

Request for Proposal / Request for Qualifications (RFP/RFQ)

Fixed Asset Inventory and Tagging Services

Issued by: Sweetwater County School District #1

1. Introduction and Purpose

Sweetwater County School District#1 is seeking proposals from qualified firms to provide fixed asset capture, inventory, and tagging services for all District-owned buildings 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.

2. Scope of Work

The scope of services will include, but not be limited to:

1. Project Planning and Kickoff
2. Asset Capture and Tagging
3. Data Collection and Metadata Requirements
4. Technology and Data Deliverables
5. Training and Handoff

3. District Facilities

The District consists of approximately:

- [X] elementary schools
- [X] middle schools
- [X] high schools
- [X] administrative/auxiliary buildings

- Total building square footage: [Insert Approximate Sq Ft]

A full list of facilities with addresses will be provided upon award or during the pre-bid meeting.

4. Proposal Requirements

Respondents must provide:

- Firm Background and Qualifications
- Project Approach and Methodology
- Project Timeline
- References
- Cost Proposal
- Additional Value-Added Services (optional)

5. Evaluation Criteria

Proposals will be evaluated on:

- Qualifications and relevant experience (30%)
- Methodology and project approach (25%)
- Cost (25%)
- References and past performance (10%)
- Ability to meet schedule and District requirements (10%)

6. Procurement Instructions

- Submission Format: Electronic (thumb drive)/Hard (4) copies
- Contact for Questions: Daniel Selleroli, Director of Facilities
307-352-3400
- Pre-Proposal Meeting (if applicable): 11/11/2025 at 9:00 am at the Facility office, 3750 Foothill Drive, Rock Springs, WY, 82901

7. Terms and Conditions

- The District reserves the right to reject any or all proposals.
- The District is not responsible for costs incurred in preparing proposals.
- Award subject to available funding and District Board approval.
- Selected firm must comply with all applicable laws and background checks.

8. Anticipated Schedule

- Deadline for Questions: 11/10/2025
- Proposals Due: 11/21/2025
- Review & Interviews (if applicable):
11/24-11/25. Virtual/In-person