



# Board of Commissioners

## Agenda

15 West Kellogg Blvd.  
Saint Paul, MN 55102  
651-266-9200

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**January 5, 2021 - 9 a.m.**

**Council Chambers - Courthouse Room 300**

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Pursuant to Minn. Stat. § 13D.021 and 13D.04 Subd. 3, the Chair of the Ramsey County Board of Commissioners has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic and the declared state and local emergencies. Commissioners will participate by telephone or other electronic means. In addition, it may not be feasible to have any commissioner, staff, or members of the public present at the regular meeting location due to the COVID-19 pandemic and the declared emergencies. The meeting broadcast will be available online and linked via [ramseycounty.us/boardmeetings](https://ramseycounty.us/boardmeetings). Members of the public and the media will be able to watch the public meeting live online.

### ROLL CALL

### PLEDGE OF ALLEGIANCE

1. **Agenda of January 5, 2021 is Presented for Approval.** [2020-643](#)

Sponsors: County Manager's Office

Approve the agenda of January 5, 2021.

2. **Minutes from December 22, 2020 are Presented for Approval** [2020-644](#)

Sponsors: County Manager's Office

Approve the December 22, 2020 Minutes.

3. **2021 Oath of Office** [2020-629](#)

Sponsors: Board of Commissioners

The Oath of Office will be administered by Chief Judge Leonardo Castro to:

- Commissioner Nicole Frethem
- Commissioner Mary Jo McGuire
- Commissioner Victoria Reinhardt

### POLICY ITEMS

4. **Election of Officers for the Year 2021** [2020-628](#)

Sponsors: Board of Commissioners

Elect the following officers for the year 2021:

- Election of the Chair
- Election of the Vice-Chair

**5. Rules of Procedure for 2021** [2020-630](#)

Sponsors: Board of Commissioners

1. Adopt Rules of Procedure to govern the County Board.
2. This resolution supersedes all prior resolutions pertaining to procedures.

**6. Appointments to Standing Committees for 2021** [2020-631](#)

Sponsors: Board of Commissioners

Approve appointments to various standing committees for the year 2021.

**7. Appointments to Outside Boards and Committees for 2021** [2020-632](#)

Sponsors: Board of Commissioners

Approve appointments of commissioners to various outside boards, committees and commissions for the year 2021 as listed in the background.

**8. Appointment of Members to the Ramsey County Housing and Redevelopment Authority for 2021** [2020-634](#)

Sponsors: Board of Commissioners

Approve the appointment of members to the Ramsey County Housing and Redevelopment Authority for the year 2021.

**9. Appointment of Members to the Ramsey County Regional Railroad Authority for 2021** [2020-635](#)

Sponsors: Board of Commissioners

Approve the appointment of members to the Ramsey County Regional Railroad Authority for the year 2021.

**ADMINISTRATIVE ITEMS****10. Contracts with Press Publications, Inc. and Northwest Publications LLC dba St. Paul Pioneer Press for 2021 Newspaper Publications** [2020-636](#)

Sponsors: County Manager's Office and Property Tax and Election Services

1. Award a contract to Press Publications, Inc., 4779 Bloom Avenue, White Bear Lake, MN 55110, as the designated Official Newspaper for the following Ramsey County publications:
  - Official proceedings of the Board of Ramsey County Commissioners and all notices for the year 2021 in the Vadnais Heights Press at a cost of \$4.97 per column inch for the first insertion, and \$4.97 for subsequent insertions.
  - 2020 Financial Statement in the White Bear Press as the other newspaper of general circulation located in a different municipality in the County than the Official Newspaper, at a cost of \$12.52 per column inch and \$12.52 per column inch for subsequent insertions.
  - List of Real Estate Taxes Remaining Delinquent on the first day of January 2021, in the Vadnais Heights Press at a cost of \$5.09 per column inch for the first insertion, and

\$5.09 per column inch for subsequent insertions.

- Notice of Expiration of Redemption in the Vadnais Heights Press at a cost of \$4.21 per column inch for the first insertion, and \$4.21 per column inch for subsequent insertions.
2. Authorize the Chair and the Chief Clerk to execute the contract with Press Publications, Inc.
  3. Award a contract to Northwest Publications, LLC, dba St. Paul Pioneer Press, PO Box 64831, Saint Paul, MN 55164, as the designated Official Newspaper for publication of Ramsey County's 2020 Financial Statement in the Pioneer Press at a cost of \$6.30 per column inch and \$6.30 per column inch for subsequent insertions.
  4. Authorize the Chair and Chief Clerk to execute the contract with Northwest Publications LLC dba St. Paul Pioneer Press.

**11. Correction to Resolution B2020-269 for Master Agreements for County Professional and Project Management Office Consulting Services**

[2021-016](#)

Sponsors: Information and Public Records Administration

1. Correct the term of the Master Agreements for County Professional and Project Management Office Consulting Services as contained in Resolution B2020-269 to be for a period of five years beginning on December 22, 2020 through December 21, 2025.
2. All other provisions and authorizations contained in County Board Resolution B2020-269 shall remain valid, enforceable and unaffected by this Resolution.

**INFORMATION**

**12. COVID Information**

[2021-021](#)

Sponsors: County Manager's Office

**COUNTY CONNECTIONS**

**OUTSIDE BOARD AND COMMITTEE REPORTS**

**BOARD CHAIR UPDATE**

**ADJOURNMENT**

Following County Board Meeting:

Housing and Redevelopment Authority Meeting - Council Chambers – Courthouse Room 300

Regional Railroad Authority Meeting - Council Chambers – Courthouse Room 300

Advance Notice:

January 12, 2020 County board meeting – Council Chambers

January 19, 2020 County board meeting – Council Chambers

January 26, 2020 County board meeting – Council Chambers

February 2, 2020 County board meeting – Council Chambers



# Board of Commissioners

## Request for Board Action

15 West Kellogg Blvd.  
Saint Paul, MN 55102  
651-266-9200

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**Item Number:** 2020-643

**Meeting Date:** 1/5/2021

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**Sponsor:** County Manager's Office

**Title**

Agenda of January 5, 2021 is Presented for Approval.

**Recommendation**

Approve the agenda of January 5, 2021.



# Board of Commissioners

## Request for Board Action

15 West Kellogg Blvd.  
Saint Paul, MN 55102  
651-266-9200

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**Item Number:** 2020-644

**Meeting Date:** 1/5/2021

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**Sponsor:** County Manager's Office

**Title**

Minutes from December 22, 2020 are Presented for Approval

**Recommendation**

Approve the December 22, 2020 Minutes.

**Attachments**

1.December 22, 2020 Minutes

# **Board of Commissioners Minutes**

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**December 22, 2020 - 9 a.m.**

**Council Chambers - Courthouse Room 300**

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The Ramsey County Board of Commissioners met in regular session at 9:00 a.m. with the following members present: Frethem, MatasCastillo, McDonough, McGuire, Ortega, Reinhardt, and Chair Carter. Also present were Ryan O'Connor, County Manager, and John Kelly, First Assistant County Attorney.

## **ROLL CALL**

Present: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

## **PLEDGE OF ALLEGIANCE**

1. Agenda of December 22, 2020 is Presented for Approval. [2020-471](#)

Sponsors: County Manager's Office

Motion by Reinhardt, seconded by MatasCastillo. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

2. Minutes from December 15, 2020 are Presented for Approval [2020-479](#)

Sponsors: County Manager's Office

Motion by MatasCastillo, seconded by McGuire. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

## **INFORMATION**

3. COVID Information [2020-627](#)

Sponsors: County Manager's Office

Presented by County Manager Ryan O'Connor.

## **ORDINANCE PROCEDURES**

4. Proposed Housing Stability Department Ordinance - Waive the Second Reading [2020-574](#)

Sponsors: County Manager's Office

Motion by MatasCastillo, seconded by McDonough. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: [B2020-259](#)

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5. Proposed Housing Stability Department Ordinance - Hold the Public Hearing [2020-575](#)

Sponsors: County Manager's Office

Chair Carter opened the public hearing at 9:10 a.m. County Manager Ryan O'Connor called three times for public comment. Hearing none, Chair Carter closed the public hearing at 9:11 a.m.

#### ADMINISTRATIVE ITEMS

6. 2021 Ramsey County State Legislative Platform [2020-623](#)

Sponsors: Communications & Public Relations

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: [B2020-260](#)

7. 2021 Ramsey County Federal Legislative Platform [2020-625](#)

Sponsors: Communications & Public Relations

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: [2020-261](#)

8. Countywide Unclassified Limited Duration Appointments for COVID-19 Response [2020-612](#)

Sponsors: Human Resources

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: [B2020-262](#)

9. Extension of Paid Extraordinary Pandemic Event Leave Memoranda of Agreement [2020-599](#)

Sponsors: Human Resources

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: [B2020-263](#)

10. Terms of Collective Bargaining Agreements with American Federation of State, County and Municipal Employees (AFSCME) Bargaining Unit Locals: 8 (General County), 8 (Professional), 8 (Public Health Registered Nurses), 151 (Social Services Department, Financial Assistance Services Department and the Administrative Division of the Health and Wellness Service Team) [formerly Community Human Services], 151 (Licensed Practical Nurses), 151 (Workforce Solutions), 707 (Lake Owasso Residence), 1076 (Ramsey County Care Center), and 1935 (Parks & Recreation), for the Year 2021. [2020-566](#)

Sponsors: Human Resources

Motion by McDonough, seconded by Reinhardt. Motion passed.

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Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt  
Resolution: B2020-264

11. Memoranda of Agreement for insurance premium contributions for Insurance Year 2021 with regard to the following collective bargaining agreements: [2020-578](#)  
American Federation of State, County and Municipal Employees (AFSCME)  
Local 8 for Assistant County Attorney, Teamsters Local 320, International  
Union of Operating Engineers (IUOE) Local 49 and Local 70, Law  
Enforcement Labor Services (LELS) Locals 184, 349, 353 and 423

Sponsors: Human Resources

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt  
Resolution: B2020-265

12. Salary and Benefit Changes for Non-Represented Classified and Unclassified Employees for 2021 [2020-567](#)

Sponsors: Human Resources

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt  
Resolution: B2020-266

13. Agreement for Technical Assistance on Recycling and Solid Waste Issues [2020-581](#)

Sponsors: Public Health

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt  
Resolution: B2020-267

14. Agreement for Resource Management Services [2020-585](#)

Sponsors: Public Health

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt  
Resolution: B2020-268

15. Master Agreements for County Professional and Project Management Office Consulting Services [2020-529](#)

Sponsors: Information and Public Records Administration

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt  
Resolution: B2020-269

17. Youth Diversion Professional Services Agreements [2020-582](#)

Sponsors: County Attorney's Office

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

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Resolution: B2020-270

- 18.** 2021 Salary Rate for the Ramsey County Attorney [2020-579](#)

Sponsors: County Attorney's Office

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2020-271

- 19.** 2021 Salary Rate for the Ramsey County Sheriff [2020-576](#)

Sponsors: Sheriff's Office

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2020-272

- 20.** County Medical Examiner Appointment and Agreement [2020-601](#)

Sponsors: Safety and Justice and Medical Examiner

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2020-273

- 21.** Amendment 14 to the Agreement with Kimley Horn and Associates, Inc. for consultant services on the Twin Cities Army Ammunition Plant Redevelopment Project [2020-597](#)

Sponsors: Public Works

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2020-274

- 22.** Environmental Testing and Consulting Services Master Contract [2020-560](#)

Sponsors: Public Works

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2020-275

- 23.** Certification of Property Assessed Clean Energy (PACE) Charges for Energy Improvements [2020-580](#)

Sponsors: Community & Economic Development

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2020-276

- 24.** Issue Conduit Revenue Bonds for the Wilder Square Apartments Project [2020-586](#)

Sponsors: Community & Economic Development

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2020-277

- 25.** Amendments to Agreements with Best Western Como Park and Best Western Capitol Ridge in Response to COVID-19 Homelessness [2020-609](#)

Sponsors: Economic Growth and Community Investment

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2020-278

- 26.** Agreement with Baker Tilly Municipal Advisors LLC for Financial Consultant and Advisor Services [2020-613](#)

Sponsors: Finance

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2020-279

- 27.** Appointments to the Corrections Advisory Board [2020-603](#)

Sponsors: Community Corrections

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2020-280

- 28.** Appointments to the Extension Committee [2020-604](#)

Sponsors: Communications & Public Relations

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2020-281

- 29.** Appointments to the Ramsey County Library Board [2020-605](#)

Sponsors: Library

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2020-282

- 30.** Cancellation of Board Meeting in First Quarter 2021 [2020-608](#)

Sponsors: Board of Commissioners

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2020-283

## COUNTY CONNECTIONS

Presented by County Manager, Ryan O'Connor. Discussion can be found on archived video.

**BOARD CHAIR UPDATE**

Discussion can be found on archived video.

**OUTSIDE BOARD AND COMMITTEE REPORTS**

Discussion can be found on archived video.

**ADJOURNMENT**

Chair Carter declared the meeting adjourned at 9:55 a.m.

**CLOSED MEETING**

Re: County Manager Ryan O'Connor's Performance Review

The closed meeting was called to order at 10:25 a.m. Present: Commissioners Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, Reinhardt. Also present was Ryan O'Connor, County Manager.

The closed meeting was adjourned at 12:28 p.m.

# Board of Commissioners

## Request for Board Action

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**Item Number:** 2020-629

**Meeting Date:** 1/5/2021

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**Sponsor:** Board of Commissioners

**Title**

2021 Oath of Office

**Recommendation**

The Oath of Office will be administered by Chief Judge Leonardo Castro to:

- Commissioner Nicole Frethem
- Commissioner Mary Jo McGuire
- Commissioner Victoria Reinhardt

**Background and Rationale**

N/A

**Attachments**

1.None

# Board of Commissioners

## Request for Board Action

**Item Number:** 2020-628

**Meeting Date:** 1/5/2021

**Sponsor:** Board of Commissioners

**Title**

Election of Officers for the Year 2021

**Recommendation**

Elect the following officers for the year 2021:

- Election of the Chair
- Election of the Vice-Chair

**Background and Rationale**

The Annual Organizational Meeting is the time set by the Board of Commissioners for election of officers. The officers of Chair and Vice-Chair are required by the Ramsey County Home Rule Charter and Minnesota Statutes Section 375.13.

**County Goals** (Check those advanced by Action)

☐ Well-being      ☐ Prosperity      ☐ Opportunity      ☒ Accountability

**Racial Equity Impact**

This action is strictly administrative and operational. The Chair of the County Board presides at county board meetings, and in the Chair's absence or inability to act, the Vice Chair presides at the meeting. This action has minimal impact on racial equity.

**Community Participation Level and Impact**

Click or tap here to enter text.

☒ Inform      ☐ Consult      ☐ Involve      ☐ Collaborate      ☐ Empower

**Fiscal Impact**

No fiscal impact with this action.

**County Manager Comments**

None

**Last Previous Action**

The County Board votes on the election of officers at the first meeting every year.

**Attachments**

1. None.

# Board of Commissioners

## Request for Board Action

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**Item Number:** 2020-630

**Meeting Date:** 1/5/2021

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**Sponsor:** Board of Commissioners

**Title**

Rules of Procedure for 2021

**Recommendation**

1. Adopt Rules of Procedure to govern the County Board.
2. This resolution supersedes all prior resolutions pertaining to procedures.

**Background and Rationale**

It has been the past practice of the Ramsey County Board of Commissioners to adopt its operating rules and procedures at the Board's Annual Organizational Meeting. The Ramsey County Home Rule Charter states that the County Board shall determine its own rules of procedure and order of business, but does not state a particular date or time by which they must be adopted.

**RULES OF PROCEDURE**

1. Except as hereinafter provided, Robert's Rules of Order shall apply to the procedures of the Board of Ramsey County Commissioners.
2. The Board of Ramsey County Commissioners, hereinafter called the Board, shall hold regular sessions upon the first four Tuesdays of each month at 9:00 a.m., except legal holidays, unless specially ordered otherwise by majority vote of the Board. All meetings, including committee meetings, will be televised, to the extent possible.
3. The Chair of the Board shall preside at all meetings and in his/her absence, the Vice-Chair shall preside. The Chair and Vice-Chair shall be selected by vote of the members of the Board at the first meeting in January of each year.
4. For the purpose of assisting the Board in carrying on its business, such committees shall be formed and shall be composed of such members as determined by resolution of the Board. Minutes of the committee meetings shall be kept, and shall become official upon approval by the committee. Minutes of a committee of the whole may be approved at the next regularly scheduled meeting of the appropriate standing committee, if no subsequent committee of the whole meeting has been scheduled.
5. Four members of the Board shall constitute a quorum for a Board meeting.
6. A majority of the appointed members of a standing committee shall constitute a quorum for committee meetings.
7. Should any standing committee meet and be one or two members short, the Board Chair and/or Vice-Chair may be asked to fill in for the missing member(s).
8. The Chair of a standing committee may move an item to the Board, without recommendation, if the committee does not have a quorum.
9. All Commissioners present at Committee meetings can participate in discussion and vote on all items.
10. It shall be the duty of the County Manager or his/her designated agent to keep a correct journal of the proceedings of the Board, to cause committees and members of the Board and its officers to be informed of such duties as they may be charged with from time to time.
11. No issue shall be placed upon the agenda of business for any regularly held meeting of the Board

unless the same has been distributed to the offices of the Board members and other interested parties by noon Friday preceding the meeting of the Board. The County Manager may promulgate such procedures as necessary to carry out this rule.

12. When a County Board member is aware of an emergency agenda item the County Manager shall be notified immediately. The County Manager shall immediately consult with the County Attorney's Office and the Clerk to the Board and place the emergency agenda item on the appropriate standing committee and/or County Board meeting agenda as soon as legally possible.
13. The agenda of Committee and Board meetings shall be in the format prescribed by a majority of Commissioners either by motion or resolution.
14. When a question is put by the Chair, every member shall vote, except the Board, for special reasons, may excuse any member from voting upon statement of the reason.
15. Matters placed on the "Administrative" portions of the agenda shall be moved by the Board member who is slated to vote first on roll call votes for that meeting which shall be rotated alphabetically at each succeeding meeting.
16. The County Board shall use roll call voting when action is taken at County Board meetings to approve, deny, amend or lay over items on the Board's "Administrative" or "Policy" agendas. The County Board may use a voice vote for procedural motions at Board meetings, and for all actions at Committee meetings. The Board Chair shall vote last in all cases.
17. Administrative or consent matters requiring Board approval, as determined by the Chair, will be placed directly on the Board's agenda under an "Administrative" section of the Board agenda without prior committee action and will be discussed and voted on separately.
18. Draft, unapproved minutes of the Board meeting shall be prepared, kept, recorded and distributed to all Board Members and other interested parties by the County Manager or his/her designated agent not less than three working days preceding the next regularly scheduled meeting. These minutes shall become official upon Board approval and shall constitute the official public record.
19. The official public record of County Board meetings shall be available in the Office of the County Manager and shall be distributed to all city halls and public libraries throughout the County within one week of approval.
20. It shall be the responsibility of the sponsoring committee, staff, official or citizen to have an agenda matter prepared in the form to be acted on by the County Board and to have secured legal, fiscal, and administrative review as determined by the County Manager or his/her designated agent.
21. Special meetings of the County Board may be called by the Chair of the Board or by a majority of its members.
22. All meetings of the Board, including special meetings, shall be held at the County Seat, either in the Offices of the Board of County Commissioners, or in the Council Chambers on the third floor of the City Hall and Court House, or such location as may be designated by the Board by resolution, motion, or by the Chair.
23. No rule of the Board shall be suspended or amended without the concurrence of a majority of the Board.
24. All matters requiring Board approval must receive the concurrence of a majority of the Board.
25. Citizens who wish to be heard on matters of interest to the good and welfare of the County shall be heard at an appropriate time on the agenda.
26. The County Board may waive the first and second reading of a proposed ordinance if a copy of the proposed ordinance is supplied to each member of the County Board prior to its introduction and if the County Board passes a resolution waiving the full reading of the ordinance.
27. The County Board of Commissioners hereby waives the reading of Board Resolutions, unless a reading of a specific resolution is requested by the Chair.
28. The county clerk is responsible for the safe and orderly keeping of ordinances, resolutions and policies adopted by the board of commissioners. The clerk must maintain a current record of adopted ordinances, resolutions and Board policies.
29. The county clerk may make minor, non-substantive corrections to ordinances, resolutions and board policies, upon the written advice or recommendation of the county attorney or the county attorney's

designee without the necessity of further action of the board of commissioners. The county attorney or designee must confirm that the proposed changes do not alter the intent and meaning of the record being corrected. The corrections authorized by this provision include, but are not limited to:

- a. correction of grammatical, punctuation and spelling errors;
- b. correction of typographical errors;
- c. removal of duplicate pages;
- d. correction of incorrect references to federal, state and local laws and regulations, or other similar or technical sources;
- e. substitution of written words for figures or symbols and vice versa;
- f. corrections to legal descriptions of real property, as may be required to enable recording of record; provided that any change must be consistent with parcel sketches or other depictions provided to the board of commissioners at the time of board approval of the ordinance or resolution that is corrected.

The county clerk shall provide the board of commissioners with an annual written report describing all corrections made under this provision.

**County Goals** (Check those advanced by Action)

☐ Well-being      ☐ Prosperity      ☐ Opportunity      ☒ Accountability

**Racial Equity Impact**

This action is strictly administrative and operational. Rules of Procedure guide how County Board meetings are conducted. This action has minimal impact on racial equity.

**Community Participation Level and Impact**

Informing the community of this action provides transparency in procedures of County Board meetings, which are strictly administrative and operational.

☒ Inform      ☐ Consult      ☐ Involve      ☐ Collaborate      ☐ Empower

**Fiscal Impact**

None.

**County Manager Comments**

The Ramsey County Board of Commissioners is required to determine and adopt its rules of procedure.

**Last Previous Action**

The Rules of Procedure are adopted every year.

**Attachments**

1.None.



# Board of Commissioners

## Request for Board Action

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**Item Number:** 2020-631

**Meeting Date:** 1/5/2021

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**Sponsor:** Board of Commissioners

**Title**

Appointments to Standing Committees for 2021

**Recommendation**

Approve appointments to various standing committees for the year 2021.

**Background and Rationale**

The Annual Organizational Meeting is the time established to approve appointment of commissioners to standing committees. The appointments to standing committees for 2021 are as follows:

**AUDIT**

- MatasCastillo, Chair
- McDonough, Vice Chair
- Carter

**BUDGET**

- Reinhardt, Chair
- MatasCastillo, Vice-Chair
- Carter
- Frethem
- McDonough
- McGuire
- Ortega

**LEGISLATIVE**

- McGuire, Chair
- MatasCastillo, Vice-Chair
- Carter
- Frethem
- McDonough
- Ortega
- Reinhardt

**HEALTH AND WELLNESS SERVICE TEAM COMMITTEE OF THE WHOLE**

- Frethem, Chair
- Carter, Vice Chair
- MatasCastillo
- McDonough
- McGuire

- Ortega
- Reinhardt

**ECONOMIC GROWTH AND COMMUNITY INVESTMENT SERVICE TEAM COMMITTEE OF THE WHOLE**

- McDonough, Chair
- Reinhardt, Vice Chair
- Carter
- Frethem
- MatasCastillo
- McGuire
- Ortega

**INFORMATION AND PUBLIC RECORDS SERVICE TEAM COMMITTEE OF THE WHOLE**

- McGuire, Chair
- Reinhardt, Vice Chair
- Carter
- Frethem
- MatasCastillo
- McDonough
- Ortega

**SAFETY AND JUSTICE SERVICE TEAM COMMITTEE OF THE WHOLE**

- Ortega, Chair
- Frethem, Vice Chair
- Carter
- MatasCastillo
- McDonough
- McGuire
- Reinhardt

**STRATEGIC TEAM COMMITTEE OF THE WHOLE**

- Carter, Chair
- McGuire, Vice Chair
- Frethem
- MatasCastillo
- McDonough
- Ortega
- Reinhardt

**County Goals** (Check those advanced by Action)☐ Well-being☐ Prosperity☐ Opportunity☒ Accountability**Racial Equity Impact**

Appointments to standing county board committees is an annual administrative organizational action. The County Board is committed to racial equity and actively looks for ways to advance racial equity in the work

of the County's standing committees.

**Community Participation Level and Impact**

Informing the community of this action provides transparency about appointments and is strictly operational.

☒ Inform

☐ Consult

☐ Involve

☐ Collaborate

☐ Empower

**Fiscal Impact**

None.

**County Manager Comments**

The Ramsey County Board of Commissioners is required to make these appointments at the first meeting of the year.

**Last Previous Action**

These appointments are made every year.

**Attachments**

1. None.

# Board of Commissioners

## Request for Board Action

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**Item Number:** 2020-632

**Meeting Date:** 1/5/2021

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**Sponsor:** Board of Commissioners

**Title**

Appointments to Outside Boards and Committees for 2021

**Recommendation**

Approve appointments of commissioners to various outside boards, committees and commissions for the year 2021 as listed in the background.

**Background and Rationale**

The Annual Organizational Meeting is the time established to approve appointment of commissioners to various outside boards, committees and commissions. The appointments to outside boards, committees and commissions for 2021 are as follows:

ACTIVE LIVING RAMSEY COMMUNITIES

- McGuire

ASSOCIATION OF MINNESOTA COUNTIES (AMC) - BOARD APPOINTED

- AMC Board of Directors: McDonough (representative), Reinhardt (alternate)
- AMC District X Committee: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, Reinhardt

BOARD/BENCH COMMITTEE

- McDonough
- Ortega
- Reinhardt

COMMUNITY ACTION PARTNERSHIP (Terms to begin March 2021)

- Frethem
- MatasCastillo
- McDonough, alternate
- McGuire, alternate

COUNTY-COURT JOINT COMMITTEE

- McDonough
- Ortega
- Reinhardt

COURT HOUSE/CITY HALL COMMITTEE

- McDonough
- McGuire
- Ortega

**CRIMINAL JUSTICE COORDINATING COMMITTEE**

- Carter
- McDonough, alternate

**GENERATION NEXT**

- Frethem

**GOLD LINE JOINT POWERS BOARD**

- McDonough
- Reinhardt, alternate

**GREATER MSP REGIONAL PARTNERSHIP**

- Carter

**HEADING HOME RAMSEY - CONTINUUM OF CARE**

- McDonough

**ITASCA Project**

- McDonough
- Carter, alternate

**JOINT PROPERTY TAX ADVISORY COMMITTEE**

- Frethem
- MatasCastillo
- Reinhardt

**JUVENILE DETENTION ALTERNATIVES INITIATIVE**

- Carter, Co-Chair
- McGuire
- Frethem, alternate

**LAW LIBRARY TRUSTEE**

- McGuire
- McDonough, alternate

**METROPOLITAN ALLIANCE FOR HEALTHY FAMILIES HOME VISITING**

- Frethem

**METROPOLITAN CONSERVATION DISTRICTS JOINT POWERS BOARD**

- Frethem
- McDonough, alternate

**METROPOLITAN EMERGENCY SERVICES BOARD (MESB)**

- MatasCastillo (2 votes)
- McDonough (2 votes)
- Frethem, alternate

**METRO GIS POLICY BOARD**

- Reinhardt
- McDonough, alternate

**METROPOLITAN LIBRARY SERVICES AGENCY (MELSA) BOARD OF TRUSTEES**

- McGuire

**METROPOLITAN MOSQUITO CONTROL DISTRICT BOARD**

- McDonough
- McGuire
- Ortega

**METROPOLITAN TRANSPORTATION ADVISORY BOARD**

- McGuire
- MatasCastillo, alternate

**MINNESOTA LANDMARKS BOARD**

- Ortega
- Reinhardt

**MINNESOTA WORKFORCE COUNCIL ASSOCIATION**

- McDonough

**PARTNERSHIP ON WASTE AND ENERGY**

- Reinhardt

**PRITZKER EARLY CHILDHOOD INITIATIVE**

- McGuire (Chair)
- Frethem

**RAMSEY COUNTY CHILDREN'S MENTAL HEALTH COLLABORATIVE**

- McDonough

**RAMSEY COUNTY DISPATCH/800 MHz SUBSYSTEM POLICY COMMITTEE**

- McDonough
- Ortega

**RAMSEY COUNTY EXTENSION COMMITTEE**

- Frethem
- McGuire
- Reinhardt

**RAMSEY COUNTY LEAGUE OF LOCAL GOVERNMENTS**

- McGuire
- MatasCastillo, alternate

**RAMSEY COUNTY LIBRARY BOARD OF TRUSTEES LIAISON**

- Reinhardt
- McGuire, Alternate

**RECYCLING & ENERGY BOARD**

- Frethem
- MatasCastillo

- McGuire
- Ortega
- Reinhardt
- McDonough, alternate

**REGIONAL HAULERS LICENSING BOARD**

- Reinhardt
- McGuire, alternate

**REGIONS HOSPITAL BOARD**

- McDonough

**RE-THINKING I-94 COMMITTEE**

- Ortega
- McDonough, alternate

**SAINT PAUL CHILDREN'S COLLABORATIVE**

- Carter
- McGuire

**SAINT PAUL DOWNTOWN ALLIANCE**

- Carter

**SAINT PAUL PROMISE NEIGHBORHOOD**

- MatasCastillo
- Carter, alternate

**STATE COMMUNITY HEALTH SERVICES ADVISORY COMMITTEE**

- McDonough
- MatasCastillo, alternate

**STATEWIDE RADIO BOARD**

- McDonough

**SUBURBAN RAMSEY FAMILY COLLABORATIVE JOINT POWERS BOARD**

- McGuire, Chair
- Frethem, alternate

**TCAAP JOINT DEVELOPMENT AUTHORITY**

- Ortega
- Reinhardt
- McDonough, alternate

**WORKFORCE INNOVATION BOARD**

- McDonough
- Carter, alternate

In addition to the formal appointments made by the Ramsey County Board of Commissioners, Ramsey County Commissioners actively participate on other boards, committees, associations and commissions, including participation in the Association of Minnesota Counties (AMC) and the National Association of Counties (NACo)

as follows:

**Association of Minnesota Counties (AMC):**

- Board of Directors: Carter (NACo), McGuire (2<sup>nd</sup> Vice President), McDonough, Reinhardt (alternate)
- Environment & National Resources Policy Committee: Reinhardt
- General Government Policy Committee: McDonough
- Health & Human Services Policy Committee: Carter, MatasCastillo
- Public Safety Policy Committee: McGuire
- Transportation & Infrastructure Policy Committee: Ortega
- Housing, Economic Workforce Development Committee: MatasCastillo, McDonough

**National Association of Counties (NACo):**

- Arts & Culture Commission: Carter, Frethem, McGuire
- Board of Directors: Carter (AMC)
- Community, Economic & Workforce Development Steering Committee: McDonough (Vice Chair)
- Environment, Energy & Land Use Steering Committee: Reinhardt
- Health Steering Committee: MatasCastillo
- Healthy Counties Initiative Advisory Board: McGuire (Vice Chair), Carter, McDonough
- Human Services & Education Steering Committee: Carter (Vice Chair)
- IT Committee: Reinhardt
- Justice & Public Safety Committee: McGuire
- Large Urban County Caucus (LUCC): Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, Reinhardt
- Large Urban County Caucus (LUCC) Steering Committee: Carter, MatasCastillo, McDonough, McGuire, Ortega, Reinhardt
- Programs and Services Committee: McGuire (Vice Chair)
- Resilient Counties Advisory Board: Reinhardt (Vice Chair)
- Transportation Steering Committee: Ortega
- Veterans and Military Services Committee: MatasCastillo (Vice Chair)

**County Goals** (Check those advanced by Action)

☒ Well-being

☒ Prosperity

☒ Opportunity

☒ Accountability

**Racial Equity Impact**

Appointments to outside boards and committees is an annual administrative organizational action. These boards and committees represent formal entities, partnerships and initiatives that often respond to issues of significance to the community. County Commissioners will seek opportunities to advance racial equity through the work of these boards and committees.

**Community Participation Level and Impact**

Informing the community of this action provides transparency about boards and committees in which the County Commissioners participate. The appointments will provide opportunities for the County Commissioners to build relationships, consult and collaborate with community in supporting and responding to issues important to the community through the work of these boards and committees.

☒ Inform

☐ Consult

☐ Involve

☐ Collaborate

☐ Empower

**Fiscal Impact**



None.

**County Manager Comments**

The Ramsey County Board of Commissioners is required to make these appointments at the first meeting of the year.

**Last Previous Action**

These appointments are made every year.

**Attachments**

1. None.

# Board of Commissioners

## Request for Board Action

**Item Number:** 2020-634

**Meeting Date:** 1/5/2021

**Sponsor:** Board of Commissioners

### Title

Appointment of Members to the Ramsey County Housing and Redevelopment Authority for 2021

### Recommendation

Approve the appointment of members to the Ramsey County Housing and Redevelopment Authority for the year 2021.

### Background and Rationale

The Ramsey County Board of Commissioners is the entity that makes appointments to the Ramsey County Housing and Redevelopment Authority.

The appointments for 2021 are as follows:

- Commissioner Toni Carter
- Commissioner Nicole Frethem
- Commissioner Trista MatasCastillo
- Commissioner Jim McDonough
- Commissioner Mary Jo McGuire
- Commissioner Rafael Ortega
- Commissioner Victoria Reinhardt

### County Goals (Check those advanced by Action)

☐ Well-being      ☐ Prosperity      ☐ Opportunity      ☒ Accountability

### Racial Equity Impact

The County Commissioners are appointed annually to the Housing and Redevelopment Authority as an administrative function. The work of the Housing and Redevelopment Authority, in partnership with other entities, provides support to improve housing and economic development initiatives that support racial equity.

### Community Participation Level and Impact

Informing the community of this action provides transparency about the appointment process, which is strictly administrative and operational. The work of the Housing and Redevelopment Authority provides opportunities for the County Commissioners to consult and collaborate with the community in supporting initiatives that are important to the community.

☒ Inform      ☐ Consult      ☐ Involve      ☐ Collaborate      ☐ Empower

### Fiscal Impact

None.

**County Manager Comments**

The Ramsey County Board of Commissioners is required to make these appointments at the first meeting of the year.

**Last Previous Action**

These appointments are made every year.

**Attachments**

1.None

# Board of Commissioners

## Request for Board Action

**Item Number:** 2020-635

**Meeting Date:** 1/5/2021

**Sponsor:** Board of Commissioners

**Title**

Appointment of Members to the Ramsey County Regional Railroad Authority for 2021

**Recommendation**

Approve the appointment of members to the Ramsey County Regional Railroad Authority for the year 2021.

**Background and Rationale**

The Ramsey County Board of Commissioners is the entity that makes appointments to the Ramsey County Regional Railroad Authority.

The appointments for 2021 are as follows:

- Commissioner Toni Carter
- Commissioner Nicole Frethem
- Commissioner Trista MatasCastillo
- Commissioner Jim McDonough
- Commissioner Mary Jo McGuire
- Commissioner Rafael Ortega
- Commissioner Victoria Reinhardt

**County Goals** (Check those advanced by Action)

☐ Well-being      ☐ Prosperity      ☐ Opportunity      ☒ Accountability

**Racial Equity Impact**

The County Commissioners are appointed annually to the Regional Railroad Authority as an administrative function. The work of the Regional Railroad Authority, in partnership with other entities, supports improvements to multiple modes of transportation that increase access and racial equity.

**Community Participation Level and Impact**

Informing the community of this action provides transparency about the appointment process, which is strictly administrative and operational. The work of the Regional Railroad Authority provides opportunities for the County Commissioners to consult and collaborate with the community in supporting initiatives that are important to the community.

☒ Inform      ☐ Consult      ☐ Involve      ☐ Collaborate      ☐ Empower

**Fiscal Impact**

None.

**County Manager Comments**

The Ramsey County Board of Commissioners is required to make these appointments at the first meeting of the year.

**Last Previous Action**

These appointments are made every year.

**Attachments**

1.None

# Board of Commissioners

## Request for Board Action

**Item Number:** 2020-636

**Meeting Date:** 1/5/2021

**Sponsor:** County Manager's Office

### Title

Contracts with Press Publications, Inc. and Northwest Publications LLC dba St. Paul Pioneer Press for 2021 Newspaper Publications

### Recommendation

1. Award a contract to Press Publications, Inc., 4779 Bloom Avenue, White Bear Lake, MN 55110, as the designated Official Newspaper for the following Ramsey County publications:
  - Official proceedings of the Board of Ramsey County Commissioners and all notices for the year 2021 in the Vadnais Heights Press at a cost of \$4.97 per column inch for the first insertion, and \$4.97 for subsequent insertions.
  - 2020 Financial Statement in the White Bear Press as the other newspaper of general circulation located in a different municipality in the County than the Official Newspaper, at a cost of \$12.52 per column inch and \$12.52 per column inch for subsequent insertions.
  - List of Real Estate Taxes Remaining Delinquent on the first day of January 2021, in the Vadnais Heights Press at a cost of \$5.09 per column inch for the first insertion, and \$5.09 per column inch for subsequent insertions.
  - Notice of Expiration of Redemption in the Vadnais Heights Press at a cost of \$4.21 per column inch for the first insertion, and \$4.21 per column inch for subsequent insertions.
2. Authorize the Chair and the Chief Clerk to execute the contract with Press Publications, Inc.
3. Award a contract to Northwest Publications, LLC, dba St. Paul Pioneer Press, PO Box 64831, Saint Paul, MN 55164, as the designated Official Newspaper for publication of Ramsey County's 2020 Financial Statement in the Pioneer Press at a cost of \$6.30 per column inch and \$6.30 per column inch for subsequent insertions.
4. Authorize the Chair and Chief Clerk to execute the contract with Northwest Publications LLC dba St. Paul Pioneer Press.

### Background and Rationale

Annually, a competitive solicitation is released for official publication services required of Ramsey County for the subsequent year. Minnesota Statutes require various official publications of Ramsey County and define the requirements of official newspapers as indicated below:

Minnesota State Statutes Chapter 395 of the 1990 Legislature, which amends Minnesota Statute §331.A.02, Subd 1. Requirements for a Qualified Newspaper, and Minnesota Statute §331A.04 require the following:

- publication of a political subdivision's public notices, including the official proceedings of the county board, in a qualified newspaper of general circulation in the county with its "known office of issue" within the political subdivision.
- the publisher must also do its typographic, composition, and presswork in Ramsey County.
- awarding of the contract is to be made at the county board's first regular session each year.

Minnesota Statute §375.17 requires Ramsey County's 2020 Financial Statement is to be published in the newspaper designated by the County Board as the Official Newspaper for such publication, and in a

newspaper of general circulation located in a different municipality in the County than the Official Newspaper.

Minnesota Statute §§279.09-279.10 and 279.13 as amended requires publication in the newspaper designated annually by the County Board the List of Real Estate Taxes Remaining Delinquent on the first day of January.

Minnesota Statute §281.23 as amended requires publication of the Notice of Expiration of Redemption for the County of Ramsey.

For the year 2021, two proposals were received in response to the Request for Bids. The awards are required to be given to the lowest responsive and responsible bidder. New this year is a split in the awards being given to the two proposers, based on the lowest bid per publication type included in the solicitation:

Press Publications, Inc. 4779 Bloom Avenue, White Bear Lake, MN 55110, bid according to specifications contained within the Request for Bids document, including payment of prevailing wages when doing the County's work under the resulting agreement, and will provide the following Ramsey County publications to be published in the Vadnais Heights Press, designated as the Official Newspaper for:

- Official proceedings and other public notices - \$4.99 per column inch, and \$4.99 per column inch for subsequent insertions.
- 2020 Financial Statement in a newspaper located in a different municipality - \$12.81 per column inch and \$12.81 per column inch for subsequent insertions.
- List of Real Estate Taxes Remaining Delinquent - \$5.10 per column inch for the first insertion, and \$5.10 for subsequent insertions.
- Notice of Expiration of Redemption - \$4.21 per column inch for the first insertion, and \$4.21 per column inch for subsequent insertions.

Northwest Publications, LLC, dba St. Paul Pioneer Press, PO Box 64831, Saint Paul, MN 55164, bid according to specifications contained within the Request for Bids document, including payment of prevailing wages when doing the County's work under the resulting agreement and will provide the following Ramsey County publication to be published in the St. Paul Pioneer Press, designated as the Official Newspaper for:

- 2020 Financial Statement - \$6.30 per column inch and \$6.30 per column inch for subsequent insertions.

#### County Goals (Check those advanced by Action)

☐ Well-being

☐ Prosperity

☐ Opportunity

☒ Accountability

#### Racial Equity Impact

Designation of an official newspaper to publish the official notices including the proceedings of the County Board, the County's Financial Statements, and the List of Real Estate Taxes Remaining Delinquent is an annual organizational action. The decision is based on a competitive solicitation process and procurement policies requiring the award to go to the lowest responsible bidder. The decision has minimal direct impact on addressing racial equity.

#### Community Participation Level and Impact

Informing the community of this action provides transparency in the selection process, which is determined based on a competitive solicitation and procurement policies. The Official Newspaper provides transparency and information to the community, in the form of minutes and hearing notices, about the proceedings of the County Board initiatives that are important to the community.

☒ Inform      ☐ Consult      ☐ Involve      ☐ Collaborate      ☐ Empower

**Fiscal Impact**

Funds are available in the 2021 supplemental budget.

**County Manager Comments**

Minnesota Statutes state that the contracts for publication of the Board's official proceedings, the financial statement and the list of real estate taxes remaining delinquent shall be set annually at the first regular session of the board in January of each year.

**Last Previous Action**

On January 7, 2020, the County Board awarded a contract to Press Publication for publication of public notices, including board proceedings for Ramsey County in the amount of \$4.99 per column inch for the first insertion, and \$4.99 for subsequent insertions (Resolution B2020-008).

On January 7, 2020, the County Board awarded a contract to Press Publication for publication of the 2020 Financial Statement in the Vadnais Heights Press as the designated Official Newspaper (in the amount of \$12.81 per column inch and \$12.81 per column inch for subsequent insertions Resolution B2020-009).

On January 7, 2020, the County Board awarded a contract to Press Publication for publication of the 2020 Financial Statement in the White Bear Press as the other newspaper of general circulation located in a different municipality in the county than the Official Newspaper, at a cost of \$11.76 per column inch and \$11.76 per column inch for subsequent insertions (Resolution B2020-010).

On January 7, 2020, the County Board awarded a contract to Press Publication for publication in the Vadnais Heights Press as the designated official newspaper of the List of Real Estate Taxes Remaining Delinquent at a cost of \$5.10 per column inch for the first insertion, and \$5.10 per column inch for subsequent insertions (Resolution B2020-011).

**Attachments**

1. Solicitation Tabulation
2. Notice of Intent to Award - Press Publications
3. Ramsey County Procurement Contract - Press Publications
4. Ramsey County General Contract/Agreement Terms and Conditions - Press Publications
5. Notice of Intent to Award - Pioneer Press
6. Ramsey County Procurement Contract - Pioneer Press
7. Ramsey County General Contract/Agreement Terms and Conditions - Pioneer Press



**SOLICITATION TABULATION**

RFB COMGR0000002960

12/3/2020

	Press Pub	Pioneer Press
<b>Price</b>	<b>Group A: \$14.91</b>	<b>Group A: \$18.90</b>
	<b>Group B: \$25.58</b>	<b>Group B: \$12.60</b>
	<b>Group C: \$25.04</b>	<b>Group C: \$12.60</b>
	<b>Group D: \$10.18</b>	<b>Group D: \$12.60</b>
	<b>Group E: \$8.42</b>	<b>Group E: \$12.60</b>
<b>Required Solicitation Content</b>		
Solicitation Response Form	X	X
Contractor Information and Reference Form	X	X
Attachment A	X	X
Statement of compliance	X	X
<b>Responsiveness</b>		
Responsive	X	X
Non-Responsive		

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.*

# RAMSEY COUNTY PROCUREMENT CONTRACT

## County Manager

County Mgr's Office Room 250  
15 West Kellogg Blvd.  
St Paul MN 55102  
USA

**Supplier** 0000016461  
PRESS PUBLICATIONS INC.  
4779 BLOOM AVE  
WHITE BEAR LK MN 55110  
USA

## Open

## Dispatch via Print

<b>Contract ID</b> RC-000378		Page 1 of 3	
<b>Contract Dates</b> 01/05/2021 to 01/04/2022	<b>Currency</b> USD	<b>Rate Type</b> CRRNT	<b>Rate Date</b> PO Date
<b>Description:</b> 2021 Legal Notices		<b>Contract Maximum</b> 999,999,999.00	

Tax Exempt? N Tax Exempt ID:

### Contract Lines:

Line #	Supplier Item	Item Desc	UOM	Minimum Order Qty	Amt	Maximum / Open Qty	Amt
1		Publication of Board Notices, Proceedings First Insertion per Column Inch	UNT	1.00	0.00	0.00	0.00
	Contract Base Pricing	4.97000	UNT		000001		
2		PUBLICATION OF BOARD NOTICES, PROCEEDINGS SUBSEQUENT INSER COLUMN INCH	UNT	1.00	0.00	0.00	0.00
	Contract Base Pricing	4.97000	UNT		000001		
3		Publication of RC Financial Statements in Other Municipality First Insertion Per Column Inch	UNT	1.00	0.00	0.00	0.00
	Contract Base Pricing	12.52000	UNT		000001		
4		PUBLICATION OF RC FINANCIAL STATEMENTS IN OTHER MUNICIPALITY SUBSEQUENT INSER PER COLUMN INCH	UNT	1.00	0.00	0.00	0.00
	Contract Base Pricing	12.52000	UNT		000001		

All shipments, shipping papers, invoices and correspondence must be identified with our Contract ID Number. Price increases will not be honored. Errors: In case of error in calculating or typing, the quoted unit price will be used as basis for correction of this order. Freight: Unless otherwise specified herein, prices are F.O.B. destination, with freight prepaid and included. Tax: Unless otherwise specified herein, prices are inclusive of applicable taxes.

**Unauthorized**

# RAMSEY COUNTY PROCUREMENT CONTRACT

## County Manager

County Mgr's Office Room 250  
15 West Kellogg Blvd.  
St Paul MN 55102  
USA

**Supplier** 0000016461  
PRESS PUBLICATIONS INC.  
4779 BLOOM AVE  
WHITE BEAR LK MN 55110  
USA

## Open

## Dispatch via Print

<b>Contract ID</b> RC-000378		Page 2 of 3	
<b>Contract Dates</b> 01/05/2021 to 01/04/2022	<b>Currency</b> USD	<b>Rate Type</b> CRRNT	<b>Rate Date</b> PO Date
<b>Description:</b> 2021 Legal Notices		<b>Contract Maximum</b> 999,999,999.00	

Tax Exempt? N Tax Exempt ID:

5	Publication of Delinquent Real Estate Taxes First Insertion Per Column Inch	UNT	1.00	0.00	0.00	0.00
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Contract Base Pricing	5.09000	UNT	000001
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6	DELINQUENT REAL ESTATE TAXES SUBSEQUENT INSER COLUMN INCH	EA	1.00	0.00	0.00	0.00
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Contract Base Pricing	5.09000	EA	000001
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7	PUBLICATION OF NOTICE EXPIRATION OF REDEMPTION FIRST INSERTION PER COLUMN INCH	UNT	1.00	0.00	0.00	0.00
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Contract Base Pricing	4.21000	UNT	000001
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8	PUBLICATION OF NOTICE EXPIRATION OF REDEMPTION SUSEQUENT INSERTION PER COLUMN INCH	UNT	1.00	0.00	0.00	0.00
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Contract Base Pricing	4.21000	UNT	000001
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PROVIDE LEGAL PUBLICATION SERVICES TO RAMSEY COUNTY AS REQUIRED PER THE SPECIFICATIONS IN THE RFB ENTITLED COMGR2960 2021 OFFICIAL PROCEEDINGS NOTIFICATIONS AND CONTRACTOR SOLICITATION RESPONSE DATED 11/25/2020. RATES ARE LISTED IN ATTACHMENT A - PRICING WORKSHEET, WHICH IS ATTACHED AND MADE A PART OF THIS AGREEMENT

PERIOD OF PERFORMANCE:  
ORIGINAL TERM: 01/5/2021 through 1/4/2022

CONTRACTOR CONTACT: LISA GRABER  
CONTRACTOR PHONE#: 651-407-1205  
CONTRACTOR EMAIL: AR@PRESSPUBS.COM

COUNTY CONTACT: Janet Guthrie  
COUNTY PHONE#: 651-266-8014  
COUNTY EMAIL: Janet.Guthrie@CO.RAMSEY.MN.US

REQ# COMGR2960

All shipments, shipping papers, invoices and correspondence must be identified with our Contract ID Number. Price increases will not be honored. Errors: In case of error in calculating or typing, the quoted unit price will be used as basis for correction of this order. Freight: Unless otherwise specified herein, prices are F.O.B. destination, with freight prepaid and included. Tax: Unless otherwise specified herein, prices are inclusive of applicable taxes.

Unauthorized

# RAMSEY COUNTY PROCUREMENT CONTRACT

## County Manager

County Mgr's Office Room 250  
15 West Kellogg Blvd.  
St Paul MN 55102  
USA

**Supplier** 0000016461  
PRESS PUBLICATIONS INC.  
4779 BLOOM AVE  
WHITE BEAR LK MN 55110  
USA

## Open

## Dispatch via Print

<b>Contract ID</b> RC-000378		Page 3 of 3	
<b>Contract Dates</b> 01/05/2021 to 01/04/2022	<b>Currency</b> USD	<b>Rate Type</b> CRRNT	<b>Rate Date</b> PO Date
<b>Description:</b> 2021 Legal Notices		<b>Contract Maximum</b> 999,999,999.00	

Tax Exempt? N Tax Exempt ID:

The Ramsey County General Contract/Agreement Terms and Conditions is attached hereto and incorporated by reference. This Ramsey County Procurement Contract, together with any documents incorporated herein by reference, constitutes the sole and entire agreement of the parties.

### Contract Categories:

Line #	Category Desc	Maximum Amount
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1	Unclassified	
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All shipments, shipping papers, invoices and correspondence must be identified with our Contract ID Number. Price increases will not be honored. Errors: In case of error in calculating or typing, the quoted unit price will be used as basis for correction of this order. Freight: Unless otherwise specified herein, prices are F.O.B. destination, with freight prepaid and included. Tax: Unless otherwise specified herein, prices are inclusive of applicable taxes.

**Unauthorized**

## **General Contract/Agreement Terms and Conditions**

### **1. General Contract/Agreement Terms and Conditions**

#### **1.1. Payment**

##### **1.1.1.**

If this is a lump sum contract for supplies, equipment, materials and labor, or construction, invoices shall include any applicable State or Federal sales, excise or other tax. Do not itemize tax separately.

##### **1.1.2.**

If this is a contract for supplies, equipment or materials purchased for a golf course or solid waste hauling and recycling, the contractor shall itemize any applicable State or Federal sales, excise or other tax separately on the invoice.

##### **1.1.3.**

No payment will be made until the invoice has been approved by the County.

##### **1.1.4.**

Payments shall be made when the materials/services have been received in accordance with the provisions of the resulting contract.

#### **1.2. Application for Payments**

##### **1.2.1.**

The Contractor shall submit an invoice as mutually agreed upon by Contractor and the County.

##### **1.2.2.**

Invoices for any goods or services not identified in this Agreement will be disallowed.

##### **1.2.3.**

Each application for payment shall contain the order/contract number, an itemized list of goods or services furnished and dates of services provided, cost per item or service, and total invoice amount.

##### **1.2.4.**

Payment shall be made within thirty-five (35) calendar days after the date of receipt of a detailed invoice and verification of the charges. At no time will cumulative payments to the Contractor exceed the percentage of project completion, as determined by the County.

##### **1.2.5.**

Payment of interest and disputes regarding payment shall be governed by the provisions of Minnesota Statutes §471.425.

**1.2.6.**

The Contractor shall pay any subcontractor within ten days of the Contractor's receipt of payment from the County for undisputed services provided by the subcontractor. The Contractor shall pay interest of 1 1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

**1.3. Independent Contractor**

The Contractor is and shall remain an independent contractor throughout the term of this Agreement and nothing herein is intended to create, or shall be construed as creating, the relationship of partners or joint ventures between the parties or as constituting the Contractor as an employee of the County.

**1.4. Successors, Subcontracting and Assignment****1.4.1.**

The Contractor binds itself, its partners, successors, assigns and legal representatives to the County in respect to all covenants and obligations contained in this Agreement.

**1.4.2.**

The Contractor shall not assign or transfer any interest in this Agreement without prior written approval of the County and subject to such conditions and provisions as the County may deem necessary.

**1.4.3.**

The Contractor shall not enter into any subcontract for performance of any services under this Agreement without the prior written approval of the County. The Contractor shall be responsible for the performance of all subcontractors.

**1.5. Compliance With Legal Requirements****1.5.1.**

The Contractor shall comply with all applicable federal, state and local laws and the rules and regulations of any regulatory body acting thereunder and all licenses, certifications and other requirements necessary for the execution and completion of the contract.

**1.5.2.**

Unless otherwise provided in the agreement, the Contractor, at its own expense, shall secure and pay for all permits, fees, charges, duties, licenses, certifications, inspections, and other requirements and approvals necessary for the execution and completion of the contract, including registration to do business in Minnesota with the Secretary of State's Office.

**1.6. Data Practices****1.6.1.**

All data collected, created, received, maintained or disseminated for any purpose in the course of the Contractor's performance under this Agreement is subject to the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other

applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.

**1.6.2.**

The Contractor designates Lisa Graber as its Responsible Designee, pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.02 Subdivision 6, as the individual responsible for any set of data collected to be maintained by Contractor in the execution of this Agreement.

**1.6.3.**

The Contractor shall take all reasonable measures to secure the computers or any other storage devices in which County data is contained or which are used to access County data in the course of providing services under this Agreement. Access to County data shall be limited to those persons with a need to know for the provision of services by the Contractor. Except where client services or construction are provided, at the end of the Project all County data will be purged from the Contractor's computers and storage devices used for the Project and the Contractor shall give the County written verification that the data has been purged.

**1.7. Security**

**1.7.1.**

The Contractor is required to comply with all applicable Ramsey County Information Services Security Policies ("Policies"), as published and updated by Information Services Information Security. The Policies can be made available on request.

**1.7.2.**

Contractors shall report to Ramsey County any privacy or security incident regarding the information of which it becomes aware. "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with System operations in an information system. "Privacy incident" means violation of the Minnesota Government Data Practices Act (MGDPA) and/or the HIPAA Privacy Rule (45 C.F.R. Part 164, Subpart E), including, but not limited to, improper and/or unauthorized use or disclosure of protected information, and incidents in which the confidentiality of the information maintained by it has been breached. This report must be in writing and sent to the County not more than 7 days after learning of such non-permitted use or disclosure. Such a report will at least: (1) Identify the nature of the non-permitted use or disclosure; (2) Identify the data used or disclosed; (3) Identify who made the non-permitted use or disclosure and who received the non-permitted or violating disclosure; (4) Identify what corrective action was taken or will be taken to prevent further non-permitted uses or disclosures; (5) Identify what was done or will be done to mitigate any deleterious effect of the non-permitted use or disclosure; and (6) Provide such other information, including any written documentation, as the County may reasonably request. The Contractor is responsible for notifying all affected individuals whose sensitive data may have been compromised as a result of the Security or Privacy incident.

**1.7.3.**

Contractors must ensure that any agents (including contractors and subcontractors), analysts, and others to whom it provides protected information, agree in writing to be bound by the same restrictions and conditions that apply to it with respect to such information.



**1.7.4.**

The County retains the right to inspect and review the Contractor's operations for potential risks to County operations or data. The review may include a review of the physical site, technical vulnerabilities testing, and an inspection of documentation such as security test results, IT audits, and disaster recovery plans.

**1.7.5.**

All County data and intellectual property stored in the Contractor's system is the exclusive property of the County.

**1.8. Indemnification**

The Contractor shall indemnify, hold harmless and defend the County, its officials, agents, and employees against any and all liability, losses, costs, damages, expenses, claims or actions, including reasonable attorney's fees, which the County, its officials, agents, or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Contractor, or its subcontractors, and their officers, agents or employees, in the execution, performance, or failure to adequately perform the Contractor's obligations pursuant to this Agreement.

**1.9. Contractor's Insurance****1.9.1.**

The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims which may arise out of, or result from, the Contractor's operations under this Agreement, whether such operations are by the Contractor or by any subcontractor, or by anyone directly employed by them, or by anyone for whose acts or omissions anyone of them may be liable.

**1.9.2.**

Throughout the term of this Agreement, the Contractor shall secure the following coverages and comply with all provisions noted. Certificates of Insurance shall be issued to the County contracting department evidencing such coverage to the County throughout the term of this Agreement.

**1.9.3.**

Commercial general liability of no less than \$500,000 per claim, \$1,500,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products/completed operations total limit, \$1,500,000 personal injury and advertising liability.

**1.9.3.1.**

All policies shall be written on an occurrence basis using ISO form CG 00 01 or its equivalent. Coverage shall include contractual liability and XCU. Contractor will be required to provide proof of completed operations coverage for 3 years after substantial completion.

**1.9.3.2.**

The Contractor is required to add Ramsey County, its officials, employees, volunteers and agents as Additional Insured to the Contractor's Commercial General Liability, Auto Liability, Pollution 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.

**1.9.4.**

Workers' Compensation as required by Minnesota Law. Employer's liability with limits of \$500,000/\$500,000/\$500,000.

**1.9.5.**

An umbrella or excess liability policy over primary liability insurance coverages is an acceptable method to provide the required commercial general liability and employer's liability insurance amounts. If provided to meet coverage requirements, the umbrella or excess liability policy must follow form of underlying coverages and be so noted on the required Certificate(s) of Insurance.

**1.9.6.**

If the Contractor is driving on behalf of the County as part of the Contractor's services under the Agreement, a minimum of \$1,000,000 combined single limit auto liability, including hired, owned, and non-owned.

**1.9.7.**

The Contractor waives all rights against Ramsey County, its officials, employees, volunteers or agents for recovery of damages to the extent these damages are covered by the general liability, worker's compensation, and employers liability, automobile liability and umbrella liability insurance required of the Contractor under this Agreement.

**1.9.8.**

These are minimum insurance requirements. It is the sole responsibility of the Contractor to determine the need for and to procure additional insurance which may be needed in connection with this Agreement. Copies of policies shall be submitted to the County upon written request.

**1.9.9.**

Certificates shall specifically indicate if the policy is written with an admitted or non-admitted carrier. Best's Rating for the insurer shall be noted on the Certificate, and shall not be less than an A-.

**1.9.10.**

The Contractor shall not commence work until it has obtained the required insurance and if required by this Agreement, provided an acceptable Certificate of Insurance to the County.

**1.9.11.**

All Certificates of Insurance shall provide that the insurer give the County prior written notice of cancellation or non-renewal of the policy as required by the policy provisions of Minn. Stat. Ch. 60A, as applicable. Further, all Certificates of Insurance to evidence that insurer will provide at least ten (10) days written notice to County for cancellation due to non-payment of premium.

**1.9.12.**

Nothing in this Agreement shall constitute a waiver by the County of any statutory or common law immunities, defenses, limits, or exceptions on liability.

**1.10. Audit**

Until the expiration of six years after the furnishing of services pursuant to this Agreement, the Contractor, upon request, shall make available to the County, the State Auditor, or the County's

ultimate funding source, a copy of the Agreement, and the books, documents, records, and accounting procedures and practices of the Contractor relating to this Agreement.

### **1.11. Notices**

All notices under this Agreement, and any amendments to this Agreement, shall be in writing and shall be deemed given when delivered by certified mail, return receipt requested, postage prepaid, when delivered via personal service or when received if sent by overnight courier. All notices shall be directed to the Parties at the respective addresses set forth below. If the name and/or address of the representatives changes, notice of such change shall be given to the other Party in accordance with the provisions of this section.

#### **County:**

Janet Guthrie, 250 Courthouse, 15 West Kellogg Blvd., Saint Paul, MN 55102

#### **Contractor:**

Lisa Graber, 4774 Bloom Avenue, White Bear Lake, MN 55110

### **1.12. Non-Conforming Services**

The acceptance by the County of any non-conforming goods/services under the terms of this Agreement or the foregoing by the County of any of the rights or remedies arising under the terms of this Agreement shall not constitute a waiver of the County's right to conforming services or any rights and/or remedies in respect to any subsequent breach or default of the terms of this Agreement. The rights and remedies of the County provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

### **1.13. Setoff**

Notwithstanding any provision of this Agreement to the contrary, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the contract by the Contractor. The County may withhold any payment to the Contractor for the purpose of setoff until such time as the exact amount of damages due the County from the Contractor is determined.

### **1.14. Conflict of Interest**

The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this subparagraph shall be deemed a material breach of this Agreement.

### **1.15. Respectful Workplace and Violence Prevention**

The Contractor shall make all reasonable efforts to ensure that the Contractor's employees, officers, agents, and subcontractors do not engage in violence while performing under this Agreement. Violence, as defined by the Ramsey County Respectful Workplace and Violence Prevention Policy, is defined as words and actions that hurt or attempt to threaten or hurt people; it is any action involving the use of physical force, harassment, intimidation, disrespect, or misuse of power and authority, where the impact is to cause pain, fear or injury.

### **1.16. Force Majeure**

Neither party shall be liable for any loss or damage incurred by the other party as a result of events outside the control of the party ("Force Majeure Events") including, but not limited to: war,

storms, flooding, fires, strikes, legal acts of public authorities, or acts of government in time of war or national emergency.

### **1.17. Unavailability of Funding - Termination**

The purchase of goods and/or labor services or professional and client services from the Contractor under this Agreement is subject to the availability and provision of funding from the United States, the State of Minnesota, or other funding sources, and the appropriation of funds by the Board of County Commissioners. The County may immediately terminate this Agreement if the funding for the purchase is no longer available or is not appropriated by the Board of County Commissioners. Upon receipt of the County's notice of termination of this Agreement the Contractor shall take all actions necessary to discontinue further commitments of funds to this Agreement. Termination shall be treated as termination without cause and will not result in any penalty or expense to the County.

### **1.18. Termination**

#### **1.18.1.**

The County may immediately terminate this Agreement if any proceeding or other action is filed by or against the Contractor seeking reorganization, liquidation, dissolution, or insolvency of the Contractor under any law relating to bankruptcy, insolvency or relief of debtors. The Contractor shall notify the County upon the commencement of such proceedings or other action.

#### **1.18.2.**

If the Contractor violates any material terms or conditions of this Agreement the County may, without prejudice to any right or remedy, give the Contractor, and its surety, if any, seven (7) calendar days written notice of its intent to terminate this Agreement, specifying the asserted breach. If the Contractor fails to cure the deficiency within the seven (7) day cure period, this Agreement shall terminate upon expiration of the cure period.

#### **1.18.3.**

The County may terminate this Agreement without cause upon giving at least thirty (30) calendar days written notice thereof to the Contractor. In such event, the Contractor shall be entitled to receive compensation for services provided in compliance with the provisions of this Agreement, up to and including the effective date of termination.

### **1.19. Interpretation of Agreement; Venue**

#### **1.19.1.**

The Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement shall be venued in the appropriate State or Federal District Court in Ramsey County, Minnesota.

#### **1.19.2.**

The provisions of this Agreement are severable. If any part of this Agreement is rendered void, invalid or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

## **1.20. Protection of Persons and Property**

### **1.20.1.**

The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to, County employees and other persons who may be affected; the Contractor's work and materials and equipment which are under the care, custody and control of the Contractor or any of the Contractor's subcontractors; and other property at the project site or adjacent thereto.

### **1.20.2.**

Unless otherwise directed by the County's Authorized Representative, the Contractor shall promptly remedy damage or loss to property caused in whole or in part by the Contractor, its employees, officers, or subcontractor(s), or anyone directly employed by any of them, or by anyone for whose acts any of them may be liable.

## **1.21. Warranty**

The Contractor warrants that it has the legal right to provide the goods and services identified in this Agreement and further warrants that the goods and services provided shall be in compliance with the provisions of this Agreement.

## **1.22. Infringement**

### **1.22.1.**

Complementary to other "hold harmless" provisions included in this Agreement, the Contractor shall, without cost to the County, defend, indemnify, and hold the County, its officials, officers, and employees harmless against any and all claims, suits, liability, losses, judgments, and other expenses arising out of or related to any claim that the County's use or possession of the software, licenses, materials, reports, documents, data, or documentation obtained under the terms of this Agreement, violates or infringes upon any patents, copyrights, trademarks, trade secrets, or other proprietary rights or information, provided that the Contractor is promptly notified in writing of such claim. The Contractor will have the right to control the defense of any such claim, lawsuit, or other proceeding. The County will in no instance settle any such claim, lawsuit, or proceeding without the Contractor's prior written approval.

### **1.22.2.**

If, as a result of any claim of infringement of rights, the Contractor or County is enjoined from using, marketing, or supporting any product or service provided under the agreement with the County (or if the Contractor comes to believe such injunction imminent), the Contractor shall either arrange for the County to continue using the software, licenses, materials, reports, documents, data, or documentation at no additional cost to the County, or propose an equivalent, subject to County approval. The acceptance of a proposed equivalent will be at the County's sole discretion. If no alternative is found acceptable to the County acting in good faith, the Contractor shall remove the software, licenses, materials, reports, documents, data, or documentation and refund any fees and any other costs paid by the County in conjunction with the use thereof.

## **1.23. Title - Risk of Loss**

### **1.23.1.**

Title to goods and/or all associated documentation shall pass to the County upon payment by the County for goods and/or associated documentation; or for construction projects, upon incorporation of the goods into the Project.

**1.23.2.**

The County shall be relieved from all risks of loss or damage to goods, and/or all documentation prior to the time title passes to the County as described above. The Contractor shall not be responsible for loss or damage to goods and/or documentation occasioned by negligence of the County or its employees.

**1.24. Submittals**

No portion of the work requiring submission of a shop drawing, drawing, manufacturer's literature, test data or other information, or a sample shall be commenced until the submittal has been approved by the County.

**1.25. Ramsey County Master Contract**

The resulting contract will be a Ramsey County Master Contract available to all Ramsey County departments.

**1.26. Cooperative Purchasing**

Public entities that have a purchasing Joint Powers Agreement with Ramsey County may purchase under this Agreement after having received written permission from the Contractor. Such public entities shall execute their own contract directly with the Contractor. Ordering and payment shall be the sole responsibility of such public entity and in no manner shall be the obligation, liability or responsibility of the County.

**1.27. Contract Provisions for Non-Federal Entity Contracts Under Federal Award****1.27.1.**

Contracts and subcontracts for more than the simplified acquisition threshold currently set at \$175,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, shall address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

**1.27.2.**

Resulting contracts and subcontracts in excess of \$10,000 shall address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

**1.27.3.**

**Debarment and Suspension (Executive Orders 12549 and 12689)**--A contract award at any tier (see 2 CFR 180.220) shall not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

**1.27.4.**

**Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the County or the Contractor wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the

County or the Contractor shall comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

#### 1.27.5.

**Byrd Anti--Lobbying Amendment (31 U.S.C. 1352)**--Contractors that apply or bid for an award exceeding \$100,000 shall provide the required Contractor Certification Regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreement form. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non--Federal funds that takes place in connection with obtaining any Federal award. Such disclosures shall be forwarded from tier to tier up to the non--Federal awardee, Ramsey County.

#### 1.27.6.

**Davis--Bacon Act, as amended (40 U.S.C. 3141--3148).** When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non--Federal entities shall include a provision for compliance with the Davis--Bacon Act (40 U.S.C. 3141--3144, and 3146--3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, the Contractor shall pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, the Contractor shall pay wages not less than once a week. The non--Federal entity shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination.

#### 1.27.7.

The non--Federal entity shall report all suspected or reported violations to the Federal awarding agency. The contracts shall also include a provision for compliance with the **Copeland "Anti--Kickback" Act (40 U.S.C. 3145)**, as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non--Federal entity shall report all suspected or reported violations to the Federal awarding agency.

#### 1.27.8.

**Clean Air Act (42 U.S.C. 7401--7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251--1387), as amended**--Contracts and subcontracts of amounts in excess of \$150,000 shall contain a provision that requires the non--Federal Contractor to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401--7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251--1387). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**1.27.9.**

**Energy Conservation.** Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issues in compliance with the Energy Policy and Conservation Act (42 U.S.C.6201).

**1.27.10.**

(e) **Contract Work Hours and Safety Standards Act (40U.S.C.3701-3708).** Where applicable, all contracts awarded by the non-Federal entity *in excess of \$100,000 that involve the employment of mechanics or laborers* must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours.

**1.27.11.**

(c) **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60--1.3 shall include the equal opportunity clause Page 11 of 12 (Rev. 01/12/2016) provided under 41 CFR 60--1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964--1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

**1.28. Debarment and Suspension**

Ramsey County has enacted Ordinance 2013-330 [Ramsey County Debarment Ordinance](#) that prohibits the County from contracting with contractors who have been debarred or suspended by the State of Minnesota and/or Ramsey County.

**1.29. Diverse Workforce Inclusion**

For information and assistance in increasing the participation of women and minorities, contractors are encouraged to access the web sites below:

1. <http://www.JobConnectmn.com/>
2. <http://www.ConstructionHiringConnection.com/>

Job Connect and the Construction Hiring Connection provide a recruiting source for employers and contractors to post job openings and source diverse candidates.

Ramsey County's Job Connect links job seekers, employers, and workforce professionals together through our website, networking events and community outreach. The network includes over 10,000 subscribed job seekers ranging from entry-level to highly skilled and experienced professionals across a broad spectrum of industries.

Employers participate in the network by posting open jobs, meeting with workforce professionals and attending hiring events. Over 200 Twin Cities community agencies, all working with job seekers, participate in the network.

Ramsey County's Construction Hiring Connection (CHC) is an online and in-person network dedicated to the construction industry. The Construction Hiring Connection connects contractors and job seekers with employment opportunities, community resources and skills training related to the construction industry. Construction Hiring Connection is a tool for contractors to help meet diversity hiring goals. Over 1000 construction workers, representing all trades, ranging from newly graduated to journey level, are subscribed to the Construction Hiring Connection.



Additional assistance is available through [jobconnectmn@ramseycounty.us](mailto:jobconnectmn@ramseycounty.us) or call 651-266-6042.

**1.30. Alteration**

Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing and signed by both parties.

**1.31. Entire Agreement**

The written Agreement, including all attachments, represent the entire and integrated agreement between the parties hereto and supersede all prior negotiations, representations or contracts, either written or oral. No subsequent agreement between the County and the Contractor to waive or alter any of the provisions of this Agreement shall be valid unless made in the form of a written Amendment to this Agreement signed by authorized representatives of the parties.

Issued Date: 12/9/2020

### Notice of Intent to Award Letter

St. Paul Pioneer Press  
10 River Park Plaza #700  
St. Paul, MN 55107

Attention: Emily Kunz

We are pleased to notify you that Ramsey County intends to award a contract for 2021 Official Proceeding Notifications – Group B 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.*

# RAMSEY COUNTY PROCUREMENT CONTRACT

## County Manager

County Mgr's Office Room 250  
15 West Kellogg Blvd.  
St Paul MN 55102  
USA

**Supplier** 0000195170  
NORTHWEST PUBLICATIONS LLC  
DBA ST PAUL PIONEER PRESS  
PO BOX 64831  
ST PAUL MN 55164-0831  
USA

## Open

## Dispatch via Print

<b>Contract ID</b> RC-000379		Page 1 of 1	
<b>Contract Dates</b> 01/05/2021 to 01/04/2022	<b>Currency</b> USD	<b>Rate Type</b> CRRNT	<b>Rate Date</b> PO Date
<b>Description:</b> 2021 Legal Notices		<b>Contract Maximum</b> 999,999,999.00	

Tax Exempt? N Tax Exempt ID:

### Contract Lines:

Line #	Supplier Item	Item Desc	UOM	Minimum Order Qty	Amt	Maximum / Open Qty	Amt
1		Publication of RC Financial Statements in "Official Newspaper First Insertion Per Column Inch	UNT	1.00	0.00	0.00	0.00
	Contract Base Pricing	6.30000	UNT		PPLUS		
2		PUBLICATION OF RC FINANCIAL STATEMENTS IN "OFFICIAL NEWSPAP SUBSEQUENT INSERTION PER COLUMN INCH	UNT	1.00	0.00	0.00	0.00
	Contract Base Pricing	6.30000	UNT		PPLUS		

PROVIDE LEGAL PUBLICATION SERVICES TO RAMSEY COUNTY AS REQUIRED PER THE SPECIFICATIONS IN THE RFB ENTITLED COMGR2960 2021 OFFICIAL PROCEEDINGS NOTIFICATIONS AND CONTRACTOR SOLICITATION RESPONSE DATED 12/2/2020.

RATES: PUBLICATION OF THE FINANCIAL STATEMENT OF RAMSEY COUNTY FOR THE YEAR 2020  
FIRST INSERTION: \$6.30 PER COLUMN INCH  
SUBSEQUENT INSERTIONS: \$6.30 PER COLUMN INCH

PERIOD OF PERFORMANCE:  
ORIGINAL TERM: 01/05/2020 through 1/04/2020

CONTRACTOR CONTACT: Emily Kunz  
CONTRACTOR PHONE#: 651-228-5328  
CONTRACTOR EMAIL: ekunz@pioneerpress.com

COUNTY CONTACT: Janet Guthrie  
COUNTY PHONE#: 651-266-8014  
COUNTY EMAIL: Janet.Guthrie@CO.RAMSEY.MN.US

REQ# COMGR2960

The Ramsey County General Contract/Agreement Terms and Conditions is attached hereto and incorporated by reference. This Ramsey County Procurement Contract, together with any documents incorporated herein by reference, constitutes the sole and entire agreement of the parties.

All shipments, shipping papers, invoices and correspondence must be identified with our Contract ID Number. Price increases will not be honored. Errors: In case of error in calculating or typing, the quoted unit price will be used as basis for correction of this order. Freight: Unless otherwise specified herein, prices are F.O.B. destination, with freight prepaid and included. Tax: Unless otherwise specified herein, prices are inclusive of applicable taxes.

**Unauthorized**

## **General Contract/Agreement Terms and Conditions**

### **1. General Contract/Agreement Terms and Conditions**

#### **1.1. Payment**

##### **1.1.1.**

If this is a lump sum contract for supplies, equipment, materials and labor, or construction, invoices shall include any applicable State or Federal sales, excise or other tax. Do not itemize tax separately.

##### **1.1.2.**

If this is a contract for supplies, equipment or materials purchased for a golf course or solid waste hauling and recycling, the contractor shall itemize any applicable State or Federal sales, excise or other tax separately on the invoice.

##### **1.1.3.**

No payment will be made until the invoice has been approved by the County.

##### **1.1.4.**

Payments shall be made when the materials/services have been received in accordance with the provisions of the resulting contract.

#### **1.2. Application for Payments**

##### **1.2.1.**

The Contractor shall submit an invoice as mutually agreed upon by Contractor and the County.

##### **1.2.2.**

Invoices for any goods or services not identified in this Agreement will be disallowed.

##### **1.2.3.**

Each application for payment shall contain the order/contract number, an itemized list of goods or services furnished and dates of services provided, cost per item or service, and total invoice amount.

##### **1.2.4.**

Payment shall be made within thirty-five (35) calendar days after the date of receipt of a detailed invoice and verification of the charges. At no time will cumulative payments to the Contractor exceed the percentage of project completion, as determined by the County.

##### **1.2.5.**

Payment of interest and disputes regarding payment shall be governed by the provisions of Minnesota Statutes §471.425.

**1.2.6.**

The Contractor shall pay any subcontractor within ten days of the Contractor's receipt of payment from the County for undisputed services provided by the subcontractor. The Contractor shall pay interest of 1 1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

**1.3. Independent Contractor**

The Contractor is and shall remain an independent contractor throughout the term of this Agreement and nothing herein is intended to create, or shall be construed as creating, the relationship of partners or joint ventures between the parties or as constituting the Contractor as an employee of the County.

**1.4. Successors, Subcontracting and Assignment**

**1.4.1.**

The Contractor binds itself, its partners, successors, assigns and legal representatives to the County in respect to all covenants and obligations contained in this Agreement.

**1.4.2.**

The Contractor shall not assign or transfer any interest in this Agreement without prior written approval of the County and subject to such conditions and provisions as the County may deem necessary.

**1.4.3.**

The Contractor shall not enter into any subcontract for performance of any services under this Agreement without the prior written approval of the County. The Contractor shall be responsible for the performance of all subcontractors.

**1.5. Compliance With Legal Requirements**

**1.5.1.**

The Contractor shall comply with all applicable federal, state and local laws and the rules and regulations of any regulatory body acting thereunder and all licenses, certifications and other requirements necessary for the execution and completion of the contract.

**1.5.2.**

Unless otherwise provided in the agreement, the Contractor, at its own expense, shall secure and pay for all permits, fees, charges, duties, licenses, certifications, inspections, and other requirements and approvals necessary for the execution and completion of the contract, including registration to do business in Minnesota with the Secretary of State's Office.

**1.6. Data Practices**

**1.6.1.**

All data collected, created, received, maintained or disseminated for any purpose in the course of the Contractor's performance under this Agreement is subject to the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other

applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.

**1.6.2.**

The Contractor designates Emily Kunz as its Responsible Designee, pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.02 Subdivision 6, as the individual responsible for any set of data collected to be maintained by Contractor in the execution of this Agreement.

**1.6.3.**

The Contractor shall take all reasonable measures to secure the computers or any other storage devices in which County data is contained or which are used to access County data in the course of providing services under this Agreement. Access to County data shall be limited to those persons with a need to know for the provision of services by the Contractor. Except where client services or construction are provided, at the end of the Project all County data will be purged from the Contractor's computers and storage devices used for the Project and the Contractor shall give the County written verification that the data has been purged.

**1.7. Security**

**1.7.1.**

The Contractor is required to comply with all applicable Ramsey County Information Services Security Policies ("Policies"), as published and updated by Information Services Information Security. The Policies can be made available on request.

**1.7.2.**

Contractors shall report to Ramsey County any privacy or security incident regarding the information of which it becomes aware. "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with System operations in an information system. "Privacy incident" means violation of the Minnesota Government Data Practices Act (MGDPA) and/or the HIPAA Privacy Rule (45 C.F.R. Part 164, Subpart E), including, but not limited to, improper and/or unauthorized use or disclosure of protected information, and incidents in which the confidentiality of the information maintained by it has been breached. This report must be in writing and sent to the County not more than 7 days after learning of such non-permitted use or disclosure. Such a report will at least: (1) Identify the nature of the non-permitted use or disclosure; (2) Identify the data used or disclosed; (3) Identify who made the non-permitted use or disclosure and who received the non-permitted or violating disclosure; (4) Identify what corrective action was taken or will be taken to prevent further non-permitted uses or disclosures; (5) Identify what was done or will be done to mitigate any deleterious effect of the non-permitted use or disclosure; and (6) Provide such other information, including any written documentation, as the County may reasonably request. The Contractor is responsible for notifying all affected individuals whose sensitive data may have been compromised as a result of the Security or Privacy incident.

**1.7.3.**

Contractors must ensure that any agents (including contractors and subcontractors), analysts, and others to whom it provides protected information, agree in writing to be bound by the same restrictions and conditions that apply to it with respect to such information.

**1.7.4.**

The County retains the right to inspect and review the Contractor's operations for potential risks to County operations or data. The review may include a review of the physical site, technical vulnerabilities testing, and an inspection of documentation such as security test results, IT audits, and disaster recovery plans.

**1.7.5.**

All County data and intellectual property stored in the Contractor's system is the exclusive property of the County.

**1.8. Indemnification**

The Contractor shall indemnify, hold harmless and defend the County, its officials, agents, and employees against any and all liability, losses, costs, damages, expenses, claims or actions, including reasonable attorney's fees, which the County, its officials, agents, or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Contractor, or its subcontractors, and their officers, agents or employees, in the execution, performance, or failure to adequately perform the Contractor's obligations pursuant to this Agreement.

**1.9. Contractor's Insurance**

**1.9.1.**

The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims which may arise out of, or result from, the Contractor's operations under this Agreement, whether such operations are by the Contractor or by any subcontractor, or by anyone directly employed by them, or by anyone for whose acts or omissions anyone of them may be liable.

**1.9.2.**

Throughout the term of this Agreement, the Contractor shall secure the following coverages and comply with all provisions noted. Certificates of Insurance shall be issued to the County contracting department evidencing such coverage to the County throughout the term of this Agreement.

**1.9.3.**

Commercial general liability of no less than \$500,000 per claim, \$1,500,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products/completed operations total limit, \$1,500,000 personal injury and advertising liability.

**1.9.3.1.**

All policies shall be written on an occurrence basis using ISO form CG 00 01 or its equivalent. Coverage shall include contractual liability and XCU. Contractor will be required to provide proof of completed operations coverage for 3 years after substantial completion.

**1.9.3.2.**

The Contractor is required to add Ramsey County, its officials, employees, volunteers and agents as Additional Insured to the Contractor's Commercial General Liability, Auto Liability, Pollution 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.

**1.9.4.**

Workers' Compensation as required by Minnesota Law. Employer's liability with limits of \$500,000/\$500,000/\$500,000.

**1.9.5.**

An umbrella or excess liability policy over primary liability insurance coverages is an acceptable method to provide the required commercial general liability and employer's liability insurance amounts. If provided to meet coverage requirements, the umbrella or excess liability policy must follow form of underlying coverages and be so noted on the required Certificate(s) of Insurance.

**1.9.6.**

If the Contractor is driving on behalf of the County as part of the Contractor's services under the Agreement, a minimum of \$1,000,000 combined single limit auto liability, including hired, owned, and non-owned.

**1.9.7.**

The Contractor waives all rights against Ramsey County, its officials, employees, volunteers or agents for recovery of damages to the extent these damages are covered by the general liability, worker's compensation, and employers liability, automobile liability and umbrella liability insurance required of the Contractor under this Agreement.

**1.9.8.**

These are minimum insurance requirements. It is the sole responsibility of the Contractor to determine the need for and to procure additional insurance which may be needed in connection with this Agreement. Copies of policies shall be submitted to the County upon written request.

**1.9.9.**

Certificates shall specifically indicate if the policy is written with an admitted or non-admitted carrier. Best's Rating for the insurer shall be noted on the Certificate, and shall not be less than an A-.

**1.9.10.**

The Contractor shall not commence work until it has obtained the required insurance and if required by this Agreement, provided an acceptable Certificate of Insurance to the County.

**1.9.11.**

All Certificates of Insurance shall provide that the insurer give the County prior written notice of cancellation or non-renewal of the policy as required by the policy provisions of Minn. Stat. Ch. 60A, as applicable. Further, all Certificates of Insurance to evidence that insurer will provide at least ten (10) days written notice to County for cancellation due to non-payment of premium.

**1.9.12.**

Nothing in this Agreement shall constitute a waiver by the County of any statutory or common law immunities, defenses, limits, or exceptions on liability.

**1.10. Audit**

Until the expiration of six years after the furnishing of services pursuant to this Agreement, the Contractor, upon request, shall make available to the County, the State Auditor, or the County's



ultimate funding source, a copy of the Agreement, and the books, documents, records, and accounting procedures and practices of the Contractor relating to this Agreement.

#### **1.11. Notices**

All notices under this Agreement, and any amendments to this Agreement, shall be in writing and shall be deemed given when delivered by certified mail, return receipt requested, postage prepaid, when delivered via personal service or when received if sent by overnight courier. All notices shall be directed to the Parties at the respective addresses set forth below. If the name and/or address of the representatives changes, notice of such change shall be given to the other Party in accordance with the provisions of this section.

##### **County:**

Janet Guthrie, 250 Courthouse, 15 West Kellogg Blvd., Saint Paul, MN 55102

##### **Contractor:**

Emily Kunz, 10 River Park Plaza #700, Saint Paul, MN 55107

#### **1.12. Non-Conforming Services**

The acceptance by the County of any non-conforming goods/services under the terms of this Agreement or the foregoing by the County of any of the rights or remedies arising under the terms of this Agreement shall not constitute a waiver of the County's right to conforming services or any rights and/or remedies in respect to any subsequent breach or default of the terms of this Agreement. The rights and remedies of the County provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

#### **1.13. Setoff**

Notwithstanding any provision of this Agreement to the contrary, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the contract by the Contractor. The County may withhold any payment to the Contractor for the purpose of setoff until such time as the exact amount of damages due the County from the Contractor is determined.

#### **1.14. Conflict of Interest**

The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this subparagraph shall be deemed a material breach of this Agreement.

#### **1.15. Respectful Workplace and Violence Prevention**

The Contractor shall make all reasonable efforts to ensure that the Contractor's employees, officers, agents, and subcontractors do not engage in violence while performing under this Agreement. Violence, as defined by the Ramsey County Respectful Workplace and Violence Prevention Policy, is defined as words and actions that hurt or attempt to threaten or hurt people; it is any action involving the use of physical force, harassment, intimidation, disrespect, or misuse of power and authority, where the impact is to cause pain, fear or injury.

#### **1.16. Force Majeure**

Neither party shall be liable for any loss or damage incurred by the other party as a result of events outside the control of the party ("Force Majeure Events") including, but not limited to: war,

storms, flooding, fires, strikes, legal acts of public authorities, or acts of government in time of war or national emergency.

### **1.17. Unavailability of Funding - Termination**

The purchase of goods and/or labor services or professional and client services from the Contractor under this Agreement is subject to the availability and provision of funding from the United States, the State of Minnesota, or other funding sources, and the appropriation of funds by the Board of County Commissioners. The County may immediately terminate this Agreement if the funding for the purchase is no longer available or is not appropriated by the Board of County Commissioners. Upon receipt of the County's notice of termination of this Agreement the Contractor shall take all actions necessary to discontinue further commitments of funds to this Agreement. Termination shall be treated as termination without cause and will not result in any penalty or expense to the County.

### **1.18. Termination**

#### **1.18.1.**

The County may immediately terminate this Agreement if any proceeding or other action is filed by or against the Contractor seeking reorganization, liquidation, dissolution, or insolvency of the Contractor under any law relating to bankruptcy, insolvency or relief of debtors. The Contractor shall notify the County upon the commencement of such proceedings or other action.

#### **1.18.2.**

If the Contractor violates any material terms or conditions of this Agreement the County may, without prejudice to any right or remedy, give the Contractor, and its surety, if any, seven (7) calendar days written notice of its intent to terminate this Agreement, specifying the asserted breach. If the Contractor fails to cure the deficiency within the seven (7) day cure period, this Agreement shall terminate upon expiration of the cure period.

#### **1.18.3.**

The County may terminate this Agreement without cause upon giving at least thirty (30) calendar days written notice thereof to the Contractor. In such event, the Contractor shall be entitled to receive compensation for services provided in compliance with the provisions of this Agreement, up to and including the effective date of termination.

### **1.19. Interpretation of Agreement; Venue**

#### **1.19.1.**

The Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement shall be venued in the appropriate State or Federal District Court in Ramsey County, Minnesota.

#### **1.19.2.**

The provisions of this Agreement are severable. If any part of this Agreement is rendered void, invalid or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

## **1.20. Protection of Persons and Property**

### **1.20.1.**

The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to, County employees and other persons who may be affected; the Contractor's work and materials and equipment which are under the care, custody and control of the Contractor or any of the Contractor's subcontractors; and other property at the project site or adjacent thereto.

### **1.20.2.**

Unless otherwise directed by the County's Authorized Representative, the Contractor shall promptly remedy damage or loss to property caused in whole or in part by the Contractor, its employees, officers, or subcontractor(s), or anyone directly employed by any of them, or by anyone for whose acts any of them may be liable.

## **1.21. Warranty**

The Contractor warrants that it has the legal right to provide the goods and services identified in this Agreement and further warrants that the goods and services provided shall be in compliance with the provisions of this Agreement.

## **1.22. Infringement**

### **1.22.1.**

Complementary to other "hold harmless" provisions included in this Agreement, the Contractor shall, without cost to the County, defend, indemnify, and hold the County, its officials, officers, and employees harmless against any and all claims, suits, liability, losses, judgments, and other expenses arising out of or related to any claim that the County's use or possession of the software, licenses, materials, reports, documents, data, or documentation obtained under the terms of this Agreement, violates or infringes upon any patents, copyrights, trademarks, trade secrets, or other proprietary rights or information, provided that the Contractor is promptly notified in writing of such claim. The Contractor will have the right to control the defense of any such claim, lawsuit, or other proceeding. The County will in no instance settle any such claim, lawsuit, or proceeding without the Contractor's prior written approval.

### **1.22.2.**

If, as a result of any claim of infringement of rights, the Contractor or County is enjoined from using, marketing, or supporting any product or service provided under the agreement with the County (or if the Contractor comes to believe such injunction imminent), the Contractor shall either arrange for the County to continue using the software, licenses, materials, reports, documents, data, or documentation at no additional cost to the County, or propose an equivalent, subject to County approval. The acceptance of a proposed equivalent will be at the County's sole discretion. If no alternative is found acceptable to the County acting in good faith, the Contractor shall remove the software, licenses, materials, reports, documents, data, or documentation and refund any fees and any other costs paid by the County in conjunction with the use thereof.

## **1.23. Title - Risk of Loss**

### **1.23.1.**

Title to goods and/or all associated documentation shall pass to the County upon payment by the County for goods and/or associated documentation; or for construction projects, upon incorporation of the goods into the Project.

**1.23.2.**

The County shall be relieved from all risks of loss or damage to goods, and/or all documentation prior to the time title passes to the County as described above. The Contractor shall not be responsible for loss or damage to goods and/or documentation occasioned by negligence of the County or its employees.

**1.24. Submittals**

No portion of the work requiring submission of a shop drawing, drawing, manufacturer's literature, test data or other information, or a sample shall be commenced until the submittal has been approved by the County.

**1.25. Ramsey County Master Contract**

The resulting contract will be a Ramsey County Master Contract available to all Ramsey County departments.

**1.26. Cooperative Purchasing**

Public entities that have a purchasing Joint Powers Agreement with Ramsey County may purchase under this Agreement after having received written permission from the Contractor. Such public entities shall execute their own contract directly with the Contractor. Ordering and payment shall be the sole responsibility of such public entity and in no manner shall be the obligation, liability or responsibility of the County.

**1.27. Contract Provisions for Non-Federal Entity Contracts Under Federal Award**

**1.27.1.**

Contracts and subcontracts for more than the simplified acquisition threshold currently set at \$175,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, shall address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

**1.27.2.**

Resulting contracts and subcontracts in excess of \$10,000 shall address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

**1.27.3.**

**Debarment and Suspension (Executive Orders 12549 and 12689)**--A contract award at any tier (see 2 CFR 180.220) shall not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

**1.27.4.**

**Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the County or the Contractor wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the

County or the Contractor shall comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

#### 1.27.5.

**Byrd Anti--Lobbying Amendment (31 U.S.C. 1352)**--Contractors that apply or bid for an award exceeding \$100,000 shall provide the required Contractor Certification Regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreement form. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non--Federal funds that takes place in connection with obtaining any Federal award. Such disclosures shall be forwarded from tier to tier up to the non--Federal awardee, Ramsey County.

#### 1.27.6.

**Davis--Bacon Act, as amended (40 U.S.C. 3141--3148).** When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non--Federal entities shall include a provision for compliance with the Davis--Bacon Act (40 U.S.C. 3141--3144, and 3146--3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, the Contractor shall pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, the Contractor shall pay wages not less than once a week. The non--Federal entity shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination.

#### 1.27.7.

The non--Federal entity shall report all suspected or reported violations to the Federal awarding agency. The contracts shall also include a provision for compliance with the **Copeland "Anti--Kickback" Act (40 U.S.C. 3145)**, as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non--Federal entity shall report all suspected or reported violations to the Federal awarding agency.

#### 1.27.8.

**Clean Air Act (42 U.S.C. 7401--7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251--1387), as amended**--Contracts and subcontracts of amounts in excess of \$150,000 shall contain a provision that requires the non--Federal Contractor to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401--7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251--1387). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**1.27.9.**

**Energy Conservation.** Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issues in compliance with the Energy Policy and Conservation Act (42 U.S.C.6201).

**1.27.10.**

(e) **Contract Work Hours and Safety Standards Act (40U.S.C.3701-3708).** Where applicable, all contracts awarded by the non-Federal entity *in excess of \$100,000 that involve the employment of mechanics or laborers* must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours.

**1.27.11.**

(c) **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60--1.3 shall include the equal opportunity clause Page 11 of 12 (Rev. 01/12/2016) provided under 41 CFR 60--1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964--1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

**1.28. Debarment and Suspension**

Ramsey County has enacted Ordinance 2013-330 [Ramsey County Debarment Ordinance](#) that prohibits the County from contracting with contractors who have been debarred or suspended by the State of Minnesota and/or Ramsey County.

**1.29. Diverse Workforce Inclusion**

For information and assistance in increasing the participation of women and minorities, contractors are encouraged to access the web sites below:

1. <http://www.JobConnectmn.com/>
2. <http://www.ConstructionHiringConnection.com/>

Job Connect and the Construction Hiring Connection provide a recruiting source for employers and contractors to post job openings and source diverse candidates.

Ramsey County's Job Connect links job seekers, employers, and workforce professionals together through our website, networking events and community outreach. The network includes over 10,000 subscribed job seekers ranging from entry-level to highly skilled and experienced professionals across a broad spectrum of industries.

Employers participate in the network by posting open jobs, meeting with workforce professionals and attending hiring events. Over 200 Twin Cities community agencies, all working with job seekers, participate in the network.

Ramsey County's Construction Hiring Connection (CHC) is an online and in-person network dedicated to the construction industry. The Construction Hiring Connection connects contractors and job seekers with employment opportunities, community resources and skills training related to the construction industry. Construction Hiring Connection is a tool for contractors to help meet diversity hiring goals. Over 1000 construction workers, representing all trades, ranging from newly graduated to journey level, are subscribed to the Construction Hiring Connection.

Additional assistance is available through [jobconnectmn@ramseycounty.us](mailto:jobconnectmn@ramseycounty.us) or call 651-266-6042.

**1.30. Alteration**

Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing and signed by both parties.

**1.31. Entire Agreement**

The written Agreement, including all attachments, represent the entire and integrated agreement between the parties hereto and supersede all prior negotiations, representations or contracts, either written or oral. No subsequent agreement between the County and the Contractor to waive or alter any of the provisions of this Agreement shall be valid unless made in the form of a written Amendment to this Agreement signed by authorized representatives of the parties.

# Board of Commissioners

## Request for Board Action

**Item Number:** 2021-016

**Meeting Date:** 1/5/2021

**Sponsor:** Information and Public Records Administration

### Title

Correction to Resolution B2020-269 for Master Agreements for County Professional and Project Management Office Consulting Services

### Recommendation

1. Correct the term of the Master Agreements for County Professional and Project Management Office Consulting Services as contained in Resolution B2020-269 to be for a period of five years beginning on December 22, 2020 through December 21, 2025.
2. All other provisions and authorizations contained in County Board Resolution B2020-269 shall remain valid, enforceable and unaffected by this Resolution.

### Background and Rationale

On December 22, 2020, the Ramsey County Board of Commissioners authorized Resolution B2020-269. Recommendation 1 of Resolution B2020-269 incorrectly listed the end date for the five-year period of the Master Agreements for County Professional and Project Management Office Consulting Services as December 21, 2020. The correct end date is December 21, 2025, which is consistent with the language contained in the Master Agreements.

No current authority exists for the County Board Chief Clerk to administratively correct obvious clerical errors. The clerical error contained in Resolution B2020-269 is minor but requires correction.

### County Goals (Check those advanced by Action)

☐ Well-being ☐ Prosperity ☐ Opportunity ☒ Accountability

### Racial Equity Impact

This action has no impact on racial equity.

### Community Participation Level and Impact

The community is informed of this action through County Board documentation at <https://ramseycountymn.legistar.com/Calendar.aspx>.

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

### Fiscal Impact

Not applicable for this action.

### County Manager Comments

County Board approval is required to correct this clerical error in the absence of Chief Clerk authority to correct obvious clerical errors.

### Last Previous Action



On December 22, 2020, the County Board approved the initial selection of and Master Agreements for County Professional and Project Management Office Consulting Services (Resolution B2020-269).

**Attachments**

1. County Board Resolution B2020-269

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**Sponsor:** Information and Public Records Administration

**Meeting Date:** 12/22/2020

**Title:** Master Agreements for County Professional and Project Management Office Consulting Services

**File Number:** 2020-529

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**Background and Rationale:**

Master Agreements issued under the Request for Proposals (RFP) for Professional and Project Management Office Consulting Services will replace the Master Agreements issued under the Executive Level Management Consulting Services RFP; that expired in September and October of 2020. Master Agreements under the Executive Level Management Consulting program have been used to staff many important county initiatives, such as the Enterprise Resource Planning development, the Center of Excellence implementation, Information and Public Records Modernization Program, Information Services Modernization Program, and the County's Residents First Program.

Master Agreements issued under the RFP for Professional and Project Management Office Consulting Services will also fill a need for the large volume of County projects staffed by the County's Enterprise Project Management Office (EPMO). The EPMO consistently has 20 - 40 consultants working on projects at any one time.

Having vendors available through Master Agreements provides the County with the ability to procure consulting services in a timely manner from a pool of highly qualified consultants.

This RFP was issued on July 8, 2020 with proposal responses being due on July 30, 2020. The competitive solicitation summary is attached. The evaluation team evaluated the proposals based on the criteria identified in the solicitation and is recommending the following vendors:

1. Alliant Consulting
2. Bellwether Consulting
3. Capitol Hill Associates
4. Grove Technologies
5. Hollstat & Associates
6. HueLife
7. Human System Dynamics Institute
8. Iceberg Technologies
9. Johansson Consulting
10. Louellen Essex and Associates
11. Macro Group
12. North American Research & Analysis
13. Plante Moran
14. Perme & Peterson Consulting
15. Project Consulting Group
16. The ROIG Group
17. Trissential
18. Yes And Consulting

**Recommendation:**

The Ramsey County Board of Commissioners resolved to:

1. Approve the initial selection of and Master Agreements for County Professional and Project Management Office Consulting Services for a period of five years beginning on December 22, 2020 through December 21, 2020 at the rates established in the agreements with the following 18 vendors:
  - Alliant Consulting, 555 7th Street W, St. Paul, MN 55102
  - Bellwether Consulting, 44 Clarence Avenue SE, Minneapolis, MN 55414
  - Capitol Hill Associates, 525 Park Street, St. Paul, MN 55103
  - Growe Technologies, 1222 Carlton Drive, Arden Hills, MN 55112
  - Hollstat & Associates, 1333 Northland Drive, Suite 220, Mendota Heights, MN 55120
  - HueLife, 5775 Wayzata Boulevard, Suite 700, St. Louis Park, MN 55416
  - Human System Dynamics Institute, 50 East Golden Lake Road, Circle Pines, MN 55014
  - Iceberg Technologies, 1275 Ramsey Street, Suite 100, Shakopee, MN 55379
  - Johansson Consulting, 3329 Garfield Avenue, Minneapolis, MN 55408
  - Louellen Essex and Associates, 408 Parkers Lake Road, #211, Wayzata, MN 55391
  - Macro Group, 1200 Washington Avenue S, Suite 350, Minneapolis, MN 55415
  - North American Research & Analysis, 1222 First Street NE, Faribault, MN 55021
  - Plante Moran, 27400 Northwestern Highway, Southfield, MI 48034
  - Perme & Peterson Consulting, 3801 West 98th Street, Suite 207, Bloomington, MN 55431
  - Project Consulting Group, 510 1st Avenue N, Suite 400, Minneapolis, MN 55403
  - The ROIG Group, 6400 Flying Cloud Drive, Suite 110, Eden Prairie, MN 55344
  - Trissential, 1905 East Wayzata Boulevard, Suite 333, Wayzata, MN 55391
  - Yes And Consulting, 44 Clarence Avenue SE, Minneapolis, MN 55414
2. Authorize the Chair and the Chief Clerk to execute the Master Agreements.
3. Authorize the County Manager to approve and execute the additional Master Agreements with the vendors selected under the continuous Request for Proposals for County Professional Consulting Services, for a period not to exceed one (1) year term of the continuous RFP, subject to approval by the County Attorney's Office and the Finance.
4. Authorize the County Manager to execute change orders and amendments to the Master Agreements in accordance with the County's procurement policies and procedures provided the amounts are within the limits of available funding.

A motion to approve was made by Commissioner McDonough, seconded by Commissioner Reinhardt.

Motion passed.

Aye: - 7: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

By:   
Janet Guthrie, Chief Clerk - County Board

# Board of Commissioners

## Request for Board Action

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**Item Number:** 2021-021

**Meeting Date:** 1/5/2021

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**Sponsor:** County Manager's Office

**Title**  
COVID Information

### Information

Daily COVID-19 situation update dashboard

<https://www.ramseycounty.us/coviddashboard>

*This COVID-19 dashboard provides information on cases, rates of infection, testing, demographics and other information about COVID-19 in Ramsey County. The dashboard uses data from the Minnesota Department of Health which is reviewed by Saint Paul - Ramsey County Public Health and posted daily.*

Weekly COVID-19 email updates

<https://www.ramseycounty.us/covid-19-info/how-help-stay-informed/weekly-covid-19-updates>

*Each week, Ramsey County sends an e-newsletter with information on service delivery changes, health updates, upcoming virtual events and community resources.*

Coronavirus Disease 2019 (COVID-19) Information

<https://www.ramseycounty.us/Coronavirus>

*Regular updates and resources related to COVID-19 including changes to county services; health information and translated materials; community and business resources; employment assistance; racial equity and community engagement; and opportunities to help and stay informed.*

Investment & Support Efforts (CARES Funding)

<https://www.ramseycounty.us/RISE>

*Ramsey County Investment & Support Efforts (RISE). Information about how Ramsey County is using federal funds received through the CARES Act to support the community and information on programs to help individuals and families, job seekers and small businesses.*

COVID-19 Community Conversations with Dr. Lynne Ogawa

<https://www.ramseycounty.us/COVIDConversations>

*The COVID-19 Racial Equity and Community Engagement Response Team is holding a series of virtual community conversations with Dr. Lynne Ogawa, Medical Director for Saint Paul - Ramsey County Public Health, to share health information and answer resident questions.*