

RECORD STORAGE CONTRACT
FAMILY MATTERS OF NASSAU COUNTY

JULY 01, 2006 – JUNE 30, 2007

The Department of Children and Families – Northeast Zone, has the need to establish a twelve (12) month service contract for the purpose of storing and managing closed records for Family Matters of Nassau County. This contract covers all Family Matters of Nassau County closed records stored at the Northeast Zone Regional Records Center.

The Northeast Zone will provide services and assess charges as listed on the attached “Northeast Zone Regional Records Center Invoice” (sample). The Northeast Zone will submit an invoice for payment on or around the 7th of each month. A journal transfer or check made payable to the Department of Children and Families will be submitted by Family Matters of Nassau County for each invoice.

Family Matters of Nassau County closed records will be stored at the Northeast Zone Regional Records Center located in buildings 36A and 46 of the Northeast Florida State Hospital, Macclenny, Florida. The Northeast Zone Regional Records Center will, to the best of its ability, maintain and manage the records in an organized and secure manner.

Family Matters of Nassau County will furnish the name and phone number of a contact person (RMLO) to the Records Administrator at the Northeast Zone Regional Records Center.

Family Matters of Nassau County will be responsible for requesting box labels and transmittal forms from the Northeast Zone Regional Records Center, and providing them to the Family Matters of Nassau County staff. Family Matters of Nassau County will train staff in correct records management procedures, including preparation of boxes for storage and use of labels and transmittal forms.

Records for storage must be placed in approved record storage boxes. The Northeast Zone Regional Records Center staff will be responsible for picking up closed records ready for storage, and delivering boxes to the Northeast Zone Regional Records Center.

The Northeast Zone will process “Record Retrieval Requests” within forty-eight (48) hours, under normal circumstances. Requests for files that were stored prior to use of unique number labeling system may require assistance from the Family Matters of Nassau County RMLO.

Should Family Matters of Nassau County choose to terminate or not renew this Record Storage Contract, The Northeast Zone will be responsible for retrieving all records belonging to Family Matters of Nassau County, palletizing and preparing them for shipment. Upon notification from the Northeast Zone that the boxes are ready for pick up, Family Matters of Nassau County will be responsible for removing boxes from the Northeast Zone Regional Records Center within one week of the notification date.

Any records removed from the Northeast Zone Regional Records Center by Family Matters of Nassau County will still be considered property of the Department. If Family Matters of Nassau County enters an agreement with a commercial storage vendor, the Department RMLO must be given authorization to access, maintain and monitor these records. Records stored with a commercial vendor must be stored and maintained in accordance to Florida Statutes and State of Florida Records Management policies and procedures.

Should the Services Contract between the Department of Children & Families-Northeast Zone and Family Matters of Nassau County be terminated or not renewed, all records stored at the Northeast Zone Regional Records Center or with any commercial storage vendor will remain the property of the Department.

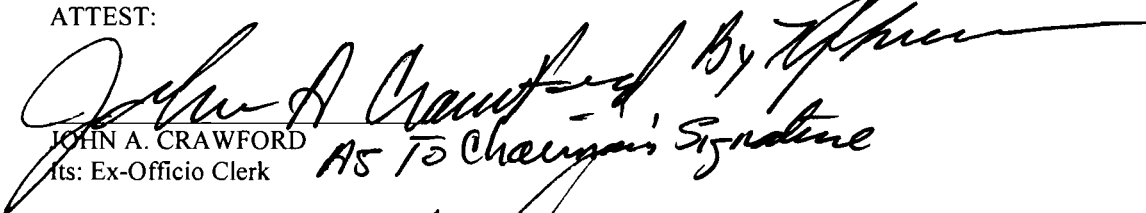
This contract may be renewed on a yearly basis at which time payment for services may be re-negotiated.

I FULLY AGREE TO ALL TERMS AND CONDITIONS SET FORTH IN THIS CONTRACT

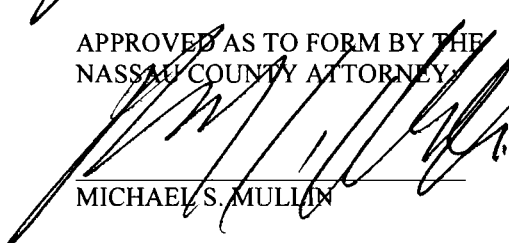
BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA


THOMAS D. BRANAN, JR.
Its: Chairman


ATTEST:


JOHN A. CRAWFORD
Its: Ex-Officio Clerk *AS TO Chairman's Signature*

APPROVED AS TO FORM BY THE
NASSAU COUNTY ATTORNEY:


MICHAEL S. MULLIN

P. S. MALLOW
DEPARTMENT OF CHILDREN AND
FAMILIES - NORTHEAST ZONE
(printed name)


DEPARTMENT OF CHILDREN AND
FAMILIES - NORTHEAST ZONE
(signature)

Support Succ DIR
TITLE

6/27/06
DATE

Joyce Bradley

From: Chris Lacambra
Sent: Friday, June 09, 2006 11:20 AM
To: Joyce Bradley
Cc: Karen Hurbean
Subject: RE: Fwd: Records Storage Retention - Urgent Request

Yes, this would be fine. The agenda item should state this and have this e-mail behind it for documentation.

Chris Lacambra, CPA, CGFO
Deputy Comptroller
Nassau County Clerk of Courts
ph. (904) 548-4800; fax (904) 548-4829
www.clacambra@nassauclerk.com

-----Original Message-----

From: Joyce Bradley
Sent: Friday, June 09, 2006 10:20 AM
To: Chris Lacambra
Subject: FW: Fwd: Records Storage Retention - Urgent Request

-----Original Message-----

From: Beth McDonald
Sent: Friday, June 09, 2006 10:17 AM
To: Joyce Bradley
Cc: Karen Hurbean
Subject: FW: Fwd: Records Storage Retention - Urgent Request

I could not locate a sole source letter, however I do have the below email regarding the Records Storage Contract. Is this what you are referring to? Please advise.

Beth McDonald, Office Manager
Family Matters of Nassau County
86004 Christian Way
Yulee, FL 32097
Phone: 904-548-4850 ext. 3501
Fax: 904-225-5908

-----Original Message-----

From: Zeke Held [mailto:Zeke.Held@fssnf.org]
Sent: Friday, January 27, 2006 10:41 AM
To: JIM ADAMS; Beth McDonald
Subject: Re: Fwd: Records Storage Retention - Urgent Request

Beth,

1. Under state purchasing rules, provision of services by a government provider is exempt from bid process. Actually, in most cases you have to justify not utilizing a suitable government provider - think PRIDE Purchases.
2. You are mandated by DCF policy to utilize their provider (storage site for DCF records) for services - example is the IRR approved computer vendor listing.

Zeke

Zeke Held, Contract Manager
Family Support Services of North Florida
904-421-5819
Fax 904-421-5801
Address is 4057 Carmichael Ave., 3000 Building, Suite 101 Jacksonville,
FL 32207 Parking & office entrance around back of building.

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>>> JIM ADAMS 01/27/06 9:30 AM >>>

>>> "Beth McDonald" <bmcdonald@nassaucountyfl.com> 1/27/2006 8:57 AM
>>>

How do you renew the records storage contract with the Northast Zone Regional Records Center without going out for bids? We need this information ASAP. If possible, please send by email or fax to 904-225-5908 by close of business today. If you have questions, call me at 904-548-4850 ext. 3501. Thanks!

Beth McDonald, Office Manager
Family Matters of Nassau County
86004 Christian Way
Yulee, FL 32097
Phone: 904-548-4850 ext. 3501
Fax: 904-225-5908

Scanned 3/25/09