
ADDENDUM NO. 04 TO

REQUEST FOR PROPOSAL (RFP) FOR CONSTRUCTION MANAGER AS CONSTRUCTOR AT RISK (CMAR), FOR A GUARANTEED MAXIMUM PRICE (GMP)

Monday, August 11, 2025

ARCHITECT PROJ. NO.: 23008.003

PROJECT:
Nova Classical Academy
Building Improvements and Expansion Project

ARCHITECT:
Bloom Hay Dobbs
2324 University Ave W, Suite 200
Saint Paul, MN 55114

OWNER:
The Friends of Nova Classical Academy

This Addendum is issued to modify, interpret or supplement the Bidding Documents and is hereby made a part of the Request for Proposal (RFP) Documents. Please acknowledge the number of this Addendum in your Proposal. Incorporate the Addendum into the RFP and its exhibits, attachments, and documents even where not directly referenced.

I. GENERAL

Make the following changes to the RFP and include the enclosed Attachments, Exhibits, and Additional Documents. Enclosed documents may not be attached in the order reflected below.

Note: There have been four (4) Addenda issued. Acknowledge receipt of Addenda #1, #2, #3, and #4 on your Proposal and incorporate each into your Proposal.

A. RFP AND PROPOSAL SCHEDULE CHANGES

Note: The Proposal Due Date is unchanged from the due date indicated in Addendum #02: Proposals are due, August 29th at 3pm CST, by the procedure indicated in the original RFP - via email and hard copy.

The RFP schedule is modified as follows:

- Addenda may be issued through Monday, August 18, 2025.
- The date for Questions has been extended. Questions are due by Thursday, August 14, 2025.

B. RFP SECTION 2: CONTRACT REQUIREMENTS

Nova Classical Academy is funding the Project by partnering with the City of St. Paul (City Council and Housing and Redevelopment Authority/HRA) to issue conduit revenue bonds (subject to their approval). The enclosed documents include requirements imposed by the City of St. Paul, applicable to Nova Classical Academy's subsequent contract(s), the CMAR contract, and subsequent subcontracts, due to the City's pass-through bond issuance requirements. These requirements are applicable for all agreements under the CMAR's scope. These will be included in and required in the subsequent CMAR Agreement with Nova Classical Academy. Failure to meet the Contract Requirements indicated below will be a material breach of the subsequent Agreement between the CMAR and Nova Classical Academy.

ARCHITECT: BLOOM COMPANIES, LLC / BLOOM HAY DOBBS

BY: JULIA ROESSLER, PROJECT MANAGER

ADDENDUM NO. 02 TO NOVA CLASSICAL ACADEMY'S
REQUEST FOR PROPOSAL (RFP) FOR CONSTRUCTION MANAGER AS CONSTRUCTOR AT RISK (CMAR),
FOR A GUARANTEED MAXIMUM PRICE (GMP)

Note: For clarification, the language in the City documents enclosed does not directly correspond to definitions and terms in the RFP. If Proposer has questions regarding the applicability of any requirements in the attached, submit questions no later than the date indicated in this addendum.

1. **RFP SUB-SECTION - CONTRACTING, GENERAL AND OWNER'S SUPPLEMENTARY CONDITIONS OF THE CONTRACT.** The enclosed attachments and related requirements apply to the CMAR's subsequent Agreement(s) with Nova Classical Academy, and are incorporated into the RFP Solicitation Documents, Contract Requirements, and the GMP.
 - a. **CITY OF ST. PAUL - AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY (AA/EEO)**, 13 pages, attached: The enclosed Affirmative Action / Equal Employment Opportunity requirements apply to the CMAR's agreement(s) with Nova Classical Academy, and are incorporated into the RFP Contract Documents, Contract Requirements, and the GMP.
 - b. **CITY OF ST. PAUL - LABOR STANDARDS/PREVAILING WAGES** (Little Davis Bacon/Prevailing Wage/Additional Requirements), 9 pages, attached: These requirements apply to the CMAR'S agreement(s) with Nova Classical Academy, and are incorporated into the RFP Contract Documents, Contract Requirements, and the GMP.
 - CMAR, multi-prime contractors, subcontractors, and lower-tier subcontractors shall comply with any of the following rules and regulations as may be applicable:
 - Little Davis-Bacon Ordinance, Section 82.07, Saint Paul Administrative Code.
 - Minnesota Statutes §§ 177.41- 44 and Rules 5200.1000 - 5200.
 - As indicated in the enclosed information, payroll reports will be required to be entered into LCP Tracker. As a condition of payment for Pay Applications where labor falls under Prevailing Wage or VOP reporting requirements, payroll reports will be entered into LCP Tracker as a condition for payment on Pay Applications.
 - c. **VENDOR OUTREACH PROGRAM (VOP)**, 30 PAGES, attached: The enclosed Affirmative Action / Equal Employment Opportunity requirements apply to the CMAR'S agreement(s) with Nova Classical Academy, and are incorporated into the RFP Contract Documents, Contract Requirements, and the GMP.
 - CMAR shall conform to all applicable requirements of City of St. Paul, MN Code of Ordinances, Part III - Administrative Code, Chapter 84 - Vendor Outreach Program.
 - The City of St. Paul's required Vendor Outreach Program (VOP) focuses on ensuring good faith efforts to include certified businesses (small/SBE, minority/MBE, and women-owned/WBE) in city contracts (and with Nova

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Classical Academy and as a requirement of their subsequent contracts - due to flow down requirements of the City of St. Paul). This program monitors inclusion goals, requires documentation of good faith efforts, and may impose consequences for failing to meet participation levels. Note: Vendors must be certified to count toward compliance with VOP goals and meet good faith efforts. The [CERT program](#) is a certification process used by the City of Saint Paul, Ramsey County, and Hennepin County, to qualify vendors as SBE/WBE/MBE.

- Last minute efforts to meet Good Faith Efforts will not be accepted by the City of St. Paul. Ensure either Participation Goals are met or ensure Good Faith Efforts are met by reaching out to all vendors under each category early and several times. Document all efforts.
- d. **VENDOR OUTREACH PROGRAM, LABOR STANDARDS, AA/EEO, AND HUD SECTION 3, (EXCEL SPREADSHEET/TABLE).** The enclosed spreadsheet form required for Vendor Outreach Program, Labor Standards, AA/EEO, and HUD Section 3 document should be filled out and submitted by the CMAR, General Contractor (GC), and/or Multi-Prime Contractors, identifying their sub-vendors/contractors/suppliers, as soon as that information is available. These requirements are required to be incorporated into all subsequent CMAR subcontracts and subconsultant agreements and are to be incorporated into the GMP.
- e. **ID SHEET FOR PROFESSIONAL SERVICES AGREEMENTS (PSAs), (EXCEL SPREADSHEET/TABLE).** The enclosed spreadsheet form required for Professional Service Agreements should be filled out and submitted by the CMAR, General Contractor (GC), and/or Multi-Prime Contractors, identifying their sub-vendors/contractors/suppliers, as soon as that information is available. These requirements are required to be incorporated into all subsequent CMAR subcontracts and subconsultant agreements and are to be incorporated into the GMP.

C. RFP SECTION 3 & 4 – ENCLOSED WORKSHEET DOCUMENTS ARE TO BE COMPLETED EXHIBITS TO BE RETURNED WITHIN 48 HOURS OF REQUEST, AFTER PROPOSAL SUBMISSION (ATTACHED).

PROPOSER TO CONFORM TO ALL REQUIREMENTS IN THE ENCLOSED ATTACHEMENTS, APPLICABLE CITY ORDINANCES, AND SHALL PROVIDE THE ATTACHED WORKSHEETS, WITHIN 48 HOURS, DEMONSTRATING CONFORMANCE WITH THE APPLICABLE REQUIREMENTS, UPON REQUEST.

1. CITY OF ST. PAUL - AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY, WORKSHEET(S).
2. CITY OF ST. PAUL - LABOR STANDARDS/PREVAILING WAGES, WORKSHEET(S).
3. VENDOR OUTREACH PROGRAM (VOP), WORKSHEET(S).

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4. VENDOR OUTREACH PROGRAM, LABOR STANDARDS, AA/EEO, AND HUD SECTION 3 (EXCEL SPREADSHEET/TABLE).
5. ID SHEET (EXCEL SPREADSHEET/TABLE) FOR PROFESSIONAL SERVICES AGREEMENTS (PSAS).

END OF ADDENDUM 04

Attachments included:

1. CITY OF ST. PAUL - AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY, 13 pages, PDF, incorporated into Addendum binder.
2. CITY OF ST. PAUL - LABOR STANDARDS/PREVAILING WAGES (Little Davis Bacon/Prevailing Wage/Additional Requirements), 9 pages, PDF, incorporated into Addendum binder.
3. VENDOR OUTREACH PROGRAM (VOP), 30 pages, PDF, incorporated into Addendum binder.
4. ID Sheet _Vendor Outreach Program,_Labor Standards _AA_EEO, 1 page, PDF, incorporated into Addendum binder.
5. ID Sheet_PSA, 1 page, PDF, incorporated into Addendum binder.
6. ID Sheet _Vendor Outreach Program,_Labor Standards _AA_EEO,.xlsx, as a separate attachment
7. ID Sheet_PSA.xlsx, as a separate attachment

ARCHITECT: BLOOM COMPANIES, LLC / BLOOM HAY DOBBS

BY: JULIA ROESSLER, PROJECT MANAGER

AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY (AA/EEO)

Contract Specifications

Definition of Terms:

City Funds – Money originating from the City of Saint Paul or other federal and state funds. Some examples include: Capital Investment Bonds (CIB), U.S. Department of Housing and Urban Development Community Development Block Grant (CDBG), Federal Low Income Housing Tax Credits (LIHTC), Housing Redevelopment Authority (HRA), Home Investment Partnership Program (HOME), Metropolitan Council funding programs, multi-family Housing Revenue Bonds, Sales Tax Revitalization (STAR), Tax Increment Financing (TIF), and any combination of loans, grants, and land write-down or other funding vehicles.

Contract – A formal agreement between the City of Saint Paul and a contractor. For AA/EEO compliance monitoring, the word “contract” is used to refer to all agreements. A contract is defined as a development agreement, master contract, a professional service agreement, a purchase order, a service agreement, and any other contract where the City provides funding.

Contractor – Any person entering into a contract or agreement with the City of Saint Paul.

Person – Includes natural persons, firms, corporations, partnerships, joint ventures, companies, organizations, for profit and nonprofit, agencies, clubs, groups, or any other association of natural persons, legal entities, or both.

1. Contractors who have been awarded or enter into a contract with the City that meets or exceeds \$50,000 within the preceding twelve-month period are required to have an Affirmative Action Plan (AAP) certified for compliant.
2. The two things a contractor will need to submit are.
 - a. The Affirmative Action Plan. An AAP template is provided by the city for contractor to use as needed.
 - b. The \$75 fee to cover the cost of certifying and monitoring the affirmative action plan.

Make check payable to "City of St Paul". Mailing address is:

City of St Paul – HREEO
Attention: AA/EEO
15 West Kellogg Blvd, CH/CH280
Saint Paul, MN 55102

3. An AAP is certified for a two-year period and covers all contracts within that two-year time frame. Semi-annual compliance reports of employment activities are required of companies located within the 15 greater Minneapolis – Saint Paul area.
4. Submission of the AAP indicates that the contractor will comply with affirmative action/equal employment opportunity for the next two years:
 - a. has a policy of equal employment opportunity
 - b. is committed to affirmative action equal employment opportunity

- c. fully supports incorporation of non-discrimination and affirmative action rules and regulations into contracts and agreements
 - d. intends to implement those policies.
- 5. The contractor shall take specific actions to ensure equal employment opportunity. The contractor shall document these efforts fully and shall implement affirmative action steps as indicated in the AAP.
 - a. Designate a responsible official to monitor employment activities.
 - b. Maintain an environment free of harassment, intimidation, coercion, and discriminatory acts.
 - c. Establish and maintain face to face relationship with recruitment sources for people of color and individuals with disabilities.
 - d. Annually review the affirmative action plan activities.
- 6. If the contractor fails to comply with the affirmative action requirements, its implementing rules, or these specifications, the Director may proceed with sanctions which may include: suspension, termination, cancellation of existing contracts until corrective steps are taken, and declarations of non-eligibility to bid.
- 7. The contractor shall not enter into any contract or agreement with any person or firm debarred from government contracts under Section 183 of the Saint Paul Legislative Code, Chapter 139 of the Minneapolis Ordinances, Federal Executive Order 11246, or whose state certificate of compliance has been suspended or revoked pursuant to Minnesota Statutes, Section 363.073.

Contact:

HREEO – AA/EO Contract Compliance Officer

Email: yia.thao@ci.stpaul.mn.us

Phone: 651-266-8928

Workforce Participation Goals for Construction Contracts

The following supplemental AA/EEO specifications shall apply to contracts for **construction** which receive City funding. All contractors need to include these specifications in all lower tier contracts for construction work. Developer and prime contractor shall communicate this information to all subcontractors.

City workforce participation goals for City funded construction projects of \$50,000 or more are expressed as a percentage of the total hours performed by female and minority construction workers.

32%	Minority total project hours
20%	Female total project hours

After the contract has been awarded, but before construction begins, all contractors that have been selected to work on the project will be required to meet in a pre-construction conference. This conference will be held to discuss the utilization goals for minority and women, how the goals will be met, and any problems that may affect the project's ability to achieve the goals.

Each contractor that utilizes subcontractors must submit the **Prime and Subcontractor Identification Form** identifying lower tier contractors and material suppliers.

All lower tier or sub-contractors must complete and submit the **Mandatory: Workforce Participation Goals projection** form indicating estimated total number of project work hours, and estimated women and minority workforce hours. Contractors must indicate on the bottom of the form if they will meet the goals with their internal workforce or by hiring additional employees. If they are unable to meet the goals, they must provide the reason at the bottom of the form. The prime contractor must collect the forms from subcontractors and submit them to the City's AA/EEO Compliance Officer at: yia.thao@ci.stpaul.mn.us

Workforce participation goals on construction projects is monitored via certified payroll in **LCPtracker**. LCPtracker is a paperless, online system of entering certified payroll reports. In LCP Tracker, contractors are required to select the job classification, gender, and race of each individual worker. In instances where LCPtracker is not used, contractors shall report the project workforce participation goals manually on city provided spreadsheet.

Failure to make Good Faith Efforts

If a contractor fails to make and demonstrate a good faith effort to meet the goals for participation of women and minorities, the Director may take appropriate measures to sanction the contractor. This may include suspension, termination, cancellation of existing contracts until corrective steps are taken, and declarations of non-eligibility to bid.

Mandatory: Workforce Participation Goals projection

(To be completed by all contractors performing labor on the job. Please return completed form to the General Contractor and email the completed form to via.thao@ci.stpaul.mn.us)

PROJECT DESCRIPTION _____

CONTRACTOR NAME _____ PRIME _____ SUB _____

CONTACT NAME and EMAIL _____

TYPE OF WORK TO BE PERFORMED _____

CONTRACT AMOUNT _____ EST START DATE _____ EST COMPLETION DATE _____

WORKFORCE PARTICIPATION GOALS (City Funded Projects):

Minority Skilled/Unskilled Hours

32% of Total Project Work Hours

Female Skilled/Laborer Hours

20% of Total Project Work Hours

Please complete the section below with your company's anticipated construction work hours on the project:

A. TOTAL PROJECT WORK HOURS _____

B. TOTAL MINORITY WORK HOURS _____ %
[(B÷A) ×100]

C. TOTAL FEMALE WORK HOURS _____ %
[(C÷A) ×100]

D. TOTAL NO. OF EMPLOYEES TO WORK ON PROJECT _____

Indicate if company will use current employees and/or hire additional workers to meet the participation goals for this project. If you are unable to meet the goals, indicate the reason below. Include the name, job title, race, gender and hire date for all current employees in the job categories which will be used on this project:

NAME (PLEASE PRINT)

SIGNATURE

TITLE

DATE

AFFIRMATIVE ACTION PLAN

We, _____ hereby confirm that we have developed and are implementing over the next two years an effective Affirmative Action Program (AAP) which complies with Section 183.04 of the Saint Paul Legislative Code (Human Rights Ordinance) and the Rules Governing Affirmative Requirements in Employment. Our AAP includes, but is not limited to, the provisions listed below:

DISSEMINATION OF AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY (AA/EEO)

POLICY STATEMENT

1. Policy statement and non-discrimination posters will be permanently posted and conspicuously displayed in areas available to employees and applicants for employment. All employees and contractors will be furnished a copy of the AA/EEO policy statement. This policy will be made available to all employees including part-time, temporary or seasonal.
2. We will include the statement "Affirmative Action, Equal Opportunity Employer" on company letterhead, employment applications, contracts and subcontracts, and in advertisements recruiting employees and contractors.
3. We will include non-discrimination clauses in all union agreements, and we will review all contractual provisions to ensure that they are non-discriminatory. We will inform all union officials of the AA/EEO policy and request their cooperation.
4. We will personally meet with recruitment resources and, if applicable, with labor union representatives to inform them of our AA/EEO policies and encourage them to actively recruit and refer women, minorities, and people with disabilities, in order to achieve our affirmative action goals. We will utilize media resources which target women, minorities and people with disabilities.
5. We will include the Saint Paul Affirmative Action/Equal Employment Opportunity contract specifications in all bid specifications and contracts on City of Saint Paul-assisted contracts. We will include these contract specifications in all lower tier contracts for materials and construction work on City-assisted contracts.

RECRUITMENT OF EMPLOYEES

1. All solicitations and advertisement for employees placed by us or on our behalf will state that we are an Affirmative Action, Equal Opportunity Employer. Copies of advertisements for employees will be kept on file for review by the Saint Paul Human Rights and Equal Economic Opportunity Department.
2. We will meet with and encourage our subcontractors to utilize agencies and organizations which refer and recruit women, minorities, and people with disabilities.

UNDERUTILIZATION ANALYSIS & GOALS AND TIMETABLE

1. We will conduct an analysis of our employee workforce to determine present employment levels of women, minorities, and people with disabilities to identify areas of underutilization of such persons and to determine causes of underutilization. We will maintain a statement of the goals and timetables to remedy any underutilization of women, minorities and people with disabilities. (See attached form on page 6 and 7.)
2. We will set a 10% employment goal for people with disabilities on our non-construction workforce. (See attached page 8.)

AGREEMENT

1. We, _____ agree to maintain a current effective Affirmative Action Program (AAP), to implement all provisions of that AAP during the next two years, and to comply with Section 183.04 of the Saint Paul Legislative Code (Human Rights Ordinance) and the Rules Governing Affirmative Requirements in Employment. Our AAP is now available for inspection and will be submitted to the department at any time upon its request.
2. We agree to keep records of all personnel actions such as applicant flow, hiring, firing, lay-off, promotions, and actions taken to recruit and hire women, minorities, and people with disabilities. During the next two years we agree to submit AA/EEO Semi-Annual Compliance Reports detailing these personnel activities and affirmative action efforts to the department. Any data collected are subject to MN Data Practice Act.
3. During the next two years we agree to provide, as requested by the department, proof of compliance with Section 183.04 and its implementation. This will include documentation of our good faith efforts to recruit and hire women, minorities and people with disabilities.
4. For City-assisted construction projects of \$50,000 or more, we agree to make every good faith effort to meet the city's workforce inclusion goals for women and minorities and to provide project monitoring documentations requested by the department.

Company Name

Date

Signature of CEO/Managing Director

Signature of AA/EEO Manager

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY (AA/EEO) POLICY STATEMENT

This statement is to affirm _____ policy on providing Equal Employment Opportunity (EEO) to all employees and applicants for employment in accordance with all applicable Affirmative Action Equal Employment Opportunity laws, directives and regulations of Federal, State and local governing bodies or agencies, including Section 183.04 of the Saint Paul Legislative Code (Human Rights Ordinance) and the Rules Governing Affirmative Requirements in Employment.

_____ will not discriminate against any employee or applicant for employment because of age, ancestry, color, creed, disability, familial status, genetic information (genetic testing, family medical history, and/or genetic services), marital status, national origin, public assistance status, race, religion, retaliation, retaliation by association, retaliation by opposition, sex, pregnancy, sexual or affection orientation.

_____ will maintain zero tolerance for harassment of or by any employee or applicant for employment because age, ancestry, color, creed, disability, familial status, genetic information (genetic testing, family medical history, and/or genetic services), marital status, national origin, public assistance status, race, religion, retaliation, retaliation by association, retaliation by opposition, sex, pregnancy, sexual or affection orientation. We will maintain an internal complaint procedure for complaints of such harassment, and will provide employees with contact information for federal, state and local enforcement agencies.

_____ will take Affirmative Action (AA) to ensure that all employment practices are free of such discrimination and harassment. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

_____ fully supports incorporation of non-discrimination and affirmative action rules and regulations into contracts with subcontractors for goods and services.

_____ will commit the necessary time and resources, both financial and human, to achieve the goals of Affirmative Action and Equal Employment Opportunity.

_____ will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action and Equal Employment Opportunity objectives as well as other established criteria.

_____ has appointed _____ as AA/EEO Manager to manage the Equal Employment Opportunity Program. His/Her responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Plan (AAP), as required by Federal, State and Local agencies. He/she will be given the necessary top management support and staffing to fulfill his/her job duties. The Chief Executive Officer of _____ will receive and review reports on the progress of the plan. If any employee or applicant for employment believes he/she has been discriminated against, please contact _____ at this address: _____

CEO/Managing Director (Please Print)

Signature

Date

DESCRIPTION OF CONTRACT:

A. _____
Company Name E-mail Address

B. _____
Address City State Zip Code

C. _____
Phone # Email

D. _____
CEO/Managing Director Email

E. _____
AA/EEO Manager Email

F. _____
Nature of Business

G. _____

Natures of work to be perform for the City of St Paul.

H. \$ _____ - _____
Estimated Dollar Amount of work with the City of St Paul:

I: _____
Estimated Contract Start Date Estimated Contract Completion Date

J. _____
Name of City of St Paul's Dept./Agency Requesting the Work or Service Contact Name

L. _____
Description of City funded construction project (name, address, or location)

M. _____
Type of construction to be performed by your company

N. _____
Name of Project's Developer Contact Name & Email

O. _____
Name of Project's Prime Contractor Contact Name & Email

EMPLOYMENT DATA AS OF:

COMPANY NAME:

AA/EEO MANAGER:

ADDRESS:

CITY:

STATE:

ZIP CODE:

TELEPHONE:

E-MAIL:

ALL EMPLOYEES (FULL-TIME, PART-TIME, TEMPORARY AND SEASONAL)

JOB CODE	JOB CATEGORIES	PEOPLE WITH DISABILITIES	Non- Binary	MALE						FEMALE						TOTAL
				WH	BL	HI	AP	AA	M	WH	BL	HI	AP	AA	M	
1	OFFICIALS& MANAGERS															
2	PROFESSIONALS															
3	TECHNICIANS															
4	SALES WORKERS															
5	OFFICE & CLERICAL															
6	CRAFT WORKERS (SKILLED)															
7	OPERATIVES (SEMI-SKILLED)															
8	LABORERS (UNSKILLED)															
9	SERVICE WORKERS															
10	CURRENT TOTAL EMPLOYMENT															
11	TOTAL EMPLOYMENT IN LAST REPORT															

WH: WHITE HI: HISPANIC AA: AMERICAN INDIAN/ALASKAN NATIVE
BL: BLACK AP: ASIAN/PACIFIC ISLANDER M: MIXED/MULTIPLE

I affirm that the information entered on this form and on all attachments is accurate and true to the best of my knowledge.

Signature

Title

Date

UNDERUTILIZATION ANALYSIS

1. Not required to be completed by company outside of the State of MN. 2. Not required to be completed by company with less than 20 employees.

COMPANY NAME: _____

DATE: _____

JOB GROUP	TOTAL	WOMEN					MINORITIES				
		UTILIZATION		AVAILABILITY		NUMBER UNDERUTILIZED	UTILIZATION		AVAILABILITY		NUMBER UNDERUTILIZED
		NUMBER	%	NUMBER	% *		NUMBER	%	NUMBER	% *	
OFFICIALS& MANAGERS											
PROFESSIONALS											
TECHNICIANS											
SALES WORKERS											
OFFICE & CLERICAL											
CRAFT WORKERS (SKILLED)											
OPERATIVES (SEMI-SKILLED)											
LABORERS (UNSKILLED)											
SERVICE WORKERS											
COLUMN #	#1	#2	#3	#4	#5	#6	#2	#3	#4	#5	#6

* Percentage for availability should be in decimal form for ease of calculation

INSTRUCTIONS:

1. Column 1 = total in job group
2. Column 2 = total # of women or minorities in job group
3. Column 3 = Column 2 ÷ Column 1
4. Column 4 = Column 5 x Column 1 (Round up or down to nearest whole number)
5. Column 5 = Availability (See below for explanation of source)
6. Column 6 = Column 4 - Column 2 (If result is negative, enter 0.)

GOALS AND TIMETABLES

1. Not required to be completed by company outside of the State of MN. 2. Not required to be completed by company with less than 20 employees.

Job Group		Current Work Force					Underutilization (#)		* A. H. O.	Annual Goals		Ultimate Goals		
		Total	Non-Binary	Male	Female	Minority	Minority	Female		Minority	Female	Year	Minority	Female
OFFICIALS& MANAGERS	#													
	%													
PROFESSIONALS	#													
	%													
TECHNICIANS	#													
	%													
SALES WORKERS	#													
	%													
OFFICE & CLERICAL	#													
	%													
CRAFT WORKERS (SKILLED)	#													
	%													
OPERATIVES (SEMI-SKILLED)	#													
	%													
LABORERS (UNSKILLED)	#													
	%													
SERVICE WORKERS	#													
	%													

* A.H.O. = Anticipated Hiring Opportunities (including all attrition plus possible expansion.)

UTILIZATION GOALS FOR PEOPLE WITH DISABILITIES
(To be completed by all firms)

Company Name _____

Date _____

Total Employees in Non-Construction Job Groups	Percentage Available	Numerical Goal
_____	x 0.10 =	_____

TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, the Affirmative Action Program for the City of St. Paul, is required to inform you of your rights as they pertain to the private information collected from you. Private data is information which is available to you, but not to the public.

The information collected from you or from other agencies or individuals authorized by you is used to determine if you are in compliance with the City's Affirmative Action Program.

You are not required to provide this information; however, it is necessary to determine if you are in compliance. If you do not supply the required information, the Affirmative Action Program will not be able to consider you in compliance. The use of the private data we collect from you is limited to that necessary for the administration and management of the Affirmative Action Program Registration and verification process. Persons or agencies with whom this information may be shared include:

1. Affirmative Action Program employees
2. Members of the general public that submit a Public Data Request

Unless otherwise authorized by state statute or federal law, other government agencies utilizing any reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

3. The right to see and obtain copies of the data maintained on you,
4. Be told the contents and meaning of the data,
5. Contest the accuracy and completeness of the data.

To exercise these rights, contact: HREEO, AA/EEO Contract Compliance Officer, yia.thao@ci.stpaul.mn.us.

I have read and understand the above information regarding my rights as a subject of government data.

Company Name

Date



**CITY OF SAINT PAUL
LITTLE DAVIS-BACON REQUIREMENTS.
GENERAL AND SUBCONTRACTORS AGREE
TO ABIDE BY ALL REQUIREMENTS
CONTAINED HEREIN.**

- ☐ All City of Saint Paul projects in the amount of \$25,000 dollars or more require that all workers on the job site whose duties are physical or manual be paid weekly prevailing rates (including fringe benefits).
- ☐ Workers shall be compensated at not less than one and one-half times the *basic rate of pay* plus one times the identified fringe benefit amount for all hours worked in excess of 8 per day or 40 per week on this project (whichever is greater). "Basic rate of pay" is the hourly amount listed under the "basic rate" column in the wage decision.
- ☐ Developer/prime contractor is responsible for only employing subcontractors who have certified eligibility in written contracts containing Little Davis-Bacon Requirements. Contracts cannot be awarded to businesses debarred or suspended by federal, state, or city authorities.
- ☐ Developer/prime contractor is responsible for posting the Prevailing Rates Schedule and "Notice to All Employees" (red, white, and blue poster) in a highly visible location on the job site.
- ☐ Prime, subcontractors and lower-tiers must submit a Contractor Profile form and Identification of Prime and Subs if applicable; Prime also submits Weekly Site Logs and keeps the identification of prime and sub-contractors current.
- ☐ Payrolls must be certified and submitted using **LCPtracker**. Payroll reports are due within seven (7) days after the payroll period. Non-working weeks must be recorded in LCPtracker for the weeks not onsite after the start of work on the project. The City may hold up payment if payroll is not up to date in LCP Tracker.
- ☐ **BEFORE performing contract work**, self-employed and partnership contractors must submit bona fide status documentation for review and approval by the labor standards officer.
- ☐ Business owners **working with their crew** must report their wage information and can certify the payroll. Business owners **working alone** cannot certify payment of their own prevailing wage; instead they are reported on a weekly payroll prepared and certified by their engaging contractor (wage information must be reported.)

NOTE: Owners, officers, shareholders of a corporation are employees and are to be paid the prevailing rate (including fringe benefits) when working at the project site; All wage information must be included.
- ☐ Apprentices/trainees are the only workers allowed to work at a lesser rate when registered in approved apprenticeship/training programs. Submit an Apprenticeship agreement, the current level of advancement and corresponding wage information the week the apprentice first appears on the jobsite. Apprentice to journey-worker ratios must be adhered to hour-for-hour. Apprentices/trainees working alone must be paid journey-worker rates based on the trade listed on the apprenticeship agreement. **THERE ARE NOEXCEPTIONS TO THE ON-SITE RATIO.** Pre-apprentices are not allowed at a lesser rate.
- ☐ Cleaning performed during construction is subject to prevailing wage provisions. In the absence of a specific wage rate for cleaning classification, the cleaners must be paid the predetermined wage rate for laborers. Demolition related to the project is also subject to prevailing wage provisions.
- ☐ Verification of employee wage receipt may include contacting the local trade or designated benefit fund account, or contractor submission of canceled paychecks, timecards and/or stubs for week(s) specified.
- ☐ All timekeeping records (including timecards, work logs, payroll checks and stubs, etc.) must be kept on file for a period of two (2) years after the close of the project.



CITY/STATE REQUIREMENTS

Developers, general contractors, subcontractors, and lower-tier subcontractors shall comply with any of the following rules and regulations as may be applicable:

- Little Davis-Bacon Ordinance, Section 82.07, Saint Paul Administrative Code
- Minnesota Statutes §§ 177.41- 44 and Rules 5200.1000 – 5200.1120

The requirements of the Ordinance/Statutes are as follows:

- (1) **The minimum wage rates and fringe benefits established by the City of Saint Paul and/or the Minnesota Department of Labor and Industry shall be paid weekly to all on-site workers. Failure to comply with the aforementioned may result in civil or criminal penalties.**
- (2) **All workers shall be paid time-and-one-half for all overtime hours worked, meaning hours worked over 8 in a day or over 40 in a week, whichever is greater.**
- (3) **Apprentices/trainees are allowed to work at a lesser rate if they are registered in approved apprenticeship/training programs. Ratios are applied on-site and the appropriate ratio of apprentices to journey-workers must be maintained hour-for hour. (See Apprentice/Trainee Guidelines)**
- (4) **Independent Truck Owner/Operators or Multiple Truck Owner/Operators must be paid the applicable Truck Rental Rate set out by the Minnesota Department of Labor and Industry. Month-End Trucking reports must be submitted to the City of Saint Paul detailing ITO/MTO work on the project. (See Trucking Guidelines.)**
- (5) **The developer, prime contractor and any subcontractors are required to:**
 - **Provide any noted and/or requested contract compliance-related data electronically in the online Contract Compliance System;**
 - **Respond to any instruction or request for information by any noted response/due date; and**
 - **Check the online Contract Compliance System on a regular basis to manage contact information and payroll records.**

The developer (or prime contractor) is responsible for ensuring all prime contractors, and/or subcontractors have completed all requested items and that their contact information is accurate and up-to-date.

Documents to be attached to all bid specifications, contracts, subcontracts and lower-tier subcontracts for this project include, but are not limited to:

- General Requirements;
- Applicable Prevailing Wage Rates;
- Apprentice/Trainee Guidelines; and
- Bona Fide Self-Employed/Independent and Partnership Subcontractor Status

A City Poster and the Prevailing Wage Rate Data **must be** posted at the construction site in a visible location.

FOR ASSISTANCE OR SPECIFIC INFORMATION CONTACT:

Ethan Hansing • 15 W. Kellogg Blvd., St. Paul, MN 55102 •

651-266-8921 ethan.hansing@ci.stpaul.mn.us



NOTICE TO CONTRACTORS

The prevailing wage rates certified and published by the Minnesota Department of Labor and Industry apply to all City of Saint Paul Projects (with limited exceptions) in the amount of \$25,000 dollars or more involving new construction, demolition work, or repair work to public and private property. Rates will apply based on construction type, and are subject to change until the date of advertisement.

Wage decisions published by the Minnesota Department of Labor & Industry (DOLI) at the time the contract is signed will be locked in for the duration of the project, provided construction begins within 90 days of contract signing. After 90 days, wage decisions will be updated to the construction start date. **This wage decision may or may not be locked into the contract.**

It is the responsibility of the recipient of City money (e.g., business owner, developer, prime contractor, etc.) to check with City of St. Paul staff to determine whether the wage decision has been updated prior to commencement of construction, regardless of when contract was signed.

Project Defined:

A project consists of all construction necessary to complete a facility regardless of the number of contracts involved, as long as all the contracts awarded are closely related in purpose, time, and place to the work being performed. All work necessary to complete a project, including, but not limited to, buildings (including mixed-use development), public works projects, residential developments, and parks will be subject to prevailing wage requirements unless specifically exempted by the St. Paul Labor Standards Unit. Recipients of City money will not be allowed to break up individual components of a project for purposes of avoiding prevailing wage requirements.

Site Visits

Contractors shall permit City Contract Compliance Staff to conduct unannounced visits to the worksite to interview workers to verify compliance with prevailing wage. If necessary, compliance staff shall check in at the trailer. However, compliance staff must be allowed to conduct interviews unaccompanied by construction staff.

CONSTRUCTION DEFINITIONS:

1. Commercial construction

Commercial construction means all building construction projects exclusive of residential construction.

2. Highway and heavy construction

Highway and heavy construction" means all construction projects which are similar in nature to those projects based upon bids as provided under Minnesota Statutes, section 161.32 for the construction or maintenance of highways or other public works and includes roads, highways, streets, airport runways, bridges, power plants, dams, and utilities.

3. Residential construction or agricultural construction

Residential construction or agricultural construction means all construction, remodeling, or repairing of single or two family homes and structures appurtenant thereto including agricultural or farming buildings appurtenant to private farm residences when utilized to carry on primary farming operations.

This contract incorporates by reference all the terms and conditions contained in the Prevailing Wage Policy and Procedure Manual, which can be found at: <https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development/labor>

ADDITIONAL REQUIREMENTS

The hourly rates, including overtime rates, contained in the wage decision provided in this contract are the minimally-required hourly rates that must be paid to all construction workers on this project, and supersede all other rates, including journeyman rates agreed to between a contractor and a union contained in a collective bargaining agreement or elsewhere.

If a project contains only City money, the City will enforce the apprentice rate guidelines specified in the agreement between the union and the contractor. In the absence of an agreement, the City will enforce the DOLI Apprenticeship Ratio Policy. If a contractor and a union have a contract that defines the project in such a way that it contravenes the City's definition of the project, the City will enforce the apprentice ratios pursuant to the contract between the contractors and the union only after obtaining authorization from both parties.

Fringe Benefits Defined

Fringe Benefits are defined as contributions irrevocably made to a worker, usually via a trustee or third party pursuant to a bona fide fringe benefit fund plan or program. Examples include life insurance, health insurance, pension, vacation and holiday pay, paid sick leave.

A fringe benefit must be specified in writing, clearly communicated to the workers, and provide a formula that allows the worker to determine how much they are receiving.

Regarding 401Ks, only the portion paid directly by the employer may be counted as a fringe benefit. Any contribution made by the employee out of his or her wages cannot be included when calculating fringe benefit.

Payments that are required under state and federal law, such as Social Security, unemployment compensation, and worker's compensation do not count as fringe benefits.

Jan. 6, 2025

Notice of truck rental rate certification and effective date

The Department of Labor and Industry (DLI) commissioner has certified the minimum truck rental rates for state-funded highway projects effective Jan. 6, 2025. This certification follows the publication of the Notice of Truck Rental Rate Determination in the State Register on Dec. 16, 2024, and the informal conference held pursuant to Minnesota Rules, part 5200.1105 on Dec. 27, 2024.

According to Minnesota Rules, part 5200.1105, the purpose of the informal conference was for DLI to obtain further input regarding the determined rates prior to the certification. No written input regarding the determination was received by DLI prior to the informal conference.

The truck rental rate is determined for each equipment type by adding the average hourly cost of operating the vehicle to the certified prevailing-wage rate for the driver. The average hourly operating costs are determined by voluntary survey of truck owner operators, trucking contractors and trucking firms. Cost data used in DLI's analysis must be representative of five trucking firms of various size and five independent truck owner operators for each type of truck.

The determination of the minimum truck rental rates by region are as follows.

Three-axle units

Region	Effective date	607 driver rate	Operating cost	Truck rental rate
Region 1	Certification date	\$61.54	\$37.35	\$98.89
	Increase April 28, 2025	\$64.83	\$37.35	\$102.18
Region 2	Certification date	\$54.57	\$37.35	\$91.92
	Increase April 28, 2025	\$57.49	\$37.35	\$94.84
Region 3	Certification date	\$54.57	\$37.35	\$91.92
	Increase April 28, 2025	\$57.49	\$37.35	\$94.84

Region	Effective date	607 driver rate	Operating cost	Truck rental rate
Region 4	Certification date	\$56.93	\$37.35	\$94.28
Region 5	Certification date	\$39.50	\$37.35	\$76.85
Region 6	Certification date	\$45.00	\$37.35	\$82.35
Region 7	Certification date	\$46.65	\$37.35	\$84.00
Region 8	Certification date	\$42.50	\$37.35	\$79.85
Region 9	Certification date	\$56.36	\$37.35	\$93.71
Region 10	Certification date	\$42.50	\$37.35	\$79.85

Four or more axle units

Region	Effective date	604 driver rate	Operating cost	Truck rental rate
Region 1	Certification date	\$61.65	\$51.50	\$113.15
	Increase April 28, 2025	\$64.95	\$51.50	\$116.45
Region 2	Certification date	\$54.72	\$51.50	\$106.22
	Increase April 28, 2025	\$57.65	\$51.50	\$109.15
Region 3	Certification date	\$ 39.60	\$51.50	\$91.10
Region 4	Certification date	\$53.73	\$51.50	\$105.23
Region 5	Certification date	\$26.00	\$51.50	\$77.50
Region 6	Certification date	\$54.25	\$51.50	\$105.75

Region 7	Certification date	\$46.15	\$51.50	\$97.65
Region 8	Certification date	\$44.50	\$51.50	\$96.00
Region 9	Certification date	\$56.45	\$51.50	\$107.95
Region 10	Certification date	\$53.70	\$51.50	\$105.20

Tractor

Region	Effective date	602 driver rate	Operating cost	Tractor-only truck rental rate	Plus trailer operating cost	Tractor trailer rental rate
Region 1	Certification date	\$62.25	\$54.96	\$117.21	\$11.46	\$128.67
	Increase April 28, 2025	\$65.58	\$54.96	\$120.54	\$11.46	\$132.00
Region 2	Certification date	\$55.29	\$54.96	\$110.25	\$11.46	\$121.71
	Increase April 28, 2025	\$58.25	\$54.96	\$113.21	\$11.46	\$124.67
Region 3	Certification date	\$55.29	\$54.96	\$110.25	\$11.46	\$121.71
	Increase April 28, 2025	\$58.25	\$54.96	\$113.21	\$11.46	\$124.67
Region 4	Certification date	\$50.27	\$54.96	\$105.23	\$11.46	\$116.69
Region 5	Certification date	\$28.84	\$54.96	\$83.80	\$11.46	\$95.26
Region 6	Certification date	\$47.40	\$54.96	\$102.36	\$11.46	\$113.82
Region 7	Certification date	\$46.15	\$54.96	\$101.11	\$11.46	\$112.57
Region 8	Certification date	\$47.50	\$54.96	\$102.46	\$11.46	\$113.92

Region 9	Certification date	\$62.70	\$54.96	\$117.66	\$11.46	\$129.12
	Increase April 28, 2025	\$66.05	\$54.96	\$121.01	\$11.46	\$132.47
Region 10	Certification date	\$47.50	\$54.96	\$102.46	\$11.46	\$113.92

The current operating costs and truck rental rates may be reviewed by accessing DLI's website at <https://dli.mn.gov/business/employment-practices/prevaling-wage-minimum-truck-rental-rates>. Questions about the truck rental rates or the informal conference notice below can be answered by calling 651-284-5192.

The minimum truck rental rate for these four types of trucks in the State's 10 highway and heavy construction areas will be effective for all highway and heavy construction projects financed in whole or part with state funds advertised for bid on or after the day the notice of certification is published in the *State Register*.

Sincerely,

Nicole Blissenbach

DLI commissioner



The LCPtracker™ service is a paperless, online system of entering Certified Payroll Reports. Payroll data may be entered directly into the system or uploaded from major construction, accounting, and payroll programs. The service eliminates the need for contractors to submit paper prevailing wage documents and forms while providing an online database of all certified payroll reports. The service also generates audits, logs and correspondence.

All contract-specific wage rates and worker classifications are online, within the system, and contractors select classifications from a menu. Worker information is entered once and then remains in the system accessible to all of the Agencies' public works contract activity. Potential errors in wage rates or worker classification entries are flagged to contractors preemptively, allowing contractors to correct data prior to submittal.

A few of the immediate benefits conferred by the use of LCPtracker™ are:

- LCPtracker™ confirms rates and classifications prior to allowing contractors to submit payroll or payroll-related documents to the City of Saint Paul.
- All reports are available instantly to contractors in hardcopy and electronic formats.
- No need to mail in paperwork. Payrolls will be submitted electronically. There is an audit trail of all submitted records and all correspondence between the City of Saint Paul and the contractors.

There is no cost to contractors for this service. The successful bidder (contractors with city contracts,) will be given access to the system. On-line training is provided at no cost. Contractors may access the training after receiving login i.d. and password. An email with login instructions will be sent to contractors once they're assigned to a contract in LCPtracker™. Questions may be directed to Ethan Hansing at 651-266-8921, or emailed to Ethan.Hansing@ci.stpaul.mn.us. Complete and full support is also offered directly to contractors by LCPtracker™ for any technical questions on the use of the service. Contact **LCPtracker Support at 714-669-0052, #4** or support@lcptracker.com.

In the event a complaint is submitted to the City, City staff must be able to reasonably determine how much an employee was paid at an hourly rate. City staff might request copies of the employer's internal payroll records if City staff suspect submitted payroll do not accurately reflect what workers were paid. Failure of contractor to maintain adequate internal payroll records will result in City interpreting evidence, including statements made by workers, in a light most favorable to the workers.

P.O. Box 187
Orange, CA 92856-6187
(714) 669-0052
www.lcptracker.com



CITY OF SAINT PAUL APPRENTICESHIP REQUIREMENTS

APPRENTICES/TRAINEES

WAGES	An Apprentice/Trainee can be paid less than the wage rate listed in the wage decision for his/her work classification if he/she is registered in an approved apprenticeship/training program.
PROGRAMS	Approved programs are registered with the Department of Labor (DOL) or a DOL recognized State Apprenticeship Agency (SAC). Apprentices/trainees are paid wage rates in accordance with the wage schedule in the approved program. If a project contains only City money, the City will enforce the apprentice ratio guidelines specified in the agreement between the Union and the contractor. In the absence of an agreement, the City will enforce the DOLI Apprenticeship Ratio Policy. If a contractor and a union have a contract that defines the project in such a way that it contravenes the City's definition of the project, the City will enforce apprentice ratios pursuant to the contract between the contractor and the Union only after obtaining authorization from both parties.
REQUIREMENTS	Submit the following to the City at ContractCompliance@ci.stpaul.mn.us . The City will let you know when apprentice rates have been created. <ul style="list-style-type: none">• A copy of the Apprenticeship Agreement;• The current level of advancement (include “apprentice” and the hour or percentage level with the work classification on your payroll reports); and• A copy of YOUR registered/approved program wage rates and ratios.
LIMITATIONS	The maximum number of apprentices/trainees you can use on the job site cannot exceed the ratio of apprentices/trainees to journey workers allowed in the approved program. Ratios are applied hour-for-hour at the project site. You will be required to pay wage restitution for ratio violations. NOTE: If the program does not have onsite apprenticeship ratios, your company will be required to follow the apprenticeship ratios promulgated by the Minnesota Department of Labor and Industry.

PROBATIONARY APPRENTICES

Probationary Apprentices can be paid as an apprentice **if**:

- The DOL or SAC has certified that the person is eligible for probationary employment as an apprentice; and
- Verification of this is submitted to your engaging contractor or other designee.

PRE APPRENTICES (an individual not registered in a program)

A Pre-apprentice must be paid the full journey worker rate on the wage decision for the classification of work they perform.

HELPERS/ASSISTANTS

Helpers are not allowed to work at a lesser rate of pay on State and Federally-funded projects.

R.U.C.S (RESIDENTIAL UTILITY CARPENTERS)

R.U.C.s are not allowed to work at a lesser rate of pay on State and Federally-funded projects.



CITY OF SAINT PAUL LITTLE DAVIS-BACON REQUIREMENTS FOR BONA FIDE SELF-EMPLOYED AND PARTNERSHIP SUBCONTRACTOR STATUS

REQUIREMENTS

- All “self-employed” and “partnership” businesses must provide bona fide status demonstration prior to performing work at the project site. Failure to demonstrate contractor/subcontractor status may result in payment delay and possible contract/subcontract agreement cancellation
- All “self-employed” and “partnership” businesses must have executed and provided a written contract/subcontract agreement (containing the Little Davis-Bacon Labor Standards Requirements and applicable Prevailing Wage Rates) for their work performance to the labor standards contract administrator assigned to this project.

Bona Fide SELF-EMPLOYED SUBCONTRACTOR Status Demonstration

All self-employed contractors/subcontractors must submit copies of 4 of the 6 the documents listed below:

- (1) Identification of a registered trade name and location of telephone listing under that name;
- (2) Contractor’s license;
- (3) A subcontractor’s bond;
- (4) Proof of worker’s compensation insurance coverage;
- (5) Copy of previous tax year’s income tax filing;
- (6) Any other determination regarding status as defined by the State or Federal Department of Revenue

IMPORTANT: Failure to provide copies of the requested documentation will disallow the “subcontractor status” and the individuals will be included on the engaging company’s payroll as employees.

Bona Fide PARTNERSHIP Subcontractor Status Demonstration

If the subcontractor is a partnership, the following must be submitted for approval prior to starting work on the site:

- (1) A copy of the executed partnership agreement;
- (2) Federal and State Tax Identification Numbers applicable to the partnership agreement; and
- (3) A copy of the previous tax year’s filing, including Schedule E

IMPORTANT: Failure to provide copies of the requested documentation will disallow the “subcontractor status” and the individuals will be included on the engaging company’s payroll as employees.



BONA FIDE SELF-EMPLOYED AND PARTNERSHIP SUBCONTRACTOR STATUS DOCUMENTATION LOG

Pursuant to the 82.07 of the Administrative Code, all contractors awarded contracts with the City of Saint Paul in the amount of \$25,000 or more involving either new construction work or repair work on any roads, bridges, sewers, streets, alleys, parks, parkways, buildings, or any other public work involving the improvement of public or private property, including the removal of public nuisances, **are required** to provide the information detailed in the **BONA FIDE SELF-EMPLOYED AND PARTNERSHIP SUBCONTRACTOR STATUS SHEET**. Return this log to the Labor Standards Compliance Officer with requested documentation as proof of bona-fide self employed subcontractor status. Use additional forms if necessary.

Project Name: _____ Date: _____

Prime Contractor: _____

Contact Name: _____

Address: _____

Telephone: _____

DIRECTIONS: Please list each subcontractor separately below and circle the type of documentation provided for each subcontractor.

1. SUBCONTRACTOR: _____

[a] Trade Name [b] License [c] Bond [d] Insurance [e] Partnership [f] Tax Form [g] Trucker

2. SUBCONTRACTOR: _____

[a] Trade Name [b] License [c] Bond [d] Insurance [e] Partnership [f] Tax Form [g] Trucker

3. SUBCONTRACTOR: _____

[a] Trade Name [b] License [c] Bond [d] Insurance [e] Partnership [f] Tax Form [g] Trucker

4. SUBCONTRACTOR: _____

[a] Trade Name [b] License [c] Bond [d] Insurance [e] Partnership [f] Tax Form [g] Trucker

5. SUBCONTRACTOR: _____

[a] Trade Name [b] License [c] Bond [d] Insurance [e] Partnership [f] Tax Form [g] Trucker

City Contact Information: City of Saint Paul,
15 Kellogg Blvd. W, #280, Saint Paul, MN 55102
ethan.hansing@ci.stpaul.mn.us



CITY OF SAINT PAUL TRUCKING GUIDELINES

DEFINITION:

An Independent Truck Operator/Owner (ITO) is an individual, partnership, or principal stockholder of a corporation who owns or holds a vehicle under lease and who contracts that vehicle and the owner's services to an entity, which provides construction services for a city project.

REQUIREMENTS:

- Pursuant to Section 82.07 of the Saint Paul Administrative Code, Minnesota Statutes 177.41-44, and Minnesota Rules 5200.1100-1102, Independent Truck Operator/Owners must be paid in accordance with the Minnesota Department of Labor and Industry Truck Rental Rates.
- Contractors using ITOs must provide the City with bona fide demonstration of status of such entities upon request by the City anytime before or during life of project. The contractor must provide:
 - (1) A Cab Card;
 - (2) Valid Driver's License and Registration;
 - (3) A copy of the previous year's tax filing; and
 - (4) Any other determination regarding status as defined by the State or Federal Department of Revenue.
- Proof of payment in the form of monthly trucking reports or certified payroll reports may be requested by the City.

EMPLOYEE TRUCK DRIVERS:

Truckers employed by the engaging contractor or subcontractor must be paid the prevailing wage rate according to the applicable job classification in the bid specifications, or if unavailable, pursuant to the Minnesota Department of Labor and Industry Prevailing Wage Rates, and must be included on employee payrolls.

IMPORTANT:

**Failure to provide the requested documentation will disallow the "ITO status"
And the individual(s) will be included on the engaging contractor's payroll
as employees, receiving pay as identified by the Prevailing Wage Rates
applicable to the project.**



**CITY OF SAINT PAUL
DEPARTMENT OF HUMAN RIGHTS & EQUAL ECONOMIC
OPPORTUNITY**

**APPLICATION OF PREVAILING WAGE RATE
PROVISIONS TO TRUCKERS HAULING MATERIALS**

Pursuant to Section 82.07 of the City of Saint Paul Administrative Code, the City of Saint Paul requires all contractors to comply with the standards set forth in Minnesota Rules 5200.1106 to determine activities considered to be work under a contract for which payment of truck rental rates is required. The standards are as follows:

A. Work performed by employees of a contractor or subcontractor that operates an asphalt or concrete plant, that was moved into a gravel pit, borrow pit, or other location not on the project, primarily to serve public works projects is considered work under the contract including the contractor's employees loading the equipment hoppers with materials obtained from the pit regardless of whether the pit meets the definition of commercial establishment.

B. The following hauling activities are included in hours worked and considered work under the contract for purposes of payment of the truck rental rate:

1. The hauling of any or all stockpiled or excavated materials on the project work site to other locations on the same project even if the trucks leave the work site at some point;
2. The delivery of materials from any facility that does not meet the requirements of a commercial establishment to the project and the return haul to the starting location either empty or loaded;
3. The delivery of materials from another construction project site to the public works project and the return haul empty or loaded is considered work under the contract. Construction projects are not considered a commercial establishment;
4. The hauling required to remove any materials from the public works project to a location off the project site and the return haul if empty or if loaded from other than a commercial establishment;
5. The delivery of materials or products by trucks hired by a contractor, subcontractor, or agent thereof, from a commercial establishment; and
6. The delivery of sand, gravel, or rock, by or for a commercial establishment, which is deposited "substantially in place," either directly or through spreaders from the transporting vehicles is work under the contract. In addition, the return haul to the off-site facility empty or loaded is also considered work under the contract.

The following hauling activities are not included in hours worked and are not considered work under the contract for purposes of payment of the truck rental rate:

1. The delivery of processed or manufactured goods to a Public Works project by the employees of a commercial establishment including truck-owner operators, hired by and paid by the commercial establishment, unless it is the delivery of mineral aggregate that is incorporated into the work under the contract by depositing the material substantially in place; or
2. Multiple site hauling operations include secondary hauling activities in addition to the hauling of materials on and off the Public Works project in order to complete the truck's round trip haul. The hauling of materials or products between these secondary off-site facilities as part of a multiple site hauling operation is not considered work under the contract as long as the time hauling between the secondary sites is properly documented in the trucking records and the time spent hauling on and off the project is properly compensated

NOTE: Employee truckers must be paid the applicable prevailing wage rate. See *City of Saint Paul Trucking Guidelines* for further information.



CONTRACTOR PROFILE

All General contractors must complete this form. Subcontractors: Complete this form if you need a new account set up in LCP Tracker or you need your account/contact Info updated in LCP Tracker.

Project Name: _____

Business Name: _____ **Federal Tax ID #:** _____

Address: _____

Phone #: _____ **Fax #:** _____

Our agreement/contract dated _____ **is with** _____ **in the amount of \$** _____

For _____
(Identify specific contract work)

Will you sub out any of your contract work? _____ **If yes, please identify subs:** _____

Person authorized to certify (sign) payroll reports: _____

Person submitting electronic payroll reports: _____ **Email:** _____

Identify work classifications (as listed in project wage decision) you anticipate using, base rate of pay, and total wage payment:

<u>Work Classification</u>	<u>Base Rate of Pay</u>	<u>Total Wage Payment</u>
(Group #, if applicable. Add pages if necessary)		(base +fringes)
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Check (A), (B) or (C) identifying how fringe benefits are paid to your workers:

(identify for each employee working on the project, include: hourly fringe amounts, provider/company name if applicable, & how often contribution is made):

(A) _____ included with pay check in the amount of \$ _____;

(B) _____ funded (with trustee or third party) fringe benefit plan in the hourly amounts indicated below:

(C) _____ unfunded* (company-paid) fringe benefit plan in the hourly amounts indicated below

Benefit funds are deposited into Account #(s) _____ **and are maintained by (agency name & address):**

_____ **Phone #:** _____

IF FUNDS ARE MAINTAINED BY A THIRD PARTY FRINGE BENEFIT PLAN, PLEASE ATTACH A CURRENT LETTER FROM THE FUND ADMINISTRATOR.

Owner/Principal Officer & Title (PLEASE PRINT)

Owner/Principal Officer Signature

Date

IS THIS A SOLE PROPRIETORSHIP OR PARTNERSHIP BUSINESS?

☐ Yes

☐ No

RETURN COMPLETED FORM TO: ContractCompliance@ci.stpaul.mn.us

Saint Paul Department of Human Rights and Equal Economic Opportunity

IDENTIFICATION OF PRIME CONTRACTOR AND SUBCONTRACTORS (INCLUDING MATERIAL SUPPLIERS)

Date _____

	Name, Address, Contact Person, and Phone Number	CERT W/M/S/BE Vendor	Section 3 Certified Vendor	Nature of Work	Date Work to Begin	Date Work Completed	Contract Amount
9	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
10	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
11	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
12	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
13	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
14	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
15	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
16	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
17	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
18	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
19	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____

RETURN COMPLETED FORM TO: ContractCompliance@ci.stpaul.mn.us



CITY OF SAINT PAUL
**CONTRACT COMPLIANCE (LITTLE DAVIS-
BACON) COMPLIANCE CHECKLIST FOR
CONTRACTORS**

Project Name: _____

Business Name: _____

Are you a subcontractor? ☐ Yes ☐ No Prime Contractor Name: _____

► **Instructions:** After receiving this Packet from the project manager, please complete the steps in Phase I immediately. Check boxes next to applicable items as they are completed.

PHASE I: PRIOR TO PROJECT START

- ☐ Submit Contractor Profile Form
- ☐ Submit Contractor Prime / Sub ID Sheet
- ☐ Submit Bona-Fide Self-Employed Subcontractor Status Demonstration (*check only if this applies to the project*)
- ☐ Submit ITO/MTO Status Demonstration (*check only if this applies to the project*)
- ☐ Submit the following apprenticeship documentation – for each apprentice:
 - Apprenticeship agreement
 - Level of apprenticeship
 - Current union wage scale
 - Rate breakdown: ❶ Hourly Rate ❷ Fringe Rate (hourly) ❸ Total Rate
 - On-site apprenticeship ratios – per the union agreement. *Must be provided by the union.*
- ☐ Make sure your company is signed up and assigned to a project in LCPtracker
- ☐ Prime Contractors: In LCPtracker, assign your subcontractors to the project and enter your employee information
- ☐ Subcontractors: Enter your employee information into LCPtracker

► **Instructions:** Items in Phase II are due on a rolling basis, and require consistent monitoring on the part of the contractor. Please pay close attention to the deadlines. Check boxes next to applicable items as they are completed.

PHASE II: CONSTRUCTION

- ☐ Submit known apprenticeship documentation (see requirements above)
- ☐ Contact Compliance if unsure about wage rate or job classification
- ☐ Submit payrolls 7 days after the pay period ends
- ☐ Submit payrolls for non-work weeks (once your company has begun work on the project)
- ☐ Submit month end trucking reports (*check only if this applies to the project*)

► **Instructions:** Check boxes next to applicable items as they are completed. When you have completed work on a project, it is very important to signify completion in LCPtracker. This is the final step of compliance.

PHASE III: PROJECT END

- ☐ Follow-up with the Compliance Officer to ensure you are in compliance.
- ☐ Indicate your last payroll on the project as “Final” in LCPtracker
- ☐ Sign, date, and submit this completed checklist to the Compliance Officer

Signature: _____ Date: _____
(principal/owner)

For questions, contact:
Ethan Hansing • Contract Compliance • 15 W. Kellogg Blvd., St. Paul, MN 55102
• 651-266-8921 ContractCompliance@ci.stpaul.mn.us

EMPLOYEE RIGHTS UNDER THE DAVIS-BACON ACT

FOR LABORERS AND MECHANICS EMPLOYED ON CITY OF SAINT PAUL OR CITY OF SAINT PAUL ASSISTED CONSTRUCTION PROJECTS

MINIMUM WAGES

You must be paid not less than the wage rate listed in the Wage Decision posted with this Notice for the kind of work you perform

OVERTIME

You must be paid not less than one and one-half times your basic rate of pay for all hours worked over 8 a day or 40 a week – whichever is greater. There are few exceptions.

ENFORCEMENT

Contract payments can be withheld to ensure workers receive wages and overtime pay due, and liquidated damages may apply if overtime pay requirements are not met. Davis-Bacon contract clauses allow contract termination and debarment of contractors from future City of Saint Paul contracts for up to three years. A contractor who falsifies certified payroll records or induces wage kickbacks may be subject to civil or criminal prosecution, fines and/or imprisonment.

APPRENTICES

Apprentice rates apply only to apprentices properly registered under approved State apprenticeship programs.

PROPER PAY

If you do not receive proper pay, or require further information on the applicable wages, contact City Contract Compliance listed below:



SAINT PAUL
HUMAN RIGHTS & EQUAL
ECONOMIC OPPORTUNITY

City Contract Compliance
651-266-8966
www.stpaul.gov/HREEO

DERECHOS DEL EMPLEADO

BAJO LA LEY DAVIS-BACON

PARA OBREROS Y MECÁNICOS EMPLEADOS EN PROYECTOS DE CONSTRUCCIÓN CON LA CIUDAD DE SAINT PAUL O CON ASISTENCIA DE LA CIUDAD DE SAINT PAUL

SALARIOS**PREVALECIENTES**

No se le puede pagar menos de la tasa de pago indicada en la Decisión de Salarios Davis-Bacon fijada con este Aviso para el trabajo que Ud. desempeña.

SOBRETIEMPO

Se la ha de pagar no menos de tiempo y medio de su tasa básica de pago por todas las horas trabajadas en exceso de ocho al día, o 40 en una semana laboral. Existen pocas excepciones.

CUMPLIMIENTO

Se pueden retener pagos por contratos para asegurarse que los obreros reciban los salarios y el pago de sobretiempo debidos, y se podría aplicar daños y perjuicios si no se cumple con las exigencias del pago de sobretiempo. Las cláusulas contractuales de Davis-Bacon permiten la terminación y exclusión de contratistas para efectuar futuros contratos con la Ciudad de Saint Paul hasta tres años. El contratista que falsifique los registros certificados de las nóminas de pago o induzca devoluciones de salarios puede ser sujeto a procesamiento civil o criminal, multas y/o encarcelamiento.

APRENDICES

Las tasas de aprendices sólo se aplican a aprendices correctamente inscritos bajo programas estatales aprobados.

PAGO**APROPIADO**

Si Ud. no recibe el pago apropiado, o precisa de información adicional sobre los salarios aplicables, póngase en contacto la Ciudad de Saint Paul que aparece abajo:



SAINT PAUL

HUMAN RIGHTS & EQUAL
ECONOMIC OPPORTUNITY

City Contract Compliance

651-266-8966

www.stpaul.gov/HREEO

MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY PREVAILING WAGES FOR STATE FUNDED CONSTRUCTION PROJECTS



THIS NOTICE MUST BE POSTED ON THE JOBSITE IN A CONSPICUOUS PLACE

Construction Type: Commercial

County Number: 62

County Name: RAMSEY

Effective: 2024-12-23 Revised: 2025-03-24

This project is covered by Minnesota prevailing wage statutes. Wage rates listed below are the minimum hourly rates to be paid on this project.

All hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be paid at a rate of one and one half (1 1/2) times the basic hourly rate. *Note: Overtime pay after eight (8) hours on the project must be paid even if the worker does not exceed forty (40) hours in the work week.*

Violations should be reported to:

Department of Labor and Industry
Prevailing Wage Section
443 Lafayette Road N
St Paul, MN 55155
(651) 284-5091
DLI.PrevWage@state.mn.us

* Indicates that adjacent county rates were used for the labor class listed.

County: RAMSEY (62)

LABOR CODE AND CLASS		EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
LABORERS (101 - 112) (SPECIAL CRAFTS 701 - 730)					
101	LABORER, COMMON (GENERAL LABOR WORK)	2024-12-23	43.39	24.74	68.13
102	LABORER, SKILLED (ASSISTING SKILLED CRAFT JOURNEYMAN)	2024-12-23	43.39	24.74	68.13
103	LABORER, LANDSCAPING (GARDENER, SOD LAYER AND NURSERY OPERATOR)	2024-12-23	30.04	21.53	51.57
		2025-05-01	31.66	22.78	54.44
104	FLAG PERSON	2024-12-23	43.39	24.74	68.13
105	WATCH PERSON	2024-12-23	39.76	24.39	64.15
106*	BLASTER	2024-12-23	34.15	19.64	53.79

LABOR CODE AND CLASS		EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
107	PIPELAYER (WATER, SEWER AND GAS)	2024-12-23	45.13	24.74	69.87
		2025-05-01	47.50	26.12	73.62
108*	TUNNEL MINER	2024-12-23	43.13	24.24	67.37
109	UNDERGROUND AND OPEN DITCH LABORER (EIGHT FEET BELOW STARTING GRADE LEVEL)	2024-12-23	43.13	24.74	67.87
		2025-05-01	45.50	26.12	71.62
110	SURVEY FIELD TECHNICIAN (OPERATE TOTAL STATION, GPS RECEIVER, LEVEL, ROD OR RANGE POLES, STEEL TAPE MEASUREMENT; MARK AND DRIVE STAKES; HAND OR POWER DIGGING FOR AND IDENTIFICATION OF MARKERS OR MONUMENTS; PERFORM AND CHECK CALCULATIONS; REVIEW AND UNDERSTAND CONSTRUCTION PLANS AND LAND SURVEY MATERIALS). THIS CLASSIFICATION DOES NOT APPLY TO THE WORK PERFORMED ON A PREVAILING WAGE PROJECT BY A LAND SURVEYOR WHO IS LICENSED PURSUANT TO MINNESOTA STATUTES, SECTIONS 326.02 TO 326.15.	2024-12-23	43.39	24.74	68.13
111	TRAFFIC CONTROL PERSON (TEMPORARY SIGNAGE)	2024-12-23	43.39	24.74	68.13
SPECIAL EQUIPMENT (201 - 204)					
201*	ARTICULATED HAULER	2024-12-23	46.99	25.20	72.19
202*	BOOM TRUCK	2024-12-23	46.51	26.40	72.91
203	LANDSCAPING EQUIPMENT, INCLUDES HYDRO SEEDER OR MULCHER, SOD ROLLER, FARM TRACTOR WITH ATTACHMENT SPECIFICALLY SEEDING, SODDING, OR PLANT, AND TWO-FRAMED FORKLIFT (EXCLUDING FRONT, POSIT-TRACK, AND SKID STEER LOADERS), NO EARTHWORK OR GRADING FOR ELEVATIONS	2024-12-23	30.04	21.53	51.57
		2025-05-01	31.66	22.78	54.44

LABOR CODE AND CLASS		EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
204*	OFF-ROAD TRUCK	2024-12-23	41.73	22.85	64.58
205*	PAVEMENT MARKING OR MARKING REMOVAL EQUIPMENT (ONE OR TWO PERSON OPERATORS); SELF-PROPELLED TRUCK OR TRAILER MOUNTED UNITS.	2024-12-23	37.05	19.39	56.44
HIGHWAY/HEAVY POWER EQUIPMENT OPERATOR					
GROUP 2 *		2024-12-23	45.61	26.90	72.51
		2025-05-05	47.24	29.40	76.64
306	GRADER OR MOTOR PATROL				
308	TUGBOAT 100 H.P. AND OVER WHEN LICENSE REQUIRED (HIGHWAY AND HEAVY ONLY)				
GROUP 3		2024-12-23	45.01	26.90	71.91
		2025-05-05	46.61	29.40	76.01
309	ASPHALT BITUMINOUS STABILIZER PLANT				
310	CABLEWAY				
312	DERRICK (GUY OR STIFFLEG)(POWER)(SKIDS OR STATIONARY) (HIGHWAY AND HEAVY ONLY)				
314	DREDGE OR ENGINEERS, DREDGE (POWER) AND ENGINEER				
316	LOCOMOTIVE CRANE OPERATOR				
320	TANDEM SCRAPER				
322	TUGBOAT 100 H.P AND OVER (HIGHWAY AND HEAVY ONLY)				
GROUP 4		2024-12-23	44.67	26.90	71.57
		2025-05-05	46.25	29.40	75.65
323	AIR TRACK ROCK DRILL				
324	AUTOMATIC ROAD MACHINE (CMI OR SIMILAR) (HIGHWAY AND HEAVY ONLY)				
325	BACKFILLER OPERATOR				
327	BITUMINOUS ROLLERS, RUBBER TIERED OR STEEL DRUMMED (EIGHT TONS AND OVER)				
328	BITUMINOUS SPREADER AND FINISHING MACHINES (POWER), INCLUDING PAVERS, MACRO SURFACING AND MICRO SURFACING, OR SIMILAR TYPES (OPERATOR AND SCREED PERSON)				
329	BROKK OR R.T.C. REMOTE CONTROL OR SIMILAR TYPE WITH ALL ATTACHMENTS				
330	CAT CHALLENGER TRACTORS OR SIMILAR TYPES PULLING ROCK WAGONS, BULLDOZERS AND SCRAPERS				
331	CHIP HARVESTER AND TREE CUTTER				
332	CONCRETE DISTRIBUTOR AND SPREADER FINISHING MACHINE, LONGITUDINAL FLOAT, JOINT MACHINE, AND SPRAY MACHINE				
334	CONCRETE MOBIL (HIGHWAY AND HEAVY ONLY)				

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
335	CRUSHING PLANT (GRAVEL AND STONE) OR GRAVEL WASHING, CRUSHING AND SCREENING PLANT			
336	CURB MACHINE			
337	DIRECTIONAL BORING MACHINE			
338	DOPE MACHINE (PIPELINE)			
340	DUAL TRACTOR			
341	ELEVATING GRADER			
345	GPS REMOTE OPERATING OF EQUIPMENT			
347	HYDRAULIC TREE PLANTER			
348	LAUNCHER PERSON (TANKER PERSON OR PILOT LICENSE)			
349	LOCOMOTIVE (HIGHWAY AND HEAVY ONLY)			
350	MILLING, GRINDING, PLANNING, FINE GRADE, OR TRIMMER MACHINE			
352	PAVEMENT BREAKER OR TAMPING MACHINE (POWER DRIVEN) MIGHTY MITE OR SIMILAR TYPE			
354	PIPELINE WRAPPING, CLEANING OR BENDING MACHINE			
356	POWER ACTUATED HORIZONTAL BORING MACHINE, OVER SIX INCHES			
357	PUGMILL			
359	RUBBER-TIRED FARM TRACTOR WITH BACKHOE INCLUDING ATTACHMENTS (HIGHWAY AND HEAVY ONLY)			
360	SCRAPER			
361	SELF-PROPELLED SOIL STABILIZER			
362	SLIP FORM (POWER DRIVEN) (PAVING)			
363	TIE TAMPER AND BALLAST MACHINE			
365	TRACTOR, WHEEL TYPE, OVER 50 H.P. WITH PTO UNRELATED TO LANDSCAPING (HIGHWAY AND HEAVY ONLY)			
367	TUB GRINDER, MORBARK, OR SIMILAR TYPE			
GROUP 5	2024-12-23	41.36	26.90	68.26
	2025-05-05	42.77	29.40	72.17
370	BITUMINOUS ROLLER (UNDER EIGHT TONS)			
371	CONCRETE SAW (MULTIPLE BLADE) (POWER OPERATED)			
372	FORM TRENCH DIGGER (POWER)			
375	HYDRAULIC LOG SPLITTER			
376	LOADER (BARBER GREENE OR SIMILAR TYPE)			
377	POST HOLE DRIVING MACHINE/POST HOLE AUGER			
379	POWER ACTUATED JACK			
381	SELF-PROPELLED CHIP SPREADER (FLAHERTY OR SIMILAR)			
382	SHEEP FOOT COMPACTOR WITH BLADE . 200 H.P. AND OVER			
383	SHOULDERING MACHINE (POWER) APS CO OR SIMILAR TYPE INCLUDING SELF-PROPELLED SAND AND CHIP SPREADER			
384	STUMP CHIPPER AND TREE CHIPPER			
385	TREE FARMER (MACHINE)			

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
GROUP 6 *	2024-12-23	40.02	26.40	66.42
387	CAT, CHALLENGER, OR SIMILAR TYPE OF TRACTORS, WHEN PULLING DISK OR ROLLER			
389	DREDGE DECK HAND			
391	GRAVEL SCREENING PLANT (PORTABLE NOT CRUSHING OR WASHING)			
393	LEVER PERSON			
395	POWER SWEEPER			
396	SHEEP FOOT ROLLER AND ROLLERS ON GRAVEL COMPACTION, INCLUDING VIBRATING ROLLERS			
397	TRACTOR, WHEEL TYPE, OVER 50 H.P., UNRELATED TO LANDSCAPING			

COMMERCIAL POWER EQUIPMENT OPERATOR

GROUP 1	2024-12-23	51.03	26.90	77.93
	2025-05-05	51.03	29.40	80.43
501	HELICOPTER PILOT (COMMERCIAL CONSTRUCTION ONLY)			
502	TOWER CRANE 250 FEET AND OVER (COMMERCIAL CONSTRUCTION ONLY)			
503	TRUCK CRAWLER CRANE WITH 200 FEET OF BOOM AND OVER, INCLUDING JIB (COMMERCIAL CONSTRUCTION ONLY)			
GROUP 2	2024-12-23	50.64	26.90	77.54
	2025-05-05	50.64	29.40	80.04
504	CONCRETE PUMP WITH 50 METERS/164 FEET OF BOOM AND OVER (COMMERCIAL CONSTRUCTION ONLY)			
505	PILE DRIVING WHEN THREE DRUMS IN USE (COMMERCIAL CONSTRUCTION ONLY)			
506	TOWER CRANE 200 FEET AND OVER (COMMERCIAL CONSTRUCTION ONLY)			
507	TRUCK OR CRAWLER CRANE WITH 150 FEET OF BOOM UP TO AND NOT INCLUDING 200 FEET, INCLUDING JIB (COMMERCIAL CONSTRUCTION ONLY)			
GROUP 3	2024-12-23	49.05	26.90	75.95
	2025-05-05	49.05	29.40	78.45
508	ALL-TERRAIN VEHICLE CRANES (COMMERCIAL CONSTRUCTION ONLY)			
509	CONCRETE PUMP 32-49 METERS/102-164 FEET (COMMERCIAL CONSTRUCTION ONLY)			
510	DERRICK (GUY & STIFFLEG) (COMMERCIAL CONSTRUCTION ONLY)			
511	STATIONARY TOWER CRANE UP TO 200 FEET			
512	SELF-ERECTING TOWER CRANE 100 FEET AND OVER MEASURED FROM BOOM FOOT PIN (COMMERCIAL CONSTRUCTION ONLY)			
513	TRAVELING TOWER CRANE (COMMERCIAL CONSTRUCTION ONLY)			
514	TRUCK OR CRAWLER CRANE UP TO AND NOT INCLUDING 150 FEET OF BOOM, INCLUDING JIB (COMMERCIAL CONSTRUCTION ONLY)			
GROUP 4	2024-12-23	48.68	26.90	75.58
	2025-05-05	48.68	29.40	78.08

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
515				
516				
517				
518				
519				
520				
GROUP 5	2024-12-23	46.51	26.90	73.41
	2025-05-05	46.51	29.40	75.91
521				
522				
523				
524				
525				
526				
527				
528				
529				
530				
531				
532				
533				
534				
GROUP 6	2024-12-23	44.82	26.90	71.72
	2025-05-05	44.82	29.40	74.22
535				
536				
537				
538				
539				
540				
GROUP 7	2024-12-23	43.55	26.90	70.45
	2025-05-05	43.55	29.40	72.95
541				
542				
543				

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
544	FIREPERSON, TEMPORARY HEAT SECOND CLASS BOILER LICENSE (COMMERCIAL CONSTRUCTION ONLY)			
545	OILER (POWER SHOVEL, CRANE, TRUCK CRANE, DRAGLINE, CRUSHERS AND MILLING MACHINES, OR OTHER SIMILAR POWER EQUIPMENT) (COMMERCIAL CONSTRUCTION ONLY)			
546	PICK UP SWEEPER (ONE CUBIC YARD HOPPER CAPACITY) (COMMERCIAL CONSTRUCTION ONLY)			
547	PUMP AND/OR CONVEYOR (COMMERCIAL CONSTRUCTION ONLY)			
GROUP 8 *	2024-12-23	41.28	26.90	68.18
	2025-05-05	41.28	29.40	70.68
548	ELEVATOR OPERATOR (COMMERCIAL CONSTRUCTION ONLY)			
549	GREASER (COMMERCIAL CONSTRUCTION ONLY)			
550	MECHANICAL SPACE HEATER (TEMPORARY HEAT NO BOILER LICENSE REQUIRED) (COMMERCIAL CONSTRUCTION ONLY)			
TRUCK DRIVERS				
GROUP 1	2024-12-23	39.81	22.73	62.54
601	MECHANIC . WELDER			
602	TRACTOR TRAILER DRIVER			
603	TRUCK DRIVER (HAULING MACHINERY INCLUDING OPERATION OF HAND AND POWER OPERATED WINCHES)			
GROUP 2	2024-12-23	38.39	23.70	62.09
604	FOUR OR MORE AXLE UNIT, STRAIGHT BODY TRUCK			
GROUP 3 *	2024-12-23	22.50	6.50	29.00
605	BITUMINOUS DISTRIBUTOR DRIVER			
606	BITUMINOUS DISTRIBUTOR (ONE PERSON OPERATION)			
607	THREE AXLE UNITS			
GROUP 4 *	2024-12-23	25.50	9.42	34.92
608	BITUMINOUS DISTRIBUTOR SPRAY OPERATOR (REAR AND OILER)			
609	DUMP PERSON			
610	GREASER			
611	PILOT CAR DRIVER			
612	RUBBER-TIRED, SELF-PROPELLED PACKER UNDER 8 TONS			
613	TWO AXLE UNIT			
614	SLURRY OPERATOR			
615	TANK TRUCK HELPER (GAS, OIL, ROAD OIL, AND WATER)			
616	TRACTOR OPERATOR, UNDER 50 H.P.			

LABOR CODE AND CLASS		EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
SPECIAL CRAFTS					
701	HEATING AND FROST INSULATORS	2024-12-23	53.19	31.95	85.14
		2025-06-09	57.24	31.95	89.19
702*	BOILERMAKERS	2024-12-23	46.00	31.93	77.93
		2025-01-01	48.35	31.93	80.28
703	BRICKLAYERS	2024-12-23	48.23	26.53	74.76
704	CARPENTERS	2024-12-23	45.54	29.34	74.88
		2025-01-01	45.54	29.34	74.88
705	CARPET LAYERS (LINOLEUM)	2024-12-23	45.25	26.98	72.23
		2025-01-01	45.25	26.98	72.23
706	CEMENT MASONS	2024-12-23	48.21	24.97	73.18
707	ELECTRICIANS	2024-12-23	53.91	36.48	90.39
		2025-05-01	58.31	36.48	94.79
708*	ELEVATOR CONSTRUCTORS	2024-12-23	59.95	44.53	104.48
		2025-01-01	62.52	45.36	107.88
709	GLAZIERS	2024-12-23	48.98	26.75	75.73
710	LATHERS	2024-12-23	47.00	26.85	73.85
		2025-01-01	47.00	26.85	73.85
712	IRONWORKERS	2024-12-23	44.85	35.72	80.57
714	MILLWRIGHT	2024-12-23	41.66	35.40	77.06
		2025-01-01	41.66	35.40	77.06
715	PAINTERS (INCLUDING HAND BRUSHED, HAND SPRAYED, AND THE TAPING OF PAVEMENT MARKINGS)	2024-12-23	44.00	27.69	71.69
716	PILEDRIIVER (INCLUDING VIBRATORY DRIVER OR EXTRACTOR FOR PILING AND SHEETING OPERATIONS)	2024-12-23	45.71	29.73	75.44

LABOR CODE AND CLASS		EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
		2025-01-01	45.71	29.73	75.44
		2025-05-01	49.46	30.23	79.69
717	PIPEFITTERS . STEAMFITTERS	2024-12-23	55.94	34.50	90.44
718	PLASTERERS	2024-12-23	47.93	25.34	73.27
719	PLUMBERS	2024-12-23	55.80	32.45	88.25
		2025-05-01	60.35	32.45	92.80
720	ROOFER	2024-12-23	45.70	24.84	70.54
721	SHEET METAL WORKERS	2024-12-23	53.71	34.57	88.28
		2025-05-01	57.96	34.57	92.53
722	SPRINKLER FITTERS	2024-12-23	55.31	34.95	90.26
		2025-06-01	59.81	34.85	94.66
723	TERRAZZO WORKERS	2024-12-23	46.27	26.64	72.91
724	TILE SETTERS	2024-12-23	42.76	30.32	73.08
725	TILE FINISHERS	2024-12-23	35.15	24.36	59.51
726	DRYWALL TAPER	2024-12-23	41.72	29.72	71.44
727	WIRING SYSTEM TECHNICIAN	2024-12-23	47.73	22.24	69.97
		2025-07-01	51.07	23.52	74.59
728	WIRING SYSTEMS INSTALLER	2024-12-23	33.44	17.82	51.26
		2025-07-01	35.78	18.73	54.51
729	ASBESTOS ABATEMENT WORKER	2024-12-23	39.86	24.61	64.47
		2025-01-01	41.23	25.49	66.72
		2025-05-01	41.23	25.99	67.22
730	SIGN ERECTOR	2024-12-23	34.69	19.88	54.57
		2025-06-01	37.19	19.88	57.07

LABOR CODE AND CLASS

EFFECT DATE

BASIC RATE

FRINGE RATE

TOTAL RATE

VENDOR OUTREACH PROGRAM

Human Rights & Equal Economic Opportunity

The goal of the Vendor Outreach Program (“VOP”) is to encourage contracting with local small business

VOP helps local small, small minority-owned and small woman-owned businesses take part on City contracts. The Saint Paul Administrative Code (chapter 84) governs VOP. Generally, there is a \$50,000 threshold for VOP applicability. A small business set-aside program does exist for contracts under \$50,000, in certain circumstances.

VOP strives to award as many purchases goods, services, and construction to eligible local businesses. The Central (CERT) Certification Program certifies eligible businesses. Generally, there is a goal to award at least 25% of opportunities to certified businesses. The 25% business inclusion is broken down as follows

- 5% to minority-owned business enterprises (MBE)
- 10% to woman-owned business enterprises (WBE)
- 10% to other small business enterprises (SBE).

However, VOP evaluates each project and contract on its own. Goals may vary for several reasons, such as actual available business opportunity.

The federal DBE program will govern certain City contracts. If that is the case, you are subject to DBE requirements and not VOP. If DBE applies, information pertaining to such requirements will be included.

Procedure

Under VOP, you must seek vendors that are currently certified. The searchable database of certified companies is at <https://cert.smwbe.com>. There is information on this page explaining how to get a Vendor List or access. CERT staff will attempt to respond to your request within 2 business days. You will report on VOP through our online Contract Compliance Monitoring Software, B2Gnow.

How a business can be certified

Generally, businesses can be certified if they are located in the eligible area and qualify as a small business. Once a business meets those two qualifications, they can also certify as being woman-owned or minority-owned.

Eligible businesses may be located in any of the following counties: Anoka, Benton, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Stearns, Washington Wright, Pierce (WI), St. Croix (WI).

Whether a business qualifies as small depends on their revenue and their applicable NAICS codes. Certain types of businesses (such as subsidiaries and franchisees) may not be eligible for certification. For specific information please e-mail cert@ci.stpaul.mn.us or call 651-266-8900 and ask for CERT staff.



CITY OF SAINT PAUL

Melvin Carter, Mayor

280 City Hall

15 Kellogg Boulevard West

Saint Paul, MN 55102-1659

Telephone: 651.266.8900

Facsimile: 651.266.8919

TDD: 651.266.8977

City of Saint Paul Vendor Outreach Program Good Faith Effort Standards

Excerpted From Chapter 84 of the Saint Paul Administrative Code

The steps listed below are not a checklist, but rather a set of guidelines meant to provide various ways to exhibit good faith efforts. This is not an exhaustive list. To truly display a good faith efforts showing within the spirit of the Saint Paul Administrative Code good faith efforts will be evaluated throughout the life of the contract. If a contract fails to meet the VOP goals at the end of the contract, appropriate documentation must be submitted to the Vendor Outreach Coordinator explaining why.

- (a) *Good faith efforts required.* On any contract with the City where a contracting party has failed to meet the established level of certified vendor participation, good faith efforts to meet such levels must be shown. Levels of certified vendor participation are evaluated throughout the duration of the contract.
- (b) *Factors to be considered.* When determining whether a good faith effort has been established the City will consider all relevant efforts, including but not limited to the following factors:

 - (1) List each possible subcontract opportunity in the contract, indicating where possible the NAICS Code (or NIGP Code) of such work, seeking the assistance of the department in ascertaining such subcontract opportunities.
 - (2) Obtain access to the CERT Certified Vendor Online Directory or an exported list of the CERT certified businesses from CERT staff and search for current CERT certified SBEs, MBEs and WBEs.
 - (3) Attend all pre-bid and pre-construction conferences to obtain information about the Vendor Outreach Program, the levels of participation of CERT certified SBEs, MBEs, and WBEs, and the outreach requirements herein.
 - (4) Request assistance from local small business related organization; minority and women community organizations; minority and women contractor groups; or other organizations that provide assistance in the recruitment and placement of SBEs, MBEs, and WBEs.
 - (5) Solicit bids from CERT certified SBEs, MBEs and WBEs, which have been identified as being available and capable of performing the necessary work for the business opportunity within the contract within sufficient time for such business to provide a response, but at no time less than (10) business days prior to bid opening, by phone, fax, electronic mail, internet or other social media.
 - (6) Advertising available business opportunities in local papers, minority publications, and women publications.
 - (7) Solicit bids from a minimum of three (3) such certified businesses for each business opportunity available within the contract. Bidders who continuously list the same certified SBEs, MBEs and WBEs as having been contacted and listed as unavailable, when contact has previously been unsuccessful as a result of disconnected phone numbers or returned mail, will not be deemed to have made good faith efforts.
 - (8) Provided plans and specifications; information regarding the location of plans and specifications; or other necessary information regarding the opportunity to SBEs, MBEs and WBEs in a timely manner.

- (9) Where applicable, advise and make efforts to assist interested CERT certified SBEs, MBEs and WBEs to obtain bonds, lines of credit or insurance, or other potential capacity barriers required to perform the contract.
- (10) Submit documentation if responses from CERT certified SBEs, MBEs or WBEs were rejected, giving the complete basis for the rejection and evidence that the rejection was justified.
- (11) Encourage potential SBE, MBE and WBE candidates to become CERT certified.

(c) *Failure to meet good faith efforts.*

- (1) A contracting party who fails to meet established goals and provide sufficient good faith efforts shall be subject to a penalty, the amount of which shall be calculated as follows:

The difference between the established Vendor Outreach Program goal based off of the available business opportunity on the contract that failed to establish good faith efforts and the actual goal achieved/actual amount contracted with CERT certified businesses.

- (2) Additionally, a contracting party who fails to meet established goals and provide sufficient good faith efforts on a project will be deemed a non-responsible bidder and placed on a list of ineligible bidders for a period of one year. During the period of ineligibility, the contracting party may request a review of its subsequent efforts to work with SBEs, MBEs, and WBEs on projects with other entities within the Marketplace for the purpose of being removed from the list and reinstated as an eligible bidder.
- (3) A contracting party found to have failed to provide good faith efforts shall be notified in writing of the determination. The notice must contain the amount of penalty being imposed, the date upon which placement on the ineligible list occurs, and the method for appealing the determination.



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VENDOR OUTREACH PROGRAM-PRIME CONTRACTOR PROCESS OVERVIEW

Directions: Once you receive the Vendor Outreach Program Packet from your project manager, please complete the steps in Phase I immediately.

PHASE I: PRIOR TO PROJECT START

- ❖ Locate and identify certified vendors to include in your bid specifications by accessing the CERT certified vendor list on <https://cert.smwbe.com/> (see “Vendor Lists” in the left hand column to request an updated list)
- ❖ Submit VOP ID of Prime & Subs Sheet (this will be an Excel spreadsheet)
- ❖ Log into B2Gnow and click on the relevant project/contract
 - If you do not see your project/contract listed on your dashboard then the contract has not been inserted into the database. Please e-mail contractcompliance@ci.stpaul.mn.us and provide the contract amount, contract start date, contract end date, and a primary contact person. Please indicate: “Request for B2Gnow Project Setup” in the subject line.
- ❖ The prime must insert all vendors into B2Gnow
 - **NOTE:** Listing all vendors includes first tier, second tier, third tier, etc. subs and suppliers. The prime may delegate to first tier subs to report their second tier subs, and so on.
 - Please go to <https://stpaul.diversitycompliance.com> and login using your username and password. If you have forgotten your username and/or password, your e-mail address is your username and if you need to reset your password, there is link on the login page that reads “Forgot Password”. Place your username in the field provided and the system will send you a temporary password.
 - Once logged in, click on the contract you wish to add subs. At the top of the page you should see a tab entitled “Subs.” Click on this tab. Once on the page, you should see a button (closer to the top) that reads “Add Subcontractor.” Click this. Once on this page, start typing the company name in the “Vendor” search window. If the vendor is listed in our database a dropdown list should appear. If it is not, then you will need to click the red “Get Vendor.” If, after clicking the red “Get Vendor” you are unable to find the vendor, the vendor will need to be added to the database.
- ❖ Once all subcontractors are added to the database, they will need to be approved before the prime can insert a payment. As a result, **make sure subs are inserted prior to a Draw Request.** If all subs to date are not inserted prior to a Draw Request, **VOP will not approve the Draw Request until the most recent Sub ID sheet corresponds with the subs in B2Gnow.**

PHASE II: CONSTRUCTION:

- ❖ After subs are approved, the prime **must** insert all payments made to the subs by clicking on the “Compliance Audit List” tab at the top of the page.
- ❖ After a payment is entered for a sub, the sub will be notified by B2Gnow and will need to confirm the payment.
 - To “Confirm” a payment the sub will need to login to B2Gnow at <https://stpaul.diversitycompliance.com>. Once logged in, the sub should see the “Data dashboard” form there he/she can click on the appropriate contract and “Confirm” the payment amount made to him/her.
- ❖ **NOTE: If payments to subs are not inserted in B2Gnow and confirmed prior to a Draw Request, this will hold up approval of Draw Requests.**

Directions: When you have completed work on a project, it is very important to signify completion in B2Gnow. This is the final step of compliance.

PHASE III: PROJECT END:

- ❖ Verify that all subs and all payments to subs have been entered into B2Gnow.
- ❖ Verify that the most recent Subcontractor ID Sheet submitted to the Vendor Outreach Coordinator matches up with the entries in B2Gnow.
- ❖ Verify that all subs have confirmed all payments prior to the final draw request.
- ❖ Indicate in B2Gnow that the audit is final.
- ❖ **NOTE: A final Draw Request will not be approved unless everything is up to date and completed in B2Gnow.**

For questions, contact:
Human Rights and Equal Economic Opportunity Department
Vendor Outreach Program
15 Kellogg Blvd. W.
Saint Paul, MN 55102
ContractCompliance@ci.stpaul.mn.us | (651) 266-8900



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VENDOR OUTREACH PROGRAM CONTRACTOR COMPLIANCE CHECK-LIST

Directions: Once you receive this Vendor Outreach Program Packet from your project manager, please complete the steps in Phase I immediately.

PHASE I: PRIOR TO PROJECT START

- ☐ Locate and identify certified vendors to include in your bid specifications by accessing the CERT certified database at <https://cert.smwbe.com/>
- ☐ Submit VOP ID of Prime & Subs Sheet in Excel format (this will be an Excel spreadsheet)
- ☐ Verify that your contract is listed in B2Gnow
- ☐ The prime must insert all subs that are on the draw request (note: all subs includes second tier subs, third tier subs, etc) into B2Gnow

PHASE II: CONSTRUCTION:

- ☐ The prime **must** insert all payments made to the subs by clicking on the "Compliance Audit List" tab at the top of the page
 - **Prime MUST insert subs prior to a Draw Request.**
 - **Draw Request will not be approved until current sub ID sheet and/or pay application matches sub list in B2Gnow.**
- ☐ Prime must instruct subs to confirm payments prior to submitting a draw request
- ☐ Subs will need to approve each of their payments entered by the prime per audit period in B2Gnow
- ☐ **NOTE: If payments to subs are not inserted in B2Gnow, this will hold up approval of Draw Requests**

Directions: When you have completed work on a project, it is very important to signify completion in B2Gnow. This is the final step of compliance.

PHASE III: PROJECT END:

- ☐ Verify that all subs and all payments to subs have been entered into B2Gnow.
- ☐ Verify that the most recent Subcontractor ID Sheet submitted to the Vendor Outreach Coordinator matches up with the entries in B2Gnow.
- ☐ Verify that all subs have confirmed all payments prior to the final draw request.
- ☐ Indicate in B2Gnow that the audit is final.
- ☐ **NOTE: A final Draw Request will not be approved unless everything is up to date and completed in B2Gnow.**

For questions, contact:
Human Rights and Equal Economic Opportunity Department
Vendor Outreach Program City Hall 280
Saint Paul, MN 55102
ContractCompliance@ci.stpaul.mn.us | (651) 266-8900



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VENDOR OUTREACH PROGRAM-SUBCONTRACTOR CHECKLIST

PHASE I: PRIOR TO PROJECT START

- ☐ Provide prime contractor with a list of all of your subcontractors and suppliers.

PHASE II: CONSTRUCTION:

- ☐ Confirm all payments entered by the prime. The database will send you an e-mail instructing you to log in and confirm payments per monthly audit.
- ☐ Report your subs and suppliers in B2Gnow, as well as their payments. (See the "Contractor Compliance Checklist" on the previous page for instructions on how to do this).
- ☐ NOTE: Draw Requests will be held up until subs confirm payments and report accordingly.

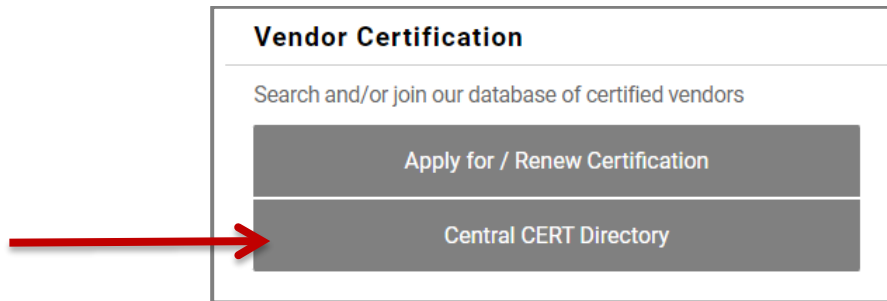
PHASE III: PROJECT END:

- ☐ Make sure you have confirmed all payments made to you by the prime once your work is complete.
- ☐ Ensure all of your subs and suppliers have been reported, as well as their payments.
- ☐ NOTE: Failure to confirm payments will result in payments being withheld until B2Gnow reflects a payment confirmation.

For questions, contact:
Human Rights and Equal Economic Opportunity Department
Vendor Outreach Program City Hall 280
Saint Paul, MN 55102
ContractCompliance@ci.stpaul.mn.us | (651) 266-8900

How to Access the Current CERT Directory

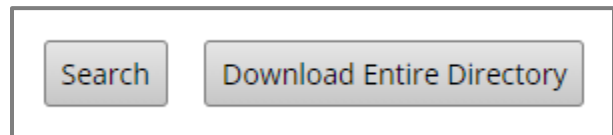
1. Visit <https://cert.smwbe.com/>, click on “Central CERT Directory” button in the left column in the “Vendor Certification” section.



2. In the pop-up window, you can search for items including: business name, description, commodity code, or location. For example, search for a cleaning company by entering “clean” in the business description field. **TIP:** keep search terms short. *Example:* searching for “plumb” will return results for both “plumber” and “plumbing”.

A screenshot of a search form titled "Search by Business Description". It has a label "BUSINESS DESCRIPTION" and a text input field containing the word "clean". Below the input field is a small tip: "Tip: Try just a few letters of a keyword."

3. Once you have entered your search fields, scroll to the bottom of the window, complete the reCAPTCHA, and click the “Search” button. (Or you can choose to download the entire business directory without entering any search terms.)



4. To download your filtered search results, click the “Download Search Results” button.

5. Check the “Include Commodity Codes in download” box. Click “Download to Excel” or “Download to CSV” button.

A screenshot showing a checkbox labeled "Include Commodity Codes in download" which is checked. Below it are two buttons: "Download to Excel" and "Download to CSV".

6. Save file to a location on your computer that you can find, and then open the file to view the list filtered by your defined criteria. If you chose to download the entire directory, you can also search directly in the downloaded list.

For further assistance finding CERT certified vendors for a certain scope of work, contact a CERT specialist at cert@ci.stpaul.mn.us or call 651-266-8966. Choose the option for “CERT” to speak with a CERT specialist.



Form required for Vendor Outreach Program, Labor Standards, AA/EEO, and HUD Section 3

Submit completed form to: Contract Compliance & Business Development
15 West Kellogg Blvd, Room 280
Saint Paul, MN 55102-1681

Phone: 651-266-8966
Email: contractcompliance@stpaul.gov

INCLUDED FOR REFERENCE IN PDF FORMAT. COMPLETE AND SUBMIT THE ATTACHED .xlsx SPREADSHEET.

Project: _____

Event #: _____
if applicable

Est. Construction Cost: _____

form completion date: _____

Please identify all subcontractors (including material suppliers) you intend to utilize on this project. Use "supplier only" column to identify suppliers. Identify Certified Minority Owned, Women Owned, Small, and Section 3 businesses with MBE, WBE, SBE, or Sec 3 respectively.
Form must be updated and submitted when you add, delete, or make other changes to the list.

	Name, Address, Contact Person, Email and Phone Number	CERT M/W/S/BE Vendor	Section 3 Certified Vendor	Nature (Scope) of Work	supplier only <small>(no labor)</small>	Estimated Start Date	Estimated End Date	Contract Amount
PRIME:	_____			_____				_____
	_____			_____				_____
SUBS: 1	_____			_____				_____
	_____			_____				_____
2	_____			_____				_____
	_____			_____				_____
3	_____			_____				_____
	_____			_____				_____
4	_____			_____				_____
	_____			_____				_____
5	_____			_____				_____
	_____			_____				_____
6	_____			_____				_____
	_____			_____				_____
7	_____			_____				_____
	_____			_____				_____
8	_____			_____				_____
	_____			_____				_____
9	_____			_____				_____
	_____			_____				_____
10	_____			_____				_____
	_____			_____				_____
11	_____			_____				_____
	_____			_____				_____
12	_____			_____				_____
	_____			_____				_____
13	_____			_____				_____
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14	_____			_____				_____
	_____			_____				_____
15	_____			_____				_____
	_____			_____				_____
16	_____			_____				_____
	_____			_____				_____
17	_____			_____				_____
	_____			_____				_____
18	_____			_____				_____
	_____			_____				_____
19	_____			_____				_____
	_____			_____				_____
20	_____			_____				_____
	_____			_____				_____

City of Saint Paul HIREO Use Only

Section 3				Notes / Status:	Total Business Opportunity (VOP)				\$100.00		
Construction Subcontracts		Non-Construction Subcontracts			MBE		5.00%	%	\$	\$5.00	
Total Subcontracts (labor)		Total PSA awards			WBE		10.00%	%	\$	\$10.00	
GC Self Perform		\$0	Goal - PSA 3%		SBE		10.00%	%	\$	\$10.00	
Goal - Labor 25% (if applicable)		\$0	Awards to Sec 3 Subs		Total MBE, WBE, SBE contract \$						\$25
Goal - Labor 10%		\$0	Percentage to Sec 3		#DIV/0!						
Awards to Sec 3 Subs		Total Work by Sec 3 (GC & Subs)			VOP Subcontract Percentage						25.00%
Percentage to Sec 3		#DIV/0!	Total % by Sec 3		#DIV/0!						

ID sheet for Professional Service Agreements (PSAs)

The purpose of this form is to notify the City of Saint Paul that your business is paying other businesses (subcontractors, suppliers, or vendors) as a part of your awarded contract. Please complete as thoroughly as possible and submit to your city project manager and contractcompliance@ci.stpaul.mn.us.



SAINT PAUL
MINNESOTA

INCLUDED FOR REFERENCE IN PDF FORMAT. COMPLETE AND SUBMIT THE ATTACHED .xlsx SPREADSHEET.

Project or Contract Name:

Contract award amount \$
or estimated total project cost

Date form completed
or updated:

Instructions:

List all businesses that you will be paying as "vendors" below. This includes subcontractors, suppliers, and any other businesses you are paying. Note if a vendor has CERT certification (MBE, WBE, SBE) in column C. The CERT directory can be found at <https://cert.smwbe.com/>

If you are not paying other businesses on this contract/project, can list "N/A" (not applicable) or "none" in the first vendor field B11. Add additional vendor lines if needed.

Keep this form current throughout the life of your project. If there are changes to vendors, make edits to the form and re-submit. Be sure to update the form completion date field with the date the form was updated.

Business Name, Address, Contact Person, Email, and Phone Number		CERT M/W/S/BE Vendor	Nature of work, service provided, or type of supply	Date Work to Begin	Date Work Completed	Contract \$ Amount or Total Payment Estimate
Awarded Vendor:						
VENDORS paid by awarded vendor						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

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Total Business Opportunity (VOP) \$	-	MBE	#DIV/0!
		WBE	#DIV/0!
		SBE	#DIV/0!
Total MBE, WBE, SBE contract \$	-		
VOP Subcontract Percentage			#DIV/0!
Overall VOP Contract Percentage			#DIV/0!