



February 07, 2019

The Honorable Eric Pratt, Chair  
Senate Jobs and Economic Growth  
Finance Committee  
3219 Minnesota Senate Building  
Saint Paul, MN 55155

The Honorable Bobby Champion, Ranking Member  
Senate Jobs and Economic Growth  
Finance Committee  
2303 Minnesota Senate Building  
Saint Paul, MN 55155

The Honorable Tim Mahoney, Chair  
Job Growth and Energy Affordability  
Policy and Finance Committee  
365 State Office Building  
Saint Paul, MN 55155

The Honorable Bob Gunther, Ranking Member  
Job Growth and Energy Affordability  
Policy and Finance Committee  
277 State Office Building  
Saint Paul, MN 55155

Dear Committee Chairs and Ranking Minority Members:

The attached report as required in Minnesota Statutes 16C.155 "Janitorial Contracts; Rehabilitation Programs and Extended Employment Providers," is respectfully submitted on behalf of the Department of Administration.

Please contact my office if you have any questions or need assistance.

Sincerely,

Commissioner Alice Roberts-Davis  
Minnesota Department of Administration

Attachment

CC: Legislative Reference Library (2)

**Fiscal Year 2018**

**Report Required by Minn. Stat. § 16C.155**

**Value of Contracts for Specified Services**

Service	UNSPSC	Total Spent	DEED/DHS Provider Total	DEED/DHS Provider %
Janitorial Services* Cleaning Services, Building/Domestic Maintenance	76111501	\$1,684,863	\$571,926	33.9%
Document Imaging and Scanning Imaging Services/Scanning Services	81112005	\$292,073	\$113,592	38.9%
Document Shredding Destruction Services, Business Records	80161508	\$155,144	\$51,486	33.2%
Mailing, Collating, & Sorting Services** Mailing/Collating/Sorting Services (without printing)	80141800	unknown	unknown	unknown

The data source for this report is the Statewide Integrated Financial Tools (SWIFT) system. Purchases in SWIFT are categorized by the purchasers into one of more than 50,000 possible commodity codes (UNSPSC codes). A review of the SWIFT data has revealed issues with incorrectly coded purchases.

The Office of State Procurement (OSP) analyzed line items with relevant commodity codes in an attempt to improve the accuracy of this report. Items which were clearly miscoded or inapplicable were removed, as were items showing government entities as the vendor. The numbers in this report should be considered the Department of Administration’s best estimate of executive branch spending.

\*This data excludes services performed for MnDOT by Greenview Inc., a company which provides “employment of needy, elderly persons” pursuant to Minn. Stat. § 160.282.

\*\* The unknown expenditure on mailing, collating, and sorting services is a result of the UNSPSC code being broad and including many functions that are not related to the services provided by DEED/DHS certified providers. The code fails to distinguish between mail services, shipping, postage, etc. and the tasks that DEED/DHS certified providers perform. As a result, the spending is hidden within the other tasks under the UNSPSC code.