

**AUTHORIZE FIRST RENEWAL AGREEMENT WITH RECALL TOTAL INFORMATION
MANAGEMENT, INC. FOR OFF-SITE DOCUMENT STORAGE**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize the first renewal agreement with Recall Total Information Management, Inc. to provide off-site document storage, related services and supplies to Chicago Public Schools including all schools, departments and administration offices system-wide at a cost not to exceed \$250,000.00 for a one (1)

mandate Recall Total Information Management, Inc. during the action period prior to execution of the

SCOPE OF SERVICES:

Vendor will 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. Onsite 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:

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

necessary to conduct those investigations.