

**APPROVE ENTERING INTO AN AGREEMENT WITH GLENKIRK D.B.A. OPPORTUNITY SECURE  
DATA DESTRUCTION**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve entering into an agreement with Glenkirk d.b.a. Opportunity Secure Data Destruction to provide secure record destruction services to all schools, area administrative offices, and central office departments, at a total cost not to exceed \$30,000.00. 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 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.

Specification Number : 11-250004

Contract Administrator : Knowles, Miss Demetra / 773-553-2280

**VENDOR:**

- 1) Vendor # 90007  
GLENKIRK DBA OPPORTUNITY SECURE  
DATA DESTRUCTION  
3660 COMMERCIAL AVE.  
NORTHBROOK, IL 60062  
Barry Shapiro  
847 831-9400  
847-480-7579

**USER INFORMATION :**

Project  
Manager: 10210 - Office of Law  
  
125 S Clark Street, 7th Floor  
  
Chicago, IL 60603  
  
White, Miss Kina Denise  
  
773-553-1700

Project  
Manager: 10210 - Office of Law  
  
125 S Clark Street, 7th Floor  
  
Chicago, IL 60603  
  
Izban, Miss Susan M  
  
773-553-1700

**TERM:**

The term of this agreement shall commence on the date executed by the Board and shall end twenty four (24) months thereafter. This agreement shall have two (2) 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: secure record destruction services at plant-base facility; secure record destruction services on mobile destruction operation vehicles; provision for secure collection and transport of materials; customer service related to secure record destruction and supplies; reports related to usage activity and financial/billing activity; and Certificates of Secure Record Destruction. Users are required to request record destruction services only through the Board's Enterprise Records Manager or Records Systems Administrator.

**DELIVERABLES:**

Vendor will provide secure record destruction services upon request.

**OUTCOMES:**

Vendor's services will result in quality secure record destruction services at vendor's plant-based facility and on vendor's mobile destruction operation vehicle at designated Board location. Vendor will provide a Certificate of Record Destruction for each destruction project completed.

**COMPENSATION:**

Vendor shall be paid for secure record destruction services at the prices set forth in the agreement on a monthly basis, total not to exceed the sum of \$30,000.00 for the two year period.

**REIMBURSABLE EXPENSES:**

None.

**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:**

Pursuant to Section 5.2 of the Remedial Program for Minority and Women Owned Business Enterprise Participation in Goods and Services Contracts, the goals for this contract are 25% MBE and 5% WBE, but the provisions of the Program do not apply to transactions where the vendor providing services operates as a Not-for-Profit organization. This agreement is exempt from M/WBE review.

**LSC REVIEW:**

Local School Council approval is not applicable to this report.

**FINANCIAL:**

Charge to: Facilities Operations and Maintenance

11860-230-54105-254009-000000-2012	\$15,000.00
11860-230-54105-254009-000000-2013	\$15,000.00

**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.

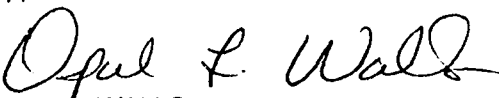
Conflicts - The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their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

  
 OPAL L. WALLS  
 Chief Purchasing Officer

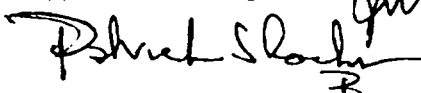
Approved:

  
 JEAN-CLAUDE BRIZARD  
 Chief Executive Officer

Within Appropriation:

  
 MELANIE A. SHAKER  
 Interim Chief Financial Officer

Approved as to Legal Form:

  
 PATRICK J. ROCKS  
 General Counsel