City of Saint Paul Department of

Human Rights & Equal Economic Opportunity

2015 ANNUAL REPORT



The Most Livable City in America

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OUR	MISSION	

HREEO champions justice and equity by confronting issues of discrimination and providing innovative avenues for accessibility and economic opportunities for all residents and businesses.

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DIRECTOR'S MESSAGE

As I look back on 2015, it is amazing to see the full spectrum of achievements and opportunities the Department of Human Rights and Equal Economic Opportunity (HREEO) accomplished. The department continues to be dedicated to delivering quality service in our Procurement, River Print, Contract Compliance, and Human Rights divisions. Expanding economic opportunities for all businesses and residents remains at the core of our mission.

Providing an already diverse array of services, the department eagerly undertook new responsibilities and objectives in 2015. At the request of Mayor Coleman and the larger Saint Paul community, HREEO led an increased charge to address and promote racial equity in City of Saint Paul employee training, events, and services. Before highlighting some of HREEO's 2015 landmark successes, I want to thank the dedicated and tireless staff of the department. Both our achievements in 2015, and the reason HREEO will continue to flourish in 2016, is due to the commitment of a staff that champions human rights and equal economic opportunity.

Indigenous Peoples Day

In a historic step, HREEO and the HREEO Commission partnered with the American Indian Chamber Commerce, the Native American Community Development Institute, and American Indian owned businesses and residents to celebrate the first annual "Indigenous Peoples Day" in the City of Saint Paul. Saint Paul City Council passed a resolution recognizing the second Monday in October as Indigenous Peoples Day and reaffirmed "the city's commitment to promote the wellbeing and growth of Saint Paul's American Indian and Indigenous communities." The Indigenous Peoples Day resolution and celebration were amazing experiences for the department and all participants.

Emerging Youth Leaders Police Dialogue

To foster better relationships, HREEO brought together the Saint Anthony Neighborhood Association, Girls in Action, emerging youth leaders, and Saint Paul Police Officers to engage in conversations about our shared communities. The dialogue provided a valuable opportunity to better understand each other's perspectives, experiences, and how we can better communicate with one another.

Procurement Fair

In 2015, HREEO hosted the first annual City of Saint Paul Procurement Fair. The Procurement and Contract Compliance divisions worked with city departments to present vendor opportunities and engage businesses about opportunities to do business with the city. The Procurement Fair specifically targeted business opportunities to small, women, and minority-owned businesses.

Racial Equity Initiative

HREEO took a leadership role in Mayor Coleman's Racial Equity Initiative. Collaborating with executive city leadership, HREEO helped shape the future training strategy for all new and current city employees. The one-day staff training, "Foundations of Racial Equity," is the cornerstone of the racial equity strategy and will be taken by all city employees by the end of 2017. The goals of the trainings are to spur departments to take a deeper dive into their programs, policies, and services and re-evaluate if racial equity issues are being addressed.

We welcome all individuals and businesses to join us in discussing equity, economic opportunities, human rights, and accessibility. I invite you to visit our webpage, www.stpaul.gov/hreeo to learn more.

Sincerely,

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Jessica Kingston Director Human Rights and Equal Economic Opportunity

HREEO COMMISSION

The HREEO Commission is responsible for monitoring and advising the department on promoting justice, equity, and confronting discriminatory practices occurring within the City of Saint Paul. In addition, the HREEO Commission annually reviews the Affirmative Action policy and efforts of the City of Saint Paul Human Resources Department to ensure the city is fostering hiring policies that maximize the diversity of the workforce of the city.

Indigenous Peoples Day

The HREEO Commission and HREEO staff, together with the Native American Community Development Institute, led efforts to establish the first annual Indigenous Peoples Day within the City of Saint Paul. Indigenous People Day recognized the ongoing struggle of indigenous people, and the contributions and history of American Indians.

Department review

In conjunction with the director's three year term, the HREEO Commission is required to conduct an extensive assessment of the department's performance and recommend to the mayor whether the director should be reappointed. Overall, the HREEO Commission was pleased with the accomplishments of the department and recommended Jessica Kingston for reappointment as Director.

A community survey showed that HREEO has improved the efficiency, quality, and accountability of the procurement, contract compliance, and the human rights processes, in addition to having increased the economic opportunities for low-income residents, women, minority and small business owners.

Citizen's Police Academy

Three Commissioners participated in the Saint Paul Citizen Police Academy, a 13week program for residents to learn about police operations. The Commissioners took the opportunity to better understand how the community can better engage with police in a productive fashion.

ABOUT THE HREEO COMMISSION

The HREEO Commission is composed of a maximum 21 Saint Paul residents and stakeholders. Individuals interested in applying to be a HREEO Commission member should contact the Human Rights Division at (651) 266-8969, or visit www.stpaul. gov/hreeo.





PROCUREMENT

The City of Saint Paul was recently selected to participate in Bloomberg Philanthropies' "What Works Cities," a competitive program designed to accelerate cities' use of data and evidence to improve communities. Through the initiative, HREEO's Procurement division is working with Harvard Kennedy School's Government Performance Lab to develop a foundation for resultsdriven contracting in city projects.

Under Mayor Coleman, the City of Saint Paul and HREEO have been committed to increasing economic opportunities for all businesses and residents. The 2015 Procurement Fair was a unique opportunity for businesses to engage with the city prior to a busy city bidding season. By hosting public procurement events, the city engages diverse suppliers and businesses throughout the community. We plan to continue this trend of transparency and inclusivity and look forward to continuing this work in 2016.

The Procurement division managed purchasing responsibilities on many notable projects in 2015:

Palace Theater

The city started the renovation of Palace Theater in 2015. The Procurement division coordinated multiple prime contract bid solicitations for construction. The venue is expected to open in 2016 to coincide with its 100th anniversary.



Master Contracts -Vehicle Parts and Repair

To promote efficient use of resources, the Procurement division identified the value of strategic sourcing for its multimillion dollar vehicle fleet maintenance costs. Comprehensive market research was conducted and a public request for responses and qualifications from interested suppliers was extensively advertised. The fleet maintenance advertisement was met with great enthusiasm and attracted a wide range of potential suppliers. By the end of 2015, the City of Saint Paul was poised to enter into the evaluation and contracting phase of the strategic sourcing process.



Saint Paul and Dakota County **Regional Trail Design**

The Procurement division led the solicitation for the Saint Paul Dakota County Regional Trail Design. The request for proposal sought a single engineering firm to provide preliminary engineering, design development, and final design and construction document package for the entire proposed regional trail project. The

Procurement division organized and coordinated RFP planning, initiation and evaluation for the City and Dakota County. The RFP resulted in the selection of one firm contracting with both the city and the county to complete a design and engineering package for the bicycle and pedestrian trail connection linking the City of Saint Paul's Harriet Island Regional Park and Kaposia Landing Park in the City of South Saint Paul.

Climate Resiliency

In 2015, the City of Saint Paul began the climate resiliency initiative. The program

includes conducting an assessment of climate change impacts and the formation of multi-discipline, multijurisdictional working groups to examine areas of potential hazards, and vulnerabilities. exposures, Procurement staff were tasked with leading the Infrastructure Workgroup, where they built a strategic framework for communication and information sharing in addressing the threats of climate change.

Creating Vibrant Places and Spaces

Procurement staff members also served on the 8:80 Vitality Committee. The committee is coordinating a diverse group of projects, from boosting the downtown arts scene to enriching the transportation experience, to connecting people to the river. The long-term vision of the committee is to create spaces that are welcoming to people of all ages, abilities, and backgrounds.

The Climate Resiliency and the Creating Vibrant Places and Spaces are part of Mayor Coleman's priorities.



Procurement 2015 Highlights

- Awarded the National Institute of Governmental Purchasing's "Minnesota Procurement Manager of the Year" award
- Received the U.S. Communities Government Purchasing Alliance's award for "Outstanding Efforts at Saving Taxpayer Dollars Participation in the U.S. Communities Government Purchasing Program"
- Released over 150 solicitation events on www.stpaul.bids.com
- Managed over \$150 Million dollars on more than 550 contracts and 4,500 purchase orders

RIVER PRINT

River Print is the full service in-house of Saint Paul. River Print serves other and secure setting.

River Print 2015 Highlights

- Printed and assembled an "Organics Kit" for Ramsey County Environmental Health that included fully compostable
- Printed all Ramsey County rosters used at the election polls
- Hosted a River Print Open House for customers
- Completed 3.024 work orders for print-related services



printing services • graphic services mailing services • paper solutions

651-266-2878 • riverprint@ci.stpaul.mn.us

375 Jackson Street, Suite B1 Saint Paul, MN 55101



CONTRACT COMPLIANCE AND BUSINESS DEVELOPMENT



The Contract Compliance and Business Development division administers compliance with a variety of federal, state, and city legal requirements. The programs and requirements reflect policies that ensure all businesses and residents have equal access to economic opportunities generated by the city, and that fair wage and labor conditions exist on publicly subsidized construction projects.

Business Inclusion: Vendor Outreach Program, CERT, and HUD **Section 3 Programs**

Each year, Contract Compliance and Business Development undertake substantial outreach efforts under the City of Saint Paul Minority Business Development Retention program, the Vendor Outreach Program (VOP), and the HUD Section 3 (Section 3) programs. VOP and Section 3 are programs

that provide economic opportunities to businesses and individuals who have historically not had equitable access to public contracting opportunities.

In addition to increasing contracting opportunities, the VOP and Section 3 programs increased the business and financial capacity of certified VOP and Section

3 businesses and residents. With financial support from the city:



- 49 certified businesses participated in the "Contractor Training" program through the Latino Economic Development Center;
- 52 certified businesses participated in the "Pricing Strategies and Working Capital Loan pre-gualification" course with ProBid, LLC;

• 15 Section 3 residents received "Bridging the Gap" services through the Under Construction program - including job-seeker assistance in preparing for interviews and writing resumes; and

• 5 certified businesses received intensive financial literacy training through Camphor Fiscally Fit Center.

HREEO also deposited an additional \$50,000 into the Section 3 Working Capital Loan fund at the Neighborhood Development Center (NDC), bringing the total amount invested in working capital to \$150,000. Through

the working capital loan fund, NDC has disbursed 10 loans to financially healthy business that cannot otherwise obtain adequate financing from private lending institutions.

VENDOR OUTREACH PROGRAM & THE CERT PROGRAM

The City of Saint Paul Vendor Outreach Program is a business assistance program aimed at helping Small (SBE), Women-owned (WBE), and Minority-owned Business Enterprises (MBE). Under the VOP program, the city establishes annual goals and project-specific goals for purchasing from SBEs, WBEs, and MBEs in a variety of products and service categories. The Central Certification (CERT) Program is the small business certification program for Hennepin County, Ramsey County, and the City of Saint Paul. The CERT Program certifies businesses as SBEs, WBEs, and MBEs. In 2015, 224 new businesses became CERT certified, which brought the total of CERT certified businesses to 1,451.

In 2015, the Vendor Outreach Program and the Central CERT Certification Program (CERT) instituted policy and legal changes after extensive community engagement. Based on community input, HREEO staff amended the Vendor Outreach Program Ordinance to align with other City of Saint Paul contract compliance requirements and codify established VOP practices and policies.

The Vendor Outreach Program also monitored the business inclusion of SBEs, WBEs, and MBEs on 2015 public and development construction projects. The inclusion of certified small businesses continues to increase annually and is a testament to strong community partnerships and communication engagement.

The numbers below reflect the total contracts that were open and monitored throughout 2015, including contracts from previous years that were still open, as well as those that closed during the year. The VOP program includes an overall business inclusion goal that 25% of the total business opportunities are awarded to certified small businesses. In 2015, over \$242,788,527, or 40.09%, of the total business opportunities were contracted to CERT small businesses.

Business Certification	Business Inclusion Goal (25%)	Overall Contract Dollars to CERT Businesses
SBE	10% contracting opportunities	\$111,376,112 (18.39%)
WBE	10% contracting opportunities	\$95,733,038 (15.81%)
MBE	5% contracting opportunities	\$35,679,377 (5.89%)

The numbers above reflect all contracts monitored in 2015, whereas, the numbers below reflect new contracts added in 2015. The total amount of new contracts awarded to CERT businesses in 2015 was \$58,881,999, or 38.16% of total business opportunities.

Business Certification	Business Inclusion Goal (25%)	2015 Dollars to CERT Businesses
SBE	10% contracting opportunities	\$28,771,701.53 (18.64%)
WBE	10% contracting opportunities	\$20,802,628.57 (13.48%)
MBE 5% contracting opportunities		\$9,307,668.45 (6.03%)
	SBE WBE	SBE 10% contracting opportunities WBE 10% contracting opportunities





Comparing, contracts awarded in 2014 versus new contracts awarded to CERT business in 2015, the VOP program has made a tremendous impact in ensuring all businesses can participate in public contracting opportunities.

Business Certification	2014	2015	2015 CERT Inclusion Increase
SBE	\$5,014,439	\$28,771,702	+ \$23,757,263
WBE	\$8,091,112	\$20,802,629	+ \$12,711,517
MBE	\$1,175,039	\$9,307,668	+ \$8,132,629



In 2015, the CERT Program adopted a new size standard that streamlined small business certification across several public entities. CERT responded to community feedback by creating monthly workshops that increase transparency and help business owners navigate government processes. Over 111 businesses attended those workshops and received assistance on government contracting and certification. Business owners also had the opportunity to meet with new partners, such as LegalCORPS and SCORE, which provide businesses with legal services and mentorship assistance.

Community members and local businesses also requested better access to the financial sector. In response, the CERT Program partnered with Wells Fargo to provide a series of workshops that served over 50 businesses in 2015.

HUD SECTION 3 PROGRAM

The HUD Section 3 Program increases low-income resident employment and low-income business inclusion on HUD-funded construction projects.

The Section 3 staff provided opportunities to Section 3 residents and businesses in 2015. Section 3 staff certified 66 new businesses as Section 3 businesses and 445 new residents as Section 3 residents. In 2015, 208 businesses were certified with the City of Saint Paul as Section 3 businesses, and 755 residents were certified as Section 3 residents.

City and development projects provided substantial contracting opportunities for Section 3 businesses and residents. In 2015, there were 47 new projects with Section 3 goals. These projects totaled over \$115 million in economic activity, with \$75,638,452 available in contracting. Section 3 contractors secured \$7,577,969 on the city's Section 3 projects, meeting the 10% Section 3 goal in 2015.



Social Responsible Investment Fund

The goal of the Social Responsible Investment Fund (SRIF) is to promote lending opportunities offered by local banks to its commercial corridors, femaleowned, minority-owned, and small businesses, housing initiatives, community development corporations, and lowincome communities in targeted areas. The City of Saint Paul continuously holds ten million dollars in certificates of deposit designated to the Social Responsible Investment Fund.

Noteworthy measures taken in 2015 by Sunrise Bank include:

- Providing financing for a Community Development Financial Institution (CDFI) to purchase a mixed-use property;
- Providing small-dollar loans for individuals living in ISP areas, providing an affordable, responsible alternative to payday loans;
- Financing improvements for an assisted living facility;
- Financing purchase and rehabilitation of numerous affordable multi-family properties;
- Providing financing for the purchase and redevelopment of a 65unit assisted living and memory care facility in the Dayton's Bluff Neighborhood;
- Providing a Credit Builder Program for individuals living in ISP areas; and
- Providing a line of credit for a public charter school for the purpose of purchasing land.

The Labor Standards team is responsible for enforcing labor, employment, and prevailing wage laws on applicable city construction projects. Prevailing wages are minimum construction wage rates, set by the U.S. Department of Labor and the Minnesota Department of Labor and Industry, which apply to individuals working on publically assisted projects. Through onsite employee interviews, document reviews, and investigations, the Labor Standards team ensures individuals employed under the construction contract are paid no less than the local prevailing wage for corresponding work on similar projects in the area.

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LABOR STANDARDS

LABOR STANDARDS			
truction Projects monitored	248		
evelopment Cost monitored	\$1,041,491,395		
wages and benefits monitored	\$52,599,455		
construction hours reported	971,343 hours		
Restitution Collected	\$63,908.66		
Effected employees	192		





AFFIRMATIVE ACTION/EQUAL ECONOMIC OPPORTUNITY – WORKFORCE INCLUSION

The City of Saint Paul Human Rights Ordinance § 183.04 requires contractors and suppliers that have been awarded or entered a contract with the city for \$50,000 or more, in a 12 month period, to have a registered Affirmative Action Program. The Affirmative Action Program documents a business' policies and procedures to prohibit discrimination and promote equal employment opportunities for women, minorities, and people with disabilities. Developers and contractors also have a statutory and contractual responsibility to demonstrate efforts to meet minority and female workforce inclusion goals on both city and Housing and Redevelopment (HRA) construction projects. Applicable contractors are required to demonstrate good-faith efforts on construction projects in achieving the 32% minority and 6% female workforce inclusion goals set by the Minnesota Department of Human Rights.

AFFIRMATIVE ACTION/EQUAL ECONOMIC OPPORTUNITY		
Inclusion	Minority Workforce	Women Workforce
Total Construction Hours Performed	436,407.49	119,277.71
Overall Construction Inclusion	22.91%	6.26%

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HUMAN RIGHTS

The Human Rights Division enforces the Saint Paul Human Rights Ordinance which prohibits discrimination in the City of Saint Paul. The Human Rights Division receives and investigates discrimination complaints and makes findings of cause or no cause of discrimination. The division also mediates settlement discussions before and after its findings. Workshare agreements with the federal Equal Employment Opportunity Commission and the Department of Housing and Urban Development have increased the division's capacity and the legal authority of the cases.

HUMAN RIGHTS OUTREACH & HIGHLIGHTS

After three years as an interim certified agency, the U.S. Department of Housing and Urban Development (HUD) granted the Human Rights Division full certification as a Fair Housing Assistance Program partner in 2015. The certification is important because it increases capacity of the Human Rights Division, brings the authority of the Fair Housing Act to eligible complaints, and brings training opportunities for staff. The cities of Saint Paul and Duluth are the only cities with this certification in the State of Minnesota.

In 2015, Human Rights staff participated in approximately 50 outreach activities and events. Among the many highlights, the Human Rights Division, Minneapolis Civil Rights Division, the Minnesota Department of Human Rights, and the Equal Employment Opportunity Commission collaborated on joint outreach efforts throughout the year. Outreach included joint presence at eight summer events and a conference on "Best Practices in Diversity for Public Employers" which addressed barriers to hiring and included presentations by Human Rights staff about hiring discrimination.



Four Human Rights Specialists are responsible for investigations and outreach for HREEO. The team is fluent in Amharic, Oromo, Hmong, Spanish, and Tagalog. For questions, or to speak with a Human Rights investigator, please: call (651) 266 -8963 or (651) 266 -8977 (TTY), email hrightscomplaints@stpaul.gov, or visit www.stpaul.gov/hreeo.



The Human Rights staff also partnered with the Equal Employment Opportunity Commission and the U.S. Department of Labor to coordinate and organize outreach to the Hmong Community through their vulnerable workers project.

Human Rights Staff worked with the Saint Paul Police Department and the Autistic Society of Minnesota to facilitate a collaborative effort to improve interactions between police and residents with autism.



HUMAN RIGHTS ENFORCEMENT STATISTICS



TOTAL SETTLEMENT AMOUNT: \$105,357.69		
Probable Cause Cases	4	\$49,250
Pre-Determination Settlement Agreements	5	\$53,800
No Probable Cause w/settlement benefit	1	\$2,307.69

Mayors Advisory Committee for **People with Disabilities**

Human Rights Staff, including the City of Saint Paul's Americans with Disability Act (ADA) coordinator, partnered with the Mayor's Advisory Committee for People with Disabilities to host Saint Paul's 25th Anniversary Celebration of the ADA. The event featured remarks by Mayor Coleman, Senator Dave Durenburger, co-author of the ADA, Steve Moore, former legislative director for Senator Durenburger, and Dan Reed, Reel Abilities Film Festival Coordinator.





RACIAL EQUITY INITIATIVE

To tackle local race-based disparities and ensure that Saint Paul is a city where all residents can thrive, Mayor Chris Coleman has made racial equity a priority. Although racial equity is a city-wide initiative, it is led by the HREEO department.

Since the racial equity initiative was launched, the City of Saint Paul has taken great strides in being more intentional and racially conscious when it comes to providing city services, implementing programs and policies, and making budget decisions.

As city employees, we are responsible for the programs and policies of our city, which are designed to keep people safe and ensure a vibrant community. The Racial Equity Initiative will fulfill our vision that all residents and communities are well-served and that everyone benefits from city services.



2) We will assess city programs, policies and procedures. We will expand our community engagement to ensure that communities of color have a say in and influence city policies and programs.



Vision

Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety.

Goals

RACIAL EQUITY IN OUR WORKFORCE

1) We will end racial disparities in our workforce so there will be equitable employment, promotion, retention, workplace culture and contracts.

RACIAL EQUITY IN CITY SERVICES AND ENGAGEMENT

RACIAL EQUITY IN OUR COMMUNITY

3) We will work with other organizations and jurisdictions to eliminate structural inequities and improve community outcomes.



VALUES

We believe a prosperous Saint Paul must address racial disparities in our city. We believe diversity is a strength of our workforce and enables employees to more effectively and authentically provide services to Saint Paul residents, businesses, and visitors. We believe inclusion, engagement, transparency, and continuous learning from each other are keys to creating racial equity in city government and our community.

OUTCOMES

Every department has a racial equity work plan with specific action items that contribute to the three overall goals. Department updates are provided quarterly using a dashboard that reports key accomplishments, issues and decision points of the racial equity plans.

A one-day Foundations of Racial Equity course was created and delivered to 883 of the city's 3,000 employees. All city employees will complete racial equity training by the end of 2017.

A racial equity assessment tool was developed to serve as a planning guide for city staff to examine procedures, policies, services and programs, and budget decisions. The tool is intended to help understand whether procedures, policies, or services are successful for all people, or if they have unintended negative consequences on residents of color.

Every department set up a racial equity change team, charged with moving the racial equity work forward in their respective departments. In 2015, department racial equity change teams from across the city began meeting quarterly to encourage cross-departmental collaboration and share accomplishments.



HREEO OUTREACH & EVENT HIGHLIGHTS

- Association of Women Contractors Member Expo
- City of Saint Paul/Ramsey County Black History Month Planning Committee
- Indigenous Peoples Day
- Holocaust Remembrance Day
- CERT Wells Fargo Workshops
- Citizen's Police Academy
- Habitat for Humanity
- Hmong American Partnership East Side Business Resource Expo
- Ramsey County Historical Society Civil Rights Selma Experience event
- Constructing Success
- Emerging Youth Leaders Police Dialogue
- Asian Americans and Pacific Islanders Vulnerable Workers Collaboration
- Association of Women Contractors Annual Gala
- Rondo Days
- Martin Luther King Jr. Holiday Celebration
- Minnesota Sports Facility Authority Stadium Equity Oversight Committee
- Minnesota Department of Human Rights 2015 Symposium
- Midwest Minority Supplier Development Council Board of Directors
- Minnesota Black Chamber of Commerce Annual Award Ceremony
- Metropolitan Economic Development Association Annual Recognition
- Small and Disadvantaged Business Opportunities Government Procurement Fair
- North Central Minority Supplier Development Council Midwest Business **Opportunity Fair**
- ADA Roundtable Alliance for Metropolitan Stability
- Hmong American Partnership: "Know Your Rights"
- I'm Loving Me
- Juneteenth Day
- Karen of Minnesota Gala
- Little Mekong Night Market
- Little Oromia Community Event
- PRIDE
- Selma Commemorations Selma, AB & Saint Paul, MN
- Somali Independence Day
- YWCA Forum on Race
- Urban League "Family Day" 2015





















The **ProBid LLC** Training Program offers economic capacity building classes designed for business owners, managers and employees seeking to improve their profitability when selling products or services to the City of Saint Paul Minnesota.

ProBid LLC utilizes instructors who are also approved by the Minnesota Department of Labor and Industry to teach continuing education courses offered by ProBid LLC in QuickBooks, computerized estimating and bidding, negotiating, computer basics, business technology and energy construction.

ProBid LLC instructors possess undergraduate to doctoral degrees, along with years of practical and professional experience to enhance the learning experience.

Training location: East Side Enterprise Center, 804 Margaret Street, Saint Paul, MN 55106

651-967-9395 www.ProBidTraining.com







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