

CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

Human Resources

300 Sixth Street 605-394-4136

LF112801-05

MEMORANDUM

DATE:

November 13, 2001

TO:

Jim Preston, Finance Officer

FROM:

Keith L'Esperance

SUBJECT:

Proposal for Consultant Services

Attached is a proposal from David Webb representing Door Security Products, a division of Harvey's Lock Shop, to conduct an assessment of six City work sites for the purpose of designing a keyless entry system. The sites are C/SAC, Library, Civic Center, Public Safety Building, Water Treatment Plant and the Main Fire Station. The costs would be prorated to each area depending on the amount of time taken of the 80 proposed hours by each site.

Please take this to the department head meeting or to whomever you deem appropriate and then let me know whether or not the contract would be approved. If you need further information, please advise.

cc:

Coleen Schmidt

Attachment



PROTECTED BY DSP DOOR SECURITY PRODUCTS 414 3RD ST RAPID CITY, SD 57701 1-605-343-1621

CONSULTANT PROPOSAL

Door Security Products 414 3rd St Rapid City, SD 57701

Phone: 1-605-343-1621 Fax: 1-605-343-6055

Job Information Name / Address 11/12/2001 Date: Attn: Keith L'Esperance Client: City of Rapid City Bid #: PO #: 00007 Address: 300 Sixth Street Site: City Administration Bldg City/St/Zp: Rapid City, SD 57701 NEEDS ASSESSMENT INVESTIGATION, BUILDING Phone #: (605) 394-6620 SITE SURVEY AND RFP WRITING. (605) 394-Fax #: Price Amount Quantity \$75.00 \$6,000.00 HOURS NTE BASED ON MULTI-DEPARTMENT AND MULTI-BUILDING 80 NEEDS ASSESSMENT INVESTIGATION, BUILDING SITE SURVEY \$0.00 \$0.00 AND RFP WRITING. CONSULTING TO INCLUDE INTERVIEWS WITH SELECTED DEPART-\$0.00 MENT HEADS FOR EACH BUILDING AND A DOOR INVENTORY \$0.00 \$0.00 SITE SURVEY FOR EACH ACCESS POINT. REPORT TO INCLUDE DEPARTMENT INTERVIEW SURVEY RESULTS AS WELL AS SITE \$0.00 \$0.00 SURVEY / ACCESS POINT RESULTS. \$0.00 WE WILL NEED A LIST OF BUILDINGS THE CITY DESIRES TO BE \$0.00 INCLUDED IN THE ACCESS POINT SITE SURVEY AS WELL AS A \$0.00 LIST OF DEPARTMENT HEADS, NAMES, TITLES, PHONE #S ETC., \$0.00 THE CITY DESIRES TO HAVE PERSONAL RESPECTIVE INPUT \$0.00 \$0.00 CONSIDERED IN THIS NEEDS ASSESSMENT INVESTIGATION, \$0.00 BUILDING SITE SURVEY AND RFP WRITING. \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$6,000.00 Subtotal \$0.00 \$0.00 Discount 0% Discount Applies to * asterick items only \$6,000,00 Subtotal \$0.00 Sales tax 0% Federal, State and City Sales Tax % Total \$6,000.00 ANY ADDITIONAL HOURS REQUIRED WILL BE BILLED AT A RATE OF \$75.00 PER HOUR. Notes: ONLY AT THE WRITTEN REQUEST AND APPROVAL OF THE CITY OF RAPID CITY. DAVID A. WEBB Submitted by: 30 Days from the date above. Proposal is Valid for Date: Acceptance of Proposal -- The above prices, specifications and conditions are satisfactory Signature: and are hereby accepted.