

**AUTHORIZE THE FIRST, SECOND, THIRD, FOURTH, AND FIFTH (FINAL) RENEWAL AGREEMENT WITH R-4 SERVICES, LLC FOR OFFSITE RECORD STORAGE SERVICES**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Authorize the first, second, third, fourth, and fifth (final) renewal agreement with R-4 Services, LLC to provide offsite record storage services to all departments and schools throughout the district at an estimated annual 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 R-4 Services, LLC 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.

Contract Administrator : Banks, Amy / 773-553-2280

**VENDOR:**

- 1) Vendor # 18731  
R-4 SERVICES, LLC  
1301 WEST 35TH  
CHICAGO, IL 60609

Trisha Rooney  
773 843-3901

Ownership: Suzanne Rooney - 50.7%;  
Trisha Rooney - 20%; Sean Rooney -  
19.5%; and Philip Rooney - 9.8%

**USER INFORMATION :**

Project  
Manager: 11220 - Policy and Procedures  
  
42 W Madison Street  
  
Chicago, IL 60602  
  
Izban, Susan M  
  
773-553-1679

**ORIGINAL AGREEMENT:**

The original Agreement (authorized by Board Report 17-1206-PR19) in the amount of \$1,100,000 is for a term commencing February 1, 2018 and ending January 31, 2023, with the Board having five (5) options to renew for one (1) year terms. The original agreement was awarded on a competitive basis pursuant to Board Rule 7-2.

**OPTION PERIOD:**

The term of this agreement is being renewed for five (5) years commencing February 1, 2023 and ending January 31, 2028.

**OPTION PERIODS REMAINING:**

There are no option periods remaining

**SCOPE OF SERVICES:**

Vendor will continue to provide:

- Offsite storage, related services and supplies
- Retrieval, pick up, delivery, and re-filing of Board records
- Customer Service related to offsite storage services and supplies
- Automated indexing and electronic inventory control/identification/tracking system
- Web Enabled inventory tracking and request system
- Onsite review and client work area
- Repacking cartons and other containers
- Reports related to usage, inventory, activity and financial/billing activity
- Records destruction

**DELIVERABLES:**

Vendor will continue to provide offsite document storage and related services and supplies

**OUTCOMES:**

Vendor's services will continue to result in quality offsite storage, related services and supplies

**COMPENSATION:**

Vendor shall be paid as stated in the agreement.

Estimated annual costs for the renewal term are set forth below.

\$500,000, FY23

\$500,000, FY24

\$500,000, FY25

\$500,000, FY26

\$500,000, FY27

**AUTHORIZATION:**

Authorize the General Counsel to include other relevant terms and conditions in the written option document. Authorize the President and Secretary to execute the option document. Authorize General Counsel to execute all ancillary documents required to administer or effectuate this option agreement.

**AFFIRMATIVE ACTION:**

Pursuant to the Remedial Program for Minority and Women Owned Business Enterprise Participation (M/WBE Program) in Goods and Services Projects, this contract is in full compliance with the goals of 30% MBE and 7% WBE. The vendor has scheduled the following firms:

Total MBE: 30%

Business Staffing of America  
155 N Wacker Drive, Suite 4250  
Chicago, IL 60606  
Ownership: Bennett Santana

Total WBE: 7%

Banner Personnel Service, Inc.  
53 W. Jackson, Suite 1219  
Chicago, IL 60604  
Ownership: Suzanne Seelander

**LSC REVIEW:**

Local School Council approval is not applicable to this report

**FINANCIAL:**

Fund 115, Department of Law, 10210

\$500,000, FY23

\$500,000, FY24

\$500,000, FY25

\$500,000, FY26

\$500,000, FY27

Not to exceed \$2,500,000 for the renewal 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:

PATRICIA HERNANDEZ  
Acting Chief Procurement Officer

Approved:

PEDRO MARTINEZ  
Chief Executive Officer

Approved as to Legal Form: 

JOSEPH T. MORIARTY  
General Counsel