

**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**

**RENTAL AGREEMENT WITH UNIVERSITY OF ILLINOIS
FOR DISTRICT WIDE GRADUATION
OFFICE OF DEVELOPMENT**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chairman to execute an agreement to lease the University of Illinois Pavilion and Forum for the City Colleges of Chicago District Wide Spring Commencement Ceremony for the period from May 11, 2011 through May 12, 2011. The District has provided payment to the UIC Forum in the amount of \$10,000 as a deposit to reserve the selected dates. The total cost, including the \$10,000 deposit previously paid shall not exceed \$65,000.

VENDOR: University of Illinois at Chicago (UIC) Pavilion
525 S. Racine
Chicago, IL 60607

USER: District-Wide

TERM:

The term of this agreement shall begin on May 11, 2011 and end on May 12, 2011.

SCOPE OF SERVICES:

City Colleges of Chicago will lease the UIC Pavilion and the UIC Forum for the District-Wide Spring Commencement Ceremony.

BENEFIT TO CITY COLLEGES OF CHICAGO:

To honor City Colleges of Chicago Associate degree completers for achieving this significant milestone and to assist City Colleges in marking the 100th anniversary year, choosing the UIC Pavilion and Forum as the site for the graduation ceremony will save the District costs with respect to set up and equipment rental and provide all attendees with a centralized and easily accessible location for the event.

DELIVERABLES:

UIC Pavilion will furnish the following:

1. Pavilion Space and staffing;
2. Forum Space and staffing for overflow seating;
3. Locker rooms and staging areas;
4. Reception Area; and
5. Stage and related equipment including sound system and lighting

VENDOR SELECTION CRITERIA:

A comprehensive search was performed to identify space available to accommodate the District's needs in terms of size of venue, scheduling and pricing. Venues considered included the United Center, McCormick Place, Allstate Arena, Sears Centre and Navy Pier. UIC Pavilion was the selected vendor based upon pricing, its centralized location and extensive experience in hosting graduation ceremonies for large student populations.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above request and, The University of Illinois, at Chicago (UIC), as a co-educational partner to City Colleges of Chicago, manages a program to assure the utilization of M/WBE firms on contracts, and works with certified M/WBE vendors in other areas for direct contract participation. At this time there is no opportunity to provide additional contractual participation on this project, therefore, it is recommended that a waiver of compliance with the Board Approved Participation Plan be granted.

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:

Charge to: Office of Development

Source of Funds: Education Fund

Unrestricted:

FY11: 00003-0019002-00086-75006-00000-0000000000-561100: \$65,000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

April 7, 2011 – Office of Development