P.O. Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STATE OF MINNESOTA**

**MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**PUBLIC ART COMMISSIONING CONTRACT**

**Minnesota State Form**

This Agreement is made by and between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of ***[Name of University or College]*** ("Minnesota State"), and ***[Name of Artist****]*, ***[Artist’s address]*** ("Artist"), an independent contractor.

WHEREAS, Minnesota State solicited proposals for artwork for the Art project at ***[Location]*** (hereinafter called the "Project"); and

WHEREAS, Minnesota State has selected and approved the Artist’s proposed design for the Project; and

WHEREAS, Minnesota State is authorized to enter into this Agreement pursuant to Minnesota Statutes Sections 16B.35, 136F.06, 136F.581 and 471.59, and the February 21, 2012 Inter-Agency Agreement between Minnesota State and the Minnesota State Arts Board (hereinafter “Arts Board”);

NOW, THEREFORE, the parties hereby agree as follows:

1. DESCRIPTION OF ARTWORK. The Artist will create and install the following work of art:

**Title**:

**Dimensions:**

**Medium:**

**Description of Work:**

The above work of art is hereafter referred to as the "Work".

2. LOCATION. The location for the Work shall be ***[Insert street address, building name, location within/outside of building with as much detail as possible]*.**

3. STRUCTURAL DESIGN REVIEW.

A. Within twenty one (21) calendar days after execution of this Agreement, the Artist shall prepare and submit to Minnesota State detailed working drawings of the Work and site, together with such other graphic material as Minnesota State may reasonably request in order to permit Minnesota State to carry out structural design review or to certify the compliance of the Work with applicable statutes and ordinances, including state and federal access codes. These submissions shall be made after the Artist consults and collaborates with the c/u Project Manager or Architect. Minnesota State shall furnish to the Artist all information reasonably requested by the Artist in order to complete these submissions promptly.

B. Minnesota State may require the Artist to make such revisions to the Work’s design as are necessary for the Work to comply with any applicable federal, state or local statutes, ordinances or regulations. Minnesota State may also require revisions for other practical, non‑aesthetic reasons as determined by Minnesota State.

C. Within fourteen (14) calendar days after Minnesota State receipt of the Artist's submissions pursuant to paragraph (A) above, Minnesota State shall notify the Artist of its approval or disapproval of such submissions and of all revisions made in the original design as a result thereof. Revisions made and approved of pursuant to paragraphs (A) or (B) above become a part of the approved design.

4. CHANGES IN DESIGN. The Artist agrees not to begin to create the Work until the Artist receives written notice from Minnesota State that it has accepted the design after the structural design review. The Artist shall then create the Work in accordance with the approved design. Recognizing that the change in scale from model/maquette to full scale may require adjustments, the Artist has the right to make minor changes in the Work that are structurally and aesthetically necessary. Any significant change in scope, design, color, size, texture, material, or detail from the approved design of the Work, or any change that affects installation, scheduling, site preparation, or maintenance for the Work, shall require the review and prior written approval of Minnesota State.

5. SITE AND BASE OR FOOTING PREPARATION. The Artist shall be responsible for all expenses, labor, and equipment to prepare the site for the timely installation of the Work, including, but not limited to, landscaping, footings, plumbing, electricity, or lighting as are necessary for the presentation or activation of the Work. If extensive site preparation is required, if the Work is only part of an overall plan for development of a site, or if the Work is to be integrated into the building, specific responsibilities for site preparation will be negotiated with Minnesota State.

6. PRICE AND PAYMENT SCHEDULE.

A. As payment for the services of the Artist and for the completed Work, Minnesota State shall pay the Artist a total of ***[Insert dollar amount in words and numbers (e.g., One Thousand Five Hundred and 00/100th Dollars ($1,500.00)]***, which shall constitute full compensation for the Work, including, but not limited to fees; materials; applicable sales tax; labor of the Artist and the Artist’s assistants; studio and operating costs applicable to this project; insurance; travel costs for the Artist to visit and research the site; transportation of the Work to the location; and any costs incurred by the Artist for installation of the Work at the location.

B. The money shall be paid, in general accordance with *Preliminary Timeline/Budget Estimate* form, attached as **Exhibit A**, as completed and agreed to in writing by the parties and made a part of this Agreement, upon the Artist’s completion of the following stages:

$ . upon the Artist’s documentation of costs actually incurred for materials purchased and received in satisfactory condition

$ \_\_\_\_\_\_\_\_.\_\_\_ upon completion of half the required construction or creation

of the Work, as defined in this section ***[NOTE: amount for 2nd payment cannot bring total payments to more than 60% of total budget]***

$ . upon installation of the Work in its permanent location ***[NOTE: amount for 3rd******payment cannot bring total payments to more than 90% of total budget]***

$ . upon completion, submission of all documentation required in Section 10 below, and final acceptance of the installed Work by Minnesota State.

To receive payments, the Artist shall submit a billing or invoice to Minnesota State within thirty (30) calendar days after each of the stages outlined above has been reached satisfactorily as determined by Minnesota State authorized representative. Payment will be made within thirty (30) calendar days of Minnesota State receipt of a valid billing for services satisfactorily performed as determined by Minnesota State authorized representative.

C. **At any time, Minnesota State may require the Artist to provide documentation to substantiate the Artist’s claimed progress with the Work. Minnesota State shall have the right to inspect the Work at reasonable times while it is being produced and installed.**  If Minnesota State disagrees with the Artist’s estimation of the stage of completion of the Work, Minnesota State must notify the Artist within fourteen (14) business days of receipt of the Artist’s invoice.

7. INSTALLATION AND TIME SCHEDULE.

A. The Artist shall deliver and install the Work at the site by ***[Insert month, day and year]*.** The Artist agrees to notify Minnesota State in writing when fabrication of the Work is completed and the Work is ready for delivery and installation.

B. If the site is not prepared to receive the Work because of Minnesota State conduct, Minnesota State agrees to either provide storage space for the Work or reimburse the Artist for storage costs the Artist actually incurs for the period between (a) the later of the time provided in the schedule for commencement of installation or seven (7) calendar days after Minnesota State receives the Artist’s notice that the Work is ready for delivery and installation, and (b) the date upon which the site is sufficiently prepared to receive the Work.

C. In the event that, through the fault of the Artist as determined by Minnesota State, the Work is not installed by the agreed date, an amount equivalent to 10% of the balance of the total Agreement price remaining unpaid shall be deducted every ten (10) business days until the installation is completed.

D. Minnesota State will consider granting an extension of the installation date only upon special circumstances. If the Artist believes special circumstances exist, the Artist may request an extension of the delivery date from Minnesota State in writing, including an explanation of any alleged special circumstances, no later than twenty (20) business days prior to the installation date. If granted, Minnesota State shall notify the Artist of the extension, including the specification of a new installation date, in writing. Such change shall not affect any other provisions or sections of this Agreement.

8. FINAL ACCEPTANCE. Final acceptance will be reached and official sole ownership of the Work by Minnesota State will occur when Minnesota State signifies that the Work has been satisfactorily completed and installed according to terms of this Agreement in a letter of final acceptance from Minnesota State to the Artist. Minnesota State shall provide the Artist with written final acceptance of the Work within forty five (45) calendar days after the Artist has created and installed the Work according to the terms of this Agreement and complied with Sections 10 and 11 below.

9. INSPECTION AND REVIEW. Minnesota State reserves the right to review the Work while the Artist is in the process of execution and to require and receive progress reports from the Artist.

10. DOCUMENTATION AND RECORDS. Upon installation of the Work, and before final payment shall be made, the Artist shall furnish Minnesota State with the following:

A. A completed Documentation Worksheet form including a written technical description of the Work, any blueprints regarding installation, any special installation instructions such as suspension or foundation requirements, maintenance instructions or recommendations, and other related information;

B. The completed Timeline/Budget Final Report form attached as Exhibit A;

C. Ten to twenty professional quality 35mm slides of the Work during production and after installation for archival records;

D. Two 8X10 black and white glossy photographs of the Work;

E. A full written narrative description of the Work; and

F. An updated resume of the Artist.

11. PUBLIC NOTICE. The Artist agrees to design, fabricate, install and pay for a public notice or plaque that is satisfactory to Minnesota State and that includes, at a minimum, the title of the Work, identification of the Artist, year of completion, and the following statement: “Commissioned for the State of Minnesota on behalf of ***[Insert name of college/university]*** under the Minnesota Percent for Art Act.” The public notice or plaque shall be of such medium and design as to be appropriate to the Work itself and the permanent location of the Work. In the case of a series of works, the Artist and Minnesota State will reach agreement in writing concerning the number of public notices or plaques needed for appropriate identification. The public notice or plaque shall be installed by the Artist on or before the date that the Work is completed and installed. Minnesota State agrees to reasonably maintain the public notice or plaque in good repair and display it on or near the Work.

12. MAINTENANCE. Minnesota State recognizes that maintenance of the Work on a regular basis may be essential to the integrity of the Work. Minnesota State agrees to take reasonable steps, taking into account the recommendations of the Artist provided in accordance with the documents submitted pursuant to Section 16 of this Agreement, to maintain and protect the Work, including reasonable efforts to protect and maintain the Work against deterioration, vandalism, and the elements.

13. REPAIRS. Minnesota State shall take reasonable steps to consult with the Artist concerning repairs and restoration of the Work. All repairs and restorations shall be made in accordance with recognized principles of conservation.

14. RELOCATION. The Work shall be placed in the location designated in Section 2. Minnesota State agrees that it will take reasonable steps to notify the Artist if, for non‑emergency reasons, the Work has to be removed and permanently relocated to a site not specified in Section 2. The Artist may advise Minnesota State regarding relocation of the Work. This section also applies to movable works residing in the locations specified in Section 2.

15. WAIVER AND TERMINATION OF RIGHTS. The Artist agrees to notify Minnesota State of any changes in the Artist’s address within ninety (90) calendar days of a change. Failure to do so shall be deemed a waiver of the Artist’s rights expressed in this Agreement. The Artist agrees that upon the Artist’s death, all of the Artist’s rights in the Work shall belong to the State of Minnesota with Minnesota State, or its designee, acting as custodian.

16. TERMINATION OF COMMISSION. This Agreement shall remain in effect until ***[Insert month, day and year]*** or until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs last.

A. If the underlying Minnesota State building project is delayed or canceled, Minnesota State reserves the right, upon no less than twenty (20) calendar days notice to the Artist, to postpone the execution schedule of this Agreement.

B. If the underlying building project is postponed for one year or more from the scheduled completion date of this Agreement, either Minnesota State or the Artist may cancel this Agreement by providing written notice of cancellation to the other party no later than ninety (90) calendar days after such delay or cancellation is known to the party exercising its right to cancel. If the Artist cancels this Agreement pursuant to this paragraph, the Artist shall refund to Minnesota State all money paid by Minnesota State to the Artist for the performance of work under this Agreement and the Artist shall retain the Work, together with any models, plans or drawings and all materials and supplies purchased for the Work, for the Artist’s own use without restrictions.

C. In the event this Agreement is cancelled or terminated by Minnesota State without fault on the part of the Artist, the Artist shall be entitled to either of the following, at the option of the Artist:

1. The Artist shall be paid an amount equal to the percentage of the Work done at the time Minnesota State terminated or cancelled the Agreement. If payments previously made to the Artist exceed the total amount due, then the Artist shall refund the excess to Minnesota State. The Artist shall deliver to Minnesota State the Work in whatever form it exists at the time of termination, and the Work shall then become the property of Minnesota State for use or display without restriction, except that it shall not be represented to be the completed Work of the Artist;

2. The Artist may refund to Minnesota State all monies paid by Minnesota State before it terminated or cancelled the Agreement and the Artist shall retain the Work, together with any models, plans, or drawings and all materials and supplies purchased for the Work, for the Artist’s own use without restrictions.

D. In the event this Agreement is terminated due to fault on the part of the Artist or to the death or disability of the Artist, or due to the Artist’s breach of any terms of this Agreement, Minnesota State may require either of the options that would have been available to the Artist in this section.

E. Notwithstanding paragraphs (A) through (D) above, Minnesota State may unilaterally terminate this Agreement before the Work’s completion or installation upon payment of just compensation if Minnesota State determines that further performance under the Agreement would not serve Minnesota State purposes.

17. MINNESOTA STATE’S AUTHORIZED AGENT. Minnesota State authorized agent for the purpose of administration of this Agreement is **[*Insert name, address, phone number, fax number and e-mail address]*,** or ***[insert his/her as******appropriate]*** successor, who shall have final authority for acceptance of the Artist’s services and the Work, and if such services and Work are accepted as satisfactory, shall so certify on each invoice submitted pursuant to this Agreement.

18. ARTIST AS INDEPENDENT CONTRACTOR. The Artist agrees to perform all work under this Agreement as an independent contractor and not as an agent or employee of the State. Any and all employees of the Artist engaged in the performance of any work or services required by the Artist under this Agreement are employees of the Artist only. The Artist shall furnish all supervision, labor, supplies, materials, insurance, and other incidentals needed to complete this Agreement. Arrangements and costs of transportation of the Work to the site are the responsibility of the Artist.

19. ASSIGNMENT OF WORK. The work and services required of the Artist under this Agreement are personal and shall not be assigned, sublet, or transferred without prior written consent of Minnesota State.

20. INDEMNITY AND LIABILITY.

A. In the performance of this Agreement by Artist, or Artist’s agents or employees, the Artist must indemnify, save, and hold harmless Minnesota State, its agents, and employees, from any claims or causes of action, including attorney’s fees incurred by Minnesota State, to the extent caused by the Artist’s:

1. Intentional, willful, or negligent acts or omissions; or
2. Actions that give rise to strict liability; or
3. Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of Minnesota State sole negligence. This clause shall not be construed to bar any legal remedies the Artist may have for Minnesota State failure to fulfill its obligations pursuant to this Agreement. The risk of damage to or loss of the Work prior to final acceptance by Minnesota State shall be that of the Artist solely.

B. Damage to Minnesota State Property: The Artist must take all reasonable precautions to protect Minnesota State property from damage. In addition to any other available remedies, Minnesota State may deduct from its payments to the Artist the amount necessary to repair any damage.

C. Protection for Public/Insurance: The Artist shall provide Minnesota State authorized representative with a certificate of insurance for each type of insurance required below within 30 calendar days of execution of this Agreement and prior to commencement of any work under this Agreement. Each policy must contain a 30 calendar day notice of cancellation, nonrenewal, or material change to all named and additional insureds. If Artist receives a cancellation notice from an insurance carrier affording coverage herein, Artist agrees to notify Minnesota State in accordance with the policy provisions with a copy of the cancellation notice, unless Artist’s policy(ies) contain a provision that coverage afforded under the policy(ies) will not be canceled without advanced written notice to Minnesota State in accordance with the policy provisions. Minnesota State reserves the right to immediately terminate this Agreement if the Artist is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the Artist. All insurance policies must be open to inspection by Minnesota State, and copies of policies must be submitted to Minnesota State authorized agent upon written request. The Artist will be required to maintain and furnish satisfactory evidence of the following insurance policies:

1. **General Liability:** The Artist will be required to maintain general liability insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage including loss of use which may arise from operations under this Agreement whether the operations are by the Artist or by a subcontractor or by anyone directly or indirectly employed under the Agreement. Insurance minimum amounts will be as follows:

$2,000,000.00 per occurrence

$2,000,000.00 annual aggregate applying per project or location

$2,000,000.00 annual aggregate applying to Products/Completed Operations

In addition, the following coverages should be included:

Premises and Operations Bodily Injury and Property Damage

Personal Injury and Advertising Injury

Products and Completed Operations Liability, to be maintained for at least three (3) years after completion of the services under this Contract

Contractual Liability as provided in Insurance Services Office (ISO) form CG 00 01 04 13 or its equivalent

Pollution Exclusion with standard exception as per Insurance Services Office (ISO) Commercial General Liability Coverage Form – CG 00 01 04 13 or its equivalent

Independent Contractors (let or sublet work)

Waiver of Subrogation in favor of Minnesota State

Coverage will not contain any restrictive endorsement(s) excluding or limiting Broad Form Property Damage (BFPD) or Explosion, Collapse, Underground (XCU)

Name the following as Additional Insureds, to the extent permitted by law:

The Board of Trustees of the Minnesota State Colleges and Universities and its officers and members, to include the Project’s College or University, the State of Minnesota, officers and employees of the State of Minnesota, to the extent permitted by law,.

2. **Automobile Liability:** The Artist will be required to maintain automobile insurance protecting the Artist from claims for damages for bodily injury, as well as from claims for property damage including loss of use which may arise from operations under this Agreement whether such operations were by the Artist or by subcontractor or by anyone directly or indirectly employed under the Agreement. Insurance minimum amounts will be as follows:

$2,000,000.00 - per occurrence Combined Single limit for Bodily Injury and Property Damage

In addition, the following coverages should be included:

Owned, Hired, and Non-owned

1. **Additional Insurance Conditions:**

* The Artist’s policy(ies) shall be primary insurance to any other valid and collectible insurance available to Minnesota State with respect to any claim arising out of the Artist’s performance under this contract;
* If the Artist receives a cancellation notice from an insurance carrier affording coverage herein, the Artist agrees to notify Minnesota State in accordance with the policy provisions, with a copy of the cancellation notice, unless the Artist’s policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without advanced written notice to Minnesota State in accordance with the policy provisions;
* The Artist is responsible for payment of Contract related insurance premiums and deductibles;
* If The Artist is self-insured, a Certificate of Self-Insurance must be attached;
* The Artist’s policy(ies) shall include legal defense fees in addition to its liability policy limits, with the exception of Professional Liability insurance above;
* The Artist shall obtain insurance policy(ies) from insurance company(ies) having an “AM BEST” rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota; and
* An Umbrella or Excess Liability insurance policy may be used to supplement the Artist’s policy limits to satisfy the full policy limits required by the Contract.

Minnesota State reserves the right to immediately terminate the contract if the Artist is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the Artist. All insurance policies must be available for inspection by the Minnesota State and copies of policies must be submitted to the Minnesota State's authorized representative upon written request.

21. COMPLIANCE WITH THE LAW AND NONDISCRIMINATION. In the performance of the Work, the Artist shall comply with all applicable federal, state and local laws, rules and regulations. This Agreement shall be construed in accordance with and is subject to the laws of the State of Minnesota, and venue of any legal actions related to or arising from this Agreement shall be in Ramsey County, Minnesota.

A. WORKERS COMPENSATION: In accordance with the provisions of Minnesota Statutes Section 176.182, Minnesota State affirms that the Artist certifies being in compliance with the workers’ compensation insurance coverage requirement of Section 176.181, subd. 2.

B. PREVAILING HOURS OF LABOR AND PREVAILING WAGE:

Contractor and all of its Subcontractor(s) shall comply with the Labor Standards and Wages requirements of Minnesota Statutes Chapter 177 as applicable. Minnesota Statutes Section 177.43, Subd. 3, requires the collection of payroll information, as further described below, for all Contracts or work under a work authorization, unless:

* the estimated total cost of completing the project is less than $2,500 and only one trade or occupation is required to complete it, or
* the estimated total cost of completing the project is less than $25,000 and more than one trade or occupation is required to complete it.

Pursuant to Minnesota Statutes 177.41 to 177.44 and corresponding Rules 5200.1000 to 5200.1120, this project contract is subject to the prevailing wages as established by the Minnesota Department of Labor and Industry, unless specifically exempted as noted above. Specifically, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under the contract. Failure to comply with the aforementioned may result in civil or criminal penalties

For more information regarding prevailing wage and its application, contact:

Minnesota Department of Labor and Industry  
Prevailing Wage unit  
443 Lafayette Road N.  
St. Paul, MN  55155  
Phone:  (651) 284-5091  
E-mail:  [dli.prevwage@state.mn.us](mailto:dli.prevwage@state.mn.us)  
Web:  [www.dli.mn.gov](http://www.dli.mn.gov)

**Hours of labor**

Pursuant to Minnesota Statutes 177.43:

(1) no laborer or mechanic employed directly on the project work site by the contractor or any subcontractor, agent, or other person doing or contracting to do all or a part of the work of the project, is permitted or required to work more hours than the prevailing hours of labor unless paid for all hours in excess of the prevailing hours at a rate of at least 1-1/2 times the hourly basic rate of pay; and

(2) a laborer or mechanic may not be paid a lesser rate of wages than the prevailing wage rate in the same or most similar trade or occupation in the area.

**Exceptions**

This requirement does not apply to wage rates and hours of employment of laborers or mechanics who process or manufacture materials or products or to the delivery of materials or products by or for commercial establishments which have a fixed place of business from which they regularly supply processed or manufactured materials or products. This section applies to laborers or mechanics who deliver mineral aggregate such as sand, gravel, or stone which is incorporated into the work under the contract by depositing the material substantially in place, directly or through spreaders, from the transporting vehicle.

**Posting**

The prevailing wage rates, prevailing hours of labor, and hourly basic rates of pay for all trades and occupations required in any project must be ascertained before the state asks for bids. Each contractor and subcontractor performing work on a public project shall keep the information posted on the project in at least one conspicuous place for the information of the employees working on the project.

**Penalty**

It is a misdemeanor for an officer or employee of the state to execute a contract for a project without complying with this section, or for a contractor, subcontractor, or agent to pay any laborer, worker, or mechanic employed directly on the project site a lesser wage for work done under the contract than the prevailing wage rate as stated in the contract. This misdemeanor is punishable by a fine of not more than $700, or imprisonment for not more than 90 days, or both. Each agent or subcontractor shall furnish to the contractor evidence of compliance with this section. Each day a violation of this section continues is a separate offense.

**Examination of records; investigation**

The Department of Labor and Industry shall enforce this section. The department may demand, and the contractor and subcontractor shall furnish to the department, copies of any or all payrolls. The department may examine all records relating to wages paid laborers or mechanics on work to which sections 177.41 to 177.44 apply.

The Contractor and subcontractors shall comply with Minnesota Statutes 177.41-.44. To facilitate compliance pursuant to the Statute, wage determinations (prevailing wages) were prepared for different trades for each county from which labor for said project would be secured and are included and published in the Contract Specifications. Any wage determinations that are found not to be so promulgated do not relieve the Contractor from any responsibility for paying the prevailing wage rate of the trade in question. Additional classifications may develop between certifications by the Minnesota Department of Labor and Industry. Therefore, no inference may be drawn from the omission of a classification which has local usage.

**Prevailing wage violations**

Upon issuing a compliance order to an employer pursuant to section 177.27, subdivision 4, for violation of sections 177.41 to 177.44, the commissioner shall issue a withholding order to the contracting authority ordering the contracting authority to withhold payment of sufficient sum to the prime or general contractor on the project to satisfy the back wages assessed or otherwise cure the violation, and the contracting authority must withhold the sum ordered until the compliance order has become a final order of the commissioner and has been fully paid or otherwise resolved by the employer.

During an investigation of a violation of sections 177.41 to 177.44 which the commissioner reasonably determines is likely to result in the finding of a violation of sections 177.41 to 177.44 and the issuance of a compliance order pursuant to section 177.27, subdivision 4, the commissioner may notify the contracting authority of the determination and the amount expected to be assessed and the contracting authority shall give the commissioner 90 days' prior notice of the date the contracting authority intends to make final payment.

The Contractor shall review the applicable Prevailing Wage Rate Requirements to determine the applicable prevailing wage rates, prevailing hours of labor, and hourly basic rates of pay that are applicable to this project contract. A copy of the applicable Prevailing Wage Rate Determination Schedule, as published by Minnesota Department of Labor and Industry, can be found at the DOLI website for commercial construction at [www.dli.mn.gov/LS/PrevWageComm.asp](http://www.dli.mn.gov/LS/PrevWageComm.asp). The prevailing wage rates, prevailing hours of labor, and hourly basic rates of pay for all trades and occupations required in any project must be ascertained before the state asks for bids.

Pursuant to Minnesota Statutes Section 177.43, Subd. 3, all contractors and subcontractors shall submit to the Owner’s contracting entity copies of payrolls that contain all the data required by Minnesota Statutes §177.30. Contractors and subcontractors shall use Form Minnesota State073 for this purpose.

**Keeping Records; Penalty:**

Every employer subject to Minnesota Statutes Section 177.21 to 177.44 must make and keep a record of:

(1) the name, address, and occupation of each employee;

(2) the rate of pay, and the amount paid each pay period to each employee;

(3) the hours worked each day and each workweek by the employee;

(4) for each employer subject to sections 177.41 to 177.44, and while performing work on public works projects funded in whole or in part with state funds, the employer shall furnish under oath signed by an owner or officer of an employer to the contracting authority and the project owner every two weeks, a certified payroll report with respect to the wages and benefits paid each employee during the preceding weeks specifying for each employee: name; identifying number; prevailing wage master job classification; hours worked each day; total hours; rate of pay; gross amount earned; each deduction for taxes; total deductions; net pay for week; dollars contributed per hour for each benefit, including name and address of administrator; benefit account number; and telephone number for health and welfare, vacation or holiday, apprenticeship training, pension, and other benefit programs; and

(5) other information the commissioner finds necessary and appropriate to enforce sections 177.21 to 177.435. The records must be kept for three years in or near the premises where an employee works except each employer subject to sections 177.41 to 177.44, and while performing work on public works projects funded in whole or in part with state funds, the records must be kept for three years after the contracting authority has made final payment on the public works project.

The commissioner may fine an employer up to $1,000 for each failure to maintain records as required by this section. This penalty is in addition to any penalties provided under section 177.32, subdivision 1. In determining the amount of a civil penalty under this subdivision, the appropriateness of such penalty to the size of the employer’s business and the gravity of the violation shall be considered.

C. AUDITS: The books, records, documents, and accounting procedures and practices of the Artist relevant to this Agreement shall be subject to examination by Minnesota State and the legislative auditor for a period not to exceed six years after the end of this Agreement.

D. PROMPT PAYMENT TO SUBCONTRACTORS: The Artist is required to pay subcontractors pursuant to Minnesota Statutes Section 16A.1245 within ten (10) calendar days of the Artist’s receipt of payment from Minnesota State.

22. WARRANTIES.

A. The Artist warrants that the Work is the original product of the Artist’s own creative efforts. The Artist also warrants that the Work is unique and that the Work, or a duplicate thereof, has not been accepted for sale elsewhere, unless, as stipulated to Minnesota State as one of a limited edition of Works. The Artist expressly warrants that no pre‑existing Agreements with an Artist’s gallery agent shall be the cause for any breaches of this Agreement or render this Agreement impracticable by the Artist.

B. The Artist warrants that the execution and fabrication of the Work shall be performed in a workmanlike manner and that the Work, as fabricated and installed, shall be free of defects in material and workmanship, including any defects consisting of “inherent vice” or qualities which cause or accelerate deterioration of the Work. **The Artist shall guarantee and maintain the Work from faults of material and workmanship for a period of three (3) years after the acceptance date.**

C. The Artist warrants that the reasonable maintenance of the Work shall not require procedures substantially in excess of those described in the maintenance recommendations submitted in the design proposal previously approved for the Work.

23. RIGHT TO EXHIBIT.

A. Minnesota State reserves the right to request temporary possession of any drawings, models, photographic negatives, displays, and similar materials produced during the preparation and execution of the Work, provided that the request shall not unreasonably interfere with the production of the Work. The Artist agrees to make such materials as noted above that are still in the possession of the Artist available to Minnesota State, and at no expense to the Artist, for educational displays associated with the Work. Minnesota State shall have this right of display for up to sixty (60) consecutive days once every five (5) years and upon written notice to the Artist. Minnesota State shall present to the Artist satisfactory proof of insurance and transportation both ways. If the Artist makes transportation arrangements, Minnesota State shall have no liability for loss or damage to these materials.

B. The Artist hereby grants and Minnesota State hereby reserves the right to make the Work available for temporary loan to other government entities or public institutions for the purpose of exhibition to the public.

24. ALTERATION, MODIFICATION, RELOCATION, AND DEACCESSIONING OF THE WORK OR OF THE SITE.

A. Minnesota State will not intentionally damage, alter, modify or change the Work without taking reasonable steps to obtain the prior written approval of the Artist, which the Artist shall not unreasonably withhold, and without the consent of the Arts Board in accordance with the February 21, 2012 Inter-Agency Agreement. If, after the Work has been completed and installed, any changes, distortion, mutilation, alteration, destruction or other modification of the Work occurs, including any change in the interrelationship or relative locations of parts of the Work, which would be prejudicial to the Artist’s honor or reputation, the Artist shall have the right (exercisable upon written notice to Minnesota State) to prevent Minnesota State from attributing the authorship of the Work to the Artist. Within ninety (90) calendar days after Minnesota State receipt of such notice, Minnesota State shall remove from the site of the Work all attributive references to the Artist and shall cease publicly stating that the Artist authored or created the Work other than those public statements which fall within the academic freedom of Minnesota State or its faculty or staff; provided, however, that no provision of this Agreement shall obligate Minnesota State to alter or remove any such attributive reference printed or published prior to Minnesota State receipt of such notice, or shall obligate Minnesota State to interfere with or curtail any constitutionally protected speech or expression.

B. Minnesota State reserves the right to, and the Artist hereby waives any right to prevent Minnesota State from, modifying, relocating, destroying or deaccessioning the Work if, after taking reasonable steps to notify the Artist and obtaining consent from the Arts Board, Minnesota State determines that one or more of the following conditions apply:

(1) the condition or security of the Work cannot be reasonably guaranteed;

(2) the Work requires excessive maintenance or has faults of design or workmanship beyond practical repair or remedy;

(3) the Work has been damaged and repair is impractical or unfeasible;

(4) the Work endangers public safety;

(5) no suitable site is available, or significant changes in the use, character or design of the site have occurred which affect the integrity of the Work;

(6) significant adverse reaction has continued unabated for more than three years;

(7) the Work is shown to be of an inferior quality or unauthentic;

(8) Minnesota State wishes to replace the Work with another work by the Artist; or

(9) the Artist requests modification, relocation or deaccession of the Work.

C. If Minnesota State decides to destroy the Work in accordance with this Section 24, Minnesota State shall take reasonable steps to offer the Artist an opportunity to recover the Work at the Artist’s expense in accordance with applicable law.

D. The Work shall be subject to the Visual Artists Rights Act of 1990, 17 U.S.C. §§101, et seq., and shall not constitute a work made for hire as provided in that Act.

25. TITLE AND OWNERSHIP.

A. Except in the case of early termination of this Agreement as provided elsewhere in this Agreement, title to the Work shall transfer from Artist to the State of Minnesota with Minnesota State, or its designee, acting as custodian upon Minnesota State Final Acceptance of the Artwork. Title transfer shall be self-executing upon Minnesota State Final Acceptance. The Artist grants the State of Minnesota with Minnesota State, or its designee, acting as custodian title to and ownership of the Work, including the right to reproduce the Work, and images thereof, for research, scholarly and educational purposes, including publicity and documentation within the usual functions of Minnesota State at no charge. Minnesota State shall make reasonable efforts to ensure that reproductions or publications that prominently feature the Work contain a credit to the Artist. In the event that Minnesota State use of the Work creates trademark, service mark or trade dress rights in connection with the Work, Minnesota State shall have an exclusive and irrevocable right in such trademark, service mark or trade dress. The Artist agrees to give credit in the following form: “Original owned by the State of Minnesota**,** commissioned under Minnesota Percent for Art in Public Places and displayed at ***[Insert name of college/university], [insert name of building]***” in any public showing of any reproductions of the Work.

B. Drawings, specifications, and models of the Work, or which relate to the Work including all preliminary studies, shall be the property of the Artist following completion of the Work under this Agreement or following termination of the Agreement by Minnesota State without fault on the part of the Artist. Under these circumstances they shall not be used by the Artist on other projects or extensions of this project except pursuant to a subsequent agreement in writing between the Artist and Minnesota State.

26. DISPUTE RESOLUTION. In case any dispute or controversy arises between the Artist and Minnesota State, the parties may exercise those legal remedies in State District Court as may be available to them. The venue for any proceedings is herein agreed to be Ramsey County, State of Minnesota, unless otherwise specifically agreed. The Artist shall carry on the Work during any proceedings unless otherwise agreed to by the Artist and Minnesota State in writing.

27. AMENDMENTS. Any amendments to this Agreement shall be in writing, and shall be executed by the same parties who executed the original Agreement, or their successors in office.

28. NOTICE TO ARTIST. As a condition of this contract, the Artist is required by Minn. Stat. §270C.65 to provide a social security number, a federal tax identification number or Minnesota tax identification number. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require the Artist to file state tax returns and pay delinquent state tax liabilities. This Agreement will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in the payment of state obligations.

If you are an independent contractor, Minn. Stat. §256.998 requires the state to report your name, address and social security number to the New Hire Reporting Center of the Minnesota Department of Human Services unless your contract is for less than two months in duration with gross earnings of less than $250.00 per month. This information may be used by state or local child support enforcement authorities in the enforcement of state and federal child support laws.

29. ENTIRE AGREEMENT. This Agreement represents the entire agreement of the parties.

30. OTHER PROVISIONS. ***[Insert N/A if no other provisions; otherwise describe other provisions in detail]*.**

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

APPROVED:

**1. ARTIST: *[INSERT NAME OF ARTIST.]***

|  |
| --- |
| By (authorized signature and printed name) |
| Title |
| Date |

**2. VERIFIED AS TO ENCUMBRANCE:**

Employee certifies that funds have been encumbered as required by Minnesota Statute §16A.15.

**[*INSERT NAME OF COLLEGE/UNIVERSITY/SYSTEM OFFICE]*:**

|  |
| --- |
| By (authorized signature and printed name) |
| Title |
| Date |

**3. MINNESOTA STATE**

**[*INSERT NAME OF COLLEGE/UNIVERSITY/SYSTEM OFFICE]*:**

|  |
| --- |
| By (authorized signature and printed name) |
| Title |
| Date |

**4. AS TO FORM AND EXECUTION:**

**[*INSERT NAME OF COLLEGE/UNIVERSITY/SYSTEM OFFICE]*:**

|  |
| --- |
| By (authorized signature and printed name) |
| Title |
| Date |