

**SOUTH DAKOTA SCIENCE AND TECHNOLOGY AUTHORITY  
REQUEST FOR PROPOSAL  
RFP: #2025-14**

**OVERHEAD DOOR INSPECTIONS AND MAINTENANCE**

**OCTOBER 31, 2025**

The South Dakota Science and Technology Authority (SDSTA) is seeking a professional contractor to provide routine inspections, maintenance and repairs on the overhead doors throughout the Sanford Underground Research Facility (SURF) in Lead, SD. Firms will be selected based on demonstrated competence and qualifications for the required work.

- This announcement is open to all businesses regardless of size. Quotes from small businesses are strongly encouraged.
- In order to be eligible for contract award the firm (individual) must be registered as a business entity with the South Dakota Secretary of State, the System for Award Management (SAM) and E-Verify.

Documents included in this Request for Proposal include:

- Draft Contract 2025-14
- Exhibit A: Insurance Requirements
- Exhibit B: Environment, Safety, and Health (ESH) Requirements
- Exhibit C: Federal Terms and Conditions
- Exhibit D: Acknowledgement of Risk Waiver
- Exhibit E: Release, Agreement Not to Sue, and Waiver

## **1.0 BACKGROUND**

SDSTA is a quasi-governmental agency established by the State of South Dakota to operate and manage SURF at the former Homestake Gold mine in Lead, SD. This facility has been rehabilitated and developed to support a variety of scientific experiments, including physics, biology, geology, and others. Our mission is to advance world-class science and inspire learning across generations

## **2.0 SCOPE**

SDSTA is looking to establish a partnership with a qualified contractor to conduct annual door inspections on the surface of the site at a fixed rate. Additionally, scheduled repairs and on-call reactive services will be performed on a time and materials basis. The selected contractor must complete all relevant SDSTA safety training, to include fall protection, and ensure compliance with all Environmental, Safety, and Health (ESH) requirements to be on-site. The scope of work includes, but not limited to, the following:

- 2.1 Contractor to provide skilled support for preventive maintenance inspections, scheduled repairs, and reactive services on electrical or manually operated roll-up doors.
  - 2.1.1 The annual inspection of the existing 44 doors will be conducted over two full days, accompanied by an on-site guide.
  - 2.1.2 All supervision, labor, materials and expendable equipment provided by contractor.
  - 2.1.3 Utility and transportation services provided by contractor.
  - 2.1.4 Trip charge.
  - 2.1.5 Documenting maintenance reports and repairs.

### **3.0 SDSTA ADDITIONAL REQUIREMENTS**

- 3.1 Site Visit instructions:
  - 3.1.1 Pre-registration: email Eva M. Omdahl at [comdahl@sanfordlab.org](mailto:comdahl@sanfordlab.org) by or before 2:00pm MT on November 10, 2025 with company name and individuals attending.
  - 3.1.2 There will be required safety training before surface only site visit.
  - 3.1.3 The site visit will not be able to accommodate visiting all 40+ doors in 2 hours. We will visit some and be able to view most all locations.

### **4.0 SCHEDULE**

The activities noted in the Scope section above should commence following the award of the contract. The schedule for completion of this project is negotiable and flexible to accommodate the contractor's availability. The proposed schedule for the project is:

|                                            |                   |
|--------------------------------------------|-------------------|
| RFP Posted .....                           | November 3, 2025  |
| Register for Site Visit by 2:00pm MT ..... | November 10, 2025 |
| Site Visit 7:30am MT .....                 | November 13, 2025 |
| Questions Due by 2:00 pm MT .....          | November 19, 2025 |
| Q&A Posted by 2:00pm MT .....              | November 21, 2025 |
| RFP Responses Due by 2:00pm MT .....       | December 3, 2025  |
| Contract Awarded By (Target Date) .....    | December 10, 2025 |

### **5.0 Submission Requirements**

The bid in response to this RFP must contain the following:

- 5.1 Proposal referencing RFP #2025-14 detailing the capabilities to perform the services outlined in the scope.
- 5.2 Fixed-price rate schedule for three years of annual inspections of 44 overhead doors.
- 5.3 Time and materials pricing for scheduled repairs and reactive services, including standard, overtime and holiday rates, valid for a period of three years.
- 5.4 Parts pricing structure.

### **6.0 Proposal Requirements**

- 6.1 Offerors are requested to email their proposal in PDF format no later than 2:00pm (MT) on December 3, 2025 to Eva M. Omdahl at [comdahl@sanfordlab.org](mailto:comdahl@sanfordlab.org).
- 6.2 Questions must be sent by email to Eva no later than November 19, 2025 at 2:00pm (MT). Answers will be emailed to all prospective proposers and posted to the [sanfordlab.org](http://sanfordlab.org) website on November 21, 2025 by 2:00pm (MT).
- 6.3 The bid period may be extended at the discretion of the SDSTA based on the quantity and/or complexity of questions. Any notices of extension of time to respond will be distributed to all prospective proposers.
- 6.4 All communications regarding this procurement between RFP release and contract award shall be directed to Eva. Communications with other SDSTA staff regarding this procurement in advance of the contract award are not allowed.

### **7.0 Selection Process**

The SDSTA will review all submitted bids for adherence to this request's requirements and capabilities and select the firm providing the Lowest Cost – Technically Acceptable bid.