

# Admin Minnesota

Office of State Procurement

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Persons with a hearing or speech disability can contact us through the Minnesota Relay Service by dialing 711 or 1.800.627.3529.

## CONTRACT RELEASE: M-566(5)

DATE: MAY 16, 2024

PRODUCT/SERVICE: MINNCOR: CONSOLIDATED CONTRACT RELEASE FOR ALL MINNCOR PRODUCTS AND SERVICES

CONTRACT PERIOD: JANUARY 1, 2017, THROUGH STATUTORY EXISTENCE

EXTENSION OPTIONS: N/A

ACQUISITION MANAGEMENT SPECIALIST (AMS): ROBB MIMBACH

PHONE: 651.201.2432 E-MAIL: [robb.mimbach@state.mn.us](mailto:robb.mimbach@state.mn.us) WEB SITE: <https://mn.gov/admin/osp/>

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<u>VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
MINNCOR INDUSTRIES 2420 LONG LAKE ROAD ROSEVILLE, MN 55113	249410 117623 (OLD THRU 6/30/24)	NET 30	SEE MINNCOR WEBSITE

**Before using this contract, see PO Processing instructions below**

VENDOR NO: 0000274788

CUSTOMER SERVICE

OFFICE: 651.361.7500 | FAX: 651.603.0119 | TOLL-FREE: 800.646.6267

EMAIL: [CUSTOMER-SERVICE.MINNCOR@STATE.MN.US](mailto:CUSTOMER-SERVICE.MINNCOR@STATE.MN.US)

WEBSITE: [WWW.MINNCOR.COM](http://WWW.MINNCOR.COM)

WEBSITE LINK FOR PRODUCTS, SERVICES, & PRICING: [WWW.MINNCOR.COM](http://WWW.MINNCOR.COM)

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**MINNESOTA STATUTES 16C.151.** Per Minnesota Statutes 16C.151:

[https://www.revisor.mn.gov/statutes?id=16C.151&year=2016&keyword\\_type=all&keyword=16c.151](https://www.revisor.mn.gov/statutes?id=16C.151&year=2016&keyword_type=all&keyword=16c.151), "A public entity that is supported in whole or in part with funds from the state treasury may purchase items directly from corrections industries.

**The bid solicitation process is not required for these purchases."**

"Public entity" or "public entities" includes the state and an agency, department, or institution of the state, any governmental unit as defined in section [471.59](#), the state legislative and judicial branches, and state colleges and universities.

All project specific terms and conditions must be detailed in the Purchase Order contract. The contract number referenced above must be used, however, this contract number was established only as a method to consolidate purchases from MINNCOR.

### SWIFT PO PROCESSING

Anyone processing a PO through SWIFT **must follow the step-by-step instructions** or there is a good chance your PO won't work. See the following link for the step-by-step instructions on how to process a PO in SWIFT using an Open Category contract: [http://www.mmd.admin.state.mn.us/pdf/M-566\(5\)PurchaseOrder.pdf](http://www.mmd.admin.state.mn.us/pdf/M-566(5)PurchaseOrder.pdf)

Contract Release: M-566(5)

**CONTRACT USERS.** This Contract is available to the following entities as indicated by the checked boxes below

- State agencies
- Cooperative Purchasing Venture (CPV) members

**STATE AGENCY CONTRACT USE.** State agencies should make every effort to use the Vendor listed. However, this Contract does not prohibit State agencies from using their delegated local purchasing authority to procure similar products and services from other vendors.

Before using this Contract Release, State agencies must first review the MMD website for mandatory use contracts. Mandatory use contracts must be used unless a written exception is received from the applicable Acquisition Management Specialist/Buyer.

**STATE AGENCY ORDERING INSTRUCTIONS.** Orders are to be placed directly with the Vendor. State agencies should use a Contract Release Order (CRO) or a Blanket Purchase order (BPC). The person ordering should include his or her name and phone number. Orders may be submitted via fax.

**CONTRACT FEEDBACK.** If these commodities or service can be better structured to help you with your business needs, contact MINNCOR or complete and submit a [Contract Feedback Form](#).

**VENDOR PERFORMANCE REPORT.** Agencies should report exceptional or unsatisfactory vendor performance by completing a [Vendor Performance Report](#). Please send the completed form to the AMS listed above.

**NO SERVICE CERTIFICATION FORM REQUIREMENTS.**

Per ALP Manual 1.6.4 Products and General Services from State Agencies. When purchasing products and general services from an Agency, ALP certified buyers, **do not** need to complete a Service Contract Certification Form for State agency general services.

**SPECIAL TERMS AND CONDITIONS**

**SCOPE.** In an effort to streamline purchases from MINNCOR, this Contract Release has been established to help guide purchasers to all the products and services that MINNCOR Industries provides. All previous Contract Releases with MINNCOR have been eliminated, except those for which MINNCOR submitted a bid and was awarded a separate contract. See the bottom of this Release for a list of previous MINNCOR Contract Releases.

As the Minnesota Department of Corrections industry program, MINNCOR Industries maintains a delicate balance of providing work skills training to offenders and products to customers while maintaining financial self-sufficiency. Receiving no state subsidies, taxpayer dollars or grants, MINNCOR runs a contemporary, cohesive, self-sufficient business operation, featuring 18 diverse product lines.

The mission of MINNCOR Industries is to provide offenders job skills training to support positive behavior and successful transition into the community at no cost to taxpayers.

**PRICES.** Contact MINNCOR for products, services, and prices, or go to their website: <https://www.minncor.com/>

**UNSPSC CODES.** The SWIFT contract is set up as an Open Category contract and allows all UNSPSC Codes to be used. Buyers should choose the proper UNSPSC Code to be used on the Purchase Order based on the goods or services being ordered. A list of commonly used but not all UNSPSC codes is provided in this Contract Release.

**FREIGHT/SHIPPING TERMS.** Deliveries are FOB destination. Freight/shipping charges are as shown at the MINNCOR website or may be detailed in a quote.

**REVISIONS.**

- 05/16/2024 Contract number changed.
- 03/05/2020 UNSPSC code list has been updated.
- 12/11/2019 Changes to UNSPSC Codes, 800 phone number, and keyword changes to search for products on OSP website.
- 08/23/2019 UNSPSC code list has been updated to delete beaver pond lever codes.
- 11/20/2017 UNSPSC Code list updated on 11/03/17, has been removed and replaced with the 9/21/17 list.
- 11/03/2017 UNSPSC code list has been updated.
- 09/21/2017 MINNCOR cancelled the contract under Contract Release S-820(5) for Safety Garments: High Visibility. These products can be purchased through M-566(5) now if an exception is obtained.
- 04/03/2017 Updated the Service Certification form requirements. A Service Certification form is not needed for purchases from MINNCOR.
- 01/13/2017 UNSPSC code list has been updated.

# SWIFT UNSPSC CODE LIST FOR MINNCOR PRODUCTS & SERVICES

## M-566(5) MINNCOR PRODUCTS AND SERVICES

OLD CONTRACT RELEASES	OLD CONTRACT RELEASE TITLE	UNSPSC CODE	UNSPSC CODE DESCRIPTION
C-806(5)	CLEANING SUPPLIES	53130000	Personal Care Products
		47130000	Cleaning and janitorial supplies
		47121804	Cleaning pails or buckets
		47131800	Cleaning and disinfecting solutions
		47121816	Cleaning solution dispenser and accessories
		47131502	Cleaning cloths or wipes
		47000000	Cleaning Equipment and Supplies
		47121900	Cleaning equipment accessories
		47131800	Laundry products
		47131811	Laundry products
		47131810	Dishwashing products
C-726(5)	CLOTHING	42131706	Surgical jumpsuits and coveralls
		42131715	Surgical scrub tops
		52121508	Blankets
		53100000	Clothing
		53101500	Slacks and trousers and shorts
		53101600	Shirts and blouses
		53101800	Coats and jackets
		53102300	Undergarments
		53102402	Socks
		53102604	Womens pajamas or nightshirts or robes
		42130000	Laundry Bags
		53103000	T-shirts
		53111600	Shoes
F-444(5)	FURNITURE: HEALTHCARE	56101500	Furniture
		56100000	Accommodation Furniture
		73111505	Furniture Manufacturing Services
F-437(5)	FURNITURE: JAIL & DETENTION	56000000	Furniture and Furnishings
		56110000	Commercial and Industrial Furniture
F-443(5)	FURNITURE: LIBRARY & SCHOOL (WOOD)	56121400	Cafeteria and lunchroom furnishings
		72153606	Office furniture installation services
		56121502	Classroom chairs
		56121000	Library Furnishings
		56101507	Bookcases
		56121005	Dictionary Stand
		56121507	Study Carrels
F-441(5)	FURNITURE: MATTRESSES & PILLOWS	56101508	Mattresses or sleep sets
		52121505	Pillows
F-445(5)	FURNITURE: PARK & PATIO	56101500	Furniture

OLD CONTRACT RELEASES	OLD CONTRACT RELEASE TITLE	UNSPSC CODE	UNSPSC CODE DESCRIPTION
F-442(5)	FURNITURE: RESIDENTIAL & COLLEGIATE	56101500	Furniture
		56111800	Freestanding Furniture
		56000000	Furniture and Furnishings
		56101500	Furniture
		56120000	Classroom and instructional and institutional furniture and fixtures
		56112103	Guest Seating
		56112105	Lounge Seating
F-422(5)	FURNITURE: REUPHOLSTERY	56101500	Furniture
		11162113	Upholstery Fabrics
		56112103	Guest Seating
		56112105	Lounge Seating
F-416(5)	FURNITURE: TASK, SIDE & CONFERENCE SEATING	72153606	Office furniture installation services
		56101500	Furniture
		56112100	Chairs
		56121502	Classroom Chairs
		56101700	Office Furniture
		56000000	Furniture and Furnishings
		56101502	Sofas
		56120000	Classroom and instructional and institutional furniture and fixtures
		56112106	Stool seating
		56121504	Classroom stools
		56112102	Task seating
		56112103	Guest Seating
		56112105	Lounge Seating
F-415(5)	FURNITURE: WOOD LINE, TABLES	56112104	Executive seating
		56101700	Office Furniture
		56101500	Furniture
		56101519	Tables
		56101706	Conferencing Tables
		56121403	Mobile Tables
		56111511	Modular clerical office packages
L-334(5)	LAUNDRY SERVICE	91111502	Laundry Services
M-490(5)	MILLWORK: CUST CABINETRY & COUNTERTOPS	56101500	Furniture
		30131801	Cabinets
		30161900	Molding and millwork
		30162203	Solid Surface Countertop
		95141708	Office Kitchen
		30162201	Laminate countertop
		72153603	Counter top installation service
		72153606	Office furniture installation services

OLD CONTRACT RELEASES	OLD CONTRACT RELEASE TITLE	UNSPSC CODE	UNSPSC CODE DESCRIPTION
P-720(5)	PIERS & DOCKS	30220000	Permanent structures
		95121617	Dock
		95121616	Pier
		95121618	Marina
		25111804	Kayak
P-856(5)	PRINTING: FULL SERVICE	14111500	Printing and writing paper
		14111600	Novelty paper
		14111800	Business use papers
		44120000	Office supplies
		44110000	Office and desk accessories
		55101501	Charts or maps or atlases
		55101503	Catalogs
		55101504	Newspapers
		55101515	Promotional material or annual
		55101520	Instruction sheets or booklets
		55121800	Identification documents
		82141500	Art design services
		55121600	Labels
S-820(5)	SAFETY GARMENTS: HIGH VISIBILITY	46181500	Safety apparel
		46181700	Face and head protection
S-1012(5)	SALT: ICE MELT PRODUCTS FOR SIDEWALKS	46161506	Snow or ice melter
		24122006	Applicators
S-729(5)	SAMPLE BAGS-MnDOT SPECS & OTHER TRANS PRODUCTS	24121500	Packaging boxes and bags
		11111500	Dirt and soil
		24110000	Containers and storage
		22101710	Snowplow attachments
		25172600	Vehicle trim and exterior covering
S-797(5)	SUICIDE GOWNS/RESTRAINT DEVICES	32151803	Safety isolation system
		46181500	Safety apparel
U-120(5)	UNIFORM ACCESSORIES: DUTY GEAR (LAW ENF)	46180000	Personal safety and protection
		46000000	Defense and Law Enforcement and Security and Safety Equipment and Supplies

**BUYERS MUST ENSURE THE PROPER UNSPSC CODE IS BEING USED. THIS IS NOT A COMPLETE LIST. OTHER UNSPSC CODES MAY BE MORE SUITED FOR YOUR SPECIFIC PROJECT.**