

Request for Quotes (RFQ)
Records Inventory and Records Management Services

Municipality: Village of Chestnut Ridge
Address: 277 Old Nyack Turnpike, Chestnut Ridge, NY 10977
RFQ Issue Date: March 16, 2026

The purpose of this RFQ is to establish the budget for the proposed services specified herein. Pending approval of the project by the funding source, the Village expects to initiate procurement for the services sometime after October 1, 2026. At that time, vendors responding to this RFQ will be given an opportunity to re-validate their quotations. At its option, the Village may issue a request for proposals or invitation to bid prior to procurement. All services covered by this RFQ must be completed within 6 months but not later than June 30, 2027.

1. Overview

The Village of Chestnut Ridge is seeking quotes from qualified vendors to complete an inventory and organizational review of municipal paper records stored in municipal facilities.

The purpose of this project is to inventory existing paper records, organize records according to New York State Archives guidelines, identify records retention requirements under the New York State Archives Records Retention and Disposition Schedule LGS-1, and develop a practical framework for managing municipal records in the future.

This Request for Quotes may be used in connection with a potential application to the New York State Local Government Records Management Improvement Fund (LGRMIF) grant program.

2. Scope of Work

The selected contractor will assist the Village with reviewing and organizing its paper records and developing a records management framework consistent with New York State Archives guidance.

A. Records Inventory

The contractor will conduct an inventory of 500 cubic feet of paper records located in Village offices and storage areas. Records may be located in file cabinets, boxes, shelving units, or other storage locations.

The project will focus on a subset of paper records maintained by Village administrative offices and departments. At the inception of the project the Village will designate the specific records to be inventoried.

At a minimum, inventory data for each record series must identify the originating department, the storage location, container or box identifier, record series title or number, the record format, a

general description of the records, the dates covered, and the applicable reference number and retention period from Schedule LGS-1 schedule, which will be used to calculate the approximate date when records become eligible for destruction.

The contractor should assume an inventory rate consistent with accepted archival practice. The standard inventory rate for paper records is generally one to two cubic feet per hour depending on the condition and organization of records.

B. Records Organization and Identification

The inventory will identify and advise the Village about records that will be eligible for destruction on June 30, 2027. The contractor will not be responsible for destroying the records. Records identified as eligible for destruction will be reviewed and approved by the Village prior to any disposition.

C. Records Management Needs Assessment and Program Plan

The contractor must include development of a records management needs assessment and a records management program plan for Village departments covered by the inventory.

The needs assessment should evaluate the departments' current records management practices, including storage conditions, indexing practices, retention compliance, and records access.

The contractor will prepare a program plan that identifies short-term and long-term goals for improving records management within the Village. The program plan should outline recommended policies, procedures, organizational responsibilities, and implementation steps that will support ongoing compliance with the New York State Archives Records Retention and Disposition Schedule LGS-1.

3. Deliverables

The project should result in a records inventory in spreadsheet or database format, identification of records eligible for destruction, recommendations for improved storage and records organization, a records management needs assessment, and a records management program plan addressing short- and long-term records management goals.

4. Project Timeline

RFQ Release Date: March 16, 2026

Quotes Due: March 23, 2026

The project will begin on or about October 1, 2026 and must be completed by June 30, 2027.

5. Submission Requirements

NOTE: This is a Request for Quotations not a Request for Proposals. Quotations should be prepared and submitted in a straightforward, economical manner. Lengthy responses and elaborate, time-consuming presentations of vendor capabilities are neither required nor desired. The Village will request more detailed information when needed.

Quotes must specify the hours required to complete the project, the hourly rate, and a total fixed cost to perform the work specified in this RFP. The hourly rate must include any travel, supplies, or other expenses associated with the project.

The response should include a brief (one paragraph) statement of the vendor's qualifications. Vendors responding to this RFQ should have experience in records management, archival inventory, or related services. Familiarity with New York State Archives guidance and the LGS-1 Records Retention Schedule is required. Experience working with local governments or public agencies is strongly preferred.

The Village has a short deadline to prepare the project plan and budget. Please respond to this RFQ as soon as possible but not later than 5 pm ET on March 23, 2026.

Quotes should be submitted to:

Contact Name: Florence Mandel

Title: Village Clerk

Municipality: Village of Chestnut Ridge

Address: 277 Old Nyack Turnpike, Chestnut Ridge, NY 10977

Phone: (845) 425-2805

Email: fmandel@chestnutridgevillage.org

8. General Conditions

The selected contractor will act as an independent contractor and not as an employee of the Village. The Village reserves the right to accept or reject any or all quotes received in response to this RFQ.

This RFQ also incorporates by reference the 2026-2027 guidance for the Local Government Records Management Improvement Fund (LGRMIF). If the proposed project receives LGRMIF funding the vendor will be expected to strictly follow the timelines and requirements specified by the LGRMIF program.