



CITY OF RAPID CITY

PARKS AND RECREATION DEPARTMENT

300 SIXTH STREET

RAPID CITY, SOUTH DAKOTA 57701

PARKS AND
RECREATION
DEPARTMENT

Parks and Recreation Memo

Date: February 5, 2009

To: Jerry Cole, Director of Parks and Recreation

From: Lon Van Deusen, Parks Division Manager

Subject: 2009 Parks Restrooms and Shelters Custodial Contract

Jerry W. Cole,
Director
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Manager
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Summary: Last year in 2008 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 2009 in the contract amount of \$79,768.00. The contract amount for 2008 was \$ 74,150.00. After evaluation of the scope of work from 2008 (their third year of service) we requested Black Hills Workshop and Training Center, Inc. to again extend cleaning services for an additional two weeks into the fall for the restrooms located in Canyon Lake Park. The Department of Parks and Recreation is also requesting the Sioux Park Tennis Court facility be included in this year's proposal. As a result of this additional service and the increase in minimum wage for their staff they have submitted a contract change for 2009. That change reflects an increase of \$5,618.00 for 2009. 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 parks restrooms, shelters and recreational facilities for the 2009 season in the amount of \$ 79,768.00.



"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:
Unit Price _____

TOTAL COST 79768.00

This proposal automatically expires 15 days from 2/3/09 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
William Pashby

ACCEPTANCE

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

COMPANY NAME City of Rapid City Accepted By Mayor Alan Hanks
Parks & Recreation Dept.

Date _____ Title _____

SEE REVERSE SIDE

One copy must be returned signed for a valid contract.

REQUEST FOR PROPOSALS (Revised 2/11/09)

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				On site
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	4/1-10/31	
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	-	19	Yes	4/1-10/15	
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	4/15-10/15
Canyon Lake #2 4021 Jackson Blvd	1T 1U	2T	1	1	2	1	2	2	200	640	1	Yes	4/15-10/15
Canyon Lake #3 4011 Jackson Blvd	1T 1U	2T	1	1	2	1	2	2	200	640	1	Yes	4/15-10/15
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

Opening dates

04/01/06	10/15/08	Sioux (Pavillon) 980 Sheridan Lake RD.
04/01/07	10/15/08	Sioux (Formal) 1020 Sheridan Lake RD.
04/01/07	10/15/08	Sioux 1012 Sheridan Lake
04/01/07	10/31/08	Canyon Lake 4501 Jackson Blvd
04/01/07	10/15/08	8th ST. Tennis Court
04/15/07	10/15/08	Cayon Lake #1 4111 Jackson Blvd
04/15/07	10/15/08	Cayon Lake #2 4121 Jackson Blvd
04/15/07	10/15/08	Cayon Lake #3 4011 Jackson Blvd
04/15/07	10/15/08	Old Story Book Island 1301 Sheridan Lake Dr
04/15/07	09/30/08	Robinsdale (Lower) 631 E Oakland
04/15/07	09/30/08	Robinsdale (Upper) 641 E Oakland
04/15/07	09/30/08	Horace Mann 824 Anamosa St.
04/15/07	09/30/08	Jackson Park 3040 Jackson Blvd
04/15/07	09/30/08	Robbinsdale 626 Fairmont Blvd
05/01/07	09/30/08	32nd Street 1710 32nd st.
05/01/07	09/30/08	Collage 220 Collage Ave
05/01/07	09/30/08	Roosevelt 203 E St. Louis ST
05/01/07	09/30/08	Story Book Island 1301 Sheridan Lake DR.
05/01/07	09/30/08	Wilderness 514 City Springs RD
05/01/07	09/30/08	Wilson 1701 Mt Rushmore Rd
05/01/07	09/30/08	Band Shell/ Memorial Park 301 North 5th ST.
05/01/07	09/30/08	Thomas 880 E Meadowlark DR
05/01/07	09/30/08	Wilson Gazebo 1701 Mt. Rushmore Rd.

West side

04/01/07	10/31/08	Canyon Lake 4501 Jackson Blvd	✓	1
04/15/07	10/15/08	Cayon Lake #1 4111 Jackson Blvd	✓	2
04/15/07	10/15/08	Cayon Lake #2 4121 Jackson Blvd	✓	3
04/15/07	10/15/08	Cayon Lake #3 4011 Jackson Blvd	✓	4
04/15/07	09/30/08	Jackson Park 3040 Jackson Blvd		5
04/15/07	09/30/08	Old Story Book Island 1301 Sheridan Lake Dr	✓	6
04/01/06	10/15/08	Sioux (Pavillon) 980 Sheridan Lake RD.		7
04/01/07	10/15/08	Sioux 1012 Sheridan Lake		8
04/01/07	10/15/08	Sioux (Formal) 1020 Sheridan Lake RD.		9

10/31

East Side

04/15/07	09/30/08	Robbinsdale 626 Fairmont Blvd	✓	1
04/15/07	09/30/08	Robinsdale (Upper) 641 E Oakland	✓	2
04/15/07	09/30/08	Robinsdale (Lower) 631 E Oakland	✓	3
04/01/07	10/15/08	8th ST. Tennis Court	✓	4
05/01/07	09/30/08	Band Shell/ Memorial Park 301 North 5th ST.	✓	5
04/15/07	09/30/08	Horace Mann 824 Anamosa St.		6
05/01/07	09/30/08	Collage 220 Collage Ave		7
05/01/07	09/30/08	Thomas 880 E Meadowlark DR		8
05/01/07	09/30/08	Roosevelt 203 E St. Louis ST	✓	9

Thomson