

January 27, 2016

**AUTHORIZE THE THIRD RENEWAL AGREEMENT WITH RECALL TOTAL INFORMATION**

**MANAGEMENT, INC. TO PROVIDE 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 terminate

**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:**

**FINANCIAL:**

Fund 230

Department of Law 10010 \$200,000.00

FY15: \$97,000

FY16: \$193,000

Future year funding is contingent upon budget appropriation and approval.

**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 these 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