

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508 **JAN - 8 2004**
 County of Cook and State of Illinois

EMERGENCY MOVING SERVICES
 PHASE ONE – WASHINGTON RENOVATION PROJECT
 WASHINGTON COLLEGE

COUNTY OF COOK
 AND STATE OF ILLINOIS

THE CHANCELLOR

REPORTS

that there is a need for emergency approval to complete the necessary moving services required to maintain the current construction schedule for Phase One of the Washington College Renovation Project; specifically, all material, furniture and equipment on Floors 7, 3, 11 and in the temporary library in the basement at Washington must be relocated within the college and to Olive-Harvey College and the District Office; the current construction schedule requires this move to be completed during the period of December 29, 2003 through January 9, 2004; and

that staff prepared a request for quotations and received the following quotes from moving firms currently on the City of Chicago and the Chicago Public Schools' approved lists:

Firms	Total Cost
Midwest Moving & Storage (MBE) Elk Grove Village, IL	\$27,248.60
Smith Movers (MBE) Chicago, IL	\$41,073.00
Midway Moving & Storage Chicago, IL	\$53,673.75
Big "O" Movers and Storage (MBE) Chicago, IL	\$70,656.00

that staff have reviewed the quotation from Midwest Moving and Storage (a certified MBE firm) and has determined that it is reasonable and acceptable, and recommends approval for Midwest to complete the required work; it should noted that staff will complete formal bidding for the remaining Phases 2-4 of the Washington renovation project and present the results and recommendations to the Board in advance of the next moving event; and

that this emergency purchase is exempt from the District's competitive bidding requirements.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees ratify the Chairman's pre-approval to issue a purchase order in the amount of \$27,248.60 to Midwest Moving & Storage, Elk Grove Village, IL to complete the moving services required in Phase One of the Washington College Renovation Project.

FINANCIAL

\$27,248.00 – 1999 G.O. Bond Fund - 92008

Respectfully submitted:

Wayne D. Watson
 Chancellor