

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

CITY OF RAPID CITY

300 SIXTH STREET RAPID CITY, SOUTH DAKOTA 57701

LF013107-52

Parks and Recreation Memo

Date: January 24, 2007

To:

Cc:

City Council Members

Mayor Jim Shaw

From: Lon Van Deusen, Parks Division Manager

Subject: 2007 Parks Custodial Contract

Jerry Cole, Director of Parks and Recreation

Summary: Last year in 2006 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 2007 in the contract amount of \$71,000.00. The contract amount for 2006 was \$ 97, 947.00. After evaluation of the scope of work from 2006 (their fist year of service) Black Hills Workshop felt they could provide the same level of service for less. We have been very satisfied with their service and have found their staff accommodating and easy to work with.

Recommendation: City Parks staff recommends approval and acceptance of the agreement with Black Hills Workshop for custodial services for the 2007 season in the amount \$ 71,000.00.

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To: The City of Rapid City

BLACK HILLS WORKSHOP AND TRAINING CENTER, INC.

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

PROPOSAL

| ne terms and conditions listed on the reverse tions are incorporated herein by reference. BY: William Pashby CCEPTANCE s proposal including all terms and conditions Accepted By |
|--|
| ne terms and conditions listed on the reverse tions are incorporated herein by reference. BY: William Pashby CCEPTANCE |
| ne terms and conditions listed on the reverse tions are incorporated herein by reference. BY: William Pashby |
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| ne terms and conditions listed on the revers |
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| s 15 days from $\frac{1/22/07}{}$ if it is not |
| |
| TOTAL COST \$71,000.00 |
| |
| as described in the Request for proposal. |
| TTACH) |
| at various facilities within restroom facilities and picnic |
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SEE REVERSE SIDE

One copy must be returned signed for a valid contract.

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Date

BLACK HILLS WORKSHOP AND TRAINING CENTER, INC.

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

Title

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. 70,000 TOTAL COST _\$97;947.00-PRICE: Unit Price 1122/07 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 Pasi ACCEPTANCE The undersigned hereby accepts this proposal including all terms and conditions thereof: Accepted By COMPANY NAME

SEE REVERSE SIDE

One copy must be returned signed for a valid contract.

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REQUEST FOR PROPOSALS

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

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

SPECIFICATIONS

SCHEDULE

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

Interval: Daily April - October (See Table 1)

TASKS

and disinfected with stainless steel cleaner daily. Fixtures: Toilets and Urinals will be cleaned with toilet bowl cleaner/disinfectant daily. All stainless steel fixtures will be cleaned

daily. Shelter Floor shall be washed and squeegee dried twice weekly or as conditions dictate. Floors: Floors in restrooms shall be swept and damp mopped with a disinfectant cleaner daily. Floors in Shelter areas shall be swept

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.

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

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

LKINIS

The proposer shall provide services in accordance with the following terms

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

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| Restrooms Only | | | | | | | | ٠ | | | |
|---|-----------------|---------|-------|-------------|---------|-----------|---------------|-----|------------|----------|------------|
| Location/Name | Toilets/Urinals | Urinals | Sinks | | Mirrors | Fountains | Trash Cans | | Sq. Ft. | Dumpster | Season |
| | Men | Women | Men | Women | | i | Į. | Out | | On site | |
| 32 nd Street | 1T 1U | 2T | 1 | | • | 1 | 2 | • | 190 | No | 5/1 – 9/30 |
| 1710 32 nd St | | | | | | | | | | | |
| Canyon Lake – West 4501 Jackson Blvd | 1T 1U | 2T | 1 | - | 2 | | 2 | | 190 | Yes | 4/15-10/31 |
| College | 1T 1U | 2T | | 1 | • | | 2 | • | 190 | No | 5/1-9/30 |
| 220 College Ave | | | | | | | | | | | |
| Roosevelt | 1T 1U | ZI | T | <u>I</u> | 2 | | 2 | • | 190 | No. | 5/1-9/30 |
| 203 E St. Louis St | | | | | | | | | | | |
| Sioux | 2T 2U | ST | 2 | 2 | ı | | 2 | • | 340 | Yes | 4/1-10/31 |
| 1012 Sheridan Lake Rd | | | | | | | | | | | |
| 8 th St Tennis Courts | UT IU | 2T | 1 | - | - | 1 | 2 | • | 19 | Yes | 5/1-10/15 |
| 201 Mt. Rushmore Rd | | | | | - | | | | 0 | | |
| Storybook Island | UT IU | 2T | - | - | 4 | 1 | 2 | 2 | 190 | Š | 5/1-9/30 |
| 1301 Sheridan Lake Rd | | | | · · · · · · | | | | | | | |
| Wilderness | T1 | II | 1 | | • | | 2 | t | 190 | å | 5/1-9/30 |
| 514 City Springs Rd | | | | | | | | | | | |
| Wilson | 1T 1U | 2T | 1 | - | 2 | 1 | 7 | t | 190 | No | 2/1-9/30 |
| 1701 Mt Rushmore Rd | | | | | | | | | | | |

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TABLE 1 CONTINUED

Shelter and Restrooms

| Season | | | 5/1-9/30 | | 4/15-9/30 | | 4/15-9/30 | | 4/15-9/30 | | 4/15-9/30 | | 4/15-9/30 | | 4/15-9/30 | | 5/1-9/30 |
|-----------------------|---------|---------------------|------------------|----------------|-------------------|----------------|-------------------|----------------|-------------------|----------------------|---------------------|---------------------|------------------|---------------------|------------------|---------|---------------------|
| Dumpster | On Site | | Yes | | Yes | | Yes | | Yes | | Yes | | Yes | | No | | No |
| Grills | | | • | | - | | _ | | | | ~ | | • | | • | | - |
| Shelter | Sq. Ft. | | * 1800 | | 640 | | 640 | | 640 | | 640 | | 640 | | 640 | | 640 |
| Restroom | Sq. Ft | | 360 | 000 | 700 | 000 | 700 | | 200 | | 200 | | 200 | | 200 | | 200 |
| Trash Cans | | ð | 2 | , | 7 | , | 7 | Ī | 7 | | 7 | · | 7 | , | 7 | 1 | 7 |
| Trash | | 믜 | 2 | c | 7 | , | 7 | ľ | 7 | | 7 | , | 7 | , | 7 | , | 7 |
| Fountains | | | • | | ٦ | | | - | - | , | | - | - | - | 1 | | - |
| Mirrors | | | 9 | , | 1 | 2 | 1 | | 7 | | • | | • | | • | | • |
| | Woman | WOIIICH | 'n | - | 1 | - | • | - | - | | | - | | - | - | - | - |
| Sinks | Men | | m | - | | - | | - | 4 | - | 7 | - | • | - | 4 | - | 4 |
| Toilets/Urinals Sinks | Women | Ę | 41 | 2T | | 2T | | 7,C | į | TC | 7 | 2T | † | 2Т | 1 | 77 | 1 |
| Toilet | Men | 27.011 | 07 17 | 1T 1U | | 1T 1U | | 1T 1U | | 1T 1U | | 1T 1U | | | 1T 1U | 11 10 | |
| Location/Name | | Band shell/Memorial | 301 North 5th St | Canyon Lake #1 | 4111 Jackson Blvd | Canyon Lake #2 | 4021 Jackson Blvd | Canyon Lake #3 | 4011 Jackson Blvd | Old Storybook Island | 1301 Sheridan Lk Rd | Robbinsdale (Lower) | 631 E Oakland St | Robbinsdale (Upper) | 641 E Oakland St | Thomson | 880 E Meadowlark Dr |

*Storage Area

Shelters Only

| Location/Name | Trash Cans | Grills | So Ft | Dumpeter |
|------------------------|------------|--------|-------|----------|
| Horace Mann | 0 | No | 6 | Vac |
| 824 Anamosa St | | | | 3 |
| Jackson Park | 0 | No | 600 | Ves |
| 3040 Jackson Blvd | | | | 27 |
| Robbinsdale | 2 | No | 400 | No |
| 626 Fairmont Blvd | | | 2 | OKT |
| Sioux (Formal) | 0 | No | 070 | 11 |
| 1020 Sheridan Lake Rd. | 1 | ONT | 740 | x es |
| Sioux Pavilion | 0 | No | 0070 | 11 |
| 980 Sheridan Lake Rd. | 1 | | 7400 | x es |
| Wilson Gazebo | 2 | No | 707 | ATA |
| 1701 Mt. Rushmore Rd. | 1 | 2 | 101 | ON |
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CITY OF RAPID CITY

300 SIXTH STREET RAPID CITY, SOUTH DAKOTA 57701

LF013107-52

Parks and Recreation Memo

Date:

January 24, 2007

To:

City Council Members

Mayor Jim Shaw

From:

Lon Van Deusen, Parks Division Manager

Subject: 2007 Parks Custodial Contract

Cc:

Jerry Cole, Director of Parks and Recreation

Summary: Last year in 2006 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 2007 in the contract amount of \$71,000.00. The contract amount for 2006 was \$ 97, 947.00. After evaluation of the scope of work from 2006 (their fist year of service) Black Hills Workshop felt they could provide the same level of service for less. We have been very satisfied with their service and have found their staff accommodating and easy to work with.

Recommendation: City Parks staff recommends approval and acceptance of the agreement with Black Hills Workshop for custodial services for the 2007 season in the amount \$71,000.00.



To: The City of Rapid City

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

PROPOSAL

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| DESCRIPTION OF JOB: | |
| Provide custodial services the park system, including shelters. | at various facilities within restroom facilities and picnic |
| JOB SPECIFICATION: (LIST OR A) | TACH) |
| Provide custodial services Proposals attached to this | as described in the Request for proposal. |
| PRICE: | TOTAL COST\$71,000.00 |
| Unit Price | |
| This proposal automatically expires accepted and returned to our office | 15 days from 1/22/07 if it is not. |
| This quotation is subject to all the side hereof, which terms and condit | e terms and conditions listed on the reverse ions are incorporated herein by reference. |
| | BY: William Pashby |
| AC | CEPTANCE |
| The undersigned hereby accepts this thereof: | proposal including all terms and conditions |
| COMPANY NAME | Accepted By |
| Date | Title |

SEE REVERSE SIDE

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BLACK HILLS WORKSHOP AND TRAINING CENTER, INC.

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SEE REVERSE SIDE

Date

One copy must be returned signed for a valid contract.

Title

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 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 | | On site | |
| 32 nd Street 1710 32 nd St | IT IU | 2Т | 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 | IT IU | 2Т | 1 | 1 | - | 1 | 2 | - | 190 | No | 5/1-9/30 |
| Roosevelt 203 E St. Louis St | IT IU | 2Т | 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 | IT IU | 2Т | 1 | 1 | -1 | 1 | 2 | - | 19 0 | 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 IU | 2T | 1 | 1 | 2 | - | 2 | - | 190 | No | 5/1-9/30 |

TABLE 1 CONTINUED

Shelter and Restrooms

| Location/Name Toil | | s/Urinals | Sinks | | Mirrors | Fountains | Trash Cans | | Restroom | Shelter | Grills | Dumpster | Season |
|----------------------|-------|-----------|-------|-------------|---------|---|--------------|----------|----------|---------|--------|----------|-----------|
| | Men | Women | Men | Women | | | - | T = - | Sq. Ft. | Sq. Ft. | | On Site | |
| Band shell/Memorial | 2T 2U | 4T | 2 | | ļ | | In | Out | | | | | |
| 301 North 5th St | | 41 | 3 | 3 | 6 | - | 2 | 2 | 360 | * 1800 | - | Yes | 5/1-9/30 |
| Canyon Lake #1 | 1T 1U | 2T | 1 | 1 | 2 | | <u> </u> | - | | | | | |
| 4111 Jackson Blvd | | | - | 1 | | 1 | 2 | 2 | 200 | 640 | 1 | Yes | 4/15-9/30 |
| Canyon Lake #2 | 1T 1U | 2T | 1 | 1 | 2 | 1 | | <u> </u> | | | | | |
| 4021 Jackson Blvd | | _ | _ | • | 2 | 1 | 2 | 2 | 200 | 640 | 1 | Yes | 4/15-9/30 |
| Canyon Lake #3 | 1T 1U | 2T | 1 | 1 | 2 | 1 | | | | | | | |
| 4011 Jackson Blvd | | | • | 1 | 2 | 1 | 2 | 2 | 200 | 640 | 1 | Yes | 4/15-9/30 |
| Old Storybook Island | 1T IU | 2T | 1 | 1 | _ | . 1 | <u> </u> | | | | | | |
| 1301 Sheridan Lk Rd | | | - | 1 | - | , <u>, , , , , , , , , , , , , , , , , , </u> | 2 | 2 | 200 | 640 | 1 | Yes | 4/15-9/30 |
| Robbinsdale (Lower) | 1T 1U | 2T | 1 | 1 | | . 1 | 2 | | 200 | | | | |
| 631 E Oakland St | | | _ | 1 | _ | ' ! | | 2 | 200 | 640 | - | Yes | 4/15-9/30 |
| Robbinsdale (Upper) | | 2T | 1 | 1 | | 1 | 2 | - | 200 | | | | |
| 641 E Oakland St | 1T 1U | | _ | _ | _ | 1 | 2 | 2 | 200 | 640 | - | No | 4/15-9/30 |
| Thomson | 1T IU | 2T | 1 | 1 | | 1 | | | | | | | |
| 880 E Meadowlark Dr | | | • | | • | 1 | 2 | 2 | 200 | 640 | 1 | No | 5/1-9/30 |
| *Storage Area | | | | | | <u> </u> | L | L | | | | | |

Shelters Only

| Location/Name | Trash Cans | Grills | Sq. Ft | Dumpster | |
|------------------------|------------|--------|--------|----------|--|
| Horace Mann | 0 | No | 1200 | Yes | |
| 824 Anamosa St | | | 1200 | 103 | |
| Jackson Park | 0 | No | 600 | Yes | |
| 3040 Jackson Blvd | | 1 | 000 | 103 | |
| Robbinsdale | 2 | No | 400 | No | |
| 626 Fairmont Blvd | _ | 110 | 700 | 110 | |
| Sioux (Formal) | 2. | No | 240 | Yes | |
| 1020 Sheridan Lake Rd. | - | 110 | 240 | 1 es | |
| Sioux Pavilion | 2 | No | 2400 | Yes | |
| 980 Sheridan Lake Rd. | | 1,10 | 2400 | 1 63 | |
| Wilson Gazebo | 2 | No | 484 | No | |
| 1701 Mt. Rushmore Rd. | | 110 | 104 | 140 | |