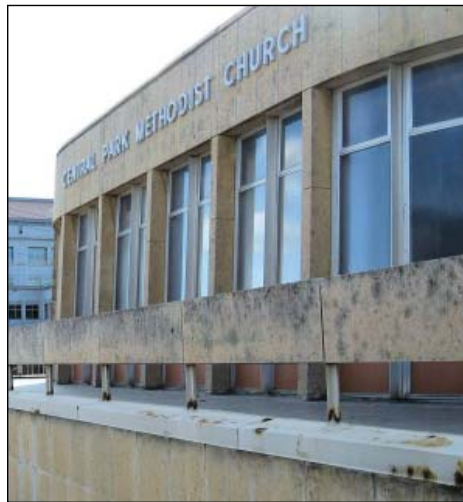


Jackson Street parking lot project a model of sustainability

It may not look it from outward appearances, but the newest Capitol Complex parking facility — the recently opened Lot W, northeast of the Freeman Office Building on Jackson Street — is a model of sustainability.

Admin’s Real Estate and Construction Services and Plant Management Division delivered the project with an eye toward minimizing the environmental impact of demolition, construction and operation. Project highlights include:

- The recycling of 95 percent of demolition debris, including on-site recycling of concrete and asphalt for use as a base for the parking lot, and the recycling of all scrap iron.



- The addition of a “green” filtration basin, which will cleanse stormwater runoff prior to its entering the storm sewer and, ultimately, the Mississippi River (previously, runoff from the property

drained directly into the storm sewer).

- The incorporation of LED (light-emitting diode) lighting that is adjustable to a lower setting during off-peak hours, further reducing energy consumption and operating costs. The LED lamps also have a life expectancy of up to six times that of metal halide lights, which need to be replaced every two to three years.

With a willing seller and a critical need for additional public parking near the Stassen and Freeman buildings, Admin in 2008 secured funding from the Legislature. The state purchased the site from Central Park Methodist Church.

Fraud alert

State agencies should be aware of a scam making the rounds.

The scam typically begins with a phone call from a “business” inquiring about an order that the caller says was placed with them. The caller may even use the name of another office employee. The recipient explains that they didn’t or can’t place orders and the conversation ends.

Then a week or two later, a shipment arrives from the company. What to do? Don’t sign for it, do not accept it and send it back. Without a valid order from your office, there is no obligation to pay for unsolicited goods.



Become a better driver through online course

A defensive driving refresher course developed by the Department of Transportation’s Multimedia Development Group is now available online at www.admin.state.mn.us/def_driving through Admin’s Risk Management Division. The interactive course covers topics such as collision prevention and defensive driving behaviors and decisions. The course includes an assessment that agencies can use to assure employees who drive on the job refresh their skills every three years, which is a recommendation of the State Fleet Council.

Did You Know?

Office supply update

The state's Office Supply Connection is no longer accepting orders as of Dec. 15. Admin is reminding customers that Innovative Office Solutions (www.innovativeos.com/stateofmn) is now the source for state agency office supply needs. Additionally:

Office paper is available from two suppliers

Copier/printer paper is now available from two vendors, depending on the quantity needed:

- Innovative Office Solutions, the state's office supply vendor, fulfills orders for one to four cases.
- Merrick Inc. is the contract vendor for orders of five or more cases, which can be a mix of types and sizes.

Both vendors offer convenient web-based purchasing and quick delivery. Details are available from agency purchasing officers or Admin's Materials Management Division.

State government-specific items at Bookstore

More than 15 Minnesota-specific products for state agencies are now available through Minnesota's Bookstore. The items include leave slips, timekeeping books, interoffice envelopes, fixed asset stickers and transfer pads and more. Prices include shipping. Details are available online at www.minnesotasbookstore.com.

Good sandwiches – The addition of a sub sandwich option at the Centennial Office Building cafeteria earlier this year is a hit, based on the results of a recent customer survey. Of the 262 responses, overall cafeteria satisfaction increased from 79.7 percent in FY09 to 86.2 percent this year, while satisfaction with food options increased from 72.9 percent to 81.7 percent. Among the comments: "Sub sandwich area is a big plus," "Has improved over last year" and "Subs and soups are awesome." Based on the favorable feedback from the Centennial Office Building test, the fresh sub sandwich option was added to the Transportation Building cafeteria in July.

Data practices videos online – Three new videos to help with data practices and open meeting law issues are now available online. "Copy Costs," "Per-

sonnel Data" and "Open Meeting Law," are online at www.ipad.state.mn.us/dpvideos.html. The videos are 7 to 8 minutes in length and can be viewed with or without open captioning. Three more videos, "Data Practices Laws and Terms," "Introduction to Data Classification in Minnesota" and "Making and Responding to Data Practices Requests," are also available on the website.

Saving energy – Admin will be testing a new LED (light-emitting diode) lighting system on two levels of the 14th Street parking ramp, near the Stassen Building, that are expected to reduce energy consumption by more than two-thirds. The fixtures, which reflect light up rather than direct it down to reduce glare, also feature photo-electric and motion sensor devices that will further reduce energy consumption during daylight or periods of inactivity. The lights will be installed in early 2010.



Minnesota's Bookstore 2009 Holiday Coupon

30% OFF*

ON ANY SINGLE ITEM PURCHASED IN OUR STORE OR BY MENTIONING THIS COUPON WHEN PLACING A TELEPHONE CREDIT CARD ORDER. OFFER GOOD THROUGH Thursday, Dec. 31.

660 Olive Street, St. Paul Open 8-5, Monday - Friday

651.297.3000 1.800.657.3757 MN RELAY SERVICE 1.800.627.3529

*EXCLUDES MAILING LISTS, REVISOR PRODUCTS, STATE PARK STICKERS AND GIFT CERTIFICATES. CANNOT BE COMBINED WITH OTHER OFFERS OR USED FOR PRIOR PURCHASES. LIMIT ONE COUPON PER PERSON.

Contact Customer Service

Looking for an Admin service or product? Have a complaint, compliment or question? We want to hear from you. For customer service, contact us at 651/201-2555 or online at admin.info@state.mn.us.

This newsletter is published six times a year for customers of the Department of Administration and is available in alternate format by calling 651.201.2555 or through Minnesota Relay Service at 1.800.627-3529.