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ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JULY 11, 2013

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

PERMANENT REMOVAL OF HARD COPY RECORDS
RECALL TOTAL INFORMATION MANAGEMENT
HAROLD WASHINGTON COLLEGE AND DISTRICT OFFICE
OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes payment to Recall Total Information Management in an amount not to exceed \$40,000 for the cost of permanently removing the hard copy records from its facility.

VENDOR: Recall Total Information Management
4242 West 42nd Place
Chicago, Illinois 60632

USERS: Harold Washington College
District Office

TERM:

The term of the agreement began on August 3, 2007 and ended June 30, 2013.

SCOPE OF SERVICES:

Recall Total Information Management, Inc. provided scheduled and on-demand services for the pick-up and delivery of hard copy records.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Office of Administrative and Procurement Services has determined that certain efficiencies and cost savings would result from the transfer of the hard copy records from Recall Total Information Management to R4 Services, LLC, the storage provider of other District records.

VENDOR SELECTION CRITERIA

Recall Total Information Management, Inc. was approved for use through the Illinois Community College System Purchasing Consortium via Board Report 29816 adopted February 6, 2009.

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.

Contingent Liability- Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL:

Total FY14: \$40,000

Charge to: Office of Administrative and Procurement Services

Source of Funds: Capital Fund

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

July 11, 2013 – Office of Administrative and Procurement Services