

**31719**  
**ADOPTED - BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**JANUARY 10, 2013**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508**  
**COUNTY OF COOK AND STATE OF ILLINOIS**

**PURCHASE OF COSMETOLOGY SUPPLY KITS**  
**THE BURMAX COMPANY, INC.**  
**COSMETOLOGY PROGRAM**  
**TRUMAN COLLEGE**  
**OFFICE OF ACADEMIC AFFAIRS**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the issuance of a purchase orders to The Burmax Company, Inc. to provide cosmetology supply kits to Truman College from January 10, 2013 through January 9, 2016, at a total cost not to exceed \$33,644.10 annually.

**VENDOR:** The Burmax Company, Inc.  
28 Barretts Avenue  
Holtsville, New York 11742

**USER:** Truman College

**TERM:**

The term of the purchase shall commence on January 10, 2013 and end on January 9, 2016, with an option to renew for an additional two (2) year period.

**SCOPE OF SERVICES:**

The Burmax Company, Inc. will supply and deliver cosmetology supply kits for students enrolled in the Cosmetology Program at Truman College.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

Truman College Cosmetology Department has reviewed this request for cosmetology supply kits and has determined that this purchase will afford the City Colleges an opportunity to provide students with professional instruction and training in hair styling techniques.

**DELIVERABLES:**

|                         | <b>Estimated Qty.</b> | <b>Discounted Unit Price/Total Cost</b> |
|-------------------------|-----------------------|---|
| Cosmetology Supply Kits | 210                   | \$160.21                                |
| <b>Total</b>            |                       | <b>\$33,644.10</b>                      |

**VENDOR SELECTION CRITERIA:**

Specifications were prepared by District Procurement Staff and Sealed Bid #MWJ1212 was publicly advertised on November 1, 2012. Ten (10) companies were contacted. Two (2) companies responded to the Bid on November 15, 2012; 1) Marianna Industries, Inc. - Omaha, NE; and 2) The Burmax Co., Inc. - Holtsville, NY.

All bids and samples were reviewed by staff from Truman College, Office of Administrative and Procurement Services and the Office of Contract Compliance. Truman College recommends that the cosmetology supply kits be provided by The Burmax Company, Inc. based on its submission of the most responsive bid and the quality of the samples.

**MBE/WBE COMPLIANCE:**

The Office of M/WBE Contract Compliance has reviewed the purchase and The Burmax Company has requested a waiver. The Burmax Company, Inc., is a wholesaler that deals directly with the manufacturer of the items shipped directly from their warehouses and shipped from a contracting trucking firm in New York with delivery nation-wide. The manufacturer only supplies to schools, dealers and correctional facilities. The Office of M/WBE Contract Compliance recommends that a waiver of direct participation in compliance with the Board Approved Participation Plan be granted.

**GENERAL CONDITIONS:**

Inspector General- It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General’s authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board’s Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

**FINANCIAL:**

**Total FY13 – FY17:** \$33,644.10 Annually

**Charge to:** Truman College

**Source of Funds:** Education Fund

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**January 10, 2013 - Office of Academic Affairs – Truman College**