



CITY OF RAPID CITY

PARKS AND RECREATION DEPARTMENT
300 SIXTH STREET
RAPID CITY, SOUTH DAKOTA 57701

PARKS AND RECREATION DEPARTMENT

Jerry W. Cole,
Director
(605) 394-5225

Jeri Lynn
Administrative
Assistant
(605) 394-5225

Lon VanDeusen,
Parks & Cemetery
Manager
(605) 394-4175

Doug Lowe,
Recreation Manager
(605-394-6161

Duncan Olney
Aquatic Manager
(605) 394-5223

Parks and Recreation Memo

Date: February 19, 2008

To: City Council Members
Mayor Alan Hanks

From: Lon Van Deusen, Parks Division Manager

Subject: 2008 Parks Custodial Contract

Cc: Jerry Cole, Director of Parks and Recreation

Summary: Last year in 2007 the Parks Division entered into an agreement with Black Hills Workshop for custodial services for the parks restrooms and shelter facilities. Black Hills Workshop is again requesting consideration for renewal of their contract for 2008 in the contract amount of \$74,150.00. The contract amount for 2007 was \$ 71,000.00. After evaluation of the scope of work from 2007 (their second year of service) we requested Black Hills Workshop and Training Center, Inc. to extend cleaning services for an additional two weeks into the fall for the restrooms located in Canyon Lake Park. As a result of this request and the increase in minimum wage for their staff they have submitted a contract change for 2008. That change reflects an increase of \$3,150.00. We have been very satisfied with their service and have found their staff accommodating and easy to work with.

Recommendation: Rapid City Parks and Recreation Department staff recommends approval and acceptance of the agreement with Black Hills Workshop for custodial services for the 2008 season in the amount of \$ 74,150.00.



"Unlimited Opportunity
Through Quality Services"

BLACK HILLS WORKSHOP AND TRAINING CENTER, INC.

3603 Range Road, Box 2104, Rapid City, SD 57709
(605) 343-4550

Prevailing Wage: _____

Cost Center: _____

PROPOSAL

TO: The City of Rapid City
300 6th Street
Rapid City, SD 57701

DESCRIPTION OF JOB:

Provide custodial services at various facilities within the park system, including restroom facilities and picnic shelters.

JOB SPECIFICATION: (LIST OR ATTACH)

Provide custodial services as described in the Request for Proposals attached to this proposal.

PRICE:

TOTAL COST \$74150.00

Unit Price _____

This proposal automatically expires 15 days from 2/19/08 if it is not accepted and returned to our office.

This quotation is subject to all the terms and conditions listed on the reverse side hereof, which terms and conditions are incorporated herein by reference.

BY: William Pashby

ACCEPTANCE

The undersigned hereby accepts this proposal including all terms and conditions thereof:

COMPANY NAME _____ Accepted By _____

Date _____ Title _____

SEE REVERSE SIDE

One copy must be returned signed for a valid contract.

REQUEST FOR PROPOSALS

The City of Rapid City is requesting a proposal for Custodial Services

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

SPECIFICATIONS

SCHEDULE

Hours: Weekdays completion by 1:00pm
Weekends completion by 10:00am

Interval: Daily April – October (See Table 1)

TASKS

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 twice weekly or as conditions dictate.

Toilet tissue rolls will be replaced when less than ¼ full.

Trash cans: Trash cans located inside restrooms shall be emptied daily. Liners will be provided by Parks Division. Trash Cans inside shelter area shall be emptied daily. Trash Cans located on concrete perimeter shall be emptied daily. Trash to be deposited in 300 gallon dumpsters located throughout the parks system. Not all Parks have 300 gallon containers so trash will need to be transported to closest park with dumpster service.

Supplies: The Parks Division will supply trash can liners and toilet tissue. Proposer will supply all other cleaning supplies.

TERMS

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

1. The contract will be awarded for a term of one period (beginning April – October 2006) but may be renewed for (4) additional 6/7 month periods upon mutual agreement of both parties.
2. On the yearly anniversary date of this contract, prices as bid may remain at the same price bid or may be based on a price adjustment, upward or downward, keyed to industry and changes. The proposer shall furnish figures at least thirty (30) days prior to the expiration date to substantiate any claim for increase.
3. The proposer agrees to furnish proof that they carry general liability insurance in the minimum amount of \$1,000,000.
4. The proposer is to immediately report any vandalism, unsafe conditions, or repair needs to the Parks Division Office.
5. The proposer is to immediately report any witnessed acts which violate area regulations, the proposer is NOT to respond to any violation, or contact any offending individuals, but is asked to gather any appropriate information and forward that on to the Parks Division Office.
6. The proposer is asked to contact the Parks Division Office when they have completed weekly duties. This will help to insure that specifications are being met.
7. The proposer understands that payment for services rendered under this contract will be paid monthly from invoices provided by the proposer.
8. Bidders must provide three (3) references of similar work performed.