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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
SEPTEMBER 3, 2015**

**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 ACADEMIC AFFAIRS AND OFFICE OF INSTITUTIONAL ADVANCEMENT
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 April 27, 2016 through April 30, 2016, at a total cost not to exceed \$175,754.

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 April 27, 2016 and end on April 30, 2016.

SCOPE OF SERVICES:

City Colleges of Chicago will lease the UIC Pavilion for the District-Wide Spring Commencement Ceremony. The cost of the lease will include the pavilion, stage lighting, carpeting and outdoor tents.

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 2016 graduation ceremony. Venues considered included the University of Illinois at Chicago (UIC) Pavilion, Navy Pier, and McCormick Place.

Navy Pier does not provide the all-inclusive pricing. This pricing is just for the leasing of the space. McCormick Place was not available for the requested dates. Therefore, 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 MBE/WBE Compliance has reviewed the above requested agreement and recommends a waiver of the Board Approved Plan due to the nature of the services (lease of space) and the absence 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 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: \$175,754

Charge to: Office of Academic Affairs

Source of Funds: Education Fund

FY16: 530000-00003-0000142-20000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

September 3, 2015 –Office of Academic Affairs and Office of Institutional Advancement