

34456

**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, upon final approval of the General Counsel as to the legal form of such agreements, to execute a Depends Upon Requirements (DUR) agreement with R4 Services, LLC to provide off-site storage and retrieval services for the District for the period from July 1, 2022 through March 14, 2026, at a total cost not exceed \$550,000 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, 2022 and end on March 14, 2026 with one (1) option to renew for an additional two-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
- 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:

The contract being utilized as part of the joint purchasing agreement has been advertised and awarded in accordance with the procurement procedures of Cook County Government, a sister agency to CCC, and was originally approved under contract # 1901-18053R on March 15, 2021, for file storage and related services. Pursuant to State law, contracts for goods and services procured from another government entity are exempt from the District’s competitive bidding requirements.

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>
Anchor Staffing 9901 South Western Ave. Chicago, IL 60612	MBE	25	Direct	City of Chicago
Banner Personnel Service, Inc. 53 West Jackson, # 1219 Chicago, IL 60604	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: \$550,000

Charge to: Office of Administrative and Procurement Services

Source of Funds: Operations & Maintenance Fund

FY23-26: 530000-05501-0005038-70000

Respectfully submitted,

**Juan Salgado
Chancellor**

April 7, 2022 – Office of Administrative and Procurement Services