



**HARRIS COUNTY DEPARTMENT OF EDUCATION  
CONTRACT PROCESSING FORM (CPF)**

Contract requires approval from: Superintendent  Assistant Superintendent

**SECTION 1 – CONTRACT INFORMATION**

Funding Division Records Management	Today's Date 7/2/24	# Original Contracts 1	Expenditure/Revenue Budget Account Code (20 digits) 19946267199954	
Contracting Party <b>FORT BEND COUNTY</b>		RFP # (if applicable)	Is Contracting Party an Employee of HCDE? If yes, which division? X No <input type="checkbox"/> Yes, Division:	
Description of Services Records Management Services				
Type of Contract Service Agreement	Contract Fiscal Year 2024-2025	HCDE Contract? No (Vendor Contract)	Term From: 9/1/2024 To: 9/30/2025	

**SECTION 2 – CONTRACT TYPE**

Revenue contract greater than or equal to \$50,000 (Needs Board Approval)	Amount: \$60,000.00
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**SECTION 3 – COMPLIANCE WITH POLICY CH (LOCAL) PURCHASING AUTHORITY**

The Board has approved entering into this contract for political/lobbying services.  N/A  No  Yes – Click here to enter a date.

**SECTION 4 – CONTRACT REVIEW CHECKLIST**

This contract was previously reviewed by HCDE attorney (Note that all templates have been reviewed by attorney) – Skip to Section 5

This contract was NOT previously reviewed by HCDE attorney (complete fields below)

Date I reviewed contract using the Contract Review Checklist: \_\_\_\_\_ Click here to enter a date.

Exceptions Found? \_\_\_\_\_ Click here to select one.

This contract was reviewed by Purchasing.

This contract was reviewed by Technology \_\_\_\_\_ (initials)

This contract was reviewed by Facilities \_\_\_\_\_ (initials)

**SECTION 5 – REQUIRED SIGNATURES**

*I certify to the best of my knowledge that the information contained in this document is correct and complete. I further certify that the program and all activities related to the program will be conducted in accordance with all applicable federal, state, and local laws including regulations and contract guidelines created to ensure accomplishment of this objective. Acknowledge by checking box and signing below.*

Employee Completing this form <input checked="" type="checkbox"/>	Date 07/19/2024	Funding Division Director <input checked="" type="checkbox"/>	Date 07/19/2024
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Submit a two-part NCR copy to Purchasing along with the signed original contracts

**FOR PURCHASING DIVISION USE ONLY:**

Contract Reviewer:	Date: 07/24/2025
<input type="checkbox"/> Vendor Packet <input type="checkbox"/> Form 1295 <input type="checkbox"/> Vendor Certification <input type="checkbox"/> Resume <input type="checkbox"/> EICC Checklist <input type="checkbox"/> SAM's Check (Debarred <input type="checkbox"/> Yes <input type="checkbox"/> No)	
<input type="checkbox"/> Board Action Item – <input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Expenditure <input type="checkbox"/> Grant <input type="checkbox"/> ILC	<input type="checkbox"/> Signed by Assistant Superintendent Date: _____
<input checked="" type="checkbox"/> Board Information Item Date: _____	<input type="checkbox"/> Returned to Division on: _____
<input type="checkbox"/> Contract Approved by Board Date: _____	Date Returned: _____
<input type="checkbox"/> Contract Signed by Superintendent Date: _____	<input type="checkbox"/> Additional Signatures Required – Return one original to Purchasing when obtained
<input type="checkbox"/> Expenditure Contract (For Approval Only) Date: _____	

**NOTES:**

Information Item 08/21/2024 - Interlocal Agreement Fort Bend County and Records (Revenue)/FY2024-2025

STATE OF TEXAS

COUNTY OF FORT BEND

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**AMENDMENT AND RENEWAL OF RECORDS STORAGE SERVICES AGREEMENT  
FY 2024 – FY 2025**

THIS AMENDMENT AND RENEWAL (“Amendment”) is made and entered into by and between Fort Bend County, (“County”), a body corporate and politic under the laws of the State of Texas, and the Harris County Department of Education, (“HCDE”), a local governmental entity established to promote education in Harris County, Texas. County and HCDE may be referred to individually as a “Party” or collectively as the “Parties.”

WHEREAS, the parties executed and accepted that certain Records Storage Services Agreement on September 7, 2010, and which was last amended on October 10, 2023, (hereinafter collectively referred to as “Agreement”), incorporated by reference as if set forth verbatim); and

WHEREAS, by execution of this Amendment and Renewal, the Parties desire to renew the Agreement to provide for additional records management and storage services by HCDE for an additional one-year term, to amend the total Compensation and Payment terms, and to otherwise ratify and confirm all the terms and conditions as set forth therein; and

WHEREAS, HCDE represents that it is qualified and desires to perform such services.

NOW, THEREFORE, in consideration of the foregoing, the Parties do mutually agree that the Agreement between the Parties is hereby amended as follows:

1. **Recitals.** The recitals set forth above are incorporated herein by reference and made a part of this Agreement.
2. **Scope of Services.** Subject to the terms of this Agreement, HCDE shall provide services to County as specified in the “Schedule ‘A’ Pricing Information” attached hereto and incorporated by reference (the “Services”). County will inform HCDE of such Services to be performed on an “as needed” basis. Such Services shall be scheduled at a time that is mutually agreeable between the Parties and without undue delay. Additionally, County does not guarantee a minimum level of Services to be performed by HCDE under this Agreement.
3. **Term.** The Agreement shall be renewed for an additional one (1) year term beginning upon execution by County and shall terminate on September 30, 2025. This Agreement shall not automatically renew; however, it may be renewed upon written agreement of the parties.
4. **Compensation and Payment Terms.** HCDE’s fees for the Services shall be calculated at the rate(s) set forth in the “Schedule ‘A’ Pricing Information” attached hereto as Exhibit “A.” By way of this Amendment, the Parties agree to delete the Total Maximum Compensation Amount payable to HCDE for the Services performed under this Agreement.

5. **Modifications and Conflict.** Except as modified herein, the Agreement shall remain in full force and effect and has not been otherwise modified or amended. If there is a conflict among documents that make up the Agreement, this Amendment shall prevail with regard to the conflict.
  
6. **Non-Appropriation.** It is specifically understood and agreed that in the event no funds or insufficient funds are appropriated by Fort Bend County under this Agreement, Fort Bend County shall notify all necessary parties that this Agreement shall thereafter terminate and be null and void on the last day of the fiscal period for which appropriations were made without penalty, liability or expense to Fort Bend County.
  
7. **Certification.** By his or her signature below, each signatory individual certifies that he or she is the properly authorized person or officer of the applicable Party hereto and has the requisite authority necessary to execute this Agreement on behalf of such Party, and each Party hereby certifies to the other that it has obtained the appropriate approvals or authorizations from its governing body as required by law.

*{EXECUTION PAGE FOLLOWS}*


*{REMAINDER OF PAGE INTENTIONALLY LEFT BLANK}*

IN WITNESS WHEREOF, and intending to be legally bound, County and HCDE have executed this Agreement to be effective upon execution by Fort Bend County.

**FORT BEND COUNTY, TEXAS**

**HARRIS COUNTY DEPARTMENT OF EDUCATION (HCDE)**

\_\_\_\_\_  
KP George,  
County Judge

  
\_\_\_\_\_  
Jesus Amezcua (Jul 24, 2024 17:31 CDT)  
Authorized Agent – Signature

Jesus J. Amezcua, CPA, PHD, RTSBA

\_\_\_\_\_  
Authorized Agent- Printed Name

\_\_\_\_\_  
Date

Assistant Superintendent for Business Support Services

**ATTEST:**

\_\_\_\_\_  
Title

07/24/2024

\_\_\_\_\_  
Laura Richard, County Clerk

\_\_\_\_\_  
Date

**AUDITOR'S CERTIFICATE**

I hereby certify that funds in the amount of \$\_\_\_\_\_ to accomplish and pay the obligation of Fort Bend County under this contract.

\_\_\_\_\_  
Robert Ed Sturdivant, County Auditor

Attachment: Schedule A - HCDE Records Management Services Rates (7/1/24)

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**FORT BEND COUNTY**  
**SCHEDULE "A" Pricing Information**  
HARRIS COUNTY DEPARTMENT OF EDUCATION  
RECORDS MANAGEMENT SERVICES

OUT-OF-COUNTY FEES

**ANNUAL MEMBERSHIP FEE** **\$5,500.00**  
*Billed annually in September or monthly*

**Membership includes:**

- Access to Web Portal Reports and Billing Information
- Initial Assessment and Evaluation of your program
- Compliance with Records Control Schedules Requirements
- Identifying the (RMO) and Records Liaison (RLO)
- Disposition of location of records. **(Records will be stored off-site)**
- Training administration and staff member on procedures
- Helping create an internal Records Management site/drive
- Helping create records policies and procedures
- Initial pick up and recording of records for storage and disposition (New Customers)
- Requesting records, **(retrievals and refiling)**
- **Electronic Transmission and File Transfers (FTP/S)**
- Annual Shredding/Destruction of onsite county records
- Access to Web portal request and inventory system.

**STORAGE RATES**

Standard Storage Box (10" x 12" x 15") **\$ 0.26 per box/mo.**  
Non-standard boxes (\$0.26 per cubic foot)

**SERVICE RATES**

Receiving new records, including data entry	<b>\$ 1.25 per box</b>
Interfiling/Indexing files to put inside original files	<b>\$ 2.00 per file</b>
Permanent Removal and Disposal/Shredding of records in storage	<b>\$ 2.25 per box</b>
Permanent Removal to Close Account	<b>\$ 3.25 per box</b>
Researching files – inside boxes	<b>\$25.00 an hour</b>
Project Labor- above normal services	<b>\$25.00 an hour</b>

**SUPPLIES**

Box barcodes labels (15 per sheet)	<b>N/C</b>
Standard storage box (packed 25/bundle)	<b>\$ 2.60 each</b>
<b><u>All Bin fees includes shredding materials</u></b>	
Recycling Bin (rotations) 64 gallon each	<b>\$ 5.50 each</b>
Recycling Bin (rotations) 96 gallon each	<b>\$10.00 each</b>
Recycling Consoles (for office use)- <b>monthly rental</b>	<b>\$ 5.50 each</b>
Re-boxing damaged boxes (including supply box and labor)	<b>\$ 6.50 each</b>

**TRANSPORTATION SERVICES**

Weekly scheduled pick-ups and deliveries (up to 100 boxes)	\$25.00 per stop
Large volume pick-ups and deliveries (over 100 boxes)	\$85.00 per stop
Rush deliveries services (2-3 hours)	\$45.00 per hour

**ELECTRONIC DOCUMENT MANAGEMENT SERVICES**

Converting 16mm microfilm to digital	\$0.009 per image
Converting 35mm microfilm to digital	\$0.009 per image
Converting microfiche to digital	\$0.009 per image
Scanning H/R and Benefits records	\$0.012 per page
Scanning Special ED Records	\$0.012 per page
Scanning Student Records	\$0.012 per page
Scanning Transcripts	\$0.012 per page
Scanning Accounts Payable/Receivable Records	\$0.012 per page
Scanning Permanent Records	\$0.012 per page
Scanning large format construction maps	\$ 2.00 per sheet
Scanned document retrievals/emailed	\$ 0.045 per sheet

Note: Some imaging jobs could include document preparation time.

Note: All scans will be index to specifications \$25.00 hour

\*Rate will vary due to the scope of work of each job.

Web based Electronic Document Storage and Retrieval Online System	\$13.50 per GiG
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**VAULT STORAGE AND TAPE & FILM SERVICES**

**STORAGE RATES**

16mm, 35 mm, 8mm, 4 mm	\$0.30/month
Roll film and Microfilm jackets	\$0.30/month
Tapes, CD's & Hard Drives	\$0.30/month
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Small case storage (standard container)	\$2.00/month
Large case storage (over size cases)	\$2.50/month

**VAULT SERVICE RATES**

Adding new tapes, includes bar-coding, filing, data entry/tracking	\$ 2.00 each
Daily, Weekly and Monthly Rotation Retrieval Services per case	\$ 4.00 each
Daily, Weekly and Monthly Rotation roundtrip transportation	\$25.00 each
Rush Services per case/tape	\$ 7.25 each
After Hour/Rush Transportation	\$45.00 per hour