

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 July 21, 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 July 21, 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.

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. Visits will only be allowed during the afternoon of Friday, June 23, 2023.