

MIDSOUTH ELEVATOR MAINTENANCE



MIDSOUTH ELEVATOR

240 Highpoint Drive
Ridgeland, MS 39157
Tel: (601) 353-8283
Fax: (601) 957-6795
www.midsouthlevator.com

To:

Mississippi Library Commission
Attn: Bobbie D. Green
3881 East Wood Drive
Jackson, MS 39211

Proposal Number: MSLC-2025

Date: May 14, 2025

Equipment Location:

3881 East Wood Drive
Jackson, Mississippi

Equipment Description:

Two (2) Hydraulic Passenger Elevators

We propose to furnish **Midsouth Maintenance** for your vertical transportation equipment as described above. **Midsouth Maintenance** is a customer focused maintenance program designed to provide owners with the following major benefits:

Cost Savings through a budgetable program of true preventive maintenance designed specially for your equipment

Minimized Downtime through a local inventory of replacement parts and a planned program of frequency based service visits

Equipment Life Extension through Midsouth's long-term commitment to our customers and the quality care of their equipment

Reliability You Can Count On, time after time, through Midsouth's proven elevator service record.

Customer Responsiveness through Midsouth's unique focus on flexibility and understanding our customer's special needs.

EQUIPMENT COVERAGE

The entire system, as described below, is included for coverage under this Agreement. This coverage includes the applicable systems described below as well as all sub-assemblies and all sub-components that comprise these described systems:

Pumping Unit, including motors, pumps, bearings, valves, linings, coil, contact, and couplings

Selector, including motors, cams, switches, bearings, wiring, cable, tape, and driving mechanism

Controller and Dispatcher, including wiring, relays, capacitors, timers, resistors, computers, solid state components, circuit boards, rectifiers, transformers, load weighing and transducers

Motor and Generator, including windings, fields, stators, rotating elements, brushes, holders, bearings, commutators, and static drive

Hoistway Equipment, including switches, cams and sheaves

Car and Counterweight Guide Shoes, including gibs and rollers

Car and Counterweight Buffers, including switches, springs and oil

Car and Counterweight Guide Rails

Car, Shaftway, and Machine Room Wiring, including travelling cables

Car and Hall Signal Devices, including lamps and displays

Car and Hall Operating Devices, including buttons, lamps and switches

Hoistway Door Hardware, including hangers, interlocks, gibs and closers

Door Operator System, including motor, clutches, sheaves, belts, bearings, contacts, cams, gears, car door hangers, and door reversal devices

All Accessory Equipment except such items as are hereinafter excluded.

BASIC SERVICES

Scheduled Examinations

We will perform regular examinations of the equipment. These examinations will also include lubrication, adjustment, and other services as specified within this Agreement.

Equipment Repairs or Replacement

When conditions warrant, due to the wear and tear of normal usage, we will repair or replace the equipment covered by this Agreement.

We shall not be required to make repairs or renewals necessitated because of negligence or misuse of the equipment, vandalism, building compression, power line fluctuations, damage by weather or adverse environmental conditions, work performed by others, or any other cause beyond our control. Replacement of signal lamps will be made during scheduled examinations. We shall not be required to make safety tests not included in this agreement, or install new attachments or devices on the equipment as directed or recommended by others. We shall not be required to make any replacements with components of a different design, or to upgrade or modernize the equipment.

We assume no responsibility for the following items of equipment which are not included in this Agreement: elevator car enclosures, ventilation equipment, car lighting tubes and lamps, finish flooring, mirrors, glass, architectural metals, car and hoistway gates and door panels, hoistway enclosures, swing door closers and hinges, door frames, sills, hoistway brackets and fastenings, electrical feeders and main line disconnects, smoke sensors, fire alarm systems, communications and signaling equipment installed by others, cylinders, plungers, buried equipment, escalator lighting and balustrades.

Customer Service Technician

To assure continuity, a Midsouth customer service technician will be assigned to your account. This technician will be trained and qualified to troubleshoot and perform the scheduled routine preventive maintenance functions on your equipment based on a regular and systematic program.

Prompt Emergency Service Response

Should trouble develop between regularly scheduled examinations, emergency service dispatchers are on duty 24 hours per day. We will promptly dispatch a service technician upon your notification to us of trouble and your request for such service. The cost of emergency service rendered during overtime hours is not included in this Agreement unless noted otherwise under "Special Provisions." You agree to provide us with prompt notification should trouble develop with the equipment. Should a passenger be trapped on an elevator, such a call will be given our highest priority for on-site service upon your notification to us and request for such service.

ADDITIONAL SUPPORT SERVICES

Parts Inventory

We will maintain, on the job site or in our service vehicles, a supply of commonly used replacement parts, lubricants, and wiping cloths for the performance of routine maintenance and parts replacement. These materials and any enclosures provided for their storage will remain the property of Midsouth Elevator.

Wiring Diagrams

You are to provide the proper wiring diagrams for the equipment covered. These diagrams will remain your property, and will be maintained by Midsouth Elevator for use in troubleshooting and servicing the equipment.

Replacement Parts Warehousing

We will also maintain additional parts inventory within our local warehouses. To assure you of prompt service, emergency delivery of non-stocked parts will be available on an expedited express delivery basis.

Engineering Services

To assure the prompt, efficient correction of special technical problems that may arise with your equipment, Midsouth Elevator will retain a field engineer. They will be specially trained and uniquely qualified to support your Midsouth service technicians whenever necessary.

Technical Library

To assist our service technicians in the prompt repair of trouble and efficient routine maintenance, Midsouth will maintain an exclusive in-depth library of technical information. This information includes maintenance, repair, circuitry, parts, and troubleshooting information.

Training

The Midsouth service personnel assigned to your account will be continually trained and updated on new methods and technology applicable to the maintenance and repair of your equipment. All Midsouth personnel will be specially trained in quality service and responsiveness to customer needs.

Field Supervision

To ensure the quality control and efficient execution of your service program, Midsouth will maintain a full-time staff of supervisory personnel. They will work with you to conveniently schedule the various repairs and routine maintenance functions performed on your equipment. They will also oversee the work performed by our service personnel on a day-to-day basis.

Qualified Inspectors

To assist your service technicians, Midsouth will maintain a staff of ASME certified elevator inspectors. Periodically you will receive code updates and equipment evaluations.

ADDITIONAL CUSTOMER SERVICES**Performance Evaluation**

For each unit, we will conduct an initial evaluation of equipment performance characteristics. Following this evaluation, we will perform periodic adjustments, repairs or replacements required to maintain the performance characteristics of the system as determined by the initial evaluation.

Equipment Update Report

To keep you informed of changes in Code requirements, reliability standards, and performance improvements, Midsouth will provide you with periodic reports outlining specific recommendations for your particular equipment.

Manpower Availability

Midsouth will maintain a full-time local staff of service technicians to meet the day-to-day requirements of your service Agreement. To assure you of prompt service in the event of a major equipment outage, Midsouth can also call on the manpower resources of other service locations.

Insurance Coverage

Midsouth Elevator is insured at all locations where it undertakes business operations for the types of insurance and limits of liability as follows:

- **Workers' Liability and Employer's Compensation:** Equal to or in excess of limits of Workers' Compensation laws in all states and the District of Columbia.
- **Comprehensive Liability:** Up to Four Million Dollars (\$4,000,000.00) general aggregate.

SPECIAL PROVISIONS**Safety Tests**

We will perform safety tests as noted below. These tests will be performed in accordance with local code requirements in effect at the time of this Agreement. Since these tests expose the equipment to strains well in excess of those experienced during normal operation, Midsouth Elevator will not be responsible for any damage to the equipment or property, or injury or death to persons, resulting from, or arising out of the performance of these tests except those directly due to the negligent acts or omissions of Midsouth Elevator or its employees.

- **Annual Hydraulic Safety Test**
We will perform an annual no-load safety test on each hydraulic elevator.

Painting of Equipment

We will keep the machine room equipment properly painted.

Painting of Machine Room Floor

We will keep the machine room floor properly painted.

Cleaning of Equipment

We will periodically clean the machinery and machine room area and maintain them in a presentable condition.

TERMS AND CONDITIONS

Price Adjustment Provision

The contract price may be adjusted on the first 12-month anniversary of commencement of service, and annually thereafter. The adjustment shall be effective for the forthcoming year and shall not exceed five (5%) percent per year.

Payment

This Agreement will be effective on July 1, 2025 and will continue until June 30, 2026.

Price: Four Hundred and Seven and 38/100 Dollars (\$407.38) per month, payable monthly, upon receipt of invoice.

Purchaser shall pay, as an addition to the price stated, a sum equal to the amount of any taxes in whatever form the same may now or hereafter be exacted from the seller on account hereof.

You agree to pay Midsouth Elevator interest at the rate of one and one-half percent (1½%) per month, or the highest rate then permitted by law, whichever is less, for all amounts not paid within Thirty (45) days from date of receipt of invoice

Other Terms and Conditions

Midsouth Elevator reserves the right to discontinue this contract at any time by notification in writing should invoices rendered for maintenance or repair of the equipment described under the terms of this Agreement not be paid within thirty (45) days from the date of invoice.

Midsouth Elevator shall not be responsible for any loss, damage or delay due to any cause beyond our reasonable control, including, without limitation, strike or other labor dispute, acts of government, fire, explosion, theft, floods, storms, earthquake, lightning, windstorm, vandalism, malicious mischief, riot, Act of God, act of civil or military authority, negligence of others, misuse of equipment, or alteration, addition, adjustment, repair and/or part replacement by others during this Agreement. You agree that, during the term of this Agreement, you will not permit others to make changes or alterations to the equipment covered by this Agreement.

It is expressly understood, in consideration of our performance of the services hereunder at the price stated, that nothing in this Agreement shall be construed to mean that Midsouth Elevator assumes any liability on account of accidents to persons or property, except those directly due to the negligent acts or omissions of Midsouth Elevator or its employees, and that your own responsibility for accidents to persons or property while riding on or being in or about the equipment is in no way affected by this Agreement. To the extent authorized by Mississippi Law, You and Midsouth Elevator agree to indemnify and hold harmless the other from and against all claims, damages, losses and expenses, including reasonable attorneys' fees, resulting from bodily injury (including death) to any person and damage to any property to the extent caused by the negligent acts or omissions of the other (the indemnifying party). To the extent authorized by Mississippi Law, the indemnification obligation under this paragraph shall not be limited in any way by limitation on the amount or type of damages, compensation or benefits payable by or for you or Midsouth Elevator under Worker's Compensation acts, disability benefit acts or other employee benefit acts.

You agree to provide a safe workplace for our personnel, and to remove any hazardous materials in accordance with applicable laws and regulations.

It is agreed that we do not assume possession or control of any part of the equipment, that such remains yours solely as the owner, lessee, or agent of the owner or lessee, and that you are solely responsible for all requirements imposed by any federal, state or local law, ordinance or regulation.

Should this Agreement be accepted by you in the form of a purchase order, the terms and conditions of this Agreement will take precedence over those of the purchase order.

It is understood and agreed that this proposal and your acceptance thereof shall constitute, exclusively and entirely, the Agreement for the service herein described; that all other prior representations or Agreements, whether written or verbal, shall be deemed to be merged herein and that no other changes in or additions to this Agreement shall be recognized unless made in writing and signed by both parties, and that this Agreement is not binding upon Midsouth Elevator until approved by one of its authorized representatives.

Respectfully submitted, By Craig Williams Date Jul 8, 2025
Craig Williams

MS Library Commission

By *Lynn Burris*
Lynn Burris (Jul 9, 2025 07:45 CDT)
Print Name Lynn Burris
Title Dept Dir, Admin Services
Date Jul 9, 2025

Company/Agent for _____

Midsouth Elevator

By *Craig Williams*
Craig Williams (Jul 8, 2025 15:29 CDT)
Print Name Craig Williams
Title Manager
Date Jul 8, 2025

**MIDSOUTH ELEVATOR
SERVICE AGREEMENT
July 1, 2025-June 30, 2026**

This Agreement is hereby made subject to the terms and conditions included in Attachment A, "Contract Clauses" which is incorporated herein by reference and is made a part of this Agreement between Midsouth Elevator and the Mississippi Library Commission.

**ATTACHMENT A
MISSISSIPPI LIBRARY COMMISSION
CONTRACT CLAUSES**

APPLICABLE LAW

The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws provisions, and any litigation with respect thereto shall be brought in the courts of Mississippi.

APPROVAL

It is understood that if this contract requires approval by the Public Procurement Review Board ("PPRB") and/or the Department of Finance and Administration Office of Personal Service Contract Review ("OPSCR"), and this contract is not approved by PPRB and/or OPSCR, it is void and no payment shall be made hereunder.

AVAILABILITY OF FUNDS

It is expressly understood and agreed that the obligation of Library Commission to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt the appropriated funds. If the funds anticipated for the continuing time fulfillment of the agreement are, at any time, not forthcoming or insufficient, regardless of the source of funding, Library Commission shall have the right upon 10 business days written notice to the Contractor, to terminate this agreement without damage, penalty, cost or expense to the Library Commission of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

COMPLIANCE WITH EQUAL OPPORTUNITY IN EMPLOYMENT POLICY

The Contractor understands that the Library Commission is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful, and the Contractor agrees during the term of the agreement that the Contractor will strictly adhere to this policy in its employment practices and provision of services.

COMPLIANCE WITH LAWS

The Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, state, and local laws and regulations, as now existing and as may be amended or modified.

E-PAYMENT

The Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The Agency agrees to make payment in accordance with Mississippi "Timely Payments for Purchases by Public Bodies" laws, which generally provide for payment of undisputed amounts by the Agency within 45 calendar days of receipt of invoice. Mississippi Code Annotated § 31-7-301, *et seq.*

E-VERIFICATION

If applicable, the Contractor represents and warrants that it will ensure its compliance with the *Mississippi Employment Protection Act* and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 and 71-11-3. The Contractor agrees to provide a copy of each verification upon request of the Library Commission subject to approval by any agencies of the United States Government. The Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws.

The breach of this clause may subject the Contractor to the following: (1) termination of this contract and exclusion pursuant to Chapter 15 of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*; (2) the loss of any license, permit, certification or other document granted to the Contractor by an agency, department, or governmental entity for the right to do business in Mississippi; or (3) both. In the event of such termination, the Contractor would also be liable for any additional costs incurred by the Agency due to Contract cancellation or loss of license or permit to do business in the state.

INDEPENDENT CONTRACTOR STATUS

Contractor shall, at all times, be regarded as and shall be legally considered an independent contractor and shall at no time act as an agent for the Mississippi Library Commission. Nothing contained herein shall be deemed or construed by the Mississippi Library Commission, Contractor, or any third party as creating the relationship of principal and agent, master and servant, partners, joint ventures, employer and employee, or any similar such relationship between the Mississippi Library Commission and Contractor. Neither the method of computation of fees or other charges, nor any other provision contained herein, nor any acts of the Mississippi Library Commission or Contractor hereunder creates or shall be deemed to create a relationship other than the independent relationship of the Mississippi Library Commission and Contractor.

Contractor's personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of the Mississippi Library Commission. Neither Contractor nor its employees shall, under any circumstances, be considered servants, agents, or employees of the Mississippi Library Commission, and the Mississippi Library Commission shall be at no time legally responsible for any negligence or other wrongdoing by Contractor, its servants, agents, or employees. The Mississippi Library Commission shall not withhold from the contract payments to Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to Contractor. Further, the Mississippi Library Commission shall not provide to Contractor any insurance coverage or other benefits, including Workers' Compensation, normally provided by the Mississippi Library Commission for its employees.

INSURANCE

Contractor represents that it will maintain workers' compensation insurance which shall inure to the benefit of all Contractor's personnel provided hereunder, comprehensive general liability with

minimum limits of \$1,000,000 per occurrence. All general liability will provide coverage to the Mississippi Library Commission as an additional insured. The Mississippi Library Commission reserves the right to request from carriers, certificates of insurance regarding the required coverage. Insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance.

NO LIMITATION OF LIABILITY

Nothing in this agreement shall be interpreted as excluding or limiting any liability of the Contractor for harm arising out of the Contractor's or its subcontractors' performance under this agreement.

PAYMODE

Payments by Library Commission using the state's accounting system shall be made and remittance information provided electronically as directed by the state and deposited into the bank account of the Contractor's choice. The Library Commission may, at its sole discretion, require the Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. The Contractor understands and agrees that the Agency is exempt from the payment of Mississippi taxes. All payments shall be in United States currency.

PROCUREMENT REGULATIONS

This contract shall be governed by the applicable provisions of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*, a copy of which is available on the Mississippi Department of Finance and Administration's website (www.dfa.ms.gov). Any bidder responding to a solicitation for personal and professional services and any contractor doing business with a state Agency is deemed to be on notice of all requirements therein.

PROPERTY RIGHTS *(for the contract)*

Property rights do not inure to the contractor until such time as services have been provided under a legally executed contract. The Contractor has no legitimate claim of entitlement to the provision of work hereunder and acknowledges that the Library Commission may terminate this contract at any time for its own convenience.

REPRESENTATION REGARDING GRATUITIES

The Contractor represents that it has not, is not, and will not offer, give, or agree to give any employee or former employee of Library Commission a gratuity or offer of employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to the solicitation and resulting contract. The Contractor further represents that no employee or former employee of Library Commission has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; any such action by an employee or former employee in the future, if any, will be rejected by the Contractor. The Contractor further represents that it is in compliance with the Mississippi Ethics in Government laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121, and has not solicited any employee or former employee to act in violation of said law.

REQUIRED PUBLIC RECORDS AND TRANSPARENCY

Upon execution of a contract, the provisions of the contract which contain the personal or professional services provided, the unit prices, the overall price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information

pursuant to Mississippi Code Annotated § 25-61-9(7). The contract shall be posted publicly on www.transparency.ms.gov and shall be available for at the Agency for examination, inspection, or reproduction by the public. The Contractor acknowledges and agrees that the Library Commission and this contract are subject to the *Mississippi Public Records Act of 1983* codified at Mississippi Code Annotated §§ 25-61-1, *et seq.* and its exceptions, Mississippi Code Annotated § 79-23-1, and the *Mississippi Accountability and Transparency Act of 2008*, codified at Mississippi Code Annotated §§ 27-104-151, *et seq.*

STOP WORK ORDER

The Library Commission may, by written order to the Contractor at any time, require the Contractor to stop all or any part of the work called for by this contract. This order shall be for a period of time specified by the Library Commission. Upon receipt of such an order, the Contractor shall forthwith comply with its terms and take all reasonable steps to minimize any further cost to the Library Commission. Upon expiration of the stop work order, the Contractor shall resume providing the services which were subject to the stop work order, unless the Library Commission has terminated that part of the agreement or terminated the agreement in its entirety. The Library Commission is not liable for payment for services which were not rendered due to the stop work order.

TERMINATION

Termination for Convenience. The Library Commission may, when the interests of the Agency so require, terminate this contract in whole or in part, for the convenience of the Agency. The Library Commission shall give written notice of the termination to the Contractor specifying the part of the contract terminated and when termination becomes effective. The Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the Contractor will stop work to the extent specified. The Contractor shall complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

Termination for Default. If the Library Commission gives the Contractor a notice that the personal or professional services are being provided in a manner that is deficient, the Contractor shall have 30 days to cure the deficiency. If the Contractor fails to cure the deficiency, the Library Commission may terminate the contract for default and the Contractor will be liable for the additional cost to the Library Commission to procure the personal and professional services from another source. Termination under this paragraph could result in Contractor being excluded from future contract awards pursuant to Chapter 15 of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*. Any termination wrongly labelled termination for default shall be deemed a termination for convenience.

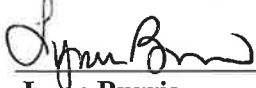
For the Contractor: Craig Williams, Midsouth Elevator
240 Highpoint Drive, Ridgeland, MS 39157

For the Agency: Lynn Burris, Deputy Director, Administrative Services
Mississippi Library Commission
3881 Eastwood Drive, Jackson, Mississippi 39211

Acceptance of Agreement

Both parties hereby acknowledge and accept the terms and conditions of this Agreement as evidenced by the signatures of these authorized persons set forth:

MISSISSIPPI LIBRARY COMMISSION



Lynn Burris
Deputy Director, Administrative Services

Jul 9, 2025

Date

CONTRACTOR



Craig Williams (Jul 8, 2025 15:29 CDT)

Craig Williams
Midsouth Elevator

Jul 8, 2025

Date










Contract FY2026 - Midsouth Elevator

Final Audit Report

2025-07-09

Created:	2025-07-08
By:	Bobbie Green (bgreen@mlc.lib.ms.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9xLcD4lwIkQS86quAjexuafByO3tS4gX

"Contract FY2026 - Midsouth Elevator" History

-  Document created by Bobbie Green (bgreen@mlc.lib.ms.us)
2025-07-08 - 6:41:49 PM GMT
-  Document emailed to craig@midsouthelevator.com for signature
2025-07-08 - 6:44:26 PM GMT
-  Email viewed by craig@midsouthelevator.com
2025-07-08 - 8:28:44 PM GMT
-  Signer craig@midsouthelevator.com entered name at signing as Craig Williams
2025-07-08 - 8:29:41 PM GMT
-  Document e-signed by Craig Williams (craig@midsouthelevator.com)
Signature Date: 2025-07-08 - 8:29:43 PM GMT - Time Source: server
-  Document emailed to Lynn Burris (lburris@mlc.lib.ms.us) for signature
2025-07-08 - 8:29:44 PM GMT
-  Email viewed by Lynn Burris (lburris@mlc.lib.ms.us)
2025-07-09 - 12:44:40 PM GMT
-  Document e-signed by Lynn Burris (lburris@mlc.lib.ms.us)
Signature Date: 2025-07-09 - 12:45:34 PM GMT - Time Source: server
-  Agreement completed.
2025-07-09 - 12:45:34 PM GMT



Adobe Acrobat Sign

Mississippi Library Commission- Contract Request - FY26 (July 1, 2025 - June 30, 2026)

All initial contract requests and renewals or amendments to contracts must have this form completed.

Date of Request: Tuesday, July 1, 2025

Description of Contract:

Monthly agreement for elevator service and inspections

Initial Request/Renewing/Amending:

☒ Awarding ☐ Renewing ☐ Amending

Contractor Name: Midsouth Elevator

Contractor Address: 240 Highpoint Drive
Ridgeland, MS 39157

Total Contract Award: \$4,888.56

Period of Services

Start: Tuesday, July 1, 2025

to **End:** Tuesday, June 30, 2026

Purpose (attach a detailed scope of work if initial request; if renewal or amending include justification and any cost increases or changes to original scope of work):

Per specs in contract agreement, Contractor will render elevator services and monthly inspections.

Analysis Describing Award, Renewal, or Amendment of Contract (include specifications, quotes, and/or scoring criteria if applicable)

Amount less than \$5,000

Type of Contract:

☐ Sole Source ☐ Emergency ☐ Competitive ☒ Other

If selecting "other," provide detailed explanation:

Amount less than \$5,000

Requested by: 

Deputy Director Approval: 

Administrative Services Approval: 

Executive Director Approval (if applicable):

Contracts over \$10,000 require Executive Director's Signature

Approval of this agreement is only the initial step in the contract process. In order to establish a valid contract, a formal agreement will be developed by Business Services and the agreement will be signed by the Contractor and the Mississippi Library Commission.