

**FIRST AMENDMENT TO FILE KEEPERS, LLC
DOCUMENT SCANNING AND MANAGEMENT SERVICES AGREEMENT**

This First Amendment to the Document Scanning and Management Services Agreement (“First Amendment”) is entered into by and between the City of Hermosa Beach, a general law city and municipal corporation (“City”) and File Keepers, LLC (“Consultant”) as of March 12, 2019.

RECITALS

- A. City and Consultant are parties to that Document Scanning and Electronic Content Management System Agreement dated October 17, 2017 (the “Agreement”) between the City and American Microimaging, Inc., and assigned to File Keepers, LLC, under the same terms and conditions on April 25, 2018.
- B. City and Consultant now desire to amend the Agreement to modify the budget to provide increased funding to allow for completion of document scanning, staff Laserfiche system training, and piloting of new electronic business processes and workflows.

NOW, THEREFORE, in consideration of the foregoing, the Agreement is amended as follows:

- 1. Section 1 of the Agreement entitled “Consideration and Compensation” Paragraph C is amended to read as follows:
 - C. As additional consideration, City agrees to pay Consultant as set forth in Scope of Services Exhibit “A” and modified and attached hereto as Exhibit “A-1”, for Consultant’s services, unless otherwise specified by written amendment to this agreement. The total not to exceed amount shall be increased by \$54,000 for services through October 17, 2019 for a total amount not to exceed \$317,942.
- 2. Section 2 of the Agreement entitled “Scope of Services” Paragraph A is amended to read as follows:

A. Consultant will perform the services and activities set forth in the Scope of Services Exhibit "A" and modified and attached hereto as Exhibit "A-1".

Except as above modified, in all other respects the Agreement is hereby reaffirmed in full force and effect.

FILE KEEPERS, LLC

By: _____
George Bandarian II, President & CEO

CITY OF HERMOSA BEACH

By: _____
Suja Lowenthal, City Manager

ATTEST:

Elaine Doerfling, City Clerk

APPROVED AS TO FORM:

Michael Jenkins, City Attorney

EXHIBIT A-1
SCOPE OF SERVICES

1. **General.** File Keepers, LLC shall provide additional services as required by the City to complete document scanning and indexing into the Laserfiche electronic content management system, shredding and storage services, and professional services hours for staff Laserfiche training, project management, requirements analysis, system design, installation, configuration, testing, development of business processes, workflows, online forms, programming and other related electronic content management services.
2. **City Document Retrieval Requests.** File Keepers, LLC commits to responding to City requests for provision of City documents in the possession of Filekeepers, LLC within one business day; and fulfilling file / file box / electronic copy retrieval requests within three (3) business days during the term of this agreement.
3. **Budget and Pricing.**
 - A. Services through October 16, 2019. The Agreement amount of \$263,942 shall be increased by \$54,000 for a new total not to exceed amount of \$317,942 through October 16, 2019.
 - B. As-Needed Services / Charges. Consultant services below shall be requested by the City as required. There is no guaranteed usage.

Item / Service	Pricing
Document Scanning	
Set up cost – per Records series	\$500.00
Document preparation – per page	\$0.025
Single sided scanning – 8.5" x 11" to 11" x 17" – per page	\$0.03
Double sided scanning – 8.5" x 11" to 11" x 17" – each	\$0.05
Single sided scanning – 2' x 3' drawings – per page	\$0.60
Indexing documents – per field	\$0.02
Other Services	
Hourly rate - professional services - training & programming	\$225.00
Professional Services – 50 hour block purchase (\$200/hour)	\$10,000.00
Hourly rate – setup/startup & project management	\$100.00
Hourly rate – boxing/manifesting, special handling	\$30.00
File box truck pickup & delivery charge – each roundtrip	\$125.00
Document Storage – price per file box per month	\$0.28
Document destruction – price per file box	\$2.40
Hardware / scanners / equipment	To be quoted individually

- C. Payment Terms: Net 30