

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

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

27 August 2013

District 1 Supervisor John Bell Crosby
District 2 Supervisor Ronny Lott
District 3 Supervisor Gerald Steen
District 4 Supervisor Karl Banks
District 5 Supervisor Paul Griffin

Subject: Approve Maintenance Agreement with Document Storage Solutions for Scanning and Electronic File Storage Systems

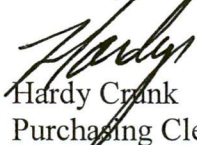
Gentlemen:

I recommend that the board approve the attached maintenance agreement with Document Storage Solutions (formerly Mississippi Filing Systems) for the scanning and electronic file storage systems for the following departments:

Road Department
Planning and Zoning
Purchasing
Circuit Clerk
Justice Court
Tax Collector
Tax Assessor

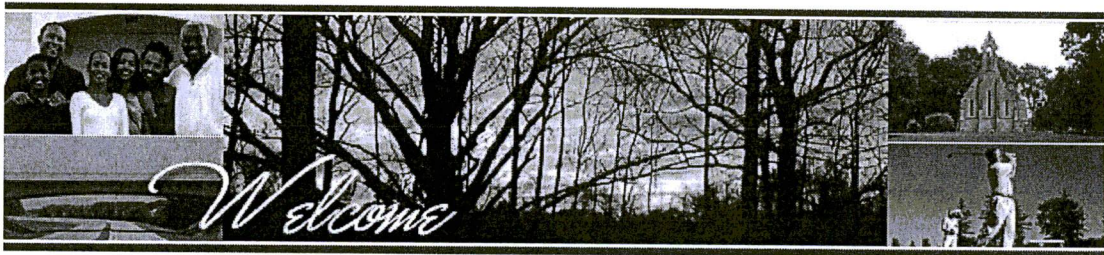
The total cost for all of the above departments for the fiscal year 1 October 2012 – 30 September 2013 is \$13,715. A departmental breakdown is attached. This expenditure will be paid from Information Technologies maintenance-contracts line item.

Thanks you for your consideration of the above recommendation.


Hardy Crank
Purchasing Clerk

Service Contract Proposal

Madison County, MS



Provided By:



Proposed by

Marc Stevens, CDIA
Director of Technical Services

Listed below are service contract prices for the various departments at Madison County. I have listed the software and hardware prices separately.

Madison County Road Department

Software	\$925.00
Hardware	\$660.00

Total	\$1585.00
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Madison County Planning and Zoning

Software	\$600.00
Hardware	\$705.00

Total	\$1305.00
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Madison County Purchasing

Software	\$600.00
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Total	\$600.00
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Madison County Circuit Clerk

Software	\$600.00
Hardware	\$705.00

Total	\$1305.00
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Madison County Justice Court

Software	\$3100.00
Hardware	\$1410.00

Total	\$4510.00
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Madison County Tax Collector

Software	\$2300.00
Hardware	\$705.00

Total	\$3005.00
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Madison County Tax Assessor

Software	\$700.00
Hardware	\$705.00

Total	\$1405.00
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The total amount for all services is **\$13,715.00**

These contracts include all onsite, telephone-based, or internet-based support.

DOCUMENT STORAGE SOLUTIONS

FORMERLY MISSISSIPPI FILING SYSTEMS

P O BOX 16587
JACKSON, MS 39236
601-948-3753
Fax#: 601-948-7622

INVOICE

Invoice Date: 08/23/2013

Invoice#: 006886

RECEIVED

AUG 27 2013

Customer#: 11658

PO#:

Sales Person:

Bill To:
MADISON COUNTY PURCHASING
PO BOX 404

CANTON, MS
39046

Ship To:
MADISON COUNTY PURCHASING
PO BOX 404

CANTON, MS
39046

Trans ID#	Item Date	Qty	Product ID	Description	UOM	Tax	Unit Price	Amount
00055933	08/23/2013			Site:		N		
00055934	08/23/2013					N		
00055935	08/23/2013			MADISON COUNTY PURCHASING		N		
00055936	08/23/2013			PO BOX 404		N		
00055937	08/23/2013					N		
00055938	08/23/2013			CANTON, MS		N		
00055939	08/23/2013			39046		N		
00055940	08/23/2013					N		
00055941	08/23/2013			SERVICE CONTRACT FOR:		N		
00055942	08/23/2013			SCANNING		N		
00055943	08/23/2013			SCANNING SYSTEM W/ SOFTWARE		N		
00055944	08/23/2013					N		
00055945	08/23/2013			SERIAL / UNIT#:		N		
00055946	08/23/2013			11658		N		
00055947	08/23/2013					N		
00055948	08/23/2013			ANNUAL SERVICE CONTRACT		N		
00055949	08/23/2013			RENEWAL BILLING		N		
00055950	08/23/2013			FOR THE PERIOD		N		
00055951	08/23/2013			10/01/2013 TO 09/30/2014		N		
00055952	08/23/2013					N		
00055953	08/23/2013	1				N	\$13,715.0000	\$13,715.00

Installation:	
Freight:	
Other:	
Non-Taxable Amt:	\$13,715.00
Taxable Amt:	
00% Sales Tax:	
Total Amount Due:	\$13,715.00

MFS

Maintenance Agreement

In consideration of Data Storage Solutions, LLC d/b/a Document Storage Solutions (hereinafter called collectively "Company") having agreed to provide maintenance and service support (including, but not limited to, on-site support) for a period of twelve months from the Effective Date hereof, the Undersigned (hereafter called "Customer") agrees to use Company for service and support subject to the following agreements, conditions and requirements.

This contract provides for repair service at Customer's premises during the normal working hours of 8:00 a.m. to 4:00 p.m. on Monday through Friday, excluding normal Legal Holidays.

Preventative Maintenance (or Inspections) will be performed by the service representative during normal calls.

Parts will be provided and installed at no charge. Exception Items that the customer will be billed for are:
Lamps, Copy Drums, Imprint Heads, Motors, and Glass Parts.

The customer is responsible to notify Company when the equipment is moved to a different address. If Customer fails to contact Company, this agreement could become null and void and result in a chargeable repair.

Other Terms: Service performed outside normal working hours is subject to normal overtime rates and terms. If the equipment malfunction is caused by failure to follow normal care, cleaning, or misuse, modification, alteration, unauthorized repair, use of other than manufacturers specified supplies, then the normal service rates will be charged. All prices quoted herein for equipment to be placed under agreement are based on the understanding that all equipment will be used during a standard 40 hour work week of one shift excluding Saturdays, Sundays and holidays.

Renewal: Service is authorized by Customer to be rendered by Company to the equipment listed for the period noted and from year to year thereafter unless this Agreement is terminated by either party as herein provided. Either party may terminate this Agreement upon written notice to the other party, given not less than sixty (60) days immediately prior to any anniversary date hereof. The Agreement will be automatically renewed at the prices in effect at the time of renewal.

Terms: Net 30 days. This contract is subject to cancellation if not paid within the stated terms.

The agreement shall constitute the entire contract between the parties and cannot be modified except in writing signed by both parties.

Customer Signature

Barry J. McNair

DSS Authorized Signature

Date

8/23/2013

Date