

**Request for Proposals 24-01CD**

**Curatorial, Archival and Museum Services**

**for the**

**City of Palmer**

**City of Palmer**

**231 W. Evergreen Ave.**

**Palmer, AK 99645**

**Deadline for Submittal:**

**November 8, 2024**

**No later than 2:00 p.m.**

**Issued: October 18, 2024**

**REQUEST FOR PROPOSALS**

**RFP 24-01CD**

**CURATORIAL, ARCHIVAL and MUSEUM SERVICES**

**City of Palmer, Alaska**

**Request for Proposal Schedule –** The dates listed below are estimates and subject to change without notice:

Request for Proposal Issued October 18, 2024

All Questions or Inquires to RFP Due – By 5 p.m. October 25, 2024

Due Date for Proposals – By 2:00 p.m. November 8, 2024

Proposal opening – 2:15 p.m. November 8, 2024

City Council Chambers

231 W. Evergreen Avenue, Palmer

Intent to award Notice November 13, 2024

Award of Contract by City Council November 26, 2024

Contract Begins January 1, 2025

1. **Background**

The City of Palmer owns historical artifacts entrusted to the city. Artifacts are stored and displayed at the Palmer Visitor Information Center and Museum located at 723 S. Valley Way, Palmer.

**2.0 Purpose**

The City is issuing a Request for Proposals from organization professionals with experience in Curatorial, Archival and Museum Services to assist the City in the preservation and display of historical artifacts owned by the city. All inquiries or questions concerning this Request for Proposals must be submitted in writing to Director Brad Hanson, City of Palmer, 231 West Evergreen Avenue, Palmer, AK 99645 by 5 p.m. on October 25, 2024.

**3.0 Scope of Services**

The City is seeking an organization or firm to perform the following specialized range of services:

1. General Curatorial, Archival and Museum Services to the City in accordance with Industry best practices and City budgets, as adopted and amended.
2. Shall perform all tasks associated with the curation and preservation of historical artifacts owned by the City, also referred to as the Collection. This includes the following tasks:
   * + 1. Maintain an inventory or catalogue of all items in the Collection and provide either a paper or digital copy of the inventory or catalogue to the City.
       2. Maintain the registration of all items in the Collection.
       3. Collect and register items as described in the collections policy., attached as Exhibit B.
       4. Develop and maintain displays of collected items as public display areas within the VIC.
       5. Provide for the proper care and custody of the Collection utilizing accepted archival practices.
3. The Collection shall remain the property of the City.
4. Ownership of items subsequently acquired by the PMHA are determined by the Palmer Museum Collection Policy and Procedure, (Exhibit B) herein incorporated into this Agreement.
5. Act as an independent contractor, is solely responsible for hiring staff and entering into agreements for contract services as necessary to perform its duties under this Agreement.

**4.0 Submittal Requirements**

Responses to this RFP must contain the following information:

1. Cover letter/statement of interest indicating the proposer’s interest in the project and willingness to enter a contract with the City. The letter shall be signed by proposer or officer of the company who has the authority to commit their firm to the proposed project; and
2. Description of experience in providing the types of services described in the Scope of Work including list of current customers.
3. Provide an itemized description of contractor activities necessary to accomplish Item 2 “Scope of Services” and associated costs.

Response should be no more than ten (10) pages.

The Respondent is encouraged to include as much pertinent experience and information as necessary to ensure proper evaluation of the proposal.

**5.0 Proposal Specifications**

To qualify your bid, the following specifications must be adhered to:

1. Submit one unbound original and three copies of the sealed bid or proposal to:

City of Palmer

Attn: Brad Hanson

231 W. Evergreen Ave.

Palmer, AK 99645

1. Outside of sealed envelope MUST be clearly marked “**Curatorial, Archival and Museum Services**”. If the envelope is not clearly marked and is opened in error, the proposal/bid may be disqualified.
2. Envelopes received after the time specified on the Request for Proposals will be refused and will be returned unopened to the originator. It is the responsibility of the proposer to ensure the document is delivered by the deadline. If the courier service chosen arrives after the deadline, the delivery time will be recorded on the bid envelope before being returned to the sender. **There are NO exceptions to this policy.** If a copy of the Proposal score sheet is being requested, please include a stamped, self-addressed envelope with your proposal.

Protest:

A protest based on alleged improprieties or ambiguities in this request for proposals must be filed at least five (5) days before the due date of the proposal. Proposers wishing to file a formal bid protest concerning a bid award/recommendation shall submit the protest in writing including the name, address, telephone number and continuously operating fax number of the protester, identification of the request at issue, and a detailed statement of the legal and factual grounds for the protest to the City Manager’s Office, Attn: Brad Hanson, 231 W. Evergreen Avenue, Palmer, Alaska 99645 within two business days after a notice of intent to award the contract is issued pursuant to Palmer Municipal Code 3.21.290. Upon receipt, the City Manager will review the protest. The City shall send a written response regarding the protest to all the vendors that participated in the bid submittal.

**6.0 Schedule**

Sealed responses for RFP 24-01CD, Curatorial, Archival and Museum Services, will be received until 2:00 p.m., November 8, 2024, at Palmer City Hall, Attn: Brad Hanson, 231 W. Evergreen Avenue, Palmer, Alaska 99645. All sealed responses being hand delivered must be stamped and logged in at the information desk. The City assumes no responsibility for responses received after the due date and time, or at any office other than that specified herein, whether due to mail delays, courier mistakes, mishandling, inclement weather, or any other reason. Late responses shall be returned unopened and shall not be considered for selection. There will be no exception to this policy.

**7.0 Method of Selection**

Selection Process: Evaluation and recommendation will be based on the established evaluation criteria. A Selection Team will present its recommendations to the Palmer City Council which has the authority to make the final determination and award contracts.

Evaluation Criteria: The qualifications shall be evaluated using the following criteria:

**Criteria Points**

1. RELEVANT EXPERIENCE - Provide detailed relevant experience 40

of similar projects which includes names of clients, contact

person and current phone numbers, brief description of service

performed, date of service. The City may contact any or all of

the listed clients for a reference.

1. PROJECT APPROACH - Describe the methodology to be employed 20

in completing the tasks and deliverables of this RFP.

1. OTHER FACTORS - Proposer’s knowledge of local conditions, 20

history of projects successfully completed for the City within

budget, capacity, and willingness to proceed, willingness to

abide by the City’s standards for agreements with few or no

objections or changes, and relevant factors impacting the quality

and value of work.

1. PROPOSED FEE - The cost proposed to the City for performance 20

of the services required under this solicitation.

MAXIMUM TOTAL POINTS 100

Final Selection: The City will enter negotiations with the proposer evaluated to be the most qualified based on the above defined criteria. If fair and reasonable compensation, contract requirements, and contract documents can be agreed upon with the most qualified proposer, the contract will be awarded to that proposer.

**8.0 General Information**

Addenda and Interpretation: Any request for interpretation or requests for changes to response specifications received by the City before 2:00 p.m., September 20, 2024, will be given consideration. All requests should be faxed to 907-745-5443, Attn: Brad Hanson or emailed to [bahanson@palmerak.org](mailto:bahanson@palmerak.org). Any changes made to this RFP will be made in writing in the form of an addendum and, if issued, will be mailed or sent by electronic means to all prospective respondents prior to the established response opening date. The Proposer shall acknowledge receipt of such addenda in the space provided therefore in the Bid/Response form.

In the event any proposer fails to acknowledge receipt of such addenda or addendum, his/her proposal will nevertheless be construed as though it has been received and acknowledged and the submission of his/her proposal will constitute acknowledgement of the receipt of same. All addenda are part of the Proposal Documents and each proposer will be bound by such addenda, whether or not received by the proposer. It is the responsibility of each proposer to verify that he/she has received all addenda issued before the proposals are due.

Business Registration and Taxation: Proposers shall be properly licensed and insured in accordance with City policy and codes.

Contact: Questions from prospective candidates/firms can be directed to Brad Hanson at [bahanson@palmerak.org](mailto:bahanson@palmerak.org).

Expenses Incurred in Preparation and Submittal of Proposal: The proposer shall be fully responsible for any and all expenses incurred in the preparation and submittal of this proposal. The City will accept no financial responsibility whatsoever as it relates to this proposal.

Hold Harmless Agreement: As a part of the agreement with the City and for the same consideration as provided for in the contract, the Proposer agrees to the fullest extent permitted by law to indemnify, hold harmless and defend the City, its officials and employees from and against all claims, damages, losses and expenses including attorney’s fees and appellate attorney’s fees arising out of or resulting from the performance of the work, providing that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, death or personal injury, or the injury to or destruction of tangible property including the loss of use resulting therefrom, and (2) is caused in whole or in part by an negligent act or omission of the proposer, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

In any and all claims against the City or its agent or employees by the employee of the proposer, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this section shall not be limited in any way by an limitation on the amount or type of damages, compensation or benefits payable by or for the proposer or any subcontractor under Workers’ Compensation acts, disability benefit acts, or other employee benefit acts.

Nondiscrimination: City of Palmer policy requires proposers, vendors, or other entities that conduct programs, services or activities on behalf of the City to comply with the requirements of the Americans with Disabilities Act. Furthermore, City policy requires that vendors, contractors, proposers will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex or marital status.

Curatorial, Archival and Museum Services Agreement: The proposer selected as the successful responder will be expected to enter into a Contract for Curatorial, Archival and Museum Services Agreement with the City of Palmer. A copy is attached to this RFP as Appendix A as “Professional Services Agreement for Curatorial, Archival and Museum Services”.

Public Records: Respondents should familiarize themselves with the provisions of the Public Records Law, AS 40.25.110-120. Contents of proposals, bid tabulations and evaluations will become a public record pursuant to AS 40.25.110-120 upon the City Council’s approval of a contract award.

Term: It is the intent of the City to enter into a contract with the successful proposer for a period the length of the project.

Conflict of Interest: Each company must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a proposal in response to this RFP, proposers affirm that they have not given, nor intend to give at any time thereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a company’s proposal. An award will not be made where a conflict of interest exists. The City will determine whether a conflict of interest exists and whether it may reflect negatively on the City’s selection of a company. The City reserves the right to disqualify any company on the grounds of actual or apparent conflict of interest.

Payment of Tax: The City will not be liable for Federal, State or Local excise taxes.

**9. Minimum Insurance Requirements**

Proposer shall procure and maintain for the duration of the contract insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work hereunder by the Proposer, his agent, representatives, employees or subcontractors. Insurance shall be obtained from insurance companies that are permitted carriers by the State of Alaska for the types of insurance required by the City.

Workers’ Compensation Minimum Limits

$500,000 Employers Liability and Workers’ Compensation as Statutory

required by Alaska State Workers’ Compensation statutes

Comprehensive General Liability Minimum Limits

Bodily Injury and Property Damage Liability $1,000,000

Premises Operations including explosion, collapse, and Combined Limit

underground; Products and Complete Operations; Broad Each Occurrence

Form Property Damage; Blanket Contractual; Personal and $2,000,000

Injury; Owner’s/Contractor’s Protection Aggregate

Comprehensive Automobile Liability Minimum Limits

Bodily Injury and Property Damage, including all owned, $1,000,000

hired and non-owned automobiles Combined Limit

per Accident