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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JANUARY 11, 2018**

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

**RENTAL AGREEMENT FOR DISTRICT WIDE COMMENCEMENT CEREMONY
WINTRUST ARENA
OFFICE OF INSTITUTIONAL ADVANCEMENT
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement to lease the Wintrust Arena for the City Colleges of Chicago District-Wide Spring Commencement Ceremony for the period from May 1, 2018 through May 31, 2018, at a total cost not to exceed \$180,000.

VENDOR: Wintrust Arena
200 East Cermak Road
Chicago, Illinois 60616

USER: District Wide

TERM:

The term of the agreement shall commence no sooner than May 1, 2018 and will continue through May 31, 2018.

SCOPE OF SERVICES:

City Colleges of Chicago will lease the Wintrust Arena for the District-Wide Spring Commencement Ceremony. The cost of the lease will include the arena, stage lighting, carpeting, parking and reception area.

BENEFIT TO CITY COLLEGES OF CHICAGO:

To honor City Colleges of Chicago Associate Degree completers for achieving this significant milestone, choosing the Wintrust Arena 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 Institutional Advancement 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 2018 graduation ceremony. Venues considered

included the University of Illinois at Chicago (UIC) Pavilion, Navy Pier, Chicago Theater, United Center and Wintrust Arena.

The Chicago Theater, United Center and Navy Pier were not available for the requested dates. Staff reviewed the quotes received from Wintrust and UIC and has determined it is the best interest of the district to select Wintrust. Wintrust was selected based upon availability, pricing, larger capacity allowing for increased number of guests per student, modern amenities reducing need to rent production equipment, centralized location and extensive experience in hosting events and 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: \$180,000

Charge to: Office of Institutional Advancement

Source of Funds: Education Fund

FY18: 530000-00003-0000142-29000

Respectfully submitted,

**Juan Salgado
Chancellor**

January 11, 2018 - Office of Institutional Advancement