

**AMEND BOARD REPORT 13-1218-PR18
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~~ \$370,000.00

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.

This January 2015 amendment is necessary to increase the compensation amount by \$120,000 due to an increase in offsite storage usage. No written amendment to the agreement is required.

OPTION PERIOD:

The term of this agreement is being renewed for one (1) year commencing February 25, 2014 and ending February 24, 2015.

OPTION PERIODS REMAINING:

There are four (4) option periods for one (1) year each remaining.

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;

6. On-site Review/Client work area:

7. Repacking cartons and other containers;

LSC REVIEW:

Local School Council approval is not applicable to this report.

FINANCIAL:

Fund 230

Department of Law, 10210

~~\$250,000.00~~, ~~\$370,000.00~~, FY14 and FY15

Future year funding is contingent upon budget appropriation and approval.

CEQA: ~~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,