



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701

Rapid Transit System

333 Sixth Street

Telephone: 605-394-6631

FAX: 605-394-6608

LF091102-17

MEMORANDUM

Date: September 10, 2002
To: Colleen Schmidt
From: Cindy McQuilkin, RTS *ms*
RE: Janitorial Services @ MBTC

Please find enclosed the list of janitorial services that were sent the specs for cleaning the bus depot.

The following services responded:

Christopher Forit, Dusty's Cleaning Service	\$750.00 per month
Ruthann Jazek	\$800.64 per month
Jason Dymnicki, Top to Bottom Janitorial	\$1144.00 per month
Jeff Holland, BH Cleaning Service	\$1225.00 per month
Kevin Tipton, Squeaky Clean	\$1500.00 per month
Cliff Gross, Capt. Clean Janitorial	\$1815.00 per month
Tom Stark, Community Cleaning	\$1994.00 per month

Also enclosed are the references for Christopher Forit from Dusty's Cleaning Service.

RapidRide/Dial-a-Ride

We'll get you where you want to go.

PROFESSIONAL SERVICES AGREEMENT

FOR AND IN CONSIDERATION of the benefits inuring to the parties hereto, this Agreement is entered into this ___ day of October, 2002 between the City of Rapid City, hereinafter "City", and Dusty's Cleaning Service, and is subject to the following terms and conditions:

1. The purpose of this agreement is for provision of professional cleaning services;
2. The term of this Agreement is one year from the date of execution;
3. Dusty's Cleaning Service will provide professional cleaning services at the Milo Barber Transportation Center, 333 Sixth Street, Rapid City, South Dakota, as outlined in their proposal which is incorporated herein by reference;
4. City will pay Dusty's Cleaning Service \$750.00 (Seven hundred fifty Dollars) per month, on the first day of each month, with the first payment due hereunder on November 1, 2002;
5. Dusty's Cleaning Service will maintain a policy of insurance throughout the term of this Agreement that is, in all material respects, substantially equivalent to that policy in effect at the time Dusty's Cleaning Service submitted its proposal to the City;
6. This agreement can be terminated on thirty days written notice of either party, without good cause being given therefore;
7. This Agreement is renewable by agreement of the parties within 30 days of its expiration.

Dusty's Cleaning Service:

City of Rapid City:

Christopher Forit

Jerry Munson, Mayor

ATTEST:

James Preston
Finance Officer

(SEAL)

**Milo Barber Transportation Center
333 6th Street, Rapid City, SD 57701**

General Specifications and Frequencies for Cleaning

The following is the scope of work to be performed:

General Cleaning - six (6) times per week

1. Empty all waste receptacles and place for disposal in designated areas
2. Dust tops of lighting posts in commons area
3. Dust ledges and window sills
4. Spot clean doors and lights switches
5. Spot clean walls, partitions, and flat surfaces
6. Clean drinking fountain
7. Damp wipe benches and tables
8. Pick trash from planters

General Cleaning - as needed

1. Dust all areas within ten feet of floor in commons area.

Floor Maintenance - six (6) times per week

1. Vacuum carpeting in commons area
2. Vacuum entry ways
3. Sweep or vacuum hard surface floors

Floor Maintenance – one (1) time per week

1. Vacuum or sweep seams in concrete floor

Floor Maintenance - one (1) time per month

1. Wash concrete floors in commons area

Floor Maintenance - as requested

1. Scrub and seal concrete floors (extra billing)
2. Shampoo and/or extract carpeting (extra billing)

Restrooms - six (6) times 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 (paper towels, toilet paper, soap)-City furnishes toilet paper, paper towels, soap
6. Empty trash and waste containers-City furnishes liners
7. Sweep and damp mop floors

Restrooms - one (1) time per week

1. Dust vents and fans

Miscellaneous - six (6) times per week

1. Clean vestibule windows and doors

Miscellaneous – one (1) time per week

1. Water plants

Exterior Maintenance - six (6) times per week

1. Empty cigarette receptacles
2. Police grounds for trash and debris

Exterior Maintenance – One (1) time per week

1. Sweep walks

Exterior Maintenance – One (1) time per month

1. Wash exterior walks

Window Cleaning – two (2) times per month

1. Clean exterior windows (weather permitting)
2. Clean interior windows

Window Cleaning – as needed

1. Spot clean glass in commons area

Closing Instructions – six (6) times per week

1. Clean janitor closet
2. Report any damage or unusual circumstances
3. Secure exterior doors
4. Turn off lights

Accept where specified, all cleaning equipment and cleaning supplies will be supplied by the proposer.

The City of Rapid City reserves the right to accept the proposal that is most beneficial to the City. In addition, the proposer will also be required to provide proof of, and maintain a policy of insurance throughout the term of the agreement for professional services in the amount of \$1,000,000.00 of Liability Insurance consisting of Public Property Damage and Bodily Injury Insurance.