

**APPROVE PAYMENT TO HYATT REGENCY MCCORMICK PLACE CONFERENCE CENTER  
FOR SPACE RENTAL**

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

Approve payment to Hyatt Regency McCormick Place Conference Center for catering services and space rental for the Office of Procurement and Contracts for the Vendor Fair on September 27, 2002 in the amount of \$30,559.63. These services were rendered without prior Board approval and all services have been completed. The Hyatt was selected on a non-competitive basis because of the availability of the selected date, ability to meet requested conference specifications and price.

**SPECIFICATION NO. 02-250204**

**PROVIDER:** Hyatt Regency McCormick Place Conference Center  
2233 South Martin Luther King Drive  
Chicago, IL. 60616-9985  
(312) 528-4053  
Contact Person: Davina Arceneaux  
Vendor #35424

**USER:** Procurement and Contracts  
125 S. Clark St. – 10<sup>th</sup> Floor  
Chicago, IL. 60603  
Contact person: Anita Rocha  
Phone: 553-2250

**SCOPE OF SERVICES:** Rental of conference center for vendor fair on September 27, 2002 from 8:30– 2:30p.m.  
**DELIVERABLES:** Space rental, continental breakfast, luncheon reception and audio-visual equipment.

**COMPENSATION:** The Hyatt shall be paid upon invoicing the sum of \$30,559.63.


**AFFIRMATIVE ACTION:** A review of Minority and Women Business Enterprise was precluded due to completed contract performance.

**FINANCIAL:** Charge to Procurement and Contracts: \$30,559.63      Fiscal Year: 2003  
Budget Classification: 0240-210-000-1004-5480      Source of Funds: General Revenue Fund

**Approved for Consideration:**

  
Anita Rocha  
Acting Chief Purchasing Officer

**Approved:**

  
Arne Duncan *by P.A.D.*  
Chief Executive Officer

**Within Appropriation:**

  
Kenneth C. Gotsch  
Chief Fiscal Officer

**Approved as to legal form:**

  
Marilyn F. Johnson  
General Counsel