AGREEMENT BETWEEN THE CITY OF RAPID CITY
AND MOUNTAIN STATES SECURITY
FOR PARKS AND RECREATION DEPARTMENT SECURITY SERVICES

This Agreement is entered into this _____ day of _______________, 2020, by and between the City of Rapid City (“City”), a municipal corporation organized under the laws of the state of South Dakota, of 300 Sixth Street, Rapid City, SD 57701, and Mountain States Security (Contractor), P. O. Box 3278, Rapid City, SD 57709. The parties agree to the following terms:

1. Purpose of Agreement. The purpose of this Agreement is to outline the responsibilities of the parties regarding the security services the Contractor will provide to City for various facilities within the Parks and Recreation Department including gates and restroom facilities.

2. The Contractor agrees to provide security services to the City at various facilities as listed in the Parks and Cemetery Specification document attached hereto. Addendums may be made to the “Parks and Cemetery Specifications” document upon mutual agreement in writing of the parties.

3. The Contractor will provide log sheets to the Parks Division Manager and Cemetery Supervisor on a weekly basis.

4. Term. The term of this Agreement is for one (1) year beginning on January 1, 2021 and continuing through December 31, 2021.

   The City may terminate this Agreement for any reason. If it wishes to terminate the Agreement, City will provide written notice of termination at least thirty (30) days prior to the date of termination.

   The City may renew the Agreement for a one year term upon the same terms and conditions no more than three (3) times.

5. Payment. Contractor agrees to bill City by invoice for services on a monthly basis. City shall remit payment to Contractor within forty-five (45) days of each invoice. Payment shall not exceed $32,747.11 in any calendar year.

   In case of errors or inquiries about an invoice, City agrees to send a written inquiry to Contractor stating a description of the error and why City believes it is an error and the dollar amount of the suspected error. City agrees that it is obligated to pay the parts of the invoice that it is not disputing. The parties agree that City does not need to pay the amount in question during the time the parties are resolving the dispute. The parties agree that Contractor may not take any action to collect disputed amounts or report disputed amounts as delinquent during the time the parties are resolving the dispute.

   If City fails to make payments when due, Contractor at its option may cancel any unfulfilled portion of this Agreement, without further liability and all work theretofore completed shall thereupon be invoiced and be due and payable within 45 days of City’s receipt of the invoice.
6. **Insurance.** The Contractor shall obtain and maintain, at its expense, the following minimum limits of occurrence based insurance coverage for the duration of this agreement:

   a. Workers Compensation                                    Statutory
   b. WC Employer Liability                                  $100,000.00
   c. Comprehensive General Liability                       $1,000,000.00
   d. General Aggregate                                      $2,000,000.00 per occurrence
   e. Business Automobile Insurance                         As required by statute

Such insurance policies shall name City as an additional insured with respect to all activities arising out of the performance of the Work and/or services under this agreement. Acceptable Certificates of Insurance and Endorsements confirming the above coverage shall be filed with the Department before commencing any work and/or services. Such Certificates shall afford City thirty (30) days written notice of cancelation or material change of coverage. Department’s failure to obtain from Contractor a Certificate of Insurance conforming to the foregoing requirements shall not be deemed a waiver of any of the foregoing requirements. This paragraph shall in no way limit the provisions of the indemnity area. Contractor may invoice City up to Two Hundred Fifty Dollars to compensate for the cost of the Certificates provided in this section.

7. **Indemnification and Hold Harmless.** Contractor agrees to indemnify, defend and hold City, its officers, agents and employees harmless from and against any and all actions, suits, damages, liability, or other proceedings that may arise as the result of performing services under this Agreement. Contractor also agrees to indemnify and defend City, its officers, agents and employees against any and all liability, losses, claims, damages, costs, and expenses including, but not limited to, costs of defense and reasonable attorney’s fees, which City may hereafter suffer itself or pay to another party by reason of any claim, action, or right of action, at law or in equity, arising out of willful misconduct, error, omission or negligent act of Contractor and resulting in injury (including death) to any person or damage to any property to the extent such are caused by or are alleged to be caused by Contractor or its employees, any subcontractor or its employees, or any person, firm, partnership, or corporation employed or engaged by Contractor.

8. **Notification to City of damage.** Contractor agrees to promptly report any vandalism, unsafe conditions, or repair needs to the Parks Division Office as soon as is possible. Contractor shall contact 911 Emergency to report any witnessed acts which violate City ordinance or park regulations. Contractor agrees that it will not respond in such a situation by contacting any offending individuals. Contractor agrees to gather any appropriate information regarding such events and forward it to the Parks Division Office.

9. **Confidentiality.** Contractor will hold all incident reports or other information, in any format whatsoever, confidential and will share it only with such City staff as the City designates. No information will be provided by the Contractor to outside parties unless specifically directed in writing by the City.

10. **Relationship between the Parties.** Contractor is an independent contractor of the City. This Agreement does not create an employment relationship between the City and Contractor or its agents or employees. Nothing contained in this Agreement is intended to create a partnership or joint venture between Contractor and the City of Rapid City. No agent of
Contractor shall be the agent of the City, and Contractor covenants that it will not take any action in the name of, or by holding itself out as the agent of, the City of Rapid City.

11. **Time of Essence.** Time is of the essence of this Agreement.

12. **Waivers.** The failure by one party to require performance of any provision herein shall not affect that party’s right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Agreement constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

13. **Amendments.** This Agreement may only be amended by a written document duly executed by all parties.

14. **Entire Agreement.** This Agreement, along with the Request for Proposals and the Contractor’s proposal, constitute the entire agreement between the parties, and supersedes all prior negotiations, agreements and understandings, whether oral or written.

15. **Counterparts.** This Agreement may be executed in counterparts; each such counterpart shall be deemed an original and when taken together with other signed counterparts, shall constitute one Agreement.

16. **Severability.** If any provision of this Agreement is held unenforceable by a court of competent jurisdiction, such holding shall not affect the remaining provisions of this Agreement, which shall remain in full force and effect.

17. **Headings.** The headings and numbering of the different paragraphs of this Agreement are inserted for convenience only and are not to control or affect the meaning, construction or effect of each provision.

18. **Construction and Venue.** This Agreement shall be interpreted under the laws of the State of South Dakota. Any litigation under this Agreement shall be resolved in the circuit court of Pennington County, State of South Dakota.
Dated this _____ day of ____________, 2020.

CITY OF RAPID CITY

Mayor Steve Allender

ATTEST:

___________________________________
Finance Director
(SEAL)

MOUNTAIN STATES SECURITY

By ____________________________
Its ____________________________

STATE OF SOUTH DAKOTA )
)ss.
COUNTY OF PENNINGTON )

On this the _____ day of ________________, 2020, before me the undersigned officer, personally appeared ________________________, who acknowledged himself/herself to be the ________________________ of Mountain States Security, and as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained on behalf of ________________________.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

(SEAL) ____________________________
Notary Public, State of South Dakota
My Commission Expires: ____________________
REQUEST FOR PROPOSALS

FOR

CITY OF RAPID CITY

PARKS AND RECREATION DEPARTMENT SECURITY SERVICES

Notice is hereby given that the City of Rapid City is requesting proposals for Parks and Recreation Department Security Services. Proposals will be accepted until 2:00 p.m. on September 22, 2020 at the Department of Parks and Recreation at 515 West Boulevard, Rapid City, South Dakota, 57701.

Proposals must be submitted on the Contractor’s Proposal form provided by the City. This form may be obtained at the Department of Parks and Recreation, 515 West Boulevard, Rapid City, SD. The City reserves the right to reject any and all proposals or to cancel the RFP if it is in the best interests of the City. Questions should be directed to Parks Division Manager Scott Anderson at (605)394-4175.

Jeff Biegler, Director
Department of Parks and Recreation
Request for Proposals

The Rapid City Department of Parks and Recreation is requesting proposals for security services as outlined in the attached Parks and Cemetery Security Specifications sheet and the Contractor's Proposal form.

All Proposals must be submitted on the Contractor's Proposal form provided by the City. This form may be obtained at the Department of Parks and Recreation, 515 West Boulevard, Rapid City, SD. Questions should be directed to the Parks Division Manager Scott Anderson at (605) 394-4175.

The City reserves the right to reject any and all proposals or to cancel the RFP if it is in the best interests of the City. The term of the agreement corresponding to the security services is for one (1) year beginning on January 01, 2021 and continuing through December, 2021. If a proposal is selected, the timeframe for entering into the agreement will be on or before January 01, 2021. The City may renew the agreement upon the same terms and conditions no more than three (3) times.

All information should be submitted in an 8 ½ x 11" format in three (3) bound copies. Submittals will be received until 2:00 p.m. on September 22, 2020. All proposals should be submitted to and plainly marked as:

Security Services RFP
Rapid City Parks Division
515 West Boulevard
Rapid City, SD 57701
Parks and Cemetery Security Specifications

GENERAL INFORMATION

- The Department of Parks and Recreation reserves the right to change the opening and closing schedule.

- Log sheets must be submitted to the Parks Division Manager and Parks Maintenance Supervisor and Cemetery Supervisor on a weekly basis.

- All irregular occurrences such as damage or vandalism, unsecured doors or broken windows, or any other suspicious activity must be reported daily via email or text to the Parks Division Manager, Parks Maintenance Supervisor and Cemetery Supervisor.

- All emergency and illegal activity must be immediately reported to the Rapid City Police Department by calling 911.

- The entity that will be providing security services is referred to herein as the “Security Contractor.”

- The Proposer and its employees must be licensed by the City of Rapid City pursuant to and in accordance with the provisions of Rapid City Municipal Code Chapter 5.52. Failure to have and maintain the required license(s) will make the Proposer unqualified to be selected as the Security Contractor and will be grounds for immediate termination by the City of the contract for work described in this Request for Proposals, if Proposer is selected as the Security Contractor.

- A contract for work described in this Request for Proposals obligates the Contractor to be nondiscriminatory in its employment practices in accordance with the City of Rapid City’s Non-Discrimination Policy. In compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the rehabilitation act of 1973, the age discrimination act of 1975, the Americans with disabilities act of 1990, and other nondiscrimination authorities, it is the policy of the City of Rapid City to provide benefits, services, and employment to all persons without regard to race, color, national origin, sex, disabilities/handicaps, age, or income status. No distinction is made among any persons in eligibility for the reception of benefits and services provided by or through the auspices of the City of Rapid City. If the Contractor has any concerns regarding the provisions of services or employment on the basis of disability/handicap, the Contractor may contact the City’s ADA/Section 504 Coordinator at (605)394-4136.

- The Contractor shall obtain and maintain, at its expense, the following minimum limits of occurrence based insurance coverage for the duration of this agreement:

  Workers Compensation  As required by South Dakota law
  WC Employer Liability   $100,000.00
  Comprehensive General Liability  $1,000,000.00
  General Aggregate  $2,000,000.00 per occurrence
  Business Automobile Insurance  As required by South Dakota law

Such insurance policies shall name City as an additional insured with respect to all activities arising out of the performance of the Work and/or services under this agreement. Acceptable Certificates of Insurance and Endorsements confirming the above coverage shall be filed with the
Department before commencing any work and/or services. Such Certificates shall afford City thirty (30) days written notice of cancelation or material change of coverage. Department's failure to obtain from Contractor a Certificate of Insurance conforming to the foregoing requirements shall not be deemed a waiver of any of the foregoing requirements. This paragraph shall in no way limit the provisions of the indemnity area. Contractor may invoice City up to Two Hundred Fifty Dollars to compensate for the cost of the Certificates provided in this section.

- The term of the agreement will be for (1) year beginning on January 01, 2021 and continuing through December, 2021. The City will have the option to renew the agreement for a one year term upon the same terms and conditions no more than three (3) times. The City may terminate the agreement for any reason. If it wishes to terminate the agreement, the City will provide written notice of termination at least thirty (30) days prior to the date of termination.

- The Security Contractor must agree to bill the City by invoice on a monthly basis in accordance with the terms of this RFP. The City will remit payment to Contractor within forty-five (45) days of each invoice.

- The Security Contractor must agree to other contractual terms, including but not limited to terms regarding confidentiality, indemnification, and holding the City harmless for certain actions.

- Proposer must attach a list of experience and three (3) Business References.

- Proposer must list the total number of staff available to cover the required services.

- Proposer must list the monthly charge and annual charge for each category as broken down in the “Contractor’s Proposal.” Finally, Proposer must include a total annual charge for all security services based upon the aggregate of all annual charges.

Contact Information
Parks Division Office – 394-4175
Cemetery Division Office – 394-4189

Staff:
Scott Anderson, Parks Division Manager, scott.anderson@rcgov.org 430-7904
Aaron Weeks, Parks Maintenance Supervisor, aaron.weeks@rcgov.org 787-3705
Craig Nichols, Cemetery Supervisor, craig.nichols@rcgov.org 484-2212
YEAR-ROUND PARK GATES:

**Canyon Lake Park Road Gates:** Two gates are located in Canyon Lake Park. The gates are to be opened daily at 5:00 a.m. and closed at 10:00 p.m. Gates are to remain closed during inclement weather or when the park road is snowy and/or icy. The Security Contractor must contact staff via email or text when the gates are not opened.

See attached Canyon Lake Park map for gate locations.
1. The northwest entrance off of Jackson Blvd and Canyon Lake Dr.
2. The east entrance off of Park Dr.

**Sioux Park Track Gates #1-3:** Three gates are located at the Sioux Park track. The gates are to be opened daily at 5:00 a.m. and closed every evening at 10:00 p.m. Gates are to remain closed during inclement weather or when the track is snowy and/or icy. The Security Contractor must contact staff via email or text when the gates are not opened.

**Sioux Park Tennis Court Gate #4:** This gate is located at the Sioux Park track. The gate is to be opened daily at 5:00 a.m. and closed every evening at 10:00 p.m. Gate is to remain closed during inclement weather or when the track is snowy and/or icy. The Security Contractor must contact staff via email or text when the gate is not opened.

See attached Sioux Park Track map for gate locations.
1. The northeast entrance adjacent to the Canyon Lake Dr. parking lot.
2. The northwest entrance above the track seating.
3. The southwest entrance adjacent to the Crow’s Nest.
4. Adjacent to the northwest gate and west of the racquetball courts.

**SEASONAL FACILITIES:** The following restrooms are open May 1st through October 1st. These restrooms are opened daily by staff or the custodial company, not the Security Contractor. However, these restrooms are to be cleared and locked by the Security Contractor every evening at the following times:

8:00 p.m.
Roosevelt Park – 203 E. St. Louis
College Park – 220 College Avenue
Wilson Park – 1701 Mt. Rushmore Rd.
Storybook Island – 1301 Sheridan Lake Rd.

10:00 p.m.
Robbinsdale Park (Upper Shelter) – 626 E. Fairmont
Robbinsdale Park (Lower Shelter) – 641 E. Oakland Street
Horace Mann Park – 818 Anamosa Street
Canyon Lake Park Shelter #1 – 4111 Jackson Boulevard
Canyon Lake Park Shelter #2 – 4021 Jackson Boulevard
Canyon Lake Park Shelter #3 – 4011 Jackson Boulevard
Old Storybook Island Shelter – 2911 Canyon Lake Dr.
The following restrooms are open April 1st through October 31st. These restrooms are opened daily by staff or the custodial company, not the Security Contractor. However, these restrooms are to be cleared and locked by the Security Contractor every evening at 10:00 p.m.

Sioux Park – 1012 Sheridan Lake Rd.
Vickie Powers Park – 940 Kathryn Ave.

The following restroom is open April 1st through October 15th. The restroom is to be opened daily by the Security Contractor at 5:00 a.m. and closed at 10:00 p.m.:

Sioux Park Tennis Restrooms – 910 Sheridan Lake Road

YEAR-ROUND FACILITIES: The following facilities are open year-round and the restroom closure times change during the Spring/Summer season and the Fall/Winter season. The restrooms are to be cleared and locked every evening at 10:00 p.m., between April 1st and October 31st. The restrooms are to be cleared and locked every evening at 6:00 p.m., between November 1st and March 31st.

Founders Park – 1510 W. Omaha Street
Legacy Commons – 740 Omaha Street
Skyline Wilderness Trailhead – 2215 Skyline Drive, at the end of Flormann St.

The following restroom is open year-round. The restroom is to be opened daily by the Security Contractor at 5:00 a.m. and closed at 10:00 p.m.

Canyon Lake Park/West Restroom – 4501 Jackson Boulevard
CEMETERY DIVISION

Opening Procedures
Security Contractor will open four gates, check building locks and gas tank locks at the Mt. View and Mt. Calvary Cemetery located at 1901 Mt. View Rd. on Saturdays, Sundays and Holidays by 7:30 a.m. throughout the year. Applicable holidays include New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans’ Day, Thanksgiving Day, the Friday after Thanksgiving, and Christmas Day. If the holiday falls on a Saturday, the Security Contractor will open the gates on the Friday before the holiday. If the holiday falls on a Sunday, the Security Contractor will open the gates on the Monday after the holiday.

The Cemetery staff will open the gates on the remaining days, Monday through Friday throughout the year.

Gates are identified on the attached map:

1. Northeast gate of south section
2. Northwest gate of south section
3. Southwest gate of north section
4. Northeast gate of north section

Closing Procedures
Security Contractor will close all cemetery gates every night including weekends and holidays, according to the following procedures and schedule:

A. South section of Mt. View and Mt. Calvary Cemetery (south of Flormann St.)
   1. Close the Northeast Gate.
   2. Drive through cemetery making sure no vehicles remain in the cemetery.
   3. Close the Northwest Gate.

B. North section of Mt. View Cemetery (north of Flormann St.)
   1. Close the Southwest Gate.
   2. Drive through cemetery making sure no vehicles remain in the cemetery.
   3. Check all buildings to determine they are locked.
   4. Check gas tanks to make sure all locks are secured.
   5. Close the Northeast Gate.

- Winter Hours – November 1 through March 31: 7:30 a.m. – 6:00 p.m.
- Summer Hours – April 1 through October 31: 7:30 a.m. – 8:00 p.m.
EVALUATION AND SELECTION PROCESS

Selection of a Security Contractor will be based on several factors, including but not limited to, relevant experience and the services and prices proposed. The City of Rapid City reserves the right to reject any or all submittals and to negotiate if deemed appropriate.

EVALUATION FACTORS AND SCORING

1. Contractor's Experience and References – 25%
2. Availability of Staff to Cover the Required Services – 25%
3. Service Cost – 50%

CONTRACTOR EVALUATION FORM
(100 Total Points Possible)

Project Name: ____________________________
Evaluator: ______________________________
Contractor Name: _________________________
Date: ___________________________________

PROPOSAL EVALUATION CRITERIA

1: Contractor's Experience and References - 25% of total
   Number of contracts.
   Length of business operation.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

2: Availability of Staff to Cover the Required Services – 25% of total
   Hours of operation.
   Number of personnel.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

3: Service Cost – 50% of total
   Monthly and annual cost of service.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Score:
1  Fails to meet the expectations of the reviewer in this category.
10 Fully meets the expectations of the reviewer in this category.
CONTRACTOR’S PROPOSAL

NAME OF PROPOSER: ____________________________
ADDRESS: ____________________________
PHONE NO: (_______) _____________ FAX NO.: (_______) _____________
E-mail address: ____________________________

Attach a list of experience and three (3) Business References.

Total number of staff available to cover the required services: ____________.

Proposer agrees to provide the City of Rapid City with Parks and Recreation Department Security Services at the following price, to-wit:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>MONTHLY CHARGE (numerical)</th>
<th>ANNUAL CHARGE (numerical)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Security Services for Park Gates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Canyon Lake Park Gates</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>b.</td>
<td>Sioux Park Track Gates and Tennis Gates</td>
<td>$_________</td>
<td>$_________</td>
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<tr>
<td>2.</td>
<td>Security Services for Seasonal Facilities (May 1st – October 1st)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Roosevelt Park</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>b.</td>
<td>College Park</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>c.</td>
<td>Wilson Park</td>
<td>$_________</td>
<td>$_________</td>
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<tr>
<td>d.</td>
<td>Storybook Island</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>e.</td>
<td>Robbinsdale Park (Upper Shelter)</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>f.</td>
<td>Robbinsdale Park (Lower Shelter)</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>g.</td>
<td>Horace Mann Park Restroom</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>h.</td>
<td>Shelter #1</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>i.</td>
<td>Shelter #2</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>j.</td>
<td>Shelter #3</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>k.</td>
<td>Old Storybook Island Shelter</td>
<td>$_________</td>
<td>$_________</td>
</tr>
</tbody>
</table>
3. Security Services for Seasonal Facilities (April 1st – October 31st)
   (Directions: Multiply monthly charge by 7 to obtain annual charge)

   a. Sioux Park $_________ $_________
   b. Vickie Powers Park $_________ $_________

4. Security Services for Sioux Park Tennis Restrooms (April 1st – October 15th)
   (Directions: Multiply monthly charge by 6.5 to obtain annual charge)
   $_________ $_________

5. Security Services for Year-Round Facilities
   (Directions: Multiply monthly charge by 12 to obtain annual charge)

   a. Skyline Wilderness Trailhead Restroom $_________ $_________
   b. Founders Park $_________ $_________
   c. Legacy Commons Restroom $_________ $_________
   d. Canyon Lake Park/West Restroom $_________ $_________

6. Security Services for Mt. View/Mt. Calvary Cemetery
   (Directions: Multiply monthly charge by 12 to obtain annual charge)
   $_________ $_________

TOTAL ANNUAL CHARGE for Security Services $_________

TOTAL ANNUAL CHARGE for Security Services – PRICE IN WORDS

__________________________________________________________
NAME OF ENTITY

__________________________________________________________
AUTHORIZED SIGNATURE

__________________________________________________________
PRINT NAME & TITLE

__________________________________________________________
DATE
To: Public Works Committee, City Council

From: Scott Anderson, Parks Division Manager

Subject: RFP for Parks and Recreation Security Services

Date: September 22, 2020

We received one proposal for Security Services. The selection process is based on the following criteria:

1. Contractor’s Experience & References – 25%
2. Availability of Staff to Cover the Required Services – 25%
3. Service Cost – 50%

Criteria #1: Contractor’s Experience & References

Mountain States Security
33 years in the business with over 100 years of combined experience between law enforcement and military veterans.

References:

Black Hills Surgical Hospital, Greg Loos:

Confirmed that MSS is currently providing security services for them and have been for a number of years. To date Mr. Loos is very impressed with their performance and has had virtually no negative issues in that time.

Stec’s Advertising, Wes Brown:

Confirmed that MSS is currently working with them in different capacities. Mr. Brown expressed that he has no complaints and has been satisfied with their service.
Big D Oil, Melanie Welch:

Confirmed that MSS is currently providing security services for them and have been for a number of years. Ms. Welch expressed that she is satisfied with their work and she was not aware of any negative issues.

Criteria #2: Available Staff to Cover Required Services

Mountain States Security
10 available staff to cover required services. Use of the TrackTik security software. The TrackTik Client Portal give 24/7 access to real time incident reports, daily/weekly/monthly activity logs and trend analysis based on incident types, etc.

Criteria #3: Service Cost

Mountain States Security
Total cost for security services $32,747.11

Conclusion

With the three criteria considered, the proposal meets the qualifications.

The total annual cost for security services is slightly higher than our advertising authority but I do believe we have the money in that line item to adequately cover the overage.

Mountain States Security is currently under contract for security services for the Parks & Recreation Department and we’ve had no negative issues with them.

I recommend awarding the contract for security services for the City of Rapid City Parks & Recreation Department to Mountain States Security.

Signed: ______________________  Date: 9.30.2020

Scott J. Anderson
Parks Division Manager
EVALUATION AND SELECTION PROCESS

Selection of a Security Contractor will be based on several factors, including but not limited to, relevant experience and the services and prices proposed. The City of Rapid City reserves the right to reject any or all submittals and to negotiate if deemed appropriate.

EVALUATION FACTORS AND SCORING

1. Contractor's Experience and References – 25%
2. Availability of Staff to Cover the Required Services – 25%
3. Service Cost – 50%

CONTRACTOR EVALUATION FORM
(100 Total Points Possible)

Project Name: Rapid City Parks + Recreation Security
Evaluator: Scott Anderson
Contractor Name: Mountain States Security
Date: September 23, 2020

PROPOSAL EVALUATION CRITERIA

1: Contractor's Experience and References - 25% of total
   Number of contracts. 3 References
   Length of business operation. 33 yrs

   1 2 3 4 5 6 7 8 9 10

2: Availability of Staff to Cover the Required Services – 25% of total
   Hours of operation. 10
   Number of personnel. 10

   1 2 3 4 5 6 7 8 9 10

3: Service Cost – 50% of total
   Monthly and annual cost of service. $32,745

   1 2 3 4 5 6 7 8 9 10

Score:
1 Fails to meet the expectations of the reviewer in this category.
10 Fully meets the expectations of the reviewer in this category.
Security Services RFP
Rapid City Parks Division
515 West Boulevard
Rapid City, SD 57701
CONTRACTOR'S PROPOSAL

NAME OF PROPOSER: Mountain States Security, Inc
ADDRESS: PO Box 3276, Rapid City, SD 57709
PHONE NO: (605) 343-7448 FAX NO: (605) 343-7761
E-mail address: office@mountainstatessecurity.us

Attach a list of experience and three (3) Business References.

Total number of staff available to cover the required services: 10

Proposer agrees to provide the City of Rapid City with Parks and Recreation Department Security Services at the following price, to-wit:

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<tr>
<td></td>
<td>(Directions: Multiply monthly charge by 12 to obtain annual charge)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Canyon Lake Park Gates &amp; West RR $13.50 $410.63</td>
<td></td>
<td>$4,927.56</td>
</tr>
<tr>
<td>b.</td>
<td>Sioux Park Track Gates and Tennis Gates $7.90</td>
<td>$240.30</td>
<td>$2,883.60</td>
</tr>
<tr>
<td>2.</td>
<td>Security Services for Seasonal Facilities (May 1st – October 1st) 153 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Directions: Multiply monthly charge by 5 to obtain annual charge)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Roosevelt Park $5.00 $153.00</td>
<td></td>
<td>$765.00</td>
</tr>
<tr>
<td>b.</td>
<td>College Park $5.00 $153.00</td>
<td></td>
<td>$765.00</td>
</tr>
<tr>
<td>c.</td>
<td>Wilson Park $7.45 $227.97</td>
<td></td>
<td>$1,139.85</td>
</tr>
<tr>
<td>d.</td>
<td>Storybook Island $6.25 $191.25</td>
<td></td>
<td>$956.25</td>
</tr>
<tr>
<td>e.</td>
<td>Robbinsdale Park (Upper Shelter) $4.75 $145.35</td>
<td></td>
<td>$726.75</td>
</tr>
<tr>
<td>f.</td>
<td>Robbinsdale Park (Lower Shelter) $4.75 $145.35</td>
<td></td>
<td>$726.75</td>
</tr>
<tr>
<td>g.</td>
<td>Horace Mann Park Restroom $7.00 $214.20</td>
<td></td>
<td>$1,071.00</td>
</tr>
<tr>
<td>h.</td>
<td>Shelter #1 $5.00 $153.00</td>
<td></td>
<td>$765.00</td>
</tr>
<tr>
<td>i.</td>
<td>Shelter #2 $5.00 $153.00</td>
<td></td>
<td>$765.00</td>
</tr>
<tr>
<td>j.</td>
<td>Shelter #3 $5.00 $153.00</td>
<td></td>
<td>$765.00</td>
</tr>
<tr>
<td>k.</td>
<td>Old Storybook Island Shelter $3.25 $99.45</td>
<td></td>
<td>$497.25</td>
</tr>
</tbody>
</table>
3. Security Services for Seasonal Facilities (April 1st – October 31st) 214 days
   (Directions: Multiply monthly charge by 7 to obtain annual charge)
   
   a. Sioux Park $2.50 $76.43 $535.00
   b. Vickie Powers Park $10.00 $305.70 $2,139.90

4. Security Services for Sioux Park Tennis Restrooms (April 1st – October 15th) 198 days
   (Directions: Multiply monthly charge by 6.5 to obtain annual charge)
   $2.50 $76.15 $495.00

5. Security Services for Year-Round Facilities
   (Directions: Multiply monthly charge by 12 to obtain annual charge)
   
   a. Skyline Wilderness Trailhead Restroom $9.23 $280.75 $3,368.95
   b. Founders Park $8.90 $270.70 $3,248.50
   c. Legacy Commons Restroom $6.35 $193.15 $2,317.75
   d. Canyon Lake Park/West Restroom $included w/gates $included w/gates

6. Security Services for Mt. View/Mt. Calvary Cemetery
   (Directions: Multiply monthly charge by 12 to obtain annual charge)
   $10.32 $314.00 $3,768.00

   TrackTik $10/month includes all locations listed in proposal $10.00 $120.00

TOTAL ANNUAL CHARGE for Security Services $32,747.11

Thirty-two thousand seven hundred forty-seven dollars and eleven cents

TOTAL ANNUAL CHARGE for Security Services – PRICE IN WORDS

Mountain States Security, Inc

NAME OF ENTITY

AUTHORIZED SIGNATURE

Samantha Payne Executive Director

PRINT NAME & TITLE

09/21/2020

DATE
Mountain States Security has been in business since 1987 with a longstanding reputation for professional security services. In the 33 years that we have been in business we have not, had any civil suits or liability claims brought against us. Mountain States Security was founded by two prior law enforcement officers and has over 100 years of combined experience between law enforcement and military veterans. It is a Women Owned, veteran operated business.

TrackTik is helping us realize our vision of value-driven security services that are fully aligned to our customers’ needs. Connectivity, data insight, and automation enables us to do security differently and deliver greater impact for your investment. The TrackTik Client Portal gives you 24/7 access to real time incident reports, daily/weekly/monthly activity logs and trend analysis based on incident types, etc... You will know exactly when, and how long, our officers were at your property.

Our company is licensed, bonded, and insured.

References:

Big D Oil Company - Monica Hargens - (605) 342-6777
Black Hills Surgical Hospital - Greg Loos - (605) 721-4720
Stec’s Advertising – Wes Brown – (605) 348-0100