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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
DECEMBER 1, 2016

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 (UIC) PAVILION
OFFICE OF STRATEGY AND ACADEMIC GOVERNANCE
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 12, 2017 through May 13, 2017, at a total cost not to exceed $150,000.

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

USER: District Wide

TERM:
The term of the agreement shall commence no sooner than May 12, 2017 and will continue through May 13, 2017.

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.

VENDOR SELECTION CRITERIA:
The Office of Strategy and Academic Governance 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 2017 graduation ceremony. Venues considered included the University of Illinois at Chicago (UIC) Pavilion, Navy Pier, and McCormick Place.

McCormick Place and Navy Pier were 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 Contract Compliance has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the agreement (space rental) 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 2.7.4(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.

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: $150,000
Charge to: Office of Strategy and Academic Governance
Source of Funds: Education Fund
FY17: 530000-00003-0000142-20000

Respectfully submitted,

Cheryl L. Hyman
Chancellor

December 1, 2016 - Office of Strategy and Academic Governance