



TOWN OF NORWELL  
OFFICE OF THE TREASURER  
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April 11, 2022

TOWN OF NORWELL  
RECORDS MANAGEMENT SYSTEM  
REQUEST FOR PROPOSALS (RFP)

The Town of Norwell invites sealed proposals for scanning, digital imaging, cloud-based storage, and selective destruction of approximately 3,530,000 documents. Document types are a mix of paper (8.5" x 11", 8.5" x 14", and 11" x 17"), index cards, books, and full-size plans. Mandatory Site Visit on April 26 at 10:00 AM, at Norwell Town Hall. Proposals are due on May 4, 2022 at Noon in the Treasurer's Office, Norwell Town Hall, 345 Main Street, Norwell MA 02061. Proposal documents are available in person beginning April 13, 2022, at 10:00 AM from the Town Treasurer, Darleen Sullivan, Norwell Town Hall, 345 Main Street, Norwell MA 02061 during normal business hours, or may be requested via email: [dsullivan@townofnorwell.net](mailto:dsullivan@townofnorwell.net). The Town reserves the right to reject any or all proposals, cancel the RFP, waive informalities in the bidding procedure, and/or to accept the proposal deemed best for the Town. Contract with chosen vendor must be approved by the Board of Selectmen. Notice also available at [www.masspublicnotices.org](http://www.masspublicnotices.org).