

**COOSA COUNTY, ALABAMA**  
**NOTICE OF INVITATION TO BID**  
**DOCUMENT MANAGEMENT SERVICES**  
**AND SOFTWARE**

**NOTICE IS HEREBY GIVEN** that Coosa County, Alabama (County), shall receive and open bids for document management services and software, including document inventory, secure document transport and storage, off-site scanning, indexing, and ongoing document management software with a public facing interface as specified in the Invitation to Bid.

By no later than **10:00 am Central Time December 1, 2023**, all bids must be mailed or hand-delivered to:

Amy Gilliland, County Administrator  
9709 US 231  
Rockford, AL 35136

**Only bids received in above-referenced location by 10:00 am Central Time December 1, 2023, will be opened and considered.** Bidders and any other interested individuals are invited to attend the bid opening.

The Invitation to Bid and all attachments, including bid specifications, can be accessed at <http://www.coosacountyal.com/> and at the Association of County Commissions of Alabama website at <https://www.alabamacounties.org/iacprogram/iac-bidding-opportunities/>. Bid addendums will be provided to all bidders, if necessary, in accordance with the Invitation to Bid. Alternatively, you may request a copy of the Invitation to Bid via email to the County's single point of contact Amy Gilliland, County Administrator, at [1coosacountyadm@gmail.com](mailto:1coosacountyadm@gmail.com).

Prospective bidders are required to perform an onsite visit of the Coosa County Courthouse, located at 9709 US 231, Rockford, AL 35136. The purpose of the site visit is to inspect the County documents relating to the Invitation to Bid to provide the Bidder with sufficient information needed to make an informed bid. Bidder must make an appointment with the County's point of contact, Amy Gilliland, at [1coosacountyadm@gmail.com](mailto:1coosacountyadm@gmail.com). Visits will only be allowed during normal business hours, Monday through Friday, between 8:00 am and 4:00 pm Central Time, excluding holidays. No visits will be scheduled after November 10, 2023.