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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MAY 6, 2021**

**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, to execute a depends upon requirements agreement with Midwest Moving and Storage to provide moving and relocation services District wide for the period starting no sooner than May 6, 2021 through June 30, 2023, at a total cost not to exceed \$250,000.

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

USER: District Wide

TERM:

The term of the agreement shall commence no sooner than May 6, 2021 and shall continue through June 30, 2023 with the option to renew for two (2) additional two-year periods.

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 procurement procedures through contract 21-416CMS-BOSS4-P-24588. 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 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	Cook County

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, the Colleges

Source of Funds: Operations and Maintenance Fund, Capital Fund

FY22: 53/540000-05501-XX70700-70000

53/540000-92015-XX05031-70000

Respectfully submitted,

Juan Salgado
Chancellor

May 6, 2021 – Office of Administrative and Procurement Services