

**APPROVE ENTERING INTO AN AGREEMENT WITH RECALL TOTAL INFORMATION
MANAGEMENT, INC. FOR OFF-SITE DOCUMENT STORAGE**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Approve entering into an agreement with Recall Total Information Management, Inc. to provide off-site document storage, related services and supplies to Chicago Public Schools including all schools, departments and administration offices system-wide at a cost not to exceed \$1,500,000.00 for a five year period. Vendor was selected on a competitive basis pursuant to duly advertised Bid Solicitation (Specification No. 08-250037). A written agreement for Vendor's services is available for signature. No services shall be provided by Vendor and 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.

VENDOR: Recall Total Information Management, Inc.
4242 West 42nd Place
Chicago, IL 60632
Contact Person: Teresa Spraggins
(773) 579-6219
Vendor # 29577

USERS: Facilities
125 South Clark Street, 17th Floor
Chicago, IL 60603

Records Management Unit – Law Department
125 South Clark Street, 7th Floor
Chicago, IL 60603
Kina White (773.553-1593)
Susan Izban (773.553-1679)

TERM: The term of this agreement shall commence on the date of award of agreement as stated on the Bid Execution Page and end sixty (60) months thereafter. This agreement shall have five (5) additional one (1) year options to renew, or any shorter period of time as determined by the Board.

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 Index and Electronic Inventory Control/Identification/Tracking System;
- Web-Enabled Inventory Tracking and Request System;
- Onsite Review/Client work area;
- Repacking cartons and other containers;
- Reports related to usage, inventory, activity, and financial/billing activity; and
- Records destruction.

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

COMPENSATION: Vendor shall be paid for document storage, related services and storage supplies at the prices set forth in the agreement on a monthly basis, total cost not to exceed \$1,500,000.00 for the five year period.

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 Purchasing Officer to execute all ancillary documents required to administer or effectuate this agreement.

AFFIRMATIVE ACTION: This contract is in full compliance with the goals required by the Remedial Program for Minority and Women Owned Business Enterprise Participation in Goods and Services contracts. The M/WBE goals for this contract are 30% total MBE and 7% total WBE participation.

The vendor has identified the following firms:

Total MBE – 30%

Professional Field Solutions (AA)
3473 South King Drive
Chicago, Illinois 60616
Contact: Shonda Purnell

Total WBE – 7%

DriverSource, Inc. – 3%
15340 Michigan Avenue
Dearborn, MI 48126
Contact: Jinan Dalloo

Christy Webber Landscapes – 4%

2900 West Ferdinand Street
Chicago, Illinois 60612
Contact: Jason Sloat

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

FINANCIAL:

Charge to Facilities: \$1,500,000.00 for 5 year period

Charge to Facilities: \$25,000 FY09
Budget Classification: 11710-230-54105-254009-0000000-2009
March 1, 2009 - June 30, 2009
Source of Funds: Operations and Maintenance

Charge to Facilities: \$275,000 FY10
Budget Classification: 11710-230-54105-254009-0000000-2009
July 1, 2009 - June 30, 2010
Source of Funds: Operations and Maintenance

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.

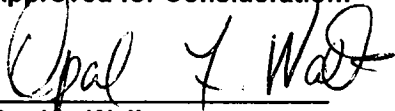
Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their 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 June 23, 2004 (04-0623-PO4), as amended from time to time, shall be incorporated into and made a part of the agreement.

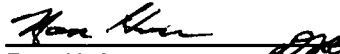
Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:



Opal L. Walls
Chief Purchasing Officer

Approved:



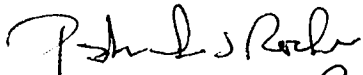
Ron Huberman
Chief Executive Officer

Within Appropriation:



Pedro Martinez
Chief Financial Officer

Approved as to legal form. 



Patrick J. Rocks
General Counsel