

May 27, 2003

**APPROVE ENTERING INTO AN AGREEMENT WITH HILTON CHICAGO & TOWERS 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.: 03-250107**

**PROVIDER:** Hilton Chicago & Towers  
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 – 12<sup>th</sup> Floor  
Chicago, IL 60603  
Contact: Cynthia Greenleaf  
Phone: (773) 553-1547

**DATE OF SERVICES:** The luncheon shall occur on October 29, 2003 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 1000 attendees.

**PURPOSE OF LUNCHEON:** The luncheon is designed to thank those who participate in 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 & Towers 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 for rental of meeting space and is *exempt* from review.

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

**FINANCIAL:** Charge to the Office of External Resources and Partnerships: \$40,000 Fiscal Year: FY04  
Budget Classification: 0112-210-000-1542-5480 Source of Funds: 210, Educational Fund

**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.

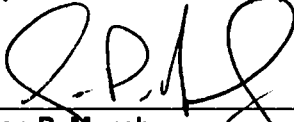
Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their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

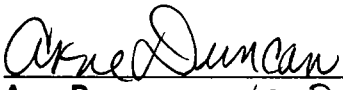
Ethics – The Board’s Ethics Code adopted September 27, 1995 (95-0927-RU3), as amended from time to time, shall be incorporated into and made a part of the agreement.

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:**

  
Sean P. Murphy  
Chief Purchasing Officer

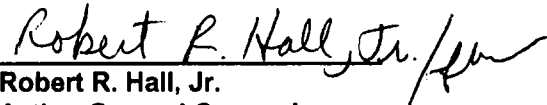
**Approved:**

  
Arne Duncan  
Chief Executive Officer

**Within Appropriation:**

  
Peggy A. Davis  
Chief of Staff

**Approved as to legal form:**

  
Robert R. Hall, Jr.  
Acting General Counsel