



Rapid City, South Dakota
Department of Parks and Recreation

515 West Boulevard
Rapid City, SD 57701
(605) 394-5225

ADDENDUM NO. 1
(Service dates added for three restroom locations)
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, and shop areas.

SPECIFICATIONS

SCHEDULE

Hours: Weekends completion by 10:00am: Reservation and high-use shelters should be done first.

Interval: Daily, April – October (See Table 1)

TASKS

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 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 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 closest park with dumpster service (Park Shop if necessary).

Supplies: The Parks Division will supply trash can liners, hand soap 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 three years beginning January 1, 2016. The opening/closing dates for 2016 will follow the attached table. Opening and closing dates will be determined by the Parks Division Manager.
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, but is asked to 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 1

Restrooms Only

Location/Name	Toilets/Urinals		Sinks		Mirrors	Fountains	Trash Cans		Sq. Ft.	Dumpster	Season
	Men	Women	Men	Women			In	Out			
32 nd Street 1710 32 nd St	1T 1U	2T	1	1	-	1	2	-	190	No	5/1 – 9/30
Canyon Lake – West 4501 Jackson Blvd	1T 1U	2T	1	1	2	1	2	-	190	Yes	4/15-10/31
College Park 220 College Ave	1T 1U	2T	1	1	-	1	2	-	190	No	5/1-9/30
Horace Mann Park											4/1-9/30
Legacy Commons											4/1-10/31
Roosevelt 203 E St. Louis St	1T 1U	2T	1	1	2	-	2	-	190	No	5/1-9/30
Sioux Park 1012 Sheridan Lake Rd	2T 2U	5T	2	2	-	-	2	-	340	Yes	4/1-10/31
Parkview Tennis Courts 4325 Parkview Drive	1T 1U	2T	1	1	2	1	2	-	190	Yes	4/15-10/15
Skyline Trailhead											4/1-10/31
Storybook Island 1301 Sheridan Lake Rd. (Outside park r/rooms)	1T 1U	2T	1	1	-	1	2	2	190	No	5/1-9/30
Wilderness 514 City Springs Rd	1T	1T	1	1	-	1	2	-	190	No	5/1-9/30
Wilson 1701 Mt Rushmore Rd	1T 1U	2T	1	1	2	-	2	-	190	No	5/1-9/30
Vickie Powers Memorial Park 940 Kathryn	1T 1U	1T	1	1	2	2	2		190	Yes	4/15-10/15

TABLE 1 CONTINUED

Shelter with Restrooms

Location/Name	Toilets/Urinals		Sinks		Mirrors	Fountains	Trash Cans		Restroom Sq. Ft.	Shelter Sq. Ft.	Grills	Dumpster On Site	Season
	Men	Women	Men	Women			In	Out					
Bandshell/Memorial 301 North 5 th St	2T 2U	4T	3	3	6	-	2	2	360	* 1800	-	Yes	5/1-9/30
Canyon Lake #1 4111 Jackson Blvd	1T 1U	2T	1	1	2	1	2	2	200	640	1	Yes	4/15-9/30
Canyon Lake #2 4021 Jackson Blvd	1T 1U	2T	1	1	2	1	2	2	200	640	1	Yes	4/15-9/30
Canyon Lake #3 4011 Jackson Blvd	1T 1U	2T	1	1	2	1	2	2	200	640	1	Yes	4/15-9/30
Old Storybook Island 1301 Sheridan Lk Rd	1T 1U	2T	1	1	-	1	2	2	200	640	1	Yes	4/15-9/30
Robbinsdale (Lower) 631 E Oakland St	1T 1U	2T	1	1	-	1	2	2	200	640	-	Yes	4/15-9/30
Robbinsdale (Upper) 641 E Oakland St	1T 1U	2T	1	1	-	1	2	2	200	640	-	No	4/15-9/30
Thomson 880 E Meadowlark Dr	1T 1U	2T	1	1	-	1	2	2	200	640	1	No	5/1-9/30
Founders Park 1510 W. Omaha St	1T 2U	3T	2	2	4	-	2	2	400	2100	-	No	4/1-10/31

*Storage Area