STATE GOVERNMENT RESOURCE RECOVERY REPORT

FISCAL YEARS 2007-2008

DECEMBER 2008

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SUMMARY

This report reviews biennial reporting requirements in accordance with Minn. Stat. § 115A.15, Subd. 5 and provides a summary of past activities and proposed goals for the Resource Recovery Program.

The Department of Administration (Admin) strives to guide state government to increase efficiency and advance toward a more sustainable Minnesota by conserving natural and economic resources through resource recovery, the prudent use of energy, sustainable design and environmentally responsible purchasing. Admin also supports and furthers the State Resource Recovery Program goals by collaborating with agencies and other partners and by fostering new relationships to increase program knowledge, visibility and acceptance.

Admin achieved the FY2007-08 State Resource Recovery Program goals to: (1) reduce waste and toxicity; (2) encourage the reuse of materials; (3) improve recycling efforts; (4) incorporate environmental criteria into state contracts; (5) continue training for waste reduction and environmental purchasing and; (6) track and evaluate environmentally responsible purchasing. Highlights of the department's achievements included in this report are:

- New or revised contracts for hazardous waste management that further reduce waste stream toxicity;
- The incorporation of environmentally preferable specifications in many contracts, including a new state cleaning supplies contract for products that meet Green Seal certification;
- A new electronic tool for publishing and distributing construction plans and specifications online, rather than in paper form;
- The integration of pallet wood waste recovery into routine operations of the State Recycling Center, which is annually diverting 60 tons of material for reuse and recycling;
- Requirements for the reuse of salvaged materials, construction waste recycling and the use of recycled and recycled-content products in state construction and remodeling projects; and
- A new contract for 100 percent post-consumer recycled content printer/copier paper and pricing that is lower than the cost to end-users of 30 percent recycled content and virgin products.

State Resource Recovery Program goals for FY 2007-08 included in this report are adopted from the State Resource Recovery Program Recommendations Report. The Minnesota Pollution Control Agency Office of Environmental Assistance (OEA) and the Department of Commerce submitted this report to Admin in accordance with Minn. Stat. §115A.15, Subd. 5(b).

Fostering and practicing effective environmental stewardship is universal throughout the department and its operations. However, five operations in particular spearhead Admin's responsibilities toward helping customers succeed as good stewards of the environment.

Materials Management Division (MMD) manages the procurement of goods and services, many of which contain recycled materials and/or have environmentally friendly characteristics.

MMD establishes statewide contracts that are available to state agencies and Cooperative Purchasing Venture (CPV) members, which include counties, cities, school districts and other eligible entities. MMD is responsible for developing the specifications for goods and services on state contracts and assists state agencies with the end-of-life disposition of property

Office Supply Connection (OSC)**,** the state's centralized office products store, provides state agencies and CPV members with environmentally friendly office products. These items are marked with the environmental logo in the online catalog. OSC, in conjunction with the OSC User's Group, has developed a list of standardized products that includes 100 percent recycled content paper products and remanufactured toner cartridges. OSC and MMD continue to work together to provide environmentally friendly products to OSC customers.

Plant Management Division (PMD), responsible for state-owned buildings and grounds primarily in the State Capitol Complex, seeks and utilizes environmentally friendly solutions for performing its work. PMD strives to save energy and other natural resources, and use less toxic materials in cleaning and maintaining buildings and grounds. PMD, working with MMD, develops specifications for contracts that support the use of environmentally friendly products in its operations.

Fleet and Surplus Services (FSS) assists agencies with reducing petroleum fuel use and helps agencies with the re-use and disposal of surplus government property (other than real estate). FSS strives to reduce petroleum usage by increasing fleet fuel efficiency and increasing the availability and use of alternative fuel vehicles such as E85 and bio-diesel. FSS strives to reuse surplus governmental property within government when possible, and to make available to the public surplus property that cannot be reused by government.

The **Resource Recovery Office** (RRO) assists agencies with reducing waste and encouraging recycling through the State Resource Recovery Program, operates the Minnesota State Recycling Center (SRC) and works closely with MMD to support environmental purchasing and surplus property requirements. Established in 1980, the program provides interagency waste reduction and recycling assistance, on-site consultation and training, recycling progress measurement and reporting, and management of recycling collection and marketing systems. RRO works to "promote the reduction of waste generated by state agencies, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, and the uniform disposition of recovered materials and surplus property" as set forth in Minn. Stat. **§** 115A.15 Subd. 1.

INTRODUCTION

The Mission of the Department of Administration is "To help our customers succeed," in part by conserving natural and economic resources through resource recovery, sustainable design and environmentally responsible purchasing. Additionally, leadership in environmental stewardship is prominent in the mission statements and work of Admin's Plant Management and Materials Management divisions.

The Resource Recovery Office promotes the adoption of the environmental values of Plant Management Division (PMD) and works with Materials Management Division (MMD) on environmental issues. PMD directs employees to use resource conservation and pollution prevention practices in the maintenance of buildings, grounds and support operations and during their daily service to customers.

MMD and the Resource Recovery Office (RRO) distribute Admin's *Priorities for Environmental Materials Management* (Appendix A) to public employees during purchasing training and at other opportunities. Admin promotes recycling and environmentally friendly purchasing on its website, www.admin.state.mn.us. RRO also facilitates waste reduction and recycling through its website at www.rro.state.mn.us. MMD also makes extensive use of its website, which results in a corresponding reduction in the need for paper copies of policies, purchasing manuals and updates, solicitation announcements, contract release documents and contract listings.

Admin's focus on environmental partnerships during the past decade has helped leverage resources and contribute toward a more sustainable quality of life. Sustainability requires a balance between economic, community and environmental considerations. This report summarizes Admin's promotion of sustainability through environmental training, purchasing and recovery of recyclables, and partnerships.

ACHIEVEMENT OF GOALS 2007-2008

Admin is achieving the 2007-2008 State Resource Recovery Program goals. This section lists these goals and the department's key achievements relating to the goals.

Waste and toxicity reduction goals are:

- Encourage building owners and occupants to use environmentally preferable products
- Encourage mailings to be sent out via e-mail and be available online and, instead of printing reports and/or other information, placing them on the agency web site for people to read or reference.
- Post or provide Request for Proposals (RFPs) electronically for downloading by vendors to bidders whenever possible and encourage bidders to send responses to RFPs electronically.
- Use materials developed by the MPCA (www.reduce.org) to inform employees about the benefits of reducing paper waste.
- Promote the availability of surplus supplies from the Resource Recovery Program and Fleet and Surplus Services (FSS)
- Continue to make available to state agencies refillable pens and pencils rather than disposables.
- Continue to encourage the use of soy inks, wherever feasible.
- Continue to stockpile and promote the reuse of envelopes, especially inter-office mail envelopes.
- Promote the use of the new online Stocked Product and First Choice office product catalogs to reduce paper waste and disposal.
- Promote the purchase of recycled content products available through catalogs by creating a list of preferable products for government purchasers.
- Continue to work to increase waste reduction by providing state agencies with online tips for conducting green meetings, with assistance from the MPCA.
- Encourage toxicity reduction by promoting the purchase of flat screen computer monitors in all state buildings.

Key achievements are:

- MMD revised or awarded new contracts for hazardous waste management, reducing the toxicity of the waste stream. Recently revised contracts include used computers and electronics recycling, fluorescent//HID lamps, mercury products and other lamp products that contain mercury, PCBs, used oil, filters, sorbents and antifreeze. In additon, two new contracts were awarded for used oil sorbents and hazardous waste management.
- Environmentally preferable specifications have been incorporated by MMD into many contracts, including the state cleaning supplies contract. These products now meet Green Seal certification. For instance, state agencies can reduce packaging waste by 85 percent by purchasing concentrates.
- Serviceable surplus computers are provided directly to towns, cities, counties and schools after the hard drives have been thoroughly erased.
- MMD continued a contract that provides alternative deicers for snow and ice melting, with on-going evaluations of several products. The potential exists for reducing salt usage

between 10 to 30 percent with these products, but at significantly increased cost. The products have a less corrosive effect on steel, but the total effect on the environment is under evaluation. The alternative deicers, when mixed with salt rather than using salt exclusively, increase the effectiveness of road deicing efforts, especially at temperatures below 15° F.

- MMD contracted for Urinalysis Testing Systems for Drugs of Abuse that are safer, can be sealed, and are not considered biohazard materials and therefore can be incinerated without expensive handling.
- MMD, in collaboration with the Pollution Control Agency and the Department of Education, amended two contracts to initiate a "Get the Mercury Out of Schools" program.
- Admin continues to use electronic means of communication, such as e-mail, electronic broadcasts and web sites, as the primary communications method with its customers.
- Admin continued to use and encourage double-sided copying. The majority of paper used by MMD and RRO is manufactured from 100 percent post-consumer materials produced in a chlorine-free pulping and bleaching process. All other paper contains at least 30 percent post-consumer content or is recovered by the State Recycling Center.
- RRO continues to use e-mail for conducting its annual recycling measurement survey and to report recycling progress of public entity customers.
- MMD has added non-mercury blood pressure cuffs, which the medical community has accepted as equally accurate, to the hospital supplies contract.
- OSC continues to provide refillable pens and pencils to customers as basic catalog items.
- MMD now has a contract for indoor paint that meets Green Seal certification.
- MMD Construction section established a system for the collection of the newly required prevailing wage reports from contractors electronically, rather than in paper form, eliminating many reams of paper from eventually entering the waste stream.
- MMD established a new electronic tool for the distribution of Construction Plans and Specifications for prospective bidders. The tool eliminates the generation of multiple paper plans in MMD, and may reduce the number of times plans and specifications are printed by prospective contractors.
- MMD established a contract for scanning and imaging services, which can assist agencies in converting paper records to electronic records. Agencies can then recycle the paper records. The contract can also assist agencies with reducing their dependence on paper by changing processes to take advantage of electronic records.
- MMD initiated a new monthly procurement newsletter that it distributes electronically and posts on the MMD website. No paper copy is produced or distributed, which reduces demand for paper and waste-stream volume.
- MMD continued to specify requirements paper and printing contracts:
    - Uncoated paper;
    - Paper with a recycled post-consumer content by weight of at least 30 percent and that is manufactured using little or no chlorine bleach or chlorine derivatives;
    - Paper that is is not dyed with colors (excluding pastel colors);
    - Printing with no more than two colored inks, standard or processed (except in formats in which they are necessary in order to convey the meaning);
    - Soy-based inks;
    - Binding with reusable materials or staples and by glueless methods; and
    - Production methods and materials the ensure reports, publications and periodicals are readily recyclable within the State Resource Recovery Program.

- MMD maintained an online list of environmentally preferable goods and services available from contracts (See Appendix B). This list continues to expand as more contracts meet the criteria. The amount of purchasing on these contracts is increasing as well, with a current estimated value of the contracts of over $285 million.
- Office Supply Connection continued Internet shopping for public entity customers, listing 24,900 items and promoting over 3,000 recycled-content products by using the recycling logo.
- MMD's redesigned contract release document clearly identifies environmental attributes in state contracts to advocate for and increase purchases of environmentally responsible products and services.
- MMD is developing new contracts for Multi-Functional Devices that include print assessment as a service under the contract. This involves assessing print behaviors and finding ways to reduce printing. Methods include banning desktop printers and implementing secure/locked printing, which will reduce printing and save paper, toner, supplies, energy and waste. The assessment will cover redeploying underutilized printing assets to minimize the number of machines and saving the attendant resources.
- PMD uses environmentally friendly products and processes in accomplishing many of its duties, such as janitorial services, landscape and grounds maintenance and in others.
- MMD now announces new solicitations and provides the solicitation with specifications through its website. Interested vendors can download the solicitation immediately, rather than waiting for a printed copy by mail. Online solicitations eliminate paper, printing and postage costs for MMD.
- As a part of its purchasing training program, MMD teaches techniques for paper waste reduction originally developed by MPCA.
- OSC maintains a supply of re-useable interoffice envelopes and provides them to customers.
- MMD/Office of Enterprise Technology's (OET) computer standards offer only flat-screen monitors. State agencies are required to purchase the state standard unless they receive written approval via the Technology Request System (TRS).

Reuse of materials goals are:

- Encourage vendors to use reusable transport packaging (RTP) and use RTP where possible in the state system. (An RTP directory is available online at www.moea.state.mn.us/transport.)
- Require any person or entity that receives a surplus or used state computer or other electronic product to properly dispose of it, if disposal is not already included under the state disposal contract.
- Expand the reuse of surplus state government property by creating an online surplus exchange program or using an existing one (e.g., the Minnesota Materials Exchange Alliance: www.mnexchange.org). Agencies could advertise their surplus property on the website as well as post a "materials needed" request.

Key achievements are:

- MMD and RRO, through MMD's Procurement Coordinators Group, provided education and encouragement to agencies for purchasing recycled paper whenever possible. Current

emphasis is on promoting the purchase of the 100 percent post-consumer recycled paper rather than 30 percent recycled content copy paper.

- Fleet and Surplus Services continued to acquire and redistribute state and federal reusable equipment and surplus products to eligible public entities and nonprofit organizations. These include vehicles, furniture, office, shop and kitchen equipment and more.
- MMD continued to offer contracts for products such as recycled carpet and the recycling of discarded carpet and vinyl flooring.
- Re-bid and awarded the contract for oil change and lubrication of government vehicles, which offers re-refined oil and new oil at the same price.
- MMD provides contracts for reusing waste food from correctional facilities for farm animal feed, which also helps reduce the amount of solid waste going to landfills. MMD expanded the contract for recycling edible food waste by adding many St. Paul Public elementary schools and several Capitol Complex cafeterias.
- MMD, in conjunction with the Minnesota Department of Transportation, has implemented a contract for the removal of oil from clay and diatomaceous earth sorbent material. As a result, the clay and diatomaceous earth, as well as the oil, can be reused.
- The statewide computer/electronics recycling disposal contract provides terms for the reuse of electronics.
- The used oil, filters, sorbents and antifreeze management contract provides for the reuse of used oil. The MCF-St. Cloud Resource Management contract contains terms promoting the reuse of materials.
- The State Recycling Center (SRC) office supply reusables area has provided a large number of state agencies with office supplies for reuse at no cost. These include file folders, file dividers, notebooks, paper tablets, paper, paper clips, bulldog clips and record storage boxes that have been separated from recyclables.
- The SRC has incorporated pallet woodwaste recovery into routine operations, resulting in the annual diversion of 60 tons of material for reuse and recycling.
- Real Estate and Construction Services (RECS) requires contractors to reuse salvaged material, recycle construction waste and indicate the recycled content of construction materials for building repair/replace/remodel projects it manages. Guidelines are available online at http://www.admin.state.mn.us/recs/cs/mg-sus-toc.html.
- MMD provides a program for remanufactured laser toner cartridges for purchase and exchange from both Office Supply Connection and S&T Office Products, the state contract vendor.
- MMD's solicitations contain language that encourages reusable transport packaging when shipping products to our customers whenever possible.

Recycling goals are:

- Offer consulting services from the MPCA to state offices that have not met the statutory recycling goal of 60 percent. The MPCA could work with the Resource Recovery Program to perform a "recycling and waste audit" of the offices and provide recommendations for increasing recycling

- Continue to utilize existing resources to remind employees of state recycling efforts and provide agencies with management support pieces that can be emailed to employees on how to reduce, reuse, and recycle at state facilities.
- Establish requirements in state construction contract RFPs that recyclable material such as corrugated cardboard, steel, aluminum, and carpet be recovered from building/remodeling projects and recycled.
- Require recycling containers be conveniently placed in all state offices.
- Work with the MPCA to create a contact list for individuals to manage their waste in order to promote its proper disposal.
- Actively educate and promote the use of Resource Recovery Program educational materials.
- Enhance recycling efforts by implementing the recommendations from the Phase 1 (2002) and Phase 2 (2003) operational assessments of the recycling program.
- Promote waste reduction by increasing recovery efforts for organic materials from the Department of Natural Resources, Department of Health and Human Services, Labor and Commerce building, and the Capitol Complex area.
- Develop purchasing contracts for biodegradable products, such as plates, cups and flatware, to be used in cafeterias where organics collection programs have been implemented.

Key achievements are:

- RRO continues to meet customer needs in a cost-effective manner and has fully incorporated operational changes to container handling and material pickup routes, resulting in reduced transportation expenditures and maximized load capacity.
- SRC operational improvements have resulted in a more flexible and secure market for recyclables.
- SRC has incorporated pallet woodwaste recovery into routine operations, resulting in the annual diversion of 60 tons of material for reuse and recycling.
- SRC provided confidential record destruction at no charge to 37 state and regional government locations totaling 553 tons in FY 2008.
- RRO conducted evaluations of 23 state agency building locations, updating and adding recycling containers and informational material.
- RRO has an updated website www.rro.state.mn.us that supplies environmental information to employees. Information includes recycling amounts by building and solid waste amounts by building, if available.
- The statewide MMD computer/electronics and the fluorescent/HID lamp and mercury products recycling disposal contract includes terms for the recycling of many electronic components and other materials.
- The used oil, filters, sorbents and antifreeze management contract and the hazardous waste management contract provide for the recycling of several materials.
- The MCF-St. Cloud Resource Management contract contains terms to promote the recycling of materials. The Waste Paper Sales contract requires the recycling of waste paper.
- MMD provides a program for remanufactured laser toner cartridges for purchase and exchange from both Office Supply Connection and S&T Office Products, the state's contract vendor.

- The Real Estate and Construction Services (RECS) specifies that contractors are required to reuse salvaged material, recycle construction waste, and to indicate which construction materials supplied contain recycled materials for building repair/replace/remodel projects it manages. Guidelines are online at http://www.admin.state.mn.us/recs/cs/mg-sus-toc.html.
- The MMD contract for the Rags, Wiping and Sorbent Materials includes recycled materials for sorbents.
- MMD has developed specifications for biodegradable plastic bags and has twice attempted to establish a contract.
- MMD continued to offer contracts for products such as recycled carpet and the recycling of discarded carpet and vinyl flooring.
- MMD provides contracts for reusing waste food from the correctional facilities for farm animal feed, which also helps reduce the amount of solid waste going to landfills. MMD expanded the contract for recycling edible food waste from six correctional facilities by adding many St. Paul Public elementary schools and several Capital Complex cafeterias.
- MMD requests rubbish contract vendors to supply containers for segregating recyclables for voluntary recycling outside the metro area.

Incorporate environmental criteria into state contracts goals are:

- Promote the purchase of environmentally preferable products by using the Department of Administration's Environmental Codes system.
- Promote the use of, and state a preference for, recycled content products in accordance with state statute (Minn. Stat. § 116B.122).
- Incorporate questions regarding mercury content into contract solicitation documents. This information should be used to enable buyers to make informed decisions when there are multiple awards. MMD should also include mercury content information on the contract release.
- Require post-consumer recycled paper content to be at least 30 percent in all printed material.
- Announce all contracts that are scheduled to expire within seven months in order to allow the MPCA, other state agencies, CPV members and the public (vendors, environmental groups, and other interested individuals) to comment on the contracts.

Key achievements are:

- MMD, in collaboration with MPCA, has incorporated statements in many contracts on stewardship, end-of-life reuse or take-back, or proper disposal of old, removed products. These contracts include furniture and carpet products.
- MMD's contract release document clearly identifies environmental attributes in state contracts to increase the purchase of environmentally responsible products and services.
- MMD convened contract user groups to determine environmentally preferable considerations for solicitation specifications.
- Procurement Environmental Codes developed by the Department of Administration assist in the purchasing and tracking of environmentally preferable products and services. The codes are included in the *Authority for Local Purchase (ALP) Training Manual* and are on the MMD website. The solicitations require the vendor to catagorize their products for

environmental features and identify those products. These environmental products are then shown on the contract release, and the contract ordering line receives the appropriate environmental code. Buyers are required to identify every purchase with an environmental code, whether from a state contract or by a one-time purchase.

- MMD has established a preference for recycled content of up to 10 percent on solicitations. The amount of the preference is based on the percent of recycled content of the offered items, and then divided by a factor of 10; for example, 40 percent recycled content would receive a 4 percent price preference.
- MMD promotes the use of recycled latex paints by including pricing for recycled products on state painting contracts.
- MMD continues to specify that contracts for paper and printing work require uncoated paper, that the paper have a recycled post-consumer content by weight of at least 30 percent, that the paper is not dyed with colors (excluding pastel colors), that the recycled content paper is manufactured using little or no chlorine bleach or chlorine derivatives, that printing is done with no more than two colored inks, standard or processed (except in formats in which they are necessary in order to convey the meaning), that inks are soy-based, that binding is with reusable materials or staples and by a method without glue, and that reports, publications and periodicals that are procured are readily recyclable within the State Resource Recovery Program.
- Under the leadership of Real Estate and Construction Services, an interdisciplinary team developed sustainable building guidelines for use by all state agencies and consultants. All new state building projects must meet the Minnesota Sustainable Building Guidelines (per MS 16B.325, Sec.2). Guidelines are available online at http://www.admin.state.mn.us/recs/cs/mg-sus-toc.html//
- MMD, on behalf of the National Association of State Procurement Officials (NASPO) and the Western States Contracting Alliance (WSCA), continues to incorporate many environmental requirements into solicitations for contracts. The responders are awarded points in the evaluation phase based on the success of their existing programs, as well as programs they are developing or designing. Environmental program areas in which they were required to respond to include:

A. Takeback/recycling

Responders are required to describe their equipment takeback/recycling program. Points are awarded based on many listed standard factors, such as type of equipment, LAN hardware and/or peripherals being taken back or proposed to be taken back; volume of equipment being recycled/disposed of currently or volume proposed to be taken back; certificates of lawful disposal; disk storage cleansing; takeback charges by type of equipment; compliance with the European Union's WEEE Directive; and compliance with federal or other regulatory authorities regarding disposal of electronic equipment. Responders were asked to address ISO 14001 certification.

B. Environment

Responders are asked to describe their product environmental improvement program in each of the following areas:

- Reduction/minimization/avoidance of the use of toxic and hazardous constituents (cadmium, chromium, mercury, and/or lead);

- Compliance with international directives such as the European Union directive, "Restriction of Hazardous Substances," reduction of chlorinated plastics (PVC) and brominated flame retardants;
- Certification by independent third-party eco-labeling programs (TCO, Blue Angel, and Nordic Swan); and
- Migration to the use of recyclable, nontoxic packaging.

Responders are required to identify equipment or peripherals that have been environmentally certified as well as the type of environmental certification obtained. Responders must describe how certified units are labeled and identified as such on the responder's website.

C. Energy efficiency
Responders are asked to describe their energy efficiency programs by identifying the products that meet Energy Star or other recognized programs for energy efficiency. In addition, responders are required to describe on the units and on their website how products are identified as energy efficient.

- MMD requires, in its solicitations for waste management and removal, that refuse must be disposed of in accordance with local, county and state disposal laws, that the contractor shall be in compliance with the county's solid waste plan, Waste Management Act, Minn. Stat. § 115A.46, subd. 5, and that the contract vendors shall indicate the disposal site location.
- MMD incorporates the needed provisions regarding waste management contracts in its ALP training so that agencies can comply with the requirements of the Public Entities Law when soliciting these services.
- MMD notifies MPCA, state agencies and CPV members seven months in advance of contract expiration dates so they can provide MMD with environmentally responsible procurement recommendations.
- MMD has worked with MPCA on developing specifications that can be used for promoting and establishing Green meetings and conferences contracts.
- MMD solicitations require that responders declare mercury content in their products. The contract release identifies products that have mercury to help buyers make informed purchasing decisions.

Environmentally preferable purchasing training goals are:

- Increase purchasers' awareness of the availability of environmentally preferable products and services at trainings and trade shows, with assistance from the MPCA.
- Update the environmentally responsible purchasing section of the Authority of Local Purchasing training manual that is provided to state employees and provide training in environmentally preferable purchasing as part of state certification classes, with assistance from the MPCA.
- Promote environmentally preferable contracts to state agencies and local units of government, with assistance from the MPCA.
- Use Office Supply Connection's e-catalog to help decrease the number of catalogs printed, continue to make the MMD Office Supply Connection newsletters and price lists available

online, and continue to use fax broadcast messages and the MMD web site to educate agencies and CPV members on environmental topics and environmentally preferable state contracts.

- Encourage the use of the online Authority for Local Purchasing training manual to reduce paper waste.
- Work in partnership with the Procurement Coordinators Group to educate agency staff to increase purchases of more environmentally preferable products and to create an environmentally preferable purchasing subgroup of this committee that would work with the MPCA and other state agencies to incorporate environmental specifications on state contracts.
- Promote the Environmentally Preferable Purchasing Guide (www.swmcb.org/EPPG) to state agencies and others with which the Department of Administration has regular contact and provide a link to the EPP Guide on the MMD's environmental purchasing website.

Key achievements are:

- MMD continued to include extensive training on environmental purchasing as part of its state purchasing certification and recertification classes. MMD provided purchasing training to approximately 550 state employees during the biennium.
- MMD, MPCA and RRO environmental information is included in the *Authority for Local Purchasing* manual that is distributed to purchasers by MMD and is also available online at www.mmd.admin.state.mn.us/alpmanual.htm. The RRO website contains links to MMD environmental purchasing information.
- The *Environmental Purchasing Guide* (EPG) is available on the MMD and RRO websites.
- MMD updated the environmentally responsible purchasing section of the *Authority for Local Purchasing* Manual.
- Office Supply Connection continued Internet shopping for public entity customers, listing 24,900 items and promoting over 3,000 recycled-content products by using the recycling logo.
- Office Supply Connection and MMD continued to encourage its customers to purchase 100 percent post-consumer recycled copier/printer paper that is also processed 100 percent chlorine-free. Currently (as of December 2008), the price 100 percent recycled-content paper is less than either 30 percent recycled-content or virgin paper.
- RRO promoted waste reduction strategies in customer consultations, designing and staffing educational displays at promotional venues and on the RRO web site, www.rro.state.mn.us.
- MMD participated in numerous trade shows and conferences, providing environmentally preferable purchasing information.
- MMD partnered with MPCA to provide agencies with several training opportunities on how to meet and/or exceed Governor Tim Pawlenty's Executive Order 04-08, which requires state agencies to take specific actions to reduce air pollution.
- MMD provided education opportunities for agency staff regarding environmentally preferable purchasing and created new programs for learning via e-mails and monthly electronic updates.
- MMD chairs the Procurement Coordinators Group, which meets quarterly to help educate and inform agency staff about increasing purchases of environmentally preferable products. The Procurement Coordinators Group was combined with the Environmentally Responsible

Workgroup. One of the goals of this group is to work on better ways to incorporate environmental specifications on state contracts.

Tracking and evaluation of environmentally preferable purchasing goals are:

- Use the valuable information obtained by tracking environmentally preferable purchases to structure future specifications so contracts will have goods and services that are more environmentally preferable.
- Report the findings from the newly developed electronic tracking mechanism for E85 fuel use in state agency fleets to agencies, in order to increase the use of E85 in state vehicles.
- Implement and enhance measures for tracking environmentally preferable purchases, such as requiring buyers to code each purchase order with an environmental code on Minnesota Accounting and Procurement System (MAPS).
- Maintain and keep current every two years the list of environmentally responsible products and services available through state contracts and Office Supply Connection.
- Encourage the reporting of purchases from contract vendors on purchases from local governments.
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Key achievements are:

- The MMD website includes a list of environmentally preferable goods and services available from contracts (See Appendix B). This list continues to expand as more contracts meet the criteria. The amount of purchasing on these contracts is increasing as well, with a current estimated value of of over $292 million.
- MMD can use the state's electronic purchasing system, the Minnesota Accounting and Procurement System (MAPS), to track environmental purchases.
- Procurement Environmental Codes developed by MMD in collaboration with MPCA and other agencies assist in the purchasing and tracking of environmentally preferable products and services. The codes are included in the ALP Training Manual and are on the MMD website. Solicitations require vendors to catagorize their products for environmental features and identify those products. These environmental products are then shown on the contract release, and the contract ordering line is given the appropriate environmental code. Buyers are required to code every purchase with an environmental code, whether from a state contract or for a one-time purchase.
- Fleet and Surplus Services is currently tracking fuel purchases electronically and supplying agencies with quarterly reports of petroluem and alternative fuel purchased using the state fuel card.
- MMD uses information from vendor responses to solicitations and the environmental code tracking system to make decisions about future enviromentally friendly procurements.
- Many of MMD's contracts require contract vendors to submit reports on contract activity by both state agencies and CPV members.

Energy conservation in state-owned and wholly state-leased buildings goal is:

- Evaluate the effectiveness of Governor's Executive Order 05-16 and consider extending the goal of saving at least 10 percent for a minimum of two more years using 2005 as the base year.

Key achievement is:

- The Department of Administration worked with state agencies on reducing electrical consumption for computer equipment under the governor's "Securing a Clean Energy Future" initiative. Through numerous steps, an estimated 17.7 million kilowatt/hours were saved and more than 15,000 tons of CO_2 were removed from the carbon footprint. This was achieved through power management programs and mandatory requirements to turn off computers and monitors when not in use and at night. State agencies and offices are taking further steps for ensuring desktop computer energy efficiency in the future. A summary of the state's 'Clean Energy' activities and future steps is viewable on the Admin website at http://www.admin.state.mn.us/documents/desktop_energy.pdf.

Alternative fuel vehicles and fuel procurement goals are:

- The Department of Administration should continue chairing the SmartFleet committee, in accordance with Minnesota Statute 16C.137, and implementing the goals and actions as defined in statute, including but not limited to:
- Using 2005 as a baseline, the state of Minnesota shall reduce the use of gasoline by on-road vehicles owned by state departments by 25 percent by 2010 and by 50 percent by 2015, and the use of petroleum-based diesel fuel in diesel-fueled vehicles by ten percent by 2010 and 25 percent by 2015.
- To meet the goals established in bullet one, each state department must, whenever legally, technically, and economically feasible, subject to the specific needs of the department and responsible management of agency finances:
  - Ensure that all new on-road vehicles purchased, excluding emergency and law enforcement vehicles:
    - Use "cleaner fuels" as that term is defined in section 16C.135, subdivision 1, clauses (1), (3), and (4); or
    - Have fuel efficiency ratings that exceed 30 miles per gallon for city usage or 35 miles per gallon for highway usage, including but not limited to hybrid electric cars and hydrogen-powered vehicles;
  - Increase its use of renewable transportation fuels, including ethanol, biodiesel, and hydrogen from agricultural products; and
  - Increase its use of Web-based applications and other electronic information technologies to enhance the access to and delivery of government information and services to the public, and reduce the reliance on the department's fleet for the delivery of such information and services.
  - Continue to implement vehicle labeling and identification of new vehicles purchased

    - Continue developing guidelines for fuel choice, based on relative distance to an E85 fuel site, based on the Governor's new Executive Order 06-03.
- Continue offering driver incentive programs for using E85 in state vehicles.
- Continue to investigate the development of an online state agency carpool/matching program for conferences, workshops, and events that employees from the same or different agencies might frequently attend.
- Report the findings from the E85 fuel tracking system to target education of vehicle users.
- Work with the American Lung Association to distribute informational materials.
- Promote teleconferencing as an alternative to driving long distances.
- Incorporate higher miles per gallon standards into contract specifications.

Key achievements are:

- Fleet And Surplus Services (FSS) marks new flex-fuel vehicles with fuel door decals as a reminder for operators to use E85 fuel whenever possible.
- The SmartFleet Committee, which Admin chairs, has tracked fuel purchases since January of 2005. Fuel reports are currently sent to state agencies on a quarterly basis.
- The SmartFleet Committee has developed a model E85 use policy for agencies. Many agencies have implemented this policy.
- FSS is currently discounting vehicle lease rates by 10 cents per gallon for every gallon of E85 used and ocassionally disocunting at higher rates.
- The SmartFleet Committee has distributed E85 fuel site maps and information to all agencies leasing flex-fuel vehicles. Admin also provides E85 information with all new flex-fuel vehicles leased by state agencies.
- The state is installing a new fleet management information system that will help agencies better utilized vehicles and identify opportunities for ride sharing and vehicle sharing.
- MMD has established contracts for fuel-efficient vehicles that state agencies are required to purchase unless an exception is granted. Contract releases are set up so an agency can quickly see which vehicles are in the "approved" group – Category I – and can order whatever type of product in that category without obtaining approval, providing a quick and efficient ordering process for the agency.

Program achievements and recognition as summarized in this report are the result of successful partnerships with state agencies and local governmental entities. During this past decade, reliance upon partnerships continued to strengthen and nourish the success of the program. Admin will continue to collaborate with its customers and other interested parties to implement waste reduction and recycling excellence in government.

RESOURCE RECOVERY PROGRAM GOALS 2009-20010

The 2009-2010 Resource Recovery Program Goals are adapted from the State Resource Recovery Program Recommendations Report, July 2008, developed by the Minnesota Pollution Control Agency and the Minnesota Department of Commerce follow, along with the indication of whether they are new or ongoing.

Recommendations for waste reduction:

To further progress already achieved by the state's Resource Recovery Program, we recommend that the Department of Administration:

- Continue to research, procure, and use environmentally preferable products, with a focus on green-certified cleaning products and bathroom paper products. – *new*
- Institute a resource management contract for waste hauling at state-owned buildings to reduce the amount of waste created and help properly manage waste that is created. The MPCA can provide assistance with these contracts. – *new*
- Continue to purchase electronic equipment that defaults easily to duplex when printing and copying to reduce the amount of paper used in state agencies. – *ongoing*
- Establish requirements for nontoxic and low-VOC products (such as paints, solvents, glues, textiles and carpeting) in new state building construction, remodeling or installation contract RFPs. Contract specialists working on construction or remodeling RFPs can seek assistance from the MPCA. – *new*
- Expand the posting of RFPs electronically for downloading by vendors to bidders whenever possible and encourage bidders to send responses to RFPs electronically. – *ongoing*
- Continue to promote the purchase of recycled-content products by placing the list of those products on the Office Supply Connection Web site. – *new*
- Continue to work to increase waste reduction by providing state agencies, via the Resource Recovery Program, with online tips for reducing waste and for increasing recycling and reuse of materials. – *ongoing*

Recommendations for reuse:

- Expand the reuse of surplus state government property by creating an online surplus exchange program or using an existing one (such as the Minnesota Materials Exchange: www.mnexchange.org). Agencies could advertise their surplus property on the website as well as post a "materials needed" request. – *ongoing*
- Promote use of surplus supplies from the Department of Administration's Fleet and Surplus Service that are available for state agencies to use. – *ongoing*

Recommendations for recycling:

- Work with the MPCA to enforce the Public Entities Law, Minnesota Statute § 115A.471, requiring that all state agencies manage their waste in accordance with the county solid waste management plan. The MPCA recommends focusing on St. Cloud State University

and the Department of Natural Resources' offices in Sauk Rapids (Benton County) to ensure recycling rates meet or exceed recycling rates established in county plans. – *new*
- Include overall waste generation figures along with recycled waste totals in order to track overall progress in reducing total waste generated. – *new*
- Establish requirements in state construction contract RFPs that contractors track costs and amounts of materials recycled and/or disposed of on a monthly basis and at project completion. – *ongoing*
- Ensure that recycling containers are placed in convenient, visible locations, as well as next to all garbage bins in all state offices. – *ongoing*
- Work with the MPCA on new and more visible signage for recycling bins at state agencies to reflect the changes in materials that can be recycled. – *new*
- Continue to offer consulting services from the MPCA to state offices that have not met the statutory recycling goal of 60 percent. The MPCA could work with the Resource Recovery Program to perform a recycling and waste audit of the offices and provide recommendations for increasing recycling and waste reduction. – *ongoing*
- Evaluate the current recycling reporting system used by the Resource Recovery Program to calculate recycling rates by state agencies in the Metro area to ensure standardization of the reporting system, as well as quality of the data. – *new*
- Assist state agencies with developing internal waste reduction and recycling committees, with assistance from the MPCA. – *new*
- Meet with the MPCA to review progress on the implementation of the recommendations from the Phase 1 and Phase 2 Assessment of the Recycling Program Review. – *new*

Recommendations for organics recovery:

- Promote waste reduction by increasing recovery efforts for organic materials from the Department of Natural Resources, Department of Health and Human Services, Labor and Commerce building, and the Capitol Complex area. – *ongoin*g
- Develop purchasing specifications and enter into contracts for biodegradable products such as plates, cups, flatware, and bags for use where organics collection programs have been implemented. – *ongoing*

Recommendations for procurement/incorporating environmental criteria into contracts:

- Encourage default purchasing for items with environmentally preferable attributes without additional cost. – *new*
- Require the use of lead-free wheel weights, whenever possible, for all fleet maintenance contracts. – *new*
- Continue to implement, whenever possible, the environmentally preferable purchasing processes that provide a statutorily allowable preference (Minn. Stat. § 16B.121 www.revisor.leg.state.mn.us/stats/16B/121.html) within each bid and proposal, which is based on the post-consumer recycled content of the products under consideration. – *ongoing*
- Continue to follow the Public Entities Law, which requires state facilities to include a provision in waste management contracts for waste to be processed through waste-to-energy or Municipal Solid Waste (MSW) composting or in a manner consistent with local solid waste planning. – *ongoing*

- Incorporate questions regarding lead and mercury content into applicable contract solicitation documents. This information should be used to enable buyers to make informed decisions when there are multiple awards. MMD should also include information on lead and mercury content on the contract release. – *new*
- Continue to promote purchase of environmentally preferable products through the use of the Department of Administration's environmental codes system. – *ongoing*
- Promote the use of, and state a preference for, recycled-content products, in accordance with Minn. Stat. § 116B.122. – *ongoing*

Recommendations for environmentally preferable purchasing training:

- Add an environmentally preferable purchasing section to the monthly procurement coordinators' e-mail newsletter, with assistance from the MPCA. – *new*
- Update the link to the EPP guide on the MMD's environmental purchasing Web site to reflect the current web address (www.greenguardian.com/government/eppg) and promote the revised guide. – *new*
- Continue to update the environmentally responsible purchasing section of the Authority of Local Purchasing training manual that is provided to state employees and provide training in environmentally preferable purchasing as part of state certification classes, with assistance from the MPCA. – *ongoing*

Recommendations for tracking and evaluation of environmentally preferable purchasing:

- Use the valuable information obtained by tracking environmentally preferable purchases to structure future specifications so contracts will have goods and services that are more environmentally preferable. – *ongoing*
- Report the findings from the electronic tracking mechanism for E85 fuel use in state agency fleets to agencies, in order to increase the use of E85 in state vehicles. – *ongoing*
- Work with procurement coordinators to determine better measures for tracking non-state contract environmentally preferable purchases, such as requiring buyers to code each purchase order with an environmental code on Minnesota Accounting and Procurement System (MAPS). – *new*

Recommendations for energy conservation:

The Department of Administration should continue to focus on identifying and reducing energy waste in state agency buildings and transportation and be guided by the broad policy recommendations of the Minnesota Climate Change Advisory Group. The department should take advantage of the many programs in place to identify the relative energy performance of its buildings and, especially for the poorer performing buildings, take advantage of utility programs and a Department of Commerce program for funding energy improvements.
Furthermore, the department should also consider the following:

- Continue to chair the SmartFleet committee, in accordance with Minn. Stat. § 16C.137, and implement the goals and actions as defined in statute.
- Evaluate the effectiveness of Governor's Executive Order 05-16 and an ongoing energy savings goal using 2005 as the base year.

RRO and MMD will continue to work together, integrating these goals into workplans and accounting for them in the FY 2007-08 biennial report. Admin looks forward to collaborating through its current partnerships and fostering new relationships on implementation of the State Resource Recovery Program goals. Admin's environmental partnerships will guide government's increasing efficiency and progress toward a more sustainable Minnesota.

PRODUCTS AND SERVICES SUMMARY LIST

MMD maintains a summary list of products and services that are available on state contracts to governmental purchasers. Known as the *Environmentally Preferable Goods and Services Available from State Contracts* list, it is included in Appendix B. Available to state agencies and Cooperative Purchasing Venture (CPV) members, these contracts allow purchasers to take advantage of the newest environmental research with minimal effort.

Contracts on the *Environmentally Preferable Goods and Services Available from State Contracts* list include items that are made of recycled materials, are remanufactured, or provide an environmental service. Each contract has at least one attribute that makes it more environmentally responsible than other common options. For comparison purposes, the list displays both the recycled content of the contract item and, when known, the recycled content standards of the United States Environmental Protection Agency.

Admin promotes environmentally preferable purchasing from this list through various outreach methods. MMD announces new contract opportunities on the environmental purchasing area of its web page, in fax broadcasts to customers, at quarterly procurement coordinator meetings and by integrating environmental topics into purchasing conferences and training. RRO also encourages government offices to purchase from this list through its promotional travel displays; distribution of copies of the list at meetings, conferences and training sessions; and by networking with customers.

PERFORMANCE TEST RESULTS

Below are examples of some performance tests. Performance testing can demonstrate that environmentally responsible products can meet the needs of the governmental entity.

The Plant Management Division of Admin tested a recycled paper content toilet tissue from a new manufacturer, placing the product in one of its buildings. This was a product test of a potential supplier, and of a product to be solicited on the next statewide contract for this product line.

MMD requires vendors to conduct product testing and to furnish proof of meeting various environmental standards. Some examples of product lines where this testing is required are furniture, laboratory testing equipment, grounds-keeping and cleaning supplies and herbicides.

On-going road deicing research by the Minnesota Department of Transportation is evaluating alternatives to sodium chloride (salt). Some of these products provide a new use for agricultural byproducts from corn and sugar beets. Alternative products, when mixed with salt or magnesium chloride, can reduce the need for deicing salt. They also tend to decrease surface corrosion on vehicles. MMD assists MnDOT with the purchase of these products for testing and use.

COOPERATIVE PURCHASING

The Cooperative Purchasing Venture (CPV) is an MMD program that offers public entity members the ability to purchase goods and services from State of Minnesota contracts. A total of 652 cities, townships, counties, school districts, regional entities, universities and colleges and other types of governmental offices participate in this program. CPV members are listed in Appendix C.

CPV participants benefit from using state contracts. Cost savings up to 75 percent may accrue from the purchase of these goods and services. Additionally, members reduce or eliminate time spent researching product specifications; enhance and simplify product selection; minimize time identifying new vendors; and reduce or eliminate the time and expense required to bid, award, process and maintain a contract.

Use of the Environmentally Responsible Products and Services listed in Appendix B is a significant benefit for CPV members. Other benefits include instruction, guidance, contract interpretation and access to contract information through MMD's website, www.mmd.admin.state.mn.us.

All governmental units are eligible for membership as defined in Minn. Stat. § 471.59:

> *The term "governmental unit" as used in this section includes every city, county, town, school district, independent nonprofit firefighting corporation, other political subdivision of this or another state, another state, the University of Minnesota, nonprofit hospitals licensed under sections 144.50 to 144.56, rehabilitation facilities and extended employment providers that are certified by the commissioner of employment and economic development, day training and habilitation services licensed under sections 245B.01 to 245B.08, and any agency of the state of Minnesota or the United States, and includes any instrumentality of a governmental unit. For the purpose of this section, an instrumentality of a governmental unit means an instrumentality having independent policy making and appropriating authority.*

The Cooperative Purchasing Venture annual membership fee of $500 was eliminated for Fiscal Year 2009. This eliminates a possible barrier to government entities from participating in the CPV program. Legislative changes in 2007 make CPV membership available to certain non-profits as well. This helps expand the state's collective purchasing on environmentally responsible products and services.

MMD's purchasing function can act across governmental boundaries as an enterprise service. By uniting in enterprise contracts and by doing as many enterprise-wide contracts as is feasible, MMD can maximize the purchasing that will assist in meeting the goals of the Resource Recovery program.

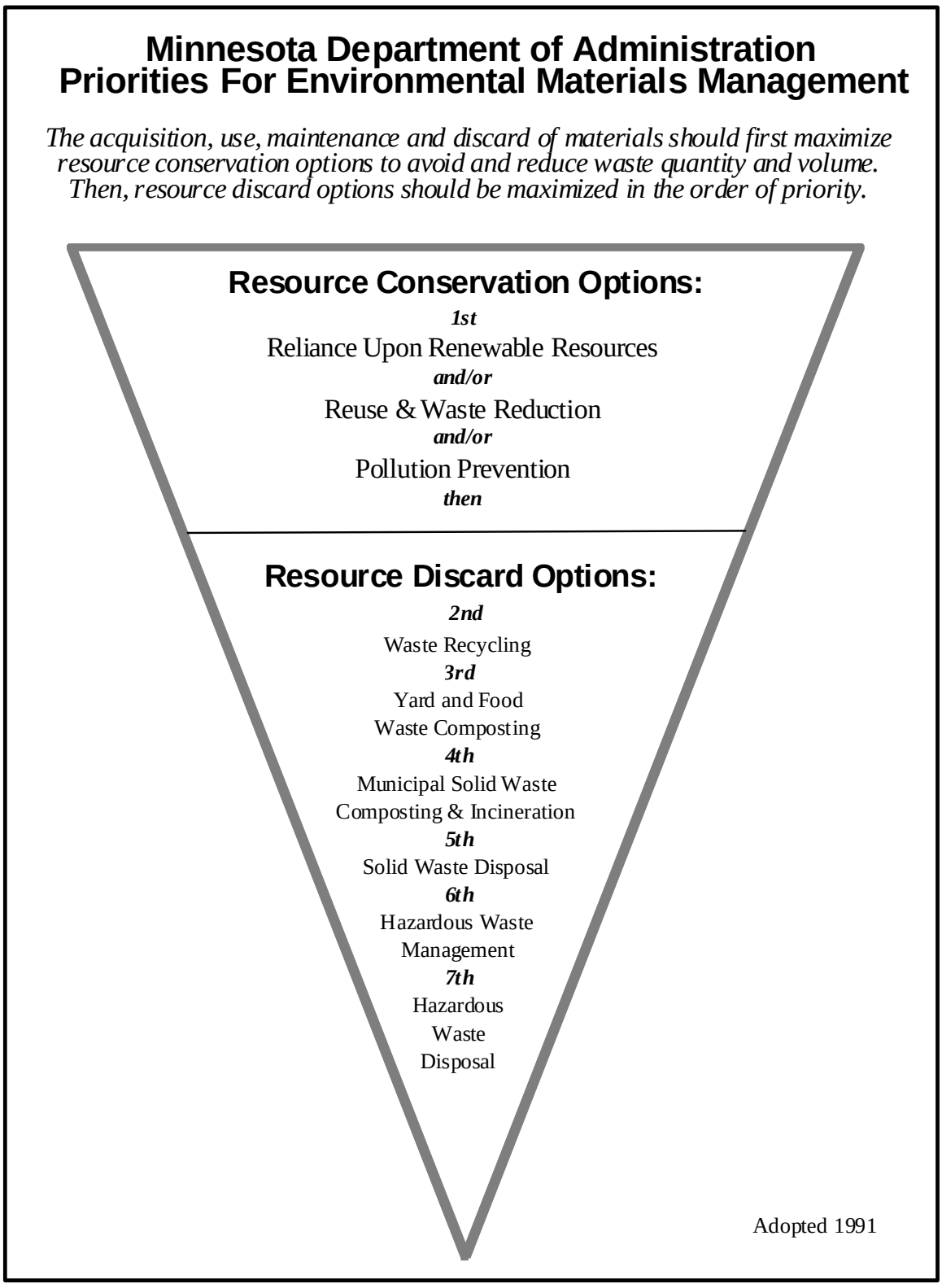
APPENDICES

APPENDIX A
Priorities for Environmental Materials Management

APPENDIX B
Environmentally Responsible Products and Services

APPENDIX C
Cooperative Purchasing Venture Members

APPENDIX A
Priorities for Environmental Materials Management



APPENDIX B
Environmentally Preferable Goods and Services

PRODUCT/SERVICE	ENV. CODE	MINNESOTA RC CONTENT	FEDERAL RC STANDARDS	BRANDS
ALUMINUM SUBSTRATE	EE/RC	NA	NA	MINNCOR
ATTENUATORS, ARROWBAORDS & CHANGEABLE MESSAGE SIGNS	EE	NA	NA	VARIOUS
AUTOMOBILES, VANS ALTERNATIVE FUEL (E-85) AND NON-ALTERNATIVE FUEL VEHICLES	RC	20% PC	NA	FORD, GM, CHRYSLER
AUTOMOBILES: POLICE PURSUIT	RC	20%	NA	CROWN VICTORIA
AUTOMOBILES: POLICE PURSUIT	RC	20%	NA	IMPALA
AUTOMOBILES: POLICE PURSUIT	RC	20%	NA	CHEVROLET TAHOE
AUTOMOBILES: POLICE PURSUIT	RC	20%	NA	DODGE CHARGER & MAGNUM
AUDIO-VIDEO EQUIPMENT	RC	100% RC	NA	MULTIPLE
BADGES: I.D. TAGS, NAME/DESKPLATES, WALL PLAQUES	PB	NA	NA	NA
BAGS: PLASTIC TRASH	RC	25% PC	10-100% PC	VARIOUS
BALLASTS: ELECTRONIC & ENERGY SAVING ELECTRO-MECHANICAL TYPES	EE	NA	NA	NA
BOXES: CORRUGATED	RC	60% PC	30% PC	NA
		100% PC	30% PC	NA
RECORD STORAGE BOXES	RC	35-50% PC	MA	NA
CLEANING SUPPLIES	LT	NA	NA	VARIOUS
CARPET - RECYCLED & RECYCLING OF	RC	NA	NA	VARIOUS

COMPUTERS: APPLE HW, SW, MAINT & PERIPHERIALS	EE	NA	NA	APPLE
COMPUTER DISKETTES	RC	30% PC	NA	IMATION
COMPUTERS: DELL, HW, SW, & MAINT PERIPHERIALS	EE	NA	NA	DELL & VARIOUS
COMPUTERS: GATEWAY HW, SW, MAINT. PERIPHERIALS	EE	NA	NA	GATEWAY & VARIOUS
COMPUTERS: HOWARD HW, SW MAINT & PERIPHERALS	EE	NA	NA	HOWARD
COMPUTERS: IBM HW, SW, MAINT & PERIPHERALS	EE	NA	NA	IBM
COMPUTERS: MPC HW, SW, MAINT. & PERIPHERALS	EE	NA	NA	MPC & VARIOUS
COMPUTER PRINTERS & RELATED SW	EE	NA	NA	KONICA MINOLTA
COMPUTER PRINTERS & RELATED SW	EE	NA	NA	KYOCERA MITA
COMPUTER PRINTERS & RELATED SW	EE	NA	NA	LEXMARK
COMPUTER PRINTERS & RELATED SW	EE	NA	NA	OKIDATA
COMPUTERS: LENOVO HW, SW, MAINT & PERIPHERALS	EE	NA	NA	LENOVO
COMPUTERS: SUN HW, SW, MAINT & PERIPHERALS	EE	NA	NA	SUN
COMPUTERS: HEWLETT PACKARD HW, SW, MAINT & PERIPHERIALS	EE	NA	NA	HP & VARIOUS
COMPUTERS: INSIGHT HW, SW & MAINT.	EE	NA	NA	VARIOUS
COMPUTERS: EN POINTE, HW, SW & MAINT.	EE	NA	NA	VARIOUS
COMPUTERS: COMPAR, HW.	EE	NA	NA	VARIOUS
COMPUTERS: SHI HW, SW & MAINT.	RK	NA	NA	VARIOUS

COMPUTERS: UNISYS HW, SW & MANT.	EE/EM/ RE	NA	NA	UNISYS
COPY EQUIPMENT RENTAL	EE	NA	NA	VARIOUS
COMPUTER PRINTERS & RELATED SW	EE	NA	NA	XEROX
COMPUTER MONITORS	EE	NA	NA	NEC
COMPUTER PRINTERS & RELATED SW	EE	NA	NA	INFOPRINT
CAFETERIA EXHAUST HOOD CLEANING	LT	NA	NA	NA
COMPUTER: SW, MAINT. & RELATED CONSULTING	RK	NA	NA	MCAFEE
COMPUTER: CHECKPOINT SECURITY PRODUCTS	EE RK	NA	NA	NA
DATA TRANSEIVERS	TO	NA	NA	NA
DATED PRODUCTS	RC	30% PC	30% PC	HOD/AT-A-GLANCE
DEICERS: CMA & ALTERNATES	PB,TO	20% PB	NA	NA
DENTAL LABORATORY SERIVICES	MU	NA	NA	NA
DESTRUCTION OF CONFIDENTIAL NON-PAPER DOCUMENTS	TO	NA	NA	NA
DIGITAL LICENSE PLATE & VALIDATION PROGRAM	LT/EE	NA	NA	3M
DIGITAL RECORDING SYSTEM FOR INMATE PHONES	EE	NA	NA	NA
ELECTRICAL SUPPLIES	EE/RK/ LT	NA	NA	NA
<u>ENVELOPES:</u>	RC			
JIFFY PADDED		62% PC	5 - 15% PC	NA
JIFFY LITE BUBBLE MAILERS		10% PC	10- 20% PC	
WHITE UNPRINTED		30% PC	10- 20% PC	
GLASSINE WINDOW		30% PC	10- 20% PC	
KRAFT UNPRINTED		20% PC	10- 20% PC	
<u>FILING SUPPLIES:</u>	RC			
FILE FOLDERS		10% PC	30% PC	ESSELTE
HANGING FOLDERS		10% PC	20% PC	SMEAD

RING BINDER INDEX		20% PC		KLEERFAX
INDEX CARD GUIDES		10% PC	20% PC	SMEAD
SHEET PROTECTORS		70% RC		C-LINE
FILE FOLDER INSERTS		10% PC		SMEAD
PORTFOLIO REPORT COVERS		10% PC	20% PC	SMEAD
CLASSIFICATION FOLDERS		25% PC	20% PC	SMEAD
FILE POCKETS, RED ROPE		10% PC	20% PC	SMEAD
PRESSBOARD REPORT COVERS		30% PC	20% PC	SMEAD
FILE POCKETS, MANILA		10% PC		SMEAD
FILM: 3M TRANSPARENCIES	RC	50/25% PC	NA	3M
FILTERS, HEATING & AC	RC	01/01/1900	NA	FLANDERS
FISH FOOD: SALMON & TROUT	LT	NA	NA	NA
FLASHLIGHTS, BATTERIES	LT	NO ADDED MERCURY	NA	RAYOVAC
FOOD SERVICE PRODUCTS: CUPS	RC	80/20% PC PHX	NA	SWEETHEART
FOOD SERVICE EQUIPMENT:	RC		NA	
RECYCLED ALUMINUM		25/0% PC		COMMERCIAL
RECYCLED STEEL		80/0% PC		VOLLRATH
RECYCLED STEEL		25/0% PC		BLOOMFIELD
FREIGHT PACKAGING	RC	1% PC	NA	NA
FURNITURE: PANEL REUPHOLSTER	RB	NA	NA	VARIOUS
FURNITURE, CASE GOODS	RC	25%	NA	STEELCASE
FURNITURE: REUPHOLSTER	RE	NA	NA	VARIOUS
FURNITURE: FREESTANDING	RC	30%	NA	KRUEGER INT'L
FURNITURE: RECONFIGURATION AND CLEANING	RB	NA	NA	NA
FURNITURE: ADJUSTABLE HEIGHT WORK SURFACE	RC	85% PC	NA	STEELCASE
FURNITURE: SEATING	RC	40% PC		HAYWORTH
		40% PC		GRAHL
		50% PC		ALLSEATING
		22% PC		HERMAN MILLER

		50% PC 1% PC 1% PC		STEELCASE BODYBUILT SIT-ON-IT
FURNITURE: LIBRARY & SCHOOL	RB	95% PC	NA	MINNCOR
FURNITURE: REMANUFACTURED STEELCASE	EM MU	80% PC	NA	STEELCASE
FURNITURE: REMANUFACTURED KRUEGER INTERNATIONAL	MU	90%	NA	KRUEGER INT'L
FURNITURE: NEW HERMAN MILLER SYSTEMS	RC	90% PC	NA	HERMAN MILLER
FEMMININE PRODUCTS FOR DISPENSERS	RK	NA	NA	VARIOUS
FUEL: BIODIESEL PRODUCTS	PB/LT	NA	NA	VARIOUS
GAS; REFRIGERANT	TO	NA	NA	NA
GAS: PROPANE, L. P.	EE	NA	NA	VARIOUS
GLASS BEADS FOR TRAFFIC PAINT	RC	NA	NA	NA
HAZARDOUS SPILL: EMERGENCY RESPONSE, FULL SERVICE	TO	NA	NA	NA
HAZARDOUS WASTE MGMT.	TO	NA	NA	NA
HAZARDOUS MATERIALS: COMPUTER/ ELECTRONICS RECYCLING & WASTE MANAGEMENT	TO	NA	NA	NA
HAZARDOUS WASTE MGMT. Mn/DOT	TO	NA	NA	NA
HAZARDOUS SPILL: EMERGENCY RESPONSE, LIMITED SERVICE	TO	NA	NA	NA
HAZ. WASTE: FLUORESCENT AND HID LAMP RECYCLING	TO	NA	NA	NA
HAZ. WASTE: USED OIL SORBENT & FILTER MANAGEMENT	TO	NA	NA	NA
HAZARDOUS MATERIALS: USED OIL FILTER, SORBENT, & ANTIFREEZE MGMT	TO	NA	NA	NA

INDUSTRIAL SUPPLIES & EQUIP, JANITORIAL SUPPLIES & EQUIP	EE	NA	NA	NA
LAMPS: FLUORESCENT, INCANDESCENT, HID	EE, LT	ENERGY EFFICIENT LOW MERCURY	NA	VARIOUS
LIGHTING -LED EMERGENCY LIGHTING FOR PATROL VEHICLES	EE	NA	NA	VARIOUS
LIGHTING: ROADWAY LUMINAIRES	RC	NA	NA	NA
LINEN SERVICE - MNAANG, MSP AIRPORT	MU	NA	NA	NA
LINEN SERVICE: TOWELS/ENTRANCE MATS/MOPS	US	NA	NA	VARIOUS
LAUNDRY/LINEN/RENTAL SERVICE: EVELETH MENTAL HEALTH - DHS	MU	NA	NA	NA
LAUNDRY/LINEN/RENTAL SERVICE: ROCHESTER DHS, CBHH	MU	NA	NA	NA
LUBRICATING OILS	RC, EE	50% RE-REFINED	25% RE-REFINED	UNITED
MATTING: PURCHASE not rental, ENTRANCE, ANTI-FATIGUE	MU	NA	NA	VARIOUS
MAILING EQUIPMENT & SUPPLIES NEW EQUIPMENT LEASES	RC, EE	20% RC 40% RC	NA NA	PITNEY BOWES NEOPOST
MEDICAL RECORDS, DOC	RC	60% PC	NA	VARIOUS
N-PROPYL BROMIDE 1-1-1 TRICHLORO-ETHANE REPLACEMENT	TO	NA	NA	NA
OIL: RE-REFINED OIL CHANGE	RC	50% RE-REFINED	25% PC	VARIOUS
OFFICE PRODUCTS: WHOLESALE CATALOG PROGRAM (FIRST CHOICE)	RC	1500 ITEMS RC 10-50% PC	VARIOUS	VARIOUS
PAPER: 25%COTTON BOND	RC	30% PC	NA	C.J. DUFFEY PAPER
OFFICE SUPPLIES: DATA BINDERS	RC	50% PC	20% PC	VARIOUS
OFFICE SUPPLIES: POST-IT NOTES & FLAGS	RC	20% PC	NA	3M

OFFICE SUPPLIES: RC PENCILS	RC	100% PC	NA	FABER
OPERATION & MAINTENANCE OF CLOSED LANDFILLS	TO	NA	NA	NA
PAINT: SOLVENT-FREE - LOW VOC	LT	NA	NA	SHERWIN-WILLIAMS
PAPER: TOWELS, TISSUE, & NAPKINS	RC	90-95% PC	5-40% PC	FORT JAMES
PAVEMENT MARKING MATERIALS	LT	NA	NA	NA
PLANTS: NATURE - DNR	PB	NA	NA	NA
PLANT STOCK: TREES, SHRUBS, VINES, GRASSES, RUSHES, SEDGES, & RELATED	PB	NA	NA	NA
PRINTING & MAILING: MN CONSERVATION VOLUNTEER MAGAZINE - DNR	RC	30% RC	30% PC	NA
PAPER: COPY	RC	30% PC	30% PC	REPRO PLUS BRITE
PAPER: COPY, PROCESS CHLORINE-FREE	RC	100% PC	30% PC	NEW LIFE DP100
PAPER: COPY COLORS	RC	30% PC	30% PC	COPYRITE
PAPER: LASER (NEW ITEM FOR FY03)	RC	30% PC	30% PC	EASTERN PRISTINE & REPRO PLUS BRITE
PAPER: MISCELLANEOUS	RC			
INDEX, 8-1/2 x 11, 110 lb.		20-30% PC	20% PC	WAUSAU
BLOTTING		30% PC	NA	FIBER WORK
KRAFT WRAP		UP T0 100% PC	5-20% PC	IVEX
THEME		40% PC	NA	PACON & MEAD
RECYCLED RULED PADS		10-30% PC	NA	VARIOUS
SCRATCH PADS		30% PC	NA	VARIOUS
POSTER BOARD		30% PC	NA	VARIOUS
LOOSELEAF FILLER PAPER		30% PC	NA	AMPAD
PENS: REFILLABLE STICK	TO	NA	NA	PAPERMATE
PLUMBING SUPPLIES	RC	50% STEEL/CAST IRON	NA	WARD
		30% COPPER		MUELLER/GOODIN

PRINTING: FULL SERVICE	RC	30% PC	30% PC	NA
PRINTED SELF-MAILER, CONTINUOUS FORM WARRANTS	RC	10% PC	NA	NA
PRINTED WINDOW ENVELOPES	RC	30% PC	30% PC	NA
PRINTED ENVELOPES <5000	RC	30% PC	30% PC	NA
PRINTING: MN VOLUNTEER	RC	50/10% PC	10% PC	NA
PRINTED CONTINUOUS FORMS - DHS	RC	50/10% PC	30% PC	NA
PRINTED WINDOW ENVELOPES - DHS	RC	50/20% PC	30% PC	NA
PRINTING & MAILING TAX FORMS	RC	10% PC	10% PC	NA
PRINTING: MINNCOR OVERLOAD PHOTOCOPYING	RC	30% PC	NA	NA
PRINTER PAPER: CONTINUSOUS ROLL STOCK	RC	30% PC	NA	NA
PRINTING: CHILD SUPPORT & MAKIS WARRANT STOCK	RC	30% PC	NA	NA
PRINTING: WORKFORCE CNTRS NEWSLETTER CAREER CONNECTION - DEED	MU	30% PC	NA	NA
PRINTING: MN AERONAUTICAL CHARTS - Mn/DOT AERONAUTICS	RC	30% PC	NA	NA
PRINTING: 2008 CITATIONS HENN. COUNTY COURTS	MU	30% PC	NA	NA
PRINTING: ANNUAL STATEMENT	RC	30% PC	NA	NA
PRINTING: BALLOTS - MSRS	MU	30% PC	NA	NA
PRINTING: VOTER REGISTRATION GUIIDE SECRETARY OF STATE	MU	30% PC	NA	NA
PRINTER CARTRIDGES	EM	REMAN.	REMAN.	NA
PAPER: ADDING MACHINE ROLLS	RC	30% PC	30% PC	NCR
RADIOS: VHF BASE STATION EQUIP - DNR	EE	NA	NA	

RAGS: CLOTH WIPING	TO	NA	NA	NA
REMANUFACTURED: ALTERNATOR	EM	50% REMAN.	NA	DELCO
SAMPLING & LAB ANALYSIS - FULL SERVICE SAMPLING & LAB ANALYSIS - LTD SERVICE	TO	NA	NA	NA
SEEDS: NATIVE PRAIRIE HARVEST	PB	NA	NA	NA
NATIVE SEED BLENDING	PB	NA	NA	NA
SERVICE: AQUEOUS PARTS WASHERS	LT,PB, RC/WC	NA	NA	NA
BIOMEDICAL EQUIP MAINT & REPAIR - MCF	RE	NA	NA	NA
SERVICE: CABLE TV - MCF RED WING	EE	NA	NA	
SERVICE: MAINT. & TECH SUPPORT - LAB EQUIP - DEPT OF AG	RE	NA	NA	NA
SERVICE: PMO REPAIR OF R.D./D.I. H2O SYS	RE	NA	NA	NA
SERVICE, LAB, WATER ANALYSIS FOR TRACE METALS	TO	NA	NA	NA
SERVICE, LAB, ANALYSIS, BACTERIA	TO	NA	NA	NA
SHREDDING: CONFIDENTIAL RECORDS	TO	NA	NA	NA
MN STATE SEAL	PB			
SERVICE: NATIVE PLANT COMMUNITY RESTORATION & MANAGEMENT	PB,WC	NA	NA	VARIOUS
TIRES: RETREAD	RC	100%	SPEC ZZ-T-381	BANDAG
TRACTORS, SUB COMPACT UTILITY, COMPACT UTILITY AND ATTACHMENTS	TO	NA	NA	KUBOTA
TRACTORS, SKID STEER AND ATTACHMENTS	RC	NA	NA	BOBCAT
TRACTORS, SKID STEER AND ATTACHMENTS	TO	NA	NA	JOHN DEERE
TRACTOR, 4WD MUNICIPAL UTILITY	RC	30-50%	NA	AEBI

	EE			
TRACTOR, 4WD MUNICIPAL UTILITY	RC	24%	NA	BOBCAT
TRAFFIC CONTROL MATERIALS & RELECTIVE SHEETING	RC	NA	NA	NA
TREE MARKING INK & PAINT	LT			VARIOUS
TRUCKS 4x2, 4x4	RC	20% PC	NA	FORD, GMC & DODGE
TRUCKS : CHASSIS CABS	RC	20% PC	NA	FORD, GMC & DODGE
WASTE CONTAINERS: RECYCLING	RC	20% PC	20-100% PC	RUBBERMAID
WASTE DISPOSAL: INFECTIOUS AND CONFIDENTIAL DOCUMENTS	TO	NA	NA	NA
WASTE PAPER RECYCLING: DULUTH GOV. OFFICES	TO	NA	NA	NA
VENDING MACHINE SALES & SERIVCE MCF - RUSH CITY	EE	NA	NA	NA
WASTE PAPER SALES: METRO	TO	NA	NA	NA
WASTE TIRE: HAULING/DISPOSAL	TO	NA	NA	NA
EDIBLE FOOD WASTE DISPOSAL - MCFs: STILLWATER, OAK PARK HEIGHTS, RUSH CITY, LINO LAKES, SHAKOPEE, ST. CLOUD	RC	100%	NA	NA
VENDING MACHINE SALES & SERIVCE MCF - RUSH CITY	EE	NA	NA	NA
WASTE: TRANSPORTATION & RECYCLING OF ALUMINUM,STEEL, GLASS & PLASTIC BOTTLES & CONTAINERS	TO	.	NA	NA
MCF-ST. CLOUD BIOHAZARDOUS WASTE CLEANUP, DEPT OF CORRECTIONS	TO	NA	NA	NA
WASTE AND RECYCLING FOR RESOURCE MANAGEMENT	TO	NA	NA	NA

APPENDIX C
Cooperative Purchasing Venture Members

CITIES

City of Ada
City of Albert Lea
City of Albertville
City of Alexandria
City of Annandale
City of Anoka
City of Apple Valley
City of Arden Hills
City of Aurora
City of Austin
City of Backus
City of Baudette
City of Baxter
City of Bayport
City of Becker
City of Bemidji
City of Benson
City of Big Falls
City of Big Lake
City of Bigfork
City of Blaine
City of Bloomington
City of Blue Earth
City of Bovey
City of Braham
City of Brainerd
City of Breckenridge
City of Breezy Point
City of Brooklyn Center
City of Brooklyn Park
City of Browerville
City of Buffalo
City of Burnsville
City of Caledonia
City of Cambridge
City of Cannon Falls
City of Carver
City of Cass Lake
City of Centerville
City of Chanhassen
City of Chaska
City of Chatfield
City of Chisago City
City of Chisholm
City of Circle Pines
City of Clear Lake
City of Clearwater
City of Commerce
City of Coon Rapids
City of Cottage Grove
City of Crosby
City of Crosslake
City of Crystal
City of Dayton
City of Deephaven
City of Deer River
City of Delano
City of Delavan
City of Detroit Lakes
City of Dilworth
City of Dodge Center
City of Duluth
City of Dundas
City of Eagan
City of East Bethel
City of East Grand Forks
City of Eden Prairie
City of Edina
City of Elk River
City of Elko New Market
City of Emily
City of Erskine
City of Eyota
City of Fairfax
City of Fairmont
City of Fargo
City of Faribault
City of Farmington
City of Federal Dam
City of Fergus Falls
City of Finlayson
City of Forest Lake
City of Fridley
City of Golden Valley
City of Grand Rapids
City of Hackensack
City of Hallock
City of Ham Lake
City of Hanover
City of Harmony
City of Hector
City of Hermantown
City of Hialeah
City of Hibbing
City of Independence
City of International Falls
City of Inver Grove Heights
City of Ironton
City of Isanti
City of Jamestown
City of Janesville
City of Kasson
City of Kentwood
City of Kenyon
City of Kimball
City of LaCrescent
City of Lake City
City of Lake Crystal
City of Lake Elmo
City of Lake Park
City of Lakeville
City of Lamberton
City of Lanesboro
City of LaPrairie
City of Le Center
City of Le Sueur
City of Lewiston
City of Lexington
City of Lincoln
City of Lindstrom
City of Lino Lakes
City of Litchfield
City of Little Canada
City of Little Falls
City of Long Lake
City of Long Prairie
City of Madison
City of Madison Lake
City of Mahnomen
City of Mahtomedi
City of Mandan
City of Mankato
City of Maple Grove
City of Maple Plain
City of Maplewood
City of Marble
City of Marshall
City of Maynard
City of Mazeppa
City of McGregor
City of McIntosh

City of Cloquet
City of Cohasset
City of Cokato
City of Columbia Heights
City of Columbus
City of Minnetrista
City of Montevideo
City of Monticello
City of Montrose
City of Moorhead
City of Morris
City of Morristown
City of Mound
City of Mounds View
City of Mountain Iron
City of Nashwauk
City of New Brighton
City of New Prague
City of New Ulm
City of Nisswa
City of North Branch
City of North Mankato
City of North St Paul
City of Northfield
City of Oak Grove
City of Oak Park Heights
City of Oakdale
City of Orono
City of Oronoco
City of Ortonville
City of Osseo
City of Otsego
City of Owatonna
City of Paynesville
City of Pelican Rapids
City of Pequot Lakes
City of Perham
City of Pine Island
City of Pine River
City of Plainview
City of Plymouth
City of Princeton
City of Prior Lake
City of Proctor
City of Ramsey
City of Red Wing
City of Redwood Falls
City of Remer
City of Richfield
City of Hinckley
City of Hokah
City of Hopkins
City of Hoyt Lakes
City of Hugo
City of Rosemount
City of Roseville
City of Rush City
City of Sartell
City of Sauk Centre
City of Sauk Rapids
City of Savage
City of Scanlon
City of Seattle
City of Shafer
City of Shakopee
City of Sherburn
City of Shoreview
City of Shorewood
City of Sleepy Eye
City of South St Paul
City of Spring Grove
City of Spring Lake Park
City of Spring Park
City of Spring Valley
City of St Cloud
City of St Francis
City of St James
City of St Louis Park
City of St Michael
City of St Paul Park
City of St Paul/Ramsey County Joint Purchasing
City of St Peter
City of Staples
City of Stewartville
City of Stillwater
City of Taylors Falls
City of Thief River Falls
City of Tonka Bay
City of Two Harbors
City of Vadnais Heights
City of Virginia
City of Wabasha
City of Waconia
City of Wadena
City of Waite Park
City of Walker
City of Warroad
City of Waseca
City of Medina
City of Melrose/Melrose Public Utilities
City of Mendota Heights
City of Minneapolis
City of Minnetonka
City of Willmar
City of Winnebago
City of Winona
City of Woodbury
City of Worthington
City of Zimmerman
City of Zumbrota

COUNTIES

County of Aitkin
County of Anoka
County of Becker
County of Beltrami
County of Benton
County of Big Stone
County of Blue Earth
County of Brown
County of Carlton
County of Carver
County of Cass
County of Charles
County of Chippewa
County of Chisago
County of Clay
County of Clearwater
County of Cook
County of Cottonwood
County of Crow Wing
County of Dakota
County of Dodge
County of Douglas
County of Fillmore
County of Freeborn
County of Goodhue
County of Grant
County of Hennepin
County of Houston
County of Hubbard
County of Isanti
County of Itasca
County of Jackson
County of Kanabec
County of Kandiyohi
County of Kittson

City of Robbinsdale
City of Rochester
City of Rockford
City of Rockville
City of Rogers
City of Roseau
City of Wayzata
City of West Concord
City of West St Paul
City of Westbrook
City of Wheaton
City of White Bear Lake
County of Koochiching
County of Lac qui Parle
County of Lake
County of Lake of the Woods
County of Le Sueur
County of Lincoln

COUNTIES

County of Lyon
County of Mahnomen
County of Marshall
County of Martin
County of McLeod
County of Meeker
County of Mille Lacs
County of Milwaukee
County of Morrison
County of Mower
County of Murray
County of Nicollet
County of Nobles
County of Norman
County of Olmsted
County of Otter Tail
County of Palm Beach
County of Pennington
County of Pierce
County of Pine
County of Pipestone
County of Polk
County of Pope
County of Red Lake
County of Redwood
County of Renville
County of Rice
County of Rock
County of Roseau
County of San Diego
County of Scott
County of Sherburne
County of Sibley
County of St Croix
County of St Louis
County of Stearns
County of Steele
County of Swift
County of Todd
County of Traverse
County of Wabasha
County of Wadena

SCHOOL DISTRICTS

Blue Sky Charter School #4082
East Metro Integration District #6067
Independent School District #1
Independent School District #1
Independent School District #11
Independent School District #110
Independent School District #111
Independent School District #113
Independent School District #118
Independent School District #13
Independent School District #138
Independent School District #139
Independent School District #15
Independent School District #152
Independent School District #16
Independent School District #162
Independent School District #173
Independent School District #177
Independent School District #191
Independent School District #192
Independent School District #194
Independent School District #196
Independent School District #199
Independent School District #200
Independent School District #204
Independent School District #213
Independent School District #2144
Independent School District #2165
Independent School District #2168
Independent School District #2170
Independent School District #22
Independent School District #2364
Independent School District #2365
Independent School District #239
Independent School District #2397
Independent School District #241
Independent School District #255
Independent School District #256
Independent School District #2609
Independent School District #2687
Independent School District #271
Independent School District #273
Independent School District #2860
Independent School District #287
Independent School District #2895
Independent School District #294
Independent School District #306
Independent School District #308
Independent School District #31
Independent School District #316
Independent School District #317
Independent School District #318
Independent School District #319
Independent School District #32
Independent School District #347
Independent School District #36
Independent School District #361
Independent School District #381
Independent School District #4
Independent School District #404
Independent School District #413
Independent School District #466
Independent School District #47
Independent School District #473
Independent School District #497
Independent School District #499
Independent School District #51
Independent School District #531
Independent School District #534
Independent School District #535
Independent School District #549
Independent School District #550
Independent School District #553
Independent School District #564
Independent School District #577
Independent School District #595
Independent School District #6
Independent School District #621
Independent School District #622
Independent School District #623
Independent School District #624
Independent School District #625
Independent School District #656
Independent School District #659

County of Waseca
County of Washington
County of Watonwan
County of Wilkin
County of Winona
County of Wright
County of Yellow Medicine

Independent School District #2759
Independent School District #276
Independent School District #277
Independent School District #278
Independent School District #279
Independent School District #280
Independent School District #281
Independent School District #282
Independent School District #283
Independent School District #286

Independent School District #690
Independent School District #696
Independent School District #700
Independent School District #704
Independent School District #709
Independent School District #716
Independent School District #719
Independent School District #720
Independent School District #721
Independent School District #727

SCHOOL DISTRICTS

Independent School District #728
Independent School District #738
Independent School District #742
Independent School District #745
Independent School District #761
Independent School District #769
Independent School District #777
Independent School District #831
Independent School District #832
Independent School District #833
Independent School District #834
Independent School District #84
Independent School District #861
Independent School District #876
Independent School District #877
Independent School District #885
Independent School District #91
Independent School District #911
Independent School District #916
Independent School District #95
Independent School District #97
Independent School District #99
Minn River Valley Special Ed Coop #993
Northwest Passage High School #4049
Prairie Seeds Academy #4126
Rochester Off Campus Charter School #4056
Southside Family Charter School #4162
West Metro Education Program #6069

TOWNSHIPS

Township of LeRay
Township of Linwood
Township of Lone Pine
Township of Loon Lake
Township of Monticello
Township of Moose Lake
Township of Nashwauk
Township of New Market
Township of Parnell
Township of Ponto Lake
Township of Powers
Township of Preble
Township of Roosevelt
Township of Shamrock
Township of Shingobee
Township of Silver Creek
Township of Spang
Township of Sylvan
Township of Trout Lake
Township of Turtle Lake
Township of Wabedo
Township of White

MN STATE COLLEGES & UNIVERSITIES

Alexandria Technical College
Anoka Ramsey Community College
Anoka Technical College
Bemidji State University
Central Lakes College
Dakota County Technical College

MN STATE COLLEGES & UNIVERSITIES

Ridgewater College
Riverland Community College
Rochester Comm & Tech College
South Central College
Southeast Technical College
Southwest State University
St Cloud State University
St Cloud Technical College
St Paul College
System Office
Vermilion Community College
Winona State University

HIGHER EDUCATION

Augsburg College
Bethel University
Carleton College
College of St Scholastica Inc
College of Visual Arts
Gustavus Adolphus College
Leech Lake Tribal College
Minneapolis College of Art & Design
University of Minnesota - Purchasing Srvs

EDUCATION

Bethlehem Academy
Lakeview Ranch Innovative Dementia Care Foundation
St Paul Academy & Summit School
Transfiguration School

FIRE

Township of Albion
Township of Angus
Township of Baldwin
Township of Birch Creek
Township of Chatham
Township of Cokato
Township of Concord
Township of Corinna
Township of Crooked Lake
Township of Crosby
Township of Fanny
Township of Fillmore
Township of Franconia
Township of Franklin
Township of Harris
Township of Higdem
Township of Isanti
Township of LaGrand

GOVERNMENT SERVICES

Duluth Seaway Port Authority
Housing & Redevelopment Authority of Duluth
Metro Council
Metropolitan Airports Commission
Metropolitan Mosquito Control District
Minneapolis Public Housing Authority
Public Housing Agency of the City of St Paul
Three Rivers Park District
Western Lake Superior Sanitary District

COUNTY SERVICES

Carver County CDA
Dakota County Community Development Agency
Human Services of Faribault & Martin County
Jackson County DAC
Mille Lacs County Area DAC

Fond du Lac Tribal & Comm Coll.
Hennepin Technical College
Hibbing Community College
Inver Hills Community College
Itasca Community College
Lake Superior College
Mesabi Range Comm & Tech Coll.
Metropolitan State University
Minn. State University Moorhead
Minneapolis Comm & Tech Coll.
Minnesota State University Mankato
MN State Comm & Tech College
MN West Comm & Tech College
North Hennepin Comm College
Normandale Community College
Northeast Service Unit
Northland Comm & Tech College
Pine Technical College

WATER DISTRICTS & SYSTEMS

Albuquerque Bernalillo County Water Utility Authority
East Otter Tail Soil & Water Conservation District
Fillmore Soil & Water Conservation District
Lincoln Pipestone Rural Water System
Marshall & Polk Rural Water System
Minnesota Rural Water Association
Mississippi Watershed Management Organization
Ramsey/Washington Metro Watershed District
Red Rock Rural Water System
Two Rivers Watershed District

PUBLIC UTILITIES

Alexandria Light and Power
Arrowhead Regional Development Comm
Dakota Communications Center
Delano Municipal Utilities

South Metro Fire Dept
Spring Lake Park Fire Dept
St. Peter Volunteer Fire Department

POLICE

Lakes Area Police
South Lake Minnetonka Police
West Hennepin Public Safety Dept

TRANSPORTATION

Gold Coast Transit
Metro Bus
Minnesota Valley Transit Authority
Rochester City Lines
Skagit Transit
Southwest Transit
Tahoe Transportation District
Virginia Regional Transit

MISCELLANEOUS

Boys and Girls Clubs of the Twin Cities
Brainerd Lakes Area Chamber of Commerce Education Assoc
Ecumen
Floodwood Services & Training Inc
Girl Scouts of Eastern Missouri Inc
Girl Scouts of Minnesota & Wisconsin River Valleys
Hennepin South Services Collaborative
LOGIS
Midway Training Services
Northwest Service Cooperative
Opportunity Services
Options Inc
Pine Habilitation & Supported Employment Inc (PHASE)
Pioneer Resources
Planned Parenthood MN ND SD
Rise Inc
Riverview Healthcare Association

MEDICAL

Children's Healthcare

Children's West

Regina Medical Center

Regions Hospital

Rice Memorial Hospital

St Josephs Medical Center

Hibbing Public Utilities

Hutchinson Utilities Commission

North Suburban Communications Commission

Pine River Area Sanitary District

Ramsey/Washington Suburban Cable Commission

Southern Minnesota Municipal Power Agency

Wells Public Utilities

Semcac

State of North Dakota - Adjutant General's Office

United States Postal Service

Wacosa

YMCA of Greater St Paul