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**REQUEST FOR PROPOSALS
FOR
CITY OF RAPID CITY
PARKS DEPARTMENT CUSTODIAL SERVICES**

Notice is hereby given that the City of Rapid City is requesting proposals for Parks and Recreation Department Custodial Services. Proposals will be accepted until 2:00 p.m. on Thursday, March 9, 2021 at the Department of Parks and Recreation at 515 West Boulevard, Rapid City, South Dakota, 57701.

Proposals must be submitted on the 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 Parks Division Manager Scott Anderson at 394-4175.

Jeff Biegler, Director
Department of Parks and Recreation



**Rapid City, South Dakota
Department of Parks and Recreation**

*515 West Boulevard
Rapid City, SD 57701
(605) 394-4175*

REQUEST FOR PROPOSALS

The Rapid City Parks and Recreation Department is requesting proposals for custodial services at various restroom facilities within the Park System.

Parks and Cemetery Custodial Specifications

GENERAL INFORMATION

- The Department of Parks and Recreation (“the Department”) reserves the right to change the hours of service requested.
- 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 and Parks Maintenance 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 custodial services is referred to herein as the “Custodial Contractor.”
- A contract for work described in this Request for Proposals obligates the Custodial Contractor to be non-discriminatory 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 Custodial Contractor has any concerns regarding the provisions of services or employment on the basis of disability/handicap, the Custodial Contractor may contact the City’s ADA/Section 504 coordinator at (605)394-4136.
- The Custodial 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
	Employer’s Liability	\$500,000

B. Comprehensive General Liability
(Including Contractual Liability
and Completed Operations)

Bodily Injury and Property Damage	\$1,000,000 each occurrence
General Aggregate	\$2,000,000

C. Commercial Automobile Liability \$1,000,000 combined single limit

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 Custodial 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. Custodial 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 by providing written notice of renewal no less than thirty (30) days prior to the end of the term. 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 Custodial Contractor shall bill the City for days of service by invoice on a monthly basis in accordance with the terms of this RFP. The Custodial Contractor will not be paid for days that a facility is closed due to maintenance or reasons determined by the Parks Maintenance Division. The City will remit payment to Custodial Contractor within forty-five (45) days of each invoice.
- The Custodial 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 daily 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 custodial services based upon the aggregate of all annual charges.

Contact Information

Parks Division Office – 394-4175

Staff:

Scott Anderson, Parks Division Manager, scott.anderson@rcgov.org 430-7904

Aaron Weeks, Parks Maintenance Supervisor, aaron.weeks@rcgov.org 787-3705

SCHEDULE

Hours: All park restrooms shall be cleaned daily, seven (7) days per week, to include weekends and holidays by 9:00 a.m. To assist with the cleaning schedule a weekly list of park shelter reservations and events will be provided to the custodial contractor.

Interval: Annual – see attached Tables.

TASKS FOR TABLE 1 – Restroom Facilities – Daily, May 1st through September 30th

Opening Restrooms: Restrooms shall be cleaned and opened daily by 9:00 a.m. Priority cleaning should be directed to restrooms located at Founders Park and Robbinsdale Upper and Lower restrooms.

Fixtures: Toilets and Urinals will be cleaned with toilet bowl cleaner/disinfectant daily. All stainless-steel fixtures will be cleaned and disinfected daily with stainless steel cleaner. All door handles and locks and frequently touched areas will be cleaned daily with disinfectant.

Mirrors: Clean mirrors and bright work daily.

Floors: Floors in restrooms shall be swept and damp mopped with a disinfectant cleaner daily.

Walls: Cleaned daily to remove dirt, graffiti, spider webs, etc.

Toilet tissue rolls: Replace when less than ¼ full. **Do not leave replaced rolls in restrooms.**

Soap: Refill soap dispensers in available locations.

Trash cans: Trash cans shall be emptied daily. Trash shall be deposited in brown parks totes located near each facility.

Supplies: The Parks Division will supply trash can liners, hand soap and toilet tissue. Supplies are located at the Parks Maintenance shop. Custodial contractor shall supply all other cleaning materials.

BASE BID

**Restroom Facilities
May – September**

Location/Name	Toilets/Urinals		Sinks		Mirrors	Drinking Fountains	Trash Cans	Sq. Ft.	2021	2022	2023
	Men	Women	Men	Women							
Storybook Island 1301 Sheridan Lake Rd. (Outside park restrooms)	1T, 1U	2T	1	1	-	1	2	190	5/1 – 9/30	5/1 – 9/30	5/1 – 9/30
Wilderness Park 514 City Springs Rd	1T	1T	1	1	-	1	2	190	5/1 – 9/30	5/1 – 9/30	5/1 – 9/30
32 nd Street 1710 32 nd St	1T, 1U	2T	1	1	-	1	2	190	5/1 – 9/30	5/1 – 9/30	5/1 – 9/30
Sioux Park 1012 Sheridan Lake Rd	2T, 2U	5T	2	2	-	1	2	340	5/1 – 9/30	5/1 – 9/30	5/1 – 9/30
Mary Hall Park 3220 W. South St.	1T	2T	1	1	-	-	1	112	5/1 – 9/30	5/1 – 9/30	5/1 – 9/30
Robbinsdale (Lower) 631 E Oakland St	1T, 1U	2T	1	1	-	1	2	200	5/1 – 9/30	5/1 – 9/30	5/1 – 9/30
Robbinsdale (Upper) 641 E Oakland St	1T, 1U	2T	1	1	-	1	2	200	5/1 – 9/30	5/1 – 9/30	5/1 – 9/30
Parkview Tennis Courts 4325 Parkview Drive	1,T 1U	2T	1	1	2	1	2	190	5/1 – 9/30	5/1 – 9/30	5/1 – 9/30
Vickie Powers Park 940 Kathryn Ave.	1T, 1U	1T	1	1	2	2	2	190	5/1 – 9/30	5/1 – 9/30	5/1 – 9/30

Restroom Facilities, Continued
May - September

Location/Name	Toilets/Urinals		Sinks		Mirrors	Drinking Fountains	Trash Cans	Sq. Ft.	2021	2022	2023
	Men	Women	Men	Women							
College Park 220 College Ave	1T, 1U	2T	1	1	-	1	2	190	5/1 – 9/30	5/1 – 9/30	5/1 – 9/30
Horace Mann Park 818 Anamosa St.	1T, 1U	2T	1	1	2	0	2	252	5/1 – 9/30	5/1 – 9/30	5/1 – 9/30
Roosevelt Park 203 E St. Louis St	1T, 1U	2T	1	1	2	1	2	190	5/1 – 9/30	5/1 – 9/30	5/1 – 9/30
Legacy Commons 740 Omaha St.	1T, 1U	2T	1	1	2	2	2	428	5/1 – 9/30	5/1 – 9/30	5/1 – 9/30
Wilson Park 1701 Mt Rushmore Rd	1T, 1U	2T	1	1	2	-	2	190	5/1 – 9/30	5/1 – 9/30	5/1 – 9/30
Skyline Trailhead 2215 Skyline Dr.	1T	1T	1	1	2	1	2	170	5/1 – 9/30	5/1 – 9/30	5/1 – 9/30
Founders Park 1510 W. Omaha St.	1T, 2U	3T	2	2	4	-	2	400	5/1 – 9/30	5/1 – 9/30	5/1 – 9/30

EVALUATION AND SELECTION PROCESS

Selection of a Custodial 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

Scoring (Circle One)

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 Custodial Services at the following price, to-wit:

BASE BID

ITEM NO.	DESCRIPTION	DAILY CHARGE (Numerical)	ANNUAL CHARGE (Numerical)
1.	Custodial Services for Seasonal Restrooms (Table 1) (Directions: Multiply daily charge by 153 to obtain annual charge)		
a.	Storybook Island	\$ _____	\$ _____
b.	Wilderness Park	\$ _____	\$ _____
c.	32 nd Street	\$ _____	\$ _____
d.	Sioux Park	\$ _____	\$ _____
e.	Mary Hall Park	\$ _____	\$ _____
f.	Robbinsdale (Lower)	\$ _____	\$ _____
g.	Robbinsdale (Upper)	\$ _____	\$ _____
h.	Parkview Tennis Courts	\$ _____	\$ _____
i.	Vickie Powers Park	\$ _____	\$ _____
j.	College Park	\$ _____	\$ _____
k.	Horace Mann Park	\$ _____	\$ _____
l.	Roosevelt Park	\$ _____	\$ _____
m.	Legacy Commons	\$ _____	\$ _____
n.	Wilson Park	\$ _____	\$ _____
o.	Skyline Trailhead	\$ _____	\$ _____
p.	Founders Park	\$ _____	\$ _____

TOTAL FOR BASE BID (words and figures)

\$ _____

\$ _____

NAME OF ENTITY

AUTHORIZED SIGNATURE

PRINT NAME & TITLE

DATE

Bids must be submitted no later than 2:00 PM on March 9, 2021 to the following address:

Department of Parks and Recreation
515 West Boulevard
Rapid City, SD 57701