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 Department Custodial Services. Proposals will be accepted until 2:00 p.m. on October 20, 2016 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 Lon Van Deusen at 394-4175.

Jeff Biegler, Director
Department of Parks and Recreation
REQUEST FOR PROPOSALS

The Rapid City Parks Division is requesting proposals for custodial services at various facilities within the Park System including restroom facilities, picnic shelters, offices and shop areas.

SPECIFICATIONS

SCHEDULE
Hours: All shelters and restrooms shall be cleaned daily by 10:00 a.m. Priority cleaning should be directed to Canyon Lake #1, Canyon Lake #3, Old Storybook Island, Founders Park and locations where events are scheduled. A weekly list of reservations and events will be provided to the custodial contractor.

Interval: Annual – see attached Tables.

TASKS FOR TABLES 1, 2, 3 and 4
Opening Restrooms: Custodial Crew shall unlock restrooms daily by 10:00 a.m. per the attached schedule on page 4.

Shelter Grills: Cleaned daily and remove debris.

Fixtures: Toilets and Urinals will be cleaned with toilet bowl cleaner/disinfectant daily. All stainless steel fixtures will be cleaned and disinfected with stainless steel cleaner daily.

Floors: Floors in restrooms shall be swept and damp mopped with a disinfectant cleaner daily. Floors in Shelter areas shall be swept daily. Shelter Floor shall be washed and squeegee dried twice weekly or as conditions dictate.

Walls: Cleaned monthly or as needed to remove dirt, graffiti, spider webs, etc.

Picnic Tables: Tables located inside shelter shall be washed daily.

Toilet tissue rolls: Replace when less than ¼ full.

Trash cans: Trash cans shall be emptied daily. Trash cans are located inside restrooms, inside shelters and on the concrete perimeter of facilities. Liners will be provided by Parks Division. Trash shall be deposited in large dumpsters located throughout the park system. Not all Parks have large containers so trash will need to be transported to the closest park with dumpster service. Dumpster locations are listed on page 5.

Supplies: The Parks Division will supply trash can liners, hand soap and toilet tissue. Supplies are located at the Sioux Park restroom. Custodial contractor will supply all other cleaning materials.
TASKS FOR TABLE 5

General Cleaning—One (1) time per week
1. Sweep and Mop all tile floors and chair mats.
2. Collect and remove all trash in offices, breakrooms, restrooms and lockers. Replace liners when dirty or torn.
3. Wipe down/disinfect breakroom surfaces (tables, chairs, exterior of microwave and refrigerator, faces of cupboards, counters, sinks and drinking fountain.
5. Offices – dust all horizontal surfaces, vacuum fabric chairs as needed.
6. Clean doors, door glass and interior windows.
7. Clean/disinfect all restrooms.

TASKS FOR TABLE 6

General Cleaning—One (1) time per week
1. Empty all waste receptacles and place for disposal in designated areas.
2. Dust ledges and window sills.
3. Spot clean doors and lights switches.
4. Spot clean walls, partitions, and flat surfaces.

Floor Maintenance – One (1) time per week
1. Vacuum carpeting in commons area and Hallways.
2. Vacuum/Mop entry ways and Kitchen.
3. Sweep or vacuum hard surface floors.

Restrooms - One (1) time per week
1. Clean and sanitize sink and fixtures.
2. Clean mirrors and bright work.
3. Clean and sanitize toilets and urinals.
4. Spot clean all walls and partitions.
5. Refill dispensers (toilet paper and soap). City furnishes toilet paper, soap.
6. Empty trash and waste containers-City furnishes liners.
7. Sweep and damp mop floors.
8. Pour water down floor drains in restrooms.

Miscellaneous Cleaning two (2) times per month
1. Dust ledges and window sills in Board Room.
2. Spot clean doors and lights switches in Board Room.
3. Spot clean walls, partitions, and flat surfaces in Board Room.
4. Clean all interior glass.
5. Dust vents and fans in restrooms.
6. Sweep and damp mop slate floor in Board Room.

General Cleaning - as needed
1. Spot clean glass in commons area as needed.
Restroom Opening Schedule

Restrooms to be unlocked by custodial crew in the morning:
Canyon Lake West – 4501 Jackson Blvd
Canyon Lake Shelters 1, 2 and 3 – 4181 Jackson Blvd. (Magnetic locks)
Roosevelt Park – 203 E. St. Louis St.
College Park – 220 College Ave.
Thomson Park – 880 E. Meadowlark Dr.
Horace Mann Park – 818 Anamosa St.
Robbinsdale Park - 631 East Oakland and 641 E. Oakland (2018 and 2019) (Magnetic locks)
Memorial Park Bandshell – 301 N. 5th St. (Magnetic locks)
Legacy Commons – 740 Omaha St. (Magnetic locks)
Skyline Wilderness Park – 2215 Skyline Dr. (Magnetic locks)
Founders Park – 1510 W. Omaha St. (Magnetic locks)
Old Storybook Island shelter – 2915 Canyon Lake Dr. (Magnetic locks)
Vickie Powers Park – 940 Kathryn Ave. (Magnetic locks)
Parkview Tennis Courts – 4221 Parkview Dr. (Magnetic locks)

Restrooms open 24 hours:
Storybook Island – 1301 Sheridan Lake Rd.
Wilson Park – 1701 Mt. Rushmore Rd.
Sioux Park – 1000 Sheridan Lake Rd.
Wilderness Park – 514 City Springs Rd.
32nd St. – 1710 32nd St
Dumpster Locations
(Round, Black 300 Gallon)

Canyon Lake Park:
Various locations throughout the park.

Sioux Park:
Inside gate at Jimmy Hilton Pool off of Sheridan Lake Rd. Use 3450 master key to access dumpster.

Parkview Tennis Courts:
Next to softball maintenance shop.

Vickie Powers Park:
Northeast corner of parking lot.

Robbinsdale Park:
Various locations at Harney Little League and Hammerquist Field.

Roosevelt Park:
Behind Ice Arena and at Rushmore Little League field.

Dinosaur Park:
Gift shop parking lot.

Executive Golf Course:
Near the equipment shop.

Parks Maintenance Yard:
2919 Canyon Lake Dr. Use 3450 master key to access dumpster.
TERMS

The proposer shall provide services in accordance with the following terms.

1. The contract will be awarded for a term of three years beginning January 1, 2017. The opening/closing dates for park shelters and restrooms will follow on the attached tables.

2. Pursuant to state bid law the renewal contract prices and terms shall remain exactly the same as the original bid.

3. The proposer agrees to furnish proof of general liability insurance in the minimum amount of $1 million per occurrence and $2 million aggregate.

4. The proposer shall immediately report any vandalism, unsafe conditions, or repair needs to the Parks Division Office.

5. The proposer shall immediately contact 911 Emergency to report any witnessed acts which violate area regulations. The proposer should NOT respond to any violation, or contact any offending individuals. We ask that they gather any appropriate information and forward that to the Parks Division Office.

6. The proposer understands that payment for services rendered shall be made within 45 days of invoice.

7. Proposer must provide three (3) references of similar work performed.
<table>
<thead>
<tr>
<th>Location/Name</th>
<th>Toilets/Urinals</th>
<th>Sinks</th>
<th>Mirrors</th>
<th>Fountains</th>
<th>Trash Cans</th>
<th>Sq. Ft</th>
<th>Dumpster</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sioux Park 1012 Sheridan Lake Rd</td>
<td>2T 2U</td>
<td>5T</td>
<td>2</td>
<td>2</td>
<td>1 2</td>
<td>340</td>
<td>Yes</td>
<td>4/1 - 10/31</td>
<td>4/1 - 10/31</td>
<td>4/1 - 10/31</td>
</tr>
<tr>
<td>Parkview Tennis Courts 4325 Parkview Drive</td>
<td>1T 1U</td>
<td>2T</td>
<td>1</td>
<td>1</td>
<td>2 1 2</td>
<td>190</td>
<td>Yes</td>
<td>4/1 - 10/31</td>
<td>4/1 - 10/31</td>
<td>4/1 - 10/31</td>
</tr>
<tr>
<td>Vickie Powers Park 940 Kathryn Ave.</td>
<td>1T 1U</td>
<td>1T</td>
<td>1</td>
<td>1</td>
<td>2 2 2</td>
<td>190</td>
<td>Yes</td>
<td>4/1 - 10/31</td>
<td>4/1 - 10/31</td>
<td>4/1 - 10/31</td>
</tr>
<tr>
<td>32nd Street 1710 32nd St</td>
<td>1T 1U</td>
<td>2T</td>
<td>1</td>
<td>1</td>
<td>1 2</td>
<td>190</td>
<td>No</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
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<tr>
<td>College Park 220 College Ave</td>
<td>1T 1U</td>
<td>2T</td>
<td>1</td>
<td>1</td>
<td>1 2</td>
<td>190</td>
<td>No</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
</tr>
<tr>
<td>Horace Mann Park 818 Anamosa St.</td>
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<td>2T</td>
<td>1</td>
<td>1</td>
<td>2 0 2 0</td>
<td>252</td>
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<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
</tr>
<tr>
<td>Roosevelt 203 E St. Louis St</td>
<td>1T 1U</td>
<td>2T</td>
<td>1</td>
<td>1</td>
<td>1 2</td>
<td>190</td>
<td>Yes</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
</tr>
<tr>
<td>Storybook Island 1301 Sheridan Lake Rd. (Outside park restrooms)</td>
<td>1T 1U</td>
<td>2T</td>
<td>1</td>
<td>1</td>
<td>1 2 2</td>
<td>190</td>
<td>No</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
</tr>
<tr>
<td>Wilderness 514 City Springs Rd</td>
<td>1T 1T</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1 2</td>
<td>190</td>
<td>No</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
</tr>
<tr>
<td>Wilson 1701 Mt Rushmore Rd</td>
<td>1T 1U</td>
<td>2T</td>
<td>1</td>
<td>2</td>
<td>2 2</td>
<td>190</td>
<td>No</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
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</tbody>
</table>
## TABLE 2

### Seasonal Shelters with Restrooms
**April - October**

<table>
<thead>
<tr>
<th>Location/Name</th>
<th>Toilets Urinals</th>
<th>Sinks</th>
<th>Mirrors</th>
<th>Fountains</th>
<th>Trash Cans</th>
<th>Restroom Sq. Ft.</th>
<th>Shelter Sq. Ft.</th>
<th>Grills</th>
<th>Dumpster On Site</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bandshell/Memorial 301 North 5th St</td>
<td>2T  2U</td>
<td>4T</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>360</td>
<td>* 1800</td>
<td>-</td>
<td>No</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
</tr>
<tr>
<td>Canyon Lake #1 4111 Jackson Blvd</td>
<td>1T  1U</td>
<td>2T</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>200</td>
<td>640</td>
<td>1</td>
<td>Yes</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
</tr>
<tr>
<td>Canyon Lake #2 4021 Jackson Blvd</td>
<td>1T  1U</td>
<td>2T</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>200</td>
<td>640</td>
<td>1</td>
<td>Yes</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
</tr>
<tr>
<td>Canyon Lake #3 4011 Jackson Blvd</td>
<td>1T  1U</td>
<td>2T</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>200</td>
<td>640</td>
<td>1</td>
<td>Yes</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
</tr>
<tr>
<td>Old Storybook Island 1301 Sheridan Lk Rd</td>
<td>1T  1U</td>
<td>2T</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>200</td>
<td>640</td>
<td>1</td>
<td>Yes</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
</tr>
<tr>
<td>Robbinsdale (Lower) 631 E Oakland St</td>
<td>1T  1U</td>
<td>2T</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>200</td>
<td>640</td>
<td>-</td>
<td>Yes</td>
<td>Closed 2017</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
</tr>
<tr>
<td>Robbinsdale (Upper) 641 E Oakland St</td>
<td>1T  1U</td>
<td>2T</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>200</td>
<td>640</td>
<td>-</td>
<td>Yes</td>
<td>Closed 2017</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
</tr>
<tr>
<td>Thomson 880 E Meadowlark Dr</td>
<td>1T  1U</td>
<td>2T</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>200</td>
<td>640</td>
<td>1</td>
<td>No</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
<td>5/1 - 9/30</td>
</tr>
</tbody>
</table>

*Stage Area
### TABLE 3

**Restrooms**

**Open year round**

<table>
<thead>
<tr>
<th>Location/Name</th>
<th>Toilets/Urinals</th>
<th>Sinks</th>
<th>Mirrors</th>
<th>Fountains</th>
<th>Trash Cans</th>
<th>Sq. Ft.</th>
<th>Dumpster</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Men</td>
<td>Women</td>
<td>Men</td>
<td>Women</td>
<td>In</td>
<td>Out</td>
<td>On site</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canyon Lake – West 4501 Jackson Blvd</td>
<td>1T IU</td>
<td>2T</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>190</td>
<td>Yes</td>
<td>Daily</td>
</tr>
<tr>
<td>Legacy Commons 740 Omaha St.</td>
<td>1T IU</td>
<td>2T</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>428</td>
<td>No</td>
<td>Daily</td>
</tr>
<tr>
<td>Skyline Trailhead 2215 Skyline Dr.</td>
<td>1T</td>
<td>1T</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>170</td>
<td>No</td>
<td>Daily</td>
</tr>
</tbody>
</table>

### TABLE 4

**Shelters with Restrooms**

**Open year round**

<table>
<thead>
<tr>
<th>Location/Name</th>
<th>Toilets Urinals</th>
<th>Sinks</th>
<th>Mirrors</th>
<th>Fountains</th>
<th>Trash Cans</th>
<th>Restroom Sq. Ft.</th>
<th>Shelter Sq. Ft.</th>
<th>Grills</th>
<th>Dumpster On Site</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Men</td>
<td>Women</td>
<td>Men</td>
<td>Women</td>
<td>In</td>
<td>Out</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Founders Park 1510 W. Omaha St</td>
<td>1T 2U</td>
<td>3T</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>-</td>
<td>2</td>
<td>2</td>
<td>400</td>
<td>2100</td>
<td>No</td>
<td>Daily</td>
</tr>
</tbody>
</table>
### TABLE 5

**Parks Maintenance Shop**  
**Annual – 1 time per week**

<table>
<thead>
<tr>
<th>Location/Name</th>
<th>Toilets/Urinals</th>
<th>Sinks</th>
<th>Mirrors</th>
<th>Fountains</th>
<th>Trash Cans</th>
<th>Dumpster On Site</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Men</td>
<td>Women</td>
<td>Men</td>
<td>Women</td>
<td>In</td>
<td>Out</td>
<td>Yes</td>
<td>1 x per Week</td>
<td>1 x per Week</td>
</tr>
<tr>
<td>2919 Canyon Lake Dr.</td>
<td>3T</td>
<td>3T</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>10</td>
<td>Yes</td>
<td>1 x per Week</td>
<td>1 x per Week</td>
</tr>
</tbody>
</table>

### TABLE 6

**Parks and Recreation Administration Office**  
**Annual – 1 time per week**

<table>
<thead>
<tr>
<th>Location/Name</th>
<th>Toilets/Urinals</th>
<th>Men's and Women’s Restroom</th>
<th>Sinks</th>
<th>Mirrors</th>
<th>Fountains</th>
<th>Trash Cans</th>
<th>Dumpster On Site</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Men</td>
<td>Women</td>
<td>Men</td>
<td>Women</td>
<td>In</td>
<td>Out</td>
<td>Yes</td>
<td>1 x per Week</td>
<td>1 x per Week</td>
<td>1 x per Week</td>
</tr>
<tr>
<td>515 W. Blvd</td>
<td>2T</td>
<td>2T</td>
<td>1T</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>Yes</td>
<td>1 x per Week</td>
<td>1 x per Week</td>
<td>1 x per Week</td>
</tr>
</tbody>
</table>
CONTRACTOR INFORMATION

NAME OF PROPOSER:  ____________________________________________
ADDRESS:  ______________________________________________________
PHONE NO: (______) ___________  FAX NO: (______) _______________
E-mail address:  _________________________________________________

Proposer agrees to and with the City of Rapid City, South Dakota ("City") to provide Parks Department Custodial Services at the following price, to-wit:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Parks Department Custodial Services</td>
<td>$ ______</td>
</tr>
</tbody>
</table>

(Price in Words)

NAME OF COMPANY  

________________________________

AUTHORIZED SIGNATURE  

________________________________

Print Name & Title

________________________________

Date

Bids must be submitted no later than 2:00 PM on October 20, 2016 to the following address:

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