, Code Administration and Inspection Services, Minnesota Department of Labor and Industry, 443 Lafayette Road, St. Paul, Minnesota 55155-4304, telephone (612) 297-1727. Oral statements will be received by calling the number listed above during regular business hours.

## Official Notices

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All statements of information and opinion will be accepted until March 13, 1992. All written material received by the Minnesota Department of Labor and Industry, Code Administration and Inspection Services, will become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the amended rules are adopted.

Dated: 24 January 1992

John B. Lennes, Jr.  
Commissioner

## Department of Labor and Industry

### Code Administration and Inspection Services

#### Notice of Solicitation of Outside Information or Opinions Regarding Proposed Amendment of Rules Governing Pipefitters; Power Piping Systems

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Labor and Industry, Code Administration and Inspection Services, is seeking information or opinions from sources outside the agency in preparing to propose amendments to the rules governing the administration and regulation of licensure standards for high pressure piping for steam, hot water and/or ammonia installations.

These rules, which will replace or amend parts of *Minnesota Rules* Chapter 5230 are intended to clarify licensing requirements for all high pressure pipefitters, applications for registration; contractor pipefitter qualifications; journeyman pipefitter qualifications; examinations of applicants for licenses; and registration of apprentices (trainees). Specific comments are requested regarding licensure for specialty pipefitting.

The amendment of these rules is authorized by *Minnesota Statutes*, Sections 326.46 and 326.48 which specify requirements for licensed pipefitters in Minnesota.

The Minnesota Department of Labor and Industry, Code Administration and Inspection Services, requests information and opinions concerning the subject matter of these amendments.

Interested or affected persons or groups may submit data or views on the subject matter of concern in writing or orally. Written statements should be addressed to: B. James Berg, Director, Code Administration and Inspection Services, Minnesota Department of Labor and Industry, 443 Lafayette Road, St. Paul, Minnesota 55155-4304, telephone (612) 297-1727. Oral statements will be received by calling the number listed above during regular business hours.

All statements of information and opinion will be accepted until March 13, 1992. All written material received by the Minnesota Department of Labor and Industry, Code Administration and Inspection Services, will become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the amended rules are adopted.

Dated: 24 January 1992

John B. Lennes, Jr.  
Commissioner

## Department of Labor and Industry

### Labor Standards Division

#### Notice of Prevailing Wage Determination for Highway/Heavy and Commercial Projects

On February 1, 1992 the commissioner certified prevailing wage rates for Highway/Heavy and Commercial construction projects in the following Minnesota counties: AITKIN, BECKER, BELTRAMI, CARLTON, CASS, CLAY, CLEARWATER, COOK, CROW WING, HUBBARD, ITASCA, KITSON, KOCHICHING, LAKE, LAKE OF WOODS, MAHNOMEN, MARSHALL, NORMAN, OTTERTAIL, PENNINGTON, POLK, REDLAKE, ROSEAU, ST. LOUIS, WADENA, AND WILKIN.

Copies of the determined wage rates for Minnesota counties may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155, or calling (612) 296-6452. The charges for the cost of copying and mailing are \$1.00 for the first copy and \$.50 for any additional copies. Please note that the cost for one county varies according to the number of pages per county.

JOHN B. LENNES, JR.  
COMMISSIONER

## Mississippi Headwaters Board

### Notice of Public Hearing on Proposed Amendments to Mississippi Headwaters Board Management Plan and Model Ordinance

NOTICE IS HEREBY GIVEN that a public hearing will be held on February 21, 1992, at 10:00 a.m. in the Cass County Courthouse, Walker, Minnesota to consider proposed amendments to the Mississippi Headwaters Board Management Plan and Model Ordinance authorized by *Minnesota Statutes*, Sections 130F.361-103F.377. The Management Plan and Model Ordinance set forth the minimum standards adopted by the Mississippi Headwaters Board and the counties of Clearwater, Hubbard, Beltrami, Cass, Itasca, Aitkin, Crow Wing, and Morrison for the protection of the natural, cultural, scenic and scientific values of the first 400 miles of the Mississippi River and related shoreland areas within these counties.

Copies of the amended Mississippi Headwaters Board Management Plan and Model Ordinance and a list of public hearings in the eight respective counties are available by contacting the Mississippi Headwaters Board, Cass County Courthouse, Walker, Minnesota, (218) 547-3300.

## Minnesota Rural Finance Authority

### Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond Under *Minnesota Statutes*, Chapter 41C

NOTICE IS HEREBY GIVEN that a public hearing will be held on February 20th, 1992 at 9 a.m. in Room 145 Department of Agriculture Building, 90 West Plato Boulevard, Saint Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C, in order to finance the purchase of approximately 235 acres of farmland located in Section 7 Excel Township, Marshall County, Minnesota on behalf of Larry & Rhonda Amundson, a married couple (the Borrowers). The maximum aggregate face amount of the proposed bond issue is \$120,000. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest hereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due.

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

Dated: 21 January 1992

LaVonne Nicolai  
RFA Executive Director

## Minnesota Rural Finance Authority

### Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond Under *Minnesota Statutes*, Chapter 41C

NOTICE IS HEREBY GIVEN that a public hearing will be held on February 20th, 1992 at 9 a.m. in Room 145 Department of Agriculture Building, 90 West Plato Boulevard, Saint Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C, in order to finance the purchase of approximately 120 acres of farmland located in Section 32 Madison Township, Lac Qui Parle County, Minnesota on behalf of David J. Haas, a single person (the Borrower). The maximum aggregate face amount of the proposed bond issue is \$80,000. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest hereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due.

## Official Notices

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

Dated: 21 January 1992

LaVonne Nicolai  
RFA Executive Director

### Minnesota Rural Finance Authority

#### Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond Under *Minnesota Statutes, Chapter 41C*

**NOTICE IS HEREBY GIVEN** that a public hearing will be held on February 20th, 1992 at 9 a.m. in Room 145 Department of Agriculture Building, 90 West Plato Boulevard, Saint Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes, Chapter 41C*, in order to finance the purchase of approximately 238 acres of farmland located in Section 23 Barnesville Township, Clay County, Minnesota on behalf of Wayne & Susan H. Schindler, a married couple (the Borrowers). The maximum aggregate face amount of the proposed bond issue is \$89,250. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest hereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due.

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

Dated: 21 January 1992

LaVonne Nicolai  
RFA Executive Director

### Minnesota Technology Inc.

#### Bylaws of Minnesota Technology, Inc.

##### ARTICLE 1—PURPOSE

1.1) Purposes. The purpose of the corporation is to foster long-term economic growth and job creation while stimulating innovation and the development of new products, services and production processes through technology transfer, applied research, and financial assistance. The corporation shall do so by building on the existing educational, business and economic development infrastructure. The primary focus of the corporation's activities shall be to benefit new or existing small and medium-sized businesses in greater Minnesota.

##### ARTICLE 2—OFFICES

2.1) Offices. The principal offices of the corporation shall be located within the seven county metro area of Minnesota. The corporation may have offices at such other places as the Board of Directors may from time to time designate.

2.2) Registered Office. The Board of Directors shall designate the registered office of the corporation in the State of Minnesota which may, but need not, be identical with the principal office of the corporation. The address of the registered office, and any changes made thereto by the Board of Directors, shall be filed with the Minnesota Secretary of State.

##### ARTICLE 3—DIRECTORS

3.1) General Powers. The business and affairs of the corporation shall be managed by or under the direction of the Board of Directors.

3.2) Composition, Term, Compensation, Removal and Vacancies. The Board of Directors shall consist of fourteen (14) directors. The membership terms, compensation, removal, and filling of vacancies of public members of the board are as provided in *Minnesota Statutes* Section 15.0575. Membership of the board consists of the following:

(1) a person from the private sector, appointed by the governor, who shall act as chair and serve as chief science advisor to the governor and the legislature;

- (2) the dean of the institute of technology of the University of Minnesota;
- (3) the dean of the graduate school of the University of Minnesota;
- (4) the commissioner of the department of trade and economic development;
- (5) six members appointed by the governor, at least one of whom must be a person from a public post-secondary system other than the University of Minnesota; and
- (6) one member who is not a member of the legislature appointed by each of the following: the speaker of the house of representatives, the house of representatives minority leader, the senate majority leader, and the senate minority leader.

At least fifty percent of the members described in clauses (5) and (6) must live outside the metropolitan area as defined in *Minnesota Statutes* Section 473.121, subdivision 2, and must have experience in manufacturing, the technology industry, or research and development.

The first board of directors of Minnesota Technology, Inc. must include at least four members who served on the board of directors of the Greater Minnesota Corporation at June 30, 1991.

#### ARTICLE 4—BOARD MEETINGS

4.1) Board Meetings. The Board of Directors shall hold at least ten (10) meetings each year, and may hold such other meetings as it may from time to time determine. The Chairperson, or the Secretary upon the request of any two directors, may call a special Board meeting. All Board meetings, except those exempted by *Minnesota Statutes*, Section 1160.03, Subds. 6 & 7, are subject to the provisions of *Minnesota Statutes*, Section 471.705, Meetings of Governing Bodies; Open to Public; Exceptions.

4.2) Place. Board meetings shall be held at any place within or without the State of Minnesota that the Board may designate. Absent such designation, Board meetings shall be held at the principal office of the corporation.

4.3) Notice. Notice of Board meetings shall be made by giving at least five (5) days written notice by mail or twenty-four (24) hours written notice by telecopy or facsimile machine or delivery, or twenty-four (24) hours oral notice to all directors of the date, time and place of the meeting. The notice need not state the purpose of the meeting unless otherwise required by law or these Restated Bylaws. Written notice shall be given to the address maintained for each director in the records of the corporation. Mailed written notice is deemed given when deposited in the United States mail, properly addressed and with postage prepaid. Written notice given by telecopier or facsimile transmission is deemed given upon transmission to the addressee's telecopier or facsimile machine.

4.4) Waiver of Notice. A director may waive notice of any meeting before, at or after the meeting, in writing, orally or by attendance. Attendance at a meeting by a director is a waiver of notice of that meeting unless the director objects at the beginning of meeting to the transaction of business because the meeting is not lawfully called or convened and does not participate thereafter in the meeting.

4.5) Electronic Conference Meetings. A conference among directors, or among members of any committee designated by the Board of Directors, by any means of communication through which the participants may simultaneously hear each other during the conference, constitutes a meeting of the Board or the committee, if the same notice is given of the conference as would be required for a meeting, and if the number of persons participating in the conference would be sufficient to constitute a quorum at the meeting. Participation in a meeting by such constitutes personal presence at the meeting.

4.6) Quorum. A majority of the directors in office shall constitute a quorum for the transaction of business at any meeting of the directors. If a quorum of such directors is present when the meeting is convened, the directors present may continue to transact business until adjournment even though the withdrawal of a number of directors originally present leaves less than the number otherwise required for a quorum.

4.7) Board Action. Except as otherwise required by law or these Restated Bylaws, the act of a majority of the directors present at a duly held meeting at which a quorum is present shall be the act of the Board of Directors.

4.8) Action Without Meeting. An action required or permitted to be taken at a Board meeting may be taken by written action signed by all the directors.

#### ARTICLE 5—OFFICERS

5.1) General. The corporation shall have a Chairperson, Vice Chairperson, President, as many Vice Presidents as the Board of Directors may from time to time determine, a Secretary and a Treasurer. The Board of Directors may establish such other officers as it deems necessary. One person may hold more than one office.

5.2) Election, Term. The Board of Directors shall elect the Vice Chairperson, Secretary and President. The President shall appoint the remaining officers. Each office shall serve for a two (2) year term, or until his or her successor is elected or appointed and qualified.

5.3) Removal. Any officer, except the Chairperson, may be removed with or without cause, by the affirmative vote of a majority of the directors present at any meeting of the Board. Officers appointed by the President may also be removed at any time, with or without cause, by the President.

## Official Notices

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5.4) Resignation. Any officer may resign at any time by giving written notice to the corporation. The resignation is effective without acceptance when notice is given to the corporation, unless a later date is specified in the notice.

5.5) Vacancies. If a vacancy in any office of the corporation occurs for any reason, such vacancy may, or in the case of a vacancy in the office of President or Treasurer shall, be filled for the unexpired part of the term. Vacancies in offices elected by the Board shall be filled by the Board. Vacancies in offices appointed by the President shall be filled by the President.

5.6) Chairperson. The Chairperson shall be the chief presiding officer of the Board of Directors. The Chairperson shall also perform such other duties as may be assigned by the Board of Directors from time to time.

5.7) Vice Chairperson. The Vice Chairperson shall have such power and perform such duties as may be assigned by the Board of Directors or the Chairperson from time to time. If the Chairperson is absent or disabled, the Vice Chairperson shall perform the duties of the Chairperson. If the office of Chairperson is vacant, the Vice Chairperson shall serve as the acting Chairperson until the vacancy is filled.

5.8) President. Unless provided otherwise by a resolution adopted by the Board of Directors, the President shall: (a) be the chief executive officer of the corporation, and have general active management of the business of the corporation; (b) see that all orders and resolutions of the Board are carried into effect; (c) sign and deliver in the name of the corporation, deeds, mortgages, bonds, contracts or other instruments pertaining to the business of the corporation, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the Articles, these Bylaws or the Board to some other officer or agent of the corporation; (d) maintain records of and certify proceedings of the Board; and (e) perform such other duties as may from time to time be prescribed by the Board of Directors.

5.9) Treasurer. Unless provided otherwise by a resolution adopted by the Board of Directors, the Treasurer shall: (a) keep accurate financial records for the corporation; (b) deposit all monies, drafts and checks in the name of and to the credit of the corporation in such banks and depositories as the Board of Directors shall designate from time to time; (c) endorse for deposit all notes, checks and drafts received by the corporation as ordered by the Board, making proper vouchers therefore; (d) disburse corporate funds and issue checks and drafts in the name of the corporation, as ordered by the Board; (e) render to the President and the Board of Directors, whenever requested, an account of all of his or her transactions as Treasurer and of the financial condition of the corporation; and (f) perform such other duties as may be prescribed by the Board of Directors or the President from time to time.

5.10) Secretary. The Secretary shall, unless otherwise determined by the Board, be secretary of and attend all meetings of the Board of Directors, and record the proceedings of such meetings in the minute book of the corporation and, whenever necessary, certify such proceedings. The Secretary shall give proper notice of meetings to directors and shall perform such other duties as may be prescribed by the Board of Directors or the President from time to time.

5.11) Vice President. Each Vice President shall have such powers and shall perform such duties as may be specified in these Bylaws or prescribed by the Board of Directors and the President.

5.12) Other Officers. Any other officers shall perform such duties and be responsible for such functions as the Board of Directors may prescribe.

5.13) Delegation. Unless prohibited by a resolution by the Board of Directors, an officer may delegate, in writing, some or all of the duties and powers of his or her office to other persons.

5.14) Compensation. Officers shall receive such compensation and such reimbursement for reasonable expenses as determined from time to time by resolution of the Board.

5.15) Bond. The Board of Directors shall determine from time to time which of the officers (if any) shall be bonded and the amount of the bond.

### ARTICLE 6—COMMITTEES

6.1) Executive Committee. The corporation shall have an Executive Committee that shall be composed of the Chairperson, Vice Chairperson, President and two (2) directors appointed by the Board. The Executive Committee shall have and exercise the authority of the Board in the management of the business of the corporation in the intervals between meetings of the Board, but shall at all times be subject to the control and direction of the Board. A majority of the Committee members shall constitute a quorum, and the Committee shall take action by majority vote of all Committee members at a meeting or by unanimous written action. All actions by the Executive Committee shall be reported to the Board of Directors at the next Board meeting and shall be subject to revision and alteration by the Board; provided, that rights of third parties shall not be affected by such revision or alteration. All Executive Committee meetings except those exempted by *Minnesota Statutes*, Section 1160.03, Subds. 6 and 7, are subject to the provisions of *Minnesota Statutes*, Section 471.705, the Meetings of Governing Bodies; Open to Public; Exceptions. The Chairperson shall serve as chairperson of the Executive Committee.

6.2) Finance and Audit Committee. The Board of Directors shall elect a Finance and Audit Committee, to serve at the pleasure of the Board, consisting of three (3) members of the Board. This Committee shall review corporate budgets, investments, fiscal

performance and other financial matters and make recommendations thereon to the Board. This Committee shall also consult and work with the corporation's independent auditor to ensure that the annual accounting of assets, liabilities, and income are an accurate representation of the corporation's financial position.

6.3) Personnel and Nominating Committee. The Board of Directors shall elect a Personnel and Nominating Committee, to serve at the pleasure of the Board, consisting of three (3) members of the Board of Directors. This Committee shall periodically review and make recommendation to the Board regarding the salary, fringe benefits and incentives paid to the officers and such other corporate employees as the committee deems appropriate. The Committee shall also, as appropriate, examine general compensation, pension plans and overall benefit and training and development programs related to the corporation. The Committee shall recommend candidates for the position of Vice Chairperson if a vacancy occurs.

6.4) Other Committees. The Board of Directors may also, from time to time, appoint such other committees as it may deem proper, and may prescribe the terms, functions and membership of such other committees.

6.5) Vacancies, Procedures and Meetings. Vacancies in the committees shall be filled by the Board of Directors. Each committee shall fix its own rules of procedure, and shall meet as directed by the Board of Directors or upon the call of any member of the committee. All committee meetings must be reported back to the full Board of Directors.

#### **ARTICLE 7—FINANCIAL MANAGEMENT**

7.1) Fiscal Year. The fiscal year of the corporation shall end on the last day of June.

7.2) Financial Transactions. The Board of Directors shall by resolution establish procedures that govern financial transactions of the corporation. These procedures shall designate the person or persons who shall be authorized to (i) contract or execute and deliver deeds or any other instruments in the name of the corporation; (ii) contract loans and issue evidences of indebtedness in the name of the corporation; and (iii) sign checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation. These procedures shall also specify whether each such authority is general or limited to specific circumstances. The Board may designate circumstances which required approval of the financial transaction or transactions by the Board.

7.3) Use of Funds. All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trusts companies, or other depositories as the Board of Directors may select.

#### **ARTICLE 8—INDEMNIFICATION: STANDARD OF CONDUCT**

8.1) Indemnification. The corporation shall indemnify such person, for such expenses and liabilities, in such manner, under such circumstances, and to such extent, as permitted by *Minnesota Statutes*, Section 317A.521, as not enacted or hereafter amended.

8.2) Prohibited Transactions. The corporation shall not enter into contracts or transactions between the corporation or a related corporation and a director of the corporation or between the corporation and an organization in which a director of the corporation is a director, officer or legal representative or has a material financial interest, except in accord with the provisions of *Minnesota Statutes*, Section 317A.255, as now enacted or hereafter amended.

8.3) Standard of Conduct. Each director and officer shall discharge his or her duties as a director or officer in good faith, in a manner which the director or officer reasonably believes to be in the best interests of the corporation, and with the care an ordinarily prudent person in a like position would exercise under similar circumstances.

8.4) Disclosure of Economic Interest. All directors and officers shall file statements of economic interest annually with the Minnesota Ethical Practices Board in accord with the provision of *Minnesota Statutes*, Chapter 10A.

8.5) Disclosure of Contributions to Public Officials. Within thirty (30) days after assuming office, each director shall file a statement with the Minnesota Ethical Practices Board disclosing the information on contributions to public officials and certain political activities specified in *Minnesota Statutes*, Section 1160.03, Subd. 9. The President shall file a similar statement within thirty (30) days after assuming the office of President. Each statement must be updated annually during the director's term or President's term to reflect contributions made to public officials during the director's or President's tenure.

8.6) Conflicts of Interest. A director, employee or officer of the corporation shall not participate in or vote upon a decision of the Board relating to an organization which the director, employee or officer (or a member of that person's family) has either a direct or indirect financial interest.

8.7) Code of Ethics. Officers, directors and employees of the corporation shall comply with the code of ethics requirements contained in *Minnesota Statutes*, Section 43A.38.

#### **ARTICLE 9—AMENDMENTS**

9.1) Amendments. The Board of Directors shall have the authority to amend these Bylaws, in whole or in part by majority action of all directors; provided, that notice of such proposed amendment shall be contained in a prior written notice one meeting prior to passage of the change has been given to all directors.

## Official Notices

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The undersigned, Elaine Hansen, Secretary of MINNESOTA TECHNOLOGY, INC., hereby certifies that the foregoing Bylaws were adopted as the complete Bylaws of the corporation by the Board of Directors of said corporation on 19 December, 1991.

Elaine Hansen  
Secretary

## Department of Transportation

### Operations Division

### Notice of Solicitation of Outside Information or Opinions Regarding Proposed Rule Governing Mailbox Installations and Support Standards

Notice is hereby given that the State Department of Transportation is seeking information or opinions from sources outside the agency in preparing to propose the adoption of the rule governing mailbox installations and support standards. The adoption of the rule is authorized by *Minnesota Statutes* 169.072, Subd. 2 which requires the agency to adopt rules that provide for standards and permissible locations of mailbox installations and supports on a street or highway. The State Department of Transportation requests information and opinions concerning the subject matter of the rule. Interested persons or groups may submit data or views on the subject matter of concern in writing or orally. Written statements should be addressed to:

John E. Howard  
Maintenance Standards and Operations Engineer  
Room G-20, Transportation Building  
395 John Ireland Blvd.  
St. Paul, Minnesota 55155

Oral statements will be received during regular business hours over the telephone at (612) 297-3593 and in person at the above address.

All statements of information and opinions shall be accepted until March 6, 1992. Any written material received by the State Department of Transportation shall become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the rule is adopted.

Dated: 22 January 1992

James N. Denn  
Commissioner

## State Grants

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In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grant funds available through any agency or branch of state government. Although some grant 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 notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

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## Department of Health

### Breast and Cervical Cancer Control Program

### Notice of Grant Opportunity

The Minnesota Department of Health (MDH) is seeking applications from Indian Health Service/Tribal Health Delivery Systems interested in becoming screening sites for the Minnesota Breast and Cervical Cancer Control Program. Successful applicants will provide breast and cervical cancer screening and related services to low-income American Indian women without an effective source of health care reimbursement.

The purpose of these grants is to increase the number of American Indian women screened for breast and cervical cancer in Minnesota so that cancer is detected and treated at the earliest possible stage.

During the grant period, grantees will be expected to: 1) enroll participants in the program and provide breast and/or cervical cancer



screening and certain diagnostic follow-up procedures to American Indian women who cannot afford to pay, 2) establish and maintain a tracking and follow-up system to assure that women with abnormal tests receive appropriate follow-up, 3) assure that all appropriate follow-up diagnostic and treatment services are provided to program participants, 4) cooperate and where appropriate participate in the program's public and professional education activities, and 5) comply with the program's quality assurance standards for breast and cervical cancer screening.

Approximately \$200,000 is available to fund applications in this grant cycle. Individual grants will be in an estimated range of \$5,000-\$50,000 for the period from May 15, 1992 to July 15, 1993. The Minnesota Department of Health can provide technical assistance to grantees in addition to grant support.

Prospective applicants who have questions, and/or would like a copy of the complete Request for Applications and application form may contact:

Mark Schoenbaum  
Minnesota Breast and Cervical Cancer Control Program  
Division of Health Promotion and Education  
Minnesota Department of Health  
717 S.E. Delaware Street  
Minneapolis, MN 55440  
Phone: (612) 623-5442

**Applications are due by March 2, 1992 at 4:30 p.m. to the address above.**

## **Department of Human Services**

### **Family and Children's Division**

#### **Notice of Availability of Funds for Adolescent Career Exploration and Employment Project**

The Minnesota Department of Human Services is seeking proposals from qualified non-profit agencies to develop and implement a comprehensive career exploration and employment project for at least 50 Title IV-E-IL eligible adolescents in Ramsey County and other metropolitan counties as space permits. Title IV-E-IL adolescents are youth between the ages of 16 and 21 who have been in substitute care after age 16. Proposals must clearly describe plans to integrate culturally sensitive and gender appropriate services.

A total of \$60,000 is available to provide services including outreach, assessment, case planning and management, career exploration and related life skills training, employment (including work experience, internships, and job shadowing), and support services. Qualified respondents must: 1) be non-profit agencies, organizations, or educational institutions with the capacity to provide service in the areas listed above and experience working with the target population; 2) provide a 17 month budget; 3) demonstrate \$20,000 in cash or in-kind contributions. The grant project will begin May 1, 1992 and end September 30, 1993.

Proposals must be submitted by **4:00 p.m., February 28, 1992.**

For a complete copy of the RFP, contact:

Joan Truhler  
SELF Program Advisor (Title IV-E-IL)  
Department of Human Services  
444 Lafayette Road  
St. Paul, Minnesota 55155-3832  
(612) 296-2612

The Family & Children's Services Division and the State of Minnesota reserve the right to reject any and all proposals submitted.

## **Department of Human Services**

### **Family and Children's Division**

#### **Notice of Availability of Funds for Mentoring Project Serving African American Male Adolescents**

The Minnesota Department of Human Services is seeking proposals from qualified non-profit agencies to develop and implement a mentoring project, based on the Rites of Passage model, for at least 40 African American males in Hennepin and Ramsey Counties.

## State Grants

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Youth served by this project must also be Title IV-E-IL eligible. Title IV-E-IL eligible adolescents are youth between the ages of 16 and 21 who have been in substitute care after age 16.

A total of \$60,000 is available to provide the following service components: recruitment of youth and mentors; assessment and case planning; training and supervising mentors; life skills training and career exploration; education, employment, and community service; physical challenges and a passage ceremony. Qualified respondents must: 1) be non-profit agencies with the capacity to provide service in the areas listed above, a history of successful programming and effective advocacy in the African American community, and experience working with the target population; 2) provide a 17 month budget; 3) demonstrate \$20,000 in cash or in-kind contributions. The grant project will begin May 1, 1992 and end September 30, 1993.

Proposals must be submitted by **4:00 p.m., February 28, 1992.**

For a complete copy of the RFP, contact:

Joan Truhler  
SELF Program Advisor (Title IV-E-IL)  
Department of Human Services  
444 Lafayette Road  
St. Paul, Minnesota 55155-3832  
(612) 296-2612

The Family & Children's Services Division and the State of Minnesota reserve the right to reject any and all proposals submitted.

## Department of Human Services

### Chemical Dependency Program Division

### Request for Proposals to Conduct an Experimental Chemical Dependency Program for Persons in Need of Treatment

#### I. INTRODUCTION

The Chemical Dependency Program Division (CDPD) of the Department of Human Services is soliciting proposals from Minnesota counties and federally recognized tribal bands to conduct an experimental chemical dependency program for certain persons in need of treatment. Approximately, \$120,000 will be available for this project(s).

Since its inception, the Consolidated Chemical Dependency Treatment Fund (CCDTF) program has grown beyond original projections in terms of the number of clients served and in terms of state and county expenditures for treatment. In view of the increasing costs of the program, the Minnesota Legislature amended the eligibility criteria for the CCDTF in order to identify an entitled set of persons and a prioritized order for spending CCDTF funds. During the 1991 legislative session, the funds appropriated by the Legislature for the CCDTF program were not sufficient for providing treatment to all persons who had previously been treated by the CCDTF.

The proposed experimental project(s) will address the issues of the decrease in eligibility for CCDTF services and the increase in chemical dependency treatment costs. Specifically, the experimental project(s) is aimed at determining whether there are alternative chemical dependency services, which need not be licensed chemical dependency treatment, which are as effective at addressing the needs of persons assessed as in need of treatment as and less costly than are the treatment services prescribed by Rule 25.

#### II. QUALIFICATION OF RESPONDENTS

Respondents must be Minnesota counties or reservations involved with assessing and placing clients through the CCDTF program.

#### III. PROGRAM REQUIREMENTS

In an effort to increase services to persons who need chemical dependency treatment and to explore ways to decrease the costs of services to these clients, the Department of Human Services, Chemical Dependency Program Division, will consider proposals which will provide alternative chemical dependency services to persons who are in need of treatment but who are not eligible for the CCDTF program within the current budget.

#### IV. APPLICATION REQUIREMENTS

Proposals must provide the following:

1. A description of the clients to be served.
2. A description of the services which will be provided through the experimental program(s) and how assignments of clients to alternative services will be determined.

3. A description of the evaluation plan for the experimental program(s).
4. A timetable for the program(s). Note that grant-funded activities must be completed on or before September 30, 1993.

Proposals are to be submitted on the CDPD's Grant Application Form, which will be sent to those requesting a copy of the full RFP. All responses must be received by March 16, 1992.

#### **V. SELECTION CRITERIA**

Proposals will be reviewed according to the following criteria:

1. Demonstrated need for services to persons who are ineligible for the CCDTF program because of funding limitations.
2. Demonstration that alternative services will be available to meet the needs of the target population.
3. Adequacy of the evaluation plan to assess the effectiveness of the experimental program.

FOR A COPY OF THE FULL REQUEST FOR PROPOSALS AND GRANT APPLICATION FORM CONTACT:

Dorrie Hennagir  
Chemical Dependency Program Division  
444 Lafayette Road  
St. Paul, MN 55155-3823  
(612) 296-4617

## **Department of Human Services**

### **Family and Children's Services**

#### **Request for Proposals for a Child Foster Care and Adoptive Resource Project**

**NOTICE IS HEREBY GIVEN** that the Child Placement Services Section, Family and Children's Services Division, Minnesota Department of Human Services, is seeking proposals to develop, implement, maintain, or expand services which increase or support the pool of child foster care and adoptive homes available to county social service agencies for the placement of children of color. The grants must expand or support resources in at least one of the following communities of color: African American, American Indian, Asian Pacific Islander, or Spanish speaking.

Four projects funded up to \$24,000 each are available from April 1, 1992 through June 30, 1993. Five projects funded up to \$5,000 each are available from April 1, 1992 through June 30, 1992.

Proposals must be submitted by 4:00 p.m. CDT, Tuesday, February 25, 1992.

For further information contact:

Mary Geerlings (612) 296-7635 or Rob Sawyer (612) 297-2359  
Child Placement Service Section  
Family and Children's Service Division  
Minnesota Department of Human Services  
444 Lafayette Road  
St. Paul, Minnesota 55155-3832

## **Department of Human Services**

### **Health Care Management Division**

#### **Notice of Request for Proposal for Special Transportation Services**

**NOTICE IS HEREBY GIVEN** that the Health Care Management Division is seeking proposals to provide and manage special transportation services to low income persons with HIV infection and/or AIDS. Specific services funded through this award include:

- common carrier transportation services (private vehicle, taxi or bus) to and from home to authorized destinations, including but not limited to health care, mental health, and coordination service appointments.
- transportation (special transportation) to and from home to authorized destinations, including but not limited to health care, mental health, and coordination service appointments.

The primary goal is to use these grant funds to provide the most cost effective and appropriate transportation services to individuals and family members Statewide with AIDS and HIV infection.

## State Grants

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

### QUALIFICATIONS OF RESPONDENTS

Respondents must be authorized to operate common carrier and/or special transportation vehicles, with Department of Transportation certified vehicles, and priority will be given to those transportation agencies who can demonstrate experience and expertise in providing services to low income persons with HIV infection. Additionally, respondents must be able to demonstrate an ability to work with current HIV case management programs and other service providers to insure coordinated and non-duplicative transportation services. It is the Department's intent to request proposals for the provision of transportation services from public and non-profit entities that have a demonstrated track record in the provision of special needs transportation services.

### SCOPE OF THE PROJECT

Identification and outreach activities for eligible clients covered under these grant funds will be concentrated on persons who are HIV infected and considered to be low income (300% of the federal poverty guideline). Persons throughout the state of Minnesota needing transportation services with incomes above 300% of poverty may be eligible for services based on a sliding fee scale and the availability of grant funds. The Department, in cooperation with the successful bidders, will insure that a client is not eligible for reimbursement from Medicare, General Assistance Medical Care, Medicaid, or other third party insurers. Persons with coverage that requires substantial copayments or deductibles may be eligible to have their copayments or deductibles covered under this grant if they meet all of the other requirements for eligibility. Prior to the provision of any services awarded through this grant, the client's needs for services will be assessed and substantiated by the client's physician and transportation services will be authorized by the Department.

#### A. Duration of the Project

This project will be initiated upon selection of the proposal(s). The project will continue until the end of the grant period, March 31, 1993, or until all the funds, \$35,000 have been expended, whichever comes first.

#### B. Tasks to be Performed

Services will be authorized on a client's behalf based on certification by a physician that a client is HIV + , and level of transportation services necessary, (special transportation, common carrier, life support transportation). The philosophy governing the use of these grant funds will be to provide the most cost effective and appropriate services possible to enable clients to access all necessary health care, social service and medical services. It is the Department's intention that these grant funds only be used as a last resort and that the services funded through this grant not duplicate other services that would be readily available to meet the identified needs of the client.

The contractor(s) selected, will be expected to perform the following tasks:

1. Provision of Life Support Transportation; the transport of a client whose medical condition requires medically necessary services before and during transport.
2. Provision of Special Transportation; the transport of a client who, because of a physical or mental impairment, is unable to use a common carrier and does not require medical treatment in route.
3. Provision of Common Carrier Transportation; the transport of a client by a bus, taxicab, or other commercial carrier or by private automobile.
4. All transportation services must be provided after authorization has been obtained from the Department. Transportation services will be authorized by the Department, assessment of services will be done by the client's physician and other members of the individual client's health care team. Transportation authorization will be assessed every ninety (90) days, and updated to insure that all services remain necessary. All updated assessments for transportation services will be implemented by the contractor, and a design for assessment will be developed for each referred client.
5. Design and implementation of a plan which provides the Department with monthly utilization of grant funds. Contractor must specify method of billing, e.g. frequency of rides, round trip costs, per diem costs, cost estimates for each service, and method for collecting copayments for clients over 300% of poverty. Contractor must also design a plan to provide notice of any change in financial or health benefit status of an individual client to the Department.

#### 6. Maximum Expenditure

The Department will not accept any bids that exceed a total cost of \$35,000. The Department intends to contract exclusively with providers who are certified by the Department of Transportation under *Minnesota Statutes*, sections 174.29 to 174.30, or who have obtained or are eligible to obtain a Minnesota Medical Assistance provider number.

### PROPOSAL CONTENTS

The following will be considered minimum contents of the contractor's proposal:

- A. An outline of the contractor's background and experience in providing transportation services and specifically transportation services to persons who are low income and who are HIV infected.
- B. A restatement of the objectives and tasks of the project to illustrate the contractor's understanding of the proposal.
- C. A detailed work plan which identifies in specific terms all the tasks to be performed with timelines and cost estimates for each task.
- D. An outline of the responders past and current coordination and collaborative efforts with other social service and medical service providers in the provision of services for HIV infected individuals.
- E. An outline of the geographic area which the responder intends to serve through these grant funds.

**EVALUATION**

All proposals received by the deadline will be evaluated. An oral interview may be part of the selection process. Factors upon which the proposals will be judged include:

- A. Expressed understanding of the project objective and scope.
- B. Qualifications and experience of both agency and personnel.
- C. Proposed plan for delivery of all components of specific transportation services, and compliance with the stated requirements of this RFP.
- D. Project management capabilities and experience.
- E. Project work plan and timetable.
- F. Cost of the transportation service as presented in itemized budget and cost reimbursement statements/methodologies.
- G. Specifications of proposed service area.

Evaluation and selection will be completed by April 15, 1992. Results will be sent by mail to all respondents.

Six (6) copies of each proposal must be sent to and received by MaryAlice Mowry at the following address by 4:00 p.m., March 1, 1992.

Minnesota Department of Human Services  
Health Care Management Division  
AIDS Policy Consultant  
444 Lafayette Road  
St. Paul, Minnesota 55155-3848

QUESTIONS REGARDING THIS NOTICE OR PROPOSAL CONTENTS SHOULD BE DIRECTED TO MARYALICE MOWRY AT 612/296-4034.

## **Department of Human Services**

### **Chemical Dependency Program Division**

#### **Notice of Intent to Identify the Need for Competitive Bid Process on Existing Grants**

The Chemical Dependency Program Division (CDPD) of the Department of Human Services is considering the continuation of a grant award to Catalyst, A Program For Women, Inc. in the area of chemical health issues and women offenders.

The CDPD will open this grant to competitive selection if requested to do so by a qualified potential vendor. The potential vendor must demonstrate its capability to deliver an equal or superior service at a comparable cost.

Potential vendors should submit a letter outlining their qualifications to provide the services described to Pamela Young, Chemical Dependency Program Division, 444 Lafayette Road, St. Paul, MN 55155-3823 no later than the close of business (4:20 p.m.) February 21, 1992. Applicants should indicate their interest in the specific grant.

The grant to Catalyst is for approximately \$65,000. The purpose of the grant is to provide support services which aid women offenders in entering and completing a treatment program, maintaining sobriety, developing responsible parenting attitudes and behaviors and improving the health and welfare of the child/children of the chemically dependent woman offender. Activities include but are not limited to case management, case planning and monitoring, information and referral, advocacy, assistance with child care, assistance with transportation to treatment, facilitating weekly support groups, providing parenting/health education classes, and recreational activities with client and her child/children. The vendor will maintain a recordkeeping system on grant-related activity.

## State Grants

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### Office of Waste Management

#### Grants Available to Collect Used Oil

Minnesota counties, towns and cities are eligible for grants of up to \$5,000 (\$2,500 per tank) to purchase and install storage tanks for the collection of used crankcase oil from the general public.

Any local government that wishes to provide used-oil collection service to the public and whose tank meets federal, state and local laws and regulations is eligible to apply. A grant of \$2,500 is available for each tank, and each county or city may receive up to \$5,000. Private entities are not eligible to receive grants, but may operate collection tanks and services for governmental units.

Because of risk to our environment and public health, state law prohibits disposal of used oil on the land, in the sewer system or with solid waste. Yet, it is estimated that more than two million gallons of used crankcase oil are improperly disposed of by households each year.

Oil is a valuable and reusable resource and it should be recycled, not disposed. These grants will help Minnesota properly manage one of the problem materials in the waste stream and conserve valuable resources.

If you are interested in an application packet, contact the Office of Waste Management at 612-649-5750, or 800-652-9747 toll-free in Minnesota. Completed application must be submitted to the OWM by April 1, 1992. Grants are expected to be awarded in spring 1992.

## Professional, Technical & Consulting Contracts

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Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$10,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal. Certain quasi-state agencies are exempted from some of the provisions of this statute.

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### Department of Administration

#### Governor's Planning Council on Developmental Disabilities

#### Requests for Proposals to Produce Two Videotapes and a Booklet on Self-determination for Persons with Developmental Disabilities

The Governor's Planning Council on Developmental Disabilities is seeking proposals from qualified organizations to produce two videotapes and a booklet on self-determination. One tape would focus on family self-determination; the other on individual self-determination. Each tape would be approximately 15 minutes in length. The Council has budgeted \$50,000 for this project.

Proposals are due in the office of the Council before 4:30 p.m. on March 6, 1992.

For additional information and copies of the specifications for the tapes and booklet contact:

Ronald E. Kaliszewski  
Room 300 Centennial Office Building  
658 Cedar Street  
St. Paul, Minnesota 55155  
Phone (voice) (612) 297-3207  
Phone (TDD) (612) 296-9962

### Department of Health

#### Request for Proposals for Local Injury Prevention Projects

##### A. Purpose

The Minnesota Department of Health (MDH), Division of Health Promotion and Education, Health Behavior Development and Education Section, is seeking proposals from agencies, boards, institutions, and organizations across Minnesota to implement known, previously evaluated injury interventions. Up to ten (10) grants will be awarded.

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## Professional, Technical & Consulting Contracts

### **B. Eligibility Criteria**

Eligible applicants for these grants are agencies, boards, institutions, and/or organizations in Minnesota. To compete successfully for the intervention funds, the following criteria must be met:

1. Allocate or designate local funds to match the State funds;
2. Identify local leadership in the project;
3. Demonstrate an understanding of the magnitude of the local problem this project will address;
4. Develop a succinct set of measurable, time-framed objectives;
5. Describe the methodology (how the objectives will be accomplished) which includes the presence of a local group or coalition to support the intervention effort and descriptive plans to conduct the intervention; and
6. Include an evaluation component which assesses how the intervention worked and which measures any outcomes.

While not a requirement, applicants other than public health agencies are strongly encouraged to include the local public health constituency in the planning and conduct of the project.

### **C. Goal and Objectives of Injury Projects**

The goal of these projects is to reduce the risk for and occurrence of injury in a defined geographic area. Specific objectives will vary by the type of prevention project selected; all projects will identify a core group (or coalition) aware of the injury problem locally, able to conduct the proposed project, and positioned to compete for further funding should such funds become available.

### **D. Budget/Time Frame**

The MDH will support up to ten (10) projects between January and December 1992. Actual project completion times will range from six to ten months. Individual awards will range from \$2,000 to \$5,000; a total of \$30,000 to \$35,000 is available to fund these projects. The MDH funding may only be used for the intervention effort or for the purchase of the injury prevention device.

### **E. MDH Activities**

In addition to funding these projects, the MDH injury staff will serve in an advisory capacity to local project staff by providing consultation and guidance in the coalition or local capacity building, the collecting and analyzing of local health data, and the evaluation of the project.

### **F. Proposal Content and Evaluation**

The proposals should **not be longer than five pages**, excluding any applicable attachments (reports, résumés, letters of support), and must include a narrative which describes:

1. Applicant's name, address, telephone number.
2. The prevention project selected and rationale for its selection.
3. Specific, measurable objectives for the project.
4. Descriptive methodology for fulfilling the objectives.
5. A plan to evaluate the project.
6. The presence of a local coalition or workgroup to conduct the project and its evaluation.
7. The budget for the project.
8. Appropriate letters of support, including affiliation with the local public health community, if necessary.
9. Appropriate signatures authorizing the applicant to conduct the injury prevention project.

The proposal will be evaluated on the presence and depth of these factors. The most important evaluation criterion is that the prevention project selected must have previously been demonstrated to be effective in either reducing risk of injury, preventing the injury event itself, or both. The grants will be reviewed internally by members of the Department's Injury Prevention Coordinating Committee. External reviewers may be requested to screen and rank applicants.

### **G. Proposal Information**

Prospective applicants who have any questions about the Request for Proposal may call or write (or submit the proposal to):

Laurel Briske or Mark Kinde	
Minnesota Injury Prevention Program	717 Delaware St. SE, PO Box 9441
Health Promotion and Education	Minneapolis, MN 55440
Minnesota Department of Health	Telephone: 612/623-5202 or 5782

**PROPOSALS MUST BE RECEIVED BY 5:00 P.M., FEBRUARY 14, 1992.**

## **Professional, Technical & Consulting Contracts**

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Evaluation and selection will be completed by February 28, 1992. Results will be sent immediately by mail to all applicants.

This Request for Proposals does not obligate the State to complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in the State's best interest.

Funding for these projects is made possible through a grant from the Centers for Disease Control, Division of Injury Control, Atlanta, Georgia.

### **Minnesota Historical Society**

#### **Notice of Request for Bids for Printing Minnesota History Magazine**

The Minnesota Historical Society is seeking bids from qualified firms to provide typesetting, keylining, printing and binding services for eight issues of Minnesota History Magazine, pursuant to specifications and instructions included in the Request for Bids.

The Request for Bids is available by calling or writing Gary W. Goldsmith, Contracting Officer, Minnesota Historical Society, 690 Cedar Street, St. Paul, MN 55101. Telephone (612) 296-2155.

Bids must be received not later than February 10, 1992. Details concerning submission requirements are included in the Request for Bids.

### **Minnesota State Lottery**

#### **Proposals Sought for Design, Manufacture and Packaging of New Lottery Premiums Related to New Instant Game**

The Minnesota State Lottery is seeking proposals for the design, manufacture, and packaging of Lottery premiums related to a new instant game tentatively scheduled for a May 12, 1992 start. The theme of the game centers on fishing.

Respondents will be asked to submit a proposal identifying various "value packages" consisting of fishing lures with tackle boxes and other items and promotionals that would enhance the overall prize package. Selected vendor will be required to assist the Lottery in a co-promotion centered on the new instant game and the vendor's product.

It is anticipated that the total contract for services will not exceed \$2.5 million. All product deliveries must begin on or before May 1, 1992 and be completed by June 15, 1992.

Due to the nature of this request there will be a pre-proposal conference scheduled for February 10, 1992. All interested respondents must attend the pre-proposal conference to be considered.

To register for the pre-proposal conference please contact:

Susie Kivi  
Minnesota State Lottery  
2645 Long Lake Road  
Roseville, MN 55113  
Phone: (612) 635-8105

### **Department of Natural Resources**

#### **Notice of Availability of Contracts for Technical Assistance Service**

The Minnesota Department of Natural Resources, Division of Forestry, desires to retain contractors to provide Forestry assistance to non-industrial private forest landowners in the following locations:

Cloquet — Carlton and Southern St. Louis Counties  
Orr — Northern St. Louis County  
Duluth — Lake and Southern St. Louis Counties

The contractor's duties will primarily include the preparation of Forest Stewardship Plans, revising existing management plans to meet Stewardship guidelines, completing regeneration surveys on private plantations, and assisting owners in carrying out planting and other forest management activities. The contractor will be working under the direction of the Private Forest Management Specialist in the assigned Division of Forestry office and monthly accomplishment reports will be required.



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## Professional, Technical & Consulting Contracts

Contract terms include: 1) Effective dates from approximately March 1, 1992 to June 30, 1992; 2) Compensation will be paid monthly and be based on the rate established for each major activity. Three contracts will be established and the total contract compensation will vary by location; however, the maximum for each contract is: Cloquet—\$6,000, Duluth—\$5,000, Orr—\$7,000.

Further information and contract bid forms can be obtained from one of the following:

Carl Prosek, MN DNR-Forestry, Grand Rapids—218-327-4108  
Marty Wiley, MN DNR-Forestry, Cloquet—218-879-0887  
Bruce Berggren, MN DNR-Forestry, Duluth—219-723-4683  
Dale Weulander, MN DNR-Forestry, Orr—218-757-3274

### Department of Public Safety

#### Office of the Commissioner

#### Request for Proposals for a Legal Response Mechanism and the Development of Internal Policies and Procedures on Sexual Harassment and Discrimination in the Work Place

The Department of Public Safety (DPS) is seeking proposals for the assessment and development of new internal policies and procedures for the investigation of and responses to allegations of sexual harassment and sexual discrimination within an agency of state government. Proposals must also address redesign of a comprehensive training program to implement a new organizational structure and work culture within the agency. The end result of this project is a written report, as well as on-site training, designed to identify and eradicate barriers to a discrimination-free environment within an agency of state government.

DPS seeks person(s) with extensive experience in litigating sexual harassment and sexual discrimination cases. Experience in developing internal policies and procedures in governmental agencies is required. DPS requests that person(s) submitting proposals have experience in developing participative training programs to implement new systems for dealing with the subject of sexual harassment and sexual discrimination in the work place.

Details are contained in a request for proposal which may be obtained by calling or writing to:

Richard J. Carlquist, Deputy Commissioner  
Department of Public Safety  
Office of the Commissioner  
211 Transportation Bldg.  
395 John Ireland Blvd.  
(612) 296-6642

The estimated cost of the contract is \$15,000.00. Proposals are due by 4:00 p.m., Tuesday, February 18, 1992 at the address listed above.

### Department of Transportation

#### Technical Services Division

#### Request for Proposals for Provision of Support Services

The Minnesota Department of Transportation is requesting proposals for providing support services for the Minnesota Guidestar Intelligent Vehicle Highway Systems (IVHS) program. It is anticipated that multiple contracts will be awarded. The contracts are expected to begin on or after April 1, 1992 and continue for two (2) years.

To obtain a copy of the Request for Proposal, request it in writing or in person from:

Mr. Gabriel S. Bodoczy, P.E.  
Consultant Agreements Engineer  
Minnesota Department of Transportation  
395 John Ireland Boulevard, Room 720 S  
St. Paul, Minnesota 55155  
Phone (612) 296-3051

Request for Proposal will be available by mail through 4:00 p.m. February 21, 1992, and in person through the due date.

All proposals must be received at the above address no later than 4:00 p.m. March 6, 1992 (due date).

## Professional, Technical & Consulting Contracts

Responders must indicate if your firm is:

a. Certified by the Department of Human Rights for Affirmative Action as follows:

In accordance with the provisions of *Minnesota Statutes*, Section 363.073; for all contracts estimated to be in excess of \$50,000.00, all responders having more than 20 full-time employees at any time during the previous 12 months must have an affirmative action plan approved by the Commissioner of Human Rights before a proposal may be accepted. Your proposal will be rejected unless it includes one of the following:

- 1.) A copy of your firm's current certificate of compliance issued by the Commissioner of Human Rights; or
- 2.) A letter from Human Rights certifying that your firm has a current certificate of compliance; or
- 3.) A notarized letter certifying that your firm has not had more than 20 full-time employees at any time during the previous 12 months.

b. Certified as a Disadvantaged Business Enterprise (DBE)

c. Qualified as a Small Business—M.S. 645.445

d. Qualified as a Small Targeted Business (STB)—M.S. 16B.19

This request does not obligate the State of Minnesota Department of Transportation to complete the work contemplated in this notice, and the department reserves the right to cancel this solicitation. All expenses incurred in responding to this notice shall be borne by the responder.

## State Contracts and Advertised Bids

Pursuant to the provisions of Minn. Stat. § 14.10, an agency must make reasonable effort to publicize the availability of any services contract or professional and technical services contract which has an estimated cost of over \$2,000.

Commodities contracts with an estimated value of \$15,000 or more are listed under the Materials Management Division, Department of Administration. All bids are open for 7-10 days before bidding deadline. For bid specifics, time lines, and other general information, contact the appropriate buyers whose initials appear in parentheses next to the commodity for bid, by calling (612) 296-6152.

Awards of contracts and advertised bids for commodities and printing, as well as awards of professional, technical and consulting contracts, appear in the midweek STATE REGISTER Contracts Supplement, published every Thursday. Call (612) 296-0931 for subscription information.

## Materials Management Division—Department of Administration:

### Contracts and Requisitions Open for Bid

Call 296-2600 for information on a specific bid, or to request a specific bid.

#### COMMODITY CODE KEY

<b>A = Sealed Bid</b>	<b>G = \$5,000-\$15,000 Estimated Dollar Value</b>	<b>J = Targeted Vendors Only</b>
<b>B = Write for Price</b>	<b>H = \$15,000-\$50,000 Sealed Bid</b>	<b>K = Local Service Needed</b>
<b>C = Request for Proposal</b>	<b>I = \$50,000 and Over Sealed Bid/Human Rights Compliance Required</b>	<b>L = No Substitute</b>
<b>D = Request for Information</b>		<b>M = Installation Needed</b>
<b>E = \$0-\$1,500 Estimated Dollar Value</b>		<b>N = Pre-Bid Conference</b>
<b>F = \$1,500-\$5,000 Estimated Dollar Value</b>		<b>O = Insurance or Bonding Required</b>

**Commodity:** Trucks  
**Contact:** Dale Meyer 296-3773  
**Bid due date at 2pm:** February 11  
**Agency:** Transportation  
**Deliver to:** St. Paul  
**Requisition #:** Price Contract—Rebid

**Commodity:** B F—Disk for decstation  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** February 5  
**Agency:** Mankato State University  
**Deliver to:** Mankato  
**Requisition #:** B 26071-50720-1

**Commodity:** B F—Chairs  
**Contact:** Jack Bauer 296-2621  
**Bid due date at 4:30pm:** February 10  
**Agency:** Department of Administration  
**Deliver to:** St. Paul  
**Requisition #:** B 02307-24291

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## State Contracts and Advertised Bids

**Commodity:** A H M—Stainless steel projects  
**Contact:** Jack Bauer 296-2621  
**Bid due date at 2pm:** February 10  
**Agency:** Minnesota Correctional Facility  
**Deliver to:** St. Cloud  
**Requisition #:** B 78830-11133

**Commodity:** B F—Photo ID accessories  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 4:30pm:** February 5  
**Agency:** Minnesota Correctional Facility  
**Deliver to:** Stillwater  
**Requisition #:** B 78620-00429

**Commodity:** B F—Microfiche cabinet  
**Contact:** Jack Bauer 296-2621  
**Bid due date at 4:30pm:** February 10  
**Agency:** St. Cloud State University  
**Deliver to:** St. Cloud  
**Requisition #:** B 26073-23348

**Commodity:** D E—Accelerator for Macintosh  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** February 5  
**Agency:** St. Cloud State University  
**Deliver to:** St. Cloud  
**Requisition #:** B 26073-23356

**Commodity:** B G—486/33 computers  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** February 5  
**Agency:** Department of Veterans Affairs  
**Deliver to:** St. Paul  
**Requisition #:** B 75100-20061

**Commodity:** B F—Portable generator  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 4:30pm:** February 5  
**Agency:** DNR—Regional Headquarters  
**Deliver to:** Bemidji  
**Requisition #:** B 29001-19453

**Commodity:** B E—Oil absorbant compound  
**Contact:** Linda Parkos 296-3725  
**Bid due date at 4:30pm:** February 7  
**Agency:** Minnesota Department of Transportation  
**Deliver to:** Windom  
**Requisition #:** B 79750-01162

**Commodity:** B F K M—Copier  
**Contact:** Jack Bauer 296-2621  
**Bid due date at 4:30pm:** February 7  
**Agency:** Minnesota Department of Jobs & Training  
**Deliver to:** Various Places  
**Requisition #:** B 21607-34560

**Commodity:** A H M—Fiberglass tanks  
**Contact:** Jack Bauer 296-2621  
**Bid due date at 2pm:** February 7  
**Agency:** DNR—Heartland Trail Headquarters  
**Deliver to:** Altura  
**Requisition #:** B 29005-15950

**Commodity:** B F—Overhead automotive lift  
**Contact:** Mary Jo Bruski 296-3772  
**Bid due date at 4:30pm:** February 7  
**Agency:** St. Cloud State University  
**Deliver to:** St. Cloud  
**Requisition #:** B 26073-23338

**Commodity:** B G L—Gateway 486/33  
**Contact:** Bernadette Vogel 296-3778  
**Bid due date at 4:30pm:** February 5  
**Agency:** DNR—Regional Headquarters  
**Deliver to:** Brainerd  
**Requisition #:** B 29000-57911

**Commodity:** B E—Mini sub cells  
**Contact:** Joan Breisler 296-9071  
**Bid due date at 4:30pm:** February 5  
**Agency:** St. Cloud State University  
**Deliver to:** St. Cloud  
**Requisition #:** B 26073-23353

**Commodity:** A H—Meat for March  
**Contact:** Linda Parkos 296-3725  
**Bid due date at 2pm:** February 10  
**Agency:** Minnesota Correctional Facility  
**Deliver to:** St. Cloud  
**Requisition #:** B 78830-11131

**Commodity:** B G M—GM modular furniture parts  
**Contact:** Jack Bauer 296-2621  
**Bid due date at 4:30pm:** February 7  
**Agency:** Minnesota Department of Jobs and Training  
**Deliver to:** St. Paul  
**Requisition #:** B 21200-42274

**Commodity:** B F—Safe  
**Contact:** Jack Bauer 296-2621  
**Bid due date at 4:30pm:** February 7  
**Agency:** DNR—Regional Headquarters  
**Deliver to:** Lake Itasca  
**Requisition #:** B 29001-19451

**Commodity:** B G—Bell helicopter parts  
**Contact:** Mary Jo Bruski 296-3772  
**Bid due date at 4:30pm:** January 31  
**Agency:** Department of Public Safety/Finance  
**Deliver to:** St. Paul  
**Requisition #:** B 07500-27153

**Commodity:** B F—Repair piping & tank on boiler  
**Contact:** Mary Jo Bruski 296-3772  
**Bid due date at 4:30pm:** February 7  
**Agency:** Minnesota Veterans Home  
**Deliver to:** Minneapolis  
**Requisition #:** B 75200-40202

**Commodity:** B G—Belt sander  
**Contact:** Mary Jo Bruski 296-3772  
**Bid due date at 4:30pm:** February 7  
**Agency:** Minnesota Correctional Facility  
**Deliver to:** Lino Lakes  
**Requisition #:** B 78550-08454

**Commodity:** B G—Cut off saw  
**Contact:** Mary Jo Bruski 296-3772  
**Bid due date at 4:30pm:** February 7  
**Agency:** Minnesota Correctional Facility  
**Deliver to:** Lino Lakes  
**Requisition #:** B 78550-08456

**Commodity:** B G—Panel saw  
**Contact:** Mary Jo Bruski 296-3772  
**Bid due date at 4:30pm:** February 7  
**Agency:** Minnesota Correctional Facility  
**Deliver to:** Lino Lakes  
**Requisition #:** B 78550-08459

**Commodity:** B F—Radial saw  
**Contact:** Mary Jo Bruski 296-3772  
**Bid due date at 4:30pm:** February 7  
**Agency:** Minnesota Correctional Facility  
**Deliver to:** Lino Lakes  
**Requisition #:** B 78550-08464

## State Contracts and Advertised Bids

**Commodity:** A H—Aerial bucket lift truck

**Contact:** Mary Jo Bruski 296-3772

**Bid due date at 2pm:** February 11

**Agency:** Minnesota Department of Transportation

**Deliver to:** Fort Snelling

**Requisition #:** B 79382-02372

**Commodity:** B F—Bronze bushing

**Contact:** Mary Jo Bruski 296-3772

**Bid due date at 4:30pm:** February 7

**Agency:** Minnesota Department of Transportation

**Deliver to:** Fort Snelling

**Requisition #:** B 79990-00349

**Commodity:** A H—Wide belt sander

**Contact:** Mary Jo Bruski 296-3772

**Bid due date at 2pm:** February 7

**Agency:** Minnesota Correctional Facility

**Deliver to:** Lino Lakes

**Requisition #:** B 78550-08455

**Commodity:** B G—Jointer

**Contact:** Mary Jo Bruski 296-3772

**Bid due date at 4:30pm:** February 7

**Agency:** Minnesota Correctional Facility

**Deliver to:** Lino Lakes

**Requisition #:** B 78550-08458

**Commodity:** B F—Wood lathe

**Contact:** Mary Jo Bruski 296-3772

**Bid due date at 4:30pm:** February 7

**Agency:** Minnesota Correctional Facility

**Deliver to:** Lino Lakes

**Requisition #:** B 78550-08463

**Commodity:** A H—Core earth auger

**Contact:** Mary Jo Bruski 296-3772

**Bid due date at 2pm:** February 7

**Agency:** Minnesota Department of Transportation

**Deliver to:** Various Places

**Requisition #:** B 79382-02370

**Commodity:** B F—Wisconsin engines

**Contact:** Mary Jo Bruski 296-3772

**Bid due date at 4:30pm:** February 7

**Agency:** Minnesota Department of Transportation

**Deliver to:** Fort Snelling

**Requisition #:** B 79990-00347

**Commodity:** Paint brushes

**Contact:** Ann Wefald 612-296-2546

**Bid due date at 2pm:** February 14

**Agency:** Various

**Deliver to:** Various

**Requisition #:** Price contract

**Commodity:** A H—Various Dental Equipment and Instruments

**Contact:** Teresa Manzella 612-296-7556

**Bid due date at 2pm:** February 7

**Agency:** Faribault Regional Center

**Deliver to:** Faribault

**Requisition #:** B 55303-16332

**Commodity:** B F—Panasonic printers

**Contact:** Bernadette Vogel 612-296-3778

**Bid due date at 4:30pm:** February 7

**Agency:** Mankato State University

**Deliver to:** Mankato

**Requisition #:** B 26071-52458

**Commodity:** B E—Miscellaneous supplies

**Contact:** Bernadette Vogel 612-296-3778

**Bid due date at 4:30pm:** February 7

**Agency:** St. Cloud State University

**Deliver to:** St. Cloud

**Requisition #:** B 26073-23352

**Commodity:** B F—Novell access server

**Contact:** Bernadette Vogel 612-296-3778

**Bid due date at 4:30pm:** February 6

**Agency:** St. Cloud State University

**Deliver to:** St. Cloud

**Requisition #:** B 26073-23359

**Commodity:** B G—Spectrophotometer

**Contact:** Bernadette Vogel 612-296-3778

**Bid due date at 4:30pm:** February 7

**Agency:** St. Cloud State University

**Deliver to:** St. Cloud

**Requisition #:** B 26073-23374

**Commodity:** B G L—Sayett LCD projector

**Contact:** Bernadette Vogel 612-296-3778

**Bid due date at 4:30pm:** February 7

**Agency:** Winona State University

**Deliver to:** Winona

**Requisition #:** B 26074-14276

**Commodity:** B F—286/16 laptop

**Contact:** Bernadette Vogel 612-296-3778

**Bid due date at 4:30pm:** February 7

**Agency:** Hibbing Extension Duluth Center

**Deliver to:** Duluth

**Requisition #:** B 27163-65051

**Commodity:** B F—Miscellaneous telephone parts

**Contact:** Teresa Manzella 612-296-7556

**Bid due date at 4:30pm:** February 10

**Agency:** Minnesota Correctional Facility

**Deliver to:** St. Cloud

**Requisition #:** B 78830-11134

**Commodity:** B E—Compaq LTE/20—rebid

**Contact:** Bernadette Vogel 612-296-3778

**Bid due date at 4:30pm:** February 7

**Agency:** St. Cloud State University

**Deliver to:** St. Cloud

**Requisition #:** B 26073-23271-1

**Commodity:** B F—Accton ethernet bundle

**Contact:** Bernadette Vogel 612-296-3778

**Bid due date at 4:30pm:** February 7

**Agency:** St. Cloud State University

**Deliver to:** St. Cloud

**Requisition #:** B 26073-23358

**Commodity:** B F L—Gateway 2000

**Contact:** Bernadette Vogel 612-296-3778

**Bid due date at 4:30pm:** February 7

**Agency:** St. Cloud State University

**Deliver to:** St. Cloud

**Requisition #:** B 26073-23369

**Commodity:** B E—Beam steering instrument

**Contact:** Bernadette Vogel 612-296-3778

**Bid due date at 4:30pm:** February 7

**Agency:** St. Cloud State University

**Deliver to:** St. Cloud

**Requisition #:** B 26073-23376

## State Contracts and Advertised Bids

**Commodity:** A H — Fiber optic cable  
**Contact:** Bernadette Vogel 612-296-3778

**Bid due date at 2pm:** February 11  
**Agency:** Winona State University  
**Deliver to:** Winona  
**Requisition #:** B 26067-14281

**Commodity:** B F—Recycled toner cartridges

**Contact:** Bernadette Vogel 612-296-3778

**Bid due date at 4:30pm:** February 7  
**Agency:** Board of Voc-Tech Education  
**Deliver to:** St. Paul  
**Requisition #:** B 36000-24263

**Commodity:** B G—Fiber optic modems  
**Contact:** Bernadette Vogel 612-296-3778

**Bid due date at 4:30pm:** February 7  
**Agency:** Minnesota Department of Transportation  
**Deliver to:** Maplewood  
**Requisition #:** B 79050-28272

**Commodity:** B E—Steel overhead door  
**Contact:** Pam Anderson 612-296-1053  
**Bid due date at 4:30pm:** February 7  
**Agency:** Minnesota Department of Transportation  
**Deliver to:** Oakdale  
**Requisition #:** B 79000-22372-2

**Commodity:** B E—Sensitometer  
**Contact:** Joan Breisler 612-296-9071  
**Bid due date at 4:30pm:** February 4  
**Agency:** Minnesota Correctional Facility  
**Deliver to:** St. Cloud  
**Requisition #:** B 78830-11135

**Commodity:** B F—Floor cleaning equipment  
**Contact:** Linda Parkos 612-296-3725  
**Bid due date at 4:30pm:** February 7  
**Agency:** North Hennepin Community College  
**Deliver to:** Brooklyn Park  
**Requisition #:** B 27153-10391

**Commodity:** B E—Nursery stock and flowers  
**Contact:** Linda Parkos 612-296-3725  
**Bid due date at 4:30pm:** February 14  
**Agency:** Minnesota Correctional Facility  
**Deliver to:** St. Cloud  
**Requisition #:** B 78830-11125

**Commodity:** B G—Nursery stock for Spring 1992

**Contact:** Linda Parkos 612-296-3725  
**Bid due date at 4:30pm:** February 14  
**Agency:** Minnesota Department of Transportation  
**Deliver to:** Various places  
**Requisition #:** B 79050-27606

**Commodity:** B F K—Fax units  
**Contact:** Jack Bauer 612-296-2621  
**Bid due date at 4:30pm:** February 11  
**Agency:** Minnesota Department of Jobs & Training  
**Deliver to:** Various places  
**Requisition #:** B 21200-42271

**Commodity:** B F—Cabletron nodule  
**Contact:** Bernadette Vogel 612-296-3778

**Bid due date at 4:30pm:** February 7  
**Agency:** Minnesota Department of Transportation  
**Deliver to:** Brainerd  
**Requisition #:** B 79300-09247

**Commodity:** B F L—PC focus software  
**Contact:** Joan Breisler 612-296-9071  
**Bid due date at 4:30pm:** February 7  
**Agency:** Department of Revenue  
**Deliver to:** St. Paul  
**Requisition #:** B 67340-43502

**Commodity:** B F—Door hardware  
**Contact:** Linda Parkos 612-296-3725  
**Bid due date at 4:30pm:** February 7  
**Agency:** Facilities Management Office  
**Deliver to:** Various places  
**Requisition #:** B 01000-06873

**Commodity:** B E—GGS powered auger  
**Contact:** Linda Parkos 612-296-3725  
**Bid due date at 4:30pm:** February 14  
**Agency:** Department of Natural Resources—Regional Headquarters  
**Deliver to:** Brainerd  
**Requisition #:** B 29003-20122

**Commodity:** B E—Turkey roll for March  
**Contact:** Linda Parkos 612-296-3725  
**Bid due date at 4:30pm:** February 10  
**Agency:** Minnesota Correctional Facility  
**Deliver to:** St. Cloud  
**Requisition #:** B 78830-11132

**Commodity:** A I M—Shelving for Historical Society  
**Contact:** Jack Bauer 612-296-2621  
**Bid due date at 2pm:** February 11  
**Agency:** Minnesota Historical Society  
**Deliver to:** St. Paul  
**Requisition #:** B 02310-24933

**Commodity:** B F K M—Copier  
**Contact:** Jack Bauer 612-296-2621  
**Bid due date at 4:30pm:** February 11  
**Agency:** Hibbing Extension Duluth Center  
**Deliver to:** Duluth  
**Requisition #:** B 27163-65050

**Commodity:** B F—Fencing—posts  
**Contact:** Jack Bauer 612-296-2621  
**Bid due date at 4:30pm:** February 11  
**Agency:** Department of Natural Resources—Gooseberry Falls State Park  
**Deliver to:** Two Harbors  
**Requisition #:** B 29002-22000

**Commodity:** B F—Grundfos boiler feed pump  
**Contact:** Mary Jo Bruski 612-296-3772  
**Bid due date at 4:30pm:** February 7  
**Agency:** Winona State University  
**Deliver to:** Winona  
**Requisition #:** B 26074-14278

**Commodity:** B E—Betterley corner router  
**Contact:** Mary Jo Bruski 612-296-3772  
**Bid due date at 4:30pm:** February 11  
**Agency:** Minnesota Correctional Facility  
**Deliver to:** Lino Lakes  
**Requisition #:** B 78550-08462

**Commodity:** B G—Fabricate box on paint truck  
**Contact:** Mary Jo Bruski 612-296-3772  
**Bid due date at 4:30pm:** February 6  
**Agency:** Minnesota Department of Transportation  
**Deliver to:** St. Cloud  
**Requisition #:** B 79350-01192

**Commodity:** B E—Laminator  
**Contact:** Jack Bauer 612-296-2621  
**Bid due date at 4:30pm:** February 11  
**Agency:** Minnesota Department of Transportation  
**Deliver to:** St. Paul  
**Requisition #:** B 79000-22734

## State Contracts and Advertised Bids

**Commodity:** B F—Betterley panel router

**Contact:** Mary Jo Bruski 612-296-3772

**Bid due date at 4:30pm:** February 11

**Agency:** Minnesota Correctional Facility

**Deliver to:** Lino Lakes

**Requisition #:** B 78550-08461

**Commodity:** B G—Used 1987 or newer van

**Contact:** Mary Jo Bruski 612-296-3772

**Bid due date at 4:30pm:** February 11

**Agency:** Minnesota Correctional Facility

**Deliver to:** Faribault

**Requisition #:** B 78790-20508

## Department of Administration: Print Communications Division

Printing vendors for the following printing contracts must review contract specifications in printing buyers office at 117 University Avenue, Room 134-B, St. Paul, MN.

Printing vendors NOTE: Other printing contracts can be found in the Materials Management Division listing above, and in the Professional, Technical & Consulting Contracts section immediately following this section.

**Commodity:** Arbor month poster, needs color sep, camera ready copy, one-sided, 15M sheets

**Contact:** Printing Buyer's Office

**Bids are due:** February 4

**Agency:** Natural Resources

**Deliver to:** St. Paul

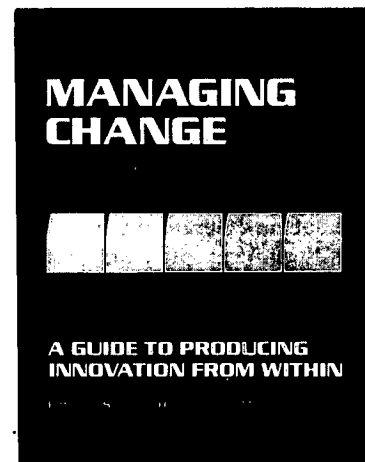
**Requisition #:** 20756

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