

## 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. Proposers 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 On site	S
	Men	Women	Men	Women			In	Out			
32 <sup>nd</sup> Street 1710 32 <sup>nd</sup> St	1T 1U	2T	1	1	-	1	2	-	190	No	
Canyon Lake – West 4501 Jackson Blvd	1T 1U	2T	1	1	2	1	2	-	190	Yes	
College 220 College Ave	1T 1U	2T	1	1	-	1	2	-	190	No	
Roosevelt 203 E St. Louis St	1T 1U	2T	1	1	2	-	2	-	190	No	
Sioux 1012 Sheridan Lake Rd	2T 2U	5T	2	2	-	-	2	-	340	Yes	
8 <sup>th</sup> St Tennis Courts 201 Mt. Rushmore Rd	1T 1U	2T	1	1	-	1	2	-	190	Yes	
Storybook Island 1301 Sheridan Lake Rd	1T 1U	2T	1	1	-	1	2	2	190	No	
Wilderness 514 City Springs Rd	1T	1T	1	1	-	1	2	-	190	No	
Wilson 1701 Mt Rushmore Rd	1T 1U	2T	1	1	2	-	2	-	190	No	

### Shelter and Restrooms

Location/Name	Toilets/Urinals		Sinks		Mirrors	Fountains	Trash Cans		Restroom Sq. Ft.	Shelter Sq. Ft.	Grill
	Men	Women	Men	Women			In	Out			
Band shell/Memorial 301 North 5 <sup>th</sup> St	2T 2U	4T	3	3	6	-	2	2	360	* 1800	
Canyon Lake #1 4111 Jackson Blvd	1T 1U	2T	1	1	2	1	2	2	200	640	
Canyon Lake #2 4021 Jackson Blvd	1T 1U	2T	1	1	2	1	2	2	200	640	
Canyon Lake #3 4011 Jackson Blvd	1T 1U	2T	1	1	2	1	2	2	200	640	
Old Storybook Island 1301 Sheridan Lk Rd	1T 1U	2T	1	1	-	1	2	2	200	640	
Robbinsdale (Lower) 631 E Oakland St	1T 1U	2T	1	1	-	1	2	2	200	640	
Robbinsdale (Upper) 641 E Oakland St	1T 1U	2T	1	1	-	1	2	2	200	640	
Thomson 880 E Meadowlark Dr	1T 1U	2T	1	1	-	1	2	2	200	640	

\*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

QUOTE

COMPANY OR FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NO.(\_\_\_\_) \_\_\_\_\_ FAX NO.(\_\_\_\_) \_\_\_\_\_

Proposer proposes and agrees to and with the City of Rapid City, South Dakota to the replacement and installation of said sport lighting and pole at the following price, to-wit:

TOTAL PRICE: \$ \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Postal Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

Proposals must be submitted no later than **2:30PM, February 3, 2006** to the following address:

**Rapid City Parks Division  
2915 Canyon Lake Drive  
Rapid City, S.D. 57702  
Phone (605)394-4175  
Fax (605)394-5307  
Attn: Lon Van Deusen**

