

February 22, 2017

AUTHORIZE THE FOURTH RENEWAL AGREEMENT WITH IRON MOUNTAIN INFORMATION MANAGEMENT, LLC FOR OFFSITE RECORD STORAGE SERVICES

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize the fourth renewal agreement with Iron Mountain Information Management, LLC (Iron Mountain) 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. Iron Mountain is the successor-in-interest to Recall Total Information Management, Inc. A written document exercising this option is currently being negotiated.

All records shall be made available to Iron Mountain Information Management, LLC during the entire period of the agreement.

OPTION PERIOD:

The term of this agreement is being renewed for one (1) year commencing February 25, 2017 and ending February 24, 2018.

OPTION PERIODS REMAINING:

There is one (1) option period 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/Inquiries;

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.

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.