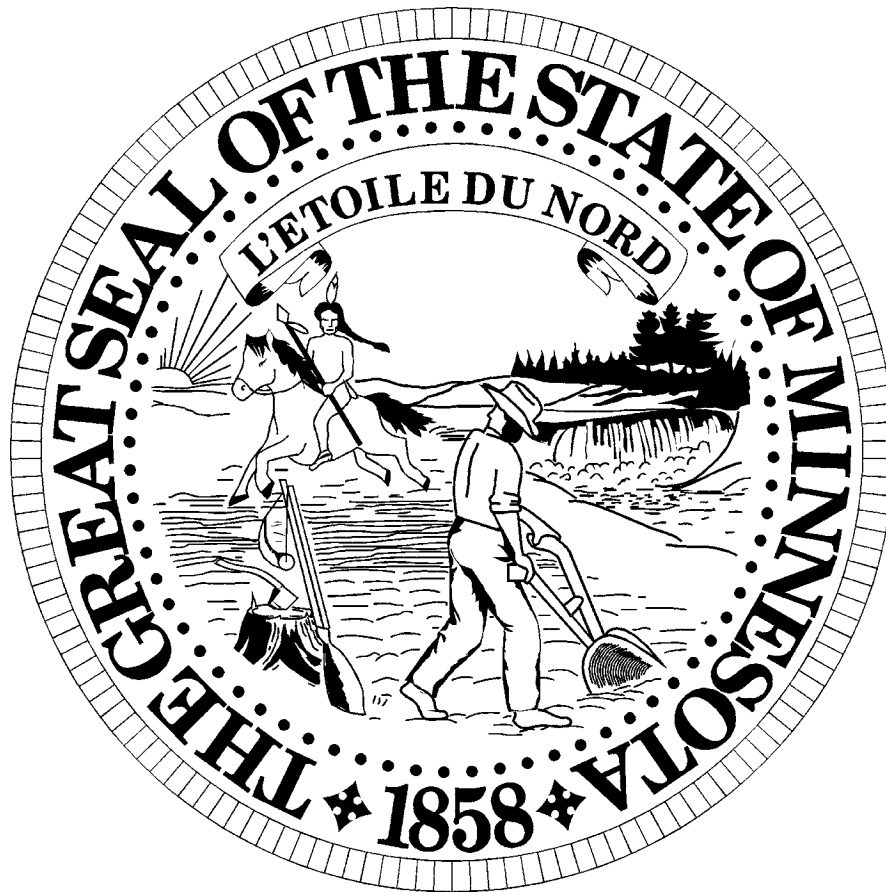


Minnesota State Register

Published every Monday (Tuesday when Monday is a holiday)



**Proposed, Adopted, Emergency, Expedited, Withdrawn, Vetoed Rules;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

**Monday 4 December 2017
Volume 42, Number 23
Pages 645 - 662**

Minnesota State Register

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

The *Minnesota State Register* is the official publication of the State of Minnesota's Executive Branch of government, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes*, Chapter 14, and *Minnesota Rules*, Chapter 1400. It contains:

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- Withdrawn Rules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

Printing Schedule and Submission Deadlines

Vol. 42 Issue Number	PUBLISH DATE (BOLDFACE shows altered publish date)	Deadline for: all Short Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical- Consulting Contracts, Non-State Bids and Public Contracts	Deadline for LONG, Complicated Rules (contact the editor to negotiate a deadline)
# 24	Monday 11 December	Noon Tuesday 5 December	Noon Thursday 30 November
# 25	Monday 18 December	Noon Tuesday 12 December	Noon Thursday 7 December
# 26	Tuesday 26 December	Noon Tuesday 19 December	Noon Thursday 14 December
# 27	Tuesday 2 January	Noon Tuesday 26 December	Noon Thursday 21 December

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Minnesota Legislative Information

Senate Public Information Office

(651) 296-0504
State Capitol, Room 231, St. Paul, MN 55155
<http://www.senate.mn>

Minnesota State Court System

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

House Public Information Services

(651) 296-2146
State Office Building, Room 175
100 Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155
<https://www.house.leg.state.mn.us/hinfo/hinfo.asp>

Federal Register

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

Minnesota Rules: Amendments and Additions648	Minnesota Department of Agriculture (MDA) Notice of Request for Proposal for Seed Quality and Regulatory Compliance Testing... 655
Revenue Notices	Minnesota State Colleges and Universities (Minnesota State) Request for Proposal (RFP) for Annual IT Conference..... 655
Minnesota Department of Revenue Revenue Notice # 17-10: Sales and Use Tax – Construction Contracts with Exempt Entities – Revocation and Replacement of Revenue Notice # 95-05 649	Inver Hills Community College and Dakota County Technical College Notice of Request for Proposals for Purchase of Graduation Planning Tool..... 656
Official Notices	Lake Superior College Request for Bid for PT6A-20 Turboprop Engine Test Stand 657
Minnesota Office of Higher Education Notice of Public Hearing Regarding the Issuance of Adjustable Rate Supplemental Student Loan Program Revenue Bonds, 2018 Series..... 651	South Central College Notice of Request for Proposal (RFP) for Commissioning Agent for South Central College - STEM and Healthcare Renovation 657
Minnesota Housing Finance Agency Notice of Hearing on Bond Issuance 651 Notice of Hearing on Bond Issuance 652 Notice of Hearing on Bond Issuance 652	Minnesota State Lottery Request for Proposals for Sponsorship Agreements 658
State Grants & Loans	Minnesota Department of Transportation (MnDOT) Notices Regarding Professional/Technical (P/T) Contracting..... 659
Department of Employment and Economic Development (DEED) Notice of Grant Opportunity 653	Non-State Public Bids, Contracts & Grants
Department of Health Notice of Fund Availability for 2018 Rural Hospital Capital Improvement Grant Program..... 653	Dakota County Notice Of Request For Proposal (RFP) For Safe Routes to School Planning Services.... 660
State Contracts	Metropolitan Airports Commission (MAC) Notice of Call for Bids for 2018 EMC Plant Upgrades (P2)..... 661
Department of Administration Notice of Addendum No. 2 to Master Roster Request for Qualifications (RFQ) for Professional Services of Minnesota Registered Architects, Engineers, Land Surveyors, Landscape Architects, and Geoscientists 654	Solid Waste Management Coordinating Board (SWMCB) Notice of Request for Qualifications for Market/End-User Study for Latex Paint Recovery 661

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A subscription to the **STATE REGISTER** gets you the **EARLIEST DELIVERY**. Instead of waiting until Monday at 8:00 a.m. when the magazine is posted on our website, we'll SEND you the magazine on Friday at close of business with the State, 4:30 pm: 2-1/2 days early.

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Minnesota Rules: Amendments and Additions

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

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

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

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

The State Register features partial and cumulative listings of rules in this section on the following schedule: issues #1-13 inclusive; issues #14-25 inclusive (issue #26 cumulative for issues #1-26); issues #27-38 inclusive (issue #39, cumulative for issues #1-39); issues #40-52 inclusive, with final index (#1-52, or 53 in some years). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the State Register, contact Minnesota's Bookstore, 660 Olive Street (one block east of I-35E and one block north of University Ave), St. Paul, MN 55155, phone: (612) 297-3000, or toll-free 1-800-657-3757. TTY relay service phone number: (800) 627-3529.

Volume 41 - Minnesota Rules
(Rules Appearing in Vol. 41 Issues #27-52 are
in Vol 41, #52 - Monday 26 June 2017)
Volume 42, #23

Monday 3 July - Monday 4 December

Department of Administration

1230 (adopted expedited) 543

Office of Administrative Hearings

1408 (adopted) 39

1420.1850 (proposed expedited) 483

**Board of Architecture, Engineering, Land Surveying,
 Landscape Architecture, Geoscience and Interior Design**

1800.0050; .0120; .0130; .0400; .0500; .0850; .0900; .1000; .1100;
 .1200; .1500; .1750; .2100; .2200; .2500; .2805; .2900; .3505; .3750; .3910;
 .3930; .4100; .4200 (proposed) 517

Board of Barber Examiners

2100 (adopted expedited) 548

Board of Dentistry

3100.3600; .5100; .6300 (adopted) 226

Board of Cosmetologist Examiners

2105; 2110 (adopted expedited)121, 589

Department of Education

3501.1400; .1410 (proposed) 359

Department of Health

4626 (proposed) 611

4654.0800 (proposed expedited)..... 467

Department of Labor and Industry

5205.0010 (adopted exempt) 127

5219.0500; 5221.4020 (adopted exempt) 361

5225.1180 (adopted) 251

Department of Natural Resources

6230.0200; .0250; .0295; .0400; 6234.0600; .1400; .1700; .2600;

6236.0700 (expedited emergency) 216

6230.0400; 6234.0300; 6237.0400; .0550 (expedited emergency) 220

6232.1000; .2550; .2560 (expedited emergency) 223

6232.0100; .0200; .0300; .0400; .0800; .0900; .1250; .1300; .1600;

.1750; .1950; .1970; .1980; .2100; .2500; .4700 (expedited emergency) 282

6232.0300; .0800; .1600; .2100; .2500;

.2550 (expedited emergency) 407

6232.4900 (expedited emergency) 249

6254.0100 (adopted exempt) 567

6262.0200; .0575 (adopted expedited) 250

Pollution Control Agency

7050.0130; .0220; .0224; .0470; .0471; 7053.0135; .0205; .0406 171

7050.0150; .0155; .0220; .0222; .0430; 0470 (adopted) 441

7152.0100; .0200; .0300; .0400; .0500; .0600; .0700;

.0800; .0900 (proposed expedited)..... 581

Department of Public Safety (DPS)

7501.0900 (adopted expedited) 385

Board of Teaching

8710.5050 (adopted exempt) 59

Department of Transportation

8820 (proposed exempt) 485

Revenue Notices

The Department of Revenue began issuing Revenue Notices in July of 1991. Revenue Notices are statements of policy made by the department that provide interpretation, detail, or supplementary information concerning a particular statute, rule, or departmental practice. The authority to issue Revenue Notices is found in *Minnesota Statutes*, Section 270C.07.

KEY: Underlining indicates additions to existing language. ~~Strikeouts~~ indicate deletions from existing language.

Minnesota Department of Revenue

Revenue Notice # 17-10: Sales and Use Tax – Construction Contracts with Exempt Entities – Revocation and Replacement of Revenue Notice # 95-05

Introduction

This Revenue Notice revokes and replaces Revenue Notice # 95-05, as published on July 17, 1995.

Department Position

When an entity that is exempt from sales and use tax on their own purchases appoints a contractor or subcontractor as its purchasing agent in accordance with *Minnesota Rules*, that contractor or subcontractor may make otherwise taxable purchases exempt from sales or use tax for use on a construction contract. The Minnesota Supreme Court applied that rule in *Stretar Masonry Company, Inc. v. Commissioner of Revenue*, 518 N.W. 2d 29 (Minn. 1994), *rev'g Stretar Masonry Company, Inc. v. Commissioner of Revenue*, 1993 WL 185714 (Minn. Tax Ct. May 26, 1993). For purposes of this Revenue Notice, “exempt entity” means exempt government agencies and nonprofit organizations that are able to purchase materials exempt from sales and use tax.

Minnesota Rules, part 8130.1200, subpart 3, item D, has established strict requirements that taxpayers must meet in order to qualify for the purchasing agent exemption. Either all of the General Requirements discussed in Part A below, or all of the Alternative Requirements discussed in Part B below, must be met to qualify for the exemption. The purpose of Part A is to clarify the department’s position with respect to construction contracts and the purchasing agent exemption. The purpose of Part B is to describe the alternative requirements applicable to subcontractors who claim that exemption.

Taxable purchases include purchases of tangible personal property (e.g., building materials) and taxable services (e.g., final construction cleaning). Although most construction contracts are for improvements to real property as the result of the installation of tangible personal property, some construction contracts include taxable services. In the discussion below, taxable services should be treated the same as materials provided pursuant to a construction contract.

A. General Requirements

i. Contractor Requirements

Minnesota Statutes, section 297A.70, subdivisions 2 and 4, provide that the following two requirements must be met before a contractor may make otherwise taxable purchases exempt from sales or use tax for use on a construction contract with an exempt entity:

- The construction contract cannot be a lump-sum contract (or similar type of contract with a guaranteed maximum price) covering both materials and labor; and
- The building or facility being constructed or altered must be used principally by the exempt entity.

Revenue Notices

ii. Valid Purchasing Agent Agreement Requirements

The following steps must be taken to create a valid purchasing agent agreement. These requirements apply to the general contractor and every subcontractor that supplies materials and or labor:

1. Contract Eligibility. Contractors who are hired by and work for exempt entities such as churches, schools, and federal agencies must pay sales or use tax on all taxable purchases used in performing the contract unless they are appointed by the exempt entity as a purchasing agent. An exempt entity may appoint a contractor as its purchasing agent if:
 - a. The exempt entity initially advertises for separate bids for materials and labor;
 - b. The contract allows the exempt entity to either accept the bid for materials or the bid for labor, and does not require the exempt entity to accept both bids; and
 - c. Separate contracts are issued for the accepted bids for materials and labor.
2. Written Contract. If all of the above requirements are met and the contractor is awarded both the contract for materials and the contract for labor, *Minnesota Rules*, part 8130.1200, subpart 3, item D, provides that the exempt entity may appoint the contractor as its purchasing agent for materials if the written contract clearly sets forth all of the following:
 - a. Contractor has been appointed as purchasing agent;-
 - b. Exempt entity takes title to all materials and supplies at the point of delivery;
 - c. Exempt entity has the risk of loss for all materials and supplies; and
 - d. Exempt entity has responsibility for all defective materials and supplies, including those incorporated into realty.
3. Vendor Notification. All appointed contractors must provide adequate notification to all vendors and suppliers that clearly state that it is the exempt entity's (not the contractor's) obligation to make the payment for materials and supplies. *Minnesota Rules*, part 8130.1200, subpart 3, item D, provides that purchase orders and other documents furnished to a vendor must clearly reflect the agency relationship between the purchasing agent and exempt entity.

B. Alternative Requirements

A subcontractor will be deemed to qualify for the purchasing agent exemption if, *at the time of the sale or purchase* of the materials and supplies, the subcontractor has done all of the following:

1. Submitted separate bids for materials and labor or submitted only a bid for materials;
2. Obtained separate contracts for materials and labor, or only obtained a materials contract;
3. Obtained a letter or other notice appointing the subcontractor and all other subcontractors who will use the materials and the general contractor as purchasing agents for the exempt entity for the project; and
4. Obtained a copy of the Form ST3 (Certificate of Exemption) showing that the purchasing entity is exempt from sales and use tax.

If these Alternative Requirements are not all met *at the time of the sale or purchase*, the General Requirements listed in Part A of this Notice must be met in order to qualify for the purchasing agent exemption.

Revenue Notice # 95-05 is revoked.

Publication Date: December 4, 2017

Ryan Church, Deputy Commissioner

Official Notices

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

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

Minnesota Office of Higher Education

Notice of Public Hearing Regarding the Issuance of Adjustable Rate Supplemental Student Loan Program Revenue Bonds, 2018 Series

The Minnesota Office of Higher Education (the “Issuer”), through its designated Hearing Officer, will hold a public hearing at **9:00 a.m.** at Issuer’s principal offices located at 1450 Energy Park Drive, Suite 350, St. Paul, Minnesota, on **December 18, 2017**, on the issuance of Adjustable Rate Supplemental Student Loan Program Revenue Bonds, Series 2018 (the “Bonds”). The Bonds are being issued in one or more series for the purpose of (i) financing, refinancing or making additional loans to eligible students (“Student Loans”) under the Issuer’s Student Loan Program in accordance with the provisions of Minnesota Statutes, Chapter 136A, as amended, (ii) funding certain funds securing the Bonds and (iii) paying a portion of the costs of issuance of the Bonds (the “Project”). The Bonds are proposed to be issued in an amount not to exceed \$55,000,000. The Bonds shall be limited obligations of the Issuer payable from and secured solely by all payments of principal of and interest on certain Student Loans and the proceeds thereof, certain funds and accounts and other collateral constituting the security to be described in the resolution authorizing the Bonds. The Bonds will not constitute or be deemed to constitute a pledge of the full faith and credit of the Issuer or the State of Minnesota, but shall be payable solely from revenues pledged by the Issuer in accordance with a trust indenture, as supplemented. Neither the full faith or credit nor the taxing power of the State of Minnesota will be pledged to the payment of principal of or the interest on the Bonds. The Issuer has no taxing power. The hearing shall provide an opportunity for expression of opinion, for argument on the merits and for the introduction of documentary evidence pertinent to the nature of the Project and the proposed issuance of the Bonds. Written comments will be accepted by the Issuer at 1450 Energy Park Drive, Suite 350, St. Paul, Minnesota 55108, but must be received before the hearing is convened.

Dated: November 21, 2017

BY ORDER OF LAWRENCE J. POGEMILLER,
COMMISSIONER OF THE MINNESOTA OFFICE
OF HIGHER EDUCATION

Minnesota Housing Finance Agency

Notice of Hearing on Bond Issuance

NOTICE IS HEREBY GIVEN that the Minnesota Housing Finance Agency will hold a public hearing at **11:00 a.m. on Tuesday, December 19, 2017**, at its offices at 400 Wabasha Street, Suite 400, St. Paul, Minnesota 55102, for the purpose of taking public comment regarding the issuance of its tax-exempt bonds in one or more series issued on one or more dates in the maximum respective principal amount set forth below, including a plan of finance therefor. The Bonds are proposed to be issued to fund one or more mortgage loans to pay for all or a portion of the costs of the acquisition, construction and equipping of the following development, including facilities related and subordinate thereto, for residential rental housing:

A 48-unit two building multi-story multifamily housing development currently known as Drake Apartments, located at 10019 and 10021 Drake Street in Coon Rapids, Minnesota 55433, proposed to be acquired and rehabilitated by Drake MDG Limited Partnership, a Minnesota limited partnership, or an affiliate thereof or successor thereto, as its initial owner, operator or manager; one of the managing partners of which will be Drake MDG LLC, a Minnesota limited liability company whose registered address is in Minneapolis, Minnesota, or another entity affiliated with Harold Teasdale, Minneapolis, Minnesota. The maximum principal amount of the Bonds for this development is \$5,500,000.

Official Notices

Additional information may be obtained from the Minnesota Housing Finance Agency, Attn: Susan Thompson (651) 296-9838. Parties wishing to comment on the issuance of the Bonds may appear in person at the hearing or may submit written comments to the undersigned prior to the hearing.

Mary Tingerthal
Commissioner
Minnesota Housing Finance Agency

Minnesota Housing Finance Agency Notice of Hearing on Bond Issuance

NOTICE IS HEREBY GIVEN that the Minnesota Housing Finance Agency will hold a public hearing at **11:00 a.m. on Tuesday, December 19, 2017**, at its offices at 400 Wabasha Street, Suite 400, St. Paul, Minnesota 55102, for the purpose of taking public comment regarding the issuance of its tax-exempt bonds in one or more series issued on one or more dates in the maximum respective principal amount set forth below, including a plan of finance therefor. The Bonds are proposed to be issued to fund one or more mortgage loans to pay for all or a portion of the costs of the acquisition, construction and equipping of the following development, including facilities related and subordinate thereto, for residential rental housing:

A 168-unit two building multi-story multifamily housing development currently known as Maple Pond Homes Apartments, located at 1816 and 1854 Beebe Road in Maplewood, Minnesota 55109, proposed to be acquired and rehabilitated by Maple Pond MDG Limited Partnership, a Minnesota limited partnership, or an affiliate thereof or successor thereto, as its initial owner, operator or manager; one of the managing partners of which will be Maple Pond MDG L.L.C., a Minnesota limited liability company whose registered address is in Minneapolis, Minnesota, or another entity affiliated with Harold Teasdale, Minneapolis, Minnesota. The maximum principal amount of the Bonds for this development is \$12,350,000.

Additional information may be obtained from the Minnesota Housing Finance Agency, Attn: Susan Thompson (651) 296-9838. Parties wishing to comment on the issuance of the Bonds may appear in person at the hearing or may submit written comments to the undersigned prior to the hearing.

Mary Tingerthal
Commissioner
Minnesota Housing Finance Agency

Minnesota Housing Finance Agency Notice of Hearing on Bond Issuance

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A 47-unit four building single-story multifamily housing development currently known as Cottages of Coon Creek or Coon Creek Senior Community, located at 2628 110th Lane N.W. in Coon Rapids, Minnesota 55433, proposed to be acquired and rehabilitated by Coon Creek Senior Community Limited Partnership, a Minnesota limited partnership, or an affiliate thereof or successor thereto, as its initial owner, operator or manager; one of the managing partners of which will be Coon Creek Senior Community, L.L.C., a Minnesota limited liability company whose registered address is in Bloomington, Minnesota, or another entity affiliated with Cottage Homesteads USA L.L.C., whose registered address is in Bloomington, Minnesota. The maximum principal amount of the Bonds for this development is \$2,900,000.

Additional information may be obtained from the Minnesota Housing Finance Agency, Attn: Susan Thompson (651) 296-9838. Parties wishing to comment on the issuance of the Bonds may appear in person at the hearing or may submit written comments to the undersigned prior to the hearing.

Mary Tingerthal
Commissioner
Minnesota Housing Finance Agency

State Grants & Loans

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

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

Department of Employment and Economic Development (DEED) Notice of Grant Opportunity

NOTICE IS HEREBY GIVEN that the Minnesota Department of Employment and Economic Development (DEED) places notice of any available grant opportunities online at <https://mn.gov/deed/about/contracts/>

Department of Health Office of Rural Health and Primary Care (ORHPC) Notice of Fund Availability for 2018 Rural Hospital Capital Improvement Grant Program

The Minnesota Department of Health is soliciting grant proposals from Minnesota rural hospitals to update, remodel or replace aging hospital facilities and equipment.

Eligible hospitals are non-federal, not-for-profit, general acute care hospitals with 50 or fewer beds that are located in a rural area or in a community with a population of less than 15,000 and are outside the seven-county Twin Cities metropolitan area.

Approximately \$1.75 million is available. Applicants may apply for grants of up to \$125,000.

The request for proposals and application instructions will be available on December 4, 2017 on the Office of Rural Health & Primary Care (ORHPC) web site at: <http://www.health.state.mn.us/divs/orhpc/funding/index.html>

For information and assistance, contact Lina Jau, Minnesota Department of Health, Office of Rural Health and Primary Care at 651-201-3809 or lina.jau@state.mn.us.

State Contracts

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

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

Requirements: There are no statutes or rules requiring contracts to be advertised for any specific length of time, but the Materials Management Division strongly recommends meeting the following requirements: \$0 - \$5,000 does not need to be advertised. Contact the Materials Management Division: (651) 296-2600 \$5,000 - \$25,000 should be advertised in the *State Register* for a period of at least seven calendar days; \$25,000 - \$50,000 should be advertised in the *State Register* for a period of at least 14 calendar days; and anything above \$50,000 should be advertised in the *State Register* for a minimum of at least 21 calendar days.

Department of Administration

Real Estate & Construction Services

Notice of Addendum No. 2 to Master Roster Request for Qualifications (RFQ) for Professional Services of Minnesota Registered Architects, Engineers, Land Surveyors, Landscape Architects, and Geoscientists

NOTICE IS HEREBY GIVEN that the Department of Administration, Real Estate and Construction Services ("State"), issued a request for qualifications for Minnesota Registered Architects, Engineers, Land Surveyors, Landscape Architects, appraisals and Geoscientists ("Consultant") to assist the State in providing studies, appraisals, predesigns, design through construction documents, construction administration, post construction services, interior design, land surveys, geoscience, and project-related professional services as needed for up to a five-year period. These projects will be varied in nature and scope and will involve new construction and remodeling, which includes but is not limited to buildings, commissioning, and bridges, parking structures, site and utility work, roadways, land and building dispositions, and land development.

The main purpose of Addendum No. 2 is:

1. to add a new category of consultant work to the Master Roster: **Appraisal** services. The tasks and scope of services required of this category and additional changes to the RFQ are included in Addendum No. 2 of the Request for Qualifications (RFQ) located at <https://mn.gov/admin/government/construction-projects/master-roster/rfq/>. Firms that are currently on the Master Roster that wish to add this category of work to their list of qualifications should update their Vendor Management System account to include this category and project information. Firms not currently on the Master Roster are encouraged to apply. There are no application deadlines for submission of qualifications. The Master Roster is always open to additional firms and individuals.

Unless otherwise provided in Minnesota Statutes § 16B.33, the following guidelines apply when using the Master Roster. State agency construction projects requiring a primary designer will have an estimated cost of construction of no greater than \$2,000,000.00; or a study, report, or predesign for a state agency planning project will have a consultant estimated fee no greater than \$200,000.00. Higher education construction projects requiring a primary designer will have an estimated cost of construction of no greater than \$2,000,000.00; and a study, report or predesign for a planning project will have a consultant estimated fee no greater than \$200,000.00. Primary Designers for Projects to construct, erect, or remodel a building with an estimated cost in excess of these amounts will be selected by the State Designer Selection Board in accordance with Minnesota Statutes §16B.33.

The Request for Qualifications document may be found online at: <https://mn.gov/admin/government/construction-projects/master-roster/rfq/>. Refer to Addendum No. 1 for the full RFQ with updated web links.

The Request for Qualifications and Fee Schedule will remain open continually to enable individuals and firms not currently on the Roster to submit their qualifications and fee schedules.

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

Minnesota Department of Agriculture (MDA) Plant Protection Division – Seed and Biotechnology Unit Notice of Request for Proposal for Seed Quality and Regulatory Compliance Testing

NOTICE IS HEREBY GIVEN that the Minnesota Department of Agriculture is requesting proposals to confidentially test state-collected regulatory seed samples.

Work is proposed to start January 1, 2017. To obtain a free copy of the Request for Proposal, contact:

Denise Thiede
Department of Agriculture
Plant Protection Division
Seed and Biotechnology Unit
625 Robert St N
St Paul, MN 55155
Phone: 651-201-6531
Email: *Denise.Thiede@state.mn.us*

This is the only person designated to answer questions by potential responders regarding this request. Questions must be submitted by December 8th, 2017.

Proposals submitted in response to this Request for Proposals must be received at the address above no later than **2:30 p.m., Central Daylight Time, December 18th, 2017. Late proposals will NOT be considered.** Faxed or emailed proposals will **NOT** be considered.

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

Minnesota State Colleges and Universities (Minnesota State) Request for Proposal (RFP) for Annual IT Conference

Background

Minnesota State Colleges and Universities (Minnesota State) is the fifth-largest system of higher education in the United States. It is comprised of 37 two-year and four-year state colleges and universities with 54 campuses located in 47 Minnesota communities. Minnesota State serves approximately 430,000 students and over 16,000 employees each year. Minnesota State is a state entity that is governed by a 15 member Board of Trustees. The law creating the system was passed by the Minnesota Legislature in 1991 and went into effect July 1, 1995. The law merged the state's community colleges, technical colleges and state universities into one system, excluding the University of Minnesota campuses. For more information about Minnesota State Colleges and Universities, please view its website at www.minnstate.edu.

Nature of RFP

The purpose of this RFP is for Minnesota State to solicit proposals for a resort or hotel and/or conference center to hold the annual Information Technology (IT) conference. This three day – three night conference event to be held in late April 2019. The proposal shall identify facilities for the specified number of breakout rooms, meals, vendor display area,

State Contracts

staff housing, and conference planning staff as specified in this document.

Selection of vendor shall be based on Minnesota State's evaluation of responses, with a site visit of the finalist(s). Minnesota State intends to enter into a contract through June 30, 2019, with the selected vendor. Minnesota State reserves the right to extend the contract for up to five (5) years through a formal amendment to the contract.

Vendors must include required information called for in this RFP. Minnesota State reserves the right to reject a proposal if required information is not provided. This request for proposal does not obligate Minnesota State award a contract or complete the project, and Minnesota State reserves the right to cancel the solicitation if it is considered to be in Minnesota State's best interest.

Scope of Services

- Three nights food and lodging
- Guest Rooms for up to 400 attendees
- All locations must be within a 10-15 minute walking distance
- Reception Desk Space
- Vendor Show with room up to 55 Vendor Tables (100 Vendors)
- Large breakfast, lunch and dinner space for up to 400 individuals
- Eight Breakout Rooms for up to 50 guests
- No cost Wi-Fi for individuals in guest rooms – up to 10 MB
- Up to 100 MB Wi-Fi in large room and break out rooms

General Selection Criteria

Minnesota State is looking for a complete conference with conference room space, meal space and guest room availability. This RFP is not limited to a single hotel/resort solution, but a solution from a collaborative offering such as convention center and hotel(s)/resorts is acceptable, if the requirements of the RFP can be met.

Selection and Implementation Timeline

Monday, November 6

Monday, November 20, 3:00 p.m. CST

Monday, November 27

Thursday, December 7, 3:00 p.m. CST

January/February/March 2018

Monday, April 2, 2018

Publish RFP notice

Submit questions on RFP

Publish answers to RFP questions

Deadline for RFP proposal submissions

Review RFP proposals, Site visits of finalist(s)

Estimated deadline for executing contract

Any questions please contact: Jennell Flodquist (email: jennell.flodquist@minnstate.edu phone: 651-201-1524)

The RFP can be downloaded at the following URL: <http://www.minnstate.edu/vendors/index.html>

Minnesota State Colleges and Universities (Minnesota State)

Inver Hills Community College and Dakota County Technical College

Notice of Request for Proposals for Purchase of Graduation Planning Tool

Inver Hills Community College and Dakota County Technical College request proposals for the purchase of a graduation planning tool. The tool should have demonstrated success integrating with Minnesota State's SIS (ISRS), DARS and LMS. The tool should provide access for students, faculty and staff to engage in the following under one tenet for both colleges: case management, various workflows, flags, referrals, communication outreach, notes, appointment and calendar functions, reporting tools for schedule forecasting, academic plans with built-in warnings and what-if scenarios.

To receive a complete copy of the proposal, please contact Karla Colwell by email at: Karla.colwell@inverhills.edu

Proposals must be sealed with a notation on the outside of the envelope stating: Graduation Planning Tool Proposal – DELIVER IMMEDIATELY

Mail or deliver (faxes and email will not be accepted) sealed proposal no later than 12:00 P.M., Friday December 8, 2017 to:

Inver Hills Community College
Attn: Karla Colwell
Business Office, College Center Building, 2nd Floor
2500 80th Street East
Inver Grove Heights, MN 55076

PROPOSAL CLOSE DATE IS **Friday, December 8, 2017 – 12:00 P.M.**

Minnesota State Colleges and Universities (Minnesota State)

Lake Superior College

Request for Bid for PT6A-20 Turboprop Engine Test Stand

NOTICE IS HEREBY GIVEN that proposals are being solicited for pricing of a PT6A-20 Turboprop Engine Test Stand to be used by the college's Center for Advanced Aviation for instruction and training purposes.

For additional information or to request a copy of the RFB packet, please contact:

Mike Francisco, Purchasing purchasing@lsc.edu
Lake Superior College
2101 Trinity Rd, Duluth MN 55811
Telephone: 218-733-5968

Proposals are due at the Lake Superior College Business Office, 2101 Trinity Road, Duluth, MN 55811 by **12:00 p.m. CT on December 15, 2017.**

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

Minnesota State Colleges and Universities (Minnesota State)

South Central College

Notice of Request for Proposal (RFP) for Commissioning Agent for South Central College - STEM and Healthcare Renovation

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities ("Minnesota State"), on behalf of South Central College, is soliciting proposals from interested, qualified Owner's Representatives for the above referenced project.

A full Request for Proposal (RFP and attachments) is available at the Minnesota State Colleges and University's Vendor Opportunities website: <http://www.minnstate.edu/vendors/index.html>

A **voluntary** informational meeting is scheduled for **Tuesday Dec 12 at 10am Central Time** at South Central College, 1920 Lee Boulevard, North Mankato MN 56033.

Any questions should be directed by email only to David Armstrong at David.Armstrong@southcentral.edu. Project or proposal questions will be taken by this individual only. Questions regarding this RFP must be received by **Tuesday Dec 12 at 10am.**

State Contracts

Proposals must be delivered to:

South Central College
ATTN: David Armstrong
1920 Lee Boulevard
North Mankato, MN 55603

Proposals must be received NO later than **Monday Dec 18 by 2pm**; late responses will not be considered. South Central College reserves the right to cancel this solicitation if it is considered to be in its best interest. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Minnesota State Lottery Request for Proposals for Sponsorship Agreements

Description of Opportunity

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

Proposal Content

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

1. **Maximize Lottery Visibility** – the event, sports or tie-in proposal should draw a large number of desired participants (typically 50,000 or more) whose demographics match the Lottery player profile. The Lottery is interested in effectively delivering its message of fun and entertainment to Minnesota adults whose demographics skew primarily towards those aged 25-64, with a household income of \$35,000-\$75,000, and having an educational background of some college or higher. The Lottery does not market to those under the age of 18, and family events with high levels of children present are generally not accepted. Attendance, on-site signage visibility and paid media exposure will be critical components that will be evaluated.
2. **Enhance Lottery Image** – the event, sports or tie-in proposal should inherently project the attitude that the Lottery is a fun and socially acceptable part of the community. The Lottery's presence should fit well within the lineup of other sponsors. The Lottery is interested in creating opportunities whereby the sponsorship can translate into sales revenue, either via on-site sales from a Lottery booth, from sales-generating promotions with Lottery retailers or from joint programs with the sponsor's media partners.
3. **Provide Promotional Extensions** – the event, sports or tie-in proposal should offer exciting, value-added ways to interact with our players and have opportunities to motivate attendees, listeners and viewers to participate in and purchase Lottery games. The proposal must include proper staffing availability or other considerations to help the Lottery implement any appropriate promotional extension ideas.

Proposals should address all pertinent elements of the sponsorship and how the Lottery criteria as stated above and on the Evaluation Form are to be met. To view or print copies of the Request for Proposal go to <https://www.mnlottery.com/vendors/> This Solicitation does not obligate the state to award a contract or pursue a proposed sponsorship opportunity, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

Questions

Questions concerning this Solicitation should be directed to:

Jason LaFrenz, Marketing Director
Minnesota State Lottery
2645 Long Lake Road
Roseville, MN 55113
Tel. (651) 635-8230
(888) 568-8379 ext. 230 (toll-free)
Fax: (651) 297-7496
TTY: (651) 635-8268
Jason.LaFrenz@mnlottery.com

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

Response Delivery

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

Minnesota Department of Transportation (MnDOT) Engineering Services Division Notices Regarding Professional/Technical (P/T) Contracting

P/T Contracting Opportunities: MnDOT is now placing additional public notices for P/T contract opportunities on the MnDOT's Consultant Services website. New public notices may be added to the website on a daily basis and be available for the time period as indicated within the public notice.

Taxpayers' Transportation Accountability Act (TTAA) Notices: MnDOT is posting notices as required by the TTAA on the MnDOT Consultant Services website.

MnDOT's Prequalification Program: MnDOT maintains a Pre-Qualification Program in order to streamline the process of contracting for highway related P/T services. Program information, application requirements, application forms and contact information can be found on MnDOT's Consultant Services website. Applications may be submitted at any time for this Program.

MnDOT Consultant Services website: *www.dot.state.mn.us/consult*

If you have any questions regarding this notice, or are having problems viewing the information on the Consultant Services website, please call the Consultant Services Help Line at 651-366-4611, Monday – Friday, 9:00am – 4:00pm.

Non-State Public Bids, Contracts & Grants

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

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

Dakota County

Notice Of Request For Proposal (RFP) For Safe Routes to School Planning Services

Notice is hereby given that the Dakota County Public Health Department is soliciting proposals from interested and qualified parties for the purpose of planning services to develop Safe Routes to Schools plans. Planner will work with five (5) individual suburban schools to develop comprehensive Safe Routes to School plans, to achieve the long-term goal of having more students regularly and safely walking or biking to school. The plans will include components related to Education, Encouragement, Enforcement, Engineering, Evaluation, and Equity.

Services will be funded by Statewide Health Improvement Partnership (SHIP) grant dollars provided by the Minnesota Department of Health to the Dakota County Community Services Division by and through its Public Health Department.

Successful responders will have proven experience in the aforementioned areas, the appropriate certification, qualified staff, and meet the service criteria.

The selected Respondent will be expected to enter into a contractual agreement with Dakota County commencing approximately by mid to late January 2018 or early February 2018.

To access the complete RFP online, or to acquire additional information about Dakota County visit our website at: <http://www.co.dakota.mn.us/Government/DoingBusiness/BidProposalsInformation/Pages/default.aspx>

Contact: Lori Tolzman, Contract Specialist
Dakota County Community Services Division
1 Mendota Road West, Suite 500
West St. Paul, MN 55118-4773

Email: Lori.Tolzman@co.dakota.mn.us

Questions regarding the RFP should be emailed to Lori.Tolzman@co.dakota.mn.us no later than **Monday, December 11, 2017**. See proposal for details.

Deadline for proposals is 4:00 p.m. CDT on Thursday, December 28, 2017. No late proposal will be considered.

— Non-State Public Bids, Contracts & Grants

Metropolitan Airports Commission (MAC) Notice of Call for Bids for 2018 EMC Plant Upgrades (P2)

Airport Location: Minneapolis-St. Paul International Airport
Project Name: 2018 EMC Plant Upgrades (P2)
MAC Contract No: 106-2-846
Bids Close At: 2:00 p.m. on Tuesday, December 12, 2017

Notice to Contractors: Sealed Bid Proposals for the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040-28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated. This project provides for replacement of aging components of the MAC's central boiler and chiller plants, especially in Terminal 1-Lindbergh and Terminal 2-Humphrey.

Note: You can sign up on our Web site (www.metroairports.org) to receive email notifications of new business opportunities or go directly to https://public.govdelivery.com/accounts/MNORGMAC/subscriber/topics?gsp-CODE_RED and choose this and other topics about which you are interested.

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

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

Availability of Bidding Documents: Bidding documents are on file for inspection at the office of Michaud Cooley Erickson; at the Minnesota Builders Exchange; Dodge Data and Analytics; and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from: Franz Reprographics; 2781 Freeway Boulevard, Suite 100; Brooklyn Center, MN 55430; PH: 763.503.3401; FX: 763.503.3409. Make checks payable to: Michaud Cooley Erickson. Deposit per set (refundable): \$150. Requests for mailing sets will be invoiced for mailing charges. Deposit will be refunded upon return of bidding documents in good condition within 10 days of opening of bids.

MAC Internet Access of Additional Information: A comprehensive Notice of Call for Bids for this project will be available on November 20, 2017, at MAC's web address of <http://www.metroairports.org/Airport-Authority/Business-Opportunities/Solicitations.aspx> (construction bids).

Solid Waste Management Coordinating Board (SWMCB) Notice of Request for Qualifications for Market/End-User Study for Latex Paint Recovery

Proposals Due: Noon (CST) January 12, 2018

NOTICE IS HEREBY GIVEN that the Solid Waste Management Coordinating Board (SWMCB), a six member counties' joint powers board, in partnership with PaintCare for a Market/End-user Study for Latex Paint Recovery ("Study").

The partners will invite other stakeholders, the Minnesota Pollution Control Agency ("MPCA"), and non-SWMCB counties, and contracted vendors or sub-contractors, to provide input and data on paint volumes, composition, and potential uses for latex paint. The selected proposer is encouraged to identify for inclusion other stakeholders for input and data in the Study.

The selected vendor will provide the following work products during the term of the Study:

- a. A Project Plan for accomplishing the scope of work above including work tasks, measurable targets and deadlines.
- b. A schedule and milestones for completion.
- c. An itemized cost of all activities pertaining to the proposal.

Non-State Public Bids, Contracts & Grants **=====**

- d. As the project proceeds, suggested times for updates to the counties and PaintCare.
- e. Identification of times during the Study process for input from other stakeholders.
- f. A report that details the results of the Study and recommendations for implementing the Study's findings.

The requested services of this RFQ shall begin on or about February 1, 2018. The contract will end on September 28, 2018.

Anticipated project schedule is:

November 29, 2017	Release RFQ
December 12, 2017	Questions due
January 12, 2018	RFQ due by 12:00 noon (CST)
January 22-26-2018	Interview, if needed
February 15, 2018	Contract Term Begins
September 28, 2018	Contract Term Ends

Note: RFQ is available for downloading at www.swmcb.org/rfp.

Questions regarding this RFP can be submitted by e-mail or written request to:

Trudy Richter
SWMCB
477 Selby Avenue
St. Paul, MN 55102
trichter@rranow.com

If a firm needs an accommodation, such as an interpreter or printed material in an alternate format (i.e. Braille, large print, or audio), contact Laura Villa.



Several convenient ways to order:

- **Retail store** Open 8 a.m. - 3 p.m. Monday - Friday, 660 Olive Street, St. Paul
 - **Phone** (credit cards): 8 a.m. - 4 p.m. Monday - Friday, 651.297.3000 (Twin Cities) or 1.800.657.3757 (nation-wide toll-free)
 - **On-line orders:** www.minnesotasbookstore.com
 - **Minnesota Relay Service:** 711
 - **Fax** (credit cards): 651.215.5733 (fax line available 24 hours)
 - **Mail orders:** Orders can be sent to Minnesota's Bookstore, 660 Olive Street, St. Paul, MN 55155
- Minnesota's Bookstore accepts VISA, MasterCard, American Express & Discover for all purchases.**