



## Staff Report

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File #: REPORT 18-0271, Version: 1

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**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of April 24, 2018**

**AMERICAN MICROIMAGING, INC. (AMI) CONTRACT ASSIGNMENT**

(Assistant to the City Manager Nico De Anda-Scaia)

**Recommended Action:**

It is recommended that City Council consent to an assignment of the City's existing contract with American Microimaging, Inc. for document scanning services to File Keepers, LLC., and authorize the City Manager to sign the attached letter of acknowledgement (ATTACHMENT 1).

**Background:**

The City has an agreement with American Microimaging, Inc. (AMI) to provide document scanning services and implementation of an electronic document management system for the City's various departments (ATTACHMENT 2). Recently, AMI has merged with File Keepers, LLC., a similar company specializing in hardcopy file storage and document destruction, with more than 40 years of experience, additional resources, and over 2,000 existing customers.

The merger will not result in any changes to the City in that the terms of the City's professional services agreement would be the same and all obligations of active contracts will be assigned to File Keepers, LLC. Furthermore, AMI employees are being retained at File Keepers LLC. and all agreements with third-party document management system vendors (such as Laserfiche) are being transferred and accommodated. The representative(s) and project lead currently working with the City are included in the merger and will continue to serve the City in the same capacities as at present.

**Fiscal Implications:**

There is no fiscal impact. All of the terms and conditions of the existing professional services agreement with American Microimaging, Inc. will remain the same.

**Attachments:**

1. AMI Contract Assignment Letter
2. Existing Professional Services Agreement

**Respectfully Submitted by:** Nico De Anda-Scaia, Assistant to the City Manager

**Noted for Fiscal Impact:** Viki Copeland, Finance Director

**Legal Review:** Michael Jenkins, City Attorney

**Approved:** John Jalili, Interim City Manager