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ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
DECEMBER 7, 2023

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

AUTHORIZATION FOR A RENTAL AGREEMENT
FOR THE DISTRICT-WIDE COMMENCEMENT CEREMONY
WINTRUST ARENA
THE OFFICE OF ACADEMIC AFFAIRS
DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with Metropolitan Pier & Exposition Authority d/b/a McCormick Place/OVG360 to lease the Wintrust Arena for the City Colleges of Chicago District-Wide Spring Commencement Ceremonies for the period commencing no sooner than December 7, 2023 through May 8, 2024 for use of the venue on the dates of May 3, 2024 and May 4, 2024 at a total cost not to exceed \$212,318.75.

VENDOR:

Metropolitan Pier & Exposition Authority d/b/a
McCormick Place/OVG360/Wintrust Arena
200 East Cermak Road
Chicago, Illinois 60616

USER:

District-Wide

TERM:

The term of the agreement shall commence no sooner than December 7, 2023 and will continue through May 8, 2024 for use of the venue on the dates of May 3-4, 2024, with no renewal, at a total cost not to exceed \$212,318.75.

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, staffing, staging, lighting, carpeting, A/V, equipment rental, ability to buy out the parking lot, backstage and reception area.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Commencement will honor City Colleges of Chicago Associate Degree completers for achieving a significant milestone and will provide all attendees with a centralized and easily accessible location for the event.

VENDOR SELECTION CRITERIA:

In accordance with sole source policy procedures, this service is exempt from the District's competitive bidding process.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed compliance plan and recommends a full waiver of the Board Approved MBE/WBE Contract Participation Plan due to the nature of the agreement (venue rental).

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: \$212,318.75

Charge to: The Office of Academic and Student Affairs

Sources of Funds: Education Fund

FY24: 530000-00003-0000141-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

December 7, 2023 – The Office of Academic and Student Affairs