

21502

5A

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois

TELEVISION SET DESIGN AND CONSTRUCTION SERVICES.

DISTRICT OFFICE *Kennedy-King College*

THE CHANCELLOR

REPORTS

that there is a need to retain the services of a specialized firm to design and build a television set for the television production "The Parenting Show" which is being produced in conjunction with Chicago Public Schools and WSNS TV, Channel 44 in the television studio at Kennedy-King College; and

that a proposal was obtained from Behind the Scenes, Addison, to design and set up all scenic elements of the television set at a price of \$18,000; and

that staff recommend a \$2,000. contingency in the event that there are any changes to the set; and

that this firm was selected by WSNS TV, Channel 44 based on favorable past experience and approved by Chicago Public Schools; and

that these professional services are exempt from competitive bidding requirements.

*- check title of show
- agreement w/ CPS
forthcoming should
be*

RECOMMENDS

that the Board of Trustees approve the issuance of a purchase order in the total amount of \$18,000. to Behind The Scenes, 400 W. Belden, Addison for the television set, and a contingency amount of \$2,000. for unforeseen changes to the scope of work.

FINANCIAL

\$20,000.00 -- Education Fund

Respectfully submitted:

Wayne D. Watson
Wayne D. Watson
Chancellor

September 2, 1999

COLLEGE REVIEW: _____ REQ. NO. _____
President

CENTRAL OFFICE REVIEWS & DATES SIGNED:			
Purchasing Date <u>8-17</u>	Contract Compl. <u>RV</u>	Legal <u>DJK</u>	Board Office <u>8-17</u>
Finance Date _____	Admin Svcs. <u>(att)</u>	Academic Aff. <u>(att)</u>	Other _____

*Pre-approved by
J. Dixon per
Ray Vazquez &
W.W.
pb*

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September 2, 1999

COLLEGE REVIEW: _____ REQ. NO. _____
President

CENTRAL OFFICE REVIEWS & DATES SIGNED

Purchasing Date <u>8/16</u>	Contract Compl. <u>[Signature]</u>	Legal <u>[Signature]</u>	Board Office
Finance Date	Admin. Svcs. <u>8/16/99</u>	Academic Aff. <u>8/16/99</u>	Other

21502

CITY COLLEGES OF CHICAGO

WAIVER OF COMPETITIVE PROCEDURE REQUIREMENT

Board rules state that it is the general policy of the District to use competitive procedures to select professional service consultants. Section 2 of the Board Rules, Purchasing Policies and Procedures, lists situations in which a waiver of competitive procedure requirement is possible. In order to retain a consultant without competitive procedures, this waiver form must be completed and approved by the College President, the appropriate Vice Chancellor or the Chancellor.

1. Type of consultant/services required:

Television set design and build service.

2. Brief description of the need for a professional services consultant:

Design and build all scenic elements, including furniture for the upcoming television production "The Parenting Show" in conjunction with WSNS TV, Channel 44 and Chicago Public Schools.

3. Reason that competitive procedures are not appropriate in this situation:

Contractor was selected by Channel 44 staff based on previous experience with Channel 44 and the need to proceed immediately in order to meet production deadline of August 27, 1999.

4. Is this firm a certified MBE ? NO certified WBE? NO

Comments _____


*Note: The district M/WBE Plan requests that procuring departments make every good faith effort to meet the district's MBE and WBE purchasing goals. The MBE goal for City Colleges of Chicago is 25% and the WBE goal is 7%.

Person initiating request

Date

College President
(If request is from a college)

Date

x 

Vice Chancellor
(If request is from District Office)



Date

21502



August 10th 1999

Mr. Gary Reis
Purchasing Department
City Colleges of Chicago
226 West Jackson Boulevard
Chicago, Illinois 60606

RE: SCENIC ELEMENTS FOR 'THE PARENTING SHOW'

This proposal represents the cost of the scenic elements and services to be provided by Behind the Scenes to the City Colleges of Chicago for the television program currently titled 'The Parenting Show'.

Behind the Scenes will provide the set, set pieces, furniture and set dressings as indicated in the accompanying sketch. In addition BTS will deliver and handle the initial set-up of these elements in the studio of Kennedy-King College on Tuesday, August 24th 1999. BTS assumes no responsibility for any additional handling of the set beyond completion of the initial set-up.

The design of the aforementioned elements and related services have been approved by 'The Parenting Show' representative Zoraida Zambolin and WSNS-TV's advisor William Alvelo.

The proposed total cost of this project is \$18,000.00.
A 50% down payment of \$9,000.00 is due upon approval of this proposal.
The remaining balance of \$9,000.00 is due upon delivery, (Tuesday, August 24th).

Any changes to the project will result in additional charges and require further written authorization.

If the information in this proposal meets with your approval, please sign and return it and the sketch via fax to (630) 628-0549 by Wednesday, August 11th 1999.

Thank you.

SUBMITTED BY: PETER MCDONOUGH

BY: 
Behind the Scenes

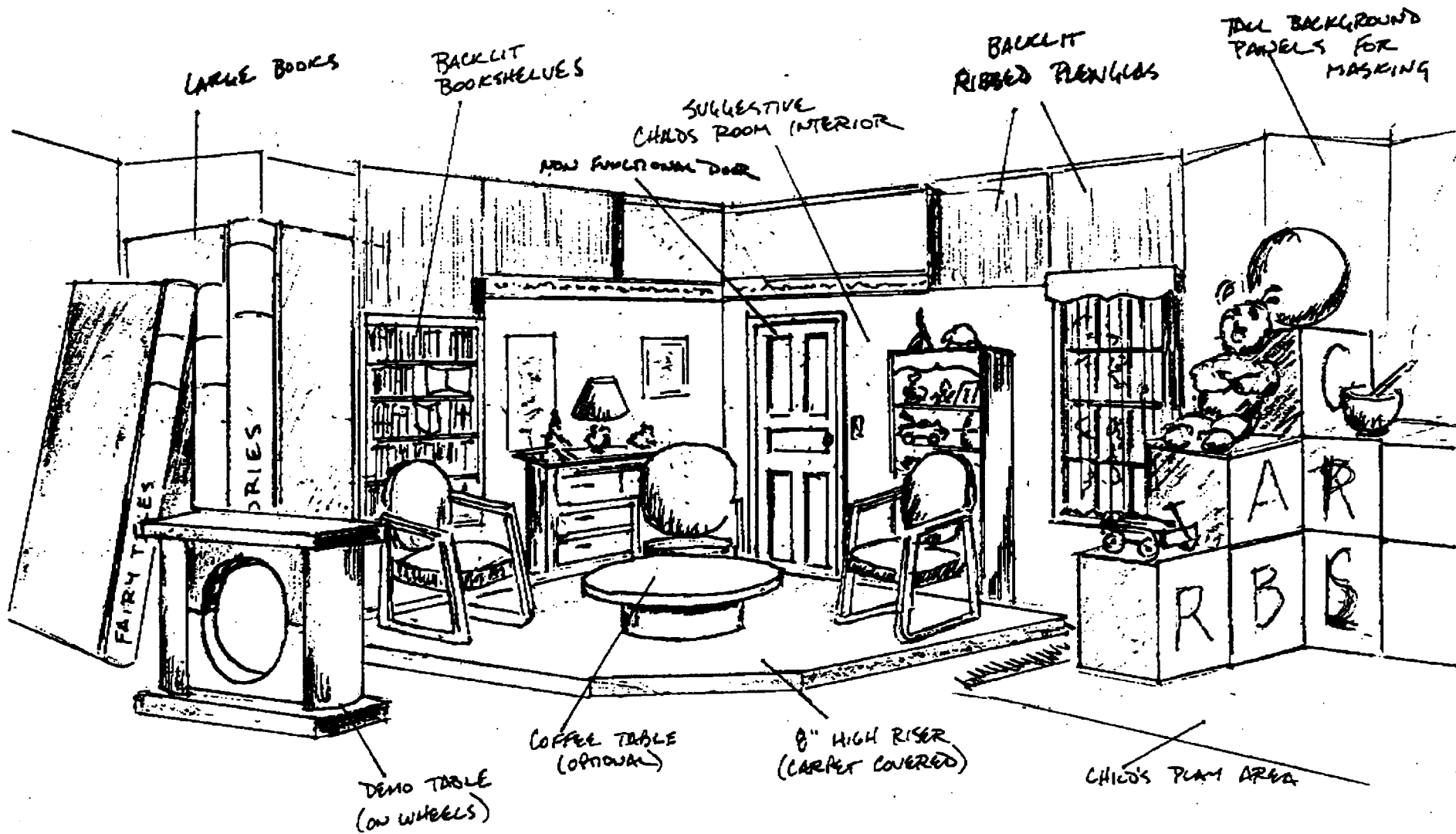
DATE: 8-10-99

AGREED TO: Gary Reis

BY: _____
City Colleges of Chicago

DATE: _____

21502



SIGN: _____

DATE: _____

"THE PARENTING SHOW"

(NOT TO SCALE)

7/31/99

R. MASONOVIC

CITY COLLEGES OF CHICAGO

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Person initiating request

Date

College President
(If request is from a college)

Date

x [Signature]

Vice Chancellor
(If request is from District Office)

8/10/99

Date