

May 22, 2002

02-0522-BD01

**AMEND BOARD REPORT 01-0627-BD3  
APPROVE ENTERING INTO AN AGREEMENT WITH SHRED-IT, INC.  
FOR DOCUMENT DESTRUCTION SERVICES**

**THE BOARD OFFICE REPORTS THE FOLLOWING DECISION:**

Approve entering into an agreement with Shred-It, Inc. to provide document destruction services for the Board at a cost not to exceed \$200,000. Shred-It, Inc. was selected on a non-competitive basis because this company provides high quality services which are in compliance with the Local Records Act. A written agreement for Vendor's services is currently being negotiated. No payment shall be made prior to the execution of the written agreement. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below. This amendment is necessary to extend the term of the agreement for six additional months for the vendor to continue services at no additional cost to the Board. A written amendment to the contract is required. No payment shall be made to the vendor during the extension period prior to the execution of the written amendment. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 90 days of the date of this Board Report.

**VENDOR:** Shred-It, Inc.  
829 Blackhawk Drive, Westmont, IL 60559  
630-323-1540 – Contact: Paul Swenson  
Vendor #30761

**USER:** Office of the Board  
125 South Clark Street, 6<sup>th</sup> Floor  
Sharon M. Revello, Board Secretary  
773-553-1600

**TERM:** The term of this agreement shall commence on July 1, 2001 and shall end ~~June~~ December 30, 2002.

**SCOPE OF SERVICES:** Shred-It, Inc. will provide pick-up or on-site mobile document shredding to each of the school system's 600 locations, including central and regional offices.

**DELIVERABLES:** Shred-It, Inc. will provide a Certificate of Destruction, in compliance with the Local Records Act that will be mailed within one week of the destruction to the Records Management Officer.

**OUTCOMES:** Records in schools, regions and the central office will be destroyed in compliance with the Local Records Act, the Records Retention Schedule approved by the Local Records Commission and the State Archivist.

**COMPENSATION:** Shred-It, Inc. shall be paid as follows: pick-up or on site destruction charges will be billed at \$55 per service, with no minimum required, with a \$3.60 per box (12"x15"x10") destruction charge.

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the written agreement. Authorize the President and Secretary to execute the agreement.

**LSC REVIEW:** Local School Council approval is not applicable to this report.

**FINANCIAL:** Charge to Board Office \$200,000 Fiscal Year: 2001  
Budget Classification: 0010-210-000-1071-5400 Purchase Order #128823

**GENERAL CONDITIONS:**

**Inspector General** – Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

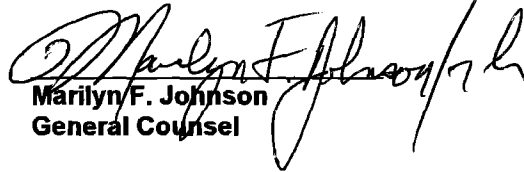
**Conflicts** – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

**Indebtedness** – The Board's Indebtedness Policy adopted July 26, 1995 (95-0726-EX3), as amended from time to time, shall be incorporated into and made a part of the agreement.

**Ethics** – The Board's Ethics Code adopted September 27, 1995 (95-0927-RU3), as amended from time to time, shall be incorporated into and made a part of the agreement.

**Contingent Liability** – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved as to Legal Form: 

  
Marilyn F. Johnson  
General Counsel

Within Appropriation:

  
Kenneth C. Gotsch  
Chief Fiscal Officer