

August 28, 2017

**AUTHORIZE THE SECOND AND FINAL RENEWAL AGREEMENT WITH CANON BUSINESS
PROCESS SERVICES, INC. FOR CENTRAL OFFICE MAIL/RECEIVING ROOM MANAGEMENT
SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize the second and final renewal agreement with Canon Business Process Services, Inc. to provide central office mail/receiving room management services to the Department of Facilities at an estimated annual 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 Canon Business Process Services, 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.

Specification Number : 13-250021

Contract Administrator : Sinnema, Mr. Ethan Cedric / 773-553-5180

VENDOR:

- 1) Vendor # 46698
CANON BUSINESS PROCESS SERVICES,
INC
460 WEST 34TH STREET, 6TH FLOOR
NEW YORK, NY 10001

Eddie Rivera
312 663-6295

Ownership: Canon U.S.A., Inc. - 100%

USER INFORMATION :

Contact:
11860 - Facility Operations & Maintenance
42 West Madison Street
Chicago, IL 60602
De Runtz, Ms. Mary
773-553-3119

ORIGINAL AGREEMENT:

The original Agreement (authorized by Board Report 13-0522-PR4) in the amount of \$613,836 was for a term commencing on September 15, 2013 and ending September 14, 2016, with the Board having two (2) options to renew for one (1) year terms. The agreement was renewed (authorized by Board Report 16-0727-PR4) for a term commencing September 15, 2016 and ending September 14, 2017. 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 September 15, 2017 and ending September 14, 2018.

OPTION PERIODS REMAINING:

There are no option periods remaining.

SCOPE OF SERVICES:

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

DELIVERABLES:

Vendor shall continue to provide the Board with tracking/delivery reports upon request, cost analysis 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 pre-sorted, 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 during this option period as specified in the agreement, total not to exceed \$153,204 exclusive of postage costs (which are paid directly by the Board).

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 Chief Facilities Officer to execute all ancillary documents required to administer or effectuate this option agreement.

AFFIRMATIVE ACTION:

Pursuant to the Remedial Program for Minority and Women Owned Business Enterprise Participation in Goods and Services Contracts, this agreement is exempt from MBE compliance review as the scope of services is not further divisible. Participation is being achieved through a diverse workforce.

LSC REVIEW:

Local School Council approval is not applicable to this report.

FINANCIAL:

Fund 230, Facilities Department, Unit 11880

\$121,287 FY18

\$31,917 FY19

Not to Exceed \$153,204

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.

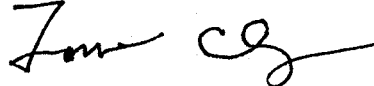
Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:



JONATHAN MAPLES
Chief Procurement Officer

Approved:



FORREST CLAYPOOL
Chief Executive Officer

Approved as to Legal Form: *gmm*



RONALD L. MARMER
General Counsel