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February 5, 2021

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

The Honorable Bobby Joe Champion,  
Ranking Member  
Jobs and Economic Growth  
Finance and Policy Committee  
2401 Minnesota Senate Building  
Saint Paul, MN 55155

The Honorable Mohamud Noor, Chair  
Workforce and Business Development Finance  
and Policy Committee  
379 State Office Building  
Saint Paul, MN 55155

The Honorable Rod Hamilton, Ranking Member  
Workforce and Business Development Finance  
and Policy 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,

A handwritten signature in black ink that reads 'ARobertsDavis'.

Alice Roberts-Davis  
Commissioner

Attachment

CC: Legislative Reference Library (2)

## Janitorial Contracts; Rehabilitation Programs and Extended Employment Providers

Fiscal Year 2020

Report Required by Minnesota Statute § 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	\$1,838,356	\$352,519	19.2%
Document Imaging and Scanning Imaging Services/Scanning Services	81112005	\$256,470	\$0	0%
Document Shredding** Destruction Services, Business Records	80161508	\$159,966	\$563	0.4%
Mailing, Collating, & Sorting Services*** Mailing/Collating/Sorting Services (without printing)	80141800	<\$1,000	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).

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 decrease of DEED/DHS provider spending is primarily due to a contractor that discontinued shredding services. No other DEED/DHS providers responded to the most recent master contract solicitation posted by OSP. OSP continues to promote the use of DEED/DHS providers through its policies and training events.

\*\*\* 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.