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**ADOPTED - BOARD OF TRUSTEES COMMUNITY COLLEGE
DISTRICT NO. 508
MARCH 1, 2012**

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

**RENTAL AGREEMENT FOR DISTRICT WIDE COMMENCEMENT CEREMONY
UNIVERSITY OF ILLINOIS AT CHICAGO PAVILION
OFFICE OF INSTITUTIONAL ADVANCEMENT**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement to lease the University of Illinois at Chicago Pavilion for the City Colleges of Chicago District-Wide Spring Commencement Ceremony for the period from May 12, 2012 through May 13, 2012, at a total cost not to exceed \$80,000.

VENDOR: University of Illinois at Chicago (UIC) Pavilion
525 South Racine
Chicago, Illinois 60607

USER: District-Wide

TERM:

The term of this agreement shall begin on May 12, 2012 and end on May 13, 2012.

SCOPE OF SERVICES:

City Colleges of Chicago will lease the UIC Pavilion 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, choosing the UIC Pavilion 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, staffing and security;
2. Locker rooms and staging areas;
3. Reception Area;
4. Stage and related equipment including sound system and lighting; and

5. Rental of parking areas for all attendees

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, 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 with the 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 2, Section 2.7.4(b) of the Board Bylaws.

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: \$80,000

Charge to: Office of Academic Affairs

Source of Funds: Education Fund

Unrestricted Fund

FY12: 00003-0000113-00028-75006-530000: \$80,000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

March 1, 2012 – Office of Development