

Parks and Cemetery Security Specifications

GENERAL INFORMATION

The Contractor and its employees must be licensed by the City of Rapid City under the provisions of RCMC 5.52. Failure to maintain the required license will be grounds for termination of the agreement.

The selection process will be based on the following criteria:

1. Applicant's experience and references – 25 percent;
2. Availability of staff to cover the required services – 25 percent;
3. Service cost – 50 percent.

The award date will be no later than October 17, 2017.

Other:

- 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.

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

PARKS DIVISION

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 company 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: 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 company must contact staff via email or text when the gates are 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 Crows Nest.

Seasonal Facilities: The following restrooms are open May 1st through October 1st. These restrooms are opened daily by staff or the custodial company. These restrooms are to be cleared and locked every evening at the following times:

8:00 p.m.

Roosevelt Park – 203 E. St. Louis
College Park – 220 College Avenue
Thomson Park – 880 E. Meadowlark Drive

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

The following restrooms are open April 1st through October 31st. These restrooms are to be cleared and locked every evening at 10:00 p.m.

Sioux Park – 1012 Sheridan Lake Rd.
Vickie Powers Park – 940 Kathryn Ave.
Memorial Park Bandshell – 301 N. 5th St.

Seasonal Facilities continued:

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 – Skyline Drive

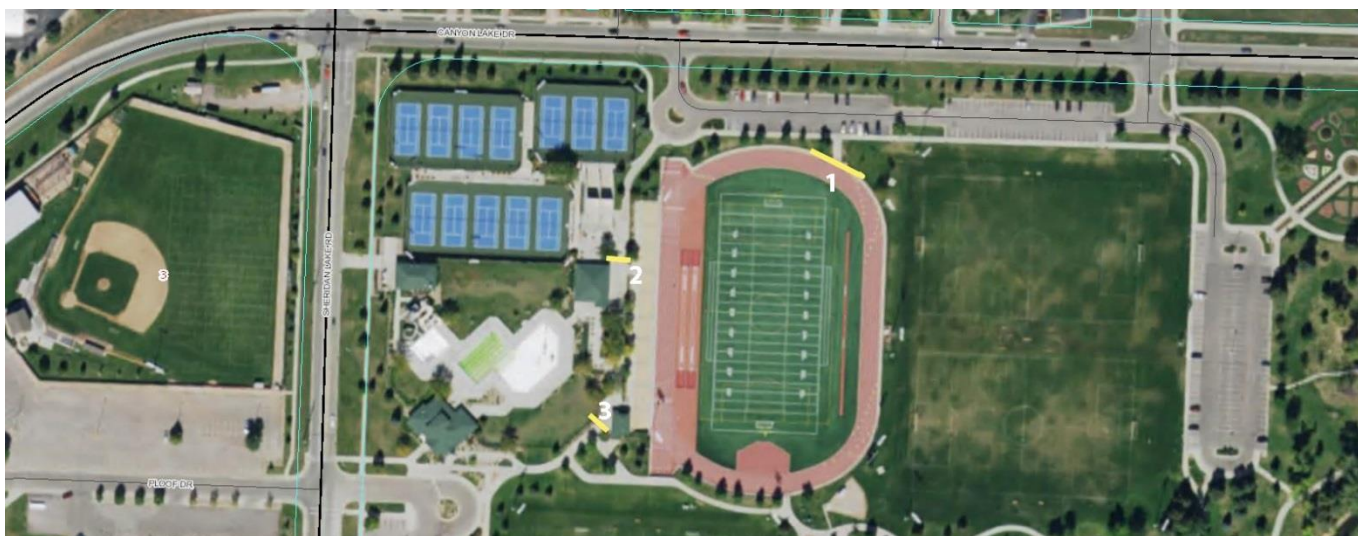
The following restroom is open year-round. The restroom is to be opened daily by the Security Contractor at 5:00 a.m. and closed at 10:00 p.m.

Canyon Lake Park/West Restroom – 4501 Jackson Boulevard

Map of Canyon Lake Park.
Gates highlighted in yellow.



Map of Sioux Park Track
Gates highlighted in Yellow.



CEMETERY DIVISION

Opening Procedures

Security Company 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 Company will open the gates on the previous Friday. If the holiday falls on a Sunday the Security Company will open the gates on the following Monday.

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 Company 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.

Map of Mountain View/Mt. Calvary Cemetery

Gates highlighted in Yellow



CONTRACTOR INFORMATION

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

ITEM NO.	DESCRIPTION	MONTHLY CHARGE (numerical)
1.	Security Services for Park Gates	
	a. Canyon Lake Park Gates	\$ _____
	b. Sioux Park Track Gates	\$ _____
2.	Security Services for Seasonal Facilities (May 1 st – October 1 st)	
	a. Roosevelt Park	\$ _____
	b. College Park	\$ _____
	c. Thomson Park	\$ _____
	d. Robbinsdale Park (Upper Shelter)	\$ _____
	e. Robbinsdale Park (Lower Shelter)	\$ _____
	f. Horace Mann Park Restroom	\$ _____
	g. Shelter #1	\$ _____
	h. Shelter #2	\$ _____
	i. Shelter #3	\$ _____
3.	Security Services for Seasonal Facilities (April 1 st – October 31 st)	
	a. Sioux Park	\$ _____
	b. Vickie Powers Park	\$ _____
	c. Memorial Park Bandshell	\$ _____

4. Security Services for Sioux Park Tennis Restrooms
(April 1st – October 15th) \$ _____

5. Security Services for Year-Round Facilities

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

6. Security Services for Mt. View/Mt. Calvary Cemetery \$ _____

Total for Security Services \$ _____

(Total for Services - Price in Words)

NAME OF COMPANY

AUTHORIZED SIGNATURE

Print Name & Title

Date
