RAMSEY COUNTY

Board of Commissioners
Agenda

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

November 18, 2025 - 9 a.m. **Council Chambers - Courthouse Room 300**

ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGEMENT

1. Agenda of November 18, 2025 is Presented for Approval [2025-449]

Sponsors: County Manager's Office

Approve the agenda of November 18, 2025.

2. Minutes from November 4, 2025 are Presented for Approval [2025-450]

Sponsors: County Manager's Office

Approve the November 4, 2025 Minutes.

PROCLAMATION

3. National Veterans and Military Families Month [2025-464]

Sponsors: Veterans Services

PRESENTATION

4. Presentation: 2025 Emerging and Diverse Developers Program Graduation [2025-429]

Sponsors: Community & Economic Development

None. For information and discussion only.

ADMINISTRATIVE ITEMS

5. License and Lease Amendment with the State of Minnesota Department of Transportation For The Use of the Arden Hills Communication Facility [2025-467]

Sponsors: Emergency Communications

1. Approve the amendment to the agreement for a license and lease extension with the State of Minnesota Department of Transportation for the use the communication tower located at 1929 Lake Valentine Road in the City of Arden Hills, for the period of January 1, 2026 to December 31, 2035, with the option to renew for one additional 10-year

period.
2. Authorize the Chair and Chief Clerk to execute the amendment.
3. Authorize the County Manager to execute amendments that do not have a financial impact.

6. Certification of Property Assessed Clean Energy Charges for Energy Improvements [2025-453]

Sponsors: Community & Economic Development

1. Request the County Auditor to amend the existing special assessment plus interest on the following property:
   Owner: Every Meal
   Property Address: 2715 Patton Road, Roseville, MN 55113
   PIN: 05-29-23-33-0008
   Project Type: Solar energy improvements
   Assessment Request: $274,935
   Interest Rate: 6.75%
   Interest Starts Accruing: 01/01/2026
   Finance Period: 15 years
   Such assessments shall be payable in equal annual principal and interest installments extending over the term of the special assessment. The first of the installments shall be payable with general property taxes in 2026, and shall bear interest at the rates per annum and interest start date stated above, and to the first installment shall be added interest on the entire assessment from the interest start date until December 31 of the tax payable year to which the first installment will be extended, and to each subsequent installment, when due, shall be added interest for one year on all unpaid installments and to each installment shall also be added the special assessment administration fee required by Minnesota Statutes section 429.061, subdivision. 5.
   2. Direct the Chief Clerk to send a certified copy of this Resolution to the County Auditor to amend the assessment for Every Meal on the property tax lists of the county.

7. First Amendment to the Agreement with District Energy St. Paul Inc. for District Cooling Services [2025-469]

Sponsors: Property Management

1. Approve the first amendment to the agreement with District Energy St. Paul, Inc., 76 West Kellogg Boulevard, Saint Paul, MN, 55102, for cold water service at Landmark Center, to extend the term of the agreement through September 30, 2048, in accordance with the rates established in the agreement.
2. Authorize the Chair and Chief Clerk to execute the amendment.
3. Authorize the County Manager to enter into agreements and execute amendments to the agreement, in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of available funding.

8. Central Fleet Fund Balance Transfer [2025-460]

Sponsors: Public Works

1. Approve the transfer of $500,000 from the Central Fleet Fund Balance to Central Fleet's Operating Budget.

2. Approve the transfer of $300,000 from the Central Fleet Fund Balance to Central Fleet's Capital Budget.
3. Authorize the use of transferred Central Fleet Fund balance dollars to supplement the budget line items associated with general operations costs for maintenance and repair activities.
4. Authorize the use of transferred Central Fleet Fund balance dollars to supplement Central Fleet's capital purchasing activities.

9. Request for Proposals for Food Services [2025-442]

Sponsors: Sheriff's Office

1. Authorize the issuance of Request for Proposals for food services in accordance with the county's procurement policies and procedures.
2. Direct staff to return to the Ramsey County Board of Commissioners with a recommendation for selection of a contractor(s).

10. General Contingency Account Fund Transfer [2025-443]

Sponsors: Sheriff's Office

Authorize the County Manager to transfer $171,793 from the General Contingency Account to the Sheriff's Office 2025 budget.

11. 2026 Ramsey County State Legislative Platform [2025-471]

Sponsors: County Manager's Office

1. Approve the 2026 Ramsey County State Legislative Platform.
2. Authorize Ramsey County representatives to work with members of the Minnesota State Legislature and other interested parties to promote legislation reflective of the positions contained in the platform.

12. 2026 Ramsey County Federal Legislative Platform [2025-472]

Sponsors: County Manager's Office

1. Approve the 2026 Ramsey County Federal Legislative Platform.
2. Authorize Ramsey County representatives to work with members of the U.S. Congress and other interested parties to promote legislation reflective of the positions contained in the platform.

ORDINANCE PROCEDURES

13. Adoption of the 2026 Capital Improvement Program Bond Ordinance [2025-333]

Sponsors: Finance

Approve 2026 Capital Improvement Program Bond Ordinance, which sets forth procedure for issuance of said bonds.

14. Resolution Authorizing the 2026A Bond Sale [2025-334]

Sponsors: Finance

1. Approve the attached Resolution providing for the competitive negotiated sale of approximately $31,500,000 in General Obligation Capital Improvement Plan Bonds, Series 2026A including the terms attached thereto.
2. Authorize a general obligation bond sale of up to $31,500,000 of principal.
3. Set February 9, 2026, as the bond sale and award date for proposals received; Finance will report to the Ramsey County Board on February 10, 2026.

COUNTY CONNECTIONS

OUTSIDE BOARD AND COMMITTEE REPORTS

BOARD CHAIR UPDATE

ADJOURNMENT

Following County Board Meeting:

10:30 a.m. (est.) Board Workshop: Safe and Strong University Avenue Initiative Workshop
Courthouse Room 220, Large Conference Room
Public access via Zoom:
Webinar ID: 917 1823 8667 | Passcode: 173774 | Phone: 651-372-8299

1:30 p.m. Board Workshop: 2026 - 2030 Transportation Improvement Program
Courthouse Room 220, Large Conference Room
Public access via Zoom:
Webinar ID: 954 0086 3719 | Passcode: 865916 | Phone: 651-372-8299

Advance Notice:

Nov. 25, 2025 County board meeting – Council Chambers
Dec. 02, 2025 County board meeting – Council Chambers
Dec. 09, 2025 No county board meeting – Association of Minnesota Counties Annual Conference
Dec. 16, 2025 County board meeting – Council Chambers

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

RAMSEY COUNTY

Board of Commissioners

Request for Board Action

Item Number: 2025-449 **Meeting Date:** 11/18/2025

Sponsor: County Manager's Office

Title
Agenda of November 18, 2025 is Presented for Approval

Recommendation
Approve the agenda of November 18, 2025.

RAMSEY COUNTY

Board of Commissioners

Request for Board Action

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

Item Number: 2025-450 **Meeting Date:** 11/18/2025

Sponsor: County Manager's Office

Title
Minutes from November 4, 2025 are Presented for Approval

Recommendation
Approve the November 4, 2025 Minutes.

Attachments
1. November 4, 2025 Minutes.

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

RAMSEY COUNTY

Board of Commissioners
Minutes

November 4, 2025 - 9 a.m. **Council Chambers - Courthouse Room 300**

The Ramsey County Board of Commissioners met in regular session at 9:02 a.m. with the following members present: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Xiong and Chair Ortega. Also present were Ling Becker, County Manager, and Jada Lewis, Civil Division Director, Ramsey County Attorney's Office.

ROLL CALL

Present: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, and Xiong

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGEMENT

Presented by Commissioner Moran.

1. Agenda of November 4, 2025 is Presented for Approval 2025-447

Sponsors: County Manager's Office

Approve the agenda of November 4, 2025.

Motion by Miller, seconded by Xiong. Motion passed.
Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, and Xiong

2. Minutes from October 21, 2025 are Presented for Approval 2025-448

Sponsors: County Manager's Office

Approve the October 21, 2025 Minutes.

Motion by McGuire, seconded by Miller. Motion passed.
Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, and Xiong

PROCLAMATION

3. Proclamation: Native American Heritage Month 2025-440

Sponsors: Policy & Planning

Presented by Commissioner Miller. Discussion can be found on archived video.

ORDINANCE PROCEDURES

4. 2026 Capital Improvement Program Bond Ordinance - Waive Second Reading and Hold Public Hearing 2025-332

Sponsors: Finance

1. Waive the second reading of the proposed 2026 Capital Improvement Program Bond Ordinance.
2. Hold the public hearing for the proposed 2026 Capital Improvement Program Bond Ordinance.

Chair Ortega opened the public hearing at 9:20 a.m. The chair called three times for additional public comments. Hearing none, the chair closed the public hearing at 9:25 a.m.

The Ramsey County Home Rule Charter section 5.02 states each proposed ordinance shall receive two readings: first, at the time it is presented, and second, at the time of the public hearing as required by law. Both readings may be waived if a copy of the ordinance is supplied to each member of the Ramsey County Board prior to its introduction.

Motion by Miller, seconded by Xiong. Motion passed.
Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, and Xiong
Resolution: B2025-199

ADMINISTRATIVE ITEMS

5. Appointment to the Ramsey-Washington Metro Watershed District 2025-284

Sponsors: Board of Commissioners

Appointment the following individuals to the Ramsey-Washington Metro Watershed District Board of Managers for a term beginning February 24, 2026 and ending on February 23, 2029.

- Mark C. Gernes (incumbent)
- Benjamin M. Karp (incumbent)

Motion by Moran, seconded by McGuire. Motion passed.
Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, and Xiong
Resolution: B2025-200

7. Appointments to the Valley Branch Watershed District Board of Managers 2025-286

Sponsors: Board of Commissioners

Appoint Rick Gelbmann (incumbent) the Valley Branch Watershed District Board of Managers for terms beginning November 14, 2025 and ending November 13, 2028.

Motion by Moran, seconded by McGuire. Motion passed.
Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, and Xiong
Resolution: B2025-201

8. Appointment to the Ramsey County Extension Committee 2025-431

Sponsors: Board of Commissioners

Appoint the following individuals to the Ramsey County Extension Committee for a term beginning November 4, 2025 and ending on December 31, 2028.

- Heidi Miller (incumbent)
- Nancy Kasseth

Motion by Moran, seconded by McGuire. Motion passed.
Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, and Xiong
Resolution: B2025-202

9. Rename Metro Square to Ramsey County Government Center 2025-430

Sponsors: Communications & Public Relations, Property Management

1. Approve the renaming of the 121 7th Place East, St. Paul facility from ‘Metro Square’ to ‘Ramsey County Government Center’ in accordance with the Countywide Facilities Naming Policy.
2. Authorize Communication and Public Relations and Property Management to oversee implementation of the name change, including updating internal and external references, signage, communications, and systems.

Motion by Moran, seconded by McGuire. Motion passed.
Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, and Xiong
Resolution: B2025-203

6. Appointment to the Rice Creek Watershed District 2025-285

Sponsors: Board of Commissioners

Appoint Marcie Weinandt (incumbent) to the Rice Creek Watershed District Board of Managers for a term beginning January 18, 2026 and ending on January 17, 2029.

Discussion can be found on archived video.

Motion by Jebens-Singh, seconded by Xiong. Motion passed.
Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, and Xiong
Resolution: B2025-204

10. 2026 Salary Rate for the Ramsey County Sheriff 2025-441

Sponsors: Sheriff's Office

1. Set the annual salary for the Ramsey County Sheriff at $203,510 effective January 1, 2026.
2. Authorize the continuation of the contribution to deferred compensation consistent with that approved for non-represented employees for 2026.
3. Authorize the continuation of the uniform/clothing allowance of $1,375 for 2026.

Motion by Xiong, seconded by McMurtrey, to amend Recommendation #1 to read as the following:

1. Set the annual salary for the Ramsey County Sheriff at $196,041 effective January 1, 2026.

Motion by Xiong, seconded by McMurtrey. Motion passed.
Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, and Xiong
Resolution: B2025-205

INFORMATION

11. Food and Infant Nutrition Support in Response to Federal Shutdown 2025-476

Sponsors: County Manager's Office

None - for discussion only.

Presented by County Manager Ling Becker. Discussion can be found on archived video.

COUNTY CONNECTIONS

Presented by County Manager, Ling Becker. Discussion can be found on archived video.

OUTSIDE BOARD AND COMMITTEE REPORTS

Discussion can be found on archived video.

BOARD CHAIR UPDATE

Presented by Chair Ortega. Discussion can be found on archived video.

ADJOURNMENT

Chair Ortega declared the meeting adjourned at 10:28 a.m.

15 West Kellogg Blvd.
Saint Paul, MN 55102
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RAMSEY COUNTY

Board of Commissioners

Request for Board Action

Item Number: 2025-464 **Meeting Date:** 11/18/2025

Sponsor: Veterans Services

Title
National Veterans and Military Families Month

Attachments
1. Proclamation

Proclamation

WHEREAS, Throughout the nation's history, members of the United States Armed Forces have defended freedom with courage, honor, and selfless service; and

WHEREAS, Each veteran and military family represents a link in a chain of honor that stretches back to the nation's founding days, unwavering in their devotion to their loved ones who served in uniform, with this month honoring all military and veteran families for their service and sacrifice in answering the nation's call to duty and recognizing a debt of gratitude that can never be fully repaid; and

WHEREAS, The month of November is designated as National Veterans and Military Families Month, a time to recognize and honor the contributions of the men and women who have served in uniform and to express gratitude to the families who stand beside them; and

WHEREAS, Ramsey County is home to thousands of veterans, service members, and military families who enrich communities through leadership, dedication, and continued public service; and

WHEREAS, Many Ramsey County employees are veterans or military family members who bring unique perspectives, skills, and a deep commitment to public service that strengthens the workforce and advances the county's mission to serve residents with integrity and compassion; and

WHEREAS, Ramsey County Veterans Services, in partnership with local, state, and federal agencies, connects veterans and their families to benefits, care, and opportunities—including VA healthcare, housing, education, employment, and community supports; and

WHEREAS, Community partnerships across Ramsey County play an essential role in ensuring that no veteran or military family faces challenges alone; and

WHEREAS, Ramsey County reaffirms its commitment to support and uplift veterans and military families of all backgrounds through equity, opportunity, and compassion; Now, Therefore, Be It

PROCLAIMED, The Ramsey County Board of Commissioners hereby declares November 2025, as National Veterans and Military Families Month in Ramsey County, Minnesota, and encourages all residents, organizations, and community partners to join in expressing appreciation to veterans, service members, and their families and to recognize their enduring contributions to the county, state, and nation.

Rafael Ortega, Board Chair, District 5

Tara Jebens-Singh, Commissioner, District 1

Mary Jo McGuire, Commissioner, District 2

Garrison McMurtrey, Commissioner, District 3

Rena Moran, Commissioner, District 4

Mai Chong Xiong, Commissioner, District 6

Kelly Miller, Commissioner, District 7

Ling Becker, County Manager

RAMSEY COUNTY

Board of Commissioners

Request for Board Action

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

Item Number: 2025-429 **Meeting Date:** 11/18/2025

Sponsor: Community & Economic Development

Title
Presentation: 2025 Emerging and Diverse Developers Program Graduation

Recommendation
None. For information and discussion only.

Background and Rationale
The Community and Economic Development (CED) department contracted with NEOO Partners to provide technical assistance services for emerging and diverse developers. The technical assistance program consisted of an eight-week educational cohort, small group sessions and advanced coaching. Developers learned the basics of housing development, honed their proformas and prepared applications for funding opportunities in CED. Emerging and diverse developers who completed the cohort will be celebrated in person with a graduation ceremony at the regularly scheduled Ramsey County Board meeting.

Attachments
1.None.

RAMSEY COUNTY

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

Board of Commissioners

Request for Board Action

Item Number: 2025-467 **Meeting Date:** 11/18/2025

Sponsor: Emergency Communications

Title
License and Lease Amendment with the State of Minnesota Department of Transportation For The Use of the Arden Hills Communication Facility

Recommendation

1. Approve the amendment to the agreement for a license and lease extension with the State of Minnesota Department of Transportation for the use the communication tower located at 1929 Lake Valentine Road in the City of Arden Hills, for the period of January 1, 2026 to December 31, 2035, with the option to renew for one additional 10-year period.
2. Authorize the Chair and Chief Clerk to execute the amendment.
3. Authorize the County Manager to execute amendments that do not have a financial impact.

Background and Rationale
Ramsey County Emergency Communications lease space from the State of Minnesota Department of Transportation (MnDOT) for an equipment shelter located at the Arden Hills communication facility. The license and lease for the use of this space is expiring and Emergency Communications needs board approval to extend the agreement.

The Commissioner of Transportation is empowered by Minn. Stat. §174.70, subd. 2 <https://www.revisor.mn.gov/statutes/cite/174.70>, to enter into agreements to permit non-state owned communications equipment on MnDOT owned communications towers, land, buildings, or other structures that are under the jurisdiction of the Commissioner of Transportation. Arden Hills falls into this category and the Commissioner of Transportation has renewed the license and lease for an additional term of ten years with an automatic renewal for an additional ten years at no cost to the county.

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

Racial Equity Impact
No direct racial equity impact is linked to this agreement. The lease extension is an administrative action and Ramsey County's involvement serves the entire community.

Community Participation Level and Impact
There is no community engagement associated with this request for board action.
☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact
There is no fiscal impact associated with this request for board action.

Last Previous Action
On January 10, 2006, the Ramsey County Board approved the license and lease agreement with the State of

Minnesota Department of Transportation for the use the communication facility located in the City of Arden Hills (Resolution B2005-399).

Attachments

1. Ramsey County Emergency Communications License and Lease amendment with the State of Minnesota Department of Transportation for the use of Arden Hills communication facility.

STATE OF MINNESOTA
AMENDMENT OF LICENSE

License No. **LI-153**
Amendment No. **1**

Agreement No. 1060078
ARDEN HILLS TOWER

THIS AMENDMENT is made by and between the State of Minnesota, Department of Transportation, hereinafter referred to as LICENSOR, and Ramsey County,15 West Kellogg Boulevard, St. Paul, MN 55102, hereinafter referred to as LICENSEE.

WHEREAS, The Commissioner of Transportation is empowered by Minn. Stat. §174.70, subd. 2, to enter into agreements to permit non-state owned communications equipment on MnDOT owned communications towers, land, buildings, or other structures that are under the jurisdiction of the Commissioner of Transportation;

WHEREAS, LICENSOR and LICENSEE entered into a no fee Lease No. LI-153, dated January 11, 2006 involving the use of LICENSOR'S tower and equipment shelter for the LESSEES's communications equipment located on or within LICENSOR'S Communication Facility located 1929 Lake Valentine Road in the City of Arden Hills, County of Ramsey, Minnesota.

WHEREAS, LICENSOR and LICENSEE deem certain amendments and additional terms and conditions mutually beneficial for the effective continuation of said License;

NOW THEREFORE, LICENSOR and LICENSEE agree to substitution and/or addition of the following terms and conditions, which shall become a part of License No.LI-153, effective as of the date set forth hereinafter.

2. TERM

2.1 This License shall be renewed for an additional term of ten (10) years, commencing January 1, 2026, and continuing through December 31, 2035 ("Renewal Term"), at the same terms and conditions as set forth in the License, except as provided for herein.

2.3 **Renewal:** LICENSEE and LICENSOR herby agree that the term of this License Agreement shall automatically renew for an additional ten (10) year period through December 31, 2045, at the same terms and conditions as set forth in the License Agreement, unless either party gives the other party written notice of its intent not to renew this License Agreement at least twelve (12) months prior to the end of the initial term.

Except as modified by the provisions of this Amendment, said License is ratified and confirmed as originally written.

NO ATTACHMENTS

THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

IN TESTIMONY WHEREOF, the parties have set their hands on the date(s) appearing beneath their signatures.

LICENSEE:
RAMSEY COUNTY
Licensee certifies that the appropriate person(s) have executed the License on behalf of Licensee as required by applicable articles, bylaws, resolutions or ordinances.

Name: Shanika Alston
(PRINTED)

By Shanika Alston

Title Assistant Ramsey County Attorney

Date 11/13/2025

Name: Nancie Pass
(PRINTED)

B Nancie Pass
Nancie Pass (Nov 13, 2025 11:33:47 CST)

Title Director of Emergency Communications

Date 11/13/2025

Name: ______________________
(PRINTED)

By______________________

Title Chief Clerk

Date______________________

Name: ______________________
(PRINTED)

By______________________

Title Board Chair

Date______________________

LICENSOR:
STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
OFFICE OF STATEWIDE RADIO COMMUNICATIONS

By Shane Chatleain

Title Director

Date______________________

APPROVED:
MNDOT CONTRACT MANAGEMENT

By______________________

Title ______________________

Date ______________________

RAMSEY COUNTY

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

Board of Commissioners

Request for Board Action

Item Number: 2025-453 **Meeting Date:** 11/18/2025

Sponsor: Community & Economic Development

Title
Certification of Property Assessed Clean Energy Charges for Energy Improvements

Recommendation

1. Request the County Auditor to amend the existing special assessment plus interest on the following property:
   Owner: Every Meal
   Property Address: 2715 Patton Road, Roseville, MN 55113
   PIN: 05-29-23-33-0008
   Project Type: Solar energy improvements
   Assessment Request: $274,935
   Interest Rate: 6.75%
   Interest Starts Accruing: 01/01/2026
   Finance Period: 15 years
   Such assessments shall be payable in equal annual principal and interest installments extending over the term of the special assessment. The first of the installments shall be payable with general property taxes in 2026, and shall bear interest at the rates per annum and interest start date stated above, and to the first installment shall be added interest on the entire assessment from the
   interest start date until December 31 of the tax payable year to which the first installment will be extended, and to each subsequent installment, when due, shall be added interest for one year on all unpaid installments and to each installment shall also be added the special assessment administration fee required by Minnesota Statutes section 429.061, subdivision. 5.
2. Direct the Chief Clerk to send a certified copy of this Resolution to the County Auditor to amend the assessment for Every Meal on the property tax lists of the county.

Background and Rationale
On November 24, 2015, the Ramsey County Board of Commissioners approved an agreement with the Saint Paul Port Authority (SPPA) for the administration and implementation of Property Assessed Clean Energy Program of Minnesota (PACE OF MN) on behalf of county for energy improvements to eligible properties and providing for the imposition of special assessments as needed in connection with the program (Resolution B2015-355).

Per Minnesota Statutes, Section 429.061, the Ramsey County Board is required to adopt by resolution each assessment. The first certification of PACE OF MN special assessment was completed December 22, 2015.

<u>Amend Existing Assessment</u>
On January 21, 2025, the Ramsey County Board of Commissioners requested the County Auditor extend a special assessment on the following property:

Owner: Every Meal
Property Address: 2715 Patton Road, Roseville, MN 55113
PIN: 05-29-23-33-0008

Project Type: Solar energy improvements
Assessment Request: $380,292
Interest Rate: 6.75%
Interest Starts Accruing: 01/01/2026
Finance Period: 15 years

Every Meal is requesting an amended assessment on the following property to reduce the Assessment Request amount:

Owner: Every Meal
Property Address: 2715 Patton Road, Roseville, MN 55113
PIN: 05-29-23-33-0008
Project Type: Solar energy improvements
Assessment Request: $274,935
Interest Rate: 6.75%
Interest Starts Accruing: 01/01/2026
Finance Period: 15 years

PACE OF MN Process/Eligibility/Requirements
Commercial and industrial businesses, non-profits (including religious institutions), and owners of multi-family housing are eligible for PACE OF MN. Approved projects are eligible for 100% financing from SPPA and other non-county sources and the repayment schedule is structured to have an immediate positive cash flow. Interest rates vary depending on the length of the financing term and include SPPA processing charges.

Interested applicants for the PACE OF MN program can connect with the SPPA. Applicants are required to be the legal owner of the property and all of the legal owners of the property must agree to participate. The interested property owner must be current on any existing mortgage and the property owner must not have defaulted on the deeds of trust. Property must not be subject to any involuntary liens or judgments, not be delinquent on property taxes and the property owner must not be in bankruptcy. SPPA performs a thorough credit analysis and applications are approved by the SPPA's Credit Committee prior to the SPPA submitting an assessment request to the county.

Following review by SPPA, SPPA requests the county apply a special assessment and collect repayment on property tax bills on behalf of the SPPA. Loan payments for PACE OF MN projects cannot exceed the greater of 30% of the property's assessed value as determined by the County Assessor or 30% of an appraised value that has been accepted or approved by the mortgage lender. The second clause allows PACE assessments to be applied to new construction where the value increase has not yet been realized from a property tax perspective. The assessment stays with the property in the event of a sale. The special assessment becomes a lien against the property at the point that it is extended to the tax rolls. If not timely paid, the special assessment would accrue penalties and interest as with other delinquent taxes and is subject to tax forfeiture. Unpaid assessments become a lien on the property like any other special assessment or unpaid property taxes.

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

Racial Equity Impact
The Community and Economic Development (CED) department is actively exploring ways to better understand the racial equity impact of this program. In years past, this program has been utilized by a diverse range of participants, including larger, well-capitalized property owners, developers, religious institutions, and non-profit organizations.

CED is collaborating with SPPA to identify opportunities to incorporate racial equity considerations into the program, including potential adjustments to its delivery. As part of future efforts, CED will be updating the Economic Competitiveness and Inclusion Vision Plan, which will offer an opportunity to further explore and address racial equity impacts. Ramsey County remains committed to ensuring the program is accessible, fair, and equitable for all. PACE special assessments are self-imposed by property owners, a financing option for energy efficiency improvements.

Community Participation Level and Impact
The Saint Paul Port Authority, PACE administrator for Ramsey County, engages businesses directly or through other economic development partners in increasing awareness of this program. The community is also informed of the availability of this program through the county's website at: www.ramseycounty.us/businesses/property-development/property-development-programs/property-assessed-clean-energy-program-pace <http://www.ramseycounty.us/businesses/property-development/property-development-programs/property-assessed-clean-energy-program-pace> <http://www.ramseycounty.us/businesses/property-development/property-development-programs/property-assessed-clean-energy-program-pace>

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact
The processing of loan applications to participate in the PACE OF MN program is the responsibility of the SPPA, with loan repayments being the responsibility of the property owner. Support services are provided by existing staff from Community and Economic Development and Property Tax, Records and Election Services and included in the biennial operating budget.

Last Previous Action
On October 14, 2025, the Ramsey County Board approved a Certification of Property Assessed Clean Energy charges for energy improvements on 80 West LLC in the amount of $1,530,000 (Resolution B2025-188).

Attachments
1. Request Letter from St. Paul Port Authority
2. PACE of MN Project and Assessment Tracking Sheet

MinnPACE

October 17, 2025

Ann Schwartz
Ramsey County
Community and Economic Development
15 West Kellogg Boulevard, 210 Courthouse
Saint Paul, MN 55102

Dear Ann:

The Saint Paul Port Authority is requesting the Ramsey County Board to approve a Property Assessed Clean Energy (PACE) special assessment on the following parcels as requested by the property owners:

Property Owner	**Parcel Number**	**Assessment Amount**	**Amortization (years)**	**Interest Rate (%)**
Every Meal	**052923330008**	~~$380,292~~ **$274,935.00**	**15**	**6.75%**

As the administrator of PACE for Ramsey County, the Port Authority has reviewed this assessment and it has determined that the project conforms with the Minnesota PACE statutes. The current expected interest rate is **6.75%** and the term will be **15 years beginning in 2026**. I have attached the PACE application from the property owner and the energy assessment, and the estimated amortization schedule will be provided to the County

We are requesting your Board to take action on this request at its next available meeting.

Please let me know if you have any questions or concerns. I can be reached at 651-204-6216 if you would like to discuss this. Thank you for your help with this exciting project.

Sincerely,

Holly Huston

Holly Huston
VP Finance
HKH

Property Assessed Clean Energy - PACE OF MN

Project/Assessment Tracking Sheet

$ 65,068,694.50

PIN	Owner	Address	City	Zip	Assessment Date	Resolution #	Amount	Term (Years)	Interest Rate	Accural Date	Improvements	Commissioner District
14-29-22-44-0007	**Carol M Acosta** DBA Playschool Childcare, Inc.	1709 McKnight Road	Maplewood	55109	12/22/15	B2015-410	$ 75,000.00	10	4.50%	1/1/2016	20KW Photovoltaic Solar System	7
29-29-22-14-0182	**Richard J F Kramer & Rosemary A Kramer** DBA RJFK Media Associates, Inc.	965 Arcade St	Saint Paul	55106	12/22/15	B2015-410	$ 30,000.00	10	4.50%	1/1/2016	12KW Photovoltaic Solar System	6
36-29-23-11-0003 **36-29-23-11-0008** **36-29-23-11-0010** **36-29-23-11-0011**	**Jade Holdings LLC** DBA J&J Distributing	653 Rice St.	Saint Paul	55103	12/22/15	B2015-410	$ 11,000.00 $ 467,000.00 $ 54,000.00 $ 88,000.00	10	4.50%	1/1/2016	HVAC, lighting and controls	3
06-28-22-11-0017	**First Bank Building LLC**	332 Minnesota St	Saint Paul	55101	5/24/16	B2016-144	$ 5,000,000.00	20	5.52%	5/24/2016	HVAC; energy upgrades	5
13-29-22-44-0004	**Tubman**	2675 Larpenteur Ave E	Saint Paul	55109	5/24/16	B2016-144	~~$ 46,000.00~~	10	4.00%	6/1/2016	40 kw solar installations; energy upgrades	7
					Modified	*B2017-098*	*$ 30,000.00*					
06-28-22-11-0005 **06-28-22-11-0007**	**375 Jackson Courtly LLC & 375 Jackson Willow, LLC**	375 Jackson St #700w	Saint Paul	55101	6/21/16	B2016-167	$ 672,000.00 $ 728,000.00	20	5.47%	6/21/2016	HVAC; energy upgrades	5
06-28-22-12-0119	**US Bank Centre LLC**	101 5th St E	Saint Paul	55101	6/21/16	B2016-167	$ 3,820,000.00	20	5.47%	6/21/2016	HVAC; energy upgrades	5
29-29-22-13-0183	**990 Payne Ave, LLC**	990 Payne Ave	Saint Paul	55130	7/1/17	B2017-159	$ 70,000.00	10	4.50%	7/1/2017	Energy efficiency	6
20-30-23-33-0030	**United Church of Christ**	1000 Long Lake Road	New Brighton	55112	7/1/17	B2017-159	$ 85,100.00	10	4.50%	7/1/2017	23.04 kw solar installation	2
18-30-23-34-0077	**Atonement Lutheran Church**	1980 Silver Lake Road NW	New Brighton	55112	7/1/17	B2017-159	$ 115,000.00	10	4.50%	7/1/2017	40 kw solar installation	2
27-29-23-13-0051	**Atrium, LLC**	1295 Bandana Blvd	Saint Paul	55108	11/7/17	B2017-278	$ 120,000.00	10	4.50%	11/7/2018	Direct digital control system installation	3
31-29-22-14-0048	**Positively 2nd St., LLC**	628 Pine St	Saint Paul	55130	11/7/17	B2017-278	$ 52,000.00	10	4.50%	11/7/2018	Building retrofitting	5
29-29-23-13-0058	**Endicott, LLC**	2325 Endicott St	Saint Paul	55114	11/7/17	B2017-278	$ 390,000.00	10	4.50%	1/1/2018	152 kW rooftop solar installation	4
29-29-23-34-0027	**Midway Commerical Building**	2512 University Ave W	Saint Paul	55114	12/18/2018	B2018-351	$ 74,000.00	10	4.50%	4/1/2018	Boiler	4
27-29-23-24-0250	**Energy Park, LLC**	1360 Energy Park Drive	Saint Paul	55114	12/18/2018	B2018-351	$ 275,000.00	10	4.50%	4/1/2018	HVAC; energy upgrades	3
28-29-23-13-0008	**MVP Real Estate, LLC**	1771 Energy Park Drive	Saint Paul	55114	12/18/2018	B2018-351	$ 145,928.00	10	4.50%	4/1/2018	40 kW rooftop solar installation	4
04-28-22-12-0037	**Cerenity Marian of St. Paul, LLC**	200 Earl St	Saint Paul	55114	12/18/2018	B2018-351	$ 1,385,000.00	10	4.50%	4/1/2018	HVAC, Boiler and Chiller	5
29-30-23-21-0121	**Hossein A. Jalali**	991 9th Ave NW	New Brighton	55112	12/18/2018	B2018-351	$ 55,000.00	10	4.50%	4/1/2018	20-kw Solar Installation	2
09-29-23-43-0002	**Rosewood Office Plaza, LLC**	1711 County Road B W	Roseville	55113	12/18/2018	B2018-351	$ 130,000.00	10	4.50%	4/1/2018	HVAC; energy upgrades	2
01-28-23-12-0287	**YWCA of St. Paul**	375 Selby Ave	Saint Paul	55102	12/18/2018	B2018-351	$ 245,000.00	10	4.50%	9/1/2018	HVAC; energy upgrades	4
29-29-23-42-0086	**Precision Coatings, Inc.**	2309 Wycliff St	Saint Paul	55114	12/18/2018	B2018-351	$ 250,000.00	10	4.50%	4/1/2018	HVAC; energy upgrades	4
31-29-22-34-0203	**Rebound Exchange, LLC**	26 Exchange St E	Saint Paul	55101	12/18/2018	B2018-351	$ 393,880.00	10	5.00%	1/1/2019	Energy efficiency	5
09-29-23-22-0015	**Roseville Office Plaza, LLC**	1970 Oakcrest Ave	Roseville	55113	12/18/2018	B2018-351	$ 221,000.00	10	5.00%	1/1/2019	HVAC; energy upgrades	2

Property Assessed Clean Energy - PACE OF MN

Project/Assessment Tracking Sheet

$ 65,068,694.50

PIN	Owner	Address	City	Zip	Assessment Date	Resolution #	Amount	Term (Years)	Interest Rate	Accural Date	Improvements	Commissioner District
27-29-22-23-0077	**Prosperity Properties, LLC**	958 Prosperity Ave	Saint Paul	55106	12/18/2018	B2018-351	$ 233,000.00	10	5.00%	1/1/2019	93 kW Solar Array	6
09-29-22-14-0010	**Koobmoo Funeral Chapel, Inc.**	1259 Gervais Ave E	Maplewood	55109	12/18/2018	B2018-351	$ 109,000.00	10	5.00%	1/1/2019	40-kW solar array	7
20-29-22-44-0168	**Koobmoo Funeral Chapel, Inc.**	1235 Arcade St	Saint Paul	55106	12/18/2018	B2018-351	$ 84,000.00	10	5.00%	1/1/2019	30-kW solar array	6
05-28-22-42-0013		276 Chester St					$ 39,204.55					
05-28-22-43-0029		296 Chester St					$ 36,922.07					
05-28-22-43-0030	**RBP Realty, LLC**	314 Chester St	Saint Paul	55107	12/18/2018	B2018-351	$ 17,922.08	10	5.00%	1/1/2019	HVAC; energy upgrades	5
05-28-22-43-0031		334 Chester St					$ 114,253.25					
05-28-22-43-0016		264 Lafayette Frontage Road E					$ 155,698.05					
01-30-22-22-0019	**PRC-WBMS, LLC**	2310 Leibel St	White Bear Township	55110	5/14/2019	B2019-117	$ 87,000.00	10	6.00%	1/1/2020	Solar Installation	1
06-28-22-12-0060	**St Paul Building LLC**	359 Wabasha St	Saint Paul	55107	10/1/2019	B2019-226	$ 315,000.00	20	6.95%	1/1/2020	New cooling tower, building automation, and lighting upgrades	5
12-29-23-22-0006	**Roseville Senior Living LLC**	2600 Dale Street N	Roseville	55113	11/5/2019	B2019-248	$ 3,850,000.00	20	6.65%	1/1/2021	HE roof and wall insulation, Energy Star windows, HE magic paks, HE air units, Energy Star water heaters, LED lights, HE appliances, etc.	2
08-28-22-22-0064	**CJK Holding LLC**	429 Wabasha St S	Saint Paul	55107	12/17/2019	B2019-314	$ 58,500.00	10	5.00%	6/1/2019	Solar array	5
06-28-22-43-0042	**DPN Properties LLC**	120 W Plato Blvd	Saint Paul	55107	12/17/2019	B2019-314	$ 187,300.00	10		9/1/2019	LED lighting, boiler, wastewater heat exchange	5
16-30-22-44-0025					12/17/2019	B2019-314	$ 42,600.00					
16-30-22-44-0026	**Dulayne Properties LLC**	4760 White Bear Pkwy	White Bear Lake	55110	12/17/2019	B2019-314	$ 34,700.00	10	5.00%	7/1/2019	Solar array	7
16-30-22-44-0027					12/17/2019	B2019-314	$ 34,700.00					
20-29-22-12-0089	**Akamai LLC**	613 Hoyt Ave	Saint Paul	55130	12/17/2019	B2019-314	$ 60,000.00	10	5.00%	10/1/2019	Rooftop solar	6
12-29-22-14-0078	**NSP Post 39 American Legion**	2678 East 7th Ave	North Saint Paul	55109	12/17/2019	B2019-314	$ 80,000.00	10	5.00%	6/1/2019	HVAC improvements	7
28-29-23-11-0031					4/28/2020	B2020-090	$ 2,435,777.00					
28-29-23-12-0006	**3PL Holdings, LLC**	1700 Wynne Ave	Saint Paul	55108	4/28/2020	B2020-090	$ 22,220.00	10	4.15%	1/1/2021	Solar array	4
28-29-23-12-0005					4/28/2020	B2020-090	$ 79,280.00					
32-29-23-14-0005	**Workshop Vandalia Owner, LLC**	550 Vandalia St	Saint Paul	55108	6/16/2020	B2020-125	$4,540,643.00	20	~~5.75%~~	10/15/2021	Roof replacement and insulation, HVAC equipment, LED lighting, building envelope, window replacement and glazing, and building insulation	4
					Amendment	B2023-130			6.15%			
35-30-23-23-0043	**Belle Enterprises, LLC**	3434 Lexington Ave N	Shoreview	55126	11/24/2020	B2020-235	$193,000.00	10	5.00%	3/1/2020	Solar array, HVAC upgrades	1
35-29-23-32-0165	**1000 University Ave Properties, LP**	1000 University Ave	Saint Paul	55104	11/24/2020	B2020-235	$260,000.00	10	5.00%	6/1/2020	Solar array	4
06-28-22-12-0068	**Port Arthur Development, LLC**	24 East 4th St	Saint Paul	55101	11/24/2020	B2020-235	$361,000.00	10	4.25%	10/1/2020	LED lighting and automation controls	5
32-29-23-11-0043	**Zone 5 Group, LLC**	2161 University Ave W	Saint Paul	55114	12/22/2020	B2020-276	$220,500.00	10	5.00%	1/1/2021	Solar array	4
36-29-23-12-0224	**293 Como, LLC**	293 Como Ave	Saint Paul	55103	2/16/2021	B2021-039	$188,000.00	20	6.34%	1/1/2022	Roofing upgrades	3
34-29-23-34-0041	**1457 Marshall LLC**	1457 Marshall Ave	Saint Paul	55104	2/16/2021	B2021-039	$380,000.00	20	6.34%	1/1/2022	Roofing upgrades and solar installation	4
12-29-23-22-0006	**Roseville Senior Living, LLC**	2600 Dale Street N	Roseville	55113	5/18/21	B2021-110	$ 5,500,000.00	20	6.13%	1/1/2022	Energy conservation measures in new construction	2

RAMSEY COUNTY

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Updated 10/17/2025

Property Assessed Clean Energy - PACE OF MN

Project/Assessment Tracking Sheet

$ 65,068,694.50

PIN	Owner	Address	City	Zip	Assessment Date	Resolution #	Amount	Term (Years)	Interest Rate	Accural Date	Improvements	Commissioner District
07-28-22-14-0154	**Michael Jurayj**	631 Stryker Ave	Saint Paul	55107	8/24/21	B2021-182	$ 17,000.00	10	4.25%	1/1/2022	Purchase and installation of solar panels and related equipment for producing electricity for the building	5
34-30-23-12-0010	**Arden Hills RE, LLC**	3565 Pine Tree Drive	Arden Hills	55112	9/21/21	B2021-202	~~$ 9,661,690.00~~	20	~~5.95%~~	1/1/2024	Energy efficiency on new construction	1
					Amendment	B2023-230	$ 9,674,748.00		5.87%			
05-28-22-33-0059	**Drake Building, LLC**	60 Plato Blvd	Saint Paul	55107	11/2/21	B2021-606	$ 440,000.00	10	4.25%	1/1/2022	Energy efficient HVAC	5
27-29-22-23-0082	**Hmong Village, LLC**	1001 Johnson Pkwy	Saint Paul	55106	11/2/21	B2021-606	$ 315,000.00	10	5.00%	1/1/2022	Lighting upgrade to LED	6
~~**31-29-22-43-1573**~~	**HFS 428, LLC**	428 Minnesota St	Saint Paul	55101	12/13/22	B2022-299	~~$ 882,000.00~~	~~10~~	4.25%	1/1/2023	Energy efficient management system	5
31-29-22-43-1572					*Amendment*	B2024-076	$ 733,683.50	8				
06-28-22-43-0042	**DPN Properties LLC**	120 Plato Blvd W	Saint Paul	55107		B2023-130	$ 300,000.00	10	6.00%	1/1/2024	Water and heat upgrades	5
34-29-23-11-0220	**St. Paul Properties, LLC**	701 Lexington Pkwy N	Saint Paul	55104		B2023-190	$ 336,200.00	10	5.00%	1/1/2024	Heating, cooling, lighting, roof and solar upgrades	4
34-29-23-31-0029 **34-29-23-31-0030**	**GA and J Properties LLC**	1375 St Anthony Ave	Saint Paul	55104		B2024-032	$ 34,000.00 $ 189,000.00	10	7.00%	1/1/2025	Insulation, roof and solar upgrades	4
29-29-23-32-0036	**Court West Business LLC**	2610 University Ave West	Saint Paul	55114		B2024-190	$ 353,000.00	10	5.50%	1/1/2025	Energy efficient HVAC	3
06-28-22-12-0033	**IVP St. Paul MF Conversion, LLC**	386 Wabasha Street North	Saint Paul	55102		B2024-204	$ 15,789,000.00	29	~~7.82%~~	1/1/2026	Roof, lighting, building envelop, energy efficiency HVAC improvements	5
					Amendment	B2024-265			8.56%			
29-29-22-12-0082	**East Immanuel Lutheran Church**	1173 Payne Ave	Saint Paul	55130		B2024-223	$ 205,000.00	12	6.00%	1/1/2025	HVAC improvements	3
05-29-23-33-0008	**Every Meal**	2715 Patton Road	Roseville	55113		B2025-022	~~$ 380,292.00~~	15	6.75%	1/1/2026	Solar energy improvements	2
					Amendment	B2025->	$ 274,935.00					
35-30-23-22-0004	**Lex Center LLC**	3570 Lexington Ave	Shoreview	55126		B2025-115	$175,000.00	10	5.25%	1/1/2026	Energy efficiency improvements	1
06-28-22-24-0012	**80 West LLC**	80 4th Street W (James J Hill Center)	Saint Paul	55102		B2025-188	1,530,000.00	24	7.49%	6/1/2027	Energy efficiency improvements	5

PROPOSED

REMOVED

PIN	Owner	Address	City	Zip	Assessment Date	Resolution #	Amount	Term (Years)	Interest Rate	Accural Date	Improvements	Commissioner District
06-28-22-12-0033	**St. Paul Wabasha Partners, LLC**	386 Wabasha St N	Saint Paul	55102	2/16/2021	B2021-039	$ 12,000,000.00	20	6.44%	1/1/2022	Energy efficiency improvements	5
27-29-23-13-0040	**MINCAM – Minnesota Cameroon Community –** C/O Dr. Robert Tamukong	1020 Bandana Blvd W	Saint Paul	55108	5/24/16	B2016-144	$ 194,000.00	10	4.50%		Connection to Energy Park Utility Company’s District Energy System	3
					Removal	*B2017-040*						
27-29-23-13-0040	**Minnesota Cameroon Community**	1020 Bandana Blvd W	Saint Paul	55108	12/18/2018	B2018-351	$ 250,000.00	10	5.00%	1/1/2019	Connection to Energy Park Utility Company’s District Energy System	3

RAMSEY COUNTY

Working with you to enhance our quality of life

Updated 10/17/2025

RAMSEY
COUNTY

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

Board of Commissioners

Request for Board Action

Item Number: 2025-469 **Meeting Date:** 11/18/2025

Sponsor: Property Management

Title
First Amendment to the Agreement with District Energy St. Paul Inc. for District Cooling Services

Recommendation
1. Approve the first amendment to the agreement with District Energy St. Paul, Inc., 76 West Kellogg Boulevard, Saint Paul, MN, 55102, for cold water service at Landmark Center, to extend the term of the agreement through September 30, 2048, in accordance with the rates established in the agreement.
2. Authorize the Chair and Chief Clerk to execute the amendment.
3. Authorize the County Manager to enter into agreements and execute amendments to the agreement, in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of available funding.

Background and Rationale
District Energy has provided cold water for the cooling system at Landmark Center since 2008 under the current service agreement, which expires May 21, 2028. District Energy recently contacted Minnesota Landmarks, Inc. and Ramsey County about extending the agreement for cooling services through September 30, 2048.

District Energy's provision of cold water for cooling has been reliable and financially beneficial at Landmark Center. An extension of the agreement would continue service and allow for Ramsey County to lower the contracted usage level rate to 86 tons of water, to match the lower need at the building following the energy savings measures that have been implemented.

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

Racial Equity Impact
The racial equity impact of this action is unknown.

Community Participation Level and Impact
There is no community participation associated with this action.
☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact
The reduced water usage rate included with the amendment will result in an energy cost saving at the Landmark Center.

Last Previous Action
On December 11, 2007, the Ramsey County Board of Commissioners approved and executed the District Cooling Service Agreement with District Energy St. Paul, Inc. (Resolution 2007-375).

Attachments

1. First Amendment to District Cooling Service Agreement

FIRST AMENDMENT TO DISTRICT COOLING SERVICE AGREEMENT

THIS FIRST AMENDMENT TO DISTRICT COOLING SERVICE AGREEMENT ("Amendment") amends that particular District Cooling Service Agreement by and between District Energy St. Paul, Inc. (f/k/a District Cooling St. Paul, Inc. and District Energy Services, Inc.) ("District Services"), and **Ramsey County** ("Customer"), for the Customer building called **Landmark Center,** entered into on **May 20, 2008,** including the Uniform Provisions incorporated therein, and all amendments thereto (all of which documents shall collectively be referred to herein as the "Agreement").

WHEREAS, the Customer and District Services have agreed to extend the term of the Agreement an additional approximately **20** years beyond the current end date of **May 21, 2028** through **September 30, 2048**;

WHEREAS, the Customer agrees to continue exclusively buy from District Services and pay for Thermal Energy derived from Chilled Water furnished by District Services for the term of the Agreement;

NOW, THEREFORE, as and for the consideration for this Amendment, the receipt and sufficiency of which are acknowledged by execution hereof, the parties agree to amend the Agreement, as follows;

1. The parties hereto agree that the Agreement, and all of the terms, conditions and obligations detailed therein remain in full force and effect and that there are no claims by or against either party hereunder which challenge the validity of any term of the Agreement.

2. Amend Section 1.4 of Article I to add a third sentence to read as follows:

   "Thereafter, Customer's Contract Demand shall be determined pursuant to Article VI of the Uniform Provisions."

   The parties further agree that (a) from and after the effective date of this Amendment and for the term of this Amendment (i.e., **October 1, 2025 through September 30, 2048**), the Customer's "Initial Contract Demand" for Chilled Water under the Agreement shall be deemed to be **86 tons**; and (b) **f**rom **October 1, 2025** through **September 30, 2026**, Customer's Contract Demand will be **86 tons**. Thereafter, the Customer's Contract Demand for Chilled Water will adjust according to Article VI of the Uniform Provisions.

3. Add a new Section 1.8 to Article I as follows:

   1.8 (a) The term of the Agreement set forth in Section 3.1 of Article III of the Uniform Provisions of the Agreement shall be modified as follows:

"The initial term of this Agreement commenced on May 21, 2008 ("First Service Date"). The extension of the initial term of this Agreement shall be effective as of October 1, 2025, and shall commence and continue subject to the terms and conditions hereof, for a term of approximately **20** years from **May 21, 2028** through **September 30, 2048**."

4. Except as expressly provided in this Amendment, the capitalized terms used herein shall have the same meaning as set forth in the Agreement, and all other terms and conditions of the Agreement shall remain in all respects in full force and effect and shall continue unless terminated as provided in the Agreement.

5. This Agreement may be signed in counterparts and delivered by facsimile or other electronic transmission, each of which shall constitute an original.

6. This Amendment is effective as of **October 1, 2025**.

IN WITNESS WHEREOF, Customer and District Services have executed and delivered this Amendment as of the 1st day of October, **2025**.

RAMSEY COUNTY, MINNESOTA
a political subdivision of the State of Minnesota

By: ______________________________
Rafael Ortega
Chair of the Board of Commissioners

By: ______________________________
Jason Yang
Chief Clerk of the Board of Commissioners

Recommended for approval by:

Jean Krueger
____
Jean Krueger, Director of Property Management

APPROVED AS TO FORM:

Kathleen Ritter
____
Assistant County Attorney

DISTRICT ENERGY ST. PAUL, INC.
a Minnesota non-profit corporation

By: ______________________________

Its: ______________________________

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

RAMSEY COUNTY

Board of Commissioners

Request for Board Action

Item Number: 2025-460 **Meeting Date:** 11/18/2025

Sponsor: Public Works

Title
Central Fleet Fund Balance Transfer

Recommendation
1. Approve the transfer of $500,000 from the Central Fleet Fund Balance to Central Fleet's Operating Budget.
2. Approve the transfer of $300,000 from the Central Fleet Fund Balance to Central Fleet's Capital Budget.
3. Authorize the use of transferred Central Fleet Fund balance dollars to supplement the budget line items associated with general operations costs for maintenance and repair activities.
4. Authorize the use of transferred Central Fleet Fund balance dollars to supplement Central Fleet's capital purchasing activities.

Background and Rationale
Ramsey County's Central Fleet Division manages and maintains the county's vehicles and equipment assets to ensure operational readiness and reliability across departments. During the current fiscal year, increased repair demands, unanticipated equipment failures, inflationary pressures, and rising parts and service costs have resulted in higher-than-budgeted expenditures within Central Fleet's parts and commercial repairs accounts. Additionally, several vehicles and equipment units have exceeded their useful life and require replacement beyond the capacity of Central Fleet's current capital replacement budget. The requested fund transfer of $800,000 will supplement Central Fleet's capital program and offset overages in operational accounts to maintain reliable and cost-effective service delivery across county operations.

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

Racial Equity Impact
This action has no direct racial equity impact on residents but supports equitable service delivery by maintaining safe, reliable, and efficient fleet vehicles that serve many county departments. Ensuring operational continuity benefits the communities that rely on county services supported by Central Fleet operations.

Community Participation Level and Impact
There is no community participation associated with this request.
☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact
The funding for this request is coming from the Central Fleet Fund Balance and there is adequate funding found within the fund balance to accommodate this request.

Last Previous Action

On November 19, 2024, the Ramsey County Board of Commissioners approved a transfer of $800,000 from the Central Fleet Services Fund to the Central Fleet Services General Operating Budget (Resolution B2024-240).

Attachments
None.

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

RAMSEY COUNTY

Board of Commissioners

Request for Board Action

Item Number: 2025-442 **Meeting Date:** 11/18/2025

Sponsor: Sheriff's Office
Social Services

Title
Request for Proposals for Food Services

Recommendation
1. Authorize the issuance of Request for Proposals for food services in accordance with the county's procurement policies and procedures.
2. Direct staff to return to the Ramsey County Board of Commissioners with a recommendation for selection of a contractor(s).

Background and Rationale
The Sheriff's Office operates the Adult Detention Center, commonly referred to as the Ramsey County jail, which is a 500-bed pre-trial facility providing safe and secure detention services to individuals following their arrest until a court disposition is reached. A variety of services are provided by the Sheriff's Office for those in-custody, including educational programming, chemical addiction classes, parenting classes, and religious service. Through the use of contract vendors, inmate commissary, trust accounting, food service, telephone, video visitation, and tablet services are also provided.

The Social Services Department operates the Detoxification Center, which helps individuals safely manage symptoms of intoxication or withdrawal for drugs and alcohol, while providing counseling and support services.

Under state law, Ramsey County is responsible for providing food services at the Adult Detention Center and the Detoxification Center. Traditionally, food services have been provided by a contractor. The Sheriff's Office provides Social Services with the kitchen space and equipment to deliver food services for the Detoxification Center at no cost.

On November 19, 2025, the Sheriff's Office plans to issue a Request for Proposals for food services.

The Sheriff's Office will return to the Ramsey County Board of Commissioners for approval of the resulting agreement(s) following the county's procurement evaluation and selection process.

County Goals (Check those advanced by Action)
☒ Well-being ☒ Prosperity ☒ Opportunity ☒ Accountability

Racial Equity Impact
The Adult Detention Center and the Detoxification Center both serve people with diverse cultural and religious beliefs and backgrounds. As such, special and religious dietary food is also provided. There is a disproportionate amount of people of color and individuals with mental illness involved in the criminal justice system. This action will help continue and strengthen the delivery of food services and provide a more humane environment.

Community Participation Level and Impact

There is no community engagement for this board action.
☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact
Funding for food services in provided in the Sheriff's Office 2026 operating budget.

Last Previous Action
None.

Attachments
1. Request for Proposals

RAMSEY
COUNTY

Solicitation/Request for Proposal

RFP-SHRF-25466 Food Services

Responses must be received no later than January 8, 2026, by 2:00 p.m. Central Time

Late responses will not be considered.

Solicitation Summary

Ramsey County (the "County"), through the Sheriff's Office, seeks proposal responses from contractors to establish a prime contract and a secondary/back-up contract to provide on-site food service for inmates and staff at the Adult Detention Center located at 425 Grove Street, Saint Paul, Minnesota 55101 and for the clients at the Detoxification Center located at 402 University Avenue East, Saint Paul, Minnesota 55101. The two (2) facilities are located on the same block in downtown Saint Paul.

SPECIAL NOTICE:

This is a request for proposals. It does not obligate the County to award a contract or complete the proposed program and the County reserves the right to cancel this Solicitation if it is considered in its best interest.

Table of Contents

1. Contact Information and Solicitation Schedule

A. Contact information

Purchasing and Contracting Contact:
Name: Megan Schaefer, Planning Manager, CPPB
Email: megan.schaefer@co.ramsey.mn.us

B. Solicitation schedule

Items	Date	Location/Link
Solicitation Released for Advertisement	November 19, 2025	DemandStar http://network.demandstar.com
RSVPs Due for Mandatory Pre-Solicitation Response Conference	December 1, 2025 by 4:00 pm	Megan Schaefer Megan.schaefer@co.ramsey.mn.us
Mandatory Pre-Solicitation Response Conference*	December 4, 2025 at 9:00 am central time	Law Enforcement Center: 425 Grove Street, Saint Paul, MN 55101, Classroom B, second floor
Contractor Questions Due	December 11, 2025 by 10:00 am central time	Megan Schaefer Megan.schaefer@co.ramsey.mn.us
Addendum with Answers to Questions Posted by the County	December 18, 2025 by 4:00 pm	DemandStar http://network.demandstar.com
Solicitation Responses Due	January 8, 2026 by 2:00 pm central time	DemandStar http://network.demandstar.com
Notice of Interviews	Week of January 19, 2026	Megan Schaefer Megan.schaefer@co.ramsey.mn.us
Anticipated interviews	Week of January 26, 2026	Law Enforcement Center: 425 Grove Street, Saint Paul, MN 55101, Classroom TBD
Anticipated Notice of Intent to Award Issued via email	Week of February 2, 2026	Megan Schaefer Megan.schaefer@co.ramsey.mn.us
Anticipated Contract Start Date	May 18, 2026	N/A

**Individuals needing an interpreter or individuals with a disability needing accommodation should contact the Purchasing and Contracting Specialist identified above prior to the date set for the responder information session so that a reasonable accommodation can be made.*

C. Pre-Solicitation Response Conference

A mandatory pre-solicitation response conference will be held at 9:00 a.m. Central time, on December 4, 2025 at the Law Enforcement Center: 425 Grove Street, Saint Paul, Minnesota, 55101, classroom B. **While attendance is mandatory, no more than two (2) representatives from each Contractor may attend.**

The conference will also include a tour of the Adult Detention Center and the Detoxification Center.

All Contractor representatives shall confirm their attendance with Megan Schaefer via email at megan.schaefer@co.ramsery.mn.us no later than December 1, 2025 by 4:00 pm and submit the following information:

1) Full name
2) Date of birth
3) Name of company
4) Job title
5) Completed General Authorization and Release Form available for download via DemandStar

All Contractor representatives will be subject to a criminal history check prior to the tour of the Adult Detention Center. Contractors who fail to confirm their attendance prior to the mandatory pre-solicitation response conference will be permitted to attend the conference portion but not the tour of the Adult Detention Center. All Contractor representatives must sign-in to the conference with their driver's license or government issued identification card.

Free public parking is available in the front of the Law Enforcement Center, however, parking is very limited. Please allow yourself enough time to travel and park. Contractors should allow up to two (2) hours for the tour.

2. Background Information

A. Overview of Ramsey County

Located in the heart of the Twin Cities metropolitan area, Ramsey County communities – including the capitol city of Saint Paul – are nationally known as attractive, livable places rich in history, diversity and opportunity.

Ramsey County's 4,000+ employees provide a variety of public services to residents, businesses and visitors in the areas of Health and Wellness, Economic Growth and Community Investment, Safety and Justice, and Information and Public Records.

For more information, please visit: www.ramseycountymn.gov

B. Overview of Ramsey County Sheriff's Office

The Adult Detention Center (ADC), commonly referred to as "the county jail," is a pre-trial facility that houses individuals following an arrest until a court disposition is reached. The ADC also holds individuals in-custody for probation/parole violations and on behalf of other government agencies as requested.

ADC additional information:

- opened in 2003;
- has 500 beds;
- serves over 20,000 inmates annually;

- has an annual operating budget of nearly $20 million;
- has over 160 correctional and medical employees who work within; and
- In 2025, the average daily population was over 431 inmates and the average length of stay was 10 days.

As required by law and to provide support for those who are housed in-custody, the ADC offers a variety of services to inmates, including educational programming, chemical addiction classes, parenting classes, and religious services. Through use of contract vendors, inmate commissary, trust accounting, food service, telephone calling, and video visitation services are also provided.

C. Overview of Ramsey County Detoxification Center

- The Detoxification Center (Detox Center) is an unlocked, 50 bed withdrawal management facility that is open 24 hours per day, every day of the year;
- The Detox Center's current average daily census is approximately 15-20 individuals at any given point in time;
- The average length of stay for withdrawal management clients is approximately 3 days, but treatment clients may be housed in the facility for up to 2 weeks;
- The Detox Center currently provides 3 meals per day for all clients, with additional snacks throughout the day for all clients and staff. This will continue to be the expectation; and
- In addition to an anticipated average daily client census of 15-20 individuals, Detox Center employees may also order meals thereby increasing the average number of meals required to approximately 45 per day.

Many Detox Center clients are poorly nourished and/or under-nourished as a result of addiction, lack of income, lack of housing, and many other issues. The Detox Center recognizes that clients entering the facility require healthy foods with sufficient portion sizes to adequately meet their dietary needs and to provide a sense of emotional well-being.

In addition, the Detox Center would like to establish minimum caloric standards for meals served in excess of Minnesota Department of Health dietary requirements. The Detox Center believes the clients it serves deserve quality food with options available for clients requiring special diets and/or who have special needs. Improving food quality and quantity is a part of a larger effort at the Detox Center to provide a comfortable and dignified environment for those the Detox Center serves.

This RFP seeks to outline specific requirements for the Contractor, with an emphasis on providing meals that are nutritional and esthetically pleasing. The Detox Center will monitor client satisfaction with food service through the collection of surveys, requiring the Contractor to meet a minimum client satisfaction threshold. Additionally, regular meetings will be established between the Contractor and Sheriff's Office/Detox Center staff to establish and monitor quality improvement measures.

NOTE: THE DETOX CENTER WILL CLOSE ON DECEMBER 30, 2025. FOR CONTINGENCY PURPOSES IN CASE SERVICES WILL NEED TO BE RENDERED AFTER DECEMBER 30, 2025, SERVICES FOR THE DETOX CENTER ARE INCLUDED IN THIS RFP.

D. Current Process

The current contractor is Taher, Inc. This contract expires in May 2026 and per county policies and procedures, a new competitive solicitation process must be completed.

The County is paying the following costs per meal:

ADC:
- $ 2.6618 per hot and cold inmate meals
- $ 5.3357 per staff meals

Detox Center:
- $ 4.5335 per hot and cold client meals

The on-site food service program for the ADC and the Detox Center operates from a second-floor kitchen within a secured area in the ADC located at 425 Grove Street, Saint Paul, Minnesota 55101. The kitchen has an entry sally port and will be accessed from a receiving dock on the first floor via a freight/passenger elevator. Space is provided for dry storage, cooler and freezer storage.

All meals for the Detox Center are prepared in the ADC kitchen. The meals are then placed on trays on carts and walked outside across the parking lot to the Detox Center by the Contractor.

The Detox Center has a kitchenette area that is used by County staff for serving the meals from the Contractor. The kitchenette also has a large refrigerator and freezer for storing some food items/beverages. Breakfast meals for the Detox Center are currently served cold and are delivered the day/evening before. Lunch and dinner meals for the Detox Center are currently delivered separately and served from heated pans.

3. Scope of Services

The Contractor shall provide all supplies, equipment, materials, labor, transportation, and services necessary in providing all management, staffing, planning of menus, food preparation and equipment, food, beverages, supply inventory, and cleanup for the complete operation of on-site food services described in this RFP.

A. Food Service Requirements

The Contractor shall meet all food service requirements set forth in the *Food Service Requirements* attached hereto and made a part of this RFP as **Attachment A**.

B. Dietary Requirements

The Contractor shall meet all dietary requirements set forth in the *Dietary Requirements* attached hereto and made a part of this RFP as **Attachment B.**

C. Pricing

The Contractor shall complete, submit, and conform to the *Pricing Worksheet* attached hereto and made a part of this RFP as **Attachment C.**

The Contractor may also submit pricing on a separate attachment for any other meals and food options not included in this pricing worksheet that the Contractor may offer to the County.

D. County Roles and Responsibilities

The County shall conform to the roles and responsibilities set forth in the *County Roles and Responsibilities* attached hereto and made a part of this RFP as **Attachment D.**

E. Current Food Service Equipment and Small Wares

1. The current list of *Food Service Equipment* owned by the County is attached hereto and made a part of this RFP as **Attachment E**.
2. The current list of *Small Wares* owned by the County and current Contractor are attached hereto and made a part of this RFP as **Attachment F**.

F. Background Checks

1. The Contractor shall comply with the following screening and security requirements in addition to those included in the Ramsey County Solicitation Exhibits Packet, Section 1.29 Special Conditions.
2. All Contractor employees working on-site at the ADC shall successfully pass a background check before first entering the facility and upon request by the Undersheriff or designee. The background check will be conducted by and at the expense of the Ramsey County Sheriff's Office. Failure to comply may result in immediate termination of the resulting agreement. Any subcontractors, if authorized by the Sheriff's Office administrators or designee, must also pass a background check as described.
3. The Undersheriff or designee shall have the sole right, at any time, to reject any such employee who it determines in its sole discretion poses a risk or potential risk to the security or operations of the ADC.
4. All Contractor employees shall complete an orientation as defined by the Sheriff's Office administrator or designee. The Contractor and its employees will comply with all rules and regulations, policies and procedures, as well as any directives and/or orders by the Sheriff's Office administrators and staff. Any Contractor employee or subcontractor failing to comply with the aforementioned rules, regulations, policies, procedures, or directives may be escorted from the building and such action may be cause for termination of the resulting agreement.

G. Post Award Pricing

1. Pricing will not change during the first twelve (12) months after the commencement date of the agreement. After the initial twelve (12) months, and annually thereafter on the anniversary of the agreement, a price change request may be submitted to the County.
2. Pricing may be subject to review and adjustment annually based on the rate of increase or decrease in food costs as reported by the Consumer Price Index for all urban consumers in the Twin Cities

Metropolitan, food away from home area as published by the U.S Bureau of Labor Statistics. The increase will be based on the annual adjustment listed for the previous year or a cap of 3% whichever is less. The meals must still be consistent with the agreed upon menus.

3. All price change requests must be submitted in writing to the County forty-five (45) days prior to the date the requested changes will take effect and must be accompanied by appropriately documented market justification. Price changes will only be granted by way of written amendment to the resulting agreement and approved by both parties.

H. Quantities

The County does not guarantee any minimum or maximum number of meals or food items during the term of the resulting agreement. Any quantities given in this RFP are estimates only and are given only as a guideline for the Contractor's RFP response preparation. Estimates should not be construed as representing actual quantities. The County shall not be held to any minimum or maximum quantities.

I. Reports

The Contractor shall be able to report monthly to the County a usage report (MS Excel format) summarizing item usage that shall include at least the following information:

- Description of items purchased
- Quantity of items purchased
- Frequency of items purchase
- Individual cost per item
- Monthly total cost per item
- Year to date quantity per item
- Year to date total cost per item

The Contractor shall provide hard copies of usage reports at each monthly in-person meeting at the ADC.

The County reserves the right to request additional reports as needed.

J. Responder qualifications/Eligible applicants

It is preferred that the Contractor has experience providing correctional/institutional volume food services.

K. Mandatory legal requirements

1. **Ramsey County Solicitation Exhibits Packet**

See the *Ramsey County Solicitation Exhibits Packet*, Exhibit 1: General Contract/Agreement Terms and Conditions that will be made part of the resulting agreement.

2. **Material Conditions**

The Contractor shall conform to the material conditions set forth in the ADC and Detox Center Material Conditions attached hereto and made a part of this RFP as **Attachment G and H.**

4. Instructions to Responders

A. Anticipated contract term

The term of this agreement is anticipated to be from May 18, 2026 through May 17, 2028 with the option to renew for three (3) additional one (1) – year periods, determined by the County.

B. Questions and communications

Questions concerning this Solicitation are to be submitted by the deadline included above in the Solicitation schedule and submitted via e-mail to the named purchasing and contracting specialist contact listed above. Please include the Solicitation name and number in the subject line of the email.

The County is not obligated to answer questions submitted after the question due date and time. To ensure open and fair competition, all questions are received by a certain date and answers are shared as an addenda to the Solicitation.

Only personnel listed above are authorized to discuss this Solicitation with responders. Contact regarding this Solicitation with any personnel not listed above could result in disqualification. This provision is not intended to prevent responders from seeking guidance from the County regarding general purchasing and contracting questions.

C. Response submission

Please submit your response in the DemandStar portal.

To submit a response, you must first register with the portal. For more information on how to register, go to the How to Contract With Ramsey County page for written and video instructions.]

Responders are strongly encouraged to make their submissions well in advance of the response due date as the submission process may take some time to complete.

5. Response Format and Content

Responses **must** adhere to the following format.

Responses shall contain the following information and may not exceed 100 pages.

a. Qualifications and Experience. Submit information for key staff must include:

- A profile of the Responder, including the size, organizational structure, and history;
- A narrative of the experience of the firm in performing similar services; and
- Resumes for key staff performing services in the response. For example:
  - professional credentials;
  - education or certifications; and
  - expertise and capability; and experience.

b. **Workplan.** Submit a workplan in response to the scope of services, including but not limited to the following:
   - specific strategies and methods for performing services needed and described in the Scope of Services, Section 3;
   - identify all subcontractors;
   - tasks with estimated duration;
   - an implementation schedule including estimated start and finish dates;
   - capacity to perform the services;
   - availability of staff and resources;
   - a proposed team organization and management plan; and
   - description of how the Contractor will staff the ADC kitchen, and
   - A copy of the Contractor's in-service training policies and procedures for kitchen staff for food services, including safety, food handling, operations, and emergencies.

c. **Pricing**. Complete and submit the following:
   - **Attachment C - Pricing Worksheet**
   - Optional: The Contractor may also submit pricing on a separate attachment for any other meals and food options not included in this pricing worksheet that the Contractor may offer to the County.

d. **Menus.** Submit sample menus in response to the scope of services, including but not limited to the following:
   - Sample menus for at least a four (4) week period, seven (7) days per week, three (3) meals per day for the ADC inmates, ADC staff, and Detox Center clients that meet the food service requirements identified in this RFP;
   - Sample menu for finger foods;
   - Sample menu for brunch;
   - Sample menu for holiday meals and polices for serving holiday meals;
   - Menus are to include portion sizes for all menu items, along with condiments to be served;
   - Each menu item should follow correct portion size; provide a balanced, variety-based meal, with aesthetically pleasing colors and textures. The sample menus shall include written certifications by a registered dietician; and
   - A statement from the registered dietician that shall certify in writing that all menus for the ADC inmates and Detox Center clients will be in compliance with Department of Corrections and Minnesota Department of Health requirements.

e. **Required Forms, Attachments, and Exhibits.** Review and/or complete and submit the following:
   - **Attachments:**
     - Attachment A – Food Service Requirements (REVIEW ONLY)
     - Attachment B – Dietary Requirements (REVIEW ONLY)
     - Attachment C – Pricing Worksheet (COMPLETE AND SUBMIT)
     - Attachment D – County Roles and Responsibilities (REVIEW)
     - Attachment E – Food Services Equipment List (REVIEW ONLY)
     - Attachment F – Food Services Small Wares List (REVIEW ONLY)
     - Attachment G – ADC Material Conditions (REVIEW ONLY)
     - Attachment H – Detox Center Material Conditions (REVIEW ONLY)

- **Ramsey County Solicitation Forms Attachment Packet:**
  - Attachment I - Responder Declarations Form (COMPLETE AND SUBMIT)
  - Attachment J - Contractor Information Form (COMPLETE AND SUBMIT)
  - Attachment K - Contractor Reference Form (COMPLETE AND SUBMIT)
  - Attachment L - Contractor Lobbying Certification Form (COMPLETE AND SUBMIT)
  - Attachment M - Exceptions to Terms and Conditions Form (COMPLETE AND SUBMIT)
    - *NOTE: Responders requesting no exceptions will be awarded the full points in this category. Exceptions will be scored based on the significance of the exception to the County; minor exceptions will be scored higher.*

- **Ramsey County Solicitation Exhibits Packet:**
  - Exhibit 1 - General Contract/Agreement Terms and Conditions (REVIEW)
  - Exhibit 2 - Contracting for Equity (REVIEW)
  - Exhibit 3 - CJIS Security Addendum (COMPLETE AND SUBMIT)
  - Exhibit 4 - CJIS Security Addendum Certification (COMPLETE AND SUBMIT)
  - Exhibit 5 - Business Associate Agreement (COMPLETE AND SUBMIT)

PLEASE NOTE THAT THE REQUIRED FORMS, ATTACHMENTS, AND EXHIBITS IN THIS SECTION 5.e. ARE NOT PART OF THE 100 PAGE MAXIMUM ALLOTTED FOR THE BODY OF THE CONTRACTOR'S RESPONSE DOCUMENT.

6. Evaluation and Selection Process

A. Response evaluation and criteria

1. The County will first review each proposal for responsiveness to determine if the Responder satisfies all mandatory requirements. The County will evaluate the mandatory requirements on a pass/fail basis.

   - **Mandatory Requirements.** The following will be considered on a pass/fail basis:
     - Responses must be received no later than the response due date of January 8, 2026, by 2:00 p.m. Central Time
     - Responses must adhere to Section 5. Response Format and Content.

2. Responses meeting the mandatory requirements will then be evaluated based on:

Item	Scoring (Points)
Qualification and Experience	30
Workplan	30
Pricing	20
Menus	10
Exceptions to County's Terms and Conditions	5
Originality/Creativity	5
Total	**100**

After review of each responsive response, the County may immediately award a contract to a successful Responder based on the evaluation criteria, or it may establish a short list of Responders for further consideration. The short list of Responders may be to an interview, presentation, or system demonstration, or asked to provide additional information.

B. Interviews/presentations and site/e-visits

The County reserves the right to request additional information from Responders during any phase of the response evaluation process. During the evaluation process, the County may require the presence of a Responder to make a presentation and/or answer specific questions regarding their response. Responders should reserve the week of January 26, 2025 for a possible on-site interview/presentation. Any request for an interview/presentation will be made the week of January 19, 2026.

If the County chooses to hold interviews/presentations and/or site/e-visits, invitations will be extended to the Responders with the highest evaluation scores.

Additional points are allocated to interviews and/or presentation, as determined by Ramsey County.

C. Award of contract

The County will make its selection as determined by this evaluation process. The County reserves the right to pursue negotiations on any exception taken to the County's standard terms and conditions. In the event that negotiated terms cannot be reached, the County reserves the right to terminate negotiations and begin negotiating with the next highest scoring responder or take other actions as the County deems appropriate. If the County anticipates multiple awards, the County reserves the right to negotiate with more than one Responder.

D. Execution of contract

Before a contract becomes effective between the County and any Responder, the contract must be signed by the County Board or its designee. If for any reason the County Board or its designee does not sign the contract, then there are no binding obligations whatsoever between the County and the Responder relative to the proposed contract.

7. Solicitation Terms

A. Competition in Responding

The County desires open and fair competition. Questions from responders regarding any of the requirements of the Solicitation must be submitted in writing to the Purchasing and Contracting Contact listed in the Solicitation before the due date and time. If changes are made, the County will issue an addendum.

Any evidence of collusion among responders in any form designed to defeat competitive responses will be reported to the necessary authorities for investigation and appropriate action.

B. Addenda to the Solicitation

Changes to the Solicitation will be made by addendum and posted in the same manner as the original Solicitation. Any addenda issued will become part of the Solicitation.

C. Responder's right to edit, submit, resubmit and/or cancel or withdraw its response

A responder may edit, submit, resubmit and/or cancel or withdraw its response at any time before the response due date. Requests should be submitted in writing via e-mail to the Purchasing and Contracting contact listed in section 1A.

D. Responses will not be returned

Upon submission, responses will not be returned.

E. Rights Reserved

The County reserves the right to: Reject any and all responses received; Waive or modify any informalities, irregularities, or inconsistencies in the responses received; Negotiate with the highest scoring Responder(s); Terminate negotiations and select the next response providing the best value for the County; Short list the highest scoring Responders; Require Responders to conduct presentations, demonstrations, or submit samples; Interview key personnel or references; Request a best and final offer from one or more Responders; and The County reserves the right to request additional information.

F. Public disclosure of response documents

All materials submitted in response to this Solicitation will become property of the County. During the evaluation process, all information concerning the responses submitted will remain private or nonpublic and will not be disclosed to anyone whose official duties do not require such knowledge. Responses are private or nonpublic data until the completion of the evaluation process as defined by Minn. Stat. § 13.591. The completion of the evaluation process is defined as the County having completed negotiating a contract with the selected contractor(s). The County will notify all responders in writing of the evaluation results.

G. Trade secret information

Responders must not submit trade secret material as part of their response, as defined by Minn. Stat. § 13.37. The County does not consider cost or prices to be trade secret material, as defined by Minn. Stat. § 13.37. A Responder may present and discuss trade secret information during an interview or demonstration with the County, if applicable.

In the event trade secret data are submitted, Responders must defend any action seeking release of data it believes to be trade secret, and indemnify and hold harmless the County, its agents, and employees, from any judgments awarded against the County in favor of the party requesting the data, and any and all costs connected with that defense.

H. Conditions of Offer

Unless otherwise approved in writing by the County, Responder's cost proposal and all terms offered in its response that pertain to the completion of professional services will remain firm for 180 days, until they are accepted or rejected by the County, or they are changed by further negotiations with the County prior to contract execution.

I. Award

Any award that may result from this Solicitation will be based upon the total accumulated points as established in the Solicitation. The County reserves the right to award this Solicitation to a single Responder, or to multiple Responders, whichever is in the best interest of the County, providing each Responder is in compliance with all terms and conditions of the Solicitation. The County reserves the right to accept all or part of an offer, to reject all offers, to cancel the Solicitation, or to re-issue the Solicitation, whichever is in the best interest of the County.

J. Responder's costs

The County shall not be responsible for any costs incurred by Responder in connection with this Solicitation. Responder shall bear all costs associated with response preparation, submission, and attendance at interviews, or any other activity associated with this Solicitation or otherwise.

K. Responder's ideas

The County reserves the right to use any or all ideas, concepts, or other information provided in any responses. Selection or rejection of the response does not affect this right.

L. Requirements Prior to Contract Execution

Prior to contract execution, a responder receiving a contract award must comply with any submittal requests. A submittal request may include, but is not limited to the following:

1. Certificate of Insurance;
2. Taxpayer Identification Number and Certification, I.R.S. Form W-9;
3. All Contractors, with the exception of sole proprietors, shall be properly registered with the State of Minnesota. A Contractor whose main office is not in the State of Minnesota must register with the State of Minnesota as a foreign vendor; and
4. Security Deposits
   The Contractor must pay two security deposits:

   a. a deposit of $10,000 on the County owned appliances at the ADC; and

   b. a deposit of $1,000 on the County owned equipment in the ADC staff eating area.

   The deposits will be placed in a non-interest-bearing account. The security deposits will be returned to the successful proposer less any damages, within thirty (30) days of the agreement’s expiration or termination.

ATTACHMENT A – FOOD SERVICE REQUIREMENTS

The Contractor shall meet all food service requirements including, but not limited to the following:

A. Service Requirements

1. The Contractor shall serve high quality, nutritious, well prepared and tasteful meals at appropriate temperature at a reasonable cost. Meals should align with Minnesota Department of Health (MDH) regulations and the United States Department of Agriculture (USDA) nutrition guidelines for Americans.

2. The Contractor shall operate the food service program utilizing professional personnel trained in a correctional food service/supervised living environment.

3. The Contractor shall develop and implement a written food service plan with clear objectives, policies, procedures and a plan of evaluation of compliance. A system for ordering meals in advance will be negotiated with the Contractor to ensure the proper number of meals are provided.

4. The Contractor shall operate the food service program to meet or exceed the laws, rules, and regulations of all jurisdictional agencies and trade associations covering food preparation and service for detention facilities and detoxification centers, including, but not limited to: Minnesota Department of Health (MDH), American Correctional Association (ACA), Minnesota Department of Corrections (DOC) and the National Commission on Correctional Health Care, as well as all federal, state and local laws and regulations governing the food service industry.

5. The Contractor shall provide the expertise, management, staff, and preparation skills for the consistent, timely service of meals, sanitary food management and supervision.

6. The Contractor shall maintain all Material Safety Data Sheets (MSDS) and hazardous chemical inventory and chemical labeling system in compliance with MN DOC Rule 2911.5450.

7. The County reserves the right to inspect the Contractor's food storage facility(ies) prior to award and at any time during the term of the resulting agreement.

B. Staffing Requirements

1. The Contractor shall provide one (1) full-time on-site Certified Food Service Manager and one (1) full-time on-site Assistant Food Service Manager who have attained MDH Food Service Certification.
    a. The Certified Food Service Manager and Assistant Food Service Manager will be provided an office on-site at the ADC.

    b. It is desired that the Certified Food Service Manager and Assistant Food Service Manager have a minimum of five (5) years of correctional / institutional food service management experience.

2. The Contractor shall provide adequately experienced and trained full-time staff to provide competent services, along with sufficient back-up personnel. It is desired that staff have a minimum of two (2) years of correctional / institutional food service experience.

3. All on-site staff shall be ServSafe certified by the National Restaurant Association prior to the anticipated agreement start date and shall remain ServSafe certified during the term of the resulting agreement. If on-site staff are not ServSafe certified, the Food Service Manager must provide the ADC proof that staff are registered for the ServSafe classes.

4. The Contractor shall provide adequate staffing for all positions to ensure full staffing at the ADC and Detox Center to address vacations, sickness, resignations, discharges of personnel, and/or other types of staff absences. **The Contractor shall submit with their RFP response submittal a list of how the Contractor will staff the kitchen.**

5. The Contractor shall provide production chefs that shall be assigned to work in the ADC facility exclusively and shall not rotate to other facilities without prior approval by the ADC Administrator or designee.

6. The Contractor shall provide and ensure all staff receive annual training on safety, security and proper food handling procedures. An option for training may be for staff to become members of a professional organization, such as the Association or Correctional Food Service Affiliates, for training and mentorships.

7. The Contractor shall provide a corrections-experienced Registered Dietitian available for menu development and to ensure quality, nutritious meals are being served and in accordance with the requirement listed within this solicitation.

8. The Contractor shall ensure that the Registered Dietitian reviews periodic requests for special diets and will respond to the ADC staff within 48 hours.

9. The Contractor shall provide and ensure all staff wear a uniform that properly identifies the staff member as a contract worker. The uniform must be clean and presentable daily.

10. The Contractor shall ensure all staff shall comply with the MDH Food Handlers regulations, which include but are not limited to: TB screening and annual testing, immunizations policies, policies regarding sick employees and use of universal blood and body fluid precautions. Screening, testing, and immunizations shall be at no cost to the County. The Contractor will be required to give the County written documentation of its compliance with these regulations prior to any staff or subcontractor staff providing services under the resulting agreement.

11. The Contractor shall ensure all staff, while in any County facility, follow County security procedures and shall take direction from the designated County representative in an emergency situation.

12. The Contractor shall ensure all staff shall comply with the County's written policy and procedures relating to facility security. The Contractor's staff will be responsible for the security and control of their work tools, utensils, and County issued keys. All tools, utensils, and keys shall be kept in a locked area when not in use. Recorded inventory control shall be maintained of all such items on a daily basis.

13. The Contractor shall ensure no staff, agents or subcontractors will carry or possess a firearm, ammunition, or other weapons on County premises or while acting on behalf of Ramsey County pursuant to the terms of the resulting agreement. Violation of this provision will be considered a substantial breach of the agreement and, in addition to any other remedy available to the County under law or equity, violation of this provision will be grounds for immediate suspension or termination of the resulting agreement.

C. Meal Requirements for ADC Inmates

1. The Contractor shall be responsible for providing food that is nutritionally balanced, well prepared, tasteful, and maintains proper temperature control. Nutritional value and recommended daily allowances for macro and micronutrients will, at a minimum, conform to the MN DOC Rules 2911.3800 - 4800 for this facility. NO PORK PRODUCTS, byproducts, or flavorings with pork are allowed to be served due to religious and allergy requirements.

2. The Contractor shall provide and ensure a minimum of that two (2) of the three (3) meals provided per day will be HOT in accordance with ACA standards, unless the menu is approved in advance by the Undersheriff or designee. Any changes to the written food service plan during the resulting agreement term shall be approved by the Undersheriff or designee, IN WRITING, and will only be approved if accompanied by a licensed dietitian's certification that the new food service plan will meet all requirements described in the RFP specifications. If the nutritional standards are changed during the term of the resulting agreement, menus will be adjusted to comply at no change in the pricing.

3. The Contractor shall ensure that the temperature of prepared foods (hot and cold foods) is expected to meet the following standards just prior to making up trays at the serving line:
    a. Cold Foods 40^0 or Below
    b. Beef 155^0 or Higher
    c. Chicken 165^0 or Higher
    d. Pork 145^0 or Higher
    e. Fish 145^0 or Higher
    f. Reheated Leftovers 165^0 or Higher
    g. Food at Serving Line 145^0or Higher

Foods may be cooked to a higher temperature as these are minimum temperatures that should be reached for at least 15 seconds.

Foods should be cooled from 140^0 to 40^0 within 4 (four) hours.

4. The Contractor shall ensure that all thermometers should be calibrated at a minimum on a weekly basis.

5. The Contractor shall provide seasonal changes to ADC inmate menus at least three (3) times per year, every 120 days.

6. The Contractor shall ensure when serving fruits and vegetables, the minimum amount of liquids is included with the approved serving size amount.

7. The Contractor shall ensure when serving fresh fruit and vegetables, the fresh fruit and vegetables are fresh for the growing seasons. For example, strawberries and watermelon for the summer season.

8. The Contractor shall ensure all meals for inmates and staff shall be reasonably seasoned to industry standards.

D. Meal Requirements for ADC Staff

1. The Contractor shall provide and furnish food that is nutritionally balanced, well prepared, and tasteful, served buffet style and/or on trays, which includes but not limited to at least three (3) of the following:
   a. hot entrées
   b. soup
   c. salad bar
   d. sandwiches and chips or some kind of ‘grab and go’ menu option

2. The Contractor shall also provide and furnish at each food service mealtime there will be at least two (2) of the following:
   a. fruit option, fresh fruit when reasonably available
   b. vegetable option, fresh vegetables when reasonably available
   c. dessert option

3. The Contractor shall provide and furnish milk that will be served at each food service mealtime. The Contractor shall provide a variety of milk options to include but not limited to 2% milk and chocolate milk.

4. The Contractor shall provide and furnish cold cereal, milk, and bread that will be provided in the officer dining room 24 hours per day. The Contractor shall provide condiments for toast and hard-boiled eggs.

a. The Contractor shall ensure continuous availability and replenish food items during high volumes, especially before and after each shift change.

5. The Contractor shall ensure and provide name brand condiments furnished in bulk or in portion-controlled packets. The Contractor shall monitor the availability of all condiments on an on-going basis and shall refill condiments in order to maintain an adequate supply in the officer dining room at all times.

6. Prior to commencement of services, the Contractor shall meet with the Undersheriff or designee and Food Service Director to review and approve menu items. Upon approval, the Contractor shall serve and provide food in accordance with the approved menus.

7. Menu items shall be reviewed and approved on a semi-annual basis with the Undersheriff or designee and Food Service Director. The County reserves the right to change menu items during the term of the resulting agreement at the request of the Undersheriff or designee without any cost increase as long as the overall meal requirements stated above are not changed. Upon approval, the Contractor shall serve and provide food in accordance with the approved menu.

8. The Contractor shall ensure ADC staff menus rotate every 14 calendar days with no repeat meals.

9. The Contractor shall post in the officer dining room the weekly ADC staff menu.

10. Meals shall be paid for by the County for Sheriff's Office, Detention Services Division staff only.

11. The Contractor shall submit quarterly reports to the Undersheriff or designee indicating the number of staff meals served on a monthly basis.

12. The County reserves the right to provide staff meals from an outside food service contractor on an as-needed basis.

13. Upon request by the County, the Contractor shall provide additional staff meals to during ADC campus events.

14. Upon request by the County, the Contractor shall provide specialty staff meals served to each mealtime on a monthly basis or upon request.

E. ADC Inmate Mealtime Schedules

1. ADC Inmate meals are served at the following times:
   - Breakfast at 4:30 AM
   - Lunch at 10:30 AM
   - Dinner at 4:30 PM

2. The Contractor must ensure food trays will be started 90 minutes prior to the start of each mealtime. Food carts with trays may be pushed down the hall 30 minutes prior to each mealtime.

3. A mealtime schedule shall be mutually agreed upon between the County and Contractor.

4. At least three (3) meals, seven (7) days a week, shall be provided at regular mealtimes. DOC rules require one (1) hot meal per day, but the ADC has elected to provide two (2) hot meals per day in accordance with ACA standards and Minnesota 2911.3900 Dietary Allowances.

5. Other DOC approved schedules such as Weekend/Holiday brunches shall be mutually agreed upon by the County and Contractor.

6. The Contractor may be required to provide food services for some inmates at times other than normal scheduled mealtimes, as determined by the County.

7. The County reserves the right to alter the meals times based on the needs of the ADC.

F. ADC Staff Mealtime Schedules

1. The Contractor shall ensure food services for on duty ADC staff shall be provided buffet style at the following mealtimes:
    - Lunch from 10:30 AM through 12:30 PM
    - Dinner from 5:00 PM through 7:00 PM
    - Overnight dinner from 12:00 AM through 2:00 AM

2. The overnight dinner meals are currently prepared on trays and placed on a cart. The County wishes to continue this service, but would like the option for buffet style as requested.

3. The Contractor shall ensure all meals will be prepared fresh for each food service mealtime schedule.

4. The Contractor shall ensure the ADC staff food shall be made available in the officer dining room adjacent to the tower elevator lobby.

G. Detox Center Client Mealtime Schedules

1. Detox Center client meals are served at the following times:
    - Breakfast at 8:00 AM
    - Lunch at 12:00 PM
    - Dinner at 5:00 PM

2. The Contractor must ensure food carts will be ready for transport 10-15 minutes before meals are actually served. Food must be delivered 10-15 minutes prior to mealtime to ensure adequate time for set-up.

H. Food Service Preparation and Delivery for ADC and Detox Center

1. The Contractor shall provide food service 365 days a year. No excuse or deviations shall be accepted for non-compliance with this requirement.

2. The Contractor shall ensure sufficient quantities of food shall be available for each meal to allow for unexpected increases in facility populations.

3. The Contractor shall ensure meals served must follow set menus as provided and approved by the Contractor, Registered Dietitian and the County.

4. The Contractor shall ensure all foods served shall be wholesome and free from spoilage and decay. All food items purchased shall meet and comply with all local, county, state and federal codes, laws, rules and regulations.

5. The Contractor shall ensure all institutional meat purchased must meet the "General Requirements" as formulated by the USDA. The Contractor shall ensure no mechanically separated chicken or turkey shall be used to feed the ADC inmates or staff.

6. The Contractor shall ensure the minimum grade for food items is as follows:
   a. Poultry - USDA Grade A
   b. Fish - USDA Grade A
   c. Beef - USDA Good or Better and 80% lean or greater
   d. Eggs - USDA Grade A Medium Vegetables (frozen only) Standard or Better
   e. Fruit (canned in water packed or light syrup only) Standard or Better
   f. Fresh fruit and vegetables - USDA No. 1
   g. Dairy products and real cheese - USDA Grade A
   h. Ground beef - USDA Good or Better - not to exceed 20% fat
   i. Smoked meats - Best quality
   j. Provisions and variety meats - Retail quality, Grade #1 (USDA inspected plants
   k. Coffee and tea - Best grade/national brands
   l. Other beverages - Best grade/national brands

7. The Contractor shall procure and provide all raw food and ingredients necessary to prepare meals and shall provide adequate trays, cups, sporks, napkins, and condiments, including, but not limited to; salt, pepper, mustard, ketchup, jelly, and sugar, for all inmate meals. Generally non-disposable trays, cups, and sporks will be used for ADC inmates and Detox Center clients' meals; however, disposable options must be available for ADC staff.

   a. The Contractor shall ensure all food preparation for ADC inmates and staff, and Detox Center clients shall take place in the ADC kitchen provided by the County. The Contractor may be allowed to purchase or produce food off-site at the approval of the Undersheriff or designee.

b. The County and Contractor ensure that NO inmate labor will be allowed in the food service operation. The Undersheriff or designee may authorize inmates to assist with cleaning the kitchen, which is separate from the requirements included in this RFP and resulting agreement.

c. Food Service at the ADC:

i. The Contractor shall ensure all tray meals for ADC inmates shall be equally portioned and have the exact same food items on the food trays, with the exception of religious or special diet meals, and placed in food delivery carts.

ii. The Contractor shall deliver prepared food trays, cups, sporks and utensils via the kitchen sally port adjacent to the second-floor housing tower elevator lobby. Trays will then be delivered by ADC staff. The return of food trays, cups, and sporks, and trash will be accomplished via the same route.

d. Food Service at the Detox Center:

i. The Contractor shall transport food in steam table pans from the ADC kitchen to the Detox Center.

ii. The Contractor shall serve Detox Center clients from steam tables located in the Detox Center.

iii. The Contractor shall be responsible for providing food ready to serve (kept at proper temperature during transport) and the Contractor must provide chafing dishes and heat source if requested, gloves, hair nets, plates, silverware, cups, and straws.

I. Billing and Record Keeping

1. The County shall pay for all ADC inmates, Detox Center clients and ADC staff meals ordered, whether consumed or not, provided that the meals are consistent with the agreed-upon menus.

2. The Contractor shall provide full and accurate records of meal counts in connection with food services provided for ADC inmates and Detox Center clients, separate from records for the ADC staff.

3. The Contractor shall provide full and accurate records of sales and meal count records in connection with food services for ADC staff. A copy of all records shall be furnished on a monthly basis, on or before the 10th calendar day, covering the preceding month, to designated County personnel. In addition, all records pertaining to the resulting agreement shall be available for auditing by the County or an independent auditor designated by the County.

J. Contingency of Food Services

1. For continuation of food service should the on-site ADC kitchen be rendered unusable through unanticipated events including, but not limited to: fire, power outages, natural disaster, and actions taken as a result of health inspections, the Contractor shall provide the Undersheriff or designee with an agreed upon food service procedure and menu.

2. For continuation of food services including, but not limited to: pandemic, social injustice, civil unrest or other events, the Contractor shall work through, be flexible, and adjust coming up with alternative solutions to providing food services.

3. The Contractor shall immediately inform designated County staff of any equipment failures, loss of materials or any other condition that will affect the preparation and service of meals or the security of the ADC and Detox Center and shall provide a plan to remedy the problem so as not to interrupt the onsite food services program.

K. Deliveries of Food Products and Supplies

1. The Contractor shall keep the ADC loading dock free of obstructions and in a state of cleanliness that complies with state and local health related requirements.

2. The Contractor shall unload all deliveries for food services immediately after the delivery arrives to ensure food safety.

3. The Contractor shall be responsible to provide any equipment needed to complete the food service delivery process. A loading dock is available at the ADC.

4. All items delivered must fit through the elevator, the measurements of the opening to the elevator are 47.5” x 95”.

5. All delivery items must be delivered between the hours of 6:00 a.m. and 6:00 p.m., Monday through Friday, excluding County holidays, unless otherwise requested by the County.

L. Housekeeping Services

1. The Contractor shall maintain a neat and orderly operation at all times, including the necessary housekeeping services in the ADC kitchen and the removal of all trash and recycling, including breaking down all cardboard. Refer to *Waste Resource Management* section T below.

2. The Contractor shall keep, track, and provide upon request a documented cleaning schedule for all areas of the ADC kitchen.

3. The Contractor shall wipe down and clean all counters, tables, and chairs in the ADC officer dining room on a daily basis prior to each meal.

4. The Contractor shall sweep and mop the ADC officer dining room on a daily basis.

5. The Contractor shall remove the trash and recycling and breakdown all cardboard in the ADC officer dining room on a daily basis.

6. The Contractor shall provide a deep clean of the ADC officer dining room on a weekly basis.

7. The Contractor shall keep all perimeter ADC kitchen doors closed and secure when not in use.

8. The Contractor shall empty and wash all food delivery carts trays, cups, dishes, eating utensils, food preparation utensils, food delivery carts, and other equipment necessary for the food service operation after each meal.

9. The Contractor shall wipe down the food delivery carts after each meal and spray down the carts in the soak room daily.

M. Key/Card Access Control

Key/card access control shall be the responsibility of the Contractor. The County may issue keys or access cards on an as-needed basis. Any key/access card that is lost, stolen or broken will be reported immediately to the County. In the event the Contractor, for any reason, does not return a key or access card, it shall be at the expense of the Contractor to restore and/or maintain security of the facility as deemed necessary by the County. This may include, but is not limited to, rekeying of all effected locksets or reprogramming costs for the card access system.

N. Laundry

All linens used to provide food services to the ADC and Detox Center will be the sole responsibility of the Contractor to furnish and be laundered.

O. Permits, Licenses and Codes and Safety

1. The Contractor shall possess and maintain in force all required federal, state and local licenses, permits, public health certificates, and public safety inspections for the operation of food services in correctional facilities. It is the sole responsibility of the Contractor to determine the requirements and pay all applicable fees and make all documentation available to the County upon request.

2. Inspections of the food service areas within either the ADC or Detox Center shall be made by the County when deemed necessary, with or without advance notice to the Contractor.

3. Mandatory annual Fire Department, MDH, DOC and inspections of the kitchen and other food preparation areas in the ADC and Detox Center must show compliance with the rules and regulations of those agencies. Failure to comply may result in contract cancellation for cause.

P. Space/Property

1. The Contractor shall protect all surfaces that the Contractor may come in contact with (walls, floors, elevators, etc.) from damage by providing adequate building protection. Damages caused by the Contractor to ADC shall be reported and documented to the Sheriff's Office immediately.

2. Any and all damages due to the Contractor's negligence or willful misconduct shall be replaced or repaired by the Contractor to the Sheriff's Office satisfaction and at no cost to the Sheriff's Office.

3. The Contractor shall be responsible for contracting with a licensed pest control contractor for monthly scheduled services or more frequently if needed, in the food preparation area of the ADC.

4. The space and equipment used by the Contractor within the ADC and Detox Center shall not be used to prepare food for other agencies or persons other than those designated under this RFP without prior approval by the Undersheriff or designee.

Q. Surveys

1. In order to assure a high quality of service and food being provided to both the ADC inmates and staff, and Detox Center clients, the Contractor shall provide a survey system with the supervision of the County on a semi-annual basis or as requested.

2. The survey must allow the respondent to be anonymous or include their names for follow-up by the Contractor and County.

3. Survey items to be rated shall include, but are not limited to:
   a. Food Quality
   b. Food Appearance
   c. Taste
   d. Temperature
   e. Portion Size

4. The Contractor agrees to maintain a rate of 3 or better on a scale of 1 to 4.

R. Temperature Logs

The Contractor shall keep and provide the County with the following documents on a monthly basis or upon request:

- Refrigeration and freezer temperatures
- Food temperatures
- Dishwashers temperatures
- Dry storage temperatures

S. Quality Control

The Contractor shall comply with the following requirements to ensure quality goods and services are provided to the County:

1. The Contractor shall meet monthly in-person or via conference call with the Undersheriff or designee and staff to discuss the quality of service and to ensure that the Contractor is meeting their contractual obligations. The Contractor's Food Service Director and Regional Director are required to attend these monthly meetings.

2. The Contractor shall meet monthly for no less than the first six (6)) months of the agreement and may be adjusted to quarterly meetings after the six (6) months at the discretion of the ADC administrator or designee.

3. Failure of the Contractor to participate in these meetings may be cause for termination of the resulting agreement.

T. Waste Resource Management

1. The County's top priority for waste management and the use of resources is to reduce the volume and toxicity of the waste produced in its operations. The Contractor shall use County facilities, equipment and other resources in an environmentally responsible manner so that energy is conserved and resources are sustained instead of depleted.

2. The Contractor shall meet the following objectives in its day-to-day operations:
   a. Foodservice waste shall be minimized. The Contractor shall work with the County to identify waste reduction and reuse opportunities and develop strategies to implement them.

   b. The separation of recyclables and organic materials from the foodservice waste stream, as directed by the County's recycling and organics management program, shall be maximized. <u>Recyclables include</u>: (1) cardboard; (2) recyclable paper; (3) cans, glass and plastic food and beverage containers; and (4) additional materials as identified by the County. <u>Organic materials include</u>: (1) food waste (e.g., food preparation waste, plate waste, expired or spoiled food and un-served edible food); (2) non-recyclable paper and cardboard; (3) wood waste; and (4) additional materials as identified by the County. <u>Separation of recyclables and organic materials from the foodservice waste stream includes</u>: (1) training foodservice staff on what types of materials are accepted in the County's recycling and organics management program; (2) placing recyclables and organic materials in the appropriate collection containers provided by the County; (3) preparing recyclables and organic materials for storage and shipment (e.g., flattening cardboard boxes, etc.) by the County; and (4) transferring recyclables and organic materials to storage areas designated by the County, as appropriate.

   c. The use of garbage disposals to grind and sewer food waste will be minimized and eliminated, wherever possible.

d. Unless otherwise provided by the County's recycling and organics management program, grease and fat shall be disposed of in separate containers that will be stored in the trash compactor room and shall be removed as per arrangement between the Contractor and a designated grease and fat recycling contractor at the Contractor's expense.

e. Residual foodservice waste not accepted in the County's recycling and organics management program shall be transferred and placed in the compactor or other disposal equipment designated by the County.

f. The Contractor shall keep the loading dock in a state of cleanliness that meets the satisfaction of the Saint Paul-Ramsey County Department of Public Health and is free of obstructions.

g. The County shall provide the following:
   i. Waste collection containers, equipment and pick-up services.
   ii. Recycling collection containers, equipment and pick-up services.
   iii. Organics collection containers, equipment and pick-up services.
   iv. Information and resources to train foodservice staff on participating in the County's recycling and organics management program.

h. The Contractor shall be in compliance with the county's food waste management and recycling policies and procedures.

U. Additional Requirements

1. The County reserves the right throughout the term of the resulting agreement to request pricing for and add to the agreement a limited number of like items to accommodate the need for any items that may have been inadvertently omitted from the items included in this RFP.

2. The Contractor may be asked to provide additional bulk food items (e.g. gallons of coffee, 100% juice, hot chocolate) and ala carte items as requested by an authorized department representative throughout the term of the resulting agreement.

3. Throughout the term of the resulting agreement, the Contractor may be asked to provide food and beverage services for official/special functions or other events of the County including the Sheriff's Office and any other County department(s), upon request. The Contractor's service must include the ability to provide full meals, fruits and vegetables, desserts, coffee, juices, box lunches, and/or other items as requested. These catering orders shall be invoiced separately from ADC inmate meal costs, ADC staff meals costs, and Detox Center client meal costs. Depending on the nature/location of the function or event, the Contractor may be asked to agree to/sign additional documentation.

4. The Contractor will have a supplier and a back-up supplier and have an account with a local grocery store for small purchases.

5. The Contractor will work the ADC and Ramsey County Correctional Facility for opportunity buys.

V. Requirements Prior to Commencement of Services

1. The Contractor shall develop and provide written procedures <u>specific to each of the ADC and the Detox Center</u> for approval by the applicable facility's authorized representative for the following topics:
    a. Meal delivery details to include written Service Delivery Procedures

    b. Sample menus, particularly for special diet menus, religious diets, such as diabetic, heart healthy, vegetarian, etc. along with pictures of meals.

    c. Safe, sanitary and secure food management including supervision of food service, staff, and security

    d. Monthly billing

    e. Dealing with complaints by inmates and County staff about food. This procedure shall include the Certified Food Service Manager talking to inmates about food complaints if requested by the County.

2. The Contractor shall provide:
    a. The Contractor shall provide the County a list of all staff and subcontractors who will require access into the ADC.

    b. The Contractor shall provide the County a list of all subcontractor information and names and resumes of the subcontractor's staff who will be assigned to the resulting agreement shall be submitted to the County for approval. The County retains the right to review and approve any subcontractors proposed.

    c. The Contractor shall ensure all staff and subcontractors who work in the ADC or Detox Center shall receive a Mantoux screening and a criminal background check at the County's cost. Thereafter, all assigned staff must submit to an annual Mantoux screening and criminal background checks prior to starting work under the resulting agreement.

    d. All Contractor staff and subcontractors who work in the ADC and Detox Center shall be approved by the County. The County reserves the right to approve and/or deny entry to the ADC and Detox Center to any Contractor staff or personnel who have not received prior approval by the County to work in the facilities. The Contractor may not change the staff assigned to work in the ADC and Detox Center without prior approval by the County. It is the Contractor's responsibility to ensure that all staff assigned to work in the ADC and Detox Center are made familiar with and follow all specific requirements outlined in this RFP and resulting agreement. It is the Contractor's responsibility to monitor performance of its staff (including but not limited to: scheduling periodic meetings with its personnel, performing regular background checks, and visiting the ADC and Detox Center unannounced) and to take appropriate corrective action if the performance falls below the standards set forth in this RFP. The Contractor shall be required to provide adequate staffing levels of approved personnel at all times.

e. The Contractor shall distribute to all staff, as part of its employee in-service training, documentation and information provided by the Sheriff's Office, relating but not limited to: building access and security.

3. Within a mutually agreed upon time period after execution of the resulting agreement with the County, the Contractor will organize and hold an in-person kick-off meeting to review expectations, provide a high-level project schedule/workplan with key tasks, milestones, deliverables and staffing requirements that are necessary to ensure a successful start date for the requested services.

The Contractor shall meet all dietary requirements including, but not limited to the requirements listed below:

DIETARY REQUIRMENTS FOR ADC INMATES

1. Menus will be based on a four-week cycle, seven (7) days per week, including holidays.

2. Menu food items must be served as stated each day and may not be adjusted unless extreme circumstances occur, such as power outage, disaster, etc.

3. Menus are to be submitted for the following three (3) month period, already approved by a Registered Dietitian to the Undersheriff or designee for approval on a quarterly basis.

4. The meals must still be consistent with the agreed-upon pre-approved menus.

5. All meals prepared and served at the ADC facility shall always be under the supervision of the Contractor.

6. The food provided to inmates each day shall meet an average weekly calorie requirement of 2400 calories per day and meet the Dietary Reference Intakes set by the National Academies of Sciences, Engineering, and Medicine. The meals served will meet the mandated dietary allowances through the Minnesota Department of Health rules; however, will be adjusted if revisions and updates to the Minnesota Department of Health rules occur during the resulting agreement in order to reflect the most up-to-date nutrition requirements accordingly.

7. The Contractor shall ensure no more than three (3) casserole dishes shall be included on the menu per week. Any menu substitutions and/or portion size changes must be approved in advance, in writing, by the Undersheriff or designee.

8. **Breakfast**
   Breakfast meals shall include the following, but not limited to:
   a. One (1) **protein**, such as egg, meat, poultry, cottage cheese, or yogurt.
   b. One (1**) Fruit** or Orange juice (requirement of the Minnesota Administrative Rules)
   c. One (1) **Grain** (starch), such as toast or other bread product, potatoes, or hot (such as oatmeal) or cold cereal (must include, but not limited to: Cheerios, Raisin Bran, Rice Krispies, Corn Flakes, Chex Cereal, no high sugar content cereals). Cereal will be provided in pre-made, measured bowls for easy to serve.
   d. The Contractor may rotate the breakfast menu to ensure the same meal is not served every day. The Contractor may rotate the grain and protein product.
   e. The Contractor may serve breakfast meals cold or hot.

9. **Lunch and Dinner**
   Lunch and dinner meals shall include the following, but not limited to:
   a. One (1) **protein** source, such as meat, poultry, eggs, cheese, or cottage cheese. Serving size shall be three (3) ounces or greater portion.
   b. At least one (1) green, red, or yellow **vegetable** (served hot or cold, such as peppers, lettuce, tomatoes, squash, zucchini) for two (2) meals each day.

c. One (1) **grain** (starch) source, such as pasta, rice, other grain, bread, or potato); ½ the recommended servings of grains must be whole grain (whole grain bread, pasta, or brown rice), the other ½ servings must be enriched.
d. At least one (1) **fruit** for two (2) meals each day.
e. Some foods with fat can be included, such as salad dressing, butter, margarine, sour cream, oil, or gravy.

10. **Bag Lunches**
Bag lunch meals shall include the following, but not limited to:
    a. Bag lunch meals shall be equivalent to the hot meals 2400 calorie requirement for the day.
    b. Two (2) sandwiches (protein plus grain) to include: meat (shall be a four (4) ounce portion) cheese.
    c. One (1) dairy beverage (1% or greater fluid milk)
    d. One (1) piece of fruit (apple).
    e. Vegetables (carrots or celery sticks).
    f. One (1) dessert (cookie).
    g. Condiments shall be provided as portion-controlled packets. i.e. mustard and mayo.

11. **Snack Bags**
Snack bag meals shall include the following, but not limited to:
    a. One (1) sandwich to include: meat (shall be a two (2) ounce portion) cheese.
    b. One (1) dairy beverage (1% or greater fluid milk)
    c. One (1) piece of fruit
    d. Condiments shall be provided as portion-controlled packets. i.e. mustard and mayo.

12. **Desserts**
Desserts shall include the following, but not limited to:
    a. Desserts shall be served three (3) days per week and one (1) weekend day only during lunch or dinner meals.
    b. Of the four (4) desserts served each week, desserts shall include:
        i. One (1) must be a fruit dessert
        ii. One (1) must be a dairy dessert (using low-fat dairy products if possible)

13. **Beverages**
Beverages shall include the following, but not limited to:
    a. 1% or greater milk in individual cartons
    b. Orange juice in individual cartons
    c. Other juice in individual cartons
    d. Water
    e. Juice drink packet
    f. Fortified juice drink packet

14. **Evening Snacks**
Upon request by the Undersheriff or designee, the Contractor shall provide evening snacks that include the following, but not limited to:
    a. Snack items will be provided each day
    b. Delivery of snack items can be during the evening meal

c. Snack items may include, but not limited to: cheese or yogurt in individual pouches, fruits, crackers, granola bars, flavored snack chips, and sweet snacks (only two (2) times per week)

15. **Holiday Meals**:
The Contractor shall provide special, traditional type meals to be served on holidays (spirit lifters), to include, but not limited to: New Year's Day, Easter, July 4th, Thanksgiving and Christmas. **The Contractor shall include their policies for serving holiday meals, pricing, and sample menus with their RFP response submittal.**

16. **Special Diets**
The Contractor shall provide special diet meals that are required for medical, therapeutic, religious and special diets of nutritional value equivalent to the regular menu (where applicable), at no additional charge. Snacks associated with the above diets, such as diabetic or heart healthy, will be provided as part of the diet at no additional charge.

The Contractor shall provide the County with a PDF version manual of all special diet meals. Printed copies shall be provided upon request by the County.

17. **Finger Foods**
Upon request by the County, the Contractor shall provide a meal of "finger foods", served with paper eating utensil, on a preapproved tray for inmates on special watches. **The Contractor shall include a sample menu with their RFP response submittal.**

18. **Other**
The Contractor shall ensure meals are compliant with all federal, state, and local laws, statutes, ordinances, rules, regulations, and standards per the Dietary Reference Intakes set by the National Academies of Sciences, Engineering, and Medicine.

END OF DIETARY REQUIREMENTS FOR ADC INMATES

DIETARY REQUIREMENTS FOR DETOX CLIENTS

19. **Menu Requirements**
    a. Meals and snacks must be nutritious and healthful by meeting the Dietary Guidelines for Americans and follow the Department of Health – Minnesota Administrative Rules, Chapter 4665, Supervised Living Facilities.

    b. Each meal will be based on the United States Department of Agriculture USDA MyPlate guidelines depicting a balanced meal for adults. Portion sizes for each meal item must meet the standards created by USDA.

    c. Meals must be delivered in a timely manner to ensure quality and temperature control. Prepared foods shall be kept hot (140°F or above) or cold (41°F or below) as appropriate.

    d. The meals must be adapted to the habits, medical condition and preferences of the clients.

    e. Menus will be based on a four-week cycle, seven (7) days per week, including holidays.

    f. Meals / menus are to be in accordance with **USDA Nutrition Guidelines (aligning with MN Department of Health Administrative Rules for a Supervised Living Facility)**
        i. **Protein group** (includes, but not limited to beef, poultry, cottage cheese, and yogurt)
            2 or more servings per day (servings shall include 3 ounces of cooked meat without bone, 2 slices of luncheon meat, and 2 eggs
        ii. **Grains group** (includes, but not limited to bread, noodles, rice, cereal, oatmeal, potato)
            1. 3-4 servings per day (servings shall include ½ cup of cooked cereal, ¾ cup of dry cereal, or ½ cup of macaroni, rice, or noodles)
            2. 1 slice of bread = 1 serving

        iii. **Dairy group** (includes, but not limited to milk, yogurt, cottage cheese, ice cream)
            1. 2 or more servings per day
            2. 1 cup of milk = 1 serving
            3. ¾ cup of cottage cheese for 1/3 cup of milk

        iv. **Vegetable group** (includes fresh, frozen, or canned)
            1. 3 or more servings per day
            2. One serving per day must be dark green, red, or yellow
            3. ½ cup of most vegetables = 1 serving

        v. **Fruit group** (includes fresh, frozen, or canned)
            1. 2 or more servings per day
            2. One serving per day must be a high vitamin C source (i.e. oranges, orange juice, grapefruit, 100% vitamin C juice, tomatoes, tomato juice)

    g. The Contractor shall provide special diet meals based on a client's medical condition when so authorized by an appropriate County authority such as a nurse. Special diets may include, but are not limited to, diabetic, vegetarian, soft texture / easy-chew, bland, lactose intolerant, clear liquid, allergy restricted, and religious based meals. The Contractor's staff shall be in daily contact with the nurses to ensure client's special diet needs are being met. The special diet meal items must be labeled, individually sealed, and identified on the delivery cart.

h. The Contractor shall provide copies of special diet menus to the Detox Center for staff reference.

20. **Meal Components**

a. **Breakfast will include the following, but not limited to:**
   i. A **protein**, such as egg, meat, poultry, cottage cheese, yogurt.
   ii. **Fruit** or Orange juice (requirement of the Minnesota Administrative Rules)
   iii. A **grain** (starch), such as toast or other bread product, potatoes, or hot (such as oatmeal) or cold cereal (must include, but not limited to: Cheerios, Raisin Bran, Rice Krispies, Corn Flakes, Chex Cereal, no high sugar content cereals). Cereal will be provided in pre-made, measured bowls for easy to serve.
   iv. **Milk cartons** will be stocked to be used for cereal each morning.

b. **Lunch and Dinner will include the following, but not limited to:**
   i. One (1) **protein** source, such as meat, poultry, eggs, cheese, or cottage cheese. Recommended serving size 3-ounce portion.
   ii. At least one (1) green, red, or yellow **vegetable** (served hot or cold, such as peppers, lettuce, tomatoes, squash, zucchini) for two (2) meals each day.
   iii. One (1) **grain** (starch) source, such as pasta, rice, other grain, bread, or potato); ½ the recommended servings of grains must be whole grain (whole grain bread, pasta, or brown rice), the other ½ servings must be enriched
   iv. At least one (1) **fruit** for two (2) meals each day.
   v. Some foods with fat can be included, such as salad dressing, butter, margarine, sour cream, oil, or gravy.

c. **Beverages will include the following, but not limited to:**
   i. Milk in individual cartons.
   ii. Apple and orange juice at every breakfast.
   iii. Bottled water.
   iv. Coffee: decaf and regular.
   v. Gatorade/Powerade (no red).
   vi. High calorie, high protein supplements, i.e. Ensure, BOOST, Glucerna (for diabetics).

d. **Al carte Sandwich service will be provided each day to include, but no limited to:**
   i. Whole grain or multi grain bread
   ii. Leaner deli meats
   iii. Options for vegetables on sandwiches
   iv. Skim or low-fat cheese
   v. Options for lower fat spreads, such as low-fat mayo

e. **Three (3) snack items will be provided each day. Delivery of snack items can be during lunch meal. For snacks, some ideas include:**
    i. Cheese
    ii. Meat
    iii. Poultry
    iv. Yogurt
    v. Hard-boiled eggs
    vi. Fruits
    vii. Crackers
    viii. Granola bars
    ix. Sweet snacks only three (3) times per week

RFP-SHRF-25466 FOOD SERVICES
ATTACHMENT C - PRICING WORKSHEET

Instructions: **The Contractor shall complete and submit Attachment C - Pricing Worksheet with their RFP response submittal.** On a separate attachment, the Contractor may also submit pricing for any other meals and food options not included in this pricing worksheet that the Contractor may offer to the County.

The County does not guarantee any minimum or maximum number of meals or food items during the term of the resulting agreement. Any quantities given in this RFP are estimates only and are given only as a guideline for the Contractor's RFP response preparation. Estimates should not be construed as representing actual quantities. The County shall not be held to any minimum or maximum quantities.

ADC INMATE MEALS				
	COST PER MEAL	**# OF MEALS**	**# OF DAYS**	**COST PER YEAR**
Breakfast (cold)		450	365	
Lunch (hot)		350	365	
Dinner (hot)		450	261	
Bag Lunches (Court) M-F		150	261	
Snack Bags		50	365	
			SUBTOTAL	
ADC STAFF MEALS				
WEEKDAY				
	COST PER MEAL	**# OF MEALS**	**# OF DAYS**	**COST PER YEAR**
Lunch (hot)		90	252	
Dinner (hot)		45	252	
Midnight Meal (hot)		10	252	
WEEKEND AND HOLIDAYS				
Lunch (hot)		40	113	
Dinner (hot)		35	113	
Midnight Meal (hot)		10	113	
			SUBTOTAL	
			ADC TOTAL FOR ONE YEAR	

ADC OPTIONAL MEALS				
	COST PER MEAL	**# OF MEALS**	**# OF DAYS**	**COST PER YEAR**
Snack - to meet total calorie requirement when brunch is served (for inmates)		450	104	
Evening Snacks (for inmates)		50	365	
Special staff meals		140	20	
Staff coffee and snack (once per month)		140	12	

DETOX CENTER CLIENT MEALS				
	COST PER MEAL	**# OF MEALS**	**# OF DAYS**	**COST PER YEAR**
Breakfast (cold)		40	365	
Lunch (hot)		40	365	
Dinner (hot)		40	365	
			DETOX TOTAL FOR ONE YEAR	

DETOX CENTER ADDITIONAL ITEMS			
	COST	UNIT SIZE	STATE UNIT SIZE IF DIFFERENT
Sandwich (includes bread and bolgna)		EACH	

DETOX CENTER BULK ITEMS			
	COST	UNIT SIZE	STATE UNIT SIZE IF DIFFERENT
Coffee		Gallon	
Hot Chocolate		Gallon	
Calcium Fortified Juice		Gallon	
Milk, Fluid (not powdered)		Case of 50	
Milk, Chocolate, Fluid		Case of 50	
Assorted Rolls/Donuts		Dozen	
Assorted Cookies		Dozen	
Cereal		Pound	
Cereal		Case of 96	
Bread, White, 1-1/2 pound loaf		Loaf	
Bread, Wheat, 1-1/2 pound loaf		Loaf	
Boost		Case	
Hard Boil Eggs		Dozen	
Ritz Cheese Crackers		Case	
Ritz Peanut Butter Crackers		Case	
Oreo Cookies		Case	
Granola Bars		Case	
Cheeze-It Crackers		Case	
Lorndadoon Lemon Cookies		Case	
Pudding, Variety Packs		Case	
Mrs Dash Seasoning		Case	
Taco Sause		Case	
Hot Sause		Each	
DETOX CENTER PORTION CONTROLLED			
	COST	UNIT SIZE	STATE UNIT SIZE IF DIFFERENT
Coffee, 1-1/2 ounce for 10 cup pot		Case of 42	
Saltine Crackers		Case of 500/2 ct	
Peanut Butter		Case of 200/0.5 oz	
Jelly		Case of 200/0.5 oz	
Margarine		Case of 900/5 gr	
100% Orange Juice, 4 ounce		Case of 70	
100 % Apple Juice, 4 ounce		Case of 70	
Cereal (Assortement)		Bowl	
Ketchup		Case of 1000	
Mustard		Case of 500	
Salad Dressing (Mayo)		Case of 200/0.5 oz	
Salt, 4 ounce shaker		Case of 48	
Pepper, 1.5 ounce shaker		Case of 48	
Sugar		Case of 2000	
Creamer		Case of 1000	
Diet/Regular Ginger Ale, 8 ounce		Case of 24	

ATTACHMENT D – COUNTY ROLES AND RESPONSIBILITIES

The County shall be responsible for, but not limited to the following roles and responsibilities:

1. The County shall provide building space and utilities for the kitchen in the ADC, including the appliances and accessory equipment identified in **Attachment E – Food Service Equipment List.** Any and all items owned by the County shall be no cost to the Contractor, unless damage due to negligence.

2. The County shall provide internet service and access to telephone service; the Contractor shall be responsible for the cost of any long-distance telephone calls.

3. In cooperation with the Contractor, develop an inventory and documented condition of County-provided small wares and accessory equipment identified in **Attachment F – Food Service Small Wares List,** which will be signed by the County and the Contractor prior to commencement of services under the resulting agreement. Upon signing by both parties, the signed inventory will become a part of the resulting agreement, as will any future additions or deletions.

4. The County shall provide trash and recycling containers and removal.

5. The County shall submit to the Contractor accurate orders for the number of meals to be served to detained persons and ADC staff no less than two (2) hours prior to the time for meals to be served. Special diet orders will also be identified at this time.

6. The County shall provide picture ID badges for use by the Contractor's staff.

7. Designate County staff to verify accuracy of meal count reports.

8. The County shall be responsible for counting all trays, cups, accessories and utensils of each living unit food cart before meals are served and before the cart is returned to the Contractor after the meal.

9. The County shall make available a dedicated break area in the kitchen and a designated smoking area outside the ADC for the Contractor's staff to utilize.

10. The County shall provide tables and chairs in the ADC officer dining room

11. The County shall provide parking for delivery trucks.

RFP-SHRF-25466 FOOD SERVICES
ATTACHMENT E – FOOD SERVICE EQUIPMENT LIST

The food service equipment owned by the County includes, but is not limited to the items listed below.

ITEM #	QTY	DESCRIPTION
1.	1	POST ISS Shelving Model No. PY74 – 74-58" high, 24" wide, 72" long
2.	4	DUNNAGE RACK, TUBULAR Kelmax Equipment Model # DR482012 Tubular, one tier, 20" wide, 48" long, 12" high aluminum, economy, 1500 lb capacity, NSF.
3.	68 12 56	POST ISS Shelving Model # PC86 Digital Post, 86" high, with adjustable feet, chrome plated 2448Z Shelf, wire, 24" wide, 48" long, plating plus finish 2460Z Shelf, wire, 24" wide, 60" long, plating plus finish
4.	1	80-QUART MIXER, FOOD Hobart Model HL800 Serial #: 31-1586-396 80-quart planetary mixer; gray powder coat finish; stainless steel 80-quart bowl; "B" beater; "ED" dough hook; bowl scraper; ingredient chute; stainless steel bowl guard; power bowl lift; bowl truck; 20-minute timer, automatic time recall; thermal overload protection; 3 HP motor; 4-speed shift on-the-fly controls; floor model
5.	1 1 1	21-QUART MIXER, FOOD Hobart Serial # 31-1291-234 Mixer, food, 21 – qt. Capacity bowl, variable speed drive, 1 HP motor, s/s bowl, silver-grey hammertone powder paint finish, incl; s/s wire whip, flat beater, thermal overload protection, #17 attachment hub, painted lid & bowl screen 115v/60/1, standard (nc) Eagle MET2430S Mobile equipment stand, 24" x 30" x 28"H, 18 ga. 430 s/s top w/die formed no-drip edge, galv. Undershelf & tubular legs, (2) 4" swivel casters, Uni-Lok system
6.	1 1	WORK TABLE, BAKERS TOP Eagle Group Model # MT3060ST-BS Work Table, Bakers Top, 1-3/4" thick wood top, 30" wide top, with splash at rear and both sides, 60" long, open base, with side and rear rails only, with adjustable bullet feet CAH4-SB Table Casters, 5" diameter, two swivel and two with brakes (set of four)
7.	1 1	WORKTABLE WITH SINK Custom Items Model # CUSTOM Custom Worktable With Sink And 3-Stacked Drawers. Stainless Steel Undershelf T&S B-0231 Sink mixing faucet with 12" swing nozzle, wall mounted, 8" centers on sink faucet with ½" IPS eccentric flanged female inlets, lever handles

	1	T&S B-3915 Twist Waste Valve, 3” sink opening, 2” drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, csa certified
8.	1	DOUBLE OVERSHELF Custom Items Model # CUSTOM Custom Double Overshelf To Mount On Block Wall
9.	1 1	HAND SINK Advance Tabco Model # 7-PS-60-1X Hand Sink, wall model, 10” wide x 14” front-to-back x 5” deep, stainless steel construction, with splash mounted faucet K-320-LU Wrist Handles, for deck mounted hand sinks
10.	1 1 1	WORKTABLE WITH SINK Custom Items Model # CUSTOM Custom Worktable With Sink And 3-Stacked Drawers, Stainless Steel Undershelf. T&S B-0231 Sink mixing faucet with 12” swing nozzle, wall mounted, 8” centers on sink faucet with1/2” IPS eccentric flanged female inlets, lever handles T&S B-3915 Twist Waste Valve, 3” sink opening, 2” drain outlet w/overflow outlet, caste bronze, s/s strainer, nickel-plated wearing parts, CSA certified
11.	1 1 1	WORKTABLE WITH SINK Custom Items Model # CUSTOM Custom Worktable With Vegetable Prep Sinks And Drawers, Stainless Steel Undershelf. T&S B-0231 Sink mixing faucet with 12” swing nozzle, wall mounted, 8” centers on sink faucet with ½” IPS eccentric flanged female inlets, lever handles T&S B-3915 Twist Waste Valve, 3” sink opening, 2” drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, CSA certified
12.	1	DISPOSER Model #: SS100-28 Serial #: 19103150271
13.	1	FOOD PROCESSOR, ELECTRIC Robot Coupe Model # R2N Serial #: 247020280J06 Food Processor, commercial, with stainless steel bowl with handle, continuous feed kit & 2 plates, 3 ½ qt. Bowl capacity, 120V, 60HZ, 9 amps, 1ph, ½ HP motor, 1725 RPM, 17” x 16” x 22-14”
14.	1 1	SLICER, FOOD Hobart Food Slicer, angle feed, automatic, 12-1/2” dia. Knife, s/s and anodized aluminum, belt driven blade assembly, built in dual action sharpener, 2 spd motor and permanent knife guard, ½ hp 115v/60/1ph, ½ hp std. (nc)
15.	1	MEAT SLICER

		Hobart Model # HS7N-1 Heavy Duty Meat Slicer, automatic, 13" CleanCut™ knife, burnished finish, (3) stroke lengths & (4) stroke speeds, removable meat grip assembly, removable ring guard cover, product fence, single action top mounted sharpener with Borazon™ stones, cleaning kickstand, 5.6amps, 120v/60hz/1-ph, NSF cETLus 1 ea
16.	1 1 1	WORKTABLE WITH SINK Custom Items Model # CUSTOM Custom Worktable With Sink And Drawers, Stainless Steel Undershelf. T&S B-0231 Sink mixing faucet with 12” swing nozzle, wall mounted, 8” centers on sink faucet with 1/2” IPS Eccentric flanged female inlets, lever handles T&S B-3915 Twist Waste Valve, 3” sink opening, 2” drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, CSA certified
17.	1	DOUBLE OVERSHELF Custom Items Model # CUSTOM Custom Double Overshelf To Mount On Block Wall
18.	1 1	HAND SINK Advance Tabco Model # 7-PS-60-1X Hand Sink, wall model, 10” wide x 14” front-to-back x 5” deep stainless steel construction, with splash mounted faucet K-320-LU Wrist Handles for deck mounted hand sinks
19.	1 1 1	COMBINATION COOLER AND FREEZER Kolpak Model # KOLPAK Kolpak Combination Cooler And Freezer With Floor ADD Option For Adding for 5/8” marine plywood floor underlayment KOLPAK ADD For Stainless Steel In Front And Side Of Cooler And Freezer.
20.	1	COMPRESSOR Custom Refrigeration Model # CUSTOM Custom Refrigeration Compressor System For Item #26 (located outside)
21.	44 24 4 16 5	POST ISS Shelving Model # PY74 Digital Post, 74-5/8” high, with adjustable feet, Gold Bond Finish 2460Y Shelf, wire, 24” wide, 60” long, Gold Bond Finish 2454Y Shelf, wire, 24” wide, 54” long, Gold Bond Finish 2472Y Shelf, wire, 24” wide, 72” long, Gold Bond Finish Kelmax DR48248 Dunnage Rack, Tubular, one tier, 24” wide, 48” long, 8”high, aluminum, economy, 1500ib. capacity, NSF
22.	44	POST

		ISS Shelving Model # PY74 Digital Post, 74-5/8” high, with adjustable feet, Gold Bond Finish
	16	2472Y Shelf, wire, 24” wide, 72” long, Gold Bond finish
	28	2460Y Shelf, wire, 24” wide, 60” long, Gold Bond Finish
	4	Kelmax DR60248 Dunnage Rack, tubular, one tier, 24” wide, 60” long, 8” high, aluminum, economy, 1500 ib capacity, NSF
23.	1	DRYING RACK UNIT Metro Model # PR48VX2-XDR MetroMax® i Mobile Drying Rack Unit with Drip Tray, 48"W x 24"D x 68"H, 3-tier, for trays/cutting boards/sheet pans, includes: (3) open shelf frames, (4) 63" mobile posts, (3) cutting board/tray drying racks, (1) adjustable drip tray, (4) polymer swivel casters (2 with brakes), built in Microban® antimicrobial product protection, NSF
24.	1	EXHAUST HOOD Captive-Aire Model # CAPTIVE AIRE Captive Aire NFR Island Style Exhaust Hood Back To Back Per Plan
25.	1	CONVECTION OVEN, 2-SECTION Model# Zephaire-100-G-ES DBL Serial# 070919CE030T, 070919CEO31B Double compartment oven; natural gas operation; energy star; stainless steel front, top, and sides; dual pane thermal glass windows, stainless steel doors; porcelain enamel interior; five chrome plated racks; solid state digital controls with LED display cook and hold and Pulse Plus; 3/4 HP blower motor; two-speed motor; control area cooling fan; manifold gas connections; gas pressure regulator; gas quick disconnect hose with restraining chain per Article 2.11B; 4" low profile casters, front with brakes
26.	1	CONVECTION STEAMER, GAS STEAMER, 2-SECTION Model #: 24CGA10.2 Serial #: 1509230001250
27.	1	BRAISING PAN, GAS Groen Model # HFP/2E-4, NAT (127750) Tilting Braising Pan, Natural gas, 40-gallon cap., 9”deep pan, manual tilt, electric ignition, open leg frame base, s/s construction, pressure regulator, with bullet feet, 0-2000’ elevation, 144,000BTU (STOCK ITEM)
	1	019652 Faucet, double pantry with hose (T&S B-201 or equal tilting braising pans): (TDB, TDBC, water-resistant; not usable on TDB6-10 table top kettles) & (all other floor model kettles)
	1	122879 Pan Carrier, not available on size2 FPC/1 or HFP/2E-2 or size 3 w/TDO tilting braising pans
	1	Dormont 1675 BPQR-48” Gas Connector Hose, ¾” connection, for castered equipment, 48” long, stainless steel braid with plastic coat exterior, brass “push to connect” quick disconnect coupling
28.	1	GAS FLOOR FRYER Vulcan Model #: 1TR45CF-1

		Serial #: 650196124 PowerFry3™ Fryer, gas, high efficiency, 15-1/2" W, free-standing, 4550 lb. capacity, programmable computer control with melt cycles, ThreePass™ heat transfer system, electronic ignition, KleenScreen PLUS® filtration system, twin baskets, stainless steel cabinet and fry tank, adjustable casters (2 swivel locking & 2 non-locking), 70,000 BTU, CSA, NSF, ENERGY STAR®
29.	1	GRIDDLE TOP Imperial Model: ITG-36-CG Serial #: 07161419 36" x 24" chrome-plated cooking surface; natural gas operation; full length trough with drain; grease drawers with handle; stainless steel front, sides; splash guard and ledge; three burners with 90,000 BTU total output; thermostatic controls; 7" deep front landing ledge; gas pressure regulator; gas quick disconnect hose with restraining chain per Article 2.11B; stainless steel equipment stand; (4) heavy duty casters, front two with brakes
30.	1 1	RANGE, 36” RESTAURANT, GAS Southbend Model # 436D Range, 36” Restaurant, Gas, 6 (26,000 BTU) open burners, with 27” deep standard oven base, stainless front, sides, and backsplash, with single deck backshelf, casters Dormont 1675 BPQR-48” Gas Connector Hose, ¾” connection, for castered equipment, 48” long, stainless steel braid with plastic coat exterior, brass “push to connect” quick disconnect coupling
31.	12 4 8	POST ISS Shelving Model # PC86 Digital Post, 86” high, with adjustable feet, chrome plated 2460Z Shelf, wire, 24” wide, 60” long, Plating Plus Finish 2448Z Shelf, wire, 24” wide, 48” long, Plating Plus Finish
32.	1 1	REFRIDGERATOR, REACH-IN Delfield Model # MRR2-S Serial #: T0200017886 Meridian Series Refridgerator, Reach-in, two section, self-contained refrig. System, s/s front & sides, anodized, alum. Interior, standard depth, hinged s/s doors, dial thermometer, 4” casters, 1/3 HP 115/60/1 with cord &NEMA 5-15, std (nc)
33.	1 1 1	WORKTABLE WITH SINK Custom Items Model # CUSTOM Custom Worktable With Sink And Drawers, Stainless Steel Undershelf. T&S B-0231 Sink mixing faucet with 12” swing nozzle, wall mounted, 8” centers on sink faucet with ½” IPS eccentric flanged female inlets, lever handles T&S B-3915 Twist Waste Valve, 3” sink opening, 2” drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, CSA certified

34.	1 1 1	WORKTABLE WITH SINK Custom Items Model # CUSTOM Custom Worktable With Sink And Drawers, Stainless Steel Undershelf. T&S B-0231 Sink mixing faucet with 12" swing nozzle, wall mounted, 8" centers on sink faucet with ½" IPS eccentric flanged female inlets, lever handles T&S B-3915 Twist Waste Valve, 3" sink opening, 2" drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, CSA certified
35.	1	DOUBLE OVERSHELF Custom Items Model # CUSTOM Custom Double Overshelf To Mount On Block Wall
36.	1	HAND SINK Advance Tabco Model # 7-PS-60-1X Hand Sink, wall model, 10" wide x 14" front-to-back x 5" deep, stainless steel construction, with splash mounted faucet
37.	1	HOSE STATION T&S Brass Model # B-2312-CR with EP-1421 Self-closing spray valve; quick disconnect socket; flex hose with polyurethane inner hose; vacuum breaker; hose hook; mixing faucet
38.	1 2 3	3-COMPARTMENT SINK Custom Items Model # Custom Custom 3-compartment Sink With Drainboards. T&S B-0231 Sink mixing faucet with 12" swing nozzle, wall mounted, 8" centers on sink faucet with ½" IPS eccentric flanged female inlets, lever handles T&S B-3915 Twist Waste Valve, 3" sink opening, 2" drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, CSA certified
39.	1 2 1	HAND SINK Advance Tabco Model # 7-PS-60 Hand Sink, wall model, 10" wide x 14" front-to-back x 5" deep stainless steel construction, with splash mounted faucet K-320-LU Wrist Handle only 7-PS-17 Side Splash, for hand sinks, for two side splashes
40.	24 24 16 8	POST ISS Shelving Model # PNY74 Digital Post, 74" high, for use with stem casters, Gold Bond finish CM5MB Stem Caster, swivel –brake, 5" diameter, 1-1/4" wide face, resilient wheel tread, 200 lb capacity 2472Y shelf, wire, 24" wide, 72" long, Gold Bond finish 2448Y shelf, wire, 24" wide, 48" long, Gold Bond finish

41.	1	CLEAN DISHTABLE Custom Items Model # CUSTOM Custom Clean Dishtable with Undershelf Per Plan
42	1	BOOSTER HEATER, ELECTRIC Hatco Model # S-54 Imperial Booster Heater, Electric, 16-gallon storage capacity, electric operation, 54-KW, stainless steel front, custom fittings & Castone tank
	1	208V, 3-phase
	1	PRVB Brass Pressure ReducingValve w/By-Pass in lieu of cast iron
	1	SSBB Stainless steel body and base (not for retrofit)
	1	SSA-Legs 6” – 8” Stainless steel adjustable legs
43	1	DISHWASHER, CONVEYOR TYPE Hobart Model # CLPS66E Serial #: 85-1091585
44.	1	SOILED DISHTABLE Custom Items Model # Custom Custom Soiled Dishtable L-Shaped With Landing Area And Pre Rinse Sink With Glides
	1	T&S B-0133-B Pre-Rinse Unit, 8” O.C. wall mounted faucet, ½” IPS female eccentric flanged inlets, 34” high, 15” overhang, 18” riser, B-0107 spray valve, B-0044-H flexible s/s hose, B-0109-01 6” wall bracket
	1	T&S B-0156 Add on faucet for pre-rinse units, 12” nozzle, includes 3” nipple, for pre-rinse units
45.	1	DISPOSER In-Sink-Erator Model # SS-125-6-MRS Serial #: 1459124648
	1	Disposer, sink mounted, 6-5/8” dia. Inlet, with collar adapter for trough installation, 1-1/4 HP motor, stainless steel construction, manual reverse switch 208v, 3 phase
46.	1	UTILITY CART Metro Model # BC2636-24B BC Series Utility Cart, 2-shelves, open base, shelf size 27” x 40”, heavy duty plastic shelf, with 4 swivel/resilient tread casters, beige
47.	64	POST ISS Shelving Model # PC74 Digital Post, 74” high, with adjustable feet, chrome plated
	44	2472Z Shelf, wire, 24” wide, 72” long Plating Plus finish
	16	2460Z Shelf, wire, 24” wide, 60” long Plating Plus finish
	4	2436Z Shelf, wire, 24” wide, 36” long Plating Plus finish

48.	3	CABINET, MOBILE HEATED TURBO AIR Model #: PRO-26H-RI PRO Series Heated Cabinet, roll-in, one-section, 39.3 cu. ft., (1) hinged self-closing full length solid doors with locks & stay open feature, lifetime guaranteed heavy duty hinges & handles, digital temperature control, LED interior lighting, stainless steel interior, 22 gauge stainless steel exterior (galvanized steel top & bottom), stainless steel ramp, 1550 watts, 115v/60/1-ph, 13.5 amps, NEMA 5-15P, ETLus, ETLSanitation
49.	2	WORKTABLE Custom Items Model # CUSTOM Custom Worktable With Wheels And Undershelf
50.	1	CUSTOM CONVEYOR
51.	1 2 1	HAND SINK Advance Tabco Model # 7-PS-60 Hand Sink, wall model, 10" wide x 14" front to back x 5" deep, stainless steel construction, with splash mounted faucet K-316-LU Wrist Handle Only 7-PS-17 Side Splash, for hand sinks, for two side splashes
52.	1 1 1	BEVERAGE COUNTER Custom Items Model ##CUSTOM Custom Beverage Counter With Quick Drain And Storage Below T&S B-0231 Sink mixing faucet with 12" swing nozzle, wall mounted, 8" centers on sink faucet with ½" IPS eccentric flanged female inlets, lever handles T&S B-3915 Twist Waste Valve, 3" sink opening, 2" drain outlet w/overflow outlet, cast bronze, s/s strainer, nickel-plated wearing parts, CSA certified
53.	2	SHELF, WALL MOUNTED Advance Tabco Model # WS-12-60 Shelf, wall-mounted, stainless steel, 12" wide, 5 feet long
54.	3	FLOOR TROUGH Custom Floor Trough
55.	1	WALK-IN REFRIGERATION Premier Restaurant Equipment Model # REFRIGERATION Premier Walk-In Refrigeration Located On Top Of Box
56.	1	HOT FOOD SERVING COUNTER/TABLE Duke Manufacturing Model #: TEHF-74PG Serial #: 04202981 Thurmaduke™ Hot Food Unit, mobile, electric, 74"W x 32"D x 36"H, 16ga stainless steel top, (5) stainless steel heat wells, drains, copper manifolds, (1) valve, thermostats, dish shelf, 20ga paint grip steel body & undershelf, 5" swivel casters & brakes, 6 ft cord with plug, cULus, UL EPH Classified (NOTE: Electric values & plug configurations change for 3

		phase or when adding electric options - Contact Factory for more info) 1 ea PH_VOLTAGE Voltage to be determined
	1	PH_PAINT Powder Coat color to be determined 1 ea SOLID-HD-5CU Tray Slide, customer's side, 74" W x 12-1/4" D, solid stainless steel, on hinged brackets, with (2) 1/8" die-formed rubbing tracks
	1	HTD-BASE-M Heat-In-Base Unit, 30" left to right, 23" deep, 17" high, includes electric outlet in cabinet base when ordered with steamtable, NOT available for 2-well units, (2) can be used with (5) or 6-well units, holds (4) 6"dp or (6) 4"dp or (12) 2"dp pans, 120v/60/1-ph, 4.2 amps, 6 ft cord with plug, UL
		TS530-74-1SN Thurmaduke™ Designer Sneeze Guard, 74"W x 26-1/2"D x 18"H, single service buffet style, flip-up acrylic, painted end panels, 13" wide shelf & 1/4" acrylic end guards, cULus, UL EPH Class
	1	1SSS Stainless Steel Shelf, in lieu of standard painted steel
	1	SSE Stainless Steel Ends, in lieu of standard painted steel
57.	1	SERVING COUNTER, COLD FOOD (CURRENTLY IN THE PROCESS OF REPLACEMENT) Duke Manufacturing TCM-60PG-N7 Thurmaduke™ Cold Food Unit, mobile, 60"W x 32"D x 36"H, 16ga stainless steel top, NSF 7 stainless steel mechanical cold pan, 8" deep, 56-1/2" x 21-3/4" liner, 1" drain line & valve, 20ga paint grip steel body & undershelf, 5" dia. swivel casters & brakes, R448a, 120v/60/1-ph, 4.8 amps, NEMA 5-15P, cULus, UL EPH Classified MOD-4N7 10" deep cold pan liner in lieu of standard 8" liner
	1	COND-EVAP Condensate evaporator
		SOLID-HD-4CU Tray Slide, customer's side, 60" W x 12-1/4" D, solid stainless steel, on hinged brackets, wTS530-60-1SN Thurmaduke™ Designer Sneeze Guard, 60"W x 26-1/2"D x 18"H, single service buffet style, flip-up acrylic, painted end panels, 13" wide shelf & 1/4" acrylic end guards, cULus, UL EPH Classified with (2) 1/8" die-formed rubbing tracks
	1	SS Stainless Steel Shelf, in lieu of standard painted steel
	1	SSE Stainless Steel Ends, in lieu of standard painted steel
58.	1	CUSTOM MODEL # CARTS Custom Carts 58” x 28”
59.	8	CUSTOM MODEL # CARTS Custom Carts 74” x 28”
60.	1	ROLL-IN COMBI OVEN Alto-Shaam Model #: CTP20-20G Roll-in combination oven/steamer; provide (2) roll-in pan carts with capacity for (20) 18 x 26 sheet pans or (40) 12 x 20 pans, two rows deep; natural gas operation; electronic

		ignition; boilerless steam system with heat exchange assembly; removable drip trays; PROtouch controls; multi-shelf timers; USB port; HACCP data access; single point core temperature probe; automatic tablet cleaning system, provide (1) CE-36354; retractable spray hose, provide (1) CE-24750; adjustable stainless steel legs; mechanical start-up check; installation kit and startup check; gas quick disconnect hose with restraining chain and water quick disconnect hoses
61.	1	COMBI OVEN, 2-SECTION Convotherm Model #: C4 Et 6.20 GB Two section unit; low profile casters; six 18" x 26" pan capacity; natural gas operation; quick disconnect water connections and gas quick disconnect gas hose with restraining chain
62.	1	GRILL Imperial Model #: ITG-36-CG Serial #: 07161719 36" x 24" chrome-plated cooking surface; natural gas operation; full length trough with drain; grease drawers with handle; stainless steel front, sides; splash guard and ledge; three burners with 90,000 BTU total output; thermostatic controls; 7" deep front landing ledge; gas pressure regulator; gas quick disconnect hose with restraining chain; stainless steel equipment stand; (4) heavy duty casters, front two with brakes
63	1	CHARBROILER Imperial Model #: IRB-36 36” wide; stainless steel exterior; stainless steel flashing; natural gas operation; rear gas connection; cap and cover unused manifolds; gas pressure regulator; gas quick disconnect hose with restraining chain; stainless steel equipment stand; (4) heavy duty casters, front two with brakes
64.	6	MOBILE RACK DOLLY Piper Products Model 750 14-gauge stainless steel construction; accommodates 20" X 20" racks; drainage hole; full perimeter bumper; four 4" diameter polyurethane swivel casters
65.	1	TRAY ASSEMBLY CONVEYOR Custom fabrication
67.	1	MOBILE HEATED CABINET Food Warming Equipment Co., Inc. Model #: TS-1826-7 Heated Cabinet, mobile, insulated, humi-temp heat system with eye level controls, (5) pair universal tray slides, 4-1/2" OC, adjustable on 11/2" increments, for 18" x 26", 14" x 18", 12" x 20" & GN 1/1, removable slides & uprights, includes recessed hand grips, stainless steel interior & exterior, 2" swivel casters, UL, cULus, NSF, CE, IPX4 1 ea.
68.		Intentionally left blank.
69.	1	CAN RACK-X3 New Age Model # 1250CK Can Storage Rack, mobile design with casters, sloped glides for automatic can retrieval, aluminum construction, holds (162) #10 or (216) #5 cans, (4) 6" plate casters, (2) swivel with brakes, (2) rigid, NSF
70.	48	WIRE SHELVING Metro Model # A2472NK3

	48	Super Adjustable Super Erecta® Shelf, wire, 72"W x 24"D, Metroseal 3 (corrosion-resistant) finish, corner release system, with Microban® antimicrobial protection, 74UPK3 Super Erecta® SiteSelect™ Post, 73-7/8"H, for use with stem casters, Metroseal 3 epoxy coated corrosion-resistant finish with Microban® antimicrobial protection, 5PC Super Erecta® Stem Caster, swivel, 5" dia., 1-1/4" face, 300 lb. capacity, corrosion resistant, polyurethane flat wheel tread, polymer horn, includes bumper, 5PCB Super Erecta® Stem Caster, swivel (with foot operated brake), 5" dia., 1-1/4" face, 300 lb. capacity, corrosion resistant, polyurethane flat wheel tread, polymer horn, includes bumper
71.	2	TRAY DRYING RACKS The Vented Tray Drying Rock is designed to promote foster more effective drying of trays than traditional tray drying rocks. There are two parts to these racks, a stainless steel frame and vented polycarbonate shelf inserts that fit on the frame. With vented inserts, air can circulate more fully around the trays, allowing any water that accumulates to evaporate more quickly. Additionally, these inserts can be easily washed in the dish machine pot sink with sanitation. With spacing at 3”, these racks hold a variety a trays and are great for drying and storing product. The frames 1-1/2” all welded stainless steel square tube and rack inserts are highly curable. Break-resistant polycarbonate.

ATTACHMENT F – FOOD SERVICE SMALL WARES LIST

The list of small wares owned by the County's current Contractor include, but are not limited to:

1. Pitchers, mugs, cups, tableware and flatware
2. Food containers, film, papers, and foils
3. Paper plates, cutlery, cups, and dispensers
4. Knives, sharpeners, cutting boards, utensils, tongs, ladles, dippers, dishers, and spoodles
5. Mixing bowls, colanders, graters, timers, scales, rolling pins, pastry brushes, measures and scoops, sheet pans and hotel pans
6. Electric can opener, pots, pans, first aid kit, ingredient bins, Cambro beverage containers, carts, trucks, dollies
7. Microwave, peelers, floor matting, buckets, towels, scrubbers, trash cans, pallet jack
8. Computer and supplies

The list of small wares owned by the County include, but are not limited to:

9. Serving trays
10. Tray drying racks, (2 each)
11. Dish racks (2 each)
12. Food containers
13. Cutlery dispensers (3 each)
14. Ketchup, Mustard, and BBQ dispensers (2 each)
15. Ladles
16. Food delivery carts, two-wheeler, flatbed cart, storage racks (12 each), ingredient bins (3 each)
17. Trash cans and recycling bins located in the ADC kitchen and the Detox Center
18. Pancake dispenser
19. Officer furniture: desk, chairs, filing cabinets located in ADC kitchen
20. Set-up bins for hot and cold carts
21. Roll tops for hot carts (5 each)
22. Compartment trays, salad containers with lids used for ADC staff midnight meals
23. Warning blender
24. Bunn, two-gallon coffee pot
25. Can dispensers (dry storage, on wheels - 3 each)
26. APW Soup warmer (2 each)
27. APW cheese warmer (2 each)
28. Oliver heat sealer
29. Cereal dispenser
30. Ice paddles
31. Heating lamp
32. Wire ship dispenser (3 each)
33. Salad bar dry dispenser (2 each)
34. Salad bar cold dispenser (2 each)
35. All tables and chairs in the officer dining room
36. Toaster in officer dining room
37. Microwave located at the Detox Center
38. Robot coup – blender
39. Nemco portable hotwells (4)

The County shall pay the Contractor for meals and food served at the ADC at the prices contained in RFP-SHRF-25466 Attachment C – Pricing Worksheet, except if in the event of a Material Conditions occurs.

A "Material Condition" is any aspect of food safety or food quality that directly causes an incident that profoundly affects the safety, security of ADC inmates or ADC staff, or operational integrity of the ADC as determined by the Sergeant on duty and the Lieutenant on call at the time the food is served. Examples of Material Conditions include, but are not limited to:

1. undercooked, spoiled or contaminated food served to ADC staff or inmates, such as food that is grossly discolored, textured, or malodorous to the point that it is not consumable;

2. meal service that results in a significant disruption or alteration in ADC staff performance of duty, such as unreasonable delays, delays to or cancellation of ADC programming, client transfers, or professional visits, or interference with court schedules;

3. meal service that causes a disturbance of the orderly operation of the ADC or puts ADC staff or inmates at risk, or

4. insufficient food amount or insufficient calorie count amount to feed each inmate the required portions.

In the event a Material Condition is suspected, the Sergeant on duty at the ADC will consult with the Lieutenant on call to make a Material Condition determination. If the County determines a Material Condition exists, it will photograph the food subject to the Material Condition and will also preserve the affected food trays for Contractor's inspection. Contractor will replace food subject to a Material Condition within 90 minutes of notification of the Material Condition by County. If it is later determined that no Material Condition existed after Contractor provided replacement food, County will pay for the replacement food provided by Contractor.

In the event that any of the following circumstances occur at the ADC, the County will be entitled to charge Contractor administrative expenses set forth below, which shall not constitute a waiver by the County of any other rights or remedies it may have against Contractor:

1. Each instance of serving of food meeting the Material Condition involving 10 or more inmate food trays, $250 for each meal period of non-compliance and food needs to be replaced at each instance at no charge within ninety (90) minutes.

2. Meal start time more than 30 minutes late, due to fault of Contractor, $250 per meal period.

3. Critical violation on any Health Department inspection report, $500 per each inspection.

4. Any Material Condition or contract requirement, not cited above, found to be in non-compliance; if reported in writing to the Contractor and Contractor does not cure within prescribed time lines; $250 for each day of non-compliance until corrected and food needs to be replaced at each instance.

The County will promptly notify the Contractor that any of the above circumstances has occurred at the ADC. In addition, in the event that a Material Condition occurs and Contractor has not, after notice by County, replaced meals affected by the Material Condition within 90 minutes, the Contractor will credit to County all sums paid by County to Contractor for the meal service in which the Material Condition occurred and apply such credit to the current invoice.

ATTACHMENT H – DETOX CENTER MATERIAL CONDITIONS

The County shall pay the Contractor for meals and food served at the ADC at the prices contained in RFP-SHRF-125466, Attachment C – Pricing Worksheet, except if in the event of a Material Conditions occurs.

A "Material Condition" is any aspect of food safety or food quality that directly causes an incident that profoundly affects the safety, security of Detox Center patients or staff, or operational integrity of the Detox Center as determined by appropriate Detox Center staff at the time the food is served. Examples of Material Conditions include, but are not limited to:

1. undercooked, spoiled or contaminated food served to Detox Center patients or staff, such as food that is grossly discolored, textured, or malodorous to the point that it is not consumable;
2. meal service that results in a significant disruption or alteration in Detox Center staff performance of duty, such as unreasonable delays, delays to or cancellation of Detox Center programming, patient transfers, or professional visits;
3. meal service that causes a disturbance of the orderly operation of the Detox Center or puts Detox Center staff or patients at risk, or
4. insufficient food amount or insufficient calorie count amounts to feed each patient the required portions.

In the event a Material Condition is suspected, Detox Center staff on duty will consult with their supervisor/on-call supervisor, program manager or the Detox Center Director to make a Material Condition determination. If the County determines a Material Condition exists, it will photograph the food subject to the Material Condition and will also preserve the affected food for Contractor's inspection. Contractor will replace food subject to a Material Condition within 90 minutes of notification of the Material Condition by County. If it is later determined that no Material Condition existed after Contractor provided replacement food, County will pay for the replacement food provided by Contractor.

In the event that any of the following circumstances occur at the Detox Center, the County will be entitled to charge Contractor administrative expenses set forth below, which shall not constitute a waiver by the County of any other rights or remedies it may have against Contractor:

1. Each instance of serving of food meeting the Material Condition involving patient food, $250 for each meal period of non-compliance and food needs to be replaced at each instance at no charge within ninety (90) minutes.
2. Meal start time more than 30 minutes early or 30 minutes late, due to fault of Contractor, $250per meal period.
3. Critical violation on any Health Department inspection report, $500 per each inspection.
4. Any Material Condition or contract requirement, not cited above, found to be in non-compliance; if reported in writing to the Contractor and Contractor does not cure within prescribed time lines; $250 for each day of non-compliance until corrected and food needs to be replaced at each instance.

The County will promptly notify the Contractor that any of the above circumstances has occurred at the Detox Center. In addition, in the event that a Material Condition occurs and Contractor has not, after notice by County, replaced meals affected by the Material Condition within 90 minutes, the Contractor will credit to County all sums paid by County to Contractor for the meal service in which the Material Condition occurred and apply such credit to the current invoice.

RAMSEY COUNTY

Solicitation Forms Attachments

RFP-SHRF-25466: Food Services

Table of Contents

Attachment I - Responder Declarations

The undersigned certifies, to the best of their knowledge and belief, that:

a. **Response Contents.** The information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the Responder to suspension or debarment proceedings as well as other remedies available by law.

b. **Authorized Signature.** This Declaration is signed by the appropriate person(s), with the authority to contractually bind the Responder, as required by applicable articles, bylaws, resolutions, minutes, and ordinances.

c. **Non-Collusion Certification.** 1. The Proposal has been arrived at by the Responder independently and has been submitted without collusion and without any agreement, understanding or planned common course of action with any other vendor designed to limit fair or open competition; and, 2. The contents of the Response have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any other individual prior to the due date and time of this Solicitation. Any evidence of collusion among Responders in any form designed to defeat competitive responses will be reported to the appropriate authorities for investigation and appropriate action.

d. **Conflict of Interest.** Contractor certifies there are no actual, potential, or perceived conflicts of interest regarding this RFP or in submission of their proposal; or alternatively, a statement has been included in the response explaining any conflict of interest and how to avoid, mitigate or neutralize the conflict.

By signing this form, Responder acknowledges and certifies compliance with all applicable requirements indicated above.

Contractor Name: ____

State the number of solicitation addenda received: ______________________________________

Signature: ____

Printed Name: ____

Title: ____

Date: ____

Phone Number: ____

Email Address: ____

Attachment J - Contractor Information Form

Ramsey County requires completion of this form for this solicitation. Failure to submit this completed form with the solicitation response may result in rejection of the Contractor's solicitation response.

Company Information:

1. Contractor Name: ______________________________
2. Name of CEO(s), Company President(s), or Executive Director(s):
   ____
3. Telephone Number: ______________________________
4. Email Address: ______________________________
5. Address: ______________________________
6. City: ______________________________
7. State: ______________________________
8. Zip Code: ______________________________
9. If your company is a Certified Small Business Enterprise please list your certification number:
   ____
10. If your company is a Veteran Small Business Enterprise please list your certification number:
   ____

Solicitation Response Contact:

1. Name: ______________________________
2. Telephone Number: ______________________________
3. Email Address: ______________________________
4. Address: ______________________________
5. City: ______________________________
6. State: ______________________________
7. Zip Code: ______________________________

Attachment K - Contractor Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned will require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 foreach such failure.

Contractor Name: ____

Signature of Certifying Official: ____

Print Name: ____

Title: ____

Date: ____

Attachment L - Contractor Reference Form

Provide a minimum of three (3) references for work completed within the last five (5) years that is similar to what is requested in this solicitation. Emphasis should be given to providing references that are governmental organizations of similar size to the County that you have provided services to in the past 5 years. The County may request additional references from Responder.

1. First Reference
   - Company Name: ____
   - Contact Name and Title: ____
   - Telephone Number: ____
   - Email Address: ____
   - Description of Work Completed:
     ____
     ____

2. Second Reference
   - Company Name: ____
   - Contact Name and Title: ____
   - Telephone Number: ____
   - Email Address: ____
   - Description of Work Completed:
     ____
     ____

3. Third Reference
   - Company Name: ____
   - Contact Name and Title: ____
   - Telephone Number: ____
   - Email Address: ____
   - Description of Work Completed:
     ____
     ____

Attachment M - Exceptions to Terms and Conditions Form

Any exceptions to the Attachments, Exhibits, Contract Terms, or Solicitation Terms of this solicitation document, will be submitted by the Responder as part of their proposal response. Responder will include contract term and reference with their alternative language. The County has no obligation to accept or agree to any such exceptions requested by the Responder in the resulting Agreement. If the Responder does not have any exceptions, a statement must be provided. If the Responder does not include this form, this will indicate that there are no exceptions.

Instructions

List all exceptions to County terms and conditions, attachments and exhibits (including those found in the attached sample contract, if any). Reference the actual number of the County's term and condition and the page number for which an exception(s) is being taken. If no exceptions exist, state "NONE" specifically on the form below. (Add additional pages if necessary.)

Term and condition number/provision and page #	Explanation of exception

RAMSEY COUNTY

Solicitation Exhibits Packet

RFP-SHRF-25466 Food Services

Table of Contents

Exhibit 1 - General Contract/Agreement Terms and Conditions

1.1. Contract Term and Schedule
Services may not begin until the contract has been fully executed. An expired contract cannot be extended or renewed.

1.2. Payment

1.2.1.
No payment will be made until the invoice has been approved by the County.

1.2.2.
Payments shall be made when the materials/services have been received in accordance with the provisions of the resulting contract.

1.3. Application for Payments

1.3.1.
The Contractor shall submit an invoice as mutually agreed upon by Contractor and the County.

1.3.2.
Invoices for any goods or services not identified in this Agreement will be disallowed.

1.3.3.
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.

1.3.4.
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.

1.3.5.
Payment of interest and disputes regarding payment shall be governed by the provisions of Minnesota Statutes §471.425.

1.3.6.
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.

1.4. 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.

1.5. Successors, Subcontracting and Assignment

1.5.1.
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.

1.5.2.
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.

1.5.3.
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.

1.6. Compliance With Legal Requirements

1.6.1.
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.

1.6.2.
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.

1.7. Data Practices

1.7.1.

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.

1.7.2.
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.

1.8. Security

1.8.1.
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.

1.8.2.
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.

1.8.3.

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.

1.8.4.
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.

1.8.5.
All County data and intellectual property stored in the Contractor's system is the exclusive property of the County.

1.9. 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.

1.10. Contractor's Insurance

1.10.1.
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.

1.10.2.
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.

1.10.3.
Commercial general liability of no less than $1,000,000 per occurrence, $2,000,000 general aggregate, $2,000,000 products/completed operations total limit, $1,000,000 personal injury and advertising liability.

1.10.3.1.
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.

1.10.4. Workers' Compensation
Contractor certifies it is in compliance with Minnesota Statutes Ch. 176 (Workers' Compensation). The Contractor's employees, subcontractors and agents will not be considered County employees. Contractor must provide Workers' Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota.

Required minimum limits of $500,000/$500,000/$500,000. Any claims that may arise under Minnesota Statutes Ch. 176 on behalf of these employees, subcontractors or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees, subcontractors or agents are in no way the County's obligation or responsibility.

If Minnesota Statute 176.041 exempts Contractor from Workers' Compensation insurance or if the Contractor has no employees in the State of Minnesota, Contractor must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes Contractor from the Minnesota Workers' Compensation requirements. If during the course of the contract the Contractor becomes eligible for Workers' Compensation, the Contractor must comply with the Workers' Compensation Insurance requirements herein and provide the County with a certificate of insurance.

1.10.5.
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.

1.10.6.
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.

1.10.7.
If the contractor is driving on behalf of the County but not transporting clients as part of the contractor's services under this contract, a minimum of $500,000 combined single limit auto liability, including hired, owned and non-owned.

1.10.8.
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, professional liability and umbrella liability insurance required of the Contractor under this Agreement.

1.10.9.
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 and/or certificates of insurance shall be submitted to the County upon written request and within 10 business days.

1.10.10.
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-.

1.10.11.
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.

1.10.12.
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.

1.10.13.
Nothing in this Agreement shall constitute a waiver by the County of any statutory or common law immunities, defenses, limits, or exceptions on liability.

1.11. 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.

1.12. 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: TBD
Contractor: TBD

1.13. 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.

1.14. 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.

1.15. 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.

1.16. 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.

1.17. 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.

1.18. 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.

1.19. Termination

1.19.1.

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.

1.19.2.

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.

1.19.3.

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.

1.20. Interpretation of Agreement; Venue

1.20.1.

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.

1.20.2.
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.

1.21. 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 enjoinment 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. Ramsey County Cooperative Contract
The resulting contract will be a Ramsey County Cooperative Contract available to all Ramsey County departments.

1.24. 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.

1.25. Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

1.25.1.

Contracts and subcontracts for more than the simplified acquisition threshold, 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.

1.25.2.

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.

1.25.3.

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.

1.25.4.

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.

1.25.5.

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.

1.26. 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.

1.27. 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.

1.28. 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.

1.29.Special Conditions

1.29.1 Subcontractors

Notwithstanding 1.5.3 above, the Contractor will be authorized to subcontract pest control services. All other subcontractors shall be approved by the Undersheriff or designee. All subcontractors shall adhere to Section 1.29.6 and 1.29.7 PREA and CJIS Requirements below.

1.29.2 Award

The County reserves the right to award contracts to a prime contractor and a secondary contractor. In the event that the prime contractor is unable to perform its obligations under the resulting agreement for any reason, the County will notify the secondary contractor to commence the food according to the terms of the resulting agreement with the secondary contractor. Notwithstanding RFP Section 6.C., in the event the County exercises the right set forth in this section, the County shall send written Notices of Intent to Award to the two highest scoring contractors.

1.29.3 Contractor's Personnel

Contractor shall ensure that during the term of the resulting agreement, it has adequate staff of competent personnel to perform the services and provide the Deliverables set forth in the resulting agreement. The County may, at any time, request in writing, the withdrawal or replacement of any personnel assigned to an SOW and such request shall not be unreasonably refused by the Contractor. The Contractor shall not replace or withdraw any personnel assigned to the resulting agreement without prior written consent of the County.

1.29.4 Acknowledgement of Necessity of Services

Because of the nature of necessity of the services provided under this RFP and resulting agreement, the Contractor acknowledges that the Contractor cannot discontinue services under resulting agreement, for ANY reason without providing the County with enough time to obtain the same or similar services from an alternative contractor.

1.29.5 Drug Abuse Prevention, Treatment and Rehabilitation Act

The Contractor agrees to comply with the requirements and restrictions of the Drug Abuse Prevention, Treatment and Rehabilitation Act, codified at 42 USC 290dd-3, 42 USC290ee-3 and 42 CFR Part 2.

If the Contractor and its services under the resulting agreement also meet the definition of a Qualified Service Organization under 42 CFR Part 2, the Contractor agrees to sign and implement a separate Qualified Service Organization Agreement (QSOA) with the County.

1.29.6 Prison Rape Elimination Act (PREA)

Contractor and staff will comply with the Prison Rape Elimination Act of 2003 (42 U.S.C. § 15601 et seq.), which establishes a zero-tolerance standard against sexual assault, and with all applicable PREA Standards including background checks, county policies related to PREA and county standards related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse with Facilities/Client Services owned, operated or contracted. Contractor acknowledges that, in addition to "self-monitoring requirements" the county will conduct announced or unannounced, compliance monitoring to include "on-site" monitoring. Failure to comply with PREA, including PREA Standards and county PREA policies may result in termination of the resulting agreement.

1.29.7 CJIS Requirements

The County has electronic access to state and federal databases containing unencrypted and confidential Criminal Justice Information ("CJI"). These databases are managed by the Minnesota Bureau of Criminal Apprehension ("BCA") which requires that anyone who could have 'logical and physical access to CJI' must submit to a fingerprint-based record check ("Covered Individuals"). This includes not only those who actually have authorization to access CJI from their desktop computers, but also includes those who receive the CJI for any reason and those who do not receive CJI but are or could be in the general physical proximity of those who do receive it. This includes both a Contractor's employees and sub-contractors.

Covered Individuals must contact the BCA at BCACJISSATScreening@state.mn.us to complete the vendor screening program. Covered Individuals must complete the program and obtain approval prior to accessing any CJIS data under the resulting Agreement.

Upon receipt of the record checks, the County will evaluate them to determine, in the County's sole discretion, whether the individual may provide services to the County pursuant to the resulting agreement. The County may require Covered Individuals to submit to a background check every five years

Additionally, Contractor and all applicable employees and/or subcontractors must be in compliance with all applicable data security rules and regulations. Contractor must maintain an overall understanding and provide the current level of compliance with Federal Bureau of Investigation's Criminal Justice Information Services (FBI CJIS) Security Policy 5.4, and related security policy(ies) or its successor version(s), including the *CJIS Security Addendum*, **Exhibit 3** and the *CJIS Security Addendum Certification*, **Exhibit 4** as well as the Minnesota Bureau of Criminal Apprehension's Minnesota Justice Information Services (BCA MNJIS) security requirements outlined in FBI CJIS requirements document(s) and BCA Security Policy 5050, or its successor version(s). **Exhibit 3** and **Exhibit 4** are attached and made a part of this RFP.

1.29.8 HIPAA Compliance

a.) The Contractor agrees to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA, public law #104-191) and its amendments. The Contractor also agrees to comply with the HIPAA Privacy requirements, the HIPAA Standards for Electronic Transactions, the HIPAA Security requirements, the HIPAA Enforcement Rule, the HIPAA Breach Notification requirements, and any other applicable HIPAA laws, standards and requirements now or as they become law, including any future guidance issued by the Secretary of Health and Human Services.

b.) Because the Contractor's function or service, described in **RFP Section 3, Scope of Services**, will involve the disclosure of Protected Health Information (PHI) by the County, or the creation, use or disclosure of PHI by the Contractor on behalf of the County, the County (Covered Entity) is required to enter into a separate Business Associate Agreement (BAA) with the Contractor (Business Associate). The BAA ensures that the Contractor's performance under the resulting contract (the Covered Agreement) complies with the privacy and security requirements under HIPAA and the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH ACT). Consequently, the Contractor agrees to the terms and conditions of the BAA, attached hereto and made a part of this RFP as **Exhibit 5**, and the parties further agree that the electronic approval of the resulting contract also constitutes approval of the BAA.

1.29.9. Payment Card Industry Compliance

Contractor shall at all times maintain compliance with the most current Payment Card Industry Data Security Standards (PCI DSS). Contractor shall provide a current copy of the attestation of compliance (AOC) and shall provide annually. All Point of Interaction (POI) devices must meet the Payment Card Industry (PCI) PIN Transaction Security (PTS) requirements and be included in the PCI

PIN transaction devices list. In order for these devices to transmit cardholder data on the Ramsey County network these devices must meet the PCI Point-To-Point Encryption (P2PE) standards.

Exhibit 2 - Contracting for Equity

1.1. Commitment to Advancing Racial Equity

The county is committed to advancing racial equity for its residents. The commitment is captured in the county's Advancing Racial Equity policy which states that "Racial equity is achieved when race can no longer be used to predict life outcomes, and outcomes for all are improved."

Consistent with the Advancing Racial Equity policy, contractors will take all reasonable measures to advance racial equity during contract performance. Contractors will recognize and acknowledge this requires deconstructing barriers and changing systems, structures, policies and procedures. Contractors will be equitable, inclusive, transparent, respectful and impactful in serving and engaging residents. Contractors will have meaningful and authentic engagement with community and employees to strengthen the administration, development and implementation of policies and procedures to advance racial equity and ensure that all residents in need have awareness of and access to contracted services.

Please review Ramsey County's Advancing Racial Equity policy to learn more about Ramsey County's commitment to racial equity.

1.2. Non-Discrimination (In accordance with Minn. Stat. § 181.59)

Contractors will comply with the provisions of Minn. Stat. § 181.59 which require:

"Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees:

(1) that, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;

(2) that no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color;

(3) that a violation of this section is a misdemeanor; and

(4) that this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract."

1.3. Equal Employment Opportunity and Civil Rights

1.3.1.
Contractors agree that no person shall, on the grounds of race, color, religion, age, sex, sexual orientation, disability, marital status, public assistance status, criminal record (subject to the exceptions contained in Minn. Stat. §§299C.67 to 299C.71 and Minn. Stat. §144.057), creed or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of any and all applicable federal and state laws against discrimination, including the Civil Rights Act of 1964. Contractors will furnish all information and reports required by the county or by Executive Order No. 11246 as amended, and by the rules and regulations and orders of the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

1.3.2.
Contractors shall comply with any applicable licensing requirements of the Minnesota Department of Human Services in employment of personnel.

1.3.3.
Contractors shall agree that no qualified individual with a disability as defined by the Americans with Disabilities Act, 42 U.S.C. §§12101-12213 or qualified handicapped person, as defined by United States Department of Health and Human Services regulations, Title 45 Part 84.3 (j) and (k) which implements Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, under Executive Order No. 11914 (41FR17871, April 28, 1976) shall be:

1.3.3.1.
Denied access to or opportunity to participate in or receive benefits from any service offered by contractors under the terms and provisions of this agreement; nor

1.3.3.2.
Subject to discrimination in employment under any program or activity related to the services provided by contractors.

1.3.3.3.
If it is discovered that a contractor is not in compliance with applicable regulations as warranted, or if the contractor engages in any discriminatory practices, as described above, then the county may cancel said agreement as provided by the cancellation clause of this agreement.

1.4. Diverse Workforce Inclusion Resources
For information and assistance in increasing the participation of women and minorities, contractors are encouraged to access the websites below:

1. http://www.ramseycounty.us/jobconnect
2. http://www.ramseycounty.us/constructionconnect

Job Connect and the Construction Connect 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 Connect is an online and in-person network dedicated to the construction industry. Construction Connect connects contractors and job seekers with employment opportunities, community resources and skills training related to the construction industry. Construction Connect is a tool for contractors to help meet diversity hiring goals. Additional assistance is available through askworkforcesolutions@ramseycounty.us or by calling 651-266-9890.

Exhibit 3 - CJIS Security Addendum

This Security Addendum is an agreement between Ramsey County, a political subdivision of the State of Minnesota, on behalf of the Sheriff's Office and [contractor name]. This Security Addendum is in support of a contract between the Contracting Government Agency and the Contractor for the provision of services that require compliance with the Federal Bureau of Investigation's (FBI) Criminal Justice Information Systems Security Policy (CJIS Security Policy).

The goal of this document is to augment the CJIS Security Policy to ensure adequate security is provided for criminal justice systems while (1) under the control or management of a private entity or (2) connectivity to FBI CJIS Systems has been provided to a private entity (contractor). Adequate security is defined in Office of Management and Budget Circular A-130 as "security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information."

The intent of this Security Addendum is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

This Security Addendum identifies the duties and responsibilities with respect to the installation and maintenance of adequate internal controls within the contractual relationship so that the security and integrity of the FBI's information resources are not compromised. The security program shall include consideration of personnel security, site security, system security, and data security and technical security.

The provisions of this Security Addendum apply to all personnel, systems, networks and support facilities supporting and/or acting on behalf of the government agency.

1.0 Definitions.

1.01 Contracting Government Agency (CGA) – the government agency, whether a Criminal Justice Agency or a Noncriminal Justice Agency, which enters into an agreement with a private contractor subject to this Security Addendum.

1.02 Contractor- a private business, organization or individual which has entered into an agreement for the administration of criminal justice with a Criminal Justice Agency or a Noncriminal Justice Agency.

1.03 Contract – the primary agreement between the CGA and the Contractor for the provision of services.

2.00 Responsibilities of the Contracting Government Agency.

2.01 The CGA will ensure that each Contractor employee receives a copy of the Security Addendum and the CJIS Security Policy and executes an acknowledgement of such receipt and the contents of the Security Addendum. The signed acknowledgements shall remain in the possession of the CGA and available for audit purposes. The acknowledgement may be signed by hand or via digital signature (see CJIS Security Policy glossary for definition of digital signature).

3.00 Responsibilities of the Contractor.

3.01 The Contractor will maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed and all subsequent versions), as well as with policies and standards established the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

4.00 Security Violations.

4.01 The CGA must report security violations to the CJIS Systems Officer (CSO) and the Director, FBI, along with indications of actions taken by the CGA and the Contractor.

4.02 Security violations can justify termination of the Contract between the CGA and the Contractor.

4.03 Upon notification, the CSO and FBI reserve the right to:

a. Investigate or decline to investigate any report of unauthorized use;

b. Suspend, or terminate access and services, including telecommunications links. The CSO will provide the CGA with timely written notice of any action taken. The FBI will provide the CSO with timely written notice of the suspension. Access and services will be reinstated only after satisfactory assurances have been provided to the CSO or FBI by the CGA. Upon termination, the Contractor's records containing CHRI must be deleted or returned to the CGA.

5.00 Audit.

5.01 The FBI is authorized to perform a final audit of the Contractor's systems after termination of the Security Addendum or the Contract.

6.00 Scope and Authority.

6.01 This Security Addendum does not confer, grant, or authorize any rights, privileges, or obligations on any persons other than the Contractor, CGA, CJA (where applicable), CSA, and FBI.
6.02 The following documents are incorporated by reference and made part of this agreement: (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; (4) Title 28, Code of Federal Regulations, Part 20; and (5) the Contract. The parties are also subject to applicable federal and state laws and regulations.

6.03 The terms set forth in this document do not constitute the sole understanding by and between the parties hereto; rather they augment the provisions of the CJIS Security Policy to provide a minimum basis for the security of the system and contained information and it is understood that there may be terms and conditions of the Contract which impose more stringent requirements upon the Contractor.

6.04 This Security Addendum may only be modified by the FBI, and may not be modified by the parties to the Contract without the consent of the FBI.

6.05 All notices and correspondence shall be forwarded by First Class mail to:

Assistant Director
Criminal Justice Information Services Division, FBI
1000 Custer Hollow Road
Clarksburg, West Virginia 23606

[Vendor Name]	[Agency Name]
____________________________	____
Signature of officer	Signature
____________________________	____
Printed Name & Title	Printed Name & Title
____________________________	____
Date	Date

Exhibit 4 - CJIS Security Addendum Certification

CERTIFICATION

I hereby certify that I am familiar with the contents of (1) the Security Addendum, including its legal authority and purpose; (2) the NCIC Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or re-disseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or re-disseminating the information received for another purpose other than the execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

____ __________________

Printed Name/Signature of Contractor Employee Date

____ ___________________

Printed Name/Signature of Contractor Representative Date

Organization and Title of Contractor Representative

Exhibit 5 - Business Associate Agreement

This Business Associate Agreement ("BA Agreement") is referenced by and incorporated within Agreement # _________ (the "Service Agreement") between Ramsey County, Minnesota, a political subdivision of the State of Minnesota, on behalf of the Community Human Services Department, 160 E. Kellogg Blvd, St. Paul, MN 55101 AND/OR the St. Paul-Ramsey County Department of Public Health, 555 Cedar St., St. Paul, MN 55101 ("Covered Entity") and _____________ ("Business Associate") (each a "Party" and collectively the "Parties").

Recitals

A. The Service Agreement identifies services between the Parties that require execution of a Business Associate Agreement as defined by the Health Insurance Portability and Accountability Act of 1996 as amended ("HIPAA") and the Privacy, Security, Breach Notification, Electronic Transactions, and Enforcement Rules at 45 C.F.R. Parts 160, 162, and 164 (HIPAA Rules).
B. Ramsey County is a Covered Entity that is a Hybrid Entity as defined at 45 C.F.R. § 164.105.
C. The Service Agreement identifies certain program areas/units of Covered Entity that are included in Covered Entity's Health Care Component and in need of Business Associate's services;
D. In accordance with HIPAA Rules, which require Covered Entity to have a written contract or memorandum of understanding with its Business Associates, the Parties wish to establish satisfactory assurances that Business Associate will appropriately safeguard PHI and, therefore, execute this BA Agreement.

NOW, THEREFORE, intending to be legally bound, the Parties agree as follows:

1. **Definitions.** Terms defined in the Recitals and introductory paragraph of this BA Agreement are incorporated by reference. Capitalized terms used but not otherwise defined in this BA Agreement shall have the same meaning as those terms in the HIPAA Rules as amended from time to time.

   (a) "Business Associate" shall generally have the meaning set forth in HIPAA Rules and also shall refer to the Party identified in this BA Agreement that serves as the Business Associate.

   (b) "Covered Entity" shall generally have the meaning set forth in HIPAA Rules and also shall refer to the identified Health Care Components of the Party identified above as the Covered Entity, in accordance with the use of this term at 45 C.F.R. § 164.105(a)(2)(i)(A).

   (c) Protected Health Information (PHI) shall generally have the meaning set forth in HIPAA Rules and also shall refer to PHI applicable to the relationship between the Parties under this BA Agreement and the Service Agreement.

2. **<u>Representations, Acknowledgements, & Satisfactory Assurances of Business Associate.</u>** Business Associate hereby represents and acknowledges: i) it has legal status as a Business Associate under HIPAA Rules as a direct result of its relationship with Covered Entity under the Service Agreement; ii) it has read and fully understands the extensive legal requirements of Business Associates under HIPAA Rules; iii) it has sufficient technical, legal, and monetary resources and know-how to comply with all Business Associate regulatory and contractual requirements for the full term of the Service Agreement, including any renewals or amendments it may execute; and iv) that the consideration identified in the Service Agreement is, in part, in exchange for obligations under this BA Agreement, which may be referenced or incorporated into the Service Agreement. Business Associate offers and Covered Entity accepts these representations and acknowledgments, along with other promises in this BA Agreement, as satisfactory assurances that Business Associate will appropriately safeguard PHI, including electronic PHI.

3. **<u>Obligations of Business Associate.</u>** Business Associate agrees and promises in good faith to do all of the following:

(a) Comply with all Business Associate obligations and requirements under HIPAA Rules and, if uncertainty exists as to how to achieve compliance, request direction from Covered Entity.

(b) Comply with other requirements under HIPAA Rules that may apply to the Covered Entity, such as when Business Associate carries out one or more of the Covered Entity's obligations under HIPAA Rules.

(c) Use and disclose PHI <u>only</u>: (i) when required by law; ii) as set forth in this BA Agreement; or (iii) as set forth in the Service Agreement or, if the Service Agreement is ambiguous or incomplete, then only as permitted or required by the Covered Entity's Notice of Privacy Practices that was in effect when the information was collected from the individual.

(d) MINIMUM NECESSARY. Limit its use, disclosure, and requests for use or disclosure to the minimum amount necessary to accomplish the intended purpose in accordance with the requirements of the HIPAA Rules.

(e) Implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of electronic PHI that it creates, receives, maintains, or transmits on behalf of the Covered Entity.

(f) Manage Security Incidents in compliance with 45 C.F.R. Part 164 Subpart C, including immediate notification to the Covered Entity of a Security Incident upon discovery.

(g) Upon discovery of a Breach as defined at 45 C.F.R. § 164.402, which is recognized by HIPAA Rules as a type of Security Incident, comply with 45 C.F.R. Part 164 Subpart D, which includes immediate notification to Covered Entity in a prescribed form and providing prescribed information. In addition to the requirements of HIPAA Rules, Business Associate shall:

(1) Identify all known individuals or entities that caused or contributed to the occurrence of a Breach at Business Associate's expense; and

(2) Cooperate with Covered Entity to notify, at Business Associate's expense, all Individuals and media required to be notified under the HIPAA Rules; and

(3) Indemnify Covered Entity for any reasonable expenses Covered Entity may incur in connection with such Breach, including notification.

(h) The parties acknowledge that the definition of Breach as set forth in the HIPAA Rules at 45 C.F.R. Part 164.402 excludes the following circumstances and therefore Breach notice requirements do not apply:

(1) Any unintentional acquisition, access, or use of PHI by a workforce member or person acting under the authority of a Covered Entity or a Business Associate, if such acquisition, access, or use was made in good faith and within the scope of authority and does not result in further use or disclosure in a manner not permitted under 45 C.F.R. Part 164, Subpart E.

(2) Any inadvertent disclosure by a person who is authorized to access PHI at a covered entity or business associate to another person authorized to access PHI at the same Covered Entity or Business Associate, or organized health care arrangement in which the Covered Entity participates, and the information received as a result of such disclosure is not further used or disclosed in a manner not permitted under 45 C.F.R. Part 164, Subpart E.

(3) A disclosure of PHI where a Covered Entity or Business Associate has a good faith belief that an unauthorized person to whom the disclosure was made would not reasonably have been able to retain such information.

(i) In accordance with 45 C.F.R. § 164.524, provide access to PHI in a Designated Record Set to an Individual at the request of Covered Entity and in the time and manner designated by Covered Entity. Provide immediate notice to Covered Entity when Business Associate receives a request for access from an Individual.

(j) In accordance with 45 C.F.R. § 164.526, make amendments to PHI in a Designated Record Set as directed by the Covered Entity or take other measures as necessary to satisfy Covered Entity's obligations regarding amendments. Provide immediate notice to Covered Entity when Business Associate receives a request for an amendment from an Individual.

(k) Make its internal practices, books and records, including policies, procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of Covered Entity available to the Covered Entity or to the Secretary or the Secretary's designee, in a time and manner designated by the requestor, for purposes of audit or determining Covered Entity's compliance with HIPAA Rules.

(l) In accordance with 45 C.F.R. § 164.528, document disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI. Provide to Covered Entity or an Individual, in time and manner designated by Covered Entity, information required to provide an individual with an accounting of disclosures of PHI.

(m) Implement written policies and procedures, conduct periodic security risk assessments and evaluations, and train employees who have access to PHI about the standards, obligations, policies and procedures required by HIPAA Rules.

(n) Enter into a written agreement with each agent and subcontractor who has access to the PHI created, received, maintained, or transmitted by Business Associate in relation to Covered Entity and include in such agreement the same or parallel restrictions, requirements, and conditions that apply through this BA Agreement to Business Associate, including provisions with respect to reasonable and appropriate safeguards to protect electronic PHI.

4. **Obligations of Covered Entity.** Covered Entity shall not direct Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by Covered Entity. Covered Entity agrees to provide Business Associate with:

(a) the applicable notice of privacy practices that Covered Entity produces in accordance with 45 C.F.R § 164.520 and material changes to such notice over time;

(b) any changes in, or revocation of, permission by an Individual to use or disclose PHI, if such changes affect Business Associate's permitted or required uses and disclosures; and

(c) notice of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with HIPAA if such restrictions affect Business

Associate's permitted or required uses and disclosures.

5. **Defense, Indemnification and Hold Harmless**. The Business Associate agrees to defend, indemnify, and save and hold the Covered Entity, its agents, officers, and employees harmless from all claims, fines, penalties, damages, and settlement amounts arising out of, resulting from, or in any manner attributable to any unauthorized use or disclosure of PHI by Business Associate, its subcontractors, agents and employees under this BA Agreement, including legal fees or disbursements paid or incurred to enforce the provisions of this BA Agreement.

6. **Term and Termination.**

(a) Term. The Term of this BA Agreement shall be effective as of the Effective Date listed below, and shall continue until terminated as provided herein.

(b) Termination upon Termination of the Underlying Relationship. This BA Agreement will terminate upon the termination of the Business Associate's relationship with Covered Entity under the Service Agreement.

(c) Termination for Cause. Upon learning of a violation by Business Associate of a material term of this BA Agreement, Covered Entity shall provide Business Associate with notice to cure or end the violation by a specified time, which may be different for each type of violation, but the default for which shall be two (2) business days. The Covered Entity will have the right to terminate this BA Agreement and the Service Agreement if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity; or the Covered Entity may immediately terminate this BA Agreement and the Service Agreement if the Business Associate has breached a material term of this BA Agreement and cure is not possible or is not in the best interest of Covered Entity, based on Covered Entity’s sole determination.

(d) Upon Termination.

(1) Except as provided in paragraph (2) of this section, upon termination of this BA Agreement for any reason, Business Associate shall immediately return or destroy, according to Covered Entity’s instructions, all PHI that it created, received, maintained, or transmitted on behalf of or to or for Covered Entity to the extent that Business Associate still maintains such PHI in any form. Business Associate shall take the same action for all such PHI that may be in the possession of its subcontractors and agents. Business Associate and its subcontractors and agents shall not retain copies of any such PHI.

(2) In the event that Business Associate knowingly cannot or does not return or destroy PHI as described in paragraph (1) of this section, it shall notify

Covered Entity of the specific circumstances and continue to extend the protections of this BA Agreement to such PHI and take all measures possible to limit further uses and disclosures of such PHI for so long as Business Associate or its subcontractors or agents maintain such PHI. The Parties intend that the provisions of this section 6(d)(2) survive termination of this BA Agreement.

7. **Mutual Representations and Warranties of the Parties.** Each Party represents and warrants to the other Party that it is duly organized, validly existing, and in good standing under the laws of the jurisdiction in which it is organized, it has the full power to enter into this BA Agreement and to perform its obligations, and that the performance by it of its obligations under this BA Agreement have been duly authorized by all necessary corporate or other actions and will not violate any provision of any license, corporate charter or bylaws; and that neither the execution of this BA Agreement, nor its performance hereunder, will directly or indirectly violate or interfere with the terms of another agreement to which it is a party.

8. **Governing Law.** This BA Agreement will be governed by and construed in accordance with the laws of the State of Minnesota, without giving effect to the conflicts of laws principles thereof.

9. **Notices.** All demands, notices, requests and other communications hereunder must be in writing and will be deemed to have been duly given only if delivered personally or by registered or certified mail return receipt requested to the Parties at the following addresses:

if to Covered Entity, addressed to:

Karen Saltis
Privacy Officer
Ramsey County Community Human Services Dept.
160 E. Kellogg Blvd., Rm. 9305
St. Paul, MN 55101

OR

Chris Bogut
Privacy Officer
St. Paul-Ramsey County Department of Public Health
555 Cedar St.
St. Paul, MN 55101

if to Business Associate, addressed to:

Name
____
Title
____
Address
____
City, State, Zip
____

or to such other address as a Party hereto will specify to the other Party hereto in writing in a notice which complies with this Section. Any party may give any Notice using other means (including personal delivery, expedited courier, messenger service, telecopy, telex, ordinary mail, or electronic mail), but no such Notice shall be deemed to have been duly given unless and until it is actually received by the intended recipient.

10. **Amendment and Modification.** No part of this BA Agreement may be amended, modified, supplemented in any manner whatsoever except by a written document signed by the Parties' authorized representatives. The Parties agree to take action to amend this BA Agreement from time to time as necessary for Covered Entity to comply with the requirements of the Privacy Rule, Security Rule and the Health Insurance Portability and Accountability Act of 1996.

11. **Headings**. The headings used in this BA Agreement have been inserted for convenience of reference only and do not define or limit the provisions hereof.

12. **Counterparts**. This BA Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Faxed signatures shall be treated as effective as original signatures.

13. **No Third Party Beneficiaries**. Nothing express or implied in this BA Agreement is intended to confer, nor shall anything herein confer, upon any person other than the Parties and the respective successors or assigns of the Parties, any rights, remedies, obligations, or liabilities whatsoever.

14. **Disputes**. If any controversy, dispute or claim arises between the Parties with respect to this BA Agreement, the Parties shall make good faith efforts to resolve such matters informally.

15. **No Partnership, Joint Venture, or Fiduciary Relationship Created Hereby**. This BA Agreement does not constitute a joint venture or partnership arrangement between

the Parties and it does not create any relationship of principal and agent, or otherwise between the Parties. Neither Party shall be liable for any obligation incurred by the other, except as might otherwise be expressly provided in this BA Agreement. All employees of each Party shall remain the employee of that Party, and shall not be subject to any direction or control by the other Party. Nothing contained in this BA Agreement shall be interpreted as creating a partnership, joint venture, or employment relationship of the Parties, it being understood that the sole relationship created hereby is one of independent contractor.

16. **Failure to Enforce Not a Waiver**. The failure of either Party to enforce at any time any provision of this BA Agreement shall in no way be construed to be a waiver of such provision or of any other provision hereof.

17. **Successors and Assigns**. This BA Agreement shall be binding upon the respective successors, heirs, administrators and permitted assigns of the Parties.

18. **Entire Agreement**. This BA Agreement constitutes the entire agreement of the Parties with respect to the subject matter hereof and supersedes all prior understandings or agreements, written or oral, with respect to the rights and responsibilities of the Parties set forth in this BA Agreement.

19. **Effect on Covered Agreement**. Except as relates to the use, security and disclosure of PHI and electronic transactions, this BA Agreement is not intended to change the terms and conditions of, or the rights and obligations of the Parties under, the Service Agreement.

20. **Interpretation**. A reference in this BA Agreement to a section in the Privacy Rule or Security Rule means the section as amended from time to time. Any ambiguity in this BA Agreement shall be resolved in favor of a meaning that permits Covered Entity and Business Associate to comply with the HIPAA Privacy Rule and the Security Rule.

WHEREFORE, this BA Agreement is duly approved as of the date of the Service Agreement.

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

RAMSEY COUNTY

Board of Commissioners

Request for Board Action

Item Number: 2025-443 **Meeting Date:** 11/18/2025

Sponsor: Sheriff's Office

Title
General Contingency Account Fund Transfer

Recommendation
Authorize the County Manager to transfer $171,793 from the General Contingency Account to the Sheriff's Office 2025 budget.

Background and Rationale
Between June 14 and June 28, 2025, the Ramsey County Sheriff's Office incurred significant unbudgeted costs in response to multiple critical public safety incidents, including the targeted attack on state lawmakers. These events required an immediate and sustained deployment of resources to protect public officials, ensure community safety, and support partner agencies across several high-risk operations and large-scale public events.

The Sheriff's Office responded as part of a coordinated statewide response. This response included Special Weapons and Tactics (SWAT) Team activation, investigative support, protective details, and operational staffing at the State Capitol, Emergency Operations Centers, and public events.

Following these incidents, the Sheriff's Office is experiencing increasing requests for security services. These realities reflect the changing nature of threats and underscore the continued need for adaptable, responsive services that allows agencies to act quickly and effectively in the face of emerging risks.

Due to the extraordinary and unanticipated nature of these incidents, the associated personnel and operational costs were not included in the 2025 budget. The Sheriff's Office requests funding from the General Contingency Account to cover expenses incurred during this period. This request also underscores the growing need for flexible, responsive budgeting to meet evolving public safety demands.

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

Racial Equity Impact
There is no direct racial equity impact associated with this board action. This item is administrative and provides for a transfer of funds from the General Contingency Account.

Community Participation Level and Impact
For this 2025 budget adjustment, the community participation level is to inform. However, there remains opportunities for community to share input on the county's budget as the 2026-27 biennial budget is finalized. Community input on spending priorities and results are always welcomed and encouraged.
☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

The approved fiscal year 2025 budget did not include specific funding for unforeseen emergency, public safety, and security-related expenses. This action authorizes the transfer of $171,793 from the General Contingency Account to the operating budget to reimburse costs incurred during the target attacks on Minnesota lawmakers in June 2025.

Last Previous Action
None.

Attachments
1. 2025 Status of the General Contingent Account

STATUS OF GENERAL CONTINGENT ACOUNT - 400101 471101

as of November 12, 2025

2 0 25 A P P R O P R I A T I O N

Total Approved	**$2,000,000**

LESS: TRANSFERS APPROVED BY COUNTY BOARD TO DATE:	Date	Resolution Number	
None			$0.00
Total Approved to date -->			**$0.00**
BALANCE AVAILABLE -->			**$2,000,000**

LESS: TRANSFERS PENDING COUNTY BOARD ACTION:			
Emergency response to targeted attacks on lawmakers/elected officials (June 2025)	11/18/2025	TBD	$171,793
Total Pending County Board Action -->			**$171,793**
BALANCE UNENCUMBERED -->			**$1,828,207**

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

RAMSEY COUNTY

Board of Commissioners

Request for Board Action

Item Number: 2025-471 **Meeting Date:** 11/18/2025

Sponsor: County Manager's Office

Title
2026 Ramsey County State Legislative Platform

Recommendation
1. Approve the 2026 Ramsey County State Legislative Platform.
2. Authorize Ramsey County representatives to work with members of the Minnesota State Legislature and other interested parties to promote legislation reflective of the positions contained in the platform.

Background and Rationale
On November 4, 2025, Government Relations staff presented the draft 2026 Ramsey County State Legislative Platform to the Legislative Committee of the Whole for final review. The Legislative Committee of the Whole voted to approve the platform and to recommend its submittal to the Ramsey County Board of Commissioners.

County Goals (Check those advanced by Action)
☒ Well-being ☒ Prosperity ☒ Opportunity ☒ Accountability

Racial Equity Impact
Members of the Legislative Platform Advisory Teams, as well as Ramsey County leaders, considered the racial equity impacts of proposed legislative priorities as part of the input and review process. Most of the proposed items have direct impacts on racial equity, particularly those items that provide increased access to services or benefits specifically targeted to low-income individuals, families or communities, which disproportionately include more people of color and American Indians. These services or opportunities include improved access to health care, family support services, and stable housing. These efforts are reflected in the proposed top legislative priorities of the platform draft, which include measures to facilitate implementation of Minnesota African American Family Preservation and Child Welfare Disproportionality Act, establishing a statewide homelessness funding program, modernization of the State's Health and Human Services systems, improvements in services to treat mental health and substance abuse, and improvements to public safety.

Community Participation Level and Impact
Government Relations has met with relevant Ramsey County advisory committees to share the platform development process and to gather input for the draft platform. Additionally, Government Relations continually engages with key stakeholder organizations and advocacy groups in the community. Staff will also hold Ramsey County legislative delegation meetings before the start of the 2026 Session to hear from legislators regarding issues of importance to Ramsey County communities.

☒ Inform ☒ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact
Many of the positions in the state platform have financial implications and would require state and/or county appropriations if legislation is enacted. The platform items that require county expenditures may do so in the form of a state-imposed maintenance of effort, a required local funding match (which is common for bonding

projects), or through a new or revised operating cost. When there are implications for the current budget, necessary budget adjustments can be brought before the Ramsey County Board through a request for board action; through adjustment to the current fiscal county budget; or through changes to the Capital Improvement Plan, depending on the specifics of the funding change.

Last Previous Action
On November 4, 2025, the Ramsey County Legislative Committee of the Whole approved the 2026 State Legislative Platform (Resolution B2025-206).

On October 21, 2025, a Ramsey County Board workshop was held on the 2026 State Legislative Platform.

Attachments
1. Ramsey County 2026 State Legislative Platform

Draft 2026 State Legislative Platform

Vision, Mission, and Goals

Vision

A vibrant community where all are valued and thrive.

Mission

A county of excellence working with you to enhance our quality of life.

Goals

Strengthen individual, family and community health, safety and well-being.

Cultivate economic prosperity and invest in neighborhoods with concentrated financial poverty.

Enhance access to opportunity and mobility for all residents and businesses.

Model fiscal accountability, transparency and strategic investments.

Legislative Themes in 2026

- No new unfunded mandates on counties.
- Protect counties from further cuts and cost shifts.
- Counties must be at the table for any service delivery change.
- Reduce reliance on property tax.

Capital Improvement Requests

Park at RiversEdge ($20 million)

Aldrich Arena ($8.5 million)

Legislative Top Priorities

Pursue	Bonding for Park at RiversEdge: $20 million
	Bonding for Aldrich Arena: $8.5 million
	Establish Capitol Complex County Host Program (CCCHP), a program similar to Payment in Lieu of Taxes (PILT) for Ramsey County as host of the Capitol Complex.
	Amend MN Statute 383A to clean up human resources-related language; to raise small business contract threshold to $500,000; and to extend/eliminate sunset on Environmental Response Fund (Phase 1).
	Seek funding extension for the Minnesota African American Family Preservation and Child Welfare Disproportionality Act (MAAFPCWDA).
	Establish a statewide homelessness funding program, to be funded in the 2028-29 budget, that would provide ongoing, separate funding for counties and providers.
Leading advocate	Preserve current reimbursement method for MnCHOICES assessments, to ensure sufficient funding for Ramsey County's MnCHOICES division budget and staffing.
	Enhance efficiencies in Home & Community-Based Services, where program changes have increased administrative burden, increasing pressures on workforce and wait times for residents.
	Modernize state human services systems to better serve residents and reduce counties' administrative burden.
	Preserve or increase formula-based transportation funding for Ramsey County.
Support	Address the comprehensive substance abuse, mental and behavioral health needs of the community, including youth and those with acute and/or complex needs.
	Enhance public safety and reduce gun violence
	Support the Catalyzing Underutilized Buildings (CUB) Tax Credit to encourage redevelopment efforts and to increase housing stock.
	Protect counties from increased costs resulting from federal changes to Supplemental Nutrition Assistance Program (SNAP) and Medical Assistance (MA).
	Move MAAFPCWDA case review responsibility to the state.

Other Legislative Priorities

Pursue	Adjust adult protection funding allocation formula to a more equitable balance between screened-in cases and referral volume.
Leading advocate	Increase access to secure mental health treatment options in the East Metro to better address residents' complex behavioral health needs.
	Allow local governments to restrict guns on properties they own, especially buildings.
	Allow a portion of state housing and homelessness funds to be used for administrative costs.
	Repeal 2028 sunset of Local Homeless Prevention Aid
Support	Address racial disparities in healthcare quality, access and outcomes, especially those likely to result from recent federal legislative changes that will cause residents to lose access to healthcare.
	Classify residential addresses of elected officials and government officials as private government data.
	Transition the special property tax refund to a property tax credit that is automatically calculated and issued
	Increase state allocations to 40% of Operations & Maintenance costs for regional parks and trails.
	Support legislation aligning with Climate Equity Action Plan
	Allow recovery of costs of special elections for state and federal offices.
	Expand the responsibilities of Office of Broadband Development to include Digital Opportunity

Pursue indicates that these are typically issues that impact Ramsey County in a unique way. The County anticipates playing a leading role in advocating for these items and will invest substantial time and resources towards advocacy.

Leading Advocate indicates that Ramsey County provides active advocacy efforts but anticipates that another entity will play a leading role in advocating for the item.

Support indicates that Ramsey County anticipates that another entity or entities will play leading roles in advocating for these items. Ramsey County will invest time and resources towards advocacy only on an as-needed basis.

Ramsey County Support of Other Positions

In addition to the initiatives contained in this platform, the Ramsey County Board of Commissioners generally supports the legislative recommendations of the local units of government within the county and organizations in which it holds membership, including, but not limited to:

- Association of Minnesota Counties (AMC) and its associated professional organizations, including:
  - Local Public Health Association of Minnesota (LPHA)
  - Minnesota Association of County Social Services Administrators (MACSSA)
  - Minnesota Association of County Officers (MACO)
  - Minnesota Association of Community Corrections Act Counties (MACCAC)
  - Minnesota County IT Leadership Association (MCITLA)
  - Solid Waste Administrators Association (SWAA)
  - Minnesota Association of County Veterans Service Officers (MACVSO)
- Association of Minnesota Emergency Managers (AMEM)
- Metropolitan Library Service Agency (MELSA)
- Minnesota Association of Watershed Districts (MAWD)
- Minnesota County Engineers Association (MCEA)
- Minnesota Association of Workforce Boards (MAWB)
- Minnesota Association of Assessing Officers (MAAO)
- Partnership on Waste and Energy (PWA)
- Ramsey/Washington Recycling and Energy (R&E)
- Workforce Innovation Board of Ramsey County (WIB)

The county board may choose to take a different position on individual items within the platforms of these and other organizations whose platforms they generally support. The county board may also consider additional positions in response to issues that emerge during the legislative session.

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

RAMSEY COUNTY

Board of Commissioners

Request for Board Action

Item Number: 2025-472 **Meeting Date:** 11/18/2025

Sponsor: County Manager's Office

Title
2026 Ramsey County Federal Legislative Platform

Recommendation

1. Approve the 2026 Ramsey County Federal Legislative Platform.
2. Authorize Ramsey County representatives to work with members of the U.S. Congress and other interested parties to promote legislation reflective of the positions contained in the platform.

Background and Rationale
On November 4, 2025, Government Relations staff presented the draft 2026 Ramsey County State Legislative Platform to the Legislative Committee of the Whole for final review. The Legislative Committee of the Whole amended the platform and voted to approve the platform as amended and to recommend its submittal to the Ramsey County Board of Commissioners.

The amendment added the following item: Support legislation allowing Medicaid/Medicare funding to pay for all billable medical services for incarcerated individuals.

County Goals (Check those advanced by Action)
☒ Well-being ☒ Prosperity ☒ Opportunity ☒ Accountability

Racial Equity Impact
Members of the Legislative Platform Advisory Teams, as well as Ramsey County leaders, considered the racial equity impacts of proposed legislative priorities as part of the input and review process. Most of the proposed items have direct impacts on racial equity, particularly those items that provide increased access to services or benefits specifically targeted to low-income individuals, families or communities, which disproportionately include more people of color and American Indians. These services or opportunities include improved access to food, health care, and affordable, stable housing.

Community Participation Level and Impact
Government Relations has met with relevant Ramsey County advisory committees to share the platform development process and to gather input for the draft platform. Additionally, Government Relations continually engages with key stakeholder organizations and advocacy groups in the community.
☒ Inform ☒ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact
Some of the positions in the federal platform may have financial implications and may require state and/or county appropriations if legislation is enacted. The platform items that require county expenditures may do so in the form of federally imposed eligibility requirements, a required local funding match, or through a new or revised operating cost. When there are implications for the current budget, necessary budget adjustments can be brought before the Ramsey County Board through a request for board action; through adjustment to the current fiscal county budget; or through changes to the Capital Improvement Plan, depending on the specifics

of the funding change.

Last Previous Action
On November 4, 2025, the Ramsey County Legislative Committee of the Whole approved the 2026 Federal Legislative Platform with amendment (Resolution B2025-207).

On October 21, 2025, a Ramsey County Board workshop was held on the 2026 state and federal legislative platforms.

Attachments
1. Ramsey County 2026 Federal Legislative Platform

Draft 2026 Federal Legislative Platform

Vision, Mission, and Goals

Vision

A vibrant community where all are valued and thrive.

Mission

A county of excellence working with you to enhance our quality of life.

Goals

Strengthen individual, family and community health, safety and well-being.

Cultivate economic prosperity and invest in neighborhoods with concentrated financial poverty.

Enhance access to opportunity and mobility for all residents and businesses.

Model fiscal accountability, transparency and strategic investments.

WELL-BEING PROSPERITY OPPORTUNITY ACCOUNTABILITY

Legislative Themes in 2026

- No new unfunded mandates on counties.
- Protect counties from further cuts and cost shifts.
- Counties must be at the table for any service delivery change.
- Reduce reliance on property tax.

Legislative Top Priorities

Health and Human Services

- Support legislation that would delay the implementation of federal changes to SNAP and Medicaid.
- Support efforts to change rule and/or statute to allow streamlining of MnCHOICES reassessments.
- Support legislation allowing Medicaid/Medicare funding to pay for all billable medical services for incarcerated individuals.

Workforce

- Support re-authorization of the Workforce Innovation and Opportunity Act (WIOA) and sustained or increased funding for critical program areas such as WIOA Youth, ensuring continued access to employment and training programs, job supports, and high-wage employment opportunities.

Emergency Management

- Support increased, sustained and accessible funding for emergency management grants that are vital to Ramsey County's work.

Affordable Housing

- Support legislation reauthorizing and fully funding the Community Development Block Grant Program (CDBG) to allow increased federal support for county community development initiatives, affordable housing and economic revitalization efforts.
- Support legislation to reauthorize the HOME Investment Partnerships Program (HOME), to allow program flexibility for improved housing creation and preservation, and to authorize increased federal funding assistance to support affordable housing development.
- Support increased funding for Tenant-Based Rental Assistance such as Housing Choice Vouchers and other tenant-based vouchers, which provide critical assistance to low-income renters.

Homelessness Assistance

- Support increased, sustained and accessible funding for the Continuum of Care and Emergency Solutions Grants homelessness assistance programs, as well as legislation that would simplify the administration of these programs.

Ramsey County Support of Other Positions

In addition to the recommendations contained in this platform, the Ramsey County Board of Commissioners generally supports the legislative recommendations of the organizations in which it holds membership, including, but not limited to: The National Association of Counties (NACo) and its associated professional organizations, not including any recommendations that are inconsistent with Ramsey County's values and strategic goals.

RAMSEY COUNTY

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

Board of Commissioners

Request for Board Action

Item Number: 2025-333 **Meeting Date:** 11/18/2025

Sponsor: Finance

Title
Adoption of the 2026 Capital Improvement Program Bond Ordinance

Recommendation
Approve 2026 Capital Improvement Program Bond Ordinance, which sets forth procedure for issuance of said bonds.

Background and Rationale
The proposed 2026 Capital Improvement Program Bond Ordinance includes bond financing for $31.5 million, including $13 million for major renovations projects, $12 million for technology projects, and $6.5 million for maintenance projects. On November 4, 2025, a public hearing was held to afford an opportunity for the public to comment on the proposed 2026 Capital Improvement Program Bond Ordinance.
Project financing included in the proposed 2026 Bond Ordinance:

2026 Proposed CIP New / Major Renovations Projects	$13,000,000
2026 Technology Project	$12,000,000
2026 Proposed CIP Maintenance Projects	$ 6,500,000
TOTAL	**$31,500,000**

Ramsey County issues bonds in accordance with Ordinance No. 93-292, adopted on July 29, 1993, which sets forth the procedure for issuing bonds via ordinance in compliance with the Ramsey County Home Rule Charter. The county's ordinance procedures require every proposed ordinance receive two readings; first, at the time it is presented, and second, at the time of the public hearing. Both readings may be waived if a copy of the ordinance is supplied to each member of the Ramsey County Board prior to its introduction.

County Goals (Check those advanced by Action)
☒ Well-being ☒ Prosperity ☒ Opportunity ☒ Accountability

Racial Equity Impact
This action by itself does not have a measurable racial equity impact, as the action is just one step in the ordinance process required by the Ramsey County Home Rule Charter to issue bonds. The county plans to issue bonds to finance numerous capital improvement projects, each of which provides programs and services to the community. The racial equity impact should be considered by the county departments during the development of the associated programs and services for each capital project.

Community Participation Level and Impact
Ramsey County issues bonds to finance capital improvements identified in its annual capital improvement plan which is developed with public participation through the Capital Improvement Program Citizen's Advisory Committee (CIPAC), an advisory committee comprised of 14 residents, appointed by the Ramsey County Board, to assure public participation in the decision-making process. CIPAC reviews, rates, and recommends capital improvement projects. The Ramsey County Board also held a public hearing on November 4, 2025, as

part of the proposed CIP Bond Ordinance process to afford the public an opportunity to comment on each proposed project. No public comments were brought forth. Direct community participation should be incorporated through the county departments in the development of the programs and services associated with each capital project.

☒ Inform ☒ Consult ☒ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

The proposed 2026 Capital Improvement Program Bond Ordinance authorizes a maximum amount of bond issuance to finance the capital improvements identified in the county's 2026 Capital Improvement Program Budget and Financing Plan. The final bonding amount will reflect any amendments made to the 2026 budget.

Last Previous Action

On November 4, 2025, the Ramsey County Board waived the second reading of the 2026 Capital Improvement Program bond ordinance and held a public hearing (Resolution B2025-199).

On October 14, 2025, the Ramsey County Board waived the first reading of the proposed 2026 Capital Improvement Program Bond Ordinance and set the date of the Public Hearing for November 4, 2025 (Resolution B2025-193).

On April 4, 2025, the Ramsey County Board adopted the Enterprise Resource Planning Bond Reimbursement establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code (Resolution B2025-063).

Attachments

1. Proposed Ordinance for 2026A Bonds
2. Proposed Schedule - 2026 Capital Improvement Program Bond Sale

OFFICIAL SUMMARY OF ORDINANCE
AUTHORIZING THE ISSUANCE OF
GENERAL OBLIGATION CAPITAL IMPROVEMENT BONDS
IN AN AGGREGATE AMOUNT NOT TO EXCEED $31,500,000

This ordinance authorizes the issuance of bonds, notes or other obligations, in one or more series in an aggregate principal amount not to exceed $31,500,000 for capital improvement needs.

ORDINANCE NO. _______________

AN ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION CAPITAL IMPROVEMENT BONDS IN AN AGGREGATE AMOUNT NOT TO EXCEED $31,500,000

A. WHEREAS, since 1989, Ramsey County, Minnesota (the "County"), has issued bonds to finance capital improvements identified in a capital improvement plan developed with citizen participation; and

B. WHEREAS, the Home Rule Charter of the County (the "Home Rule Charter") is a desirable source of authority for the issuance of such bonds; and

C. WHEREAS, the County's proposed capital improvement budget for 2026 contemplates undertaking capital improvements financed in part by bonds, notes or other obligations, in one or more series, in an estimated aggregate amount of $31,500,000; and

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE COUNTY OF RAMSEY DOES ORDAIN as follows:

1. Authorization of Bonds - The bonding and borrowing of money by the issuance of general obligation bonds, notes or other obligations, in one or more series from time to time as needed, in an aggregate principal amount not to exceed $31,500,000 plus the amount of any premium paid with respect thereto (the "Bonds") is hereby authorized to finance (1) the costs of improvements set forth in the 2026 capital improvement budget of the County, as approved and amended; (2) the costs of any other improvements set forth in the County's capital improvement budgets of any year and any other capital expenditures authorized by the County,

to the extent proceeds of the Bonds are not expended on improvements set forth in the 2026 capital improvement budget, as approved and amended. The amount authorized under this Ordinance is in addition to amounts previously authorized under prior ordinances of the County.

2. Bonding Procedure and Terms - The Bonds shall be scheduled for sale and awarded for sale by resolutions. The specific amount, maturities, interest rates and other terms and conditions of the Bonds and covenants with respect to the Bonds shall be set or made by resolution.

3. Taxes - The Bonds shall be general obligations to which the full faith and credit and taxing powers of the County are pledged. The Bonds may also be paid from interest earnings on the debt service account, and from any other moneys appropriated by the County Board. The taxes levied for the payment of the Bonds shall not limit or reduce the ability of the County to levy taxes for the payment of the costs of other capital improvements or obligations issued to finance the payment of such costs.

4. Authorization of Refunding Bonds - The bonding or borrowing of money by the issuance of bonds or other obligations to refund the Bonds is hereby authorized on the same basis as set forth in paragraphs 4 and 5 of Ordinance No. 93-292, authorizing the refunding of bonds issued prior to November 6, 1992. Further proceedings to schedule such refunding bonds for sale, to set the terms and conditions thereof, to make covenants with respect thereto and to award the sale thereof may be, and are hereby authorized to be, done or taken by resolution.

5. Referendum Upon Petition - This ordinance is subject to the ordinance procedure of the County's Home Rule Charter, including the holding of a referendum if a sufficient petition is filed within forty-five (45) days after its publication. Among other conditions to be met, a sufficient petition must be signed by registered voters of the County equal in number to ten percent (10%) of those who voted in the County for the office of President of the United States in the last general election.

Ramsey County, Minnesota

General Obligation Capital Improvement Plan Bonds, Series 2026A
Proposed Schedule of Events

Date	Event
October 14	**First Reading of Ordinance and Set Date for Public Hearing on Ordinance**
November 4	**Second Reading Ordinance and hold Public Hearing on Ordinance**
November 18	**Adoption of Bond Ordinance and considers Resolution Authorizing the Sale of the Bonds**
January 10	End of Forty-five (45) day Referendum Petition period
February 9	Sale of the Series 2026A Bonds
February 10	**Results of the Series 2026A Bonds sale presented to the County Board**
March 12	Settlement of the Series 2026A Bonds, receipt of proceeds

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

RAMSEY COUNTY

Board of Commissioners

Request for Board Action

Item Number: 2025-334 **Meeting Date:** 11/18/2025

Sponsor: Finance

Title
Resolution Authorizing the 2026A Bond Sale

Recommendation
1. Approve the attached Resolution providing for the competitive negotiated sale of approximately $31,500,000 in General Obligation Capital Improvement Plan Bonds, Series 2026A including the terms attached thereto.
2. Authorize a general obligation bond sale of up to $31,500,000 of principal.
3. Set February 9, 2026, as the bond sale and award date for proposals received; Finance will report to the Ramsey County Board on February 10, 2026.

Background and Rationale
The 2026 Capital Improvement Program (CIP) Bond ordinance, effective January 10, 2026, allows for the issuance of up to $31.5 million of Capital Improvement Bonds.

Attached is the recommendation provided by the county's financial advisor, Baker Tilly Municipal Advisors, LLC. The recommendation is for the sale of general obligation CIP bonds, Series 2026A up to $31,500,000, which includes funding for the County's new/major renovations and maintenance projects. Bid proposals for these 2026A bonds will be received February 9, 2026. The Series 2026A bonds, which will fund the CIP projects, will close on March 12, 2026. The results of the sale of the 2026A bonds will be brought before the Board for consideration of award on February 10, 2026.

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

Racial Equity Impact
This action by itself does not have a measurable racial equity impact, as the action is just one step in the ordinance process required by the Ramsey County Home Rule Charter to issue bonds. The county plans to issue bonds to finance numerous capital improvement projects, each of which provides programs and services to the community. The racial equity impact should be considered by the county departments during the development of the associated programs and services for each capital project.

Community Participation Level and Impact
Ramsey County issues bonds to finance capital improvements identified in its annual capital improvement plan which is developed with public participation through the Capital Improvement Program Citizen's Advisory Committee (CIPAC), an advisory committee comprised of 14 residents, appointed by the Ramsey County Board, to assure public participation in the decision-making process. CIPAC reviews, rates, and recommends capital improvement projects. The Ramsey County Board also held a public hearing on November 4, 2025, as part of the proposed CIP Bond Ordinance process to afford the public an opportunity to comment on each proposed project. No public comments were brought forth. Direct community participation should be incorporated through the county departments in the development of the programs and services associated

with each capital project.

☒ Inform ☒ Consult ☒ Involve ☐ Collaborate ☒ Empower

Fiscal Impact

The projects and financing are authorized in the 2026 CIP Budget and Financing Plan. The debt service required is included in the proposed 2026 budget.

Last Previous Action

On November 4, 2025, the Ramsey County Board waived the second reading of the 2026 Capital Improvement Program bond ordinance and held a public hearing (Resolution B2025-199).

On October 14, 2025, the Ramsey County Board waived the first reading of the proposed 2026 Capital Improvement Program Bond Ordinance and set the date of the Public Hearing for November 4, 2025 (Resolution B2025-193).

On April 4, 2025, the Ramsey County Board adopted the Enterprise Resource Planning Bond Reimbursement establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code. (Resolution B2025-063).

Attachments

1. 2026A Pre-Sale Summary for Issuance of Bonds from Financial Advisor, Baker Tilly Municipal Advisors, LLC.
2. 2026 Capital Improvements Projects
3. Resolution Providing for the Competitive Negotiated Sale of Approximately $31,500,000 General Obligation CIP Bonds, Series 2026A
4. Proposed Schedule - 2026 Capital Improvement Program Bond Sale

October 30, 2025

bakertilly
MUNICIPAL ADVISORS

Pre-issuance report for

Ramsey County, Minnesota

$31,500,000 General Obligation Capital Improvement Plan Bonds, Series 2026A (the "Bonds")

PRE-ISSUANCE REPORT

PREPARED BY
Baker Tilly Municipal Advisors, LLC
30 East Seventh Street, Ste. 3025,
St. Paul, MN 55101

ADVISOR
Elizabeth Bergman | Principal
651-223-3018
elizabeth.bergman@bakertilly.com

Steve Scharff | Director
651-223-3003
steve.scharff@bakertilly.com

Issue Summary

PROPOSED ISSUE

The County Board has under consideration the issuance of Bonds to finance various capital improvement projects in accordance with the County's 2026-2031 Capital Improvement Program Plan. This document provides information relative to the proposed issuance.

PURPOSE

The proceeds of the Bonds will be used to (i) finance various capital projects previously reviewed by the County Board in accordance with the County's adopted 2026-2031 Capital Improvement Program Plan; and (ii) pay the costs associated with the issuance of the Bonds. Project costs have been categorized as New Projects/Major Renovations, Technology Project, and Maintenance Projects.

The New Projects/Major Renovations approved for funding in the 2026-2031 Capital Improvement Program Plan consist of design, construction, repair, or replacement to various new or existing capital facilities and infrastructure which have greater capital outlays than Maintenance Projects. These projects account for $13 million of the principal offering (schedules attached provide further details).

The Technology Project approved for funding in the 2026-2031 Capital Improvement Program Plan addresses the need to replace the County's current Enterprise Resource Planning (ERP) system. The replacement includes the cost of software, implementation partner, internal resources, and contingency. This project accounts for $12 million of the principal offering (schedules attached provide further details).

The Maintenance Projects approved for funding in the 2026-2031 Capital Improvement Program Plan address the needs for maintaining capital facilities and infrastructure. The various renovations, repairs, and replacements will allow the County to maintain and improve services currently provided. These projects account for $6.5 million of the principal offering (schedules attached provide further details).

AUTHORITY

The Bonds are being issued pursuant to Minnesota Statutes, Chapter 475 and the County's Home Rule Charter.

SECURITY / SOURCE OF PAYMENT

The Bonds will be general obligations of the County, secured by its full faith and credit and taxing power. The Bonds will be repaid with ad valorem property taxes.

The County made its first levy for the Bonds in 2025 for collection in 2026. The first year's levy will be used to make the February 1, 2027, principal and interest payment on the Bonds. Thereafter, each year's first-half collection of taxes will be used to pay the August 1 interest payment due in the year of collection. Second-half collection of taxes plus surplus first-half collections will be used to pay the February 1 principal and interest payment due in the following year.

On the date of sale, the maturity amounts for the Bonds will be adjusted to accommodate the desired structure of the Bonds (see "Structuring Summary" for more details).

METHOD OF SALE

The Bonds shall be offered and sold at a public competitive sale pursuant to certain Terms of Proposal as prescribed in the Resolution.

FINANCING STRUCTURE

In consultation with County staff, the Bonds are structured over a term of twenty years for the New Projects/Major Renovations, ten years for the Technology Project, and ten years for the Maintenance Projects with approximately level annual payments of debt service by project type.

The Bonds have been structured to result in additional proceeds generated from a par bid. Any premium received by the County above the par amount of the Bonds, net of paying costs of issuance and underwriter's discount, may be deposited into the project fund and will be available for use on other County Board authorized project costs. Conversely, the County may use this premium to reduce the amount of principal issued, while maintaining a sufficient amount of Bond proceeds available for these projects.

Issue Terms

BANK QUALIFICATION

The County is issuing more than $10 million in tax-exempt obligations in 2026; therefore, the Bonds are not designated as bank qualified.

VARIABILITY OF ISSUE SIZE

A specific provision in the sale terms permits modifications to the issue size and/or maturity structure to customize the issue once the price and interest rates are set on the day of sale.

RISKS / SPECIAL CONSIDERATIONS

The outcome of this financing will rely on the market conditions at the time of the sale. Schedules included are for illustrative purposes based on current market conditions and do not represent the final pricing for the Bonds.

As noted above, the Bonds have been structured to result in additional proceeds generated from a par bid. There is no guaranty that the winning bidder will price the Bonds with a premium in the amount estimated, which could result in less or more additional proceeds than is currently shown in the attached schedules.

OPTIONAL REDEMPTION

A specific feature of these Bonds will give the County the option to prepay portions of the Bonds prior to their scheduled maturity/due date. Bonds maturing on or after February 1, 2036, may be prepaid at a price of par plus accrued interest on or after February 1, 2035.

Rating

Applications will be made to Moody's Investors Service (Moody's) and S&P Global Ratings (S&P) for ratings on the Bonds. The County's general obligation debt is currently rated "Aaa" by Moody's and "AAA" by S&P.

Issuance Timeline

EVENT	DATE
County Board authorizes the sale of the Bonds; approves Bond Ordinance	November 18, 2025
S&P Rating conference conducted	Week of January 19, 2026
Moody's Rating conference conducted	Week of January 19, 2026
Competitive proposals are received (11:00 a.m.)	**February 9, 2026**
County Board considers award of the Bonds (9:00 a.m.)	**February 10, 2026**
Proceeds are received	March 12, 2026

Post Issuance

ARBITRAGE/REBATE

The issuance of the Bonds will result in post-issuance compliance responsibilities. The responsibilities are in two primary areas: (i) compliance with federal arbitrage requirements and (ii) compliance with secondary disclosure requirements.

Federal arbitrage requirements include a wide range of implications that have been taken into account as this issue has been structured. Post-issuance compliance responsibilities for this tax-exempt issue include both rebate and yield restriction provisions of the IRS Code. In general terms the arbitrage requirements control the earnings on unexpended bond proceeds, including investment earnings, moneys held for debt service payments (which are considered to be proceeds under the IRS regulations), and/or reserves. Under certain circumstances any "excess earnings" will need to be paid to the IRS to maintain the tax-exempt status of the Bonds. Any interest earnings on gross bond proceeds or debt service funds should not be spent until it has been determined based on actual facts that they are not "excess earnings" as defined by the IRS Code.

The arbitrage rules provide for spend-down exceptions for proceeds that are spent within either a 6-month, 18-month or, for certain construction issues, a 24-month period each in accordance with certain spending criteria. Proceeds that qualify for an exception will be spend-down exceptions for proceeds that are spent within either a 6-month, 18-month or for certain construction issues, a 24-month period each in accordance with certain spending criteria. Proceeds that qualify for an exception will be exempt from rebate. These exceptions are based on actual expenditures and not based on reasonable expectations, and expenditures, including any investment proceeds will have to meet the spending criteria to qualify for the exclusion. The County expects to meet the 24-month spending exception.

As part of this exception, County must spend the "available construction proceeds" according to the following schedule to qualify for the exception:

- **6 months**: At least 10% of the proceeds.
- **12 months**: At least 45% of the proceeds.
- **18 months**: At least 75% of the proceeds.
- **24 months**: 100% of the proceeds.

Regardless of whether the issue qualifies for an exemption from the rebate provisions, yield restriction provisions will apply to Bond proceeds (including interest earnings) unspent after three years and the debt service fund throughout the term of the Bonds. These moneys should be monitored until the Bonds are retired.

CONTINUING DISCLOSURE

Secondary disclosure requirements result from an SEC requirement that underwriters provide ongoing disclosure information to investors. To meet this requirement, any prospective underwriter will require the County to commit to providing the information needed to comply under a continuing disclosure agreement.

Baker Tilly and the County have entered into an Agreement for Municipal Advisor Services under which Baker Tilly will provide both continuing disclosure and arbitrage rebate services on the Bonds.

Finance Team

The issuance of the Bonds will require the work of various other public finance professionals. Fees for these professionals shall be paid by proceeds of this issuance unless directed otherwise by the County. The following professionals and their roles have been identified below:

Bond Counsel: Kutak Rock, LLP
Municipal Advisor: Baker Tilly Municipal Advisors, LLC

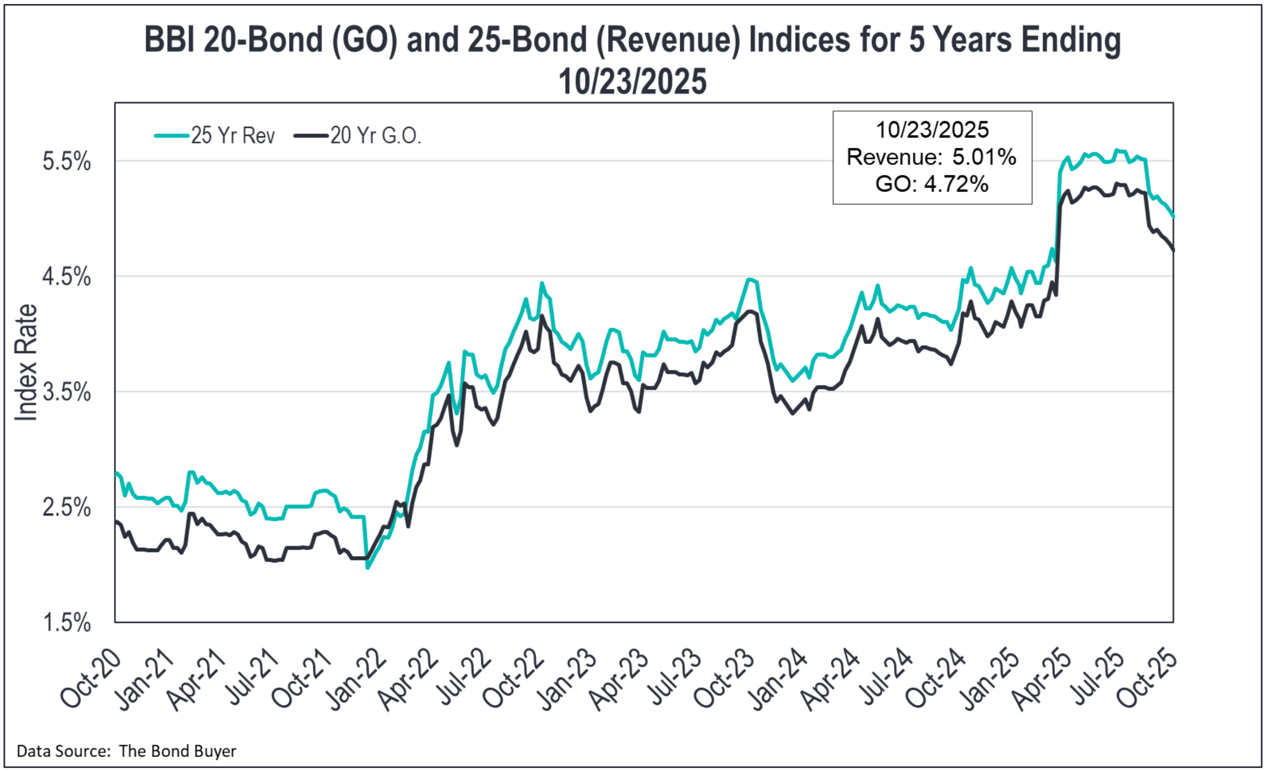
Attachments

Schedules attached for the Bonds include:

I. Bond Buyer Index
II. Estimated Sources and Uses
III. Estimated 105% Annual Debt Service – Issue Summary
IV. Estimated 105% Annual Debt Service – New / Major Renovations Projects
V. Estimated 105% Annual Debt Service – Technology Project
VI. Estimated 105% Annual Debt Service – Maintenance Projects

I. Bond Buyer Index

Performance of the tax-exempt market is often measured by the Bond Buyer's Index ("BBI") which measures the yield of high grade municipal bonds in the 20th year for general obligation bonds rated Aa2 by Moody's or AA by S&P (the BBI 20-Bond GO Index) and the 30th year for revenue bonds rated A1 by Moody's or A+ by S&P (the BBI 25-Bond Revenue Index). The following chart illustrates these two indices over the past five years:



II. Estimated Sources and Uses

Preliminary

$31,500,000

Ramsey County, Minnesota

General Obligation Capital Improvement Plan Bonds, Series 2026A

Issue Summary

Total Issue Sources And Uses

Dated 03/12/2026 | Delivered 03/12/2026

	New / Major Renovations Projects	Technology Project	Maintenance Projects	Issue Summary
Sources Of Funds				
Par Amount of Bonds	$13,000,000.00	$12,000,000.00	$6,500,000.00	$31,500,000.00
Reoffering Premium	136,176.60	501,143.10	271,236.95	908,556.65
Total Sources	**$13,136,176.60**	**$12,501,143.10**	**$6,771,236.95**	**$32,408,556.65**
Uses Of Funds				
Deposit to Project Construction Fund	12,912,205.17	12,294,400.24	6,659,251.24	31,865,856.65
Total Underwriter's Discount (1.200%)	156,000.00	144,000.00	78,000.00	378,000.00
Costs of Issuance	67,971.43	62,742.86	33,985.71	164,700.00
Total Uses	**$13,136,176.60**	**$12,501,143.10**	**$6,771,236.95**	**$32,408,556.65**

III. Estimated 105% Annual Debt Service – Issue Summary

Preliminary

$31,500,000

Ramsey County, Minnesota

General Obligation Capital Improvement Plan Bonds, Series 2026A

Issue Summary

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% Levy
02/01/2027	2,105,000.00	4.000%	1,094,286.31	3,199,286.31	3,359,250.63
02/01/2028	2,055,000.00	4.000%	1,150,731.26	3,205,731.26	3,366,017.82
02/01/2029	2,135,000.00	4.000%	1,068,531.26	3,203,531.26	3,363,707.82
02/01/2030	2,220,000.00	4.000%	983,131.26	3,203,131.26	3,363,287.82
02/01/2031	2,310,000.00	4.000%	894,331.26	3,204,331.26	3,364,547.82
02/01/2032	2,400,000.00	4.000%	801,931.26	3,201,931.26	3,362,027.82
02/01/2033	2,495,000.00	4.000%	705,931.26	3,200,931.26	3,360,977.82
02/01/2034	2,600,000.00	4.000%	606,131.26	3,206,131.26	3,366,437.82
02/01/2035	2,705,000.00	4.000%	502,131.26	3,207,131.26	3,367,487.82
02/01/2036	2,810,000.00	3.250%	393,931.26	3,203,931.26	3,364,127.82
02/01/2037	645,000.00	3.375%	302,606.26	947,606.26	994,986.57
02/01/2038	670,000.00	3.500%	280,837.50	950,837.50	998,379.38
02/01/2039	690,000.00	3.625%	257,387.50	947,387.50	994,756.88
02/01/2040	715,000.00	3.750%	232,375.00	947,375.00	994,743.75
02/01/2041	745,000.00	3.875%	205,562.50	950,562.50	998,090.63
02/01/2042	775,000.00	4.000%	176,693.76	951,693.76	999,278.45
02/01/2043	805,000.00	4.125%	145,693.76	950,693.76	998,228.45
02/01/2044	835,000.00	4.250%	112,487.50	947,487.50	994,861.88
02/01/2045	875,000.00	4.250%	77,000.00	952,000.00	999,600.00
02/01/2046	910,000.00	4.375%	39,812.50	949,812.50	997,303.13
Total	**$31,500,000.00**	-	**$10,031,523.93**	**$41,531,523.93**	**$43,608,100.13**

SIGNIFICANT DATES

Dated	3/12/2026
Delivery Date	3/12/2026
First Coupon Date	2/01/2027

Yield Statistics

Bond Year Dollars	$255,802.50
Average Life	8.121 Years
Average Coupon	3.9215895%
Net Interest Cost (NIC)	3.7141808%
True Interest Cost (TIC)	3.6557624%
Bond Yield for Arbitrage Purposes	3.4791615%
All Inclusive Cost (AIC)	3.7337354%

IRS Form 8038

Net Interest Cost	3.5035027%
Weighted Average Maturity	8.035 Years

IV. Estimated 105% Annual Debt Service – New / Major Renovations Projects

Preliminary

$13,000,000

Ramsey County, Minnesota

General Obligation Capital Improvement Plan Bonds, Series 2026A

New / Major Renovations Projects

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% Levy
02/01/2027	495,000.00	4.000%	453,085.23	948,085.23	995,489.49
02/01/2028	460,000.00	4.000%	491,518.76	951,518.76	999,094.70
02/01/2029	475,000.00	4.000%	473,118.76	948,118.76	995,524.70
02/01/2030	495,000.00	4.000%	454,118.76	949,118.76	996,574.70
02/01/2031	515,000.00	4.000%	434,318.76	949,318.76	996,784.70
02/01/2032	535,000.00	4.000%	413,718.76	948,718.76	996,154.70
02/01/2033	555,000.00	4.000%	392,318.76	947,318.76	994,684.70
02/01/2034	580,000.00	4.000%	370,118.76	950,118.76	997,624.70
02/01/2035	600,000.00	4.000%	346,918.76	946,918.76	994,264.70
02/01/2036	625,000.00	3.250%	322,918.76	947,918.76	995,314.70
02/01/2037	645,000.00	3.375%	302,606.26	947,606.26	994,986.57
02/01/2038	670,000.00	3.500%	280,837.50	950,837.50	998,379.38
02/01/2039	690,000.00	3.625%	257,387.50	947,387.50	994,756.88
02/01/2040	715,000.00	3.750%	232,375.00	947,375.00	994,743.75
02/01/2041	745,000.00	3.875%	205,562.50	950,562.50	998,090.63
02/01/2042	775,000.00	4.000%	176,693.76	951,693.76	999,278.45
02/01/2043	805,000.00	4.125%	145,693.76	950,693.76	998,228.45
02/01/2044	835,000.00	4.250%	112,487.50	947,487.50	994,861.88
02/01/2045	875,000.00	4.250%	77,000.00	952,000.00	999,600.00
02/01/2046	910,000.00	4.375%	39,812.50	949,812.50	997,303.13
Total	**$13,000,000.00**	-	**$5,982,610.35**	**$18,982,610.35**	**$19,931,740.87**

SIGNIFICANT DATES

Dated	3/12/2026
Delivery Date	3/12/2026
First Coupon Date	2/01/2027

Yield Statistics

Bond Year Dollars	$150,529.44
Average Life	11.579 Years
Average Coupon	3.9743788%
Net Interest Cost (NIC)	3.9875479%
True Interest Cost (TIC)	3.9743752%
Bond Yield for Arbitrage Purposes	3.4791615%
All Inclusive Cost (AIC)	4.0338876%

IRS Form 8038

Net Interest Cost	3.8846360%
Weighted Average Maturity	11.457 Years

V. Estimated 105% Annual Debt Service – Technology Project

Preliminary

$12,000,000

Ramsey County, Minnesota

General Obligation Capital Improvement Plan Bonds, Series 2026A

Technology Project

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% Levy
02/01/2027	1,045,000.00	4.000%	415,929.48	1,460,929.48	1,533,975.95
02/01/2028	1,035,000.00	4.000%	427,587.50	1,462,587.50	1,535,716.88
02/01/2029	1,075,000.00	4.000%	386,187.50	1,461,187.50	1,534,246.88
02/01/2030	1,120,000.00	4.000%	343,187.50	1,463,187.50	1,536,346.88
02/01/2031	1,165,000.00	4.000%	298,387.50	1,463,387.50	1,536,556.88
02/01/2032	1,210,000.00	4.000%	251,787.50	1,461,787.50	1,534,876.88
02/01/2033	1,260,000.00	4.000%	203,387.50	1,463,387.50	1,536,556.88
02/01/2034	1,310,000.00	4.000%	152,987.50	1,462,987.50	1,536,136.88
02/01/2035	1,365,000.00	4.000%	100,587.50	1,465,587.50	1,538,866.88
02/01/2036	1,415,000.00	3.250%	45,987.50	1,460,987.50	1,534,036.88
Total	**$12,000,000.00**	-	**$2,626,016.98**	**$14,626,016.98**	**$15,357,317.83**

SIGNIFICANT DATES

Dated	3/12/2026
Delivery Date	3/12/2026
First Coupon Date	2/01/2027

Yield Statistics

Bond Year Dollars	$68,273.33
Average Life	5.689 Years
Average Coupon	3.8463289%
Net Interest Cost (NIC)	3.3232212%
True Interest Cost (TIC)	3.2586504%
Bond Yield for Arbitrage Purposes	3.4791615%
All Inclusive Cost (AIC)	3.3605792%

IRS Form 8038

Net Interest Cost	2.9813723%
Weighted Average Maturity	5.701 Years

VI. Estimated 105% Annual Debt Service – Maintenance Projects

Preliminary

$6,500,000

Ramsey County, Minnesota

General Obligation Capital Improvement Plan Bonds, Series 2026A

Maintenance Projects

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% Levy
02/01/2027	565,000.00	4.000%	225,271.60	790,271.60	829,785.18
02/01/2028	560,000.00	4.000%	231,625.00	791,625.00	831,206.25
02/01/2029	585,000.00	4.000%	209,225.00	794,225.00	833,936.25
02/01/2030	605,000.00	4.000%	185,825.00	790,825.00	830,366.25
02/01/2031	630,000.00	4.000%	161,625.00	791,625.00	831,206.25
02/01/2032	655,000.00	4.000%	136,425.00	791,425.00	830,996.25
02/01/2033	680,000.00	4.000%	110,225.00	790,225.00	829,736.25
02/01/2034	710,000.00	4.000%	83,025.00	793,025.00	832,676.25
02/01/2035	740,000.00	4.000%	54,625.00	794,625.00	834,356.25
02/01/2036	770,000.00	3.250%	25,025.00	795,025.00	834,776.25
Total	**$6,500,000.00**	**-**	**$1,422,896.60**	**$7,922,896.60**	**$8,319,041.43**

SIGNIFICANT DATES

Dated	3/12/2026
Delivery Date	3/12/2026
First Coupon Date	2/01/2027

Yield Statistics

Bond Year Dollars	$36,999.72
Average Life	5.692 Years
Average Coupon	3.8456954%
Net Interest Cost (NIC)	3.3234294%
True Interest Cost (TIC)	3.2589505%
Bond Yield for Arbitrage Purposes	3.4791615%
All Inclusive Cost (AIC)	3.3608382%

IRS Form 8038

Net Interest Cost	2.9818373%
Weighted Average Maturity	5.704 Years

County Manager Proposed
Capital Improvement Projects by Service Team/Department for 2026-2027

Schedule 1

*CIP Pg No.	CIP Maintenance Projects: CIP Bonds + Other Funding 2026 & 2027 Service Team/ Department Name/Project Name	2026 Funding Source CIP Bonds	County Levy/Other	Municipal/ Intergovt	2026 Total Requested	2027 Funding Source CIP Bonds	County Levy/Other	Municipal/ Intergovt	2027 Total Requested	2026-2027 Total
	MAINTENANCE PROJECTS									
	Economic Growth and Community Investment									
	Parks and Recreation									
136	Arena Capital Maintenance	600,000	-	-	600,000	350,000	-	-	350,000	950,000
140	Natural Resources Habitat Maint & Hazardous Tree Abatement	300,000	-	-	300,000	200,000	-	-	200,000	500,000
144	ADA Plan Implementation County Park, Arenas, Golf Facilities	100,000	-	-	100,000	100,000	-	-	100,000	200,000
148	Park Stormwater Pond Infrastructure Testing & Rehabilitation	-	-	-	-	100,000	-	-	100,000	100,000
152	Highland Arena South Rink Insulation	-	-	-	-	250,000	-	-	250,000	250,000
156	Bituminous Paving & Maintenance Parks and Recreation	750,000	-	-	750,000	1,000,000	-	-	1,000,000	1,750,000
	Property Management									
168	911 Emergency Communications Center Roof Top AC Units Replace	300,000	-	-	300,000	-	-	-	-	300,000
172	HVAC Heat Exchanger/Pump Replacement at Landmark Center	300,000	-	-	300,000	-	-	-	-	300,000
176	Main Electrical Power Infrastructure Replacement Juv Fam Jst Ctr	50,000	-	-	50,000	450,000	-	-	450,000	500,000
180	Heat Exchanger & Recovery in E Mech Rm at RC Correctional Fac	150,000	-	-	150,000	1,500,000	-	-	1,500,000	1,650,000
184	Parking Lot Restoration-Law Enforcement Center	350,000	-	-	350,000	-	-	-	-	350,000
	Public Works									
164	Bituminous Paving & Maintenance Public Works	1,250,000	-	2,250,000	3,500,000	2,000,000	-	6,385,000	8,385,000	11,885,000
	Fleet									
160	Fleet Shop Equipment Replacement	100,000	-	-	100,000	-	-	-	-	100,000
	Total Economic Growth and Community Investment	4,250,000	-	2,250,000	6,500,000	5,950,000	-	6,385,000	12,335,000	18,835,000
	Health and Wellness									
	Social Services									
188	Lake Owasso Residence Bathroom Replacements 8 Houses	450,000	-	-	450,000	450,000	-	-	450,000	900,000
192	Lake Owasso Residence Card Readers for Campus buildings	-	-	-	-	100,000	-	-	100,000	100,000
	Total Health and Wellness	450,000	-	-	450,000	550,000	-	-	550,000	1,000,000
	Information and Public Records									
	No Maintenance Project Requests Submitted									
	Total Information and Public Records	-	-	-	-	-	-	-	-	-
	Safety and Justice									
	Medical Examiner	150,000	-	-	150,000	-	-	-	-	150,000
196	Cooler/Freezer Condenser & Evaporator Replacement									
	Office of Safety and Justice	1,200,000	-	-	1,200,000	-	-	-	-	1,200,000
204	HVAC for Data Closets for District Court in Courthouse									
	Total Safety and Justice	1,350,000	-	-	1,350,000	-	-	-	-	1,350,000

Schedule 1

*CIP Pg No.	Service Team/ Department Name/Project Name	2026 Funding Source CIP Bonds	County Levy/Other	Municipal/ Intergovt	2026 Total Requested	2027 Funding Source CIP Bonds	County Levy/Other	Municipal/ Intergovt	2027 Total Requested	2026-2027 Total
	MAINTENANCE PROJECTS CONTINUED									
	Strategic Team and General County Purposes									
	Hold for Future Priorities	450,000	-	-	450,000	-	-	-	-	450,000
	Total Strategic Team and General County Purposes	450,000	-	-	450,000	-	-	-	-	450,000
	TOTAL CIP MAINTENANCE PROJECTS	**6,500,000**	**-**	**2,250,000**	**8,750,000**	**6,500,000**	**-**	**6,385,000**	**12,885,000**	**21,635,000**
	NEW PROJECTS/MAJOR RENOVATIONS									
	Economic Growth and Community Investment									
	Parks & Recreation									
15	Aldrich Arena & Community Event Center Refrigeration Syst Rep	2,400,000	-	-	2,400,000	-	-	-	-	2,400,000
21	Beaver Lake County Park Redevelopment - Phase 1	160,000	-	-	160,000	1,900,000	-	-	1,900,000	2,060,000
	Fleet									
27	Fleet Shop Fans, Electrical Infrastructure & Alignment Rack	331,984	-	-	331,984	-	-	-	-	331,984
	Property Management									
33	Public Works Generator Replacement Project	1,200,000	-	-	1,200,000	-	-	-	-	1,200,000
45	Accessibility Improvements - ADA Related at Various Buildings	300,000	-	-	300,000	400,000	-	-	400,000	700,000
51	Furniture - Office & Collaboration Spaces	1,500,000	-	-	1,500,000	1,500,000	-	-	1,500,000	3,000,000
57	Collaboration Space Audio Visual Equipment	200,000	-	-	200,000	100,000	-	-	100,000	300,000
	Total Economic Growth & Community Investment	6,091,984	-	-	6,091,984	3,900,000	-	-	3,900,000	991,984
	Health and Wellness									
	Innovation & Strategy									
73	East Building File Project	1,528,429	-	-	1,528,429	1,504,100	-	-	1,504,100	3,032,529
	Community Corrections									
79	Ramsey County Correctional Facility Pod Enclosure	2,848,930	1,200,000	-	4,048,930	-	-	-	-	4,048,930
	Total Health and Wellness	4,377,259	1,200,000	-	5,577,359	1,504,100	-	-	1,504,100	7,081,459
	Information and Public Records									
	No New/MajorProject Requests Submitted	-	-	-	-					
	Total Information and Public Records	-	-	-	-	-	-	-	-	-
	Safety and Justice									
	Sheriff's Office									
87	Adult Dtn Ctr Safety & Security Enhancements (Suicide Barriers)	2,199,783	-	-	2,199,783	1,346,598	-	-	1,346,598	3,546,381
79	Court Security Radio Communications Enhance Main Courthouse	180,000	-	-	180,000	-	-	-	-	180,000
	Total Safety and Justice	2,379,783	-	-	2,379,783	1,346,598	-	-	1,345,598	3,726,381

Schedule 1

*CIP Pg No.	Service Team/ Department Name/Project Name	2026 Funding Source CIP Bonds	County Levy/Other	Municipal/ Intergovt	2026 Total Requested	2027 Funding Source CIP Bonds	County Levy/Other	Municipal/ Intergovt	2027 Total Requested	2026-2027 Total
	NEW PROJECTS/MAJOR RENOVATIONS CONTINUED									
	Strategic									
	Finance									
119	Bond Issuance Costs	150,874	-	-	150,874	159,302	-	-	159,302	310,176
	Hold For Future Priorities/Strategic Development Opportunities	-	-	-	-	6,090,000	-	-	6,090,000	6,090,000
	Total Strategic	150,874	-	-	150,874	6,249,302	-	-	6,249,302	6,400,175
	OTHER FUNDING SOURCES									
341	ERP Replacement Project	12,000,000	-	-	12,000,000	-	-	-	-	12,000,000
39	Energy Savings Program	-	8,250,000	200,000	8,450,000	-	4,505,000	2,455,000	6,960,000	15,410,000
323	Multi-Modal Planning Projects	-	-	107,230,000	107,230,000	-	-	213,330,000	213,330,000	320,560,000
317	Road Construction	-	-	80,225,000	80,225,000	-	-	44,950,000	44,950,000	125,175,000
305	Roadway MCARE Improvements	-	-	2,800,000	2,800,000	-	-	10,910,000	10,910,000	13,710,000
331	Pedestrian Bicycle Improvements	-	-	7,663,000	7,663,000	-	-	1,003,000	1,003,000	8,666,000
329	Stormwater Improvements	-	-	1,995,000	1,995,000	-	-	1,000,000	1,000,000	2,995,000
299	Miscellaneous Infrastructure Improvements	-	-	7,890,000	7,890,000	-	-	29,050,000	29,050,000	36,940,000
263	911 Phone System Replacement at Emergency Communications Ctr	-	1,500,000	-	1,500,000	-	-	-	-	1,500,000
269	Bldg. Security System Update at Emergency Communications Ctr	-	25,000	-	25,000	-	-	-	-	25,000
275	Logging System Replacement at Emergency Communications Ctr	-	400,000	-	400,000	-	-	-	-	400,000
281	Radio Antennas & Feeders Emergency Communications	-	850,000	-	850,000	-	-	-	-	850,000
287	Radio Site DC Power Plant Replacement	-	120,000	-	120,000	-	-	-	-	120,000
293	Radio Tower top Amplifiers	-	60,000	-	60,000	-	-	-	-	60,000
	TOTAL CIP NEW PROJECTS/MAJOR RENOVATIONS	**25,000,000**	**12,405,000**	**208,003,000**	**245,408,000**	**13,000,000**	**4,505,000**	**302,698,000**	**320,203,000**	**565,611,000**

Schedule 1

*CIP Pg No.	**Building Improvements (Rental Revenues & Fund Balance)** Department Name/Project Name	2026 Funding Source CIP Bonds	County Levy/Other	Municipal/ Intergovt	2026 Total Requested	2027 Funding Source CIP Bonds	County Levy/Other	Municipal/ Intergovt	2027 Total Requested	2026-2027 Total
	BUILDING IMPROVEMENTS PROPERTY MANAGEMENT									
209	Bldg. Improvements - Publ Wks/Patrol Station	-	507,784	-	507,784	-	507,784	-	507,784	1,015,568
216	Bldg. Improvements - Libraries	-	329,662	-	329,662	-	329,662	-	329,662	659,324
225	Bldg. Improvements - Ch/Ch	-	660,962	-	660,962	-	660,962	-	660,962	1,321,924
231	Bldg. Improvements - General Building Fund	-	3,394,542	-	3,394,542	-	3,394,542	-	3,394,542	6,789,084
						-				
	Total Building Improvements Property Management	-	**4,892,950**	-	**4,892,950**	-	**4,892,950**	-	**4,892,950**	**9,785,900**

(1) Dedicated Rental Revenues and Fund Balance from Building Funds

Schedule 1

*CIP Pg No.	Building Improvements/Repairs-County Levy + Other Funding Department Name/Project Name	2026 Funding Source CIP Bonds	 County Levy/Other	 Municipal/ Intergovt	 2026 Total Requested	2027 Funding Source CIP Bonds	 County Levy/Other	 Municipal/ Intergovt	 2027 Total Requested	 2026-2027 Total
	BUILDING IMPROVEMENTS/REPAIRS (CAPITAL LEVY)									
245	Bldg. Improvements-Extension Barn	-	33,320	-	33,320	-	33,320	-	33,320	66,640
251	Bldg. Improvements-Landmark Center	-	199,800	-	199,800	-	199,800	-	199,800	399,600
257	Bldg. Improvements-Parks	-	866,880	-	866,880	-	866,880	-	866,880	1,733,760
		-								
	Total Building Improvements/Repairs (Capital Levy)	**-**	**1,100,000**	**-**	**1,100,000**	**-**	**1,100,000**	**-**	**1,100,000**	**2,200,000**

Schedule 1

Summary by Funding & Account Classification Department Name/Project Name	2026 Funding Source CIP Bonds	 County Levy/Other	 Municipal/ Intergovt	 2026 Total Requested	2027 Funding Source CIP Bonds	 County Levy/Other	 Municipal/ Intergovt	 2027 Total Requested	 2026-2027 Total
CIP Maintenance Project Bonds									
Projects	6,500,000	-	2,250,000	8,750,000	6,500,000	-	6,385,000	12,885,000	21,635,000
Total CIP Maintenance Project Bonds	6,500,000	-	2,250,000	8,750,000	6,500,000	-	6,385,000	12,885,000	21,635,000
CIP New Project/Major Renovation Bonds									
Projects	25,000,000	12,405,000	208,003,000	245,408,000	13,000,000	4,505,000	302,698,000	320,203,000	565,611,000
Total CIP New Project/Major Renovation Bonds	25,000,000	12,405,000	208,003,000	245,408,000	13,000,000	4,505,000	302,698,000	320,203,000	565,611,000
Building Improvements Property Management									
Building Additions, Renovations, Repairs	-	4,892,950	-	4,892,950	-	4,892,950	-	4,892,950	9,785,900
Total Building Improvements Property Management	-	4,892,950	-	4,892,950	-	4,892,950	-	4,860,829	9,785,900
Building Improvements/Repairs (Capital Levy)									
Building Lifecycle Maintenance	-	1,100,000	-	1,100,000	-	1,100,000	-	1,100,000	2,200,000
Total Building Improvements/Repairs (Capital Levy)	-	1,100,000	-	1,100,000	-	1,100,000	-	1,100,000	2,200,000
TOTAL CIP PROJECTS REQUESTED FOR FUNDING	**31,500,000**	**18,397,950**	**210,253,000**	**260,150,950**	**19,500,000**	**10,497,950**	**309,083,000**	**339,080,950**	**599,231,900**

*CIP Pg No. refers to the page in the CIP workbook where the project request can be found

Board of Commissioners of
Ramsey County, Minnesota

RESOLUTION NO. _____

Title: Resolution Providing for the Competitive Negotiated Sale of Approximately $31,500,000 General Obligation Capital Improvement Plan Bonds, Series 2026A

Background and Rationale:
It is hereby found, determined and declared that Ramsey County, Minnesota (the "County"), should issue its approximately $31,500,000 General Obligation Capital Improvement Plan Bonds, Series 2026A (the "Bonds"), to finance (1) various capital improvement projects in accordance with the County's 2026 capital improvement budget, as approved and amended or (2) the costs of any other improvements set forth in the County's capital improvement budgets of any year and any other capital expenditures authorized by the County, to the extent proceeds of the Bonds are not expended on improvements set forth in the 2026 capital improvement budget, as approved and amended.

Recommendation:
The Board of Commissioners of Ramsey County, Minnesota resolves as follows:

Baker Tilly Municipal Advisors, LLC, as an independent municipal advisor, is authorized and directed to negotiate the sale of the Bonds, by way of a competitive sale in response to Terms of Proposal attached hereto as **Exhibit A** for the Bonds, subject to further details regarding the terms of the Bonds to be set forth in a resolution to be considered by the Board at a subsequent meeting.

The County Manager and other officers or employees of the County are hereby authorized to participate with Baker Tilly Municipal Advisors, LLC in the preparation of an official statement for the Bonds.

EXHIBIT A

THE COUNTY HAS AUTHORIZED BAKER TILLY MUNICIPAL ADVISORS, LLC TO NEGOTIATE THIS ISSUE ON ITS BEHALF. PROPOSALS WILL BE RECEIVED ON THE FOLLOWING BASIS:

TERMS OF PROPOSAL

$31,500,000*

RAMSEY COUNTY, MINNESOTA

GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS, SERIES 2026A

(BOOK ENTRY ONLY)

Proposals for the above-referenced Bonds (the "Bonds") will be received by Ramsey County, Minnesota (the "County") on Monday, February 9, 2026 (the "Sale Date") until 11:00 A.M., Central Time (the "Sale Time") at the offices of Baker Tilly Municipal Advisors, LLC ("Baker Tilly MA"), 30 East 7th Street, Suite 3025, Saint Paul, MN 55101, after which time proposals will be opened and tabulated. Consideration for award of the Bonds will be by the County Board at its meeting commencing at 9:00 A.M., Central Time, of the following day, Tuesday, February 10, 2026.

SUBMISSION OF PROPOSALS

Baker Tilly MA will assume no liability for the inability of a bidder or its proposal to reach Baker Tilly MA prior to the Sale Time, and neither the County nor Baker Tilly MA shall be responsible for any failure, misdirection or error in the means of transmission selected by any bidder. All bidders are advised that each proposal shall be deemed to constitute a contract between the bidder and the County to purchase the Bonds regardless of the manner in which the proposal is submitted.

(a) ***Sealed Bidding.*** Completed, signed proposals may be submitted to Baker Tilly MA by email to bids@bakertilly.com, and must be received prior to the Sale Time.

OR

(b) ***Electronic Bidding.*** Proposals may also be received via PARITY®. For purposes of the electronic bidding process, the time as maintained by PARITY® shall constitute the official time with respect to all proposals submitted to PARITY®. *Each bidder shall be solely responsible for making necessary arrangements to access PARITY® for purposes of submitting its electronic proposal in a timely manner and in compliance with the requirements of the Terms of Proposal*. Neither the County, its agents, nor PARITY® shall have any duty or Bond to undertake registration to bid for any prospective bidder or to provide or ensure electronic access to any qualified prospective bidder, and neither the County, its agents, nor PARITY® shall be responsible for a bidder's failure to register to bid or for any failure in the proper operation of, or have any liability for any delays or interruptions of or any damages caused by the services of PARITY®. The County is using the services of PARITY® solely as a communication mechanism to conduct the electronic bidding for the Bonds, and PARITY® is not an agent of the County.

If any provisions of this Terms of Proposal conflict with information provided by PARITY®, this Terms of Proposal shall control. Further information about PARITY®, including any fee charged, may be obtained from:

> PARITY®, 1359 Broadway, 2nd Floor, New York, New York 10018
> Customer Support: (212) 849-5000

*Preliminary; subject to change.

DETAILS OF THE BONDS

The Bonds will be dated as of the date of delivery and will bear interest payable on February 1 and August 1 of each year, commencing February 1, 2027. Interest will be computed on the basis of a 360-day year of twelve 30-day months.

The Bonds will mature in the years and amounts* as follows:

2027	$2,105,000	2031	$2,310,000	2035	$2,705,000	2039	$ 690,000	2043	$ 805,000
2028	$2,055,000	2032	$2,400,000	2036	$2,810,000	2040	$ 715,000	2044	$ 835,000
2029	$2,135,000	2033	$2,495,000	2037	$ 645,000	2041	$ 745,000	2045	$ 875,000
2030	$2,220,000	2034	$2,600,000	2038	$ 670,000	2042	$ 775,000	2046	$ 910,000

*The County reserves the right, after proposals are opened and prior to award, to increase or reduce the principal amount of the Bonds or the amount of any maturity or maturities in multiples of $5,000. In the event the amount of any maturity is modified, the aggregate purchase price will be adjusted to result in the same gross spread per $1,000 of Bonds as that of the original proposal. Gross spread for this purpose is the differential between the price paid to the County for the new issue and the prices at which the proposal indicates the securities will be initially offered to the investing public.

BOOK ENTRY SYSTEM

The Bonds will be issued by means of a book entry system with no physical distribution of Bonds made to the public. The Bonds will be issued in fully registered form and one Bond, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of The Depository Trust Company (“DTC”), New York, New York, which will act as securities depository for the Bonds. Individual purchases of the Bonds may be made in the principal amount of $5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the registrar to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The lowest bidder (the “Purchaser”), as a condition of delivery of the Bonds, will be required to deposit the Bonds with DTC.

REGISTRAR/PAYING AGENT

The County will name the registrar/paying agent (the “Registrar”) which shall be subject to applicable regulations of the Securities and Exchange Commission. The County will pay for the services of the Registrar.

OPTIONAL REDEMPTION

The County may elect on February 1, 2035, and on any day thereafter, to redeem Bonds due on or after February 1, 2036. Redemption may be in whole or in part and if in part at the option of the County and in such manner as the County shall determine. If less than all Bonds of a maturity are called for redemption, the County will notify DTC of the particular amount of such maturity to be redeemed. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. All redemptions shall be at a price of par plus accrued interest.

SECURITY AND PURPOSE

The Bonds will be general obligations of the County for which the County will pledge its full faith and credit and power to levy direct general ad valorem taxes. The proceeds of the Bonds will be used to (i) finance various capital projects previously reviewed by the County Board in accordance with the County’s adopted 2026-2031 Capital Improvement Program Plan; and (ii) pay the costs associated with the issuance of the Bonds.

NOT BANK QUALIFIED TAX-EXEMPT BONDS

The County will not designate the Bonds as qualified tax-exempt Bonds for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

BIDDING PARAMETERS

Proposals shall be for not less than $31,500,000 (Par) plus accrued interest, if any, on the total principal amount of the Bonds. Rates shall be in integral multiples of 1/100 or 1/8 of 1%. The initial price to the public for each maturity as stated on the proposal must be 98.0% or greater.

Proposals for the Bonds may contain a maturity schedule providing for a combination of serial bonds and term bonds. All term bonds shall be subject to mandatory sinking fund redemption at a price of par plus accrued interest to the date of redemption scheduled to conform to the maturity schedule set forth herein. In order to designate term bonds, the proposal must specify “Years of Term Maturities” in the spaces provided on the proposal form.

No proposal can be withdrawn or amended after the time set for receiving proposals on the Sale Date unless the meeting of the County scheduled for award of the Bonds is adjourned, recessed, or continued to another date without award of the Bonds having been made. Bonds of the same maturity shall bear a single rate from the date of the Bonds to the date of maturity. No conditional proposals will be accepted.

ESTABLISHMENT OF ISSUE PRICE

In order to provide the County with information necessary for compliance with Section 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations promulgated thereunder (collectively, the “Code”), the Purchaser will be required to assist the County in establishing the issue price of the Bonds and shall complete, execute, and deliver to the County prior to the closing date, a written certification in a form acceptable to the Purchaser, the County, and Bond Counsel (the “Issue Price Certificate”) containing the following for each maturity of the Bonds (and, if different interest rates apply within a maturity, to each separate CUSIP number within that maturity): (i) the interest rate; (ii) the reasonably expected initial offering price to the “public” (as said term is defined in Treasury Regulation Section 1.148-1(f) (the “Regulation”)) or the sale price; and (iii) to the extent the hold-the-offering-price rule applies, pricing wires or equivalent communications supporting such offering or sale price. Any action to be taken or documentation to be received by the County pursuant hereto may be taken or received on behalf of the County by Baker Tilly MA.

The County intends that the sale of the Bonds pursuant to this Terms of Proposal shall constitute a “competitive sale” as defined in the Regulation based on the following:

- (i) the County shall cause this Terms of Proposal to be disseminated to potential bidders in a manner that is reasonably designed to reach potential bidders;
- (ii) all bidders shall have an equal opportunity to submit a bid;
- (iii) the County reasonably expects that it will receive bids from at least three bidders that have established industry reputations for underwriting municipal bonds such as the Bonds; and
- (iv) the County anticipates awarding the sale of the Bonds to the bidder who provides a proposal with the lowest true interest cost, as set forth in this Terms of Proposal (See “AWARD” herein).

Any bid submitted pursuant to this Terms of Proposal shall be considered a firm offer for the purchase of the Bonds, as specified in the proposal. The Purchaser shall constitute an “underwriter” as said term is defined in the Regulation. By submitting its proposal, the Purchaser confirms that it shall require any agreement among underwriters, a selling group agreement, or other agreement to which it is a party relating to the initial sale of the Bonds, to include provisions requiring compliance with the provisions of the Code and the Regulation regarding the initial sale of the Bonds.

If all of the requirements of a “competitive sale” are not satisfied, the County shall advise the Purchaser of such fact prior to the time of award of the sale of the Bonds to the Purchaser. **In such event, any proposal**

submitted will not be subject to cancellation or withdrawal. Within twenty-four (24) hours of the notice of award of the sale of the Bonds, the Purchaser shall advise the County and Baker Tilly MA if 10% of any maturity of the Bonds (and, if different interest rates apply within a maturity, to each separate CUSIP number within that maturity) has been sold to the public and the price at which it was sold. The County will treat such sale price as the "issue price" for such maturity, applied on a maturity-by-maturity basis. The County will not require the Purchaser to comply with that portion of the Regulation commonly described as the "hold-the-offering-price" requirement for the remaining maturities, but the Purchaser may elect such option. If the Purchaser exercises such option, the County will apply the initial offering price to the public provided in the proposal as the issue price for such maturities. If the Purchaser does not exercise that option, it shall thereafter promptly provide the County and Baker Tilly MA the prices at which 10% of such maturities are sold to the public; provided such determination shall be made and the County and Baker Tilly MA notified of such prices whether or not the closing date has occurred, until the 10% test has been satisfied as to each maturity of the Bonds or until all of the Bonds of a maturity have been sold.

GOOD FAITH DEPOSIT

To have its proposal considered for award, the Purchaser is required to submit a good faith deposit via wire transfer to the County in the amount of $315,000 (the "Deposit") no later than 2:00 P.M., Central Time on the Sale Date. The Purchaser shall be solely responsible for the timely delivery of its Deposit, and neither the County nor Baker Tilly MA have any liability for delays in the receipt of the Deposit. If the Deposit is not received by the specified time, the County may, at its sole discretion, reject the proposal of the lowest bidder, direct the second lowest bidder to submit a Deposit, and thereafter award the sale to such bidder.

A Deposit will be considered timely delivered to the County upon submission of a federal wire reference number by the specified time. Wire transfer instructions will be available from Baker Tilly MA following the receipt and tabulation of proposals. The successful bidder must send an e-mail including the following information: (i) the federal reference number and time released; (ii) the amount of the wire transfer; and (iii) the issue to which it applies.

Once an award has been made, the Deposit received from the Purchaser will be retained by the County and no interest will accrue to the Purchaser. The amount of the Deposit will be deducted at settlement from the purchase price. In the event the Purchaser fails to comply with the accepted proposal, said amount will be retained by the County.

AWARD

The Bonds will be awarded on the basis of the lowest interest rate to be determined on a true interest cost (TIC) basis calculated on the proposal prior to any adjustment made by the County. The County's computation of the interest rate of each proposal, in accordance with customary practice, will be controlling.

The County will reserve the right to: (i) waive non-substantive informalities of any proposal or of matters relating to the receipt of proposals and award of the Bonds, (ii) reject all proposals without cause, and (iii) reject any proposal that the County determines to have failed to comply with the terms herein.

CUSIP NUMBERS

If the Bonds qualify for the assignment of CUSIP numbers such numbers will be printed on the Bonds; however, neither the failure to print such numbers on any Bond nor any error with respect thereto will constitute cause for failure or refusal by the Purchaser to accept delivery of the Bonds. Baker Tilly MA will apply for CUSIP numbers pursuant to Rule G-34 implemented by the Municipal Securities Rulemaking Board. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the Purchaser.

SETTLEMENT

On or about March 12, 2026, the Bonds will be delivered without cost to the Purchaser through DTC in New York, New York. Delivery will be subject to receipt by the Purchaser of an approving legal opinion of Kutak Rock, LLP of Minneapolis, Minnesota, and of customary closing papers, including a no-litigation certificate.

On the date of settlement, payment for the Bonds shall be made in federal, or equivalent, funds that shall be received at the offices of the County or its designee not later than 12:00 Noon, Central Time. Unless compliance with the terms of payment for the Bonds has been made impossible by action of the County, or its agents, the Purchaser shall be liable to the County for any loss suffered by the County by reason of the Purchaser's non-compliance with said terms for payment.

CONTINUING DISCLOSURE

In accordance with SEC Rule 15c2-12(b)(5), the County will undertake to provide annual reports and notices of certain events. A description of this undertaking, including the financial/operating information to be provided and the events to be noticed, is set forth in the form of Continuing Disclosure Certificate attached as an appendix to the Official Statement. The Purchaser's Bond to purchase the Bonds will be conditioned upon receiving evidence of this undertaking at or prior to delivery of the Bonds.

OFFICIAL STATEMENT

The County has authorized the preparation of a Preliminary Official Statement containing pertinent information relative to the Bonds, and said Preliminary Official Statement has been deemed final by the County as of the date thereof within the meaning of Rule 15c2-12 of the Securities and Exchange Commission. For an electronic copy of the Preliminary Official Statement or for any additional information prior to sale, any prospective purchaser is referred to the Municipal Advisor to the County, Baker Tilly Municipal Advisors, LLC, by telephone (651) 223-3000, or by email bids@bakertilly.com.

A Final Official Statement (as that term is defined in Rule 15c2-12) will be prepared, specifying the maturity dates, principal amounts, and interest rates of the Bonds, together with any other information required by law. By awarding the Bonds to the Purchaser, the County agrees that, no more than seven business days after the date of such award, it shall provide to the Purchaser an electronic copy of the Final Official Statement. The County designates the Purchaser as its agent for purposes of distributing the Final Official Statement to each syndicate member, if applicable. The Purchaser agrees that if its proposal is accepted by the County, (i) it shall accept designation and (ii) it shall enter into a contractual relationship with its syndicate members for purposes of assuring the receipt of the Final Official Statement by each such syndicate member.

Dated November 18, 2025 BY ORDER OF THE COUNTY BOARD

/s/ Ling Becker
County Manager

Ramsey County, Minnesota

General Obligation Capital Improvement Plan Bonds, Series 2026A
Proposed Schedule of Events

Date	Event
October 14	**First Reading of Ordinance and Set Date for Public Hearing on Ordinance**
November 4	**Second Reading Ordinance and hold Public Hearing on Ordinance**
November 18	**Adoption of Bond Ordinance and considers Resolution Authorizing the Sale of the Bonds**
January 10	End of Forty-five (45) day Referendum Petition period
February 9	Sale of the Series 2026A Bonds
February 10	**Results of the Series 2026A Bonds sale presented to the County Board**
March 12	Settlement of the Series 2026A Bonds, receipt of proceeds