

**APPROVE ENTERING INTO AN AGREEMENT WITH MARRIOTT CHICAGO DOWNTOWN  
FOR CATERING SERVICES AND SPACE RENTAL**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve entering into an agreement with Marriott Chicago Downtown for catering services and space rental for the Office of Specialized Services for the All City Conference and one follow up event at a cost not to exceed \$115,000.00. Marriott Chicago Downtown was selected on a non-competitive basis because of the availability of the selected date, its ability to meet requested conference specifications and its price. A written agreement for this matter is currently being negotiated. No payment shall be made to Marriott Chicago Downtown prior to the execution of the written agreement. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

**VENDOR:** Marriott Chicago Downtown  
540 North Michigan Avenue  
Chicago, IL 60611  
Contact Person: Susana Hogan  
(312) 836-6342  
Vendor # 43456

**USER:** Office of Specialized Services  
125 South Clark Street – 8<sup>th</sup> floor  
Chicago, IL 60603  
Contact Person: Dr. Renee Grant-Mitchell, Chief Specialized Service Officer  
773-553-1800

**DATE OF SERVICES:** Marriott Chicago Downtown will store conference materials at the hotel from 5:00 p.m. Friday, October 29, 2004 until 12:00 p.m., November 2, 2004. The All-city Conference shall occur on Saturday, October 30, 2004 from 6:00 a.m. until 6:00 p.m. The follow-up event will occur on Thursday, December 16, 2004 from 3:00 p.m. until 10:00 p.m.

**SCOPE OF AGREEMENT:** The Marriott Chicago Downtown will provide space and requested audio-visual equipment for twenty-seven workshops, one hundred exhibitors and continental breakfast and lunch for approximately 1200 attendees to the All-City Conference on Saturday, October 30, 2004. Furthermore, the Chicago Downtown Marriott will provide the Grand Ballroom and requested audio-visual equipment along with a reasonable amount of meeting equipment (for example, chairs, tables) for deurses and beverages for approximately 200 attendees for the follow-up event on Thursday, December 16, 2004.

**PURPOSE OF THE CONFERENCE:** The All-City Conference and the follow-up event are designed to enhance the professional growth of school personnel working with students with disabilities. School staff including special and regular education teachers, administrators, principals and pupil support staff are invited to participate in the conference.

**COST:** The cost of the catering services, audiovisual rental fees and space provided by Marriott Chicago shall not exceed the sum of \$115,000.00. A registration fee of \$75.00 will be charged to the participants and \$150.00 space rental fee will be charged to the vendors. These fees will offset the cost of the conference.

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the written agreement. Authorize the President and Secretary to execute the agreement. Authorize the Chief of Specialized Services Officer to execute all ancillary documents required to administer or effectuate this agreement.

**AFFIRMATIVE ACTION:** Pursuant to Section 3.7 of the Revised Remedial Plan for Minority and Women Business Contract Participants (M/WBE Plan) this contract is *exempt* from review because this contract is a space rental agreement.

**LSC REVIEW:** Local School Council approval is not applicable to this report.

**FINANCIAL:** Each participant shall pay \$75.00 to the Office of Specialized Services, and the funds will be used to reimburse the Chicago Public Schools for the cost of the conference. Exhibitors will pay a booth rental fee of \$150.00.

Charge to the Office of Specialized Services: \$98,500  
Budget Classification: 0966-280-432-1607-5320 (Supplies)  
Source of Funds: Special Income Funds

Charge to the Office of Specialized Services \$1,000  
Budget Classification: 0966-220-771-1607-5410 (Consultants)  
Source of Funds: Professional Development Unit

Charge to the Office of Specialized Services  
Budget Classification: 0966-220-771-1607-5440 (Equipment Rental) \$10,000  
Source of Funds: Professional Development Unit

Charge to the Office of Specialized Services  
Budget Classification: 0966-220-771-1607-5480 (Space Rental) \$5,500  
Source of Funds: Professional Development Unit

**GENERAL CONDITIONS:**

Inspector General – Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

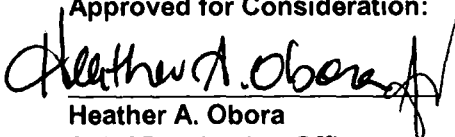
Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

Indebtedness – The Board’s Indebtedness Policy adopted July 26, 1995 (95-0726-EX3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics – The Board’s Ethics Code adopted September 27, 1995 (95-0927-RU3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).


**Approved for Consideration:**

  
Heather A. Obora  
Chief Purchasing Officer

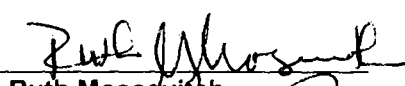
**Within Appropriation:**

  
John Maiorca  
Chief Financial Officer

**Approved:**

  
Arne Duncan  
Chief Executive Officer

**Approved as to legal form:**

  
Ruth Moscovitch  
General Counsel