

January 27, 2016

**AUTHORIZE THE THIRD RENEWAL AGREEMENT WITH RECALL TOTAL INFORMATION MANAGEMENT, INC. FOR OFFSITE RECORD STORAGE SERVICES**

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

Authorize the third renewal agreement with Recall Total Information Management, Inc. to provide offsite record storage services to CPS schools, departments, and administrative offices at a cost set forth in the Compensation Section of this report. A written document exercising this option is currently being negotiated. No payment shall be made to Recall Total Information Management, Inc. during the option period prior to execution of the written document. The authority granted herein shall automatically rescind in the event a written document is not executed within 90 days of the date of this Board Report. Information pertinent to this option is stated below.

Contract Administrator : Pincombe, Ms. Charley C / 773-553-2280

**VENDOR:**

- 1) Vendor # 29577  
RECALL TOTAL INFORMATION  
MANAGEMENT, INC  
4242 W. 42ND PLACE  
CHICAGO, IL 60632  
David Schmitt  
773 579-6201  
773-326-0638  
David.Schmitt@Recall.Com

**USER INFORMATION :**

Project  
Manager: 10210 - Law Office  
  
42 West Madison Street  
  
Chicago, IL 60602  
  
Izban, Miss Susan M  
  
773-553-1700

**ORIGINAL AGREEMENT:**

The original Agreement (authorized by Board Report 09-0225-PR3) in the amount of \$1,500,000.00 was for a term commencing February 25, 2009 and ending February 24, 2014 with the Board having five (5) options to renew for one (1) year terms. The agreement was renewed (authorized by Board Report 13-1218-PR18 as amended) for a term commencing February 25, 2014 through February 24, 2015 and renewed a second time (authorized by Board Report 15-0128-PR10) for a term commencing February 25, 2015 through February 24, 2016. The original agreement was awarded on a competitive basis pursuant to Board Rule 7-2.

**OPTION PERIOD:**

The term of this agreement is being renewed for one (1) year commencing February 25, 2016 and ending February 24, 2017.

**OPTION PERIODS REMAINING:**

There are two (2) option periods for one (1) year remaining.

**SCOPE OF SERVICES:**

Vendor will continue to provide:

1. Off-site storage, related services and supplies;
2. Retrieval, pickup, delivery, and re-filing of Board records;
3. Customer service related to off-site storage services and supplies;
4. Automated Index and Electronic Inventory Control/Identification/Tracking System;
5. Web-Enabled Inventory Tracking and Request System;
6. On-site Review/Client work area;
7. Repacking cartons and other containers;
8. Reports related to usage, inventory, activity, and financial/billing activity; and
9. Records destruction.

**DELIVERABLES:**

Vendor will continue to 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 during this option period at the prices set forth in the agreement; total cost for this option period shall not exceed the sum of \$290,000.00.

**AUTHORIZATION:**

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

**AFFIRMATIVE ACTION:**

This agreement 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 MBE/WBE goals for this agreement include: 30% total MBE and 7% total WBE participation.

The vendor has identified the following firms:

**Total MBE - 30%**

Professional Field Solutions  
3473 South King Drive  
Chicago, IL 60616

**Total WBE - 7%**

DriverSource, Inc.  
15340 Michigan Avenue  
Dearborn, MI 48126

Christy Webber & Company  
2900 West Ferdinand Street  
Chicago, IL 60612

**LSC REVIEW:**

Local School Council approval is not applicable to this report.

**FINANCIAL:**

Fund 230

Department of Law, 10210, \$290,000.00

FY15: \$97,000

FY16: \$193,000

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.

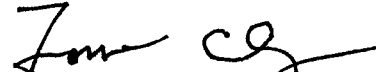
Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:




SÉBASTIEN de LONGEAUX  
Chief Procurement Officer

Approved:



FORREST CLAYPOOL  
Chief Executive Officer

Approved as to Legal Form <sup>mm</sup>



RONALD L. MARMER  
General Counsel