



April 26, 2022

**SUBJECT: REQUEST FOR SEALED BIDS - NO. SH2203
PURCHASE AND DELIVERY OF
NEW COSMETOLOGY SUPPLY KITS
FOR HARRY S TRUMAN COLLEGE/CITY COLLEGES OF CHICAGO**

Prospective Bidders,

Attached, please find bid specifications for the purchase and delivery of Cosmetology Supply Kits for Harry S Truman College, one of City Colleges of Chicago (CCC). You are invited to provide bid quotations per the detailed specifications.

Kindly execute your bid quotation on the bid submittal form, returning it in accordance with Sections 00100 through 00500 of this document. Include completed and signed Appendixes, I - IV documents, in a sealed package which has been properly addressed with the Sealed Bid Number, Company's Name, bid due date and time; to the attention of Sherri Hardemon, Contracts Administrator, in Procurement Services. Kindly submit one (1) USB drive and one (1) original signature hard copy of the sealed bid and all required information/documentation.

All sealed bids shall be received in the Department of Business and Procurement Services at Dawson Technical Institute, 3901 S. State Street, Room 102, Chicago, Illinois, 60609, before 12:00 p.m. Tuesday, May 17, 2022. The bids shall be publicly opened and read publicly immediately at 12:15 p.m. via Zoom teleconference. Login information will be provided to bidders via email prior to the meeting. Bids arriving late will be returned to the vendor unopened.

A virtual pre-bid conference is scheduled for Friday, April 29, 2022 at 2:00 p.m. The pre-bid conference will take place via a Zoom teleconference. After accessing the Zoom application, instructions for accessing are as follows:

1. Meeting ID: 825 5259 0328
2. Passcode: 511323

All questions regarding clarification or verification of these specifications should be referred in writing via email to procurementservices@ccc.edu attention Sherri Hardemon, Contracts Administrator – 312-553-2590. **The deadline for submitting final questions is Tuesday, May 3, 2022, no later than 12:00 p.m.** Please reference the Bid number, SH2203, in all communications regarding this bid.

The Intent to Bid Letter (see Attachment A) is due to Procurement Services via email, procurementservices@ccc.edu, to the attention of Sherri Hardemon, Contracts Administrator, by Tuesday, May 10, 2022, no later than 12:00 p.m.

Sincerely,

Jacinta Epting, Vice Chancellor
Department of Business and Procurement Services

**REQUEST FOR SEALED BIDS - NO. SH2203
PURCHASE AND DELIVERY
OF COSMETOLOGY SUPPLY KITS
HARRY S TRUMAN**

FOR

**CITY COLLEGES OF CHICAGO
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
180 N. WABASH AVENUE
CHICAGO, IL 60601**

April 26, 2022

**JUAN SALGADO, CHANCELLOR
JACINTA EPTING, VICE CHANCELLOR – BUSINESS AND PROCUREMENT SERVICES**

NOTICE

SEALED BIDS ARE DUE BY TUESDAY, MAY 17, 2022, BY 12:00 P.M.

**TO: CITY COLLEGES OF CHICAGO
DAWSON TECHNICAL INSTITUTE
PROCUREMENT SERVICES
3901 S. STATE STREET - ROOM 102
CHICAGO, IL 60609
ATTN: SHERRI HARDEMON**

**AND WILL BE OPENED AND READ PROMPTLY
IMMEDIATELY AT 12:15 P.M. VIA ZOOM TELECONFERENCE**

00100 BIDDING REQUIREMENTS

- 1.01 Compliance with Laws
- 1.02 Vietnam Era Veterans' Readjustment Assistance Act of 1974
- 1.03 Examination by Bidder
- 1.04 Taxes
- 1.05 Preparation of Bid
- 1.06 Submission of Bid
- 1.07 Withdrawal of Bid
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- 1.10 Acceptance of Bid
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00500 BID SUBMITTAL FORMS

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ATTACHMENT A

Letter of Intent to Bid

APPENDIX I

Terms and Compliance with the Minority Business Commitment and Women Business Enterprise Commitment

APPENDIX II

CCC Ethics Orientation for Contractors/Vendors

APPENDIX III

IRS W-9 Form

APPENDIX IV

Economic Disclosure Statement and Affidavit Forms (10 pages)

APPENDIX V

Bid Cost Excel Spreadsheet

APPENDIX VI

Professional Services Agreement
(FOR REVIEW ONLY-Do Not Submit with Bid Proposal)

00100 BIDDING REQUIREMENTS**1.01 Compliance with Laws**

The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State, and City governments and the Board of Trustees of Community College District 508 (Owner, Board, City Colleges, CCC) which may in any manner affect the preparations of bids or the performance of the Contract.

1.02 Vietnam Era Veterans' Readjustment Assistance Act of 1974

The Vietnam Era Veterans' Readjustment Assistance Act of 1974 of the United States Code, Title 38, Part III, Chapter 42, in part, as follows:

"Any contract in the amount of \$10,000 or more entered into by any department or agency for the procurement of personal property and non-personal services (including construction) for the United States, shall contain a provision requiring that the party contracting with the United States shall take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era. The provisions of this section shall apply to any subcontract entered into by a prime Contractor...."

The regulations require that: (1) Contractors list immediately with the appropriate local employment service office all of their suitable employment openings, and (2) each local employment service office gives such veterans priority in referral to openings.

Veterans who believe that a Contractor has failed or refused to comply with the above contract provisions may file a complaint with the Veterans' Employment Service of the Labor Department. The Secretary of Labor will investigate and take action on any such complaints.

Federal Contractors and Subcontractors, including colleges and universities, are now involved with the concept of "affirmative action" in three separate areas of federal law: Executive Orders 11246 and 11375, which require affirmative action for eliminating discrimination based upon race, color, religion, sex and national origin; Rehabilitation Act of 1973, which requires affirmative action in the employment of mentally and physically handicapped individuals; and the above mentioned requirements for veterans' employment. These obligations of federal Contractors should not be confused with nondiscrimination in employment requirements for all employers under Title VII of the Civil Rights Act of 1964 (as amended) and the Equal Pay Act of 1963 (as amended), or with sex discrimination requirements for all recipients of federal financial assistance under Title IX of the Education Amendments of 1972.

1.03 Examination by Bidder

The bidder shall, before submitting a bid, carefully examine the bid, plans, specifications, and contract documents. He shall inspect in detail the site of the proposed work and familiarize himself with all the local conditions affecting the contract. If his bid is accepted, he will be responsible for all errors in his bid resulting from his failure or neglect to comply with these instructions. The City Colleges of Chicago will, in no case, be responsible for any change in anticipated profits resulting from such failure or neglect.

Failure of the Contractor to familiarize himself/herself with all requirements of the Contract Documents will not relieve him/her from complying with all of the provisions thereof.

1.04 Taxes

The City Colleges of Chicago is a public institution and is not subject to sales tax.

1.05 Preparation of Bid

The bidder shall prepare his bid on the bid submittal forms. Unless otherwise stated, all blank spaces on the bid page or pages, applicable to the subject specifications, must be filled in correctly. Either a unit price or a lump sum price, as the case may be, must be stated for each and every item, either typed in or written in ink, in figures, and, if required, in words.

If bidder is a corporation, the President and Secretary shall execute the bid. The Corporate seal shall be affixed to the bid. In the event that this bid is executed by other than the President, attach hereto a certified copy of that section of Corporate Bylaws or other authorization by the Corporation which permits the person to execute the offer for the corporation.

If bidder is a partnership, all partners shall execute the bid, unless one partner has been authorized to sign for the partnership, in which case, evidence of such authority satisfactory to the City Colleges of Chicago shall be submitted.

If bidder is a sole proprietor, he shall execute the bid.

A "Partnership" or "Sole Proprietor" operating under an Assumed Name, must be registered with the Illinois county in which located, as provided in Chapter 96, Section 4 et sub, Illinois Revised Statutes 1967.

1.06 Submission of Bid

All prospective bidders shall submit one (1) USB drive and one (1) original signature hard copy of sealed bids on or before Tuesday, May 17, 2022 12:00 p.m. When bids are sent by mail to the City Colleges of Chicago, the bidders shall be responsible for its delivery to the City Colleges of Chicago before the advertised date and hour for the opening of bids. If the mail is delayed beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be returned unopened.

If you are unable to quote on this bid, please so state on the bid submittal form in Section 00500 and return it to us so that the Board may know that you have had an opportunity to bid.

1.07 Withdrawal of Bid

Bidders may withdraw their bid at any time prior to the time specified as the closing time for the receipt of bids. However, no bidder shall withdraw or cancel his bid for a period of one-hundred eighty (180) calendar days after said closing time for the receipt of bids nor shall the successful bidder withdraw, cancel or modify his bid after having been notified by the City Colleges of Chicago that said bid has been accepted.

1.08 Competency of Bidder

No bid will be accepted or contract awarded to any person, firm or corporation that is in arrears or is in default to the City Colleges of Chicago upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said City Colleges of Chicago, or had failed to perform faithfully any previous contract with the City Colleges of Chicago.

The contract will be awarded only to a responsible Contractor, qualified by experience and in a financial position to do the work specified.

1.09 Consideration of Bids

The Board reserves the right to reject any or all bids and to disregard any informality in the bids and bidding when, in its opinion, the best interest of the City Colleges of Chicago will be served by such action.

It is the intent of this specification to obtain competitive prices on the items and/or services specified.

1.10 Acceptance of Bids

The City Colleges of Chicago will accept in writing one of the bids or reject all bids, within one-hundred eighty (180) days from the date of opening bids, unless the lowest responsible bidder, upon request of the City Colleges of Chicago, extends the time of acceptance to the City Colleges of Chicago.

1.11 Exceptions

Any deviations from these specifications must be noted on the Bid Submittal Form or pages attached thereto, with the exact nature of the change outlined in sufficient detail. The reason for which deviations were made should also follow if not self-explanatory. Failure of a bidder to comply with the terms of this paragraph may be cause for rejection.

City Colleges of Chicago reserves the right to disqualify bids which do not completely meet outlined specifications. City Colleges of Chicago will evaluate the impact of exceptions to the specification in determining its need.

1.12 Interpretation of Contract Documents

If any person contemplating submission of a bid is in doubt as to the true meaning of any part of the specifications or other contract documents, he may submit to the City Colleges of Chicago a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by an addendum duly issued by the City Colleges of Chicago. A copy of such addendum will be mailed or delivered to each person receiving a set of such contract documents and to such other prospective bidders as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of bid. Bidder will acknowledge receipt of each addendum issued in space provided on bid page. Oral explanations will not be binding.

In the case of conflict between the written specifications and the drawings, the item with the most stringent requirements shall apply.

1.13 Conflicts

In the event of a conflict between the Contractor's terms and conditions and those of City Colleges of Chicago, City Colleges of Chicago's terms and conditions will take precedence.

1.14 Sexual Harassment Policy

State law requires that every party to a public contract and every eligible bidder shall have a written sexual harassment policy that includes at a minimum: (1) a statement that sexual harassment is illegal; (2) the definition of sexual harassment under Illinois law; (3) a description of sexual harassment, utilizing examples; (4) the bidder's internal complaint process including penalties; (5) the legal recourse, investigative and complaint process available through the

Illinois Department of Human Rights (IDHR) and the Illinois Human Rights Commission (IHRC); (6) directions on how to contact the IDHR and IHRC; and (7) protection against retaliation for reporting suspected sexual harassment. See Illinois Human Rights Act 775 ILCS 5/2-105.

A copy of the Bidder's sexual harassment policy shall be provided to the City Colleges of Chicago upon request. Failure to provide a copy of said policy upon request will result in rejection of the bid.

1.15 Illinois Criminal Code 33E-3 and 33E-4 Compliance

The bidder certifies that he/she is not barred from bidding on or entering into public contracts due to having been convicted of bid-rigging or bid rotating under paragraphs 33E-3 or 33E-4 of the Illinois Criminal Code. Bidder also certifies that no officers or employees of the bidder have been so convicted that the bidder is not the successor company, or a new company created by the officers of owners of one so convicted. Bidder further certifies that any such conviction occurring after the date of this certification will be reported to the public body awarding the contract or agents thereof, immediately in writing, if it occurs during the bidding process, or otherwise prior to entering into the contract therewith.

1.16 Pre-Bid Meeting

A pre-bid conference is scheduled for Friday, April 29, 2022 at 2:00 p.m. via Zoom. It is strongly suggested that firms anticipating submitting a bid attend this pre-bid meeting.

1.17 Basis of Award

Bids will be awarded based on the lowest responsive and responsible total bid. Award will be made solely on the basis of this written bid request and any subsequent written addenda. City Colleges of Chicago reserves the right to award a contract or multiple contracts herein or reject any or all bids when, in its opinion, the best interest of the City Colleges of Chicago will be served thereby.

City Colleges of Chicago reserves the right to correct mathematical errors.

1.18 Minority/Women Business Enterprise Plan (M/WBE)

The City Colleges of Chicago has adopted a Minority/Women Business Enterprise Plan ("M/WBE Plan") and the requirements are detailed in Appendix 1 of this solicitation ("City Colleges of Chicago Conditions Regarding Compliance with the Minority Business Commitment and Women Business Commitment").

Bidders are required to submit Schedules A and C and current certification letters from acceptable certifying agencies with their sealed bid submissions. These documents must clearly outline the Bidder's plans to utilize MBE and WBEs in accordance with the M/WBE Plan. Failure to address the M/WBE Conditions could impact the determination of a bid's responsiveness.

Additionally, Bidders must first consider the product's entire supply chain for direct subcontract opportunities. If none are available, indirect participation must be thoroughly considered. Indirect subcontract opportunities include those that are part of a firm's business operations such as truck delivery, fuel, vehicle washing, graphics, etc. All efforts to comply must be documented in the required documents.

If you have any questions regarding the M/WBE Conditions please email them by Tuesday, May 3, 2022, no later than 12:00 p.m. to procurementservices@ccc.edu to the attention of Sherri Hardemon, Contracts Administrator. Please include the bid number on the subject line, SH2203.

1.19 Minimum Wage Ordinance

Effective December 11, 2014, City Colleges of Chicago (CCC) adopted Mayoral Executive Order 2014-1 which provides for a fair and adequate Minimum Wage to be paid to employees of CCC contractors and subcontractors performing work on CCC contracts. A copy of the Order may be downloaded from the Chicago City Clerk's website at: <http://chicityclerk.com/wp-content/uploads/2014/09/Executive-Order-No.-2014-1.pdf>

If this contract was advertised on or after December 11, 2014, Contractor must comply with Mayoral Executive Order 2014-1 and any applicable regulations issued by the Chief Procurement Officer. The Minimum Wage to be paid pursuant to the Order as of July 1, 2021 is \$14.75 per hour. The Minimum Wage must be paid to:

- All employees regularly performing work on CCC property or at a CCC jobsite.
- All employees whose regular work entails performing a service for CCC under a CCC contract.

The Minimum Wage is not required to be paid to employees whose work is performed in general support of contractors operations, does not directly relate to the services provided to CCC under the contract, and is included in the contract price as overhead, unless that employee's regularly assigned work location is on CCC property or at a CCC jobsite. It is also not required to be paid by employers that are 501(c)(3) not-for-profits.

Except as further described, the Minimum Wage is also not required to be paid to categories of employees subject to subsection 4(a)(2), subsection 4(a)(3), subsection 4(d), subsection 4(e), or Section 6 of the Illinois Minimum Wage Law, 820 ILCS 105/1 et seq., in force as of the date of this Contract or as amended. Nevertheless, the Minimum Wage is required to be paid to those workers described in subsections 4(a)(2)(A) and 4(a)(2)(B) of the Illinois Minimum Wage Law.

Additionally, the Minimum Wage is not required to be paid to employees subject to a collective bargaining agreement that provides for different wages than those required by Mayoral Executive Order 2014-1, if that collective bargaining agreement was in force prior to December 11, 2014, or if that collective bargaining agreement clearly and specifically waives the requirements of the order.

If the payment of a prevailing wage is required and the prevailing wage is higher than the Minimum Wage, then the Contractor must pay the prevailing wage.

1.20 Prevailing Wages

If this contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at <http://www.state.il.us/agency/idol/rates/rates.HTM>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage requirements and notice and record keeping duties.

END OF SECTION

00200 GENERAL CONDITIONS**2.01 Equal Employment Opportunity**

In the event of the Bidder's noncompliance with any provision of this Equal Employment Opportunity clause, or the Illinois Department of Human Rights, the Bidder may be non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, such other sanctions or penalties may be imposed or remedied invoked as provided by statute or regulations.

During the performance of this Contract, the Bidder agrees as follows:

- A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further, that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- B. That, if it hires additional employees in order to perform this Contract or any portion hereof, it will determine the availability (in accordance with the Illinois Department of Human Rights) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin or ancestry.
- D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Bidder's obligations under the Illinois Department of Human Rights.

If any such labor organization or representative fails or refuses to cooperate with the Bidder in its efforts to comply with such Act or Rules and Regulations, the Bidder will promptly so notify the Illinois Department of Human Rights and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

- E. That it will submit reports as required by the Illinois Department of Human Rights, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Department of Human Rights.
- F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Illinois Department of Human Rights for purposes of investigation to ascertain compliance with the Illinois Department of Human Rights.
- G. That it will include verbatim or by reference, the provisions of paragraphs A through G of this clause in every performance subcontract as defined in Section 2.10 (b) of the Illinois Department of Human Rights' Rules and Regulations for Public Contracts so that such provisions will be upon every such Subcontractor; and that it will also so include the

provisions of paragraphs A, E, F and G in every supply subcontract as defined in Section 2.10 (a) of the Department's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such Subcontractor. In the same manner as with other provisions of this Contract, the Contractor will be liable for compliance with applicable provisions of this clause by all its Subcontractors; and further, it will promptly notify the contracting agency and the Illinois Department of Human Rights in the event any Subcontractor fails or refuses to comply therewith. In addition, no Contractor will utilize any Subcontractor declared by the Department to be non-responsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

With respect to the two types of subcontracts referred to under paragraph G of the Equal Employment Opportunity Clause above, following is an excerpt of Section 2 of the Illinois Department of Human Rights' Rules and Regulations for Public Contracts:

"Section 2.10 The term "Subcontract" means any agreement, arrangement or understanding, written or otherwise, between a Contractor and any person (in which the parties do not stand in the relationship of an employer and an employee):

- For the furnishing of supplies or services or for the use of real or personal property, including lease arrangements, which, in whole or in part, is utilized in the performance of any one or more contracts; or
- Under which any portion of the Contractor's obligation under any one or more contracts is performed, undertaken or assumed."

2.02 Non-Discrimination

A Contractor, in performing under this contract, shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, creed, color, sex, age or national origin, nor otherwise commit an unfair employment practice.

Contractor further agrees that this article will be incorporated by Contractor in all contracts entered into with supplier of materials or services, Contractors and Subcontractors and all labor organizations, furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this contract. Attention is called to Executive Order 11246 issued September 24, 1965, 3 CFR p. 567, 1966; The Civil Rights Act of 1964, Pub. L. 88-352, July 2, 1964, 78 Stat. 241 et sub; to the State Acts approved July 28, 1961, Ill. Rev. Stat. 1967, CH. 38, Secs. 13-3 to 13-4 inclusive; July 8, 1933, Ill. Rev. Stat. 1967, CH. 29, Secs. 17 to 24 inclusive; July 21, 1961, Ill. Rev. Stat. 1967, CH. 48, Secs. 851 to 866 inclusive, and July 26, 1967, Ill. Rev. Stat. 1967, CH. 48, Secs. 881 to 887 inclusive, and an ordinance passed by the City Council of the City of Chicago, August 21, 1945, page 3877 to the Journal of the Proceeding.

When requested to demonstrate compliance, the Contractor and Subcontractors will furnish such reports and information as requested by the Chicago Commission on Human Relations.

2.03 Insurance Requirements

The Bidder shall procure and maintain at all times, at Bidder's own expense, until final acceptance of the Work covered by this Agreement, and if required to return during the warranty period, the types of insurance specified below, with insurance companies authorized to do business in the State of Illinois covering all operations under this Agreement, whether performed by the Proposer or by subcontractors.

- 1) Worker's Compensation and Occupational Disease Insurance
Workers Compensation and Occupational Disease Insurance, in accordance with the laws of the State of Illinois, or any other applicable jurisdiction, covering all employees who are to provide a service under this contract. Employer's liability coverage with limits of not less than \$1,000,000 each accident or illness shall be included.

- 2) Commercial Liability Insurance (Primary and Umbrella)
Commercial Liability Insurance or equivalent with limits of not less than \$5,000,000 per occurrence, combined single limit, for bodily injury, personal injury, and property damage liability. Products/completed operations, explosion, collapse, underground, independent contractors, broad form property damage and contractual liability coverages are to be included. City Colleges of Chicago is to be named as an additional insured without recourse or right of contribution for any liability arising from this work.

- 3) Automobile Liability Insurance
The Proposer shall provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence combined single limit, for bodily injury and property damage. The City Colleges of Chicago is to be named as an additional insured.

The successful Proposer(s) shall furnish the Institution with original insurance certificates evidencing the required coverage. All insurance certificates shall name the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, and its officers, directors, agents, students, employees, contractors, and volunteers as additional insured on a primary, non-contributory basis.

The Contractor will furnish City Colleges of Chicago original Certificates of Insurance evidencing the required coverage to be in force on the date of this contract, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this contract. The Contractor shall submit evidence of insurance prior to contract award. The failure of City Colleges of Chicago to obtain such evidence from Proposer before permitting Proposer to commence work shall not be deemed to be a waiver by City Colleges of Chicago, and the Proposer shall remain under continuing obligation to maintain the insurance coverage.

The insurance herein specified shall be carried until all work required to be performed under the terms of the Agreement is satisfactorily completed and formally accepted. Failure to carry or keep such insurance in force may constitute a violation of the Agreement, and City Colleges of Chicago maintains the right to stop work until proper evidence of insurance is provided.

The insurance shall provide for 60 days prior written notice to be given to City Colleges of Chicago Procurement Services in the event coverage is substantially changed, canceled, or non-renewed.

The Proposer shall require all subcontractors to carry the insurance required herein, or Proposer may provide the coverage for any or all subcontractors, and, if so, the evidence of insurance submitted shall so stipulate.

Any and all deductibles on referenced insurance coverages shall be borne by Bidder.

Proposer expressly understands and agrees that any insurance coverages and limits furnished by Proposer shall in no way limit the Proposer's liabilities and responsibilities specified within the contract documents or by law.

The Proposer and each subcontractor agree that insurer shall waive their rights of subrogation against City Colleges of Chicago.

The Proposer expressly understands and agrees that any insurance maintained by City Colleges of Chicago shall apply in excess of and not contribute with insurance provided by the Proposer under the contract.

If the Proposer or its subcontractors desire additional coverage, higher limits of liability, or other modifications for its own protection, the Proposer and each of its subcontractors, shall be responsible for the acquisition and cost of such additional protection.

City Colleges of Chicago maintains the right to modify, delete, alter or change these requirements.

2.04 Default

If the Vendor fails to supply the require items within the specified time schedule, or if the Vendor shall become insolvent or be declared bankrupt and shall not cure said condition within seven (7) days thereof or shall make an assignment for the benefit of creditors, the City Colleges of Chicago shall give notice in writing to the Vendor and his surety of such default, specifying the same, and if the Contract, within a period of seven (7) days after such notice, shall not proceed in accordance therewith, then the City Colleges of Chicago shall have full power and authority to declare the forfeiture of this contract, and to forfeit the rights of the Vendor(s) in this contract.

The foregoing remedies of the City Colleges of Chicago, whether exercised or not in case of default by the Contractor shall not exclude or constitute a waiver of, any remedies otherwise provided by law or in equity.

2.05 Indemnity

Notwithstanding any other terms and conditions, including any obligations regarding insurance coverage, Vendor agrees to defend, indemnify, save and hold harmless fully the Board of Trustees of Community College District No. 508, its colleges, satellite campus', officers, employees, agents, students, volunteers and contractors against any and all claims, suits or judgments, costs or expenses, including attorney's reasonable fees, (collectively ("Loss")) in connection with this Agreement. This indemnification obligation does not extend to that portion of a Loss caused by Institution's negligence, as determined by a court of competent jurisdiction in a final, non-appealable judicial order. The firm must acknowledge in their submission their willingness to indemnify City Colleges of Chicago.

The requirements listed below are mandatory for protecting the interests of the City Colleges of Chicago.

1. The successful Proposer shall indemnify and hold CCC harmless from all providers' performance or failure of performance under the resulting contract.
2. The successful Proposer shall keep CCC free and clear from all liens asserted by any person or firm for any reason arising out of the furnishing of services or materials by or to the provider.
3. The action of the successful Proposer with third parties is not binding upon CCC.

2.06 Termination

Termination for Convenience. This contract can be terminated upon ten (10) days written notice by City Colleges of Chicago on the grounds of Proposer's violation of any terms and conditions of the Contract, procedures or guidelines or inadequacy of Proposer's performance or if there is no further need for the requirements. In the event that no funds or insufficient funds are appropriated and budgeted in any fiscal period of the City Colleges of Chicago for payments to be made under this agreement, then the City Colleges of Chicago will notify the contractor of such occurrence and this agreement shall terminate on the earliest of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this Agreement are exhausted. No payments will be made or due to the contractor under this contract beyond those amounts appropriated and budgeted by the City Colleges of Chicago to fund payment under this contract.

City Colleges of Chicago may terminate this Contract, or any portion of the Services to be performed under it, at any time for convenience by a notice in writing from CCC to the Proposer when the Contract may be deemed no longer in the best interest of CCC.

Termination for Default. Subject to Section 10(a) herein, this Agreement may also be terminated for default. Each of the following shall constitute an event of default by Consultant ("Default").

- i. Any material misrepresentation, whether in the inducement or in the performance, made by the Consultant to the Institution; and
- ii. A breach of a representation or warranty contained in this Agreement; and
- iii. The insolvency, bankruptcy or committing of any act of bankruptcy or insolvency, or making an assignment for the benefit of creditors; and
- iv. Failure to comply with or perform any material provision of this Agreement; and
- v. Failure or refusal to provide enough properly skilled personnel, adequate supervision, or adequate materials and equipment of the proper quality to perform the Services; and
- vi. Causing, by any action or omission, the stoppage, delay of, or interference with, the work of any other Consultant or subconsultant.

If a court of competent jurisdiction rules that termination of this Agreement by the Institution for default of Consultant was wrongful, then the termination shall be deemed to have been a termination for convenience.

a. Curable and Incurable Defaults. Time-sensitive defaults (e.g., failure to meet deadlines) are not curable unless the Institution, in its sole and absolute discretion, extends the deadline. Such extension, however, does not relieve Consultant of liability for any damages the Institution may suffer. Consultant shall cure any default that is not time-sensitive with ten (10) calendar days after Consultant is given notice of the default.

b. Remedies. In addition to any other remedies contained herein, the Institution may invoke any or all of the following remedies for a Default:

- i. Complete the Services at Consultant's expense, either directly or through the use of contractors and subcontractors; or

- ii. Receive a refund or withhold all or any portion of the Fee; or
 - iii. Demand specific performance, an injunction or any other appropriate equitable remedy; or
 - iv. Terminate this Agreement.
- c. **Right to Offset.** All costs incurred by the Institution due to: (i) termination of this Agreement for default; or (ii) Consultant's performance of the Services; or (iii) Institution's exercise of any of the remedies available herein, may be offset by: (i) any credits due to or overpayments made by the Institution; or (ii) any payments due to Consultant for Services completed. If such amount offset is insufficient to cover those excess costs, Consultant shall be liable for and promptly remit to the Institution the balance upon written demand. This right to offset is in addition to and not a limitation on any other remedies available to the Institution.

No remedy hereunder is exclusive of any other remedy, but each remedy shall be cumulative and in addition to any other remedies at law, in equity or by statute existing now or hereafter. No delay or omission to exercise any right or power accruing upon any Default shall impair any such right or power nor shall it be construed to be a waiver of any Default or acquiescence therein, and every such right and power may be exercised periodically and as often as may be deemed expedient. If the Institution considers it to be in the Institutions best interest, it may choose not to declare a default or terminate the Agreement. The parties acknowledge that this provision is solely for the benefit of the Institution and that if the Institution permits Consultant to continue providing Services despite one or more events of default, the Consultant is in no way relieved of any of its duties and obligations under the Agreement and the Institution does not waive or relinquish any of its rights.

Additional Provisions. The parties further agree the following provisions:

- a. **Cooperation with Successors.** If this Agreement expires or is terminated for any reason, Consultant shall use its best efforts to assure an orderly transition to Institution and to the successor consultant, if any. Consultant must make an orderly demobilization of its own operations provide the Services uninterrupted until the effective day of such termination or expiration, and otherwise comply with the reasonable requests and requirements of the Institution in connection with the termination or expiration.

2.07 CCC Ethics Policy

As a contractor or vendor doing business with the City Colleges of Chicago, you are required to comply with the CCC Ethics Policy. Contractors are expected to work on behalf of CCC in a manner that always complies with laws, rules, regulations and policies. By doing so and by always acting with honesty and integrity, you are allowing established values to guide your actions and decisions. The City Colleges of Chicago Ethics Policy can be found at <http://www.ccc.edu/departments/Pages/Ethics-Training.aspx>. Contractors are required to read and return a signed "ACKNOWLEDGEMENT" form with all bid responses. (See Appendix II)

2.08 Disclosure

The Bidder will disclose any professional or personal financial interest which could be a possible conflict of interest in representing the District. The Bidder shall further disclose arrangements to derive additional compensation from various investment and reinvestment products,

including financial contracts. The Bidder will be required to disclose any lobbying activities, if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any sister governmental agency, member of Congress, officer or employee of Congress, or employee of a member of Congress in connection with this contract.

2.09 Debarment

Bidders must disclose that neither the vendor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in a contract or agreement with any federal, state, county or local department or agency. If the vendor is unable to certify to this statement, it must attach an explanation to this application.

2.10 Economic Disclosure Statement and Affidavit Forms

Community College District No. 508 (CCC) requires the submission of an Economic Disclosure Statement and Affidavit (“EDSA”) with all bids (Appendix IV). The economic disclosure forms must be completed in its entirety and notarized.

Bidders must complete the Economic Disclosure Statement and Affidavit as referenced in the Appendices. The economic disclosure forms must be completed by the Prime contractor and all subcontractors in its entirety and notarized. Privately held firms and not-for-profit organizations must disclose the board of directors/corporate officers. All firms must disclose owners and the percentage(s) of ownership information (see Page 3 of 10). Failure to provide complete ownership information may cause your response to be deemed as non-responsive. (See Appendix IV – 10 pages)

END OF SECTION

00300 SPECIAL CONDITIONS3.01 Scope

The City Colleges of Chicago is interested in purchasing new Cosmetology Supply Kits for Harry S Truman College, one of the City Colleges of Chicago, in strict accordance with specifications set forth within this bid documentation. Delivery is included.

3.02 Contact Person

Refer technical questions concerning clarification of these specifications to Sherri Hardemon, Contracts Administrator, in writing via email, procurementservices@ccc.edu. The deadline for submitting final questions in writing via email, procurementservices@ccc.edu, is Tuesday, May 3, 2022, no later than 12:00 p.m. Please reference the bid number in all communications regarding this bid.

Bidders requiring additional information shall contact the Contracts Administrator.

Bidders who contact any City Colleges of Chicago personnel other than the Contracts Administrator will be considered in violation of the procurement rules and may have any bid response disqualified.

3.03 Contract Award

This contract will become effective after approval by the Board of Trustees and issuance of a purchase order(s) to the selected vendor(s) with the lowest responsive and responsible bid(s).

3.04 Contract Period

This contract shall begin for a period of one (1) year with the option of two (2) one (1) year extensions unless terminated according to the Termination paragraph. The expiration date shall be the last day of the twenty-four calendar months after the established start date.

3.05 Quantities

Any quantities shown in this bid are estimated only for bid canvassing purposes. The City Colleges of Chicago reserves the right to increase or decrease quantities ordered under this contract. Nothing herein shall be construed as intent, on the part of the City Colleges of Chicago, to purchase any items other than those determined by the City Colleges of Chicago to be necessary to meet current needs.

The City Colleges of Chicago will be obligated to order and pay for only such quantities as are from time-to-time ordered on formal CCC purchase orders.

3.06 Pricing

Quoted pricing shall remain firm for the entire contract. The bidder shall prepare his bid on the bid form in Section 00500. Unless otherwise stated, all blank spaces on the bid page applicable to the subject specification must be correctly filled in.

The Board, at its option, may award multiple contracts and may accept bid by item, category or for all items collectively. If the bids are accepted by item, the price shall be the price set forth opposite that item in the bid. A unit price must be stated for each item, either typed in or written in ink, in figures and, if required, in words. If a split award is not acceptable to the bidder, it must be stated in his or her response to the bid.

If you are unable to quote on this bid, please so state on the bid page and return it to us so that the Board may know that you have had an opportunity to quote.

Please execute your bid and return it fully completed and signed in a sealed envelope.

City Colleges reserves the right to reject any and all bids.

3.07 Catalogs/Price Lists

For bid evaluation purposes, the bidder shall submit with its bid one (1) copy of price list/catalog for items quoted on the bid submittal form(s), and welding simulator specifications. Failure to furnish these items may be cause for rejection of bid for being non-responsive to this requirement.

Before a contract can be awarded, the contractor must submit copies of all current manufacturer's or other accepted published price lists/catalogs for items indicated on the bid submittal form(s) for use by Procurement Services to facilitate audit of all invoices and sub-orders off the contract.

The contractor will be responsible for forwarding new price lists or supplements of latest revision to all participating City Colleges of Chicago location(s) and the Procurement Services during the contract period.

All pricing shall be governed by the latest editions or supplements to current manufacturers' published price lists unless specified otherwise on the proposal page(s). The contractor shall be responsible for notifying Procurement Services, at least ninety (90) days in advance of any price changes and/or issuance of revised price lists prior to submittal of invoices with new prices.

3.08 Warranty

Upon the request of City Colleges of Chicago, or if specifically required by the Bid documents, contractor must provide written proof that it is authorized to transfer product warranties to City Colleges of Chicago. The contractor must provide the original product warranty and related services, if applicable, for the products provided under this Bid in accordance with the standard warranty regularly provided by the OEM for the product(s), unless the Bid documents call for a different warranty period. The contractor warrants that the products shall be free from defects in materials and workmanship and shall comply with the requirements set forth in the Bid documents.

3.09 Manuals and/or Certificates

At the time of delivery, the contractor shall furnish all original copies of all warranty or guarantee certificates, owner's manuals, operating/maintenance manuals, applications and/or certificates of origin, as applicable, for all units delivered under the contract.

3.10 Inventory/Lead time

The Contractor shall maintain an inventory of sufficient diversity and quantity as to ensure the delivery of any item listed in this Bid, which is ordered by the City Colleges of Chicago from stock within three days after receipt of City Colleges of Chicago purchase order. In lieu of the inventory, the contractor must be able to arrange such prompt delivery.

Repeated failures of the contractor to meet the above stated delivery requirements may be used by the City Colleges of Chicago as grounds for the termination of this contract and may further affect the contractor's eligibility for future contract award.

The contractor's compliance with these requirements will be determined by the City Colleges of Chicago, whose decision will be binding.

3.11 Tests

In order to determine that the proposed products conform to this specification, the City Colleges of Chicago reserves the right to test and/or inspect sample products should we have any concerns, prior to use. Other tests and measurements may also be performed, as determined by the City Colleges of Chicago. Upon request by the City Colleges of Chicago, the bidder shall submit one or more sample products for test and inspection, at no cost to the City Colleges of Chicago.

3.12 Change in Contract

No changes shall be made in the specification or the contract after award of the contract, without the written authorization of the City Colleges of Chicago.

3.13 Incomplete Bids

Bidders must quote all items as stated in Section 00400. Bids submitted to the contrary will be considered incomplete, and as a result, may be rejected.

3.1 Bid Documents

Failure of the vendor to familiarize himself/herself with all of the requirements of this Bid Document will not relieve him/her from complying with all of the provisions thereof.

3.15 Invoices

Vendor will submit one (1) monthly invoice for all services performed under this contract. Invoices for all services stated in this bid should all be sent to City Colleges of Chicago, Dawson Technical Institute, Accounts Payables Department, 3901 S. State Street, Chicago, IL 60609. Invoices must include purchase order number(s) and be itemized giving a complete description of the services provided. City Colleges of Chicago is a public institution and therefore is not subject to sales taxes.

3.16 Terms of Payment

The selected proposer will not be entitled to demand or receive payment under this Agreement until all of the stipulations, provisions and conditions set forth in the Agreement have been complied with. Invoice(s) should be transmitted to the Accounts Payable Department via e-mail (preferred method) to accountpayableservices@ccc.edu or in duplicate hard copy to City Colleges of Chicago, Dawson Technical Institute, Accounts Payable Department, 3901 S. State Street, Chicago, IL 60609. City Colleges of Chicago offers expedited payment terms to its suppliers for accepting electronic payments, as follows:

Net 15 days or less- City Colleges of Chicago utilizes an electronic payment method leveraging unique and secure cardless payment accounts which allows for placement of funds for approved payment transactions on a Visa Single Use Account ("SUA") administered through U.S. Bank via the Payment Plus program.

Net 45 days - City Colleges of Chicago also utilizes Automatic Clearing House ("ACH") as a method to pay suppliers. This requires completion of a form indicating Bank routing and account number information authorizing CCC to deposit funds into your Bank account.

Net 60 days – City Colleges of Chicago will issue traditional checks to suppliers unable to accept one of the preferred electronic methods.

3.17 Participation by other Local Government Agencies:

Other local government agencies ("Local Government Agencies") may be eligible to purchase Services pursuant to the terms and conditions of this Contract if such agencies are authorized, by law or their governing bodies, to execute such purchases, and if such authorization is allowed by the City Colleges of Chicago's District Director of Business & Procurement Services, and if such purchases have no significant net adverse effect on the City Colleges of Chicago and result in no observed diminished ability on the Bidder to provide the Services to the City Colleges of Chicago or user departments pursuant to such purchases. Local Government Agencies shall include without limitation: City of Chicago, Chicago Park District, Chicago Public Schools, Chicago Transit Authority, Chicago Housing Authority, Chicago Board of Elections, Metropolitan Pier & Exposition Authority (McCormick Place, Navy Pier), and the Municipal Courts. All purchases and payment transactions shall be made directly between the Bidder and the requesting Local Government Agency; City Colleges of Chicago shall not be responsible for payment of any amounts owed by any Local Government Agency to Bidder. The City Colleges of Chicago assumes no authority, liability or obligation on behalf of any Local Government Authority.

3.18 Transparency Website; Trade Secrets

Consistent with the CCC's practice of making available all information submitted in response to a public procurement, all bids, any information and documentation contained therein, any additional information or documentation submitted to CCC as part this Bid, and any information or documentation presented to CCC as part of negotiation of a contract or other agreement may be made publicly available through the CCC's Internet website. However, Bidders may designate those portions of a Bid which contain trade secrets or other proprietary data ("Data") which Proposer desires remain confidential. To designate portions of a Bid as confidential, Bidder must:

- i. Mark the cover page as follows: "This Bid includes trade secrets or other proprietary data."
- ii. Mark each sheet or Data to be restricted with the following legend: "Confidential: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this Bid."
- iii. Provide a USB with a redacted copy of the entire Bid or submission in .pdf format for posting on the CCC's website. Bidder is responsible for properly and adequately redacting any Data which Bidder desires remain confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide a USB with a redacted copy may result in the posting of an un-redacted copy.
- iv. Provide a written explanation of the basis under which each redacted item has been deemed confidential, making reference to the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.).

Indiscriminate labeling of material as "Confidential" may be grounds for deeming a bid as non-responsive.

All Bids submitted to CCC are subject to the Freedom of Information Act. CCC will make the final determination as to whether information, even if marked "confidential," will be disclosed pursuant to a request under the Freedom of Information Act, valid subpoena, or other legal requirement. Bidder agrees not to pursue any cause of action against CCC with regard to disclosure of information.

3.19 Contract Extension Option

This contract shall be in effect for the dates indicated herein for the contract period. The Board of Trustees may elect to extend for an additional period of a year from the expiration date of this contract at a renewal rate not to exceed 4% per fiscal year of the contract or as negotiated per industry standards. However, the contractor shall have the privilege of rejecting an extension of the contract period. Such rejection shall be made in writing to the Department of Business and Procurement Services at least one hundred twenty (120) days prior to the expiration of the contract and shall state its unwillingness to agree to an extension.

END OF SECTION

00400 GENERAL SPECIFICATIONS4.01 Description of Products

The City Colleges of Chicago seeks from bidders a discount from a current price list of cosmetology supplies for the items listed below as price per unit and or packaged in a kit for the Cosmetology program at Harry S Truman College. The products provided should be professional industry standard and not general consumer level. City Colleges of Chicago is requesting that the bidder provide the products below on an annual basis.

<i>Course 101: This course also provides a foundation for understanding the histology of hair, principles of personal hygiene, requirements and procedures for sterilization, disinfection and sanitation, roller control, manicures and pedicures. Additionally, thermal and long-hair styling will be introduced.</i>	KIT 101 QTY. 126
Compact Beauty Case with Trolley	1
Table Clamp with extender all metal	1
Female Mannequin Head - 19"-22" Ethnic	1
Butterfly Clips (12 pcs)	1
Double Prong Clips (80 pcs)	1
Carbon Cutting Comb - Black Hard Rubber, Heat Resist	1
Taper Comb - Carbon Hard Rubber Heat Resist	1
Rat Tail Comb - Carbon - Hard Rubber Heat Resist	1
Wet detangler comb Hard Rubber	1
7-Row Styling Brush Round Neck	1
Paddle Brush	1
Nylon Wave Hair Net - Black	1
Manicure Kit (8 pc)	1
Nail Brush with handle	1
Nail Polish Kit (4 bottles)	1
Magnetic Roller Set Smooth Assorted with Rack	1
Spray Bottle clear white spray 16 oz bottle	1
Finger Bowl	1
Glass Dapen Dish	1
<i>Course 102: Students develop skill and proficiency in shaping hair with scissors and razors, as well as in various methods of cutting hair as required by specific hair styling and permanent waving.</i>	KIT 102 QTY. 108
Blow Dryer - Hot Tools	1
Barber Neck Duster Round Brush	1
Pro Clipper - Wahl or Andy's	1
Pro Trimmer - Wahl or Andy's	1
Marcel Curling Iron - 3/4"	1
Marcel Curling Iron - 2"	1
Smoothing Flat Iron 1"	1
Shampoo/Chemical Cape Black	1
Taper Comb - Carbon Hard Rubber Heat Resistant	1
Rat Tail Comb - Carbon - Hard Rubber Heat Resist	1
Ion Round Brushes Small 1/2" Heat Resistant	1

Ion Round Brushes Medium 1" Heat Resistant	1
Ion Round Brushes Large 2" Heat Resistant	1
Female Mannequin Head 19 - 22" hair	2
Classic Razor	1
Shear Set - Cutting Shear and tooth thinner	1
Diffuser	1
9 Row Styling Brush	1
Cutting Comb with Inches	1
Course 103: <i>Students receive comprehensive instruction regarding the tools, materials, equipment and methods of basic hair styling techniques, both wet and thermal. Emphasis is placed on adapting hairstyles to suit the individual by analyzing texture, elasticity and porosity of various types of hair. Braiding, extensions and wig making techniques are also introduced.</i>	KIT 103 QTY. 90
Mini Flat Iron - Babyliss	1
Marcel Stove Iron 1"	1
Single Prong Clips (80 pcs)	1
Taper Comb - Carbon Hard Rubber	1
Rat Tail Comb - Carbon Hard Rubber Heat Resistant	1
Afro-texture mannequin	1
Flexi Rods - pink 6 pk.	6
Rod - Concave Orange 4 pk.	4
Rod - Concave Orquid 4 pk.	4
Course 104: <i>Students will learn about chemical texture services, hair color, implements, materials and products used during chemical application techniques. Through comprehensive hair analysis, the student will make informative decisions regarding chemical textures services and hair color formulations.</i>	KIT 104 QTY. 72
Female Mannequin-Quad Light Brown, Black, Blonde & Natural Gray	1
Metal Tail Comb - Carbon	1
Applicator Bottle	1
Color Split Tint Bowl	1
Color Tint Brush with Rubber Grip	1
Rod - Cold Wave White Long Rod - White 12 pc	8
Rod - Cold Wave White Short Rod - white 12 pk	4
Rod - Cold Wave Gray Long 12pk	4
Rod - Cold Wave Gray Short 12pk	4
Nylon Color Apron	1
Course 105: <i>This course provides opportunities for the practical application of specific cosmetology customer services for which the student has received previous training.</i>	KIT 105 QTY. 108
Male Mannequin Head 18-20"	1
Makeup Kit	1
Skin Care Kit	1
Course 201: <i>Students will refine and further develop specific skills and technique previously learned to enhance hair coloring, make up, acrylic nails, long hair and creative design on live models.</i>	KIT 201 QTY. 72
Female Mannequin Head - 26-28" Blonde	1

Mannequin Hand w/ stand	1
Practice Finger	2
Nail Art Tools	1
Dappen Dish	2
Acrylic Nail Kit with Tips and Adhesive	1
Nail File 240/240 Grit	1
Sable Brush	1
Course 202: <i>This course provides the opportunity for practical application of all previously acquired cosmetology knowledge and skills.</i>	KIT 202 QTY. 72
Female Mannequin Head 19 - 22" hair	1
Courses 211/223: Teacher Training: <i>Preparation and organization of subject matter of presentations include teaching objectives to be accomplished and correlate theoretical and practical applications.</i>	KIT 211 QTY. 20
Tripod	1
Female Mannequin Head 19 - 22" hair	1
Course 107-Barbering	KIT 107 QTY. 40
Barber Clipper - Wahl or Andy's	1
Pro Trimmer - Wahl or Andy's	1
Andis UE Blade size 0A	1
Andis UE Blade size 1A	1
Andis UE Blade size 1.5	1
Andis UE Blade size 2	1
Clipper Guard 19mm	1
Clipper Guard 25mm	1
Viper Barber Shear 6.5"	1
Barber Kit Shear 7"	1
Female Mannequin Head 19 - 22" hair	1
Male Mannequin Head 18-20"	1
Straight Edge Razor	1
Wet detangler comb Hard Rubber	1
Rat Tail Comb - Carbon - Hard Rubber Heat Resist	2
Cutting Comb with Inches	2
Comb-Hair pick comb	1
Clips-Duckbill clips (12 pcs)	1
Hand Mirror	1
Barber Cape Blue & White Strips	1

4.02 Delivery

Upon acceptance/inspection of product, the quantity of products specified by City Colleges of Chicago must be delivered no later than August 2022. All quoted prices are to be F.O.B. Destination, including packing and inside delivery to:

Harry S Truman College
1145 W Wilson Ave
Chicago, IL 60640

4.03 Acceptance

It is understood and agreed by and between the parties hereto, that the initial acceptance and inspection of any delivery shall not be considered as a waiver of any provision of these specifications and shall not relieve the Contractor of his obligation to supply satisfactory material which conforms to the specifications, as shown by any test or inspections for which provisions is herein otherwise made.

4.04 Brand Name

Description should indicate manufacturer. This is used to identify a minimum level of quality and acceptability. Vendors quoting an alternate product must include detailed product literature in order for the alternative bid to be considered. City Colleges of Chicago will make final determination on quality.

4.05 Samples

For bid evaluation purposes, the bidder shall furnish and deliver one (1) sample of the proposed kit items at the time of the bid opening. No samples will be accepted after that time and no bids will be considered without the required sample. All samples shall be delivered F.O.B., to the Department of Business and Procurement Services, 3901 S State Street, Room 102, Chicago, IL 60609. All samples must be tagged or labeled with the company's name, address and City Colleges of Chicago sealed bid specifications description. Failure to furnish said samples within this time period may be cause for rejection of the bid for being non-responsive to this requirement.

END OF SECTION

SECTION 00500 – BID SUBMITTAL FORMS

5.01 Bid Form: Cosmetology Supply Kits for Harry S Truman College

Having carefully examined the scope of services, requirements, and conditions affecting this Bid, the Bidder shall provide a bid in which the Proposer will provide the products requested. Your bid must identify and detail any and all other cost or fees (i.e. on-going maintenance, etc.). CCC will not pay nor reimburse any travel, hotel costs, parking, presentation reproduction costs, etc. to the awarded vendor.

We propose to provide new **Cosmetology Supply Kits for Harry S Truman College** as outlined in Sections 00100 through 00500 of the specifications dated April 26, 2022 for the following prices to be delivered FOB. Pricing includes packing and delivery.

Please use the Appendix V – Bid Pricing Template Excel Spreadsheet (Separate Excel file containing the Bid Cost for products. Submit with your proposal a signed hard copy and an Excel file version on your USBs)

Delivery within: _____ days OR _____ weeks after notification of award and issuance of purchase order.

If you are submitting a NO-BID for this requirement, kindly state your company’s name and indicate the reason why you’re not submitting a bid in the space that follows:

Company’s Name: _____

Reason for No-Bid: _____

5.02 BID SIGNATURE SHEET

Bidder acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____
 Addendum No. _____ Dated _____
 Addendum No. _____ Dated _____

The following documents and information must be completed and included with all Bid submissions and on the USB drive:

1. Pages 25 – 26 (Section 00500 – 5.01 – Bid Quotation Form, 5.02 – Bid Signature Sheet)
2. Appendix I - Applicable MBE/WBE Schedules regarding Compliance with the Minority Business Commitment and Women Business Commitment Forms (signed and notarized) Copies of MBE/WBE Certification Letter(s) from certifying agencies accepted by CCC
3. Appendix II - CCC Ethics Orientation for Contractors/Vendors “Acknowledgement” Form
4. Appendix III - Economic Disclosure Statement and Affidavit (10 pages, signed and notarized)
5. Appendix IV - IRS W-9 Form
6. Appendix V – Bid Pricing Excel Spreadsheet (See separate Excel file containing a spreadsheet to be submitted with proposals in hard signature copy and an Excel file version on USBs)
7. APPENDIX VI Professional Services Agreement (FOR REVIEW ONLY-Do Not Submit with Bid Proposal)

Note: All bids must be signed to be considered a valid quotation.

Firm’s Name: _____
 (Corporation, Partnership, Sole Proprietor)

By: _____
 (Authorized Signature)

By: _____
 (Authorized Signor’s Printed Name and Title)

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Title: _____

Telephone No. _____

Email: _____ Website: _____

NOTICE: Sealed bids are due on Tuesday, May 17, 2022, no later than 12:00 p.m. to the Office of Procurement Services, City Colleges of Chicago, Dawson Technical Institute, 3910 S. State Street, Room 102, Chicago, IL 60609 and will be publicly opened and read aloud immediately.

NOTE: It is the responsibility of the Bidder to hand deliver or mail bids before the scheduled due date and time. Bids arriving late will be returned unopened. When responding to these specifications, please return one (1) USB drives, one (1) original signature hard copy of your entire bid to include all required documentation, information and applicable MBE/WBE Schedules with MBE/WBE Certification letters.

ATTACHMENT A

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
D/B/A CITY COLLEGES OF CHICAGO**

LETTER OF INTENT TO BID

**SEALED BID #SH2203
COSMETOLOGY SUPPLY KITS
FOR HARRY S TRUMAN COLLEGE**

I, _____, the undersigned being a
duly authorized official of _____

hereby acknowledge receipt of the above referenced Sealed Bid offering and
certify the intent of the firm to submit a bid in response to the notification.

***PLEASE EXECUTE AND EMAIL TO THE ATTENTION OF SHERRI HARDEMON, CONTRACTS
ADMINISTRATOR, AT procurementservices@ccc.edu, BY TUESDAY, MAY 10, 2022, NO
LATER THAN 12:00 P.M.***

COMPANY'S NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

TELEPHONE #: _____ **WEBSITE:** _____

PRINCIPAL CONTACT: _____

TITLE: _____

TELEPHONE #: _____

EMAIL: _____ **DATE:** _____

SIGNATURE: _____

APPENDICES:

APPENDIX I – TERMS AND CONDITIONS REGARDING COMPLIANCE WITH THE MINORITY BUSINESS COMMITMENT AND WOMEN BUSINESS ENTERPRISE COMMITMENT

APPENDIX II – ETHICS ORIENTATION FOR CONTRACTORS/VENDORS

APPENDIX III - IRS W-9 INSTRUCTIONS AND FORM

APPENDIX IV – ECONOMIC DISCLOSURE INSTRUCTIONS AND ECONOMIC DISCLOSURE STATEMENT AND AFFIDAVIT

APPENDIX V – BID COST EXCEL SPREADSHEET (See separate Excel file containing a spreadsheet to be submitted with proposals in hard signature copy and an Excel file version on USBs)

APPENDIX VI – PROFESSIONAL SERVICES AGREEMENT – FOR REVIEW ONLY (DO NOT SUBMIT WITH BID PROPOSAL)