

33737

**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MAY 9, 2019**

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

**SPACE RENTAL AGREEMENT FOR DISTRICT WIDE COMMENCEMENT CEREMONY
WINTRUST ARENA
OFFICE OF ACADEMIC AND STUDENT AFFAIRS
(AMENDMENT TO BOARD REPORT # 33630, ADOPTED DECEMBER 6, 2018)
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel of the legal form of such agreements, to execute an amendment to the agreement with the Wintrust Arena for the City Colleges of Chicago District wide Spring Commencement Ceremonies for the period of December 6, 2018 through May 31, 2021, for no more than \$140,000 annually and at a total cost not to exceed \$420,000.

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

USER: District Wide

TERM:

The term of the agreement shall commence no sooner than December 6, 2018 and will continue through May 31, 2019, with two (2) options to renew for two (2) additional ceremonies through May 31, 2021.

SCOPE OF SERVICES:

City Colleges of Chicago will rent the Wintrust Arena 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 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 2019 graduation ceremony. City Colleges contacted the following venues: University of Illinois at Chicago (UIC) Pavilion, United Center and Wintrust Arena.

The United Center and University of Illinois at Chicago (UIC) Pavilion were not available on the requested dates. Based on availability, staff recommends selection of the Wintrust Arena.

Board Report #33630, adopted on December 6, 2018, reflects the base cost for rental of the Wintrust Arena for the commencement ceremonies in 2019 through 2021. The amended agreement authorizes additional expenditures for each graduation ceremony including Emergency Medical Technician (EMT), security, ushers, parking, remote parking lot shuttle, set-up/tear-down labor, and other technical services for each annual graduation ceremony.

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: \$420,000

Charge to: Office of Academic and Student Affairs

Source of Funds: Education Fund

FY19: 530000-00003-0000142-20000

Respectfully submitted,

Juan Salgado
Chancellor

May 9, 2019 - Office of Academic and Student Affairs