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**ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
NOVEMBER 7, 2019**

**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, upon final approval of the General Counsel as to the legal form of such agreements, 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 1, 2019 through November 30, 2020, at a total cost not to exceed \$250,000.

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 1, 2019 and will continue through November 30, 2020.

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.

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 SELECTION CRITERIA:

The contract is being utilized as part of a joint purchasing agreement and awarded in accordance with the CMS- State of Illinois and Cook County procurement procedures through contract CMS7974790 and Cook County contract # 1745-16286. 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 Procurement Services has reviewed the agreement request referenced above. As the service is being procured via a Joint Purchase Agreement with CMS- Central Management Services and the Cook County we recommend a full MBE participation.

<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, IL 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: \$250,000

Charge to: Office of Administrative and Procurement Services

Source of Funds: Capital Fund

FY20: 580000-92015-00005031-70000

Respectfully submitted,

Juan Salgado
Chancellor

November 7, 2019 – Office of Administrative and Procurement Services