

**31886**  
**ADOPTED - BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**JUNE 6, 2013**

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

**LEASE AGREEMENT TO PROVIDE OFF-SITE SPACE**  
**OFFICE OF THE INSPECTOR GENERAL**  
**PRIME LASALLE/MADISON PARTNERS, LLC**  
**(AMENDMENT TO BOARD REPORT 30945 ADOPTED APRIL 7, 2011)**  
**OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees approves an additional appropriation of \$33,500 to Prime Lasalle/Madison Partners, LLC 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 for the revised period from June 1, 2011 through May 31, 2016.

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

**USER:** District Office  
Office of the Inspector General

**TERM:**

The term of the agreement commenced on June 1, 2011, and shall end on May 31, 2016.

**SCOPE OF SERVICES:**

The District will continue to 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. Board Report 30945, adopted April 7, 2011, approved the lease term for the period from June 1, 2011 through January 31, 2016, at a total cost not to exceed \$318,640. The following additional terms were included in the lease as executed: 1) the lease term actually terminates May 31, 2016; 2) the initial rate of \$22 per square foot annually increases by \$.50 per square foot, reaching a maximum of \$24.00 per square foot; 3) a pro rata share of expenses incurred for electricity and common areas; and 4) a pro rata share of property taxes. The additional appropriation of \$33,500 over the term of the lease will cover these expenses. This amendment increases the total not to exceed cost to \$352,140.

**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.

**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.

**MBE/WBE COMPLIANCE:**

The Office of M/WBE Contract Compliance has reviewed the amendment request noted above and recommends that the Board Approved Participation Plan be waived due to the nature of the agreement and in turn the lack of subcontracting opportunities.

**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.

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 – FY16: \$33,500**

**Charge to:** Office of the Inspector General

**Source of Funds:** Unrestricted Fund

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**June 6, 2013 – Office of Administrative and Procurement Services**