

**AUTHORIZE A NEW AGREEMENT WITH ADMINISTRATIVE RESOURCE OPTIONS, INC., FOR
CENTRAL OFFICE MAIL/RECEIVING ROOM MANAGEMENT SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize a new agreement with Administrative Resource Options, 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. 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 the execution of their 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.

Contract Administrator : Barnes, Miss Allison V / 773-553-3241
CPOR Number : 18-0625-CPOR-1947

VENDOR:

- 1) Vendor # 19923
ADMINISTRATIVE RESOURCE OPTIONS
INC
200 WEST ADAMS, STE 2000
CHICAGO, IL 60606

Rebeca Copeland
312 634-0300

Ownership - Alecia Mcclung = 78% - William
Mcclung = 22%

USER INFORMATION :

Project
Manager: 11860 - Facility Operations & Maintenance

42 West Madison Street

Chicago, IL 60602

Davila, Ms. Julissa

773-553-2900

TERM:

The term of this agreement shall commence on September 17, 2018 and shall end September 30, 2019.
This agreement shall have no options to renew.

EARLY TERMINATION RIGHT:

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

SCOPE OF SERVICES:

Vendor shall provide mail receiving and delivery services, pick-up, pre-sort, automation and delivery of all United States Postal Service ("USPS") mail for the Central Office, shall maintain the confidentiality of CPS mail, lists and other information related to CPS mail, conference room setup and reset, and reception desk coverage as needed.

DELIVERABLES:

Vendor shall provide the Board with mail receiving and delivery services, tracking and delivery reports upon request, cost analysis on outbound mail upon request, monthly reporting of all inbound and outbound activities.

OUTCOMES:

Vendor's services will result in the implementation of part of 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 and delivery of all accountable mail; daily processing and cost analysis of all outbound accountable mail; monthly reporting of all inbound and outbound activities; and moves as required by various departments as directed by the Board.

COMPENSATION:

Vendor shall be paid as specified in their respective agreement. Estimated annual aggregate costs for the one year term are set forth below:

\$120,000 - FY19

\$45,000 - FY20

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:

Pursuant to the Remedial Program for Minority and Women-Owned Business Enterprise Participation in Goods and Services contracts (M/WBE Program) this contract is in full compliance with the Business Diversity goals of 30% MBE and 7% WBE as the Prime is 100% WBE.

LSC REVIEW:

Local School Council approval is not applicable to this report.

FINANCIAL:

Fund: 230

Real Estate, Unit 11910

\$120,000 - FY19

\$45,000 - FY20

Not to Exceed: \$165,000 for the one year term.

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.

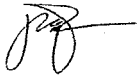
Conflicts - The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their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



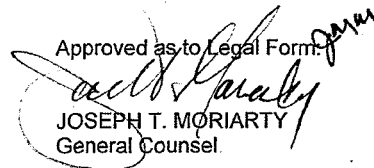
JONATHAN MAPLES
Chief Procurement Officer

Approved:



JANICE K. JACKSON
Chief Executive Officer

Approved as to Legal Form:



JOSEPH T. MORIARTY
General Counsel