

**Entity Name:** South Dakota State Government

**Event Number:** 8553

**Event ID:** 23RFP8553

**Event Name:** SDWF Hot Springs SEAT Base Office

**Requested By:** Scott Nelson

**Created By:** Scott Nelson

**Due By Date:** 04/06/2023 05:00 PM Central Time

**Q&A Cutoff Date:** 03/13/2023 9:00 AM Central Time

**Invitation Type:** Invitation Only

**Assigned Commodities:** 070-72 Trailers, House (Mobile Dorms, Homes, Labs, Offices) (Effective 1-1-06 this item has been inactivated, refer to Class 071, 072 and 073); 071-55 Motor Homes (Incl. Bookmobiles, Mobile and Field Offices, etc.)

**Allow Supplier Terms and Conditions:** No

**Public Responses:** No

**Display Awardee:** Display

**Posting Board Status:** Published

**Event Status:** Event Under Review

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**Section #: Name:**

**1 Section 1 - RFP Event**

Do not submit response through ESM Sourcing as this section is for informational purposes only. Please download RFP document and follow submittal instructions to respond.

**PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

SDWF is procuring a mobile office unit to place on site at Hot Springs airport to act as an office for SEAT managers and Fixed-base operator (FBO) for pilots. Based on appropriated funds, the budget is \$50,000.

SDWF is seeking solutions with options that meet the following minimums. We would like to have options presented as line items so we can adjust amenities as the budget allows. The scope will include delivery and placement at the airport. Once the office is placed it will not be moved until it is retired. Please provide options with flexibility in configuration and line-item pricing.

SEAT Base Trailer proposed minimum requirements:

- For Hot Springs
- Prefer 12' x 50', but minimum 10' X 40'
- 2 exterior doors/entrances, minimum of 1 door
- 1 office and 1 common area
- Front office with LARGE window for SEAT managers to view planes
- Insulated, heated and air conditioned
- Electric outlets – verify with owner, but at least:
- Power needed in each office and common area per electrical code
- Outside – 1 outlet by each door
- Phone jacks – 1 in the front office only
- Sufficient lighting in all areas
- Exterior lights – 1 by each door
- Outside Skirting, if needed
- Stairs, if needed
- Delivered and set up at Hot Springs Airport, SD

Line items as indicated for possible/if needed items.

**ISSUING OFFICE AND RFP REFERENCE NUMBER**

SDWF is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, SDWF. The reference number for the transaction is 23RFP8553. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

**SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)**

RFP Publication 3/13/2023

Deadline for offeror's questions 3/24/2023

Response to offeror's questions 3/27/2023

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Proposal Submission 4/6/2023

#### SUBMITTING YOUR PROPOSAL

All proposals must be completed and received by SDWF by the indicated dates in the Schedule of Activities.

Proposals received after the deadline will be late and ineligible for consideration. Electronic copies are acceptable for the proposal. Submit via email to: [Joannah.tornow@state.sd.us](mailto:Joannah.tornow@state.sd.us) with subject line: 23RFP8553

Proposals should be addressed and labeled as follows:

REQUEST FOR PROPOSAL 23RFP8553  
PROPOSAL DUE 4/6/2023  
STATE POC : Joannah Tornow  
3305 W South St, Rapid City, SD 57702

No proposal shall be accepted from, or no contract or purchase order shall be awarded to any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.

#### OFFEROR INQUIRIES

Offerors may email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Inquiries must be emailed to Joannah Tornow at [Joannah.tornow@state.sd.us](mailto:Joannah.tornow@state.sd.us) with the subject line "23RFP8553".

SDWF will respond to offeror's inquiries (if required) via e-mail. In addition, all inquiries and the State's response will be posted on the state's e-procurement system. Offerors may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

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#### Terms and Conditions

##### ESM Sourcing Terms

None

##### General Terms and Conditions

None

##### Event Specific Terms and Conditions

Please see attached RFP document.