



RAPID CITY REGIONAL AIRPORT

REQUEST FOR PROPOSALS (RFP) FOR AIRPORT SECURITY SERVICES

**Proposal Due Date & Time:
Thursday, June 18, 2026
2:00 PM MT**

EXECUTIVE DIRECTOR
Patrick Dame

AIRPORT BOARD MEMBERS

Robert Hall
Ally Formanek
John Pierce

Bob Conway
Caleb Arceneaux

**SECTION 1
RAPID CITY REGIONAL AIRPORT
NOTICE FOR REQUEST FOR PROPOSAL
AIRPORT SECURITY SERVICES**

Notice is hereby given that sealed Requests For Proposals (RFP) to provide Airport Security Services in the passenger terminal building located at 4550 Terminal Road, Rapid City, SD 57703, in accordance with the documents prepared by the Airport staff, will be received in the offices of the Rapid City Regional Airport, Rapid City, South Dakota until 2:00 PM MT, Thursday, June 18, 2026.

RFP documents are on file and may be obtained at the Rapid City Regional Airport Office, 4550 Terminal Road, Suite 102, Rapid City, South Dakota 57703, or <https://rapairport.com/category/projects/>.

The Rapid City Regional Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, [select businesses, or disadvantaged business enterprises or airport concession disadvantaged business enterprises] will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin creed, sex, age, or disability in consideration for an award.

Publication Dates: May 23, 2026
 May 30, 2026



SECTION 2 GENERAL INFORMATION

It is the intention of the Airport Board to issue a non-exclusive right through a short-term Agreement to provide Airport Security Services. This RFP does not obligate the Airport to enter into an Agreement or pay any costs incurred in the preparation of a Proposal pursuant to this RFP or incurred in subsequent negotiations. It is the intention of the Airport to negotiate an Agreement with the Proposer(s), also referred to as “Contractor” within this document, it deems most beneficial to the Airport. During the Proposal evaluation process, the Airport may request additional information or clarification from Proposers.

The Airport reserves the right to accept or reject any or all Proposals, award multiple contracts to more than one Proposer, to waive any informalities and irregularities in the Proposal submission process, to extend the date for submittal of responses, to request additional information from any or all Proposers, to supplement, amend or otherwise modify the RFP prior to the closing date and time, to cancel this request with or without the substitution of another RFP, to negotiate with any Proposers, to re-solicit or cancel the procurement process, or to accept a Proposal which is considered to be in the best interest of the Airport.

By submittal of a Proposal pursuant to this RFP, the Proposer certifies that no fee or commission, or any other thing of value, has been paid or agreed to be paid to any employee, agent, representative, official or current Proposer of the Airport in order to procure the contract described in this RFP. The Proposer also certifies that the financial information in its proposal has been arrived at independently and without consultation, communication or agreement with the Airport, or other Proposers, to restrict competition as to any matter relating to this RFP.

Proposers shall assume full responsibility to review and evaluate the entirety of this RFP, the appendices hereto and any Addendum which may be issued, and to become fully informed of the detailed instructions and requirements of this RFP and the future Agreement expectations. Proposers shall thoroughly examine and become familiar with this RFP, the Proposal forms, the specimen Agreement, and all related documents comprising this RFP and any written Addendum thereto. Each Proposer shall judge for itself all conditions and circumstances within this solicitation having relationship to its respective Proposal.

Submission of a Proposal shall constitute an acknowledgment that the Proposer has thoroughly examined and is familiar with this RFP and Addendum which may be issued. The failure or neglect of a Proposer to receive or examine any RFP documents or Addendum shall in no way relieve Proposer from any obligation with respect to the Proposal or the obligations that result from submitting a successful Proposal. No claim based upon lack of knowledge or understanding of this RFP or its contents shall be allowed. The provisions and terms of the Agreement may be revised or adjusted by the Airport prior to final execution.

Equal Employment Opportunity

Rapid City Regional Airport is an Equal Employment Opportunity (EEO) organization, which does not discriminate on the basis of race, color, national origin, creed, sex, age, or the presence



of any sensory, mental or physical disability in consideration of a contract award. The successful Proposer will be required to comply with all federal, state, and local laws and regulations.

Prohibition Against Lobbying

The Proposer shall not lobby, either on an individual or collective basis, the Airport (its associated City employees, or outside advisors) or any federal, state, or local elected or public officials or staff regarding this RFP or its written Proposal. Proposers, the Proposer's acquaintances, friends, family, outside advisors, agents, or other representatives shall not contact the Airport (its associated City employees, or outside advisors) or any federal, state, or local elected or public officials or Airport staff to arrange meetings, visits, or presentations to influence the outcome of the selection process. Violation of this provision, by or on behalf of a Proposer, intentionally or unintentionally, will result in disqualification of the Proposer and/or rejection of a written Proposal.

Questions, Inquiries and Contact with Airport Staff

The Airport is committed to providing all interested parties with accurate and consistent information in order to ensure that no Proposer obtains an undue competitive advantage. To this end, from the date of this RFP through award of contract, the Airport contact is Toni Broom, Deputy Airport Director for Finance & Administration. All questions from Proposers must be submitted in writing, electronically, to toni.broom@rcgov.org by 5:00 PM MT, June 5, 2026. It will be the sole responsibility of the Proposer to ensure questions are submitted in a timely manner. Answers to questions, other clarifications and/or Addendums will be posted on the Airport's web site.

It shall be the Proposer's responsibility to monitor the Addendums that may be issued under and as a part of this RFP. Copies of this RFP, and any Addendum issued, are available for viewing at the following link: <https://rapairport.com/category/projects/>. Any Addendums so issued are to be considered a part of this RFP document. Therefore, receipt of all Addendums issued during this RFP must be acknowledged on Attachment B –Designated Company Point of Contact for this Solicitation and Acknowledgement of Addendum Form.

Required Provisions and Nondiscrimination

The final executed Agreement will contain provisions required by the FAA, including but not limited to, civil rights non-discrimination, and will be subordinate to agreements between the Airport, the United States of America and the state of South Dakota.

An Agreement for work described in this Request for Proposals obligates the Contractor to be non-discriminatory in its employment practices in accordance with the City of Rapid City's Non-Discrimination Policy. In compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the rehabilitation act of 1973, the age discrimination act of 1975, the Americans with disabilities act of 1990, and other nondiscrimination authorities, it is the policy of the City of Rapid City to provide benefits, services, and employment to all persons without regard to race, color, national origin, sex, disabilities/handicaps, age, or income status. No distinction is made among any persons in eligibility for the reception of benefits and services provided by or through the auspices of the City of Rapid City. If the Contractor has any concerns regarding the provisions of services



or employment on the basis of disability/handicap, the Contractor may contact the City's ADA/Section 504 coordinator at (605)394-4136.

Prohibited Entity Certification

The Proposer must submit a Certification of Prohibited Entity Status (Attachment C) with its Proposal that certifies that the Proposer is not a Prohibited Entity as defined in SDCL 5-18A-1(19A), defined as a company or organization which is ultimately owned or controlled by a foreign parent entity or the government of the People's Republic of China, the Republic of Cuba, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Russian Federation, or the Bolivarian Republic of Venezuela. This Certification shall be provided in a form acceptable to the Board. A Proposer shall provide any information requested by the Board to verify the certification, upon request; however, the Board may rely on the certification without conducting any further investigative research or inquiry.

Debarment/Suspension Certification

The Proposer must submit a Certification Regarding Debarment and Suspension (Attachment D) with its proposal that certifies that the Proposer is not presently debarred or suspended from bidding by any government entity or is not otherwise prohibited from entering into this Agreement. A Proposer shall provide any information requested by the Airport to verify the certification, upon request; however, the Airport may rely on the certification without conducting any further investigative research or inquiry.

Airport Environment

It is important for Proposers to note that the Airport environment presents a set of unique challenges which are not typical of an off-airport setting.

Facilities must be open three hundred and sixty-five (365) days a year with operating hours and staffing levels reflecting the fluctuation in seasonal and daily passenger traffic. Last year, 905,211 passengers came through our facility.

The Airport is subject to specific federal security requirements and Proposer employees will be required to abide by all current and future security requirements at all times. Any employee of the selected Proposer who is on-site must pass a TSA mandated security background check and shall be properly badged. Badges must be clearly displayed at all times in the Airport. The cost of badging Proposer employees is the responsibility of the Proposer.

SECTION 3 INFORMATION AND INSTRUCTIONS TO PROPOSERS

Project Overview

The Rapid City Regional Airport is currently in the middle of a multi-year, multi-phase terminal renovation and expansion project. Phase 2 of the project includes relocation of the TSA Checkpoint and the Concourse Exit Lane.



The Airport currently uses an automated Exit Lane Breach Control System from Dormakaba. During the construction of the Exit Lane, the Dormakaba system will be inoperable and a temporary Exit Lane will be constructed. The temporary Exit Lane will need to be physically monitored to prevent any breaches. As such, the Airport is seeking proposals from experienced and qualified Security Service Providers to provide short term security services during the Exit Lane construction.

Scope of Work

The temporary exit lane will need to be staffed daily, seven (7) days a week, with one security technician, for approximately twenty-one (21) hours per day, from 3:30 AM until Midnight. The ending time can vary slightly depending on the time of the last arrival in the evening. The Airport reserves the right to change the opening and closing schedule, as well as the end date for the Agreement.

Site Visit

A Site Visit is scheduled for Tuesday, June 2, at 1:30 PM MT to discuss the Scope and answer questions. The meeting will be held in the Airport Board Room located on the second floor of the terminal.

Term of Contract

The term of the non-exclusive Agreement will be from approximately August 1, 2026, through February 28, 2027. However, the Airport reserves the right to include a termination clause in the Agreement based on when the newly constructed exit lane opens.

Indemnity and Insurance

The Proposer shall defend, indemnify and hold harmless the City of Rapid City and the Airport and shall obtain and maintain, at its expense, the following minimum limits of occurrence-based insurance coverage for the duration of this agreement:

Workers Compensation	As required by South Dakota law
WC Employer Liability	\$100,000.00
Comprehensive General Liability	\$1,000,000.00
General Aggregate	\$2,000,000.00 per occurrence
Business Automobile Insurance	As required by South Dakota law

Such insurance policies shall name the “City of Rapid City and the Rapid City Regional Airport Board, individually and collectively, and its representatives, officers, officials, employees, agents and volunteers” as additional insured with respect to all activities arising out of the performance of the Work and/or services under this agreement. Acceptable Certificates of Insurance and Endorsements confirming the above coverage shall be filed with the Airport before commencing any work and/or services. Such Certificates shall afford City thirty (30) days written notice of cancelation or material change of coverage. Department’s failure to obtain from Contractor a Certificate of Insurance conforming to the foregoing requirements shall not be deemed a waiver



of any of the foregoing requirements. This paragraph shall in no way limit the provisions of the indemnity area.

Licensing

The Proposer and its employees must be licensed by the City of Rapid City pursuant to and in accordance with the provisions of Rapid City Municipal Code Chapter 5.52. Failure to have and maintain the required license(s) will make the Proposer unqualified to be selected as the Security Contractor and will be grounds for immediate termination by the City of the contract for work described in this Request for Proposals, if Proposer is selected as the Security Contractor.

Reporting and Procedures

The following information includes certain reporting and other procedures that will need to be followed by the selected Proposer. This list is not all encompassing and additional reporting and requirements may be added to the final Agreement.

- Log sheets must be submitted to the Airport Deputy Director on a weekly basis.
- All irregular occurrences such as a breach, damage or vandalism, unsecured doors or broken windows, or any other suspicious activity must be reported daily via email or text to the Airport Deputy Airport Director.
- All emergency and illegal activity *must be* immediately reported to the Rapid City Police Department by calling 911. Airport Operations must be notified immediately after calling 911 at 605-593-3419.
- The Contractor must agree to bill the Airport by invoice on a monthly basis in accordance with the terms of this RFP. The Airport will remit payment to Contractor within forty-five (45) days of each invoice.
- The Security Contractor must agree to other contractual terms, including but not limited to terms regarding confidentiality, indemnification, and holding the Airport and City of Rapid City harmless for certain actions.

Key Dates:

May 23 & 30, 2026	RFP Advertised
June 2, 2026, 1:30 PM MT	Site Visit Airport Board Room, Terminal
June 5, 2026, 5:00 PM MT	Final Date for Written Questions
June 18, 2026, 2:00 PM MT	Proposals Due

Proposal Instructions

Proposals should include three (3) originals and one electronic copy of the proposal on a flash drive or other such device.



Proposals must be submitted in sealed envelopes address to: Rapid City Regional Airport, Administration Office, 4550 Terminal Road, Suite 102, Rapid City, SD 57703 and received no later than 2:00 PM, MT, Thursday, June 18, 2026. No proposals will be received after the deadline.

All Proposals will be time-stamped upon receipt and any Proposals received after the time specified above will be returned unopened. In bold lettering, mark the sealed envelope with the following words: “**AIRPORT SECURITY SERVICES**”. Faxed or emailed copies will not be accepted. In lieu of physical delivery, Proposers may request a secure link to upload their Proposal by emailing toni.broom@rcgov.org. Such submittals must be received no later than 2:00 PM, MT, Thursday, June 18, 2026.

All responsive Proposals become the property of the Airport and must be provided without cost to the Airport. Except as otherwise provided for herein, Proposals which are incomplete or which are not in conformance with the law, may be rejected as non-responsive.

Proposal Information

The Proposer’s documents must include the following information:

1. Completed Attachments:
 - a. Attachment A – Contractor’s Proposal
 - b. Attachment B – Designated Company Point of Contact for this Solicitation and Acknowledgement of Addendum Form
 - c. Attachment C – Certification of Prohibited Entity Form
2. Executive Summary – List important features of the proposal, explaining why you would like to be awarded the contract and what you will bring as the preferred vendor.
3. Management and Operational Plan – Indicate the company structure including the CEO, COO, history/background of service, and qualifications to provide services.
4. Three references.



Proposal Evaluation Criteria

Scoring (Circle One)

1: Contractor's Experience and References - 25% of total

Number of contracts.

Length of business operation.

1 2 3 4 5 6 7 8 9 10

2: Availability of Staff to Cover the Required Services – 25% of total

Hours of operation.

Number of personnel.

1 2 3 4 5 6 7 8 9 10

3: Service Cost – 50% of total

Monthly cost of service.

1 2 3 4 5 6 7 8 9 10

Score:

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

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



ATTACHMENT A
CONTRACTOR'S PROPOSAL
To be returned with Proposal

NAME OF PROPOSER: _____

ADDRESS: _____

PHONE NO: (_____) _____ FAX NO.: (_____) _____

E-mail address: _____

Attach Executive Summary, Management & Operations Plan, and a list of experience and three (3) Business References.

Total number of staff available to cover the required services: _____.

Proposer agrees to provide the City of Rapid City with temporary security services at the Rapid City Regional Airport at the following price, to-wit:

Hourly Rate: _____



ATTACHMENT B
To be returned with Proposal

Proposer Name: _____

**DESIGNATED COMPANY POINT OF CONTACT FOR THIS SOLICITATION AND
ACKNOWLEDGEMENT OF ADDENDUM FORM**

The person or persons listed below should include those designated by the Proposer as being the authorized company point(s) of contact. The person or persons listed below should be qualified and authorized to provide, or arrange to be provided, any additional information which may be requested, or answer any questions regarding the Proposal submittals.

Name _____

Title _____

Company _____

Phone Number(s) _____

Mailing/Parcel Delivery
Address

Email Address _____

ADDENDA – <https://www.rapairport.com/about-the-airport/doing-business>. It is Proposer’s responsibility to check for issuance of any addenda at the above website. The authorized representative hereby acknowledges receipt of the following addenda:

Addenda No: _____ Date: _____ Addenda No: _____ Date: _____

Addenda No: _____ Date: _____ Addenda No: _____ Date: _____



ATTACHMENT C
To be returned with Proposal

Proposer Name: _____

CERTIFICATION OF PROHIBITED ENTITY STATUS
SDCL 5-18A-51

SDCL 5-18A-1(19A) defines “Prohibited Entity” as follows:

“[A]n organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates, of those entities or business associations, regardless of their principal place of business, which is ultimately owned or controlled by:

- (a) A foreign parent entity from the People's Republic of China, the Republic of Cuba, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Russian Federation, or the Bolivarian Republic of Venezuela; or
- (b) The government of the People's Republic of China, the Republic of Cuba, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Russian Federation, or the Bolivarian Republic of Venezuela.

A prohibited entity does not include a citizen or legal permanent resident of the United States, or an individual foreign national;

The undersigned hereby certifies the following:

1. I am an authorized representative and agent of _____ (“Proposer”);
2. Check one:

 Proposer is not a Prohibited Entity as defined by SDCL 5-18A-1(19A); or
 Proposer is a Prohibited Entity pursuant to SDCL 5-18A-1(19A) but grounds for waiver exist pursuant to SDCL 5-18A-52. *If marking this option, provide the basis for the requested grounds for waiver.*
3. I understand that a Proposer who becomes a Prohibited Entity, as defined above, at any time after making this certification that it is not a Prohibited Entity, Proposer must provide written notice to the Board, who may terminate the contract.
4. I understand that the Rapid City Regional Airport Board has the right to terminate a contract with any contractor who submits a false certification, and that any bidder who submits a false certification may be subject to suspension or debarment under SDCL 5-18D-12.

Dated this _____ day of _____, 20__.

(Contractor Business Name)
By: _____
Printed name: _____
Title: _____



ATTACHMENT D
To be returned with Proposal

Proposer Name: _____

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

1. The Contractor certifies to the best of its knowledge and believe that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. The Contractor also certifies to the best of its knowledge that it and its principals are not presently debarred or suspended by the South Dakota Highway Commission; have not been served with a notice of intent to debar or suspend by the South Dakota Highway Commission; and will not subcontract with a debarred or suspended business for performance of this contract (A.R.S.D. Chapter 70:07:04).
3. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Dated this ____ day of _____, 20__.

(Contractor Business Name)

By: _____

Printed name: _____

Title: _____

