




TO: State Agency Heads
Material Transfer Customers

FR: Spencer Cronk, Commissioner 

DT: October 17, 2011

RE: Material Transfer Changes

The Materials Transfer unit of the Plant Management Division in the Department of Administration has experienced a steady decline in business over the past several years and as a result will close operations on or about October 31, 2011.

Due to staff vacancies, this change is being made without any layoffs. Remaining Materials Transfer staff will be reassigned to the units they support.

Several factors affected the decision to close Materials Transfer, including:

- The closure of operations and/or reductions in service at several state agencies.
- The inability to offer competitive rates for services, with current rates ranging from \$68.10 to \$92.40.

Staff and equipment for transporting mail and for removing refuse will be transferred to other Admin Plant Management functions (Central Mail and Grounds).

Other services, such as general moving, modular furniture reconfiguration and equipment rental, will be available from vendors.

If you have questions, please contact Joe Dinnebier at joe.dinnebier@state.mn.us or 651.296.2503.