

VILLAGE OF DOWNERS GROVE
Report for the Village
3/12/2024

SUBJECT:	SUBMITTED BY:
Amendment to Contract with Armstrong Relocation for Civic Center Project Moving and Decommissioning Services	Mike Baker Deputy Village Manager

SYNOPSIS

A resolution has been prepared to approve an amendment to the contract with Armstrong Relocation for decommissioning services to add additional work related to the Civic Center Project, resulting in a total not-to-exceed cost of \$83,880.

STRATEGIC PLAN ALIGNMENT

The goals for 2023-2025 include *Exceptional Municipal Services* and *Top Quality Infrastructure*.

FISCAL IMPACT

The project budget for the Civic Center Project includes funding for decommissioning and moving services.

RECOMMENDATION

Approval on the March 12, 2024 Consent Agenda.

BACKGROUND

Last year, the Village conducted a request for proposal (RFP) to select a qualified firm to perform decommissioning services for the current Village Hall and Police Department. Four firms responded to the RFP, and Armstrong Relocation was determined to have submitted the lowest qualified proposal. As plans for moving services related to the Civic Center Project were further defined, it was determined that Armstrong Relocation is qualified to perform the moving services most effectively and efficiently in coordination with decommissioning process. A proposal for moving services was subsequently provided by Armstrong Relocation. Staff recommends approving an amendment to the decommissioning contract with Armstrong to increase the scope of work to include moving services, and including a 10% price contingency for the full scope of decommissioning and moving services.

ATTACHMENTS

Resolution
Agreement

RESOLUTION NO. ____**A RESOLUTION AUTHORIZING EXECUTION OF AN
AMENDMENT TO THE AGREEMENT
BETWEEN THE VILLAGE OF DOWNERS GROVE AND
ARMSTRONG RELOCATION COMPANY, ILLINOIS, LLC**

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the form and substance of a certain Agreement (the "Agreement"), between the Village of Downers Grove (the "Village") and Armstrong Relocation Company, Illinois, LLC (the "Contractor"), for decommissioning of the current Village Hall and Police Department, as set forth in the form of the Agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved, including a 10% contingency in the amount of \$7,625.50.

2. That the Village Manager and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.

4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Mayor

Passed:

Attest: _____

Village Clerk

**AMENDMENT TO THE AGREEMENT BETWEEN
ARMSTRONG RELOCATION COMPANY, ILLINOIS, LLC
AND THE VILLAGE OF DOWNERS GROVE**

The Village of Downers Grove, Illinois ("Village") and Armstrong Relocation Company, Illinois, LLC ("Contractor") entered into an agreement for the decommissioning of the current Village Hall and Police Station on or about November 3, 2023 (the "Agreement"). The parties desire to amend the Agreement in accordance with the following terms:

1. The scope of services set forth in the Agreement is hereby amended to include those services set forth in the proposal dated February 29, 2024, which is attached hereto and incorporated herein as Exhibit A.
2. The cost for the additional services contemplated by the proposal shall not exceed \$29,395.00, thereby resulting in a new, not-to-exceed cost of \$76,255.00 for the services set forth in the Agreement, as amended.
3. All other terms from the Agreement remain in full force and effect.

VILLAGE OF DOWNERS GROVE

**ARMSTRONG RELOCATION
COMPANY, ILLINOIS, LLC**

Village Manager

Title

Date: _____



GVP
Title

Date: 3/6/24



February 29, 2024

Village of Downers Grove
Mike Baker

Project Scope:
Schedule of Work:

Location:
Downers Grove, Il

	Qty.	Rate	Hours	Cost
Police Department move				\$21,715.00
Village Hall move				\$7,680.00
TOTAL COST FOR PROJECT SERVICES				\$29,395.00

The above pricing is presented as a time and materials quote. If changes occur in the scope of work, additional charges may apply. The standard carrier based liability of \$0.30/lb./article is included. A higher declared value is available at additional costs if needed. The invoice must be paid in full before any claim can be considered. Thank you for the opportunity to be of service to you. If you have any questions, I can be reached at 224-321-2998.

Dave Marsden
Armstrong Relocation

Dave Marsden
Armstrong Relocation

Exhibit A



February 29, 2024

Village of Downers Grove
Mike Baker

Project Scope: 3 phase relocation for evidence, equipment and staff
Schedule of Work: 4/22 to 5/10

Location:

Downers Grove, IL

	Qty.	Rate	Hours	Cost
Project Manager				\$3,510.00
Movers				\$8,910.00
Installers	1			\$585.00
Drivers(one per phase)	3			\$1,620.00
Transportation	3			\$1,350.00
Crate Rental	500	\$3.00	2	\$3,000.00
Crate delivery/pick up	2	\$250.00		\$500.00
IT disconnect/reconnect	42	\$30.00		\$1,260.00
Labels				\$75.00
Equipment rental: Machine Carts	65			\$800.00
Wardrobe boxes	7	\$15.00		\$105.00

TOTAL COST FOR PROJECT SERVICES

\$21,715.00

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Dave Marsden
Armstrong Relocation



February 29, 2024

Village of Downers Grove
Mike Baker

Project Scope: One phase move for Village Hall
Schedule of Work: Week of 5/20/24

Location:
Downers Grove, IL

	Qty.	Rate	Weeks	Cost
Project Manager	1			\$585.00
Movers	4			\$1,980.00
Installers				NC
Driver	1			\$540.00
Transportation	1			\$450.00
Crate Rental	300	\$3.00	2	\$1,800.00
Crate delivery/pick up	2	\$250.00		\$500.00
IT disconnect/reconnect	60	\$30.00		\$1,800.00
Labels				\$25.00

TOTAL COST FOR PROJECT SERVICES **\$7,680.00**

The above pricing is presented as a time and materials quote. If changes occur in the scope of work, additional charges may apply. The standard carrier based liability of \$0.30/lb./article is included. A higher declared value is available at additional costs if needed. The invoice must be paid in full before any claim can be considered. Thank you for the opportunity to be of service to you. If you have any questions, I can be reached at 224-321-2998.

Dave Marsden
Armstrong Relocation