



/ Opportunities

City Wide / General Services

CCPA Document Management Services

The City of Charlotte is inviting proposals from qualified companies to provide comprehensive Document Management Services, including scanning, storage, and shredding. These services will support the City's ongoing efforts to efficiently manage, store, and securely dispose of physical and electronic documents across various departments.

Details

Posting Number	2025-Q1(Jan-Mar)-CTW-17080
Anticipated Posting Date	2025-03-04
Commodity Code(s):	20488, 95882, 96227

Requirements

Last Updated: 01/31/25

Insurance Requirements

The City requires the awarded vendor(s) to obtain and maintain the following insurance coverage types:

- Automobile-For automobile operations liability
- General Liability-For bodily injury or property damage, arising from products, premises, completed work, personal & advertising injury
- Network Security-Network Security-for breaching of our network security
- Workers Compensation-For lost wages and medical expenses of injured workers

Estimated Total Value

The total project value is anticipated to be:



\$1,000,000 -4,999,999

Contract Term

The term of the project is anticipated to be:



Multi-Year



3 years, plus 2, 1-year renewals

For Questions, Contact:

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City Contact

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