

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.

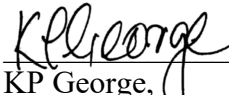
7. **Certification.** By his or her signature below, each signatory individual certifies that he or she is the properly authorized person or officer of the applicable Party hereto and has the requisite authority necessary to execute this Agreement on behalf of such Party, and each Party hereby certifies 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



KP George,
County Judge

October 9, 2025
Date

ATTEST:

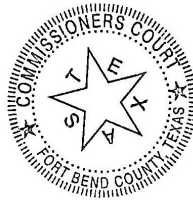


Laura Richard, County Clerk

Harris County Department of Education




Jesus J. Amezcua, PhD, CPA, RTSBA, CPFIM
Assistant Superintendent of Business
September 24, 2025 15:43 CT
IP: 64.88.195.137



AUDITOR'S CERTIFICATE

I hereby certify that funds in the amount of \$ 200,000.00 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)

i:\agreements\2025 agreements\purchasing\purchasing\harris co. dept of education (23-purch-100106-a1-a3)\amendment and renewal of records storage services agreement.docx tg

EXHIBIT A

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

SUPPLIES

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

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

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

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