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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
FEBRUARY 1, 2018

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

MOVING AND RELOCATION SERVICES MIDWEST MOVING AND STORAGE (AMENDMENT TO BOARD REPORT # 32970, ADOPTED JUNE 2, 2016) OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an amendment to the agreement with Midwest Moving and Storage to provide moving and relocation services on an as needed basis District Wide for the period from June 2, 2016 through November 30, 2019, to provide an additional \$525,000 in spending authority, for a total cost not to exceed \$1,325,000.

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 June 2, 2016 and will continue through November 30, 2019.

SCOPE OF SERVICES:

Midwest Moving and 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 and 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 and Storage and approved by CCC. Midwest Moving and Storage may also be requested to dispose of designated items in an appropriate manner as identified by CCC.

The immediate need will concentrate on the relocation and moving of items from District Office. The services included the following:

- Pre-move packing/unpacking of materials, as needed
- Transfer of totes and boxes to the new facilities
- Transfer of any specialized equipment to the new facilities
- Inventory services
- Disposal of items
- Coordination with the City Colleges of Chicago Move Coordinator

This amendment contemplates additional services to support the closure of the District Office and the relocation of files and other items to various colleges throughout the District. The relocation services to support the decommissioning of the District Office include: providing legal totes for CCC's advanced packing and crates for CCC to pack active files, relocation of files, IT equipment and some furniture items, and movers' assistance to stage boxes packed by CCC in advance, when requested.

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. This amendment will also allow the District to decommission the District Office and ensure that all items are removed from the property to allow its sale.

VENDOR SELECTION 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.

Specification # 124155 was prepared by the City of Chicago. The following firms responded to this target market solicitation:

1. Arron Brothers Moving System Inc.
2. Deans Trucking Inc.
3. Midwest Moving and Storage Inc.

Based on the predetermined award criteria, Midwest Moving and Storage Inc. was awarded the target market project to provide professional moving services. All prices will remain firm for the initial 24 months of the contract. Labor rate adjustments to the contract price may be made based on the prevailing wage rate at the beginning of the three year.

MBE/WBE COMPLIANCE:

The Office of Contract Compliance has reviewed the amendment request referenced above. As the service is being procured via a Joint Purchase Agreement with the City of Chicago, it is recommended that CCC maintain City of Chicago’s goals for the contract.

<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: \$1,325,000

Charge to: Office of Administrative and Procurement Services

Source of Funds: Capital Fund

FY18: 580000-92015-0005031-70000

Respectfully submitted,

**Juan Salgado
Chancellor**

February 1, 2018 – Office of Administrative and Procurement Services