

September 22, 2004

**APPROVE PAYMENT TO FREEMAN COMPANY
FOR EXHIBITION SETUP FOR THE 7TH ANNUAL HIGH SCHOOL FAIR**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Approve payment to Freeman Company for exhibition setup/dismantling services provided to the Office of High School Programs for the 7th Annual High School Fair at a cost not to exceed \$45,000.00. The event will take place on Saturday, October 2, 2004 at McCormick Place North Hall B-1. Vendor was selected on a non-competitive basis because it is the primary exhibition, convention and trade show exhibitor for McCormick Place. No contract is required for this payment. Information pertinent to this matter is stated below.

Specification No.: 04-250163

VENDOR: Freeman Company
5040 W. Roosevelt Road
Chicago, IL 60644
Contact Person: Angela Levy
(773) 663-6521
Vendor No.: 32248

USER: Office of High School Programs
125 S. Clark St., 9th Floor
Donald R. Pittman
(773) 553-3540

PURPOSE OF EVENT: The 7TH Annual High School Fair is a family event targeted at 8th grade students and their parents/guardians. The goal is to showcase the wide array of academic programs and opportunities available in CPS high schools. Every CPS high school will be represented. The event was first held in 1998 at Navy Pier and attracted approximately 10,000 attendees. Last year the High School Fair was held at McCormick Place North Hall B-1 with approximately 45,000 attendees.

SCOPE OF SERVICES: Vendor shall set up booths, tables, chairs, signage, piping and draping, etc., for the 7th Annual High School Fair, a one-day event which takes place on Saturday, October 2, 2004. Setup will begin on Thursday, September 30, 2004, at 8:30 a.m., and be completed by 11:59 p.m. Dismantling of booths, tables, chairs, signage, etc., shall be completed by 11:59 p.m. on Saturday, October 2, 2004.

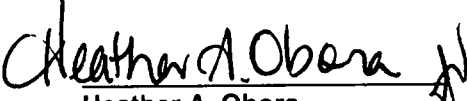
COST: The cost of services provided by Vendor shall not exceed the sum of \$45,000.00.

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 the contract is for rental space.

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

FINANCIAL: Charge to Office of High School Programs not to exceed \$45,000 FY 2005
Budget Classification: 0470-210-000-7468-5410


Approved for Consideration:


Heather A. Obora
Chief Purchasing Officer

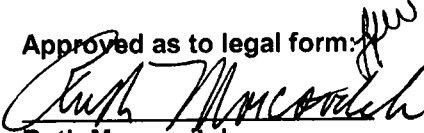
Approved:


Arne Duncan
Chief Executive Officer

Within Appropriation:


John Maiorca
Chief Fiscal Officer

Approved as to legal form:


Ruth Moscovitch
General Counsel