

Issued Date: 12/9/2020

### Notice of Intent to Award Letter

Press Publications  
4779 Bloom Ave.  
White Bear Lake, MN 55110

Attention: Lisa Graber

We are pleased to notify you that Ramsey County intends to award a contract for 2021 Official Proceeding Notifications – Group A, C, D, and E contingent upon:

Receipt and acceptance of the required documentation identified below.  
County Board Approval

**This is not an order or contract. Services may not begin until a contract has been fully signed by all parties.**

Before a contract can be awarded, you must complete the documents requested below and return them to us within (ten) 10 business days. If, within ten (10) days from the date of this Notice of Intent to Award, you fail to submit the required documentation in proper form, solicitation securities shall be forfeited (if applicable) and retained by the County. No plea of mistake in the solicitation or misunderstanding of the conditions of forfeiture shall be available to you for recovery or as a defense to any action.

Upon receipt and verification of the required documentation, either a Purchase Order ("PO") or Procurement Contract ("CC") for Supplies, Equipment, Materials and/or Labor Services with applicable Terms and Conditions will be issued (your electronic approval is not required).

Any and all communications regarding the final contract award should be directed to the person below.

**All Contractors shall be properly registered with the State of Minnesota prior to contract award. Contractors whose main office is not in the State of Minnesota must register with the State of Minnesota as a Foreign vendor.**

Required documentation:

- The attached W9 Form. Federal I.D. Number.
- Insurance with coverage equal to or exceeding the stated limits:

**Please give a copy of this letter and attached requirements to the agent. We will accept their standard Accord form.**

<b>Commercial General Liability</b>	<b>Limit: <u>\$500,000/\$1,500,000/\$2,000,000</u></b>
<b>Auto (owned, hired, and non-owned)</b>	<b>Limit: <u>\$1,000,000</u></b>
<b>Workers Compensation/Employers Liability</b>	<b>Limit: <u>\$500,000/\$500,000/\$500,000</u></b>
<b>Products/Completed Operations</b>	<b>Limit: <u>\$2,000,000</u></b>
<b>Personal Injury and Advertising Liability</b>	<b>Limit: <u>\$1,500,000</u></b>

**\*\*REQUIRED\*\* Additional Insured Language:** The Contractor is required to add "Ramsey County, its officials, employees, volunteers and agents are Additional Insured to the Contractor's Commercial General Liability and Umbrella policies with respect to liabilities caused in whole or part by Contractor's acts or omissions, or the acts or omissions of those acting on Contractor's behalf in the performance of the ongoing operations, services and completed operations of the Contractor under this Agreement. The coverage shall be primary and non-contributory" to the certificate of insurance.

**NOTE:** In order to ensure efficient processing, **the Contractor's name and address shall match** on all submitted documentation. If that is not possible, or should you be unable to complete all documents within ten (10) business days, please immediately contact the Procurement Specialist by telephone or email indicating the date the papers will be returned and the reason for the delay.

Sincerely,

Andrew Greenlee  
Procurement Specialist  
651-266-8069

*Ramsey County representatives recommending this award acknowledge that by sending this Notice of Intent to Award, all Ramsey County solicitation policies and procedures were followed in the selection of this Contractor.*