

**APPROVE ENTERING INTO AN AGREEMENT WITH ZIP MAIL SERVICES, INC.
TO PROVIDE PRE-SORT MAIL SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Approve entering into an agreement with Zip Mail Services, Inc. to provide pre-sort mail services at 125 S. Clark Street for the Department of Operations at a cost not to exceed \$35,000. Vendor was selected pursuant to a duly advertised Bid Solicitation (Specification 02-250039). No payment shall be made to Vendor prior to the execution of the 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.

Specifications No.: 02-250039

VENDOR: Zip Mail Services, Inc.
4350 United Parkway
Schiller Park, IL 60176
Contact person: Mike Quealy
Tel. No.:(847) 233-9450

USER: Department of Operations
125 South Clark 16th Floor
Chicago, IL 60603
Contact person: Urie Clark
Tel. No.: (773) 553-2950

TERM: The term of this Agreement shall commence July 1, 2002 and shall end August 31, 2003.

SCOPE OF SERVICES: Vendor shall provide pre-sort mail services for the Board of Education's Central Office.

COMPENSATION: Vendor shall be paid in accordance with the unit prices indicated in its written contract.

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. .

AFFIRMATIVE ACTION: The M/WBE goals for this contract include 35% total M/WBE, 22% total African American, 10% total Hispanic, 2% Asian, and 5% total WBE.

However, the Wavier Review Committee recommends that a full waiver of the participation goals for this contract as required by the Revised Remedial Plan be granted because the contract scope is not further divisible.

LSC REVIEW: Local School Council approval is not applicable to this report.

FINANCIAL: Charge to the Department of Operations: \$35,000
Budget Classification: 0645-552-000-4462-5400
Fiscal Year: FY03-FY04
Source of Funds: PBC O&M Series A 1989

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 July 26, 1995 (95-0726-EX3), as amended from time to time, shall be incorporated into and made a part of the agreement.


Ethics - The Board's Ethics Code adopted September 27, 1995 (95-0927-RU3), 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:


Anita Rocha
Acting Chief Purchasing Officer

Approved:


Arne Duncan
Chief Executive Officer

Within Appropriation:


Kenneth C. Gotsch
Chief Fiscal Officer

Approved as to legal form:


Marilyn F. Johnson
General Counsel