

Purchasing Department
Madison County Board of Supervisors
146 West Center Street
Canton, Mississippi 39046

601-855-5503
hardy@madison-co.com

27 March 2017

District 1 Supervisor Sheila Jones
District 2 Supervisor Trey Baxter
District 3 Supervisor Gerald Steen
District 4 Supervisor David Bishop
District 5 Supervisor Paul Griffin

Subject: Approve Shred-it contract for disposal of old records

Dear Board Members:

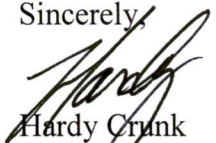
At an earlier meeting the board approved disposing of a large quantity of old records. Shred-it proposes destroying the records at the following rates:

Banker's Box	\$4.75 each
Binder	\$6.00 each
File Drawer	\$6.75 each.

Based upon the list given to me, the total price would be approximately \$3,849.75.

I recommend that the board approve the attached contract with Shred-it and authorize the board president to execute same.

Sincerely,


Hardy Crunk
Purchase Clerk



CUSTOMER SERVICE AGREEMENT PURGE SERVICE

Branch Address:
Jackson, 5530 Industrial Road, Jackson, MS, 39209, USA

Client Information

Sold To Location:

Company Name: Madison County Courthouse
Address: 146 W Center St

Tel: 6018555503

Fax:

City: Canton

State/Province: MS

Zip: 39046-3735

Purge Service

Minimum Type	Minimum Product	Unit Price
Greater than (or)	OFF-SITE PURGE CUSTODY - Bankers/Archive Box	\$200.00

Service Type: Off-Site **Collection Type:** Floor **Fuel/Env. Surcharge:** Yes

Notes: Service rep will not walk up or down stairs per safety regulations. All material must be on ground level or elevator access is required.

Pricing Per Unit

Description	Container Type	Quantity	Unit Price
Paper	Bankers/Archive Box	541	\$4.75
Paper	Binder Box	180	\$6.00
Paper	File Drawer		\$6.75

Payment Details

Payment Method: Check

(do not collect credit card information, branch will follow up)

PO# Required: No

PO#:

Blanket:

Liable for Tax: No

(check and attach certificate)

Shred-it guarantees to deliver the highest quality shredding service at all times. Any complaints about the quality of service which have not been resolved in the normal course of business must be sent by registered letter to the local Shred-it District Operations Manager. If Shred-it then fails to resolve any material complaint in a reasonable period of time, Customer may terminate this Agreement provided all containers are paid for at the then current replacement values or returned to Shred-it in good and usable condition.

I have read and agree to the Terms and Conditions on the following page: I agree.

Shred-it USA LLC. ("Shred-it")

Company: Madison County Courthouse

Signed: Shanetra Hewitt
Shanetra Hewitt (Mar 24, 2017)

Signed (Authorized Signature):

Print Name: Shanetra Hewitt

Print Name:

Position: Inside Sales Executive

Position:

Date: Mar 24, 2017

Date:

V2 08/ /


Terms & Conditions of Shred-it Customer Service Agreement

- 1. Sole Terms.** All services provided by Shred-it to Customer are subject solely to the terms contained herein and any addenda agreed to by the parties in writing and attached hereto and the then-current Schedule of Ancillary Charges at www.shredit.com ("Schedule"). No term or condition on Customer's purchase order or any other instrument, agreement or understanding shall be binding upon Shred-it unless agreed to by the parties in writing; provided, however, that if a federal, state or local government and agency thereof, or its representative is a party to this Agreement, then any proposed modification, amendment or supplement must be in a writing signed by the President or Executive Vice President of Shred-it. All typographical and clerical errors are subject to correction.
- 2. Shred-it Services.** Shred-it will provide the following services to Customer:
(a) Shred-it will: (i) collect Customer's paper and other agreed upon materials ("Customer Confidential Materials" or "CCM") on a mutually agreed basis and (ii) destroy the CCM using a mechanical shredding device (the Destruction Process").
(b) Within a reasonable time following completion of the Destruction Process, Shred-it will provide Customer with a Certificate of Destruction.
(c) An authorized representative of Customer may, at any time, inspect the Destruction Process.
(d) Shred-it will recycle or otherwise dispose of the CCM.
- 3. Shred-it Equipment.** Any containers ("Equipment") provided to Customer by Shred-it are the property of Shred-it. Customer will not file any lien, nor allow to be filed any lien, against any such Equipment. Customer will keep all Equipment in good working order, normal wear and tear excepted. For any Equipment which are moved, damaged, stolen or lost while at Customer's location, Customer shall pay a replacement charge pursuant to the Schedule.
- 4. Service Fee.** Customer will pay a "Service Fee" to Shred-it as set forth on the cover page or applicable Statement of Work. Notwithstanding anything to the contrary, Customer shall pay the Minimum Charge if Customer declines or cancels the shredding service after Shred-it has arrived at Customer's location on the scheduled shredding date and time or if the Customer's offices are closed on the scheduled shredding date.
- 5. Payment Terms.** Customer agrees to pay the Service Fee and all other amounts due immediately upon completion of the Services and in any event no later than five (5) days thereafter. Any payments not received by Shred-it when due will be subject to an interest charge on the unpaid balance of 1.0% per month (or the maximum amount allowed by law). All payments must be in immediately available U.S. funds. The amount of any and all applicable taxes shall be added to the price and paid by Customer unless Customer has provided Shred-it with exemption certificates acceptable to the taxing authorities.
- 6. Ancillary Charges.** Customer agrees to pay ancillary charges according to the Schedule for services performed by Shred-it. The Schedule is incorporated by reference as if fully set forth herein and is subject to change from time to time in Shred-it's discretion.
- 7. Term of the Agreement.** This Agreement shall remain in force until terminated by either Party upon thirty (30) days written notice. Requests for additional services may be made under this Agreement by the Parties' executing a Statement of Work setting out the fees for the service and the particulars of the service. Unless otherwise specified in the Statement of Work, the services shall be provided in accordance with the terms and conditions set out in this Agreement.
- 8. Fuel, Environmental and/or Other Surcharge.** Customer agrees and acknowledges that (a) Shred-it may, upon notice, at any time and from time to time, impose and adjust a fuel, environmental and/or other surcharge of any amount for any duration, all in its sole discretion; (b) notice of any surcharge may be in the form of an invoice; and (c) any surcharge may, from time to time, result in additional profit for Shred-it.
- 9. Excused Performance.** In the event either party is prevented, hindered or delayed from the performance of any act required hereunder by reason of strike, lock-out, acts of God, legal process, failure of power or any other similar reason not directly the fault of such party, or by reason of the other party or its agents, then performance of such act shall be excused for the period of delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.
- 10. Limitation of Liability.** Shred-it is not liable for any loss or damage to or for the repair, replacement or restoration of any CCM or other property of Customer. Shred-it's aggregate liability, if any, arising under this Agreement or the provision of services to Customer is limited to the amount of the Service Fees received by Shred-it from Customer for the particular service. Notwithstanding the foregoing, in no event will Shred-it be liable for any special, indirect, incidental, consequential, exemplary, or punitive damages, loss of profits or revenue, or loss of use even if informed of the possibility of such damages. To the extent permitted by applicable law, these exclusions and limitations will apply regardless of whether liability arises from breach of contract, warranty, tort (including but not limited to negligence), by operation of law, or otherwise.
- 11. Setoff.** Customer will not set off invoiced amounts or any portion thereof against sums that are due or may become due from Shred-it to Customer, its parent, affiliates, subsidiaries or other divisions or units.
- 12. Prohibited Acts / Compliance with Law.** Customer shall: (a) not store in any Equipment any CCM considered to be highly flammable, explosive, toxic, biohazards, medical waste, or radioactive, or any other materials which are otherwise illegal, dangerous and/or unsafe, and (b) comply with all laws, rules and regulations, including but not limited to, all environmental laws and laws governing the confidentiality, retention and disposition of any CCM.
- 13. Indemnification, Attorney Fees & Collection Costs.** ~~Customer shall indemnify Shred-it and its parents, subsidiaries, affiliates, successors and assigns, and each of their respective shareholders, members, officers, and directors, from all losses, liabilities, damages, claims, penalties, fees, expenses, judgments and costs (including reasonable attorney's fees and costs) (collectively, "Damages"), as a result of Customer's actual or threatened breach of this Agreement (including, without limitation, any Damages relating to the Equipment, any Damages relating to the CCM, and any Damages relating to the destruction, removal or disclosure of such CCM).~~ In addition to all other legal and equitable remedies, in the event it becomes necessary for Shred-it to enforce the terms of this Agreement, including but not limited to any action to collect sums due hereunder, Shred-it shall be entitled to an award of its reasonable attorney's fees, litigation expenses and costs of collection.
- 14. Miscellaneous.** This Agreement, any addenda attached hereto and agreed to by the parties in writing and the Schedule constitute the entire agreement between the parties, and supersede any and all prior agreements and arrangements, whether oral or written, between the parties. No modification of this Agreement shall be binding unless in Writing, attached hereto, and signed by both parties. ~~Any dispute or matter arising in connection with or relating to this Agreement shall be resolved by binding and final arbitration before the American Arbitration Association ("AAA"). The arbitration shall be conducted pursuant to applicable state or federal arbitration law. Any such dispute shall be determined on an individual basis, shall be considered unique as to its facts, and shall not be consolidated in any arbitration or other proceeding with any claim or controversy of any other party. The exclusive jurisdiction and forum for resolution of any such dispute shall lie in the state where the Customer is located at the closest AAA office.~~ The failure of either party to insist upon the performance of any provision of this Agreement, or to exercise any right or privilege granted to that party under this Agreement, will not be construed as waiving that provision or any other provision and the provision will continue in full force and effect. If any provision is found to be illegal, invalid, or otherwise unenforceable by any judicial or administrative body, the other provisions will not be affected and will remain in full force and effect. Provisions herein which by their very nature are intended to survive termination or cancellation of this Agreement will survive such termination or cancellation. Any notices to be given by one party to the other will be considered properly given if deposited in the United States Mail, postage prepaid, "Certified Mail, Return Receipt Requested," sent to the Customer at its Head Office identified on the cover page, and if to Shred-it, to the respective Shred-it branch with whom the original contract was signed unless notice of a new address is given and received in accordance with this Section. Customer represents that Shred-it is in no way infringing upon any existing contract between Customer and another service provider.

RONNY LOTT
MADISON COUNTY CHANCERY CLERK

MEMORANDUM

TO: Madison County Board of Supervisors

FROM: Ronny Lott, Chancery Clerk 

DATE: March 20, 2017

RE: Destruction of Certain Records

Pursuant to the authority set forth in Miss. Code Ann. § 25-60-1, *et seq.* and § 19-15-1 *et seq.* and pursuant to certain rules and regulations promulgated by the Mississippi Department of Archives and History (MDAH), I hereby request the discretionary authority to destroy those records listed on the attached spreadsheet. As you can see, each group of records have exceeded their eligible disposal date according to MDAH retention schedules.

Mr. Tim Barnard, Director of the MDAH Local Government Records Office has reviewed the attached list as has Tax Collector Kay Pace, Circuit Clerk Anita Wray and County Administrator Shelton Vance. All concur in this request.

Thank you.

RECORDS DISPOSAL 2017

OFFICE	SERIES TITLE	RETENTION SERIES #	DATES	
Tax Collector	Tax Receipts	GSC 01-15	1997-2006	42 Bxs.
Tax Collector	Tag Receipts	GSC 12-03	2000-2011	113 Bxs.
Tax Collector	Title Remittance	GSC 12-04	2003-2004	19 Bxs.
Tax Collector	Tag Reports (9035)	GSC 12-05	2000-2009	61 Bxs.
Tax Collector	Tag Reports (9035)	GSC 12-05	1997-2011	57 Data Binders
Tax Collector	Monthly Settlement Reports	GSC 12-06	1997-2010	52 Bxs.
Tax Collector	Monthly Settlement Reports	GSC 12-06	2005-2011	32 Data Binders
Tax Collector	Casual Sales/Use Tax Collection	GSC 12-07	2008-2011	6 Bxs.
Tax Collector	Personal Tax Reports	GSC 12-10	1999-2007	9 Bxs.
Tax Collector	Mobile Home Collection Report	GSC 12-10	2004-2010	4 Bxs.
Tax Collector	Mobile Home Collection Report	GSC 12-10	2003-2004	2 Data Binders
Tax Collector	Privilege License Applications	GSC 12-12	2004-2011	2 Bxs.
Tax Collector	Title Application Support Records	GSC 12-16	2002-2004	5 Bxs.
Tax Collector	Deposit Books	GSC 02-12	2003-2005	2 Bxs.
Tax Collector	Bank Statements	GSC 02-04	2002-2003	1 Bx.
Tax Collector	Time Cards	GSC 03-09	2001/2005	2 Bxs.
Tax Collector	Lotus Computer Manuals		obsolete	2 Bxs.
Chancery Clerk	Tax Sale Supporting Documents, Redeemed Property	GSC 01-44	2003-2009	20 Bxs.
Chancery Clerk	Tax Sale Supporting Documents	GSC 01-44b	1997-2003	3 Data Binders
Chancery Clerk	Land Redemption Certificate	GSC 01-50	2005-2009	4 Bxs.
Chancery Clerk	Receipts/Receipts Journal	GSC 01 - 33	2001-2010	24 Bxs.
Chancery Clerk	Deposit Books	GSC 02-12	2006	1 Bx.
Chancery Clerk	Law Books		obsolete	1 Bx.
Tax Assessor	Preliminary Tax Roll	GSC 17-04	2003-2011	42 Data Binders
Tax Assessor	Property Record Cards/Renditions	GSC 17-03	2008	6 Bxs.
Purchasing	Purchase Orders	GSC 04-02	2004-2005	5 Bxs.

Purchasing	Bids (6 Month)	GSC 04-01	2000-2001	5 Data Binders
Financial Records	Accounts Payable Files (Paid Bills)	GSC 02-01	2004-2010	31 Bxs.
Financial Records	Bank Reconciliation	GSC 02-03	2003-2008	10 Data Binders
Financial Records	Bank Statements	GSC 02-04	2003-2004	2 Bxs.
Financial Records	Daily Revenue Reports	GSC 02-12	2001-2010	11 Bxs.
Financial Records	Daily Revenue Reports	GSC 02-12	2002-2005	3 Data Binders
Financial Records	General Ledger Reconciliation	GSC 02-16	2002	1 Data Binder
Financial Records	General Ledger Trial Balance	GSC 02-21	2004	4 Bxs.
Financial Records	Receiving Reports	GSC 02-26	2004-2010	8 Bxs.
Financial Records	Check Copies	GSC 02-31	2003-2005	4 Bxs.
Financial Records	Check Stubbs	GSC 02-32	2008-2011	8 Bxs.
Financial Records	Disbursement Record	GSC 02-34	2001-2002	1 Data Binder
Elections	Precinct Poll Books	GSC 11-05	2008-2012	
Elections	Voters Receipt Books	GSC 11-06	2008-2012	
Elections	Ballots	GSC 11-07	2008-2012	71 Total Bxs.
Elections	Unused Ballots	GSC 11-08	2008-2012	
Elections	Precinct Paperwork	GSC 11-10	2008-2012	
Circuit Clerk	State Tax Leins	GSC 01-09	1982-2003	11 Bxs.
Circuit Clerk	Returned Jury Summons	13-5-36	2009	21 Bxs.
Circuit Clerk	Fee Books	GSC 07-04	2004-2010	21 Data Binders

TOTAL NUMBER OF BOXES: 541
TOTAL NUMBER OF DATA BINDERS: 180

1080.00
2569.75
200.00

\$3849.75