

STATE OF NORTH CAROLINA  
COUNTY OF MECKLENBURG

**SECOND AMENDMENT TO THE AGREEMENT TO PROVIDE  
CITYWIDE DOCUMENT MANAGEMENT SERVICES**

**THIS SECOND AMENDMENT TO THE AGREEMENT TO PROVIDE DOCUMENT MANAGEMENT SERVICES** (this "Second Amendment") is made and entered into this \_\_10\_\_ of \_\_October\_\_ 2024, by and between Patterson Pope Inc, a North Carolina corporation doing business in North Carolina (the "Company"), and the City of Charlotte, a North Carolina municipal corporation (the "City").

**Statement of Background and Intent**

- A. The City of Charlotte and the Company entered into an Agreement for Document Management Services dated November 1, 2020 (the "Contract") pursuant to which the Company agreed to provide Document Management Services for the City of Charlotte.
- B. The parties amended the Contract to extend the Term of the Contract by the first of two (2) one-year renewal terms, make adjustments to unit pricing, and to incorporate certain other changes.
- C. The parties now desire to amend the Contract to extend the Term of the Contract by the Second of two (2) one-year renewal terms, make adjustments to unit pricing and to incorporate certain other changes.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties hereby agree to the following:

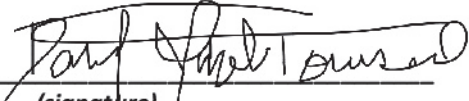
**AGREEMENT**

- 1. The terms of the Contract are restated by and incorporated into this Second Amendment by reference.
- 2. Defined terms used in this Second Amendment shall have the same meaning as are assigned to such terms in the Contract.
- 3. This Second Amendment extends the Term of the Contract by the Second of two (2) one-year renewal terms to expire on October 31, 2025.
- 4. This Second Amendment incorporates a unit price increase from Price Schedule due to escalation in industry costs.
- 5. Except to the extent specifically provided above, this amendment shall not be interpreted or construed as waiving any rights, obligations, remedies, or claims the parties may otherwise have under the Contract.
- 6. In all other respects and except as modified herein, the terms of the Contract shall remain in force and effect.

*{Signature Page Follows}*

IN WITNESS WHEREOF, and in acknowledgement that the parties hereto have read and understood each and every provision hereof, the parties have caused this Second Amendment to be executed as of the date First written above.

PATTERSON POPE INC

BY:   
(signature)

PRINT NAME: David Jacob Townsend

TITLE: Chief Financial Officer

DATE: 10/04/2024

CITY OF CHARLOTTE:  
CITY MANAGER'S OFFICE

BY: \_\_\_\_\_  
(signature)

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

2024	Unit Of Measure	Cost	Additional Information	Additional Service Provider Comments
Regular Scanning of 8½"x11" Records	Per Image	\$0.063	Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes	
Regular Scanning of 8½"x14" Records	Per Image	\$0.063	Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes	
Regular Scanning of 11"x17" Records	Per Image	\$0.063	Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes	
Bulk Scanning of 8½"x11" Records	Per Image	\$0.063	10,000 to 500,000 images; Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes	
	Per Image	\$0.063	500,001 to 1,000,000 images; Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes	
	Per Image	\$0.052	1,000,001 to 3,000,000 images; Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes	
	Per Image	\$0.049	3,000,001 + images; Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes	
Bulk Scanning of 8½"x14" Records	Per Image	\$0.052	10,000 to 500,000 images; Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes	
	Per Image	\$0.049	500,001 to 1,000,000 images; Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes	
	Per Image	\$0.047	1,000,001 + images; Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes	
Bulk Scanning of 11"x17 Records	Per Image	\$0.052	10,000 to 500,000 images; Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes	
	Per Image	\$0.049	500,001 to 1,000,000 images; Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes	
	Per Image	\$0.047	1,000,001 + images; Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes	
Setup/Preparation of Records	Per Hour	\$24.150	Include all removal of fasteners, separation of folded forms, and/or paste-up of small documents	
Transportation fee	Per Trip	\$28.750	Pickup from City or deliver to City (round-trip)	
Storage in Records Management Portal	Per Month	\$0.001	1 to 500,000 [storage unit (Gigabyte, Terabyte, etc.)]	Includes 4 user licenses (Docuware Cloud)
	Per Image / Per	\$0.003	501,000 to Unlimited [storage unit (Gigabyte, Terabyte, etc.)]	Includes 4 user licenses (Docuware Cloud)
Copy Records to CD - R	Per CD	\$28.750	Specify maximum storage size per CD	
Copy Records to CD - RW	Per CD	\$28.750	Specify maximum storage size per CD	
Copy Records to flash drive	Per Flash Drive	\$172.500	Specify maximum storage size per CD	
Copy Records to portable hard drive	Per Hard Drive / Per Hr.	\$215.625	Indicate whether you allow customer to supply device, or standard price for device (by size).	
<b>Misc. Professional Services</b>	<b>Unit Of Measure</b>	<b>Cost</b>	<b>Additional Information</b>	<b>Additional Service Provider Comments</b>
Professional Services IT	Per Hour	\$186.185	Performed by Certified System Engineer	OnBase, Docuware, PSlGen, Kofax
Professional Services Consulting	Per Hour	\$258.750	Performed by Certified System Engineer	Rapid Application Development
Professional Services Database	Per Hour	\$215.625	Performed by Certified System Engineer	Microsoft SQL Server Certified
Professional Services Project Management	Per Hour	\$172.500	Performed by Certified System Engineer	PMP
<b>Misc. Operational Services</b>	<b>Unit Of Measure</b>	<b>Cost</b>	<b>Additional Information</b>	<b>Additional Service Provider Comments</b>
Onsite Purging Services	Per Box	\$56.350	Secure packing and manifesting	
CCPA Transportation	Weight / Distance	TBD		
Indexing Documents	Per Keystroke	\$0.012	Manual Data Entry after the included 2 fields	
Database Merging	Per Keystroke	\$0.046	Matching Client Database with Images after the 2 fields	
Large Format Scanning 18"x24"	Per Image	\$1.438	Large Format Scanning 18"x24"	
Large Format Scanning 24"x36"	Per Image	\$2.300	Large Format Scanning 24"x36"	
Large Format Scanning 36"x48"	Per Image	\$2.588	Large Format Scanning 36"x48"	
Color Scanning (up to 12"x18")	Per Image	\$0.023	Color Scanning (up to 12"x18")	
OCR	Per Image	\$0.023	OCR	
Film to Digital Conversion	Per Image	\$1.196	Convert Film to Digital (up to 600 DPI bional or greyscale)	
FTP Upload	Per Upload	\$40.250	Upload of Records to the desired system	
<b>Records Management Portal Services</b>	<b>Unit Of Measure</b>	<b>Cost</b>	<b>Additional Information</b>	<b>Additional Service Provider Comments</b>
Storage & Retrieval	Per User Per Year	\$1,610.00	Control, Rec. Mgmtl, Reporting, Non-programmic integration, MS Office Intergration; OnBase Cloud, Volume discounts every 25 users	OnBase Cloud, Volume discounts every 25 users
Storage & Retrieval with Automation	Per User Per Year	\$2,185.00	+Workflow Automation, Programmatic Integration, Automated Email Capture, Forms, Collaboration, Notifications	OnBase Cloud, Volume discounts every 25 users
Storage & Retrieval, Automation, Case Management	Per User Per Year	\$2,760.00	+ Case Management, Rapid Application Deployment	OnBase Cloud, Volume discounts every 25 users
Occasional Storage & Retrieval User	Per User Per Year	\$161.00	access records 50 days per year	Minimum amount of days is 25
Occasional Storage & Retrieval with Automation User	Per User Per Year	\$218.50	access records 50 days per year	Minimum amount of days is 25
Occasional Storage & Retrieval, Automation, Case Management User	Per User Per Year	\$276.00	access records 50 days per year	Minimum amount of days is 25



**Digital Contract Routing Form  
Non-Encumbered**

Date Submitted: October 10, 2024

Submitted by: Christina Hollonquest

Submitter email: christina.hollonquest@charlottenc.go

Contract #: 2021000427

Amendment #: 2

Contract Name: CCPA - Citywide Document Management Services

Vendor Legal Name: PATTERSON POPE INC

Vendor #: 110177

**REQUIRED ATTACHMENT(S):**

Use the Paperclip icon to attach a full Contract Document Routing Packet for review by the authorized City individual with signature authority. The Routing Packet **MUST** include all required components per the direction provided at:

The following signatures, once completed, shall be incorporated by reference into the contractual document identified above.

**City of Charlotte**

eSigned via SeamlessDocx.com  
  
Key: f68f2b82106208b08804836a6d96b8