

July 28, 2004

**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 Marriott Chicago Downtown for catering services and space rental for the

Office of Specialized Services for the All City Conference and one follow up event at a cost not to exceed \$115,000.00. Marriott Chicago Downtown was selected on a non-competitive basis because of the availability of the selected date, its ability to meet requested conference specifications and its price. A written agreement for this matter is currently being negotiated. No payment shall be made to Marriott Chicago Downtown 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 90 days of the date of this Board Report. Information pertinent to this agreement is stated below:

FINANCIAL: Each participant shall pay \$75.00 to the Office of Specialized Services, and the funds will be used to reimburse the Chicago Public Schools for the cost of the conference. Exhibitors will pay a booth rental fee of \$150.00.

City of Chicago, Office of Specialized Services

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