

**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 the Marriott Chicago Downtown for catering services and space rental for the Office of Specialized Services for the All-City Conference at a cost not to exceed \$66,000.00. ~~The Marriott Chicago Downtown was selected as a non-competitive basis because of the availability of the~~

selected date, ability to meet requested conference specifications and price. A written agreement for this matter is currently being negotiated. No payment shall be made to Vendor 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.

Specifications No.: 03-250187

**VENDOR:** Marriott Chicago Downtown  
Catering Department  
540 North Michigan Avenue  
Chicago, Illinois 60611  
Contact Person: Susana Hoan

Vendor # 43456

**USER:** Office of Specialized Services

**AFFIRMATIVE ACTION:** Pursuant to Section 3.7 of the Revised Remedial Plan for Minority and Women Business Enterprise 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 Chicago Public Schools for the cost of the conference. Exhibitors will pay a booth rental fee of \$450.00.

Source of Funds: 220 IDEA Flow Through

Charge to the Office of Specialized Services

\$50,570.00