

**32155**  
**ADOPTED - BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**JANUARY 9, 2014**

**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**  
**DISTRICT WIDE**

**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, 2014 through May 3, 2014, 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 agreement shall commence on May 2, 2014 through May 3, 2014.

**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:**

1. Pavilion space, staffing and security;
2. 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 2014 graduation ceremony. Venues considered included the University of Illinois at Chicago (UIC) Pavilion, Navy Pier, and McCormick Place (Navy Pier and McCormick Place were limited to 8,000 person capacity for their venues). UIC Pavilion was the selected vendor based upon availability, pricing, 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 2, 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 an amended by the Board.

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

**FINANCIAL:**

**Total:** \$254,754

**Charge to:** Office of Academic Affairs

**Source of Funds:** Education Fund

**FY14:** 580000-00003-0000113-80000

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**January 9, 2014 – Office of Institutional Advancement & Office of Academic Affairs – District Wide**