

AUTHORIZE A NEW AGREEMENT WITH R4 SERVICES, LLC FOR OFFSITE RECORD STORAGE SERVICES

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize a new agreement with R4 Services, LLC to provide offsite record storage services to all departments and schools throughout the district at an estimated annual cost set forth in the Compensation Section of this report. Vendor was selected on a competitive basis pursuant to Board Rule 7-2. A written agreement for Vendor's services is currently being negotiated. No services shall be provided by Vendor and no payment shall be made to Vendor prior to the execution of their written agreement. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

Specification Number : 17-350023

Contract Administrator : Hernandez, Miss Patricia / 773-553-2280

VENDOR:

- 1) Vendor # 18731
R-4 SERVICES, LLC
1301 WEST 35TH
CHICAGO, IL 60609

Trisha Rooney
773 843-3901

Ownership: Suzanne Rooney - 50.7%;
Trisha Rooney - 20%; Sean Rooney -
19.5%; And Philip Rooney - 9.8%

USER INFORMATION :

Project
Manager: 10210 - Law Office

42 West Madison Street

Chicago, IL 60602

Izban, Miss Susan M

773-553-1700

TERM:

The term of this agreement shall commence on the date the agreement is signed and shall end sixty (60) months thereafter. This agreement shall have five (5) options to renew for periods of one (1) year each.

EARLY TERMINATION RIGHT:

The Board shall have the right to terminate this agreement with 30 days written notice.

SCOPE OF SERVICES:

Vendor will provide:

Off-site storage, related services and supplies;
Retrieval, pickup, delivery, and re-filing of Board records;
Customer service related to off-site storage services and supplies;
Automated Indexing and Electronic Inventory Control/Identification/Tracking System;
Web-enabled Inventory Tracking and Request System;
On-site Review/Client work area;
Repacking cartons and other containers;
Reports related to usage, inventory, activity and financial/billing activity; and
Records destruction.

DELIVERABLES:

Vendor will provide off-site document storage and related services and supplies.

OUTCOMES:

Vendor's services will result in quality off-site storage, related services and supplies.

COMPENSATION:

Vendor shall be paid as stated in their master agreement. Estimated annual costs for the five (5) year term are not to exceed \$1,100,000.

AUTHORIZATION:

Authorize the General Counsel to include other relevant terms and conditions in the written agreement. Authorize the President and Secretary to execute the agreement. Authorize Chief Procurement Officer to execute all ancillary documents required to administer or effectuate this agreement.

AFFIRMATIVE ACTION:

Pursuant to the Remedial Program for Minority and Women - Owned Business Enterprise Participation (M/WBE Program) in Goods and Services Projects, this contract is in full compliance with the goals of 30% MBE and 7% WBE. The vendor has scheduled the following firms.

Total MBE: 30%

Business Staffing of America
155 N. Wacker Dr., Suite 4250
Chicago, IL 60606
Ownership: Bennett Santana

Total WBE: 7%

Banner Personnel Service Inc.
53 W. Jackson, Suite 1219
Chicago, IL 60604
Ownership: Suzanne Seelander

LSC REVIEW:

Local School Council approval is not applicable to this report.

FINANCIAL:

Fund 115
Department of Law, 10210
Not to Exceed \$1,100,000 for FY18, FY19, FY20, FY21, FY22 and FY 23.
Future year funding is contingent upon budget appropriation and approval.

CFDA#: Not Applicable

GENERAL CONDITIONS:

Inspector General - Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts - The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

Indebtedness - The Board's Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics - The Board's Ethics Code adopted May 25, 2011 (11-0525-PO2), as amended from time to time, shall be incorporated into and made a part of the agreement.

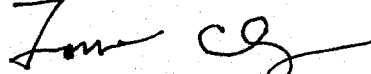
Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:



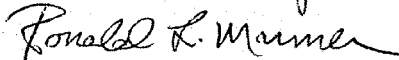
JONATHAN MAPLES
Chief Procurement Officer

Approved:



FORREST CLAYPOOL
Chief Executive Officer

Approved as to Legal Form:



RONALD L. MARMER
General Counsel