

Request for PROPOSALS (RFP)
Fixed Asset Inventory and Tagging Services
Sweetwater County School District # 1

Sweetwater County School District #1 is seeking proposals from qualified firms to provide fixed asset capture, inventory, and tagging services for all District-owned building and facilities major equipment e.g. HVAC & Ref equipment, Pumps, etc. The district does not currently have a comprehensive, building-by-building fixed asset inventory. The selected firm will be responsible for physically tagging, photographing, and recording all fixed assets, along with capturing associated metadata in a digital format compatible with the District's asset management systems.

The District intends to use this inventory for financial reporting, insurance documentation, facilities management, and long-term capital planning.

RFPs are to be submitted to Sweetwater County School District #1, 3550 Foothill Blvd, Rock Springs, WY 82901. Care of Daniel Selleroli, Director of Facilities, no later than 2:00 pm November 21st, 2025.

The deadline for additional questions is November 10th, 2025.

Dated: October 28, 2025

Sweetwater County School District # 1

Josh Sorensen

Treasurer

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Please Publish: November 1st, and 5th, 2025