

**31470**

**ADOPTED – BOARD OF TRUSTEES COMMUNITY  
COLLEGE DISTRICT NO. 508  
JUNE 7, 2012**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508  
COUNTY OF COOK AND STATE OF ILLINOIS**

**OFF-SITE STORAGE AND RETRIEVAL SERVICES  
R4 SERVICES, LLC  
OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES  
DISTRICT-WIDE**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to execute a depends upon requirements agreement with R4 Services, LLC to provide off-site storage and retrieval services for the District for the period from July 1, 2012 through June 30, 2017, at annual cost of \$80,000 with a total cost not exceed \$400,000 for the five year period.

**VENDOR:** R4 Services, LLC  
1301 West 35<sup>th</sup> Street  
Chicago, Illinois 60609

**USER:** District-Wide

**TERM:**

The term of this agreement shall begin on July 1, 2012 and end on June 30, 2017, with an option to renew for an additional 5 year period.

**SCOPE OF SERVICES:**

R4 Services, LLC will provide secure off-site storage services that will allow the District to easily access documents and information in a centralized, protected location. The scope of services includes:

- Maintaining a computer-based inventory and tracking system for all materials housed at the storage location for easy intake and retrieval requests
- Monthly reports to CCC regarding current inventory, delivery and pickup requests processed as well as processing time for requests and deliveries
- Emergency/Rush record delivery
- Ability to transfer records from current storage facility to vendor's location.
- Document destruction as needed

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

Storing documents off-site will enable the District to house records and documents in one centralized location with computerized indexing for easy access and retrieval.

**VENDOR SELECTION CRITERIA:**

Specifications were prepared by District Procurement staff and publicly advertised on, 2012 as Request for Proposal (RFP) SJ1201 Off-Site Storage and Document Management Solution. A pre-proposal conference was conducted on March 12, 2012. Submittals were received on March, 21, 2012, from eight (8) vendors: 1) Recall Total Information Management; 2) East Bank Records Management; 3) GRM Information Management Services of Chicago; 4) Berger/Allied; 5) R4 Services, LLC; 6) Vanguard Archives, LLC; 7) Nelson Westerberg of Illinois; and 8) Clintas Document Management (vendor was deemed non-responsive and was not evaluated).

All proposals were reviewed, evaluated and ranked by staff which included the Office of Human Resources, Wright College, Administrative and Procurement Services, the Office of Finance, and the Office of Risk Management.

The evaluation criteria included:

- Responsiveness of RFP
- Qualifications of the Firm
- Proposed Methodology and Approach
- Fees/Proposed Cost of Services
- MBE/WBE Participation

Based on the evaluation scoring, staff recommends the acceptance of the proposal from R4 Services, LLC which ranked highest on the evaluation scoring.

**MBE/WBE COMPLIANCE:**

The Office of M/WBE Contract Compliance has reviewed the RFP Proposal and determined that R4 Services, LLC, subcontracting with Business Systems of America as its MBE provider and Tulsa Power, Inc. as its WBE provider, is in compliance with the Board Approved Participation Plan.

**MBE Vendor:**

Business Systems of America	Direct Participation	City Certification
155 N. Wacker Dr., Suite 4250	25%	
Chicago, IL 60606		

**WBE Vendor:**

Tulsa Power, Inc.	Direct Participation	City Certification
3968 S. Ashland	7%	
Chicago, IL 60609		

**GENERAL CONDITIONS:**

Inspector General – It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General’s authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable Provisions of the Board’s Ethics Policy adopted January 7, 1993, and as amended by the Board.

**FINANCIAL:** \$400,000 (\$80,000 annually)

**Charge to:** Administrative Services

**Source of Funds:** O&M Fund

**Unrestricted Fund**

**FY13:** 00003-0005038-70000-00000-530000 \$80,000

**FY14:** 00003-0005038-70000-00000-530000 \$80,000

**FY15:** 00003-0005038-70000-00000-530000 \$80,000

**FY16:** 00003-0005038-70000-00000-530000 \$80,000

**FY17:** 00003-0005038-70000-00000-530000 \$80,000

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**June 7, 2012 – Office of Administrative and Procurement Services**