

**APPROVE ENTERING INTO AN AGREEMENT WITH CANON BUSINESS PROCESS SERVICES, INC.
FOR CENTRAL OFFICE MAIL/RECEIVING ROOM MANAGEMENT SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Approve entering into an agreement with Canon Business Process Service, Inc. ("Vendor") to provide mail/receiving room management services to the Board of Education's Central Office, located at 125 S. Clark St. at a total cost not to exceed \$613,836.00. 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 : 13-250021

Contract Administrator : Matthews, Ms. Trineda L. / 773-553-2280

VENDOR:

- 1) Vendor # 46698
CANON BUSINESS PROCESS SERVICES, INC
460 WEST 34TH STREET
NEW YORK, NY 10001
Eddie Rivera
312 663-6295

USER INFORMATION:

Contact: 11910 - Real Estate
125 South Clark Street 17th Floor
Chicago, IL 60603
Balistreri, Ms. Liza B
773-553-2900

Contact: 11860 - Facility Operations & Maintenance
125 South Clark Street 16th Floor
Chicago, IL 60603
Taylor, Ms. Patricia L
773-553-2960

TERM:

The term of this agreement shall commence on the date the agreement is signed and shall end 36 months thereafter, unless otherwise noted in the contract. This agreement shall have 2 options to renew for periods of 12 months each.

EARLY TERMINATION RIGHT:

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

SCOPE OF SERVICES:

Vendor shall manage the Board's Central Office mail/receiving room and provide all related services.

DELIVERABLES:

Vendor will provide the Board with tracking/delivery reports upon request, cost analyses on outbound mail upon request and monthly reporting of all inbound and outbound activities.

OUTCOMES:

Vendor's services will result in the implementation of part or all of the following scope of services: operating the Board's mail/receiving room; performing daily mail pick-ups and deliveries to the post office; fulfilling all United States Postal Services ("USPS") requirements for presorted, sleeve ACT tag and dispatch mail; preparing mail under the USPS Value-Added Refund Program; providing and maintaining all necessary furniture and equipment for the operation of the mail/receiving room; daily tracking/delivery of all accountable mail; daily processing and cost analysis of all outbound accountable mail; monthly reporting of all inbound and outbound activities; and move items as required by various departments as directed by the Board.

COMPENSATION:

Vendor shall be paid as specified in the agreement; total not to exceed \$613,836.00, exclusive of postage costs (which are paid directly by the Board).

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

AFFIRMATIVE ACTION:

The M/WBE goals for this agreement include 25% total MBE and 15% total WBE participation. However, the Office of Business recommends a partial waiver of the goals required by the Remedial Program for Minority and Women Owned Business Enterprise Participation in Goods and Services Contracts, be granted due to the scope of services being not further divisible.

The Vendor has identified the following participation:

Total MBE - 5%

Automated Mail Services, LLC
1801 Hicks Road, Suite H
Rolling Meadows, Illinois 60008

Bear River Associates, Inc.
436 14th Street, Suite 300
Oakland, California 94612

Total WBE- 2%

Working Hands, Inc.
350 Smoketree Business Park 60
North Aurora, Illinois 60542

LSC REVIEW:

Local School Council approval is not applicable to this report.

FINANCIAL:

FY2014: \$204,612.00
FY2015: \$204,612.00
FY2016: \$204,612.00

Parent Unit Number: 11910
Source of Funds: Operations

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:



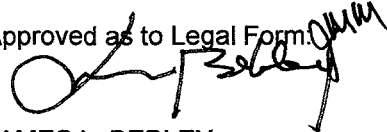
SÉBASTIEN de LONGEAUX
Chief Procurement Officer

Approved:



BARBARA BYRD-BENNETT
Chief Executive Officer

Approved as to Legal Form:



JAMES L. BEBLEY
General Counsel