

THE MONUMENT

REQUEST FOR PROPOSAL

**CLEANING PRODUCT, DISPENSING
SYSTEMS, SYSTEMS MAINTENANCE,
& TRAINING**

FOR

THE MONUMENT
444 Mt Rushmore Road North
Rapid City, SD 57701

December 20, 2024

I. REQUEST FOR PROPOSAL/OVERVIEW

The Monument (formerly the Rushmore Plaza Civic Center) in Rapid City, South Dakota, has initiated a Request for Proposal (RFP) to identify vendors qualified to propose, execute, and implement a solution for facility cleaning products.

II. ABOUT THE MONUMENT

The Monument is a multiple-venue, 800,000 square-foot complex in Rapid City, SD. The venue includes two arenas (one with an ice surface), a 1700-seat Fine Arts Theatre, a versatile fieldhouse, and 150,000 square feet of convention space within one complex. The Barnett Fieldhouse, LaCroix Hall, and Fine Arts Theatre were built in 1977. Rushmore Hall was added in the 1980's, the Ice Arena was opened in 2008, and the Summit Arena (seating for 10,000+) was opened in 2021.

The Monument is home to many large annual events including the Black Hills Stock Show and Rodeo, the Black Hills Pow Wow, and the Lakota Nation Invitational Basketball Tournament. The facility is also home to the ECHL Rapid City Rush Hockey team. The venue hosts over 600 events annually, equating to over 1200 event days, with nearly 1 million people flowing through the building each calendar year.

III. OBJECTIVE

The objective of this RFP is to establish a contract with a reliable vendor that can provide high-quality cleaning supplies, systems for ease of use, maintenance services for said systems, effective customer support, and reasonable delivery times.

IV. PROJECT SCOPE

The Monument is open to all proposed solutions for cleaning products, systems, and maintenance of those systems that are within the scope of this RFP. See Schedule A for current cleaning products and amounts used for cleaning maintenance of the facility. Quantity estimates, when given, are provided as an estimate of annual purchase volume based upon previous history. This information is to be used only as a guide in the proposal process and should not be considered a guarantee to purchase minimum quantities.

Proposers should include the following in this RFP:

1. Proposed products and an explanation of why the products are the best option.
2. Proposed systems and an explanation of why the systems are the best option.
3. Proposed maintenance service on the proposed systems.
4. Proposed cost of the products, systems, maintenance of systems, and training while providing the potential benefits.
5. Complete description of the proposed products and systems, including technical detail, training processes, product data sheets, and ongoing systems maintenance expectations.
6. References from other comparable facilities using these products and systems.
7. Proven experience in supplying a comparable facility with products, systems, and maintenance.
8. Acknowledge any contracts in place with other governmental bodies – ie. School District, Omnia, Sourcewell, etc.

V. TIMELINE

The Monument intends to have the contract implemented and operational in April of 2025. The anticipated Contract Award Timeline is as follows:

12-20-2024	Board Consideration to Advertise the RFP
01-01-2025	Advertise the RFP
01-16-2025 & 01-23-2025	Pre-submission tours (contact to select date)
02-14-2025	RFP Closes – Proposal Submission Deadline
02-18-2025 to 02-28-2025	Proposer Interviews at The Monument
03-11-2025	Board Consideration of Award
03-11-2025	Award if Approved by the Board

VI. PROPOSER QUALIFICATIONS & INSTRUCTIONS

NOTE: Proposers must meet the minimum qualifications to be considered and/or interviewed for this award.

It is the Monument’s requirement that each Proposer meet the following qualifications and will be able to clearly demonstrate how their company can meet all of these requirements:

1. Proposer must be able to satisfactorily demonstrate that it is an experienced, competent, and reliable vendor.
2. Proposer must also satisfactorily demonstrate their product range and quality of products.
3. Proposer must be able to satisfactorily show past delivery and lead times.
4. Proposer must be able to provide reasonable prices for products, product systems, and product maintenance.
5. Preference given to regionally located vendors with demonstrated customer service excellence and serviceability after contract implementation.

VII. EVALUATION AND SELECTION PROCESS

Selection of the vendor will be based on several factors, including but not limited to, relevant experience, maintenance services, and product and systems training. This document is a Request for Proposals (RFP); it differs from a Request for Bid in that The Monument is seeking a solution as described herein, not a bid meeting firm specifications for the lowest price. As such, with an RFP, the lowest price proposed will not guarantee an award recommendation. Proposals will be evaluated based upon criteria formulated around the most important features of the services, of which qualifications, experience, service, quality of product and capacity, may be overriding factors. The Monument will require City of Rapid City Purchasing terms (45 day net terms). The Monument reserves the right to reject any or all submittals and to negotiate if deemed appropriate.

EVALUATION FACTORS AND SCORING

- A. Range/diversity & quality of products, systems, maintenance, and training – 35%
- B. Customer support services and delivery capabilities – 30%
- C. Product pricing – 15%
- D. Preference given to regional vendors to ensure adequate customer service response and serviceability after implementation – 10%
- E. Vendors previous experience with other large comparable facilities – 10%

VENDOR EVALUATION FORM – (50 Total points Possible Per Evaluation)

Project Name: _____

Evaluator: _____

Vendor Name: _____

Date: _____

PROPOSAL EVALUATION CRITERIA

Scoring (circle one)

1. Range & quality of products, systems, maintenance, and training – 35% of total

1 2 3 4 5 6 7 8 9 10

2. Customer support service and delivery capabilities – 30% of total

1 2 3 4 5 6 7 8 9 10

3. Product pricing contract – 15% of total

1 2 3 4 5 6 7 8 9 10

4. Preference given to regional vendors to ensure adequate customer service response and serviceability after implementation – 10% of total

1 2 3 4 5 6 7 8 9 10

5. Vendors previous experience with other large facilities – 10% of total

1 2 3 4 5 6 7 8 9 10

Scoring:

1 Fails to meet the expectations of the reviewer in this category.

10 Fully meets the expectations of the reviewer in this category.

VIII. OPTION TO RENEW

The successful proposer will be awarded a five (5) year contract. This contract may be extended at The Monument's option for an additional five (5) year period, providing the terms and conditions remain in full force and effect. Requests for changes shall be received in writing at least ninety (90) days prior to their effective date in the option year of the agreement, and are subject to written acceptance before coming effective. In the event new rates are not acceptable, the contract may be cancelled. No contract shall be automatically renewed at the end of any contract term.

IX. NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES

Vendor agrees and understands that the contract shall not be construed as an exclusive agreement and further agrees that The Monument may, at any time, secure similar or identical services at its sole option.

X. EXCLUSIONS FROM THE RFP

Each vendor must provide a list of exclusions in the proposal. Any exclusions taken must be identified and explained in writing.

XI. TERMINATION OF CONTRACT

The Monument reserves the right to terminate the contract without penalty upon thirty (30) days written notice due to poor performance or for reasons deemed to be in its best interest. A designated representative of The Monument will be solely responsible for determining acceptable performance levels. His/her decision will be deemed in The Monument's best interest and will be final. The Monument reserves the right to re-award the contract to the second most qualified proposal or whatever is deemed to be in its best interest. No service charge, handling fees, or other penalties for cancellation will be assessed.

XII. BANKRUPTCY OR INSOLVENCY

In the event bankruptcy proceedings are commenced by or against the awarded Vendor or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party, The Monument shall be entitled to terminate without further cost or liability. The Monument may cancel the Agreement/Contract or affirm the Contract and hold the Vendor responsible for damages.

All responses to this REQUEST FOR PROPOSAL are due no later than 10 a.m. MDT, Saturday, February 15, 2025 at the Administrative Offices of THE MONUMENT, 444 Mt Rushmore Road North, Rapid City, South Dakota 57701.

Any questions regarding this R.F.P. shall be directed, in writing or via email, to:

**Rory Hammerbeck, Engineering Manager
and**

Allison Kostelecky, Assistant Operations Manager

C/O The Monument – 444 Mount Rushmore Road North – Rapid City, South Dakota
57701

Phone 605-394-4115

roryh@themonument.live

allisonk@themonument.live

THE MONUMENT

SCHEDULE

A

2022		
PRODUCT	UNITS	MEASURE
SPAY BOTTLES 32OZ	24	
TRIGGER SPRAYERS	24	
TOILET BOWL CLEANER	8448	OZ
URINAL SCREENS	270	
SANI SACS Rubbermaid 6141	3000	CT
HANDSOAP (Concentrate)	96	LITERS
CARPET CLEANER (Concentrate)	32	GAL
FLOOR CLEANER (Concentrate)	180	GAL
FLOOR FINISH	330	GAL
FLOOR SEALER	20	GAL
FLOOR STRIPPER	24	GAL
BUFFING/POLISHING/STRIPPING/CLEANING PADS	12	PADS
MOP HEADS	48	
DUST MOP REPLACEMENT HEAD	6	
PEROXIDE DISINFECTANT (Concentrate)	116	LITERS
GLOVES S, M, L, XL	280	BOXES
CONTRACTOR TRASH BAGS (95 Gal.)	315	
TRASH BAGS (45 Gal.)	48500	
TRASH CANS (44 Gal.)	20	
VACUUM BAGS (CV30)	70	
TOWELS (Microfiber)	960	
VELCRO TAPE STRIPS	6	
SWIFER DUSTERS	2	
SWIFER REFILLS	4	
FLOOR BUFF SPRAY	4	GAL
GLASS CLEANER (Concentrate)	108	LITERS
GOOF OFF	132	OZ
GRAFFITI REMOVER SPRAY	180	OZ
GUM REMOVER	78	OZ
DUST MOP AEROSOL	48	CANS
BROOM HOLDERS	10	
TOILET BOWL MOP	25	
PREP PAK	180	PAKS
SHOVELS	4	
PLUNGER	12	
VIL-VOBAN1	96	LBS

2023		
PRODUCT	UNITS	MEASURE
BOTTLES W/SPRAYERS 32OZ	48	
TOILET BOWL CLEANER	7296	OZ
URINAL SCREENS	126	
SANI SAC	7000	CT
HANDSOAP (Concentrate)	99	LITERS
CARPET CLEANER (Concentrate)	192	OZ
FLOOR CLEANER (Concentrate)	192	GAL
FLOOR STRIPPER	60	GAL
STRIPPING PADS	10	
MOP HEADS	60	
DUST MOP REPLACEMENT HEADS	12	
DISINFECTANT (Concentrate)	48	LITERS
GLOVES S, M, L, XL	202	BOXES
CONTRACTOR TRASH BAGS (95 Gal.)	300	
TRASH BAGS (45 Gal.)	40200	
TRASH CANS (44 Gal.)	10	
VACUUM BAGS (CV30)	22	
TERRY & MICROFIBER TOWELS	1304	
VELCRO TAPE STRIPS	10	
DUSTERS	12	
CARPET XTRACTION CLEANER (Concentrate)	32	GAL
LEMON LIFT	480	OZ
DEGREASER	384	OZ
GOO GONE	72	OZ
LIGHTNING DELIMER	40	GAL
LABEL REMOVER	8	OZ
BROOMS	30	
DUST CLOTHS	100	
DUST MOP KITS	6	
MOP HANDLES	22	
DUST PANS	5	
DOLLYS	10	
PLASTIC WRAP	64	ROLLS
BARRICADE TAPE	2	ROLLS
TAPE (GAFFING, MASKING, CAUTION)	292	ROLLS
TAPE DISPENSERS	2	
TRASH CAN COVERS	10	
TRASH CAN LIDS	35	
TRASH BANDS	1200	
UTILITY REPLACEMENT BLADES	2	BLADES
UTILITY KNIVES	12	
SCRAPERS	12	
SIGNS	4	
BABY CHANGING STATIONS	4	STATIONS