

**APPROVE ENTERING INTO AN AGREEMENT WITH THE  
MARRIOTT CHICAGO DOWNTOWN FOR CATERING SERVICES AND SPACE RENTAL**

Approve entering into an agreement with the Marriott Chicago Downtown for catering services and space rental for the Office of Specialized Services at a cost not to exceed \$32,950.00 for the Twenty-Ninth Annual All-City School Counselors Staff Development Conference. The Marriott Chicago Downtown was selected on a non-competitive basis because of its availability, its accommodations and its location. A written agreement is currently being negotiated. No payment shall be made to 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 sixty days (60) of the date of this board report. Information pertinent to this agreement is stated below.

**PROVIDER:** Marriott Chicago Downtown  
540 North Michigan Avenue  
Chicago, IL 60611  
Vendor Number: 43456  
Contact person: Ms. Susana Hogan  
Phone: (312) 836-6342

**USER:** Office of Specialized Services  
125 S. Clark Street - 8<sup>th</sup> Floor

Contact person: Dr. Renee Grant-Mitchell, Chief Specialized Services Officer  
Phone: (773) 553-1800

**DATE OF CONFERENCE:** This conference shall occur on May 25, 2004 from 7:30 A.M. - 2:15 P.M.

**GENERAL CONDITIONS:**

Inspector General – Each party to the agreement shall acknowledge that, in accordance with 105 ILCS

investigation and that the Inspector General shall have access to all information and personnel