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**REQUEST FOR PROPOSALS
San Patricio County**

NOTICE is hereby given that the County of San Patricio, Texas, is requesting proposals for Document Imaging Services and Records Retention Processing. All bids must be clearly marked "RFP DOCUMENT IMAGING SERVICES AND RECORDS RETENTION PROCESSING - RFP 2023-001" David Wendel, San Patricio County Auditor, 400 W Sinton Street, B50 Sinton, Texas 78387. Proposals must be received by the County no later than 2:00pm on February 23, 2023 to be considered. Any proposal delivered or received after 2:00pm, will not be considered and shall be returned unopened to the addressee. The County reserves the right to reject any or all submissions.

The project consists of preserving original records, eliminate/reduce manual searches, expedite searches, and protect originals by reducing daily use. Bidders are required to inspect all items selected for service. Site visits may be schedule by contacting the County. Records will be located at 400 W Sinton St, Sinton, TX 78387. Questions or requests for information relating to this request for bid may be directed to Melanie Cooper via email at mcooper@sanpatriciocountytx.gov no later than 3:00pmon February 17, 2023. San Patricio County reserves the right to negotiate with any and all individuals or firms that submit proposals and may award one or more contracts to one or more service provider(s). Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises, and Labor Surplus Area firms are encouraged to submit proposals. The County of San Patricio is an Affirmative Action/Equal Opportunity Employer. Servicios de traducción están disponibles por petición.

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