



**DOWNTOWN LIBRARY**  
610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.6139

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Date: November 14, 2022  
To: Rapid City Public Library Board  
From: Emily Tupa, Policy Committee Chair  
Re: Cleaning Services Recommendation

Date: November 9, 2022  
To: Emily Tupa, Policy Committee Chair  
From: Sean Minkel, Assistant Library Director  
Re: Cleaning Services Recommendation

**Motion:** Move to reject all proposals received for cleaning services.

**Background:** Requests for Proposals were advertised in October and the library received responses from Automated Maintenance Systems and Visible Difference Janitorial.

After review of the completeness of each proposal and criteria stated in the RFP, it was determined that neither proposal adequately addressed the needs of the library for cleaning services at this time. We will evaluate other options, including re-advertising for a custodial worker.