

**ADOPTED - BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
APRIL 7, 2011**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**LEASE AGREEMENT TO PROVIDE OFF-SITE SPACE
FOR THE OFFICE OF THE INSPECTOR GENERAL**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees approves an agreement, to lease off-site space to house the Office of the Inspector General and staff, that will enable them to conduct investigations in a discreet and confidential manner. The space is comprised of 2954 square feet and includes a conference and meeting area as well as offices and workstations for a 5 year period from May 1, 2011 through January 31, 2016 at a rate of \$22 per square foot for an annual cost of \$63,728, with no penalty for termination.

VENDOR: Prime LaSalle/Madison Partners, LLC
321 N Clark Street
Suite 2500
Chicago, Illinois 60654

USER: District Office
Office of the Inspector General

TERM:

The term will commence on May 1, 2011, and shall end on January 31, 2016.

SCOPE OF SERVICES:

The District will lease space off-site to house the Office of the Inspector General that will provide the appropriate work space needed to conduct discreet and confidential investigations and meetings. The landlord will build out the area identified as workspaces (approximately 6) and any other modifications needed. The office furniture and phones are the responsibility of the District. Furniture costs are estimated to be between \$70,000 and 75,000 and will be purchased from the City Colleges of Chicago preferred consortium vendor through the U.S. Communities Government Purchasing Alliance.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Office of Administrative and Procurement Services upon review has determined that the costs are reasonable and within industry standards for space rental in the area. The cost reflects a discounted rate averaging 40% below the next available space identified by the District's real estate advisor, Jones, Lang and LaSalle. The cost of any requested build out will be completed by the landlord with an estimated value of \$44,310.

DELIVERABLES:

The lease of office space for use by the Office of The Inspector General and staff that will allow for confidential investigations and meetings, for a five year period.

VENDOR SELECTION CRITERIA:

This space was identified based on a review of five comparable spaces in the immediate area and was found to be the most cost efficient as well as providing the most conducive lay-out for the functions of the Office of the Inspector General.

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 II, Section 2.6.4(b) of the Board Rules for Management and Government.

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.

FINANCIAL:

Total cost not to exceed \$63,728 annually for the contract term.

Charge to: Inspector General

Source of Funds: Education Fund

Unrestricted:

FY 11: 0003-0015001-00082-01211-0000000-56110 - \$26,553

FY 12: 0003-0015001-00082-01211-0000000-56110 - \$63,728

FY 13: 0003-0015001-00082-01211-0000000-56110 - \$63,728

FY 14: 0003-0015001-00082-01211-0000000-56110 - \$63,728

FY 15: 0003-0015001-00082-01211-0000000-56110 - \$63,728

FY 16: 0003-0015001-00082-01211-0000000-56110 - \$37,175

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

April 7, 2011 – Office of Administrative and Procurement Services - District -Wide