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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
DECEMBER 11, 2014**

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

**MOVING AND RELOCATION SERVICES
MIDWEST MOVING AND STORAGE
OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with Midwest Moving and Storage to provide moving and relocation services on an as needed basis District Wide for the period from December 12, 2014 through November 30, 2019, at a total cost not to exceed \$800,000.

VENDOR: Midwest Moving and Storage
1255 Tonne Road
Elk Grove Village, Illinois 60007

USER: District Wide

TERM:

The term of the agreement shall commence no sooner than December 12, 2014 and will continue through November 30, 2019.

SCOPE OF SERVICES:

Midwest Moving & Storage will provide moving and relocation services as needed throughout the District. Midwest Moving & Storage will provide moving proposals prior to any relocation efforts taking place which consist of the following:

- A plan of action for the move(s), including a schedule of completion
- Anticipated labor force, including specialized services
- Method to be used in the protection of the City Colleges of Chicago campus where the moves are to take place
- Estimated cost for the move(s) including a breakdown of all costs to be incurred

The equipment and supplies to be used are to include, but are not limited to:

- A-frames, dollies, trolleys, blankets (at no additional cost)
- Tote boxes, crates and speed packs(priced at pre-negotiated prices)
- Bubble wrap, shrink wrap, banding wire, wood pallets, etc. (priced at pre-negotiated prices)

City Colleges of Chicago (CCC) can also require Midwest Moving & Storage to obtain a moving consultant that specializes in moving oversized, specialized items and large area moves. This firm will be a subcontractor to Midwest Moving & Storage and approved by CCC. Midwest Moving & Storage may also be requested to dispose of designated items in an appropriate manner as identified by CCC.

The immediate need will be concentration on the relocation and moving of items from the old Malcolm X College campus to the new facility. The services will include the following:

- Pre-move packing/unpacking of materials
- Transfer of totes and boxes to the new facility
- Inventory services
- Disposal of items
- Coordination with the City Colleges of Chicago Move Coordinator

BENEFIT TO CITY COLLEGES OF CHICAGO:

The service will allow the District to have a readily available means to provide moving and relocation services. This service will also provide additional resources for quick moves which will allow staff to continue daily functions.

VENDOR SELCTION CRITERIA:

The contract is being utilized as part of a joint purchasing agreement and awarded in accordance with the City of Chicago procurement procedures through contract PO# 30604. Pursuant to State law, contracts for goods and services procured from another governmental entity are exempt from the District’s competitive bidding requirements.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the agreement request referenced above. As the service is being procured via a Joint Purchase Agreement with the City of Chicago, it is recommended that the City of Chicago’s goals for the contract be accepted.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Midwest Moving and Storage 1255 Tonne Road Elk Grove Village, Illinois 60007	MBE	100	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 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: \$800,000

Charge to: Various Colleges, Departments

Source of Funds: O&M/Capital Fund

FY15: 580000-92015-00005031-70000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

December 11, 2014 – Office of Administrative and Procurement Services