

STATE OF TEXAS       §  
                                  §  
COUNTY OF HIDALGO   §

**SECOND AMENDMENT TO SERVICE CONTRACT  
(E-15-201-05-19)**

This **AMENDMENT** to Service Contract for “**Off Premises Record Storage-Pick-up Retrieval-Delivery**” (on an as needed basis) is made this **11<sup>th</sup>** day of **May, 2016** by and between **Hidalgo County** Texas (“County”) and **CTC Distributing, LTD.** (“Company”).

**WHEREAS**, the Contract was amended effective the 16<sup>th</sup> day of February, 2016 to clarify certain provisions of the Contract.

**WHEREAS**, the County now requires further amendment to Contract to amend Exhibit B-1 (Bid Page) to reflect the unit price per box (per month), irrespective of the number of boxes stored by company.

**WHEREAS**, the parties desire to amend the Contract as hereinafter provided.

**NOW THEREFORE**, for and in consideration of the terms and provisions set forth herein, for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, County and Company hereby agree to the following amendment to the Contract:

1. Exhibit Amended B-1 is deleted in its entirety and Exhibit B1- attached hereto is substituted in lieu thereof.
  
2. Except as modified herein, all terms and conditions of the Contract, as amended, remain in full force and effect and Company and County ratify and confirm the terms and provisions of the Contract as amended.

**EXECUTED IN DUPLICATE ORIGINALS** and effective as of the day and year first written above.

**CTC DISTRIBUTING LTD.**

By: \_\_\_\_\_  
**Brian Kelly Madden**

**HIDALGO COUNTY, TEXAS**

By: \_\_\_\_\_  
Ramon Garcia, County Judge

**ATTEST:**

By: \_\_\_\_\_  
Arturo Guajardo, Jr., County Clerk

**APPROVED AS TO FORM:  
Atlas, Hall & Rodriguez, L.L.P.**

By: \_\_\_\_\_  
Stephen L. Crain, Attorney

**MODIFIED AMENDED**

**EXHIBIT "B-1"**

**"OFF PREMISES STORAGE, RECORDS MANAGEMENT,  
PICK UP, RETRIEVAL & DELIVERY SERVICES" for  
HIDALGO COUNTY (All Funding Sources)**

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Specification(s) for Storage Boxes: Legal Size: 24½ Length x 15½ Width x 11 Height

PRICE FOR STORAGE OF **LEGAL SIZE CURRENT AND FUTURE RECORDS INVENTORY**  
**HUMAN RESOURCE DEPARTMENT**

UNIT PRICE \$ 1.00 per month of storage.

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**RE: CTC-Off Premises Storage-Pick-Up-Retrieval-Delivery**

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**From :** Kelly Madden  
<K\_madden@ctcdistributing.com>

Thu, Jan 28, 2016 08:51 AM

**Subject :** RE: CTC-Off Premises Storage-Pick-Up-Retrieval-Delivery

**To :** 'Yolanda Velasquez'  
<yolanda.velasquez@co.hidalgo.tx.us>

Yolanda,

I was thinking about the structure of the proposal and if it makes it easier I can do a one price for all the service like we currently do under the contract we have.

So what I'm proposing is a \$1.00 per box per month that we have stored. That includes the initial picking up of the boxes, retrieval and refiling of files and boxes, deliveries and pickups and storage.

Let me know if that works better.

Thanks,  
Kelly

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

From: Kelly Madden [mailto:K\_madden@ctcdistributing.com]

Sent: Wednesday, January 27, 2016 3:37 PM

To: 'Yolanda Velasquez'

Subject: RE: CTC-Off Premises Storage-Pick-Up-Retrieval-Delivery

Yolanda,

- The \$100 is the pickup fee to pick up at the location the boxes are currently at and brought to our facility at CTC.
- Storage is calculated by the number of boxes being stored at the end of each month x \$0.75.

- For retrieval and refiling the fee is \$1.50 per file or box.
- Pick up or Delivery charge is \$10.00 per trip.

Note: Files can be picked up at our location.

Let me know if you still have any questions.

Kelly

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

From: Yolanda Velasquez

[mailto:yolanda.velasquez@co.hidalgo.tx.us]

Sent: Wednesday, January 27, 2016 3:29 PM

To: Kelly Madden

Subject: Re: CTC-Off Premises Storage-Pick-Up-Retrieval-Delivery

Importance: High

Kelly,

The pricing of \$100.00 that you provided, is only the initial fee, what is the service fee per month for storage and retrieval?

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

From: "Martha Salazar" <martha.salazar@co.hidalgo.tx.us>

To: "Yolanda Velasquez"

<yolanda.velasquez@co.hidalgo.tx.us>

Sent: Wednesday, January 27, 2016 3:17:17 PM

Subject: Re: CTC-Off Premises Storage-Pick-Up-Retrieval-Delivery

Ms. Yoli:

Does this include retrieval and delivery after they are stored?

Marty

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

From: "Yolanda Velasquez"

<yolanda.velasquez@co.hidalgo.tx.us>

To: "martha salazar" <martha.salazar@co.hidalgo.tx.us>  
Sent: Wednesday, January 27, 2016 3:04:21 PM  
Subject: CTC-Off Premises Storage-Pick-Up-Retrieval-Delivery

Mrs. Marty,

Requested information from CTC.

Yolanda Velasquez, Buyer III  
Hidalgo County Purchasing Dept.  
Tel: (956) 318-2626 ext. 4881  
yolanda.velasquez@co.hidalgo.tx.us

----- Forwarded Message -----

From: "Kelly Madden" <K\_madden@ctcdistributing.com>  
To: "Yolanda Velasquez"  
<yolanda.velasquez@co.hidalgo.tx.us>  
Sent: Wednesday, January 27, 2016 2:43:25 PM  
Subject: RE: Off Premises Storage-Pick-Up-Retrieval-Delivery

Yolanda,

Thanks you for the opportunity. Below find pricing per request below.

- Storage - \$0.75 per box
- Initial Retrieval - \$100.00 (this is to pick up and bring the cartons to our facility)

Let me know if you have any questions.

Thank you,  
Kelly Madden  
CTC Distributing  
956-686-4351 x17

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

From: Yolanda Velasquez  
[mailto:yolanda.velasquez@co.hidalgo.tx.us]  
Sent: Wednesday, January 27, 2016 2:27 PM

To: Kelly Madden  
Subject: Off Premises Storage-Pick-Up-Retrieval-Delivery  
Importance: High

Good afternoon Mr. Madden,

As per conversation earlier, I am asking for pricing per month on the storage and retrieval of one-hundred-fifty (150) boxes with dimensions of 24 1/2 L x 15 1/2 W x 11 H along with pricing for boxes also.

At this time I'm requesting pricing for Budgetary purpose only.

Thanks in advance for your assistance with this matter.

Yolanda Velasquez, Buyer III  
Hidalgo County Purchasing Dept.  
Tel: (956) 318-2626 ext. 4881  
yolanda.velasquez@co.hidalgo.tx.us

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

From: "Kelly Madden" <K\_madden@ctcdistributing.com>  
To: "Yolanda Velasquez"  
<yolanda.velasquez@co.hidalgo.tx.us>  
Sent: Thursday, April 30, 2015 2:31:17 PM  
Subject: Renewal C-14-050-07-22- Off Premises Storage-Pick-Up-Retrieval-Delivrey

Let me know if you need anything else.

Thanks,

Kelly Madden

CTC Distributing

956-686-4351 x17