

CITY OF RAPID CITY

300 SIXTH STREET
RAPID CITY, SOUTH DAKOTA 57701



PARKS AND RECREATION DEPARTMENT

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

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

Doug Lowe,
Recreation Manager
(605-394-4168

James (JJ) Walraven
Golf Superintendent
(605) 394 4199

Duncan Olney
Aquatics Manager
(605)394-4168

Parks and Recreation Memo

Date: March 20, 2006

To: Legal and Finance Committee

From: Lon Van Deusen, Parks Division Manager

Subject: Custodial Services Contract

Summary: The Parks Division solicited proposals for custodial services for park restrooms and picnic shelters. In the past the Parks Division has hired seasonal employees to perform this task. It took six seasonal employees to perform custodial tasks at these facilities for the entire season (April 1 through October 31) on a daily basis.

Benefits of retaining an outside custodial service for these services include:

- 1.) Professionally supervised crew.
- 2.) Crew trained exclusively in custodial services.
- 3.) Higher levels of service for our public facilities.
- 4.) City would not have to provide and store cleaning chemicals.
- 5.) City would not have to provide transportation (vehicles) and associated costs.
- 6.) City would not have to hire additional supervisors for custodial staff.

Recommendation: Park and Recreation staff recommend approval of custodial contract with Black Hills Workshop for custodial services for Park restrooms and picnic shelters.



"Unlimited Opportunity
Through Quality Services"

BLACK HILLS WORKSHOP AND TRAINING CENTER, INC.

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

PROPOSAL

TO: The City of Rapid City

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 \$97,947.00

Unit Price _____

This proposal automatically expires 15 days from 3-20-2006 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 Pasby

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.

1. **SCOPE OF WORK:** Black Hills Workshop and Training Center, Inc. will furnish all necessary labor, material and equipment to complete the work herein, unless otherwise specified.
2. **PRICE:** In compliance with the U.S. Department of Labor, Wage and Hour division an annual update will be required of your prevailing wage for the same job in-house. The prevailing wage is used in determining the unit price.
3. **ACCEPTANCE OF PROPOSAL:** The person or persons accepting this proposal represent that they are the authorized representative and that permission and authority is hereby granted to Black Hills Workshop and Training Center Inc. to perform the work specified on this contract.
4. **SHIPMENT:** All orders will be C.O.D. until credit is approved.
5. **TERMS OF PAYMENT:** The person or persons and the company accepting this proposal each agree to pay Black Hills Workshop and Training Center, Inc. the full quoted price. A statement along with invoices will be sent monthly for work completed during that time period. The billing cycle will occur the 10th of each month. Therefore, after the 10th of each month the payment due date will be 20 days. A finance charge will accrue if payment is not received by the DUE DATE. Finance charges will accrue at 2.0% monthly. The annual rate will be 24%.
6. **FINANCIAL RESPONSIBILITY:** In case of errors or inquiries about your bill, a written inquiry must be sent stating a description of the error and why you believe it is an error and the dollar amount of the suspected error.

You remain obligated to pay the parts of your bill not in dispute, but you do not have to pay any amount in question during the time we are resolving the dispute. During the same time, we may not take any action to collect disputed amounts or report disputed amounts as delinquent.

If any payments are not paid when due, Black Hills Workshop and Training Center, Inc., at its option, may cancel any unfulfilled portion of this agreement, without further liability and all work theretofore completed shall thereupon be invoiced and be due and payable at once.

7. **PERFORMANCE:** Black Hills Workshop and Training Center, Inc. will adhere to your completion date unless there are mechanical failures, labor difficulties, material shortages, fire, governmental authority or regulation, acts of God, and any other cause beyond our control.

In the performance of this contract for any given reason(s), you or Black Hills Workshop and Training Center, Inc. shall have the right upon thirty (30) days written notice to terminate this contract, in which event Black Hills Workshop and Training Center, Inc. shall be paid for the work performed by it to the date of such termination and all parties hereto shall be released of any obligation hereunder.

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.

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 220 College Ave	1T 1U	2T	1	1	-	1	2	-	190	No	5/1-9/30
Roosevelt 203 E St. Louis St	1T 1U	2T	1	1	2	-	2	-	190	No	5/1-9/30
Sioux 1012 Sheridan Lake Rd	2T 2U	5T	2	2	-	-	2	-	340	Yes	4/1-10/31
8 th St Tennis Courts 201 Mt. Rushmore Rd	1T 1U	2T	1	1	-	1	2	-	190	Yes	5/1-10/15
Storybook Island 1301 Sheridan Lake Rd	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

TABLE 1 CONTINUED

Shelter and 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					
Band shell/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

*Storage Area

Shelters Only

Location/Name	Trash Cans	Grills	Sq. Ft	Dumpster
Horace Mann 824 Anamosa St	0	No	1200	Yes
Jackson Park 3040 Jackson Blvd	0	No	600	Yes
Robbinsdale 626 Fairmont Blvd	2	No	400	No
Sioux (Formal) 1020 Sheridan Lake Rd.	2	No	240	Yes
Sioux Pavilion 980 Sheridan Lake Rd.	2	No	2400	Yes
Wilson Gazebo 1701 Mt. Rushmore Rd.	2	No	484	No