MINNESOTA STATE COLLEGES AND UNIVERSITIES

ST CLOUD STATE UNIVERSITY

REQUEST FOR PROPOSAL (RFP)
FOR
Two (2) Used Ice Resurfacers

SPECIAL NOTE: This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities (Minnesota State) system, its Board of Trustees or St. Cloud State University to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responding vendors must include the required information called for in this RFP. Minn State reserves the right to reject a proposal if required information is not provided or is not organized as directed. Minn State also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on Minnesota State’s Vendor & Supplier website for RFP’s https://www.minnstate.edu/vendors. For this RFP, posting on the captioned web site above constitutes written notification to each vendor. Vendors should check the site daily and are expected to review information on the site carefully before submitting a final proposal.
REQUEST FOR PROPOSAL (RFP)
FOR
Two (2) Used Ice Resurfacers

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REQUEST FOR PROPOSAL
Two (2) Used Ice Resurfacers
ADVERTISEMENT FOR PROPOSAL

Notice is hereby given that Offers will be received by the Director of Purchasing, St. Cloud State University, until Tuesday, March 17, 2020, 4:00pm CST the purpose of a Two (2) Used Ice Resurfacers, according to the specifications on file at:

St. Cloud State University
Business Office – Purchasing Department
Administrative Services 122
720 Fourth Avenue South
St. Cloud, Minnesota 56301-4498

Specifications and Request for Proposal forms may be obtained from the Director of Purchasing at the address shown above.

Offers are to be submitted in a sealed envelope addressed to the Director of Purchasing at the above address and clearly marked in the lower left corner of the envelope, “Two (2) Used Ice Resurfacers”. St. Cloud State University reserves the right to reject any and all Offers and to waive any informalities contained in such Offers.

Dated at St. Cloud, Minnesota, this 18th day of February, 2020.

______________________________
Edward J. Mears
Director of Purchasing
Section I. General RFP Information

1.1 Background

Minnesota State Colleges and Universities is the fifth-largest system of higher education in the United States. It is comprised of 31 two-year and four-year state colleges and universities with 54 campuses located in 47 Minnesota communities. The System serves approximately 430,000 students each year. The Minnesota State Colleges and Universities is an independent 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, other than the University of Minnesota campuses. For more information please visit Minnesota State's website at www.mnscu.edu.

St Cloud State University is a public university founded in 1869 above the Beaver Islands on the Mississippi River in St. Cloud, Minnesota. The university is one of the largest schools in the Minnesota State Colleges and Universities system, which is the largest provider of higher education in Minnesota. SCSU has over 200 academic programs, 60 graduate degrees and education abroad choices on six continents emphasizing hands-on learning through community engagement and close interaction with professors. A regional comprehensive university, SCSU has more than 9,000 students and nearly 110,000 alumni. For more information please visit SCSU’s website at www.stcloudstate.edu.

1.2 Nature of RFP

St Cloud State University hereinafter also referred to as “University” or “SCSU” is requesting proposals for Two (2) Used Ice Resurfacers.

This RFP is undertaken by St Cloud State University pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws.

Accordingly, St Cloud State University shall select the vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in St Cloud State University’s sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost effective manner. St Cloud State University reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary in order to serve the best interests of St Cloud State University. This RFP shall not obligate St Cloud State University to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is considered to be in its best interest.

1.3 Selection Committee

The selection process includes Brian Johnson, Campus Recreation Business Operations and Marketing, Richard Hinz, Associate Athletic Director of Finance and Administration, Heather
Weems, Director of Athletics, Cory Portner, Associate Director of the Herb Brooks National Hockey Center. This group will evaluate the proposals and make the final decision.

The selection process, in some instances, may require an interview. The University reserves the right to name a date at which all responding vendors will be invited to present demonstrations or participate in an interview. The University does not agree to reach a decision by any certain date, although it is hoped the evaluation and selection will be completed by the dates identified in Section 1.4 of this RFP.

### 1.4 Selection and Implementation Timeline

<table>
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<td>Tuesday, February 18, 2020</td>
<td>Publish RFP notice in <em>State Register</em></td>
</tr>
<tr>
<td>Friday, February 28, 2020</td>
<td>Deadline for RFP questions</td>
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<tr>
<td>Tuesday, March 3, 2020</td>
<td>Answers to RFP questions on web site</td>
</tr>
<tr>
<td>Tuesday, March 17, 2020, 4:00pm CST</td>
<td>Deadline for RFP proposal submissions</td>
</tr>
<tr>
<td>Wednesday-Thursday, March 18-19, 2020</td>
<td>Review RFP proposals</td>
</tr>
<tr>
<td>Friday, March 20, 2020</td>
<td>Complete selection process and initiate contract</td>
</tr>
<tr>
<td>Wednesday, April 1, 2020</td>
<td>Desired goal to finalize contract signatures and issue purchase order to commence work</td>
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### 1.5 Vendor Questions

Vendor questions must be submitted via email by Friday, February 28, 2020, to:

Ted Mears, Director of Purchasing  
St Cloud State University  
Email: ejmears@stcloudstate.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and the School shall not be bound by and responders may not rely on information regarding RFP requirements obtained from non-authorized persons.

Questions must include the name, telephone number and e-mail address of the questioner. Anonymous inquiries will not be answered. Answers will be posted on Minnesota State’s Vendor & Supplier website for RFP’s [https://www.minnstate.edu/vendors](https://www.minnstate.edu/vendors) by the date indicated in Section 1.4 of this RFP.

### 1.6 Definitions

Wherever and whenever the following words or their pronouns occur in this proposal, they shall have the meaning given here:
1.7 Organizational Conflicts of Interest

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice, or the vendor’s objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the University’s chief financial officer that must include a description of the action which the vendor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the university may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the contracting officer, the university may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms “contract,” “contractor,” and “contracting officer” modified appropriately to preserve Minn State’s rights.

1.8 Pre-proposal Vendors Conference

In some instances, a pre-proposal vendor’s conference will be part of the process.

1.9 Duration of Offer

All proposal responses must indicate they are valid for a minimum of one hundred eighty (180) calendar days from the date of the proposal opening unless extended by mutual written agreement between St Cloud State University and the vendor.

Prices and terms of the proposal as stated must be valid for the length of the resulting contract.

1.10 Authorized Signature

The proposal must be completed and signed in the firm’s name or corporate name of the vendor, and must be fully and properly executed and signed in blue or black ink by an
authorized representative of the vendor. Proof of authority of the person signing must accompany the response.

1.11 Vendor Notifications Related to RFP Responses

A. Vendors are hereby notified that neither Minn State nor the School shall be responsible for any of the costs incurred by any vendor or potential vendor in their preparation of the proposal documents or for any visits to campus. All such costs are the responsibility of the vendor.

B. By responding to this RFP Vendors agree to indemnify, save and hold Minn State, the School, its agents and employees harmless from any and all claims or causes of action arising from their proposal and performance of any subsequent contract by Vendor or Vendor’s agents or employees. This clause shall not be construed to bar any legal remedies Vendors may have for the School’s failure to fulfill its obligations pursuant to this agreement.

1.12 Interviews

In some instances, an interview will also be part of the evaluation process.

St Cloud State University reserves the right to name a date at which all responding vendors will be invited to present demonstrations or participate in an interview. St Cloud State University does not agree to reach a decision by any certain date although it is hoped the evaluation and selection will be completed by the date identified in the Selection and Implementation Timeline above.

A proposal may be rejected if it is determined that a vendor’s ability to work with the existing infrastructure will be too limited or difficult to manage.

If deemed necessary by the University, interviews and site visits may also be held as part of the evaluation process.

1.13 Proposal Rejection and Waiver of Informalities

This RFP does not obligate the Minnesota State system, its Board of Trustees or St Cloud State University to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. St Cloud State University also reserves the right to waive minor informalities and, not withstanding anything to the contrary, reserves the right to:

a. reject any and all proposals received in response to this RFP;
b. select a proposal for contract negotiation other than the one with the lowest cost;
c. negotiate any aspect of the proposal with any vendor;
d. terminate negotiations and select the next most responsive vendor for contract negotiations;
e. terminate negotiations and prepare and release a new RFP;
f. terminate negotiations and take such action as deemed appropriate.
A proposal may be rejected if it is determined that a vendor’s ability to work with the existing infrastructure will be too limited or difficult to manage. The vendor selection and contract award shall be made in the best interest of the University. Accordingly, the University shall select the vendor(s) whose proposal(s), and oral presentation(s), if requested, demonstrate in the University’s sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost-effective manner.

This RFP shall not obligate the University to award a contract or complete the proposed project and the University reserves the right to cancel this RFP if it is considered to be in its best interest.

The University does not agree to reach a decision by any certain date although it is hoped the evaluation and selection will be completed by the date identified in Section 1.4 of this RFP.

1.14 Material Ownership and Disposition of Responses

All materials submitted in response to this RFP shall become property of the University and Minnesota State and will become public record after the evaluation process is completed and an award decision made. Disqualification of a responder does not curtail this right. Responses to this RFP will not be open for public review until the University awards, fully executes, and contract becomes active.

If responders submit information in response to this RFP that they believe to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. 13.37, responders must:

a. Clearly mark all trade secret materials in response at the time the response is submitted.
b. Include a statement in the response justifying the trade secret designation for each item.
c. Defend any action seeking release of the materials believed to be trade secret and indemnify and hold harmless Minnesota State, the University, and its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the University’s award of the contract. In submitting a response to this RFP, the vendor agrees that this indemnification survives as long as the trade secret materials are in the possession of the University.

The University will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

1.15 Cost of Proposal

The University will not be liable for any costs incurred by responders in preparation of a proposal answering this request for proposal.
1.16 Withdrawal of Proposal

Proposals may be withdrawn in writing and submitted by facsimile, mail, e-mail, or hand delivery form the Vendor prior to the deadline for receipt of proposals. No oral withdrawals will be accepted.

Section II. Equipment Specifications and Manufacturer Requirements

SPECIAL PROVISIONS

These specifications are intended to describe the minimum requirements for two (2) used ice resurfacer units and related accessories. Each ice resurfacer, including all necessary equipment shall be furnished complete and ready for use. All items which appear in the bidder’s standard specification literature that are in addition to these requirements shall not be removed or omitted for reason that it was not specified herein. The requirements are minimum, and any exceptions or variations from these specifications must be clearly noted on the bid sheet.

REQUIRED MINIMUM SPECIFICATIONS

Provide two (2) used, propane-powered ice resurfacer units with no more than six hundred (600) engine hours and no more than 4 years old. Acceptable manufacturers and models include Olympia, or Zamboni.

The units shall be designed so that the following can be achieved using a single operator:

- Remove ice with a cutting blade
- Transfer and store snow from cutting operation
- Wash, fill and squeegee skating marks of ice surface
- Distribute ice making water
- Dump snow from holding bin

The units shall be models from the manufacturer’s recent production and shall be delivered complete and ready for service. The unit models shall match in make, model and conditioner components. The units shall be equipped with all of the manufacturer’s standard equipment as advertised, whether or not specifically mentioned in these specifications, in addition to all other equipment and attachments herein.

2.1 Chassis and Frame

Each Ice Resurfacer to be equipped with a chassis and frame capable of supporting normal operating stress and weight. Specification should include finish, material of frame/chassis and what loads the chassis/frame is designed to carry. Use section below to specify what bidder will supply for a chassis and frame.

SPECIFY:
2.2 Drivetrain

Each Ice Resurfacer to be equipped with four-wheel drive. Use section below to specify what bidder will supply to meet requirements for final drivetrain to meet the load requirements of an ice resurfacer.

SPECIFY:

2.3 Wheels and Tires

Each Ice Resurfacer to be equipped with four wheels, tires with studs, and one (1) matching operational spare per unit. Use section below to specify what bidder will supply to meet requirements for tires, wheels, and studs.

SPECIFY:

2.4 Engine

Each Ice Resurfacer to be equipped with a Tier 4 EPA CARB certified engine. Use section below to specify what bidder will supply for the engine.

SPECIFY:

2.5 Fuel and Propane System

Each Ice Resurfacer to be powered by a propane fueling system. The units shall be capable of carrying two (2) 33.5 lb. propane tanks per unit. The units shall have a valve assembly allowing the operator to switch between tanks while seated and in operation. The propane fuel source must be certified by manufacturer and capable to sufficiently power an ice-resurfacing machine during ice making operations. Use section below to specify what bidder will supply for the propane fuel system.

SPECIFY:

2.6 Accelerator and Brake Controls

Each Ice Resurfacer to be equipped with accelerator and brake controls per manufacturers specifications. Use section below to specify what bidder will supply for the accelerator and brake controls.

SPECIFY:

2.7 Emissions Control System

Each Ice Resurfacer to be equipped with an emissions control system capable of discharging engine exhaust a minimum of 72” above the ice surface. System to include a catalytic converter and be capable
of mitigating emissions pursuant to current Minnesota Department of Health indoor ice arena air quality regulations. Use section below to specify what bidder will supply for the exhaust system.

SPECIFY:

2.8 Transmission

Each Ice Resurfacer to be equipped with a hydrostatic transmission as per manufactures specifications. Use section below to specify what bidder will supply to meet requirements for transmission.

SPECIFY:

2.9 Hydraulics System

Each Ice Resurfacer to be equipped with a hydraulic system for auxiliary operations complete with all necessary storage and filtration equipment. Use section below to specify what bidder will supply for the hydraulics system.

SPECIFY:

2.10 Power Steering

Each Ice Resurfacer to be equipped with a front-wheel, power steering system. The turning radius of the ice resurfacer shall not be greater than 16’. Control of steering shall be located in the operator’s station with an automobile-type steering wheel. Use section below to specify what bidder will supply for the power steering system.

SPECIFY:

2.11 Conditioning Unit

Each Ice Resurfacer shall be equipped with a conditioning unit with material and finish specified by manufacturer in section below. The conditioning unit to contain parts to include but not limited to the following:

- Hydraulic lifting and lowering components and controls
- Horizontal augers and related components and controls
- Blade bar holder and related components and controls
- Main and wash water systems and related components and controls
- Removable auger safety covers

SPECIFY:

2.12 Cutting Blade
Each Ice Resurfacer to have a cutting blade length at a minimum of 84” and a maximum of 96”. Ice Resurfacers to have a minimum of three (3) cutting blades not less than 4.5 inches in width per unit. Cutting blades to be fully sharpened and operational upon arrival. Cutting blades shall come with two (2) sets of mounting bolt hardware per unit. All cutting blades shall include a scabbard per unit. The blade height and angle adjustment shall be accessible from outside of the conditioning unit per manufacture specifications. The shaving blade will be secured to the conditioning unit per manufacturer’s standard specifications. Use section below to specify what bidder will supply for the cutting blade.

SPECIFY:

2.13 Laser Automatic Blade Control System

Each Ice Resurfacer to be equipped with a laser automated blade adjustment system. The depth of cut adjustment shall be done from outside of the conditioning unit via computer automated adjustment controls with digital controls appropriately located within the operator compartment. The cutting adjustments during resurfacing will be completely automated by a laser transmitting device (provided by manufacturer) and a laser receiving device that is mounted to the Ice Resurfacers (provided by manufacturer). The laser receiving device mounted to Ice Resurfacer must retract and extend when conditioner is raised and lowered and have a break free safety component in case it is struck by a solid object. The blade cut adjustment shall have the ability to be manually controlled should the automated equipment fail. Use section below to specify what bidder will supply to meet requirements for the Ice Resurfacer laser blade adjustment system.

SPECIFY:

2.14 Water System

Each Ice Resurfacer to be equipped with ice making main water and wash water systems. Main water system shall have the capacity to hold a minimum of 190 gallons of water. Wash water system shall have the capacity to hold a minimum of 50 gallons of water. Water system tanks and related piping to be constructed with materials that do not promote rust or corrosion from the storage or transfer of water. The water system shall also include tire wash and gauges for visual indication of water levels. Use section below to specify what bidder will supply to meet requirements for the water system.

SPECIFY:

2.15 Snow Tank

Each Ice Resurfacer to be equipped with articulating, hydraulic, front-dumping snow storage tank. It shall be fully enclosed while in operation and have minimum of 100 cubic feet of storage for snow and ice shavings. It shall have a light illuminating the inside of the snow tank and an operator viewing window located on the operator compartment side of the Ice Resurfer. The snow tank shall include safety bar(s) for service and storage while in the raised position. Use section below to specify what bidder will supply to meet requirements for the snow tank.
SPECIFY:

2.16 Board Brush System

Each Ice Resurfacer to be equipped with a board brush system that can be extended and retracted from the operator compartment during operation. The board brush shall be positioned in a manner that allows snow and ice debris to be removed from the dasher kickplate and ice interface. It shall rotate clockwise to transfer the debris to the conditioning unit. Use section below to specify what bidder will supply to meet requirements for the board brush.

SPECIFY:

2.17 Paint

Each Ice Resurfacer to be fully primed and painted to meet factory specifications for metal and fiberglass in cold, marine applications. The color scheme of the Ice Resurfacer shall meet singular or a combination of St. Cloud State University color guidelines (red, black, white or gray). Color does not need to match exact pantone scale per University standards but does need to be of red, black, white or gray colors. Use section below to specify what bidder will supply to meet requirements for paint.

SPECIFY:

2.18 Instruments

Each Ice Resurfacer to be equipped with complete gauge instrumentation including but not limited to the following:

- Battery Voltage
- Engine Hour Meter
- Engine Oil Pressure
- Engine RPM

Use section below to specify what bidder will supply to meet the instrument requirements.

SPECIFY:

2.19 Emergency Systems

Each Ice Resurfacer to be equipped with emergency systems that lift the conditioning unit and snow bin should a mechanical or electrical failure not allow normal operations of these features. Additionally, the emergency systems shall allow manual movement of the ice resurfacer should a mechanical or electrical failure not allow normal drivetrain operation. Use section below to specify what bidder will supply to meet requirements emergency systems.

SPECIFY:

2.20 Controls and Accessories
Each Ice Resurfacer to be equipped with, but not limited to the following accessories per unit:
One (1) horn
One (1) backup alarm
One (1) full lighting package (headlights, taillights and snow bin)
One (1) front guide wheel
One (1) pint of touch-up paint (each color)
One (1) poly side conditioner plate or conditioner guide wheel
One (1) automatic snow breaker system
One (1) laser blade leveling system
One (1) jack, lug nut wrench, and tool kit
Four (4) tire wash (all wheels)
Reversible auger systems

2.21 Additional Equipment

Each Ice Resurfacer to be equipped with, but not limited to the following additional equipment per unit:
One (1) spare wheel with studded tire
One (1) additional wash water pump impeller (blue)
One (1) board brush
One (1) set of blade bolts
One (1) conditioner squeegee
Two (2) additional main water towels
Three (3) additional cutting blades to fit blade bar holder

2.22 Bids

Bidder will submit complete specifications including dimensions, capacities, and published literature specific to the model bid with their bid.

2.23 Warranty

All equipment furnished under these specifications will be guaranteed for one (1) year on parts and labor from acceptance date of each unit. The vendor will agree to make good by repair or replacement of any defect that might arise within that time. All warranty works shall be done on site at St. Cloud State University unless otherwise agreed upon by both parties. Should either unit require off site transportation for repair, those expenses shall be paid in full by the vendor. All travel expenses for technicians for warranty works shall be the responsibility of the vendor.

2.24 Operations

Each Ice Resurfacer to be fully operational at time of delivery. The machine will be completely serviced, greased and oil levels at manufacture’s recommended capacity. The successful bidder will also be responsible for the complete delivery of the unit with freight included, to the St. Cloud State University, 720 4th Avenue South, St. Cloud, MN 56301. Delivery is expected on or before May 31st, 2020 for the first unit and on or before May 31st, 2021 for the second unit.
2.25 Demonstration

At the time of delivery for each unit or within a mutually acceptable time period, the successful bidder will furnish qualified personnel to demonstrate the operations and maintenance of each unit. The demonstration will occur on a working day, time will be coordinated with the Associate Director of the Herb Brooks National Hockey Center and will be conducted on site at St. Cloud State University. The demonstration will be a minimum or one (1) working day and will not exceed two (2) working days in length. Demonstrations shall be divided into morning/afternoon and afternoon/evening sessions to accommodate all staff members. All travel expenses for technicians for all demonstrations shall be the responsibility of the vendor.

2.26 Instructions and Parts List

Two (2) sets of operating and maintenance instructions, two (2) sets of technical manuals, two sets (2) of parts lists, and a suggested spare parts list for all components will be supplied by the successful bidder at time of delivery of each unit.

2.27 Liability

The successful bidder will be held liable for any damage or injury done to the units or caused by the units while in the possession of the vendor. A commercial Certificate of Insurance is required prior to any work or on-site demonstrations being performed at St. Cloud State University. Certificate of Insurance requirements shall meet minimum qualifications as set forth by Minnesota State Colleges and Universities. Insurance requirements are listed in section 3.15 Insurance Requirements and within the sample contract attached as Exhibit F.

2.28 Payment

The submitted bid price will be Minnesota Tax Exempt. Payment will be made to the successful bidder for each unit within 30 days upon of receipt of invoices. Payment will not be made prior to delivery, or prior to the completed on-site demonstration for each unit’s operation and maintenance procedures, and the acceptance of each unit by an agent of Minnesota State.

2.29 Other Requirements

All items in these specifications are to be installed, completely mounted and operational. All equipment furnished will be in accordance with these specifications. Any exceptions will be noted on the bid form by the bidder. Any item that appears in the bidder’s standard specification literature and is omitted must be noted on the bid form by the bidder.

2.30 References

The bidder shall furnish the names of five (5) locations where the unit bid is presently in operation. Along with the names of the locations, bidder shall furnish complete addresses, telephone numbers and contact persons. Bidders failing to furnish this information may be disqualified.
NOTE: Any questions or further information must be submitted by Friday, February 28, 2020 as listed in section 1.4 Selection and Implementation Timeline. All questions or inquiries must be submitted in accordance to section 1.5 Vendor Questions. All questions must be submitted to:

Ted Mears, Director of Purchasing  
St Cloud State University  
Email: ejmears@stcloudstate.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and the School shall not be bound by and responders may not rely on information regarding RFP requirements obtained from non-authorized persons.

All questions and responses will be posted in accordance to section 1.4 Selection and Implementation Timeline and section 1.5 Vendor Questions.

Section III. General Contract Requirements

3.1 Contract

The contract entered into by the University and the successful vendor may include this Request for Proposal, the signed Proposal submitted by the successful vendor, any modifications agreed to in writing by the parties and the Contract document. (A sample contract is attached and made a part and requirement of this RFP as Exhibit F. Please pay careful attention to the legal notifications and requirements contained therein. Any alterations made to the sample contract must be submitted with the RFP response and will be reviewed by Minn State prior to signing and executing the final contract). All other communication between the parties, whether oral or written, with the exception of Amendment, with reference to the subject matter of this Contract is void and superseded.

3.2 A Notice to Vendors and Contractors

As a condition of this contract, CONTRACTOR is required by Minn. Stat. §270C.65 to provide a social security number, a federal tax identification number or Minnesota tax identification number. This information may be used in the enforcement of federal and state tax laws. These numbers will be available to federal and state tax authorities and state personnel involved in approving the contract and the payment of state obligations. Supplying these numbers could result in action to require CONTRACTOR to file state tax returns and pay delinquent state tax liabilities. This contract will not be approved unless these numbers are provided.

If you are an independent contractor, Minn. Stat. §256.998 requires the state to report your name, address and social security number to the New Hire Reporting Center of the Minnesota Department of Human Services unless your contract is for less than two months in duration with gross earnings of less than $250.00 per month. This information may be used by state or local child support enforcement authorities in the enforcement of state and federal child support laws.
3.3 Contract Term

St Cloud State University shall enter into a contract with the successful vendor to be effective through the entire duration of the warranty period for each ice resurfacer unit. That period shall be Wednesday, April 1, 2020 through Friday, April 1, 2022. If the University and the vendor are unable to negotiate and sign a contract by Wednesday, April 1, 2020, the University reserves the right to seek an alternative vendor(s).

3.4 Parties to the Contract

Parties to this contract shall be the “State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of St Cloud State University and the successful vendor(s) according to the terms set forth herein. A representative of the University will be responsible for the administration of the Contract, and referred to as the “Authorized Representative”.

3.5 Contract Termination

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, St Cloud State University may cancel the contract(s) upon 30 days written notice, with or without cause.

3.6 Applicable Law

A contract entered into as a result of this RFP shall be governed and interpreted under the laws of the State of Minnesota.

3.7 Contract Assignment

A contract or any part hereof entered into as a result of this RFP shall not be assigned, sublet, or transferred directly or indirectly without prior written consent of the University’s authorized representative named in the contract.

3.8 Entire Agreement

A written contract and any modifications or addenda thereto, executed in writing by both parties constitutes the entire agreement of the parties to the contract. All previous communications between the parties, whether oral or written, with reference to the subject matter of this contract are void and superseded. The resulting contract may be amended at a future date in writing by mutual agreement of the parties.

3.9 Problem Resolution Process
A formal problem resolution process will be established in the contract to address issues raised by either St Cloud State University or the vendor.

3.10 Affidavit of Non-Collusion

All responding vendors are required to complete the Affidavit of Non-Collusion form and submit it with the response.

3.11 Human Rights Requirements

For all contracts estimated to be in excess of $100,000 all responding vendors are required to complete the Human Rights Certification Information and Affirmative Action Data Page and submit it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statutes §363A.36 and Minnesota Rule 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. Copies of Minnesota Statutes §363A.36 and Minnesota Rules 5000.3400 - 5000.3600 are available from the Minnesota Bookstore, 660 Olive Street, St. Paul, MN 55155.” All responding vendors shall comply with the applicable provisions of the Minnesota Affirmative Action law, Minnesota Statutes §363A.36. Failure to comply shall be grounds for rejection.

3.12 Equal Pay Certificate

If the Response to this solicitation could be in excess of $500,000, including renewal and extension options, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095, toll free at 1-800-657-3704, MN Relay at 711 or 1-800-627-3529, or at compliance.MDHR@state.mn.us.

3.13 Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by e-mail at mmd.help.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

3.14 Veteran-Owned Preference
In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference, but no less than the percentage awarded to any other group under this section on state procurement to **certified small businesses that are majority-owned and operated by veterans**.

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation due date and time.

If you are claiming the veteran-owned preference, attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation. Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

### 3.15 Insurance Requirements

A. The selected vendor will be required to submit an ACORD Certificate of Insurance to the St Cloud State University's authorized representative prior to execution of the contract. The selected vendor shall not commence work under the contract until they have obtained all the insurance described below and Minn State has approved evidence of such insurance. Vendor shall maintain such insurance in force and effect throughout the term of the contract.

B. The selected vendor will be required to maintain and furnish satisfactory evidence of the following:

1. Workers' Compensation Insurance. The vendor must provide workers’ compensation insurance for all its employees and, in case any work is subcontracted, the vendor will require the subcontractor to provide workers’ compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Coverage B, Employer’s Liability, at limits not less than $100,000.00 bodily injury by disease per employee; $500,000.00 bodily injury by disease aggregate; and $100,000.00 bodily injury by accident.

2. Commercial General Liability. The vendor will be required to maintain a comprehensive commercial general liability insurance (CGL) policy protecting it from bodily injury claims and property damage claims which may arise from operations under the contract whether the operations are by the vendor or by a subcontractor or by anyone directly or indirectly employed under the contract. The minimum insurance amounts will be:
$2,000,000.00 per occurrence
$2,000,000.00 annual aggregate
$2,000,000.00 annual aggregate – Products/Completed Operations

In addition, the following coverages must be included:

Premises and Operations Bodily Injury and Property Damage
Personal and Advertising Injury
Products and Completed Operations Liability
Blanket Contractual Liability
Name the following as Additional Insureds:
Board of Trustees of the Minnesota State Colleges and Universities
St Cloud State University

3. Commercial Automobile Liability. The vendor will be required to maintain insurance protecting it from bodily injury claims and property damage claims which may arise from operations of vehicles under the contract whether such operations were by the vendor, a subcontractor or by anyone directly or indirectly employed under the contract. The minimum insurance amounts will be:

$2,000,000.00 per occurrence Combined Single Limit (CSL)

In addition, the following coverages should be included:

1. Errors and Omissions (E & O) Insurance. The vendor will be required to maintain insurance protecting it from claims the vendor may become legally obligated to pay resulting from any actual or alleged negligent act, error or omission related to the vendor’s professional services required under this contract. The minimum insurance amounts will be:

$2,000,000.00 per occurrence
$2,000,000.00 annual aggregate

Any deductible will be the sole responsibility of the vendor and may not exceed $50,000 without the written approval of Minn State. If the vendor desires authority from Minn State to have a deductible in a higher amount, the vendor shall so request in writing, specifying the amount of the desired deductible and providing financial documentation by submitting the most current audited financial statements so that Minn State can ascertain the ability of the vendor to cover the deductible from its own resources.

The retroactive or prior acts date of such coverage shall not be after the effective date of this contract and vendor shall maintain such insurance for a period of at least three (3) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by vendor to fulfill this requirement.

Additional Insurance Conditions:
Vendor’s policy(ies) shall be primary insurance to any other valid and collectible insurance available to Minn State with respect to any claim arising out of vendor’s performance under this contract;

If vendor receives a cancellation notice from an insurance carrier affording coverage herein, vendor agrees to notify Minn State within five (5) business days with a copy of the cancellation notice, unless vendor’s policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to Minn State;

Vendor is responsible for payment of contract related insurance premiums and deductibles;

If vendor is self-insured, a Certificate of Self-Insurance must be attached;

Vendor’s policy(ies) shall include legal defense fees in addition to its liability policy limits, with the exception of B.4 above;

Vendor shall obtain insurance policy(ies) from insurance company(ies) having an “AM BEST” rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota; and

An Umbrella or Excess Liability insurance policy may be used to supplement the vendor’s policy limits to satisfy the full policy limits required by the contract.

C. St Cloud State University reserves the right to immediately terminate the contract if the vendor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the vendor. All insurance policies must be available for inspection by St Cloud State University and copies of policies must be submitted to St Cloud State University's authorized representative upon written request.

3.16 State Audit

The books, records, documents and accounting practices and procedures of the vendor relevant to the contract(s) must be available for audit purposes to Minn State and the Legislative Auditor’s Office for six (6) years after the termination/expiration of the contract.

3.17 Minnesota Government Data Practices Act

The requirements of Minnesota Statutes § 13.05, subd. 11 apply to the contract. The vendor must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by Minn State, its schools and the System Office in accordance with the contract and as it applies to all data created, gathered, generated or acquired in accordance with the contract. All materials submitted in response to this RFP will become property of the State of Minnesota and will become public record after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when Minn State has completed negotiating the contract with the selected vendor. If the vendor submits information in response to this RFP that it believes to be trade secret materials as defined by the Minnesota Government Data Practices Act, the vendor must:

- mark clearly all trade secret materials in its response at the time the response is submitted;
- include a statement with its response justifying the trade secret designation for each item;
• defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State of Minnesota, Minn State, its agents and employees, from any judgments or damages awarded against the State or Minn State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives Minn State’s award of a contract. In submitting a response to this RFP, the responder agrees this indemnification survives as long as the trade secret materials are in possession of Minn State.

Minn State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

3.18 Physical and Data Security

The vendor is required to recognize that on the performance of the contract the vendor will become a holder of and have access to private data on individuals and nonpublic data as defined in the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13; and other applicable laws.

In performance of the contract, the vendor agrees it will comply with all applicable state, federal and local laws and regulations, including but not limited to the laws under Minnesota Statute Chapters 13 relating to confidentiality of information received as a result of the contract. The vendor agrees that it, its officers, employees and agents will be bound by the above confidentiality laws and that it will establish procedures for safeguarding the information.

The vendor agrees to notify its officers, employees and agents of the requirements of confidentiality and of the possible penalties imposed by violation of these laws. The vendor agrees that neither it, nor its officers, employees or agents will disclose or make public any information received by the vendor on behalf of Minn State and St Cloud State University.

The vendor shall recognize Minn State’s sole and exclusive right to control the use of this information. The vendor further agrees it shall make no use of any of the described information, for either internal or external purposes, other than that which is directly related to the performance of the contract.

The vendor agrees to indemnify and hold harmless the State of Minnesota, Minn State and St Cloud State University from any and all liabilities and claims resulting from the unauthorized disclosure by the vendor, its officers, employees or agents of any information required to be held confidential under the provisions of the contract. The vendor must return all source data to the “Authorized Representative” to be identified in the contract.

3.19 Reimbursements

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the contractor as a result of the contract will be in no greater amount than provided in the current "Commissioner’s Plan" promulgated by the commissioner of Employee Relations. Reimbursements will not be made for travel and subsistence expenses incurred outside
Minnesota unless it has received the State’s prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

3.20 Liability

The vendor agrees to indemnify and save and hold the University, its agents and employees, harmless from any and all claims or causes of action arising from performance of any resulting contract by Vendor or Vendor’s agents or employees. This clause shall not be construed to bar any legal remedies Vendor may have for the University’s failure to fulfill its obligations pursuant to contract.

3.21 Americans with Disabilities Act Compliance (hereinafter “ADA”)

The vendor is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. 12101, et. Seq. and regulations promulgated pursuant to it. The School is NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

3.22 Non-Discrimination

In connection with the performance of work under contract for the University, vendor agrees not to discriminate against any Minnesota State employee or student because of race, color, religion, national origin, sex, marital status, status with regard to public assistance disability, or age.

3.23 Licenses, Codes and Laws

The successful Contractor shall have and maintain a valid and appropriate business license, if applicable, as well as all required local, state and federal licenses. Contractor shall also meet all local, state and federal codes and comply with all applicable federal and state laws during the performance of the contract.

3.24 Safety

The vendor will comply with all State and Federal laws applicable to this service as they relate to employee safety and customer safety.

3.25 Indemnification

The Contractor shall indemnify, defend or hold the University harmless:

1.) from and against any claim or demand by third persons for loss, liability or damage, including claims for property damage, personal injury or wrongful death, arising out of any accident thereto occasioned by any act or nuisance made or suffered on the Premises, or by any fire or other destructive force on the Premises or growing out of or caused by any
failure on the part of the Contractor to maintain the Premises in a safe condition and shall reimburse the University for all costs and expenses in connection with the defense of such claims; and

2.) from and against all actions, suits, damages, and claims by whomsoever brought or made by reason of the nonobservance or non-performance of any of the terms, covenants and conditions in the Contract or the rules, regulations, ordinances and laws of the United States or the State of Minnesota.

Section IV. RFP Responses

4.1 Submission

Sealed proposals must be received at the following address or email address not later than Tuesday, March 17, 2020, 4:00pm CST

Project: RFP response for Two (2) Used Ice Resurfacers
Institution: St Cloud State University
Name: Ted Mears
Title: Director of Purchasing
Mailing Address: 720 4th Ave South, AS-122, St. Cloud, MN 56301
Email: ejmears@stcloudstate.edu

The responder may submit the response by either one (1) original, with [3] copies, and two (2) USB flash drives or via email of its RFP response with the required forms.

If responding via email, proposals must be sent exclusively to ejmears@stcloudstate.edu. Proposals shall have “RESPONSE TO RFP FOR Two (2) Used Ice Resurfacers” within the subject line. The body of the email must include the responder’s name and address. Proof of authority of the person signing must accompany the response. Minn State, its employees, officers or agents shall not be responsible for any pre-opening of post-opening of any proposal not properly identified.

Proposals are to be sealed in mailing envelopes or packages with the responder’s name and address clearly written on the outside. Proof of authority of the person signing must accompany the response. Minn State, its employees, officers or agents shall not be responsible for any pre-opening of post-opening of any proposal not properly addressed and identified as “RESPONSE TO RFP FOR Two (2) Used Ice Resurfacers”.

Proposals received after this date and time will be returned to the responder unopened. Fax responses will not be considered.

Proposals made in pencil will be rejected. Alterations in cost figures used to determine the lowest priced proposal will be rejected unless initialed in ink by the person responsible for or authorized to make decisions as to price quoted. The use of “white out” is considered an alteration.
4.2 Proposal Content

a. Failure to submit proposals in accordance with the RFP requirements will be grounds for rejection.
b. Respond in order to all of the items listed in Section II of the RFP and provide written point by point narrative responses to each of the proposal requirements.
c. All required forms, tables, and attachments to this RFP must be completed in their entirety as applicable, in ink or typewritten/word-processed, signed and notarized where applicable, and attached to the vendor’s proposal upon submission.
d. The Proposal Offering Form must be signed in blue or black ink by an authorized member of the firm.
e. Vendor must warrant that the proposed solution meets or exceeds all specifications contained or referenced herein.
f. In presenting a proposed solution, vendor should be as thorough and detailed as possible so that the School may properly evaluate the vendor’s capability to provide the required services.
g. Deviations from and exceptions to terms, conditions, specifications or the manner of this RFP shall be described fully on the vendor’s letterhead stationery, signed and attached to the proposal submittal page(s) where relevant. In the absence of such statement the vendor shall be deemed to have accepted all such terms, conditions, specifications and the manner of the RFP. A vendor’s failure to raise an issue related to the terms, conditions, specifications or manner of this RFP prior to the proposal submission deadline in the manner described shall constitute a full and final waiver of that vendor’s right to raise the issue later in any action or proceeding relating to this RFP.
h. Vendor remains solely responsible for the accuracy of the proposal as to system performance, material quality and material quantity. Vendor should clearly indicate any items to be used in its implementation that are expected to be provided by the School.
i. Prices and terms of the proposal as stated must be valid for the entire length of any resulting contract, unless changes are made through mutual consent.
j. The University reserves the right to waive technicalities or irregularities, to accept any portion of a response when responses are by items, to reject any or all responses, and to make arrangements for the best interest of the School.
k. All costs associated with the service proposed must be made explicit in the vendor’s response. Any costs incurred by the vendor in the completion of any award issued on the basis of this proposal, but not explicitly stated in the vendor’s response, shall not be payable.
l. Vendor must indicate acknowledgement and acceptance of contract language. Any alterations made to the sample contract must be submitted with the RFP response and will be reviewed by Minn State prior to signing and executing the final contract.

4.3 General Selection Criteria

General criteria upon which proposals will be evaluated include, but are not limited to, the following:

a. Proposal:
• Proposals not meeting requirements stated in the RFP may be eliminated from further consideration.
• Responses must also contain all required and completed forms.

b. Equipment Specifications
• Equipment specifications meet outlined RFP, Section II.
• Specification responses completed in bid proposal.

c. Proposed Services:
• Proposal demonstrates understanding, ability and commitment to meet University requirements and timeframes.

d. Cost and Value


4.4 Response Evaluation

The following criteria and their identified weight will be used by St Cloud State University to evaluate the responses:

1. Proposal outline and form submission (10%)
2. Equipment specification meet RFP objectives (30%)
3. Services meet RFP objectives (30%)
4. Cost (30.0%)
EXHIBIT A – PROPOSAL OFFERING FORM

ST. CLOUD STATE UNIVERSITY
REQUEST FOR PROPOSAL

Two (2) Used Ice Resurfacers
PROPOSAL OFFERING FORM

In compliance with this Request for Proposal, the undersigned acknowledges that I have read and understand all the conditions imposed herein and offer and agree to furnish the services in accordance with the attached proposal or a mutually agreed upon by subsequent negotiation.

Name of Firm: ____________________________________________
Address: _______________________________________________
City: ___________________________________________________
State: ____________________ ZIP: ______________
Telephone: ______________________________________________
Federal ID _____________________________________________
State ID _______________________________________________

Name: __________________________________________________
Signature: _____________________________________________
Title: __________________________________________________
Date: _________________________________________________
E-mail: ________________________________________________
EXHIBIT B – AFFIDAVIT OF NON-COLLUSION

STATE OF MINNESOTA
AFFIDAVIT OF NON-COLLUSION

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);

2. That the attached proposal submitted in response to the ________________________ Request for Proposal has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;

3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and

4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responder’s Firm Name: ____________________________________________

Authorized Signature: ____________________________________________

Date: __________________________________________________________

Subscribed and sworn to me this ______ day of __________

Notary Public: ________________________________________________

My commission expires: ________________________________________
EXHIBIT C – STATE OF MINNESOTA – AFFIRMATIVE ACTION CERTIFICATION

NOTICE TO CONTRACTORS
AFFIRMATIVE ACTION
CERTIFICATION OF COMPLIANCE

It is hereby agreed between the parties that MnSCU will require that affirmative action requirements be met by contractors in relation to Minnesota Statutes §363A.36 and Minnesota Rules, 5000.3400 to 5000.3600. Failure by a contractor to implement an affirmative action plan or make a good faith effort shall result in revocation of its certificate or revocation of the contract (Minnesota Statutes §363A.36, subdivisions 3 and 4).

Under the Minnesota Human Rights Act, §363A.36, businesses or firms entering into a contract over $100,000 which have more than forty (40) full-time employees within the state of Minnesota on a single working day during the previous twelve (12) months, or businesses or firms employing more than forty (40) full-time employees on a single working day during the previous twelve (12) months in a state in which its primary place of business is domiciled and that primary place of business is outside of the State of Minnesota but within the United States, must have submitted an affirmative action plan that was received by the Commissioner of Human Rights for approval prior to the date and time the responses are due. A contract over $100,000 will not be executed unless the firm or business having more than forty (40) full-time employees, either within or outside the State of Minnesota, has received a certificate of compliance signifying it has an affirmative action plan approved by the Commissioner of Human Rights. The Certificate is valid for four (4) years. For additional information, contact the Department of Human Rights, Freeman Building, 625 Robert Street North, Saint Paul, MN 55155.

Effective July 1, 2003. The Minnesota Department of Human Rights is authorized to charge a $150.00 fee for each Certificate of Compliance issued. A business or firm must submit its affirmative action plan along with a cashier’s check or money order in the amount of $150.00 to the Minnesota Department of Human Rights or you may contact the Department for additional information at the Compliance Services Unit, Griggs Midway Building, 540 Fairview Ave N, Suite 201, Saint Paul, MN 55104.
If your response to this solicitation is or could be in excess of $100,000, complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement, and to provide documentation of compliance if necessary. It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification.

**BOX A – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to BOX B.**

Your response will be rejected unless your business:

- has a current Certificate of Compliance issued by the Minnesota Department of Human Rights (MDHR)
- or
- has submitted an affirmative action plan to the MDHR, which the Department received prior to the date the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- We have a current Certificate of Compliance issued by the MDHR. **Proceed to BOX C. Include a copy of your certificate with your response.**
- We do not have a current Certificate of Compliance. However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on __________________ (date). **Proceed to BOX C.**
- We do not have a Certificate of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. **We acknowledge that our response will be rejected. Proceed to BOX C. Contact the Minnesota Department of Human Rights for assistance.** (See below for contact information.)

Please note: Certificates of Compliance must be issued by the Minnesota Department of Human Rights. Affirmative Action Plans approved by the Federal government, a county, or a municipality must still be received, reviewed, and approved by the Minnesota Department of Human Rights before a certificate can be issued.

**BOX B – For those companies not described in BOX A**

Check below.

- We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. **Proceed to BOX C.**

**BOX C – For all companies**

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.)

Name of Company: __________________ Date __________________

Authorized Signature: __________________________ Telephone number: __________________

Printed Name: __________________________ Title: __________________________

For assistance with this form, contact:

Minnesota Department of Human Rights, Compliance & Community Relations
Griggs Midway Building, 540 Fairview Ave N, Suite 201, Saint Paul, MN 55104
Phone: 651-593-1100          Toll Free: 800-657-3704
Fax: 651-296-9042            TTY: 651-296-1283
Web: mn.gov/mdhr
Email: compliance.mndh@state.mn.us
Equal Pay Certificate Application

- We are in compliance with Title VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Minnesota Human Rights Act, and the Minnesota Equal Pay Act for Equal Work Law.
- The average compensation for female employees is not consistently below the average compensation for male employees, taking into account mitigating factors, within each of the major job categories in your EEO-1 report. If you are not required to file an EEO-1 report, taking into account mitigating factors, the average compensation for female employees is not consistently below the average compensation for male employees within your organization.
- We make hiring, retention and promotion decisions without regard to gender, nor do we limit employees based on gender to certain job classifications.
- We promptly correct wage and benefit disparities.
- We evaluate wages and benefits (annually) (two year period) (other, please specify) to ensure compliance with the above identified laws.
- In determining our employee compensation we use: (check below)
  ___ Market pricing approach
  ___ State prevailing wage or union contract requirements
  ___ Performance pay system
  ___ An internal analysis
  ___ Other method (please specify) ________________________________________
  ________________________________________

Enclosed is our application fee of $150, made payable to the “Minnesota Department of Human Rights.”

In signing below, I affirm that I am the Board Chairperson or Chief Executive Officer and that the above information to the best of my understanding is accurate and complete.

Signature

Print Name

Date

Business Name

Business Address
In accordance with Minn. Stat. §16C.16, subd. 6a, the MnSCU may award up to a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

**Veteran-Owned Preference Requirements - See Minn. Stat. §16C.19(d):**

1. Principal place of business is in Minnesota.

   and

2. The United States Department of Veterans Affairs verifies the business as being a veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

Statutory requirements and appropriate documentation must be met **by the solicitation response due date and time** to be awarded the veteran-owned preference. The preference applies only to the first $500,000 of a solicitation response.

**Claim the Preference**

**By signing below I confirm that:**

My company is claiming the veteran-owned preference afforded by Minn. Stat. § 16C.16, subd. 6a. by making this claim, I verify that:

- My company’s principal place of business is in Minnesota; and
- The United States Department of Veteran’s Affairs verifies my company as being a veteran-owned small business. (Supported By Attached Documentation)

Name of Company: __________________________ Date: __________________________

Authorized Signature: __________________________ Telephone: __________________________

Printed Name: __________________________ Title: __________________________

Attach documentation, sign, and return this form with your solicitation response to claim the veteran-owned preference.
EXHIBIT F - SAMPLE CONTRACT

[INSTRUCTIONS FOR COMPLETING THIS FORM ARE IN ITALICS AND BRACKETS. PLEASE COMPLETE EVERY FIELD AND DELETE ALL INSTRUCTIONS INCLUDING THE BRACKETS.]

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
[INSERT NAME OF COLLEGE/UNIVERSITY/SYSTEM OFFICE]

PROFESSIONAL/TECHNICAL SERVICES CONTRACT

THIS CONTRACT, and amendments and supplements thereto, is between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of [INSERT NAME OF COLLEGE/UNIVERSITY/SYSTEM OFFICE] (hereinafter Minnesota State), and [INSERT CONTRACTOR'S LEGAL NAME AND FULL ADDRESS. DO NOT ONLY USE A PO BOX.], an independent contractor, not an employee of the State of Minnesota (hereinafter CONTRACTOR).

WHEREAS, Minnesota State, pursuant to Minnesota Statutes Chapter 136F, is empowered to procure from time to time certain professional/technical services, and

WHEREAS, Minnesota State is in need of professional/technical services, and

WHEREAS, the CONTRACTOR represents it is duly qualified and willing to perform the services set forth in this contract and

[DELETE THE FOLLOWING CLAUSES IF CONTRACTOR IS NOT AN INDIVIDUAL. IF CONTRACTOR IS AN INDIVIDUAL, THEY MUST BE INCLUDED.]

WHEREAS, the CONTRACTOR represents that he / she is not a current state employee, and

WHEREAS, the CONTRACTOR represents that he / she has not received an early separation incentive under Minnesota State Colleges and Universities Board Policy 4.11, Board Early Separation Incentive Program (BESI), during the one year post-separation period prior to the effective date of this contract.

NOW, THEREFORE, it is agreed:

1. **TERM OF CONTRACT.** This contract is effective on [INSERT FULL DATE (e.g., January 29, 2013)] or upon the date the final required signature is obtained by Minnesota State, whichever occurs later, and shall remain in effect until [INSERT FULL DATE (e.g., June 15, 2013)] or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The CONTRACTOR understands that no work should begin under this contract until all required signatures have been obtained and the CONTRACTOR is notified to begin work by Minnesota State’s authorized representative.
2. **CONTRACTOR’S DUTIES. The CONTRACTOR will:**

   [PROVIDE SUFFICIENT DETAIL IN THE DUTIES SO THAT YOU CAN HOLD THE CONTRACTOR ACCOUNTABLE FOR THIS WORK. DO THIS BY EITHER: 1) LISTING THE CONTRACTOR’S DUTIES, DELIVERABLES, AND COMPLETION DATES WITH PRECISE DETAIL HERE OR 2) USING AN EXHIBIT THAT CONTAINS THE PRECISE DUTIES AND DELIVERABLES, NOT THE “PROPOSAL”. YOU MUST INDICATE THAT AN EXHIBIT IS INCORPORATED INTO THE CONTRACT, SUCH AS “Perform the duties specified in Exhibit A, which is attached and incorporated into this contract.”]

3. **CONSIDERATION AND TERMS OF PAYMENT.**

   a. **Consideration** for all services performed and goods or materials supplied by the CONTRACTOR pursuant to this contract shall be paid by Minnesota State as follows:

      i. **Compensation** of [INSERT DOLLAR AMOUNT IN WORDS AND NUMBERS AND NUMBER OF HOURS, e.g. Fifty  and 00/100 Dollars ($50.00) for eighty (80) hours. EXPLAIN HOW THE CONTRACTOR WILL BE PAID BY INSERTING A RATE OF PAY OR BREAKDOWN. EXAMPLES: “IN ACCORDANCE WITH THE BREAKDOWN OF COSTS AS SET FORTH BELOW.” NOTE: CAUTION MUST BE EXERCISED IF PAYMENT BY THE HOUR IS UTILIZED. IF DELIVERABLES CAN BE SUCCINCTLY DEFINED, IT IS GENERALLY PREFERABLE TO STRUCTURE PAYMENT BASED ON THE SUCCESSFUL COMPLETION AND ACCEPTANCE OF SPECIFIC TASKS OR DELIVERABLES.]

      ii. **Reimbursement** for travel and subsistence expenses actually and necessarily incurred by the CONTRACTOR in performance of this contract in an amount not to exceed [INSERT DOLLAR AMOUNT IN WORDS AND NUMBERS (e.g. One Hundred Twenty and 00/100 Dollars ($120.00). IF NONE, INSERT “Zero Dollars ($0.00).” provided that CONTRACTOR shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current “Commissioner’s Plan” promulgated by the Commissioner of Employee Relations attached hereto. [ATTACH IF APPLICABLE; DO NOT ATTACH IF NOT APPLICABLE] The CONTRACTOR shall not be reimbursed for travel and subsistence expenses incurred outside the State of Minnesota unless it has received prior written approval for such out-of-state travel from Minnesota State’s authorized representative.

      iii. The **total obligation** of Minnesota State for all compensation and reimbursement to the CONTRACTOR shall not exceed [INSERT DOLLAR AMOUNT IN WORDS AND NUMBERS, e.g. Four Thousand One Hundred Twenty and 00/100 Dollars ($4,120.00)].

   b. **Terms of Payment.**

      i. Payment shall be made by Minnesota State promptly after the CONTRACTOR’S presentation of invoices for services performed and acceptance of such services by Minnesota State’s authorized representative. All services provided by the CONTRACTOR pursuant to this contract shall be performed to the satisfaction of Minnesota State, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The CONTRACTOR shall not receive payment for work found by Minnesota State to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation. Invoices shall be presented by CONTRACTOR according to the following schedule:
[USE TERMS OR PHRASES SUCH AS WEEKLY, MONTHLY OR WITHIN CALENDAR DAYS FOLLOWING COMPLETION OF SERVICES OR IF THERE ARE SPECIFIC DELIVERABLES, PHASES, TASKS, LIST HOW MUCH WILL BE PAID FOR EACH.]

ii. **[IF APPLICABLE, INSERT THIS CLAUSE.]** Payments are to be made from federal funds obtained by Minnesota State through Title ______ of the ________________ Act of __________________ (Public law and amendments thereto). If at any time such funds become unavailable, this contract shall be terminated immediately upon written notice of such fact by Minnesota State to the CONTRACTOR. In the event of such termination, CONTRACTOR shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

iii. **Nonresident Aliens.** Pursuant to 26 U.S.C. §1441, Minnesota State is required to withhold certain federal income taxes on the gross compensation paid to nonresident aliens, as defined by Internal Revenue Code §7701(b). Minnesota State will withhold all required taxes unless and until CONTRACTOR submits documentation required by the Internal Revenue Service indicating that CONTRACTOR is a resident of a country with tax treaty benefits. Minnesota State makes no representations regarding whether or to what extent tax treaty benefits are available to CONTRACTOR. To the extent that Minnesota State does not withhold these taxes for any reason, CONTRACTOR agrees to indemnify and hold Minnesota State harmless for any taxes owed and any interest or penalties assessed.

iv. **Entertainers.** Pursuant to Minnesota Statutes 290.9201, Minnesota State is required to withhold a two percent (2%) tax on the gross compensation, including reimbursable expenses, paid to non-Minnesota entertainers for any performance in Minnesota.

4. **AUTHORIZED REPRESENTATIVES.** All official notifications, including but not limited to, cancellation of this contract must be sent to the other party’s authorized representative.

a. Minnesota State’s authorized representative for the purpose of administration of this contract is:

   Name:
   Address:
   Telephone:
   E-Mail:
   Fax:

   Such representative shall have final authority for acceptance of the CONTRACTOR’S services and, if such services are accepted as satisfactory, shall so certify on each invoice presented pursuant to Clause 3, paragraph b.

b. The CONTRACTOR’S authorized representative for the purpose of administration of this contract is:

   Name:
   Address:
   Telephone:
   E-Mail:
   Fax:

5. **CANCELLATION AND TERMINATION.**
a. This contract may be canceled by Minnesota State at any time, with or without cause, upon thirty (30) days written notice to the CONTRACTOR. In the event of such a cancellation, the CONTRACTOR shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

b. Termination for Insufficient Funding. Minnesota State may immediately terminate this contract if it does not obtain funding from the Minnesota Legislature or other funding source, or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the CONTRACTOR within a reasonable time of Minnesota State receiving notice that sufficient funding is not available. Minnesota State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the CONTRACTOR will be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed to the extent that funds are available. Minnesota State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature or other funding source not to appropriate funds.

6. **ASSIGNMENT.** The CONTRACTOR shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of Minnesota State.

7. **LIABILITY.** The CONTRACTOR shall indemnify, save, and hold Minnesota State, its representatives and employees harmless from any and all claims or causes of action, including all attorney’s fees incurred by Minnesota State, arising from the performance of this contract by the CONTRACTOR or CONTRACTOR’S agents or employees. This clause shall not be construed to bar any legal remedies the CONTRACTOR may have for Minnesota State’s failure to fulfill its obligations pursuant to this contract.

8. **WORKERS’ COMPENSATION.** The CONTRACTOR certifies it is in compliance with Minnesota Statutes §176.181, subd. 2 pertaining to workers’ compensation insurance coverage. The CONTRACTOR’S employees and agents will not be considered Minnesota State employees. Any claims that may arise under the Minnesota Workers’ Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way Minnesota State’s obligation or responsibility.

9. **PUBLICITY.** Any publicity given to the program, publications, or services provided resulting from this contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the CONTRACTOR or its employees individually or jointly with others, or any subcontractors shall identify Minnesota State as the sponsoring agency and shall not be released prior to receiving the approval of Minnesota State’s authorized representative.

10. **MINNESOTA STATUTES §181.59.**

The Contractor will comply with the provisions of Minnesota Statutes §181.59 which require:

Every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees: (1) that, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason or race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) that no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in
clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) that a violation of this section is a misdemeanor; and (4) that this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

11. **DATA DISCLOSURE.**

a. As a condition of this contract, CONTRACTOR is required by Minn. Stat. §270C.65 to provide a social security number, a federal tax identification number or Minnesota tax identification number. This information may be used in the enforcement of federal and state tax laws. These numbers will be available to federal and state tax authorities and state personnel involved in approving the contract and the payment of state obligations. Supplying these numbers could result in action to require CONTRACTOR to file state tax returns and pay delinquent state tax liabilities. **This contract will not be approved unless these numbers are provided.**

b. **Independent Contractors.** Minn. Stat. §256.998 requires Minnesota State to report the name, address and social security number of independent contractors to the New Hire Reporting Center of the Minnesota Department of Human Services unless this Contract is for less than two months in duration with gross earnings of less than $250.00 per month. This information may be used by state or local child support enforcement authorities in the enforcement of state and federal child support laws.

12. **GOVERNMENT DATA PRACTICES ACT.** The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The CONTRACTOR and Minnesota State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by Minnesota State in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the CONTRACTOR in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the CONTRACTOR or Minnesota State.

In the event the CONTRACTOR receives a request to release the data referred to in this clause, the CONTRACTOR must immediately notify Minnesota State. Minnesota State will give the CONTRACTOR instructions concerning the release of the data to the requesting party before the data is released.

*IF THE SERVICES PROVIDED BY CONTRACTOR INCLUDE ACCESS TO, STORAGE, OR TRANSMISSION OF EDUCATION RECORDS OR EDUCATION DATA, CONTACT THE OFFICE OF GENERAL COUNSEL FOR ADDITIONAL CONTRACT PROVISIONS REGARDING DATA SECURITY. IF YOU HAVE ANY OTHER PRIVACY CONCERNS ABOUT THIS CONTRACT, PLEASE CONTACT THE OFFICE OF GENERAL COUNSEL.*

13. **OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS.**

a. Minnesota State shall own all rights, title and interest in all of the materials conceived or created by the CONTRACTOR, or its employees or subcontractors, either individually or jointly with others and which arise out of the performance of this contract, created and paid for under this contract, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form (hereinafter MATERIALS).
The CONTRACTOR hereby assigns to Minnesota State all rights, title and interest to the MATERIALS. The CONTRACTOR shall, upon request of Minnesota State, execute all papers and perform all other acts necessary to assist Minnesota State to obtain and register copyrights, patents or other forms of protection provided by law for the MATERIALS. The MATERIALS created under this contract by the CONTRACTOR, its employees or subcontractors, individually or jointly with others, shall be considered “works made for hire” as defined by the United States Copyright Act. All of the MATERIALS, whether in paper, electronic, or other form, shall be remitted to Minnesota State by the CONTRACTOR, its employees and any subcontractors, and the CONTRACTOR shall not copy, reproduce, allow or cause to have the MATERIALS copied, reproduced or used for any purpose other than performance of the CONTRACTOR’S obligations under this contract without the prior written consent of Minnesota State’s authorized representative.

b. The CONTRACTOR represents and warrants that MATERIALS produced or used under this contract do not and will not infringe upon any intellectual property rights of another, including, but not limited to, patents, copyrights, trade secrets, trade names, and service marks and names. The CONTRACTOR shall indemnify and defend, to the extent permitted by the Attorney General, Minnesota State at the CONTRACTOR’S expense from any action or claim brought against Minnesota State to the extent that it is based on a claim that all or part of the MATERIALS infringe upon the intellectual property rights of another. The CONTRACTOR shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including, but not limited to, reasonable attorney fees arising out of this contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in the CONTRACTOR’S or Minnesota State’s opinion is likely to arise, the CONTRACTOR shall, at Minnesota State’s discretion, either procure for Minnesota State the right or license to continue using the MATERIALS at issue or replace or modify the allegedly infringing MATERIALS. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

14. ANTITRUST. The CONTRACTOR hereby assigns to the State of Minnesota any and all claims for overcharges as to goods or services provided in connection with this contract resulting from antitrust violations which arise under the antitrust laws of the United States or the antitrust laws of the State of Minnesota.

15. JURISDICTION AND VENUE. This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

16. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract, or their successors in office.

17. STATE AUDITS. The books, records, documents, and accounting procedures and practices of the CONTRACTOR relevant to this contract shall be subject to examination by Minnesota State and the Legislative Auditor for a minimum of six (6) years from the end of the contract.

18. SURVIVAL OF TERMS. The following clauses survive the expiration, cancellation or termination of this contract: Liability; Publicity; Data Disclosure; Government Data Practices Act; Ownership Of Materials and Intellectual Property Rights; Jurisdiction and Venue; and State Audits.
19. **AFFIRMATIVE ACTION REQUIREMENTS FOR CONTRACTS IN EXCESS OF $100,000.00 AND THE CONTRACTOR HAS MORE THAN 40 FULL-TIME EMPLOYEES IN MINNESOTA OR ITS PRINCIPAL PLACE OF BUSINESS.**

[DELETE THIS CLAUSE IF THE TOTAL CONTRACT VALUE IS UNDER $100,000.00 AND RENUMBER REMAINING CLAUSE IF APPLICABLE.]

Minnesota State intends to carry out its responsibility for requiring affirmative action by its CONTRACTORS.

a. **Covered Contracts and Contractors.** If the contract exceeds One Hundred Thousand and 00/100 Dollars ($100,000.00) and the CONTRACTOR employed more than forty (40) full-time employees on a single working day during the previous twelve (12) months in Minnesota or in the state where it has its principle place of business, then the CONTRACTOR must comply with the requirements of Minnesota Statutes §363A.36 and Minnesota R. Parts 5000.3400-5000.3600. A CONTRACTOR covered by Minnesota Statutes §363A.36 because it employed more than forty (40) full-time employees in another state and the CONTRACTOR does not have a Certificate of Compliance, said CONTRACTOR must certify that it is in compliance with federal affirmative action requirements.

b. **Minnesota Statutes §363A.36.** Minnesota Statutes §363A.36 requires CONTRACTOR to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights (hereinafter COMMISSIONER) as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.

c. **Minnesota R. 5000.3400-5000.3600.**

i. **General.** Minnesota R. 5000.3400-5000.3600 implement Minnesota Statutes §363A.36. These rules include, but are not limited to: criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a contractor’s compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minnesota R. 5000.3400-5000.3600, including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.

ii. **Disabled Workers.** The CONTRACTOR must comply with the following affirmative action requirements for disabled workers.

A. The CONTRACTOR must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
B. The CONTRACTOR agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

C. In the event of the CONTRACTOR’S noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minnesota Statutes §363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

D. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Commissioner of the Minnesota Department of Human Rights. Such notices must state the CONTRACTOR’S obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.

E. The CONTRACTOR must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the CONTRACTOR is bound by the terms of Minnesota Statutes §363A.36 of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.

iii. Consequences. The consequences for the CONTRACTOR’S failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the COMMISSIONER, refusal by the COMMISSIONER to approve subsequent plans, and termination of all or part of this contract by the COMMISSIONER or Minnesota State.

iv. Certification. The CONTRACTOR hereby certifies it is in compliance with the requirements of Minnesota Statutes §363A.36 and Minnesota R. 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

20. EQUAL PAY CERTIFICATION REQUIREMENTS FOR CONTRACTS IN EXCESS OF $500,000.00 AND THE CONTRACTOR HAS MORE THAN 40 FULL-TIME EMPLOYEES IN MINNESOTA OR ITS PRIMARY PLACE OF BUSINESS. [DELETE THIS CLAUSE IF THE TOTAL CONTRACT VALUE IS UNDER $500,000.00 AND RENUMBER REMAINING CLAUSE IF APPLICABLE.]

Minnesota State intends to carry out its responsibility for requiring equal pay by its CONTRACTORS.

a. Covered Contracts and Contractors. If the amount of this contract is in excess of $500,000.00 and the CONTRACTOR has 40 or more full-time employees in Minnesota or a state where the business has its primary place of business on a single day during the prior 12 months, the CONTRACTOR must comply with the requirements of Minnesota Statutes §363A.44 prior to contract execution. CONTRACTOR must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to CONTRACT execution. CONTRACTOR is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. A certificate is valid for four years.

i. Consequences. The consequences for the CONTRACTOR’S failure to secure and comply with Minnesota Statutes §363A.44 or make a good faith effort to do so, include but are not limited to, suspension or revocation of a certificate of Compliance by the
COMMISSIONER, and termination of all or part of this contract by the COMMISSIONER or Minnesota State.

ii. Certification. The CONTRACTOR hereby certifies it is in compliance with the requirements of Minnesota Statutes §363A.44 and applicable rules and regulations and is aware of the consequences for noncompliance.

21. PAYMENT CARD INDUSTRY DATA SECURITY.
   [INCLUDE PROVISION IF THE SERVICES INVOLVE STORAGE, PROCESSING OR TRANSMITTAL OF PAYMENT CARD ACCOUNT NUMBERS. DELETE THIS CLAUSE IF INAPPLICABLE.]

   a. CONTRACTOR agrees to establish security procedures to protect cardholder data and comply with the Payment Card Industry Data Security Standards (PCI DSS). Contractor can find details of the PCI DSS at https://www.pcisecuritystandards.org/security_standards/pci_dss.shtml

   b. CONTRACTOR agrees to notify [INSERT NAME OF COLLEGE/UNIVERSITY/THE SYSTEM OFFICE] within 30 days if either CONTRACTOR establishes that it is not PCI-compliant or CONTRACTOR is notified by a Qualified Security Assessor (QSA) or CONTRACTOR’s acquiring bank that CONTRACTOR is not PCI-compliant.

   c. CONTRACTOR agrees to comply with all applicable laws that require the notification of individuals in the event of unauthorized release of cardholder data. In the event of a breach of any of CONTRACTOR's security obligations or other event requiring notification under applicable law, CONTRACTOR agrees to assume responsibility for informing all such individuals in accordance with applicable law and to indemnify, hold harmless and defend Minnesota State Colleges and Universities and [INSERT NAME OF COLLEGE/UNIVERSITY/THE SYSTEM OFFICE] and its trustees, officers, and employees from and against any claims, damages, or other harm related to such a breach.

   d. CONTRACTOR agrees to notify [INSERT NAME OF COLLEGE/UNIVERSITY/THE SYSTEM OFFICE]’s authorized representative within 24 hours in the event of unauthorized release of cardholder data.

22. ENTIRE AGREEMENT. This Contract represents the entire agreement between the parties and supersedes any previous discussions or agreements, either verbal or written that occurred between the parties. This Contract may not be amended except by written agreement signed by the parties hereto. In the event of any conflict or inconsistency between this Contract and any riders, exhibits, addenda, or other document incorporated herein, this Contract shall govern.

23. OTHER PROVISIONS. [IF “NONE”, WRITE “NONE”]
   [IF ADDING OTHER PROVISIONS OR ATTACHMENTS THAT IMPACT OR CONFLICT WITH WHAT IS STATED IN THE CONTRACT, SEEK ASSISTANCE FROM SYSTEM LEGAL COUNSEL.]

The rest of this page intentionally left blank. Signature page to follow.
IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. **CONTRACTOR:**
   CONTRACTOR certifies that the appropriate person(s) have executed the contract on behalf of CONTRACTOR as required by applicable articles, by-laws, resolutions, or ordinances.

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<thead>
<tr>
<th>By (authorized signature and printed name)</th>
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<tbody>
<tr>
<td>Title</td>
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<tr>
<td>Date</td>
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<th>By (authorized signature and printed name)</th>
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<tbody>
<tr>
<td>Title</td>
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<td>Date</td>
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2. **VERIFIED AS TO ENCUMBRANCE:**
   Employee certifies that funds have been encumbered as required by Minnesota Statutes §16A.15.

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<tr>
<th>By (authorized signature and printed name)</th>
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<tr>
<td>Title</td>
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<td>Date</td>
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3. **MINNESOTA STATE COLLEGES AND UNIVERSITIES**
   [INSERT NAME OF COLLEGE/UNIVERSITY/SYSTEM OFFICE]:

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<th>By (authorized signature and printed name)</th>
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<tr>
<td>Title</td>
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<td>Date</td>
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4. **AS TO FORM AND EXECUTION:**

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<thead>
<tr>
<th>By (authorized signature and printed name)</th>
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<tr>
<td>Title</td>
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<tr>
<td>Date</td>
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</tbody>
</table>
EXHIBIT G – COMMISSIONER’S PLAN

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND
UNIVERSITIES
2019 COMMISSIONER’S PLAN EXPENSE REIMBURSEMENT

<table>
<thead>
<tr>
<th>TYPE OF EXPENSE</th>
<th>REIMBURSEMENT ALLOWANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>State-owned vehicle not available (full IRS rate)</td>
<td>58.0 cents per mile</td>
</tr>
<tr>
<td>State-owned vehicle available but declined (IRS rate less 7.0 cents)</td>
<td>51.0 cents per mile</td>
</tr>
<tr>
<td>Tolls and parking fees</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Commercial transportation (air, taxi, rental car, etc.) plus reasonable gratuities</td>
<td>Actual cost for mode and class of transportation authorized</td>
</tr>
<tr>
<td>Specially equipped personal van – provides wheelchair access (IRS rate plus 9.0 cents)</td>
<td>67.0 cents per mile</td>
</tr>
<tr>
<td>Motorcycle</td>
<td>No reimbursement applicable</td>
</tr>
<tr>
<td>Personal aircraft</td>
<td>58.0 cents per mile</td>
</tr>
<tr>
<td>Overnight lodging</td>
<td>Actual reasonable cost</td>
</tr>
<tr>
<td>Laundry and/or dry-cleaning after one week in continuous travel status</td>
<td>Actual cost; not to exceed $16.00 per week</td>
</tr>
<tr>
<td>Work-related long distance telephone calls</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Personal telephone calls</td>
<td>Actual cost up to maximum number of nights away times $3.00</td>
</tr>
<tr>
<td>Special expenses (e.g. conference fees, banquet tickets)</td>
<td>Actual cost with prior approval</td>
</tr>
<tr>
<td>Meals and/or reasonablen gratuities:</td>
<td>Actual cost up to maximums</td>
</tr>
<tr>
<td>● Breakfast (in travel status overnight or leave home before 6:00 a.m.)</td>
<td></td>
</tr>
<tr>
<td>● Lunch (in travel status and more than 35 miles from workstation)</td>
<td></td>
</tr>
<tr>
<td>● Dinner (in travel status overnight or return home after 7:00 p.m.)</td>
<td></td>
</tr>
<tr>
<td>Breakfast</td>
<td>$ 9.00</td>
</tr>
<tr>
<td>Lunch - $11.00 Dinner - $16.00</td>
<td></td>
</tr>
<tr>
<td>Outside the contiguous 48 United States or in pre-designated/pre-identified metropolitan areas*</td>
<td></td>
</tr>
<tr>
<td>Breakfast</td>
<td>$11.00</td>
</tr>
<tr>
<td>Lunch - $13.00 Dinner - $20.00</td>
<td></td>
</tr>
<tr>
<td>Meal “bunching” allowed: Two or more consecutive meals reimbursed up to the combined maximum. Dinner and breakfast the following morning are considered consecutive meals. Meals provided as part of a conference or other program are not considered and “break” the string of consecutive meals.</td>
<td></td>
</tr>
<tr>
<td>Expenses that are not travel related (e.g., supplies, copy charges, faxcharges)</td>
<td>Actual cost</td>
</tr>
</tbody>
</table>

*Metropolitan Areas See listing on next page.
<table>
<thead>
<tr>
<th>Metropolitan Area Including:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta, GA</td>
</tr>
<tr>
<td>Clayton, De Kalb, Fulton, Cobb and Gwinnett</td>
</tr>
<tr>
<td>Counties in Georgia</td>
</tr>
<tr>
<td>Baltimore, MD</td>
</tr>
<tr>
<td>Baltimore and Hartford</td>
</tr>
<tr>
<td>Counties in Maryland</td>
</tr>
<tr>
<td>Boston, MA</td>
</tr>
<tr>
<td>Norfolk, Suffolk, Middlesex and Essex</td>
</tr>
<tr>
<td>Counties in Massachusetts</td>
</tr>
<tr>
<td>Chicago, IL</td>
</tr>
<tr>
<td>DuPage, Cook and Lake</td>
</tr>
<tr>
<td>Counties in Illinois</td>
</tr>
<tr>
<td>Cleveland, OH</td>
</tr>
<tr>
<td>Cuyahoga</td>
</tr>
<tr>
<td>County in Ohio</td>
</tr>
<tr>
<td>Dallas/Fort Worth, TX</td>
</tr>
<tr>
<td>Dallas and</td>
</tr>
<tr>
<td>Tarrant Counties in Texas</td>
</tr>
<tr>
<td>Denver, CO</td>
</tr>
<tr>
<td>Denver, Adams, Arapahoe and Jefferson</td>
</tr>
<tr>
<td>Counties in Colorado</td>
</tr>
<tr>
<td>Detroit, MI</td>
</tr>
<tr>
<td>Wayne, Macomb and Oakland</td>
</tr>
<tr>
<td>Counties in Michigan</td>
</tr>
<tr>
<td>Hartford, CT</td>
</tr>
<tr>
<td>Hartford and Middlesex</td>
</tr>
<tr>
<td>Counties in Connecticut</td>
</tr>
<tr>
<td>Houston, TX</td>
</tr>
<tr>
<td>Harris County, LBJ Space Center and</td>
</tr>
<tr>
<td>Ellington AFB in Texas</td>
</tr>
<tr>
<td>Kansas City, KS</td>
</tr>
<tr>
<td>Johnson and Wyandotte</td>
</tr>
<tr>
<td>Counties in Kansas</td>
</tr>
<tr>
<td>Kansas City, MO</td>
</tr>
<tr>
<td>Clay, Jackson and Platte</td>
</tr>
<tr>
<td>Counties in Missouri</td>
</tr>
<tr>
<td>Los Angeles, CA</td>
</tr>
<tr>
<td>Los Angeles, Kern, Orange</td>
</tr>
<tr>
<td>and Ventura Counties,</td>
</tr>
<tr>
<td>Edwards AFB, Naval Weapons</td>
</tr>
<tr>
<td>Center and Ordinance Test</td>
</tr>
<tr>
<td>Station in California</td>
</tr>
<tr>
<td>Miami, FL</td>
</tr>
<tr>
<td>Dade County in Florida</td>
</tr>
<tr>
<td>New Orleans, LA</td>
</tr>
<tr>
<td>Jefferson, Orleans,</td>
</tr>
<tr>
<td>Plaquemines and St. Bernard</td>
</tr>
<tr>
<td>Parishes in Louisiana</td>
</tr>
<tr>
<td>New York City, NY</td>
</tr>
<tr>
<td>Bronx, Brooklyn, Manhattan,</td>
</tr>
<tr>
<td>Queens, and Staten Island</td>
</tr>
<tr>
<td>Boroughs in NYC; Nassau,</td>
</tr>
<tr>
<td>New York, Richmond,</td>
</tr>
<tr>
<td>Suffolk and Westchester</td>
</tr>
<tr>
<td>Counties in New York</td>
</tr>
<tr>
<td>state; Fairfield County in</td>
</tr>
<tr>
<td>Connecticut; and Bergan,</td>
</tr>
<tr>
<td>Essex, Hudson, Middlesex,</td>
</tr>
<tr>
<td>Passaic, and Union</td>
</tr>
<tr>
<td>Counties in New Jersey</td>
</tr>
<tr>
<td>Philadelphia, PA</td>
</tr>
<tr>
<td>Bucks, Chester, Delaware,</td>
</tr>
<tr>
<td>Montgomery, and Philadelphia</td>
</tr>
<tr>
<td>Counties in Pennsylvania;</td>
</tr>
<tr>
<td>and Burlington and</td>
</tr>
<tr>
<td>Gloucester Counties in</td>
</tr>
<tr>
<td>New Jersey</td>
</tr>
<tr>
<td>Portland, OR</td>
</tr>
<tr>
<td>Multnomah County in Oregon</td>
</tr>
<tr>
<td>Saint Louis, MO</td>
</tr>
<tr>
<td>St. Charles and St. Louis</td>
</tr>
<tr>
<td>Counties in Missouri</td>
</tr>
<tr>
<td>San Diego, CA</td>
</tr>
<tr>
<td>San Diego</td>
</tr>
<tr>
<td>County in California</td>
</tr>
<tr>
<td>San Francisco, CA</td>
</tr>
<tr>
<td>San Francisco, Sonoma,</td>
</tr>
<tr>
<td>Marin, San Mateo, Santa</td>
</tr>
<tr>
<td>Clara, Santa Cruz, Contra</td>
</tr>
<tr>
<td>Costa, Alameda and Santa</td>
</tr>
<tr>
<td>Barbara Counties in</td>
</tr>
<tr>
<td>California</td>
</tr>
<tr>
<td>Seattle, WA</td>
</tr>
<tr>
<td>King County in Washington</td>
</tr>
<tr>
<td>state</td>
</tr>
<tr>
<td>Washington, DC</td>
</tr>
<tr>
<td>Cities of Alexandria,</td>
</tr>
<tr>
<td>Falls Church and Fairfax</td>
</tr>
<tr>
<td>in Virginia; Arlington,</td>
</tr>
<tr>
<td>Loudoun and Fairfax</td>
</tr>
<tr>
<td>Counties in Virginia;</td>
</tr>
<tr>
<td>and Montgomery and Prince</td>
</tr>
<tr>
<td>Georges Counties in</td>
</tr>
<tr>
<td>Maryland</td>
</tr>
</tbody>
</table>

**RECEIPTS:** Itemized receipts are required for all expenses except meals, gratuities, driving tolls, parking meters and telephone calls. All forms of canceled checks and photocopies of credit card bills do not substitute for original receipts. An affidavit in lieu of a receipt may be allowed if the original receipt was lost or a receipt was not obtained.
ITEMIZED LIST OF CONTRACTOR’S REIMBURSABLE EXPENSES

A. Minnesota State’s AUTHORIZED REPRESENTATIVE TO COMPLETE THIS SECTION:

<table>
<thead>
<tr>
<th>NAME AND ADDRESS OF CONTRACTOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. #:</td>
</tr>
<tr>
<td>CONTACT PERSON:</td>
</tr>
</tbody>
</table>

B. CONTRACTOR TO COMPLETE THIS SECTION (submit additional pages if more than one day in travel status):

* Requires original itemized receipts.
** Other metropolitan areas listed above are up to $11 (breakfast), $13 (lunch), and $20 (dinner).

<table>
<thead>
<tr>
<th>DATE</th>
<th>ALLOWABLE EXPENSES</th>
<th>PURPOSE</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Miles: ______</td>
<td>To: ______</td>
<td>From: ______</td>
<td>58.0 cents per mile</td>
<td></td>
</tr>
<tr>
<td>Parking Fees (non meter)*</td>
<td></td>
<td></td>
<td>Actual cost</td>
<td></td>
</tr>
<tr>
<td>Parking Meters/Tolls</td>
<td></td>
<td></td>
<td>Actual cost</td>
<td></td>
</tr>
<tr>
<td>Air Fare*</td>
<td></td>
<td></td>
<td>Actual cost</td>
<td></td>
</tr>
<tr>
<td>Taxi*</td>
<td></td>
<td></td>
<td>Actual cost</td>
<td></td>
</tr>
<tr>
<td>Rental Car*</td>
<td></td>
<td></td>
<td>Actual cost</td>
<td></td>
</tr>
<tr>
<td>Overnight Lodging*</td>
<td></td>
<td></td>
<td>Actual cost</td>
<td></td>
</tr>
<tr>
<td>Long Distance Call</td>
<td></td>
<td></td>
<td>Actual cost</td>
<td></td>
</tr>
<tr>
<td>Breakfast, if in travel status</td>
<td></td>
<td></td>
<td>Up to $9.00**</td>
<td></td>
</tr>
<tr>
<td>Lunch, if in travel status</td>
<td></td>
<td></td>
<td>Up to $11.00**</td>
<td></td>
</tr>
<tr>
<td>Dinner, if in travel status</td>
<td></td>
<td></td>
<td>Up to $16.00**</td>
<td></td>
</tr>
<tr>
<td>Supplies*</td>
<td></td>
<td></td>
<td>Actual cost</td>
<td></td>
</tr>
<tr>
<td>Copy Charges*</td>
<td></td>
<td></td>
<td>Actual cost</td>
<td></td>
</tr>
<tr>
<td>Fax Charges*</td>
<td></td>
<td></td>
<td>Actual cost</td>
<td></td>
</tr>
<tr>
<td>Other*</td>
<td></td>
<td></td>
<td>Actual cost</td>
<td></td>
</tr>
<tr>
<td>TOTAL FOR THE DAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remit payment to the following address if different than address at the top of this form:

Name: ____________________________________________

Address: __________________________________________

C. SIGNATURES REQUIRED FOR PAYMENT:

Signature: ____________________________________________

(Verification of Expenses by Contractor)

Signature: ____________________________________________

(Approval by Minnesota State’s Authorized Representative)

Date: ____________________________

Date: ____________________________