

# 35767

ADOPTED—BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
FEBRUARY 5, 2026

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

### OFF-SITE STORAGE AND RETRIEVAL SERVICES

R-4 SERVICES, LLC

### THE OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES

DISTRICT WIDE

(RENEWAL OF BR #34456)

#### 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 renew an agreement with R-4 Services, LLC to provide off-site storage and retrieval services district-wide for the period from March 15, 2026 through March 14, 2028, at a total cost not exceed \$200,000 for the contract term.

**VENDOR:** R-4 Services, LLC  
1301 West 35<sup>th</sup> Street  
Chicago, Illinois 60609

**USER:** District Wide

#### ORIGINAL TERM:

Pursuant to Board Report #34456, the original term of this agreement began on July 1, 2022, and shall end on March 14, 2026, with one (1) option to renew for an additional two-year period.

#### RENEWAL TERM

The renewal term of this agreement shall begin on March 15, 2026, and shall end on March 14, 2028, with no remaining options to renew.

#### SCOPE OF SERVICES:

R-4 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
- 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 Procurement Services has reviewed the proposed compliance plan and determined the Vendor has complied with the Board Approved MBE/WBE Contract Participation Plan:

<b><u>Vendor</u></b>	<b><u>MBE or WBE</u></b>	<b><u>%</u></b>	<b><u>Participation</u></b>	<b><u>Certifying Agency</u></b>
Anchor Staffing Inc. 9730 S Western Ave., Ste. # 834 Evergreen Park, IL 60805	MBE	25	Direct	City of Chicago
Banner Personnel Service, Inc. 53 W Jackson Blvd., Ste. #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:** \$200,000

**Charge to:** Office of Administrative and Procurement Services

**Source of Funds:** Operations & Maintenance Fund

**Budget Line:** 530000-05501-0005038-70000

Respectfully submitted,

**Juan Salgado**  
**Chancellor**

**February 5, 2026 – Office of Administrative and Procurement Services**