



Local Government Solutions, LP

March 2nd, 2026

Hon. Vanessa James
County Clerk
Jack County Texas
100 N. Main Street
Suite 208
Jacksboro, TX 76458

Subject: LGS Microfilm Storage Services and Pricing Proposal #LGS26-0032

Thank you for your interest in LGS microfilm storage services.

LGS maintains a contract with Iron Mountain, a nationally recognized firm, through which we purchase storage space in their Texas State Certified Storage Facility for various types of media, including microfilm and microfiche.

We learned many years ago that safely storing microfilm—or any film-based media—is a highly specialized responsibility requiring industry-specific expertise. Proper environmental controls and careful inventory management procedures are essential, as film media can be easily damaged through neglect or improper storage conditions.

Our service quality depends on the condition of the film we receive. While we cannot guarantee the condition of film stored elsewhere prior to its transfer to our facility, we can assure you that film maintained in proper temperature and humidity-controlled conditions will last for many years, as you are likely aware.

Unfortunately, much of the film we encounter today has been stored in standard file cabinets under normal room environmental conditions. Such conditions can accelerate deterioration in a relatively short period of time.

In addition to strict environmental controls, our facility utilizes state-of-the-art fire detection, control, and suppression systems specifically designed for film and media storage.

Storage Pricing

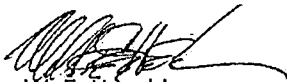
Based on your estimate of 740–760 rolls of microfilm, assuming the media is in good condition and properly labeled (including record types, beginning volume and page, and ending volume and page), pricing is as follows:

- **\$5.00 per roll, per year**
Final cost will depend upon our completed inventory.
Based upon your estimated number of microfilm rolls of between 740 to 760 rolls, your estimated annual cost would be between **\$3,700 and \$3,800**, payable in advance.
- **Retrieval Fees:**
\$25.00 for the first roll
\$2.00 for each additional roll requested at the same time
- **Replacement Microfilm storage boxes:**
Fellows MFG Co, Bankers Storage Boxes, Microfilm, 8-3/8 X 24 X 4-1/2 – \$42.00 / box
Re-boxing fee of \$25.00 per box.
- **Shipping Costs:**
Billed directly to your office at the current carrier rate.
- **Facilities Cost Adjustments (FCA):**
All storage and supply fees are subject to annual FCA adjustments, typically applied in January each year.

If you are interested in transferring your microfilm to our facility, please contact **Sherry Dickens** at 877-481-4111 or via email at sdickens@us-lgs.com. We will provide a storage agreement and detailed shipping instructions.

We look forward to assisting you with your microfilm preservation and storage needs

Kind regards,



W. E. Hazeldean
President & CEO
Local Government Solutions, LP

Acceptance: **Jack County, Texas**

Hon. Vanessa James
County Clerk
Jack County, TX

Hon. Brian Keith Umphress
County Judge
Jack County, TX

March _____, 2026

March _____, 2026

Microfilm/Data Storage Service Agreement

THIS AGREEMENT, made as of the 2nd day of March, 2026 by and between Local Government Solutions, LP, a Limited Partnership duly organized under the Laws of Texas, and having its principal place of business at: 2396 N Hwy 77, Suite 2100, Waxahachie, Tx 75165, (hereinafter referenced as "LGS") and Jack County Texas (hereinafter referenced as "Customer").

WHEREAS, LGS offers certain microfilm/data storage services;

WHEREAS, Customer has the need for such Storage Services as defined in Attachment A;

NOW, THEREFORE, in consideration of the mutual premises and covenants hereinafter set forth, the parties to this Agreement agree as follows:

1. Services Provided

"LGS" agrees to provide storage services for microfilm and/or microfiche and any other types of data that LGS agrees to store from time to time within LGS's contracted temperature and humidity-controlled vault. Customer understands that this facility is not owned by LGS, but rather the physical facility is owned by Iron Mountain Company. LGS shall take responsibility for the inventory of the Customer's data deposits and communicate with the Customer the actual numbers or amounts of data stored, and randomly spot checked for certain contagious contaminations, such as Vinegar Syndrome, Mole/Mildew and Redox on microfilm. Within a reasonable time after Customer's written request, Customer shall notify all media from the current vendor and have said media transferred, at their expense, the LGS office in Waxahachie, TX. Customer owns all of the stored microfilm/data and LGS will not sell or in any way distribute the microfilm/data without written consent from the Customer.

2. Term of Agreement

The initial term of this Agreement shall commence on the date of Customer's signature or, if later, the date set forth above, and shall continue for one (1) year from the date of commencement. This agreement shall automatically renew for additional successive one (1) year terms unless either party hereto gives the other party written notice of its decision to terminate this agreement at the end of the then current term not less than ninety (90) days prior to the expiration of each one (1) year term.

3. Payment

Charges for Services provided by LGS are listed on Attachment "A" of this Agreement. Customer agrees to pay LGS's invoices in full within thirty (30) days of the date of invoice. Customer agrees to pay for the first year's storage and any other initial services needed within thirty (30) days after the microfilm/data has been accepted, counted, inventoried and random inspections and tests performed by LGS. Any and all charges may be adjusted by LGS after the initial term of this agreement upon sixty (60) days prior written notice to Customer. The storage charges are calculated on the maximum number of rolls of microfilm or the amount of data which is being stored at the beginning of each one (1) year term under this Agreement.

4. Limitation of Liability

LGS's liability, if any, to the Customer for any loss or damage to the stored microfilm or data, regardless of the cause thereof, is expressly and solely limited to the actual cost of a new blank replacement item of the same type and quality as the lost or damaged item. LGS will not be liable

Microfilm/Data Storage Service Agreement

for incidental, special, consequential or any other type of damages, even if advised of the possibility of such damages. The limitation of LGS's liability will apply regardless of the form of action whether in law or in equity, or whether in contract or in tort, including negligence. LGS shall not be liable for any damages due to causes beyond the control of LGS including, but not limited to acts of God.

5. Lien in favor of LGS

LGS shall be entitled to all of the rights, benefits and privileges by and under Section 7.209 of the Uniform Commercial Code of the State of Texas. LGS shall not be required to release and or return to Customer any microfilm and or data in LGS's possession until all amounts due LGS by Customer have been paid in full.

6. Notices

Any notices or communications required or permitted to be delivered hereunder must be in writing and shall be deemed to be delivered (i) upon receipt if delivered personally or (ii) upon deposit in the United States Mail, certified, return receipt requested, postage prepaid, addressed to LGS or Customer, as the case may be, or (iii) upon receipt of a facsimile transmission, at the following addresses and/or facsimile numbers (email shall not be deemed a valid form of notice):

Local Government Solutions, LP: 2396 N. Hwy 77
Suite 2100
Waxahachie, TX 75165

Customer: Jack County Texas
C/O County Judge
100 N.Main Street
Suite 206
Jacksboro, TX 76458

7. Termination for Convenience

Customer may terminate storage services being performed by LGS under this Agreement, in whole or in part, for convenience, by delivering to LGS written notice of termination at least ninety (90) days in advance of the end of the then current term under the Agreement, specifying the extent of termination of storage services and the effective date. In such event, Customer's liability for payment to LGS shall be limited to the contract price for all services delivered to and accepted by Customer prior to the effective date of termination of such services.

8. Entire Agreement

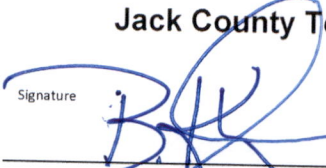

This Agreement embodies the entire agreement and understanding between the parties with respect to the subject matter hereof and supersedes any prior agreements or understandings between the parties relating to the subject matter hereof.

9. Governing Law and Venue

This Agreement and the obligations and understandings of the parties hereunder will be deemed to be performable in Austin, Travis County, Texas. This Agreement shall be governed by, enforced under and construed in accordance with the Laws of the State of Texas without regard to any conflict-of-laws principles. Any court action brought under this Agreement must be brought in Travis County, Texas.

Microfilm/Data Storage Service Agreement

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date shown above.

Jack County Texas	Local Government Solution, LP
Signature: 	Signature: 
_____ Hon. Brian Keith Umphress County Judge	_____ William E. Hazeldean President & CEO
Date: <u>3/9/26</u>	Date: <u>March 2, 2026</u>

Attachment:

FILED FOR RECORD

_____ O'CLOCK _____ M

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**VANESSA JAMES, County Clerk
JACK COUNTY, TEXAS**

BY _____ DEPUTY