

31743
ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
FEBRUARY 21, 2013

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 AND OFFICE OF ACADEMIC AFFAIRS

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 2, 2013 through May 3, 2013, at a total cost not to exceed \$254,754.

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

USER: District-Wide

TERM:

The term of this agreement shall commence on May 2, 2013 and shall end on May 3, 2013.

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 commencement ceremony will save the District costs with respect to setup 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:

The Office of Academic Affairs conducted an informal Request for Quotation to identify space available to accommodate the District’s needs in terms of size of venue, scheduling and pricing for the upcoming 2013 graduation ceremony. Venues considered included the University of Illinois at Chicago (UIC) Pavilion, Navy Pier, and McCormick Place. UIC Pavilion was the selected vendor based upon availability, pricing, its centralized location and extensive experience in hosting commencement ceremonies for large student populations.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above agreement 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 II, Section 2.6.4(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.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL:

Total FY13: \$254,754

Charge to: Office of Academic Affairs

Source of Funds: Education Fund

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

February 21, 2013 – Office of Institutional Advancement and Office of Academic Affairs