



**PLANT MANAGEMENT DIVISION**  
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## **CONTRACTORS/VENDORS GUIDELINES RELATED TO BUILDINGS AND PARKING FACILITIES**

### **BUILDING-RELATED GUIDELINES**

All contractors/vendors working on the Capitol Complex are subject to the following building-related guidelines. Contractors/vendors not following these guidelines are subject to removal from the job site.

1. Contractors/vendors must provide the designated Plant Management representative with a list of worker's names to include first name, middle name, last name, birth date and driver's license number. All contractors/vendors will be required to undergo a background check prior to their start date. Contractors will need to contact the Plant Management Representative to verify the security clearance. Once individual's security clearance has been approved they will need to contact Capitol Security at 651-201-6980 and schedule an appointment to receive their security badges. There will be a small charge for acquiring identification badges as well as key access cards. Key access card will not be provided to all contractors. Contractors/vendors must also furnish after-hour\* number(s) where they can be reached in the event of an emergency or problem at the job site.
2. New building construction will require background checks however contractors will not be required to display identification badges on the work-site.
3. Contractors/vendors are required to keep a binder at a designated location on-site that includes all Materials Safety Data Sheets (MSDS) for all products to be used by contractors/vendors at the job site. This binder shall be available for review at any time or to respond to emergency or other situations as they may arise.
4. Contractors/vendors must use only key card doors for after-hour\* entry/exit into the buildings. All other doors are alarmed.
5. Contractors/ vendors must only use pay phones, or personal cell phones.
6. Contractors/vendors are restricted to their designated work area(s) and to common public spaces such as cafeterias, lobbies, and rest rooms. If a contractor/vendor or its workers are found in other areas of the facility, they will be removed from the facility and a formal complaint may be registered with Materials Management Division against the contractor/vendor.
7. **ALL AFTER-HOURS\* WORK BY CONTRACTORS/VENDORS MUST BE PRE-APPROVED BY PLANT MANAGEMENT.** Plant Management will notify Capitol Security in writing of all approved after-hours\* work to be performed by the contractor/vendor including the name(s) of all workers and the day(s)/time(s) that they will be working. The contractor/vendor will

designate in writing to Plant Management a reliable employee, by name, and with a photo identification, to be responsible for identifying and controlling all after-hours\* work activity. After-hours\* work cannot commence by the contractor/vendor until Plant Management has notified Capitol Security. Failure of Plant Management to promptly or correctly notify Capitol Security is not the fault of the contractor/vendor and is not grounds for action under the contract.

8. When working after-hours\*, contractors/vendors must not unlock or open any exterior doors without prior approval of Capitol Security. All exterior perimeter doors are alarmed. Capitol Security can be reached at 651-296-6741.
9. **CONTRACTORS/VENDORS MUST NOTIFY CAPITOL SECURITY IMMEDIATELY IF THE CONTRACTOR/VENDOR WORK MAY SET OFF THE FIRE ALARMS**, i.e., excessive dust, welding.
  - 9 a. See attachment pertaining to Cutting, Welding and other Hot Work.
10. **CONTRACTORS/VENDORS MUST NOTIFY PLANT MANAGEMENT IF THE CONTRACTOR/VENDOR WORK WILL AFFECT TENANTS IN THE BUILDING, BUILDING OPERATIONS, OR IN ANY WAY HAVE A NOISE, ODOR OR SERVICE IMPACT**. This notification should be at least ten days prior to any work of this nature commencing, whenever practicable and feasible, whether scheduled during, before or after normal working hours\*\*\*. This will afford Plant Management time to notify tenants in the affected building. Work of this nature cannot commence until prior notification has been given and Plant Management has approved commencement of the work.
11. **RECEIVING OF SUPPLIES, PARTS OR MATERIALS**. The contractor/vendor must sign for their own supplies, parts or materials. State personnel (including staff of Plant Management and Capitol Security) will not accept deliveries for the contractors/vendors unless prior approval has been received from the designated Plant Management representative to do so. Approval is at the sole discretion of the designated Plant Management representative and will only be given if it is determined by them to be in the best interest of the State and the project.
12. **USE OF STATE PROPERTY**. The contract/vendor shall not use any state owned property, including but not limited to hampers, ladders, or carts.
13. **ACCOUNTING FOR NEW BUILDING EQUIPMENT**. Upon completion of the project, the Contractor shall complete, and the AE shall submit, a complete list of all new building equipment installed as part of the project. The new equipment shall be typed on the attached form. The form shall be submitted to the Real Estate and Construction Services (RECS) Project Manager with the Record Drawings and Final Payment Application. If there is no AE assigned to the project, the Contractor shall submit the list directly to the Plant Management Division Project Coordinator.

## PARKING FACILITY-RELATED GUIDELINES

All contractors/vendors working on the Capitol Complex are subject to the following parking facility-related guidelines. Contractors/vendors and their workers not following these rules are considered violators “for cause” and are subject to having their vehicles ticketed, towed, having their personal or the company’s parking privileges in the Capitol Complex suspended or canceled, or being charged with a misdemeanor by Capitol Security.

1. Pursuant to the awarded construction contract, the primary contractor, vendor, subcontractor or other construction workers must find their own off-street or meter parking or park in visitor parking of a state facility and pay at the pay station. Current cost for parking is \$8 per day.
2. Vehicles delivering supplies, parts or materials may temporarily park at the job site only while their goods or supplies are unloaded. The contractor/vendor must sign for their own supplies, parts or materials. State personnel may not accept deliveries for the contractors/vendors.
3. Vehicles used to conduct work or perform a function at the job site such as cranes and pumping equipment are allowed on the job site as a tool for the job. **THIS EXCEPTION DOES NOT INCLUDE CONSTRUCTION PEOPLE WHO WORK OUT OF THEIR TRUCKS; USE THEIR TRUCKS AS A SUPPLY SHOP, OR FOR OTHER UNIDENTIFIED, UNAPPROVED PARKING.**
4. Contractors/vendors are prohibited from driving on or over sidewalk or grass, unless it is part of their designated staging area or work they are performing. **PARKING ON SIDEWALKS IS STRICTLY PROHIBITED.**

\*After-hours work is defined as work occurring after 6:00 p.m. and before 6:00 a.m., Monday through Friday, and all day on Saturdays, Sundays and State-designated holidays.

\*\* Normal working hours are defined as after 7:00 a.m. and before 5:00 p.m., Monday through Friday, excluding any State-designated holidays.

