

33166
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MARCH 9, 2017

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
(RENEWAL)
DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to exercise the renewal option for 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, 2017 through June 30, 2022, at a total cost not exceed \$450,000 for the contract term.

VENDOR: R4 Services, LLC
1301 West 35th Street
Chicago, Illinois 60609

USER: District Wide

ORIGINAL 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 five year period.

OPTION/RENEWAL TERM:

The term of this renewal agreement shall begin on July 1, 2017 and end on June 30, 2022.

SCOPE OF SERVICES:

R4 Services, LLC will continue to 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
- Indexing and packing records, as needed

- Emergency/Rush record delivery
- 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:

Pursuant to Board Report # 31470, the Board authorized the execution of an agreement with R4 Services, LLC to provide off-site storage services for the district. Specifications were prepared by District Procurement staff and publicly advertised on March 2, 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.

This renewal is based on the agreeance to the same terms and conditions from the initial contract period and R4's willingness to extend the City of Chicago # 27434 pricing to the district. This will allow us to take advantage of the lowest possible cost for the various items necessary to store our records.

MBE/WBE COMPLIANCE:

The Office of Contract Compliance has reviewed the proposed agreement and has determined the Vendor is in compliance with the Board Approved Participation Plan:

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Direct or Indirect</u>	<u>Certifying Agency</u>
Business Staffing of America 155 N. Wacker Dr., Suite 4250	MBE	25	Direct	City of Chicago

Chicago, IL 60606				
A.M. Staffing Group, Inc. 75 N. Market Street, Suite 26 Elgin, IL 60123	WBE	7	Direct	City of Chicago

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 II, Section 2.6.4(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: \$450,000

Charge to: Office of Administrative and Procurement Services

Source of Funds: Operations & Maintenance Fund

FY17: 530000-05501-0005038-70000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

March 9, 2017 – Office of Administrative and Procurement Services