

**LEWIS AND CLARK COUNTY
REQUEST FOR PROPOSALS
ARCHIVAL RECORDS & ARTIFACTS REVIEW PROJECT**

Lewis and Clark County, the City of Helena, and the City of East Helena are seeking proposals from qualified firms to provide an overall assessment and measurement of the archival records and artifacts of each jurisdiction contained throughout multiple facilities in the area. The purpose of this RFP is for the successful offeror to accurately determine the total linear foot measurement of each jurisdiction's archival records and artifacts including fragile historic documents, photographs, maps, and large items such as displays and a street trolley. The terms and conditions of the agreement will be negotiated with the selected firm.

Copies of the detailed RFP, including a description of the minimum content of responses, the scope of work, and the criteria to be used in order to evaluate the proposals, are available online at <https://www.lccountymt.gov/bocc/bidsrfrfqsoq.html> or by contacting Casey Hayes, Purchasing Officer, at chayes@lccountymt.gov. All proposals submitted in response to this solicitation must be received at the Office of the Lewis and Clark County Commission, 316 N. Park Ave., Room 345, Helena, MT 59623 by 4:00 PM MDT on May 15, 2023.

The most qualified firm whose response is deemed most advantageous to Lewis and Clark County will be chosen, all factors considered. Unsuccessful proposers will be notified as soon as possible.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, Lewis and Clark County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory, incomplete, or inappropriate. Proposals become the property of Lewis and Clark County. The County is not responsible for paying costs associated with preparing a proposal.

Publication Dates:

- Sunday, April 9, 2022
- Sunday, April 16, 2022