

August 28, 2002

APPROVE ENTERING INTO AN AGREEMENT WITH HILTON CHICAGO FOR CATERING SERVICES AND SPACE RENTAL**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve entering into an agreement with the Hilton Chicago for catering services, audio-visual equipment rental and space rental for the Office of External Resources and Partnerships at a cost not to exceed \$40,000 for the Annual Principal for a Day Luncheon. The Hilton was selected on a non-competitive basis because of the availability of the selected date, ability to meet requested conference specifications and price. A written agreement is currently being negotiated. No services shall be rendered and no payment shall be made to the provider 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 60 days of the date of this Board Report. Information pertinent to this agreement is stated below.

Specification No.: 02-250153

PROVIDER: Hilton Chicago
Catering Department
720 S. Michigan Avenue
Chicago, IL 60605
Vendor # 18113
Contact: Randy Hajduk
Phone: (312) 294-6892

USER: Office of External Resources and Partnerships
125 S. Clark Street – 12th Floor
Chicago, IL 60603
Contact person: Cynthia Greenleaf
Phone: (773) 553-1547

DATE OF SERVICES: The luncheon shall occur on October 24, 2002 from 12:30 PM to 4:00 PM.

SCOPE OF AGREEMENT: The Hilton Chicago will provide space, lunch buffet and requested audio-visual equipment for the Principal for a Day luncheon for approximately 1100 attendees.

PURPOSE OF LUNCHEON: The luncheon is designed to thank those who serve as "principal for a day" and to provide an opportunity for them to interact with Chicago Public Schools principals and administrators in order to form lasting partnerships between the business and civic community and the schools.

COST: The cost of the services and space provided by Hilton Chicago shall not exceed the sum of \$40,000.

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 Director of External Partnerships 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 Enterprise Contract Participation (M/WBE Plan) this contract is exempt from review because this is a unique transaction (Principal for a Day Luncheon).

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