



DOWNTOWN LIBRARY
610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.4171

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Date: October 10, 2022
To: RCPL Board of Trustees
From: Emily Tupa, Policy Committee Chair
Re: Custodial Services Request for Proposals

Date: October 5, 2022
To: Emily Tupa, Policy Committee Chair
From: Sean Minkel, Assistant Director
Re: Custodial Services Request for Proposals

Motion: Move to approve issuance of a Request for Proposals (RFPs) for custodial services at Rapid City Public Library.

Background: The library currently employs two full time custodial staff and has had a part-time vacancy open for two years. As hiring challenges that have resulted from COVID continue to impact filling this position we recommended requesting proposals for custodial services.

The custodial services described in this Request for Proposals (RFP) are intended to supplement existing staff in maintaining a clean and accessible building for the community. We anticipate bringing proposal recommendations to the November Library Board meeting, with a contract for services in December and a possible start date in January 2023.

The custodial services contract would be paid from the existing 2023 budget.