

## Request to Award Contract for Cosmetology Supplies, Student Kits with Professional Quality Tools and Equipment

### **Recommendation:**

Staff recommends awarding a contract to both Northpoint Distribution, Inc. (dba Armstrong McCall) and The Burmax Company, Inc. (Burmax) for cosmetology supplies and student kits. Annual spending for cosmetology supplies and student kits range from \$60,000 to \$90,000.

### **Summary:**

RFP AS#21-02 was issued to establish one or more competitive contracts with qualified vendors for cosmetology supplies and student kits with professional quality tools and equipment for annual aggregate purchases in excess of \$50,000. The bid opening occurred on August 27, 2020 with two vendors responding.

This is a multi-year contract beginning from date of award for one year. The contract is renewable for up to a maximum of four (4) additional years on a year-to-year basis. Annual reviews of the contract and recommendation for renewals will be based on performance, cost and general quality of the services provided by the vendors.

The vendors offer discounts ranging from 5% to 10% from their catalog pricing. Both vendors noted exceptions to their discounts: 1) Armstrong McCall notes equipment orders and orders under \$300 will only receive in-store discounts but orders placed through the local McCall sales representative may receive greater discounts for volume & sale specials; and 2) Burmax notes products not produced by Burmax are not subject to a discount but will be offered at the best price feasible.

The evaluation committee consisted of employees from Cosmetology and the Business Office. They evaluated the vendor proposals in accordance with the defined criteria set forth in the RFP, see attached matrix. This included assessing the value, scope, complexity, products and terms. During their assessment they determined it would be best to award the contract to both vendors instead of one, this would ensure supplies were readily available based on instructional needs.



**RFP AS #21-02 Bid Tabulation**

REQUEST FOR PROPOSALS (RFP)

COSMETOLOGY SUPPLIES, STUDENT KITS, WITH PROFESSIONAL QUALITY TOOLS & EQUIPMENT

3:00 P.M., Arizona time

August 27, 2020

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NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT dba NORTHLAND PIONEER COLLEGE

<b>Vendor</b>	<b>Date Received</b>	<b>Time Received</b>	<b>Bid Submission Received By</b>	<b>Bid Submitted</b>
Northpoint Distribution, Inc. dba Armstrong MC call of Northern Arizona	08/26/20	06:33 PM	Electronic - Public Purchase	Exceptions taken to Terms & Conditions Primary Discount: 10% Volume Discount: Various Educational Discounts: Purchase Requirements Other Discounts: 0% Proposal Complete
The Burmax Company, Inc.	08/27/20	11:17 AM	Electronic - Public Purchase	Exceptions taken to Terms & Conditions Primary Discount: 5% Volume Discount: None noted Educational Discount: None noted Other Discounts: None noted Proposal Complete

WE HEREBY CERTIFY THIS IS A TRUE AND ACCURATE TABULATION OF THE PROPOSALS RECEIVED FOR THE ABOVE REFERENCED REQUEST FOR PROPOSALS ON AUGUST 27, 2020.

Request for Proposals Due on August 27, 2020 at 3:00 P.M., Arizona time. Request for Proposals Received by: Robert Johnson (Public Purchase.com). Bid Opening Attendees: Robert Johnson, Terrie Shevat.

Navajo County Community College District dba Northland Pioneer College

RECORDED BY: Terrie Shevat

# AS# 21-02 - Cosmetology Supplies, Equipment & Related Services Scoring Summary

## Active Submissions

	Total	A - Bid Opening	A-1 - Attachment A: Exceptions	A-2 - Attachment C: Offer and Acceptance	A-3 - Section VII: Proposal Form
Supplier	/ 300 pts	/ 0 pts	Pass/Fail	Pass/Fail	Pass/Fail
Northpoint Distribution Inc	290.5	0	Pass	Pass	Pass
THE BURMAX COMPANY, INC	274.25	0	Pass	Pass	Pass

	A-4 - Section VIII: Agreement	A-5 - Proposal	A-6 - CostProposal	A-7 - Insurance	B - Cost Proposal
Supplier	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	/ 100 pts
Northpoint Distribution Inc	Pass	Pass	Pass	Pass	100
THE BURMAX COMPANY, INC	Pass	Pass	Pass	Pass	100

	<b>B-1 - Catalog discount</b>	<b>C - Proposal</b>	<b>C-1 - add line items totaling 175</b>	<b>D - Value Added</b>	<b>D-1 - Value added items</b>
<b>Supplier</b>	<b>/ 100 pts</b>	<b>/ 175 pts</b>	<b>/ 175 pts</b>	<b>/ 10 pts</b>	<b>/ 10 pts</b>
Northpoint Distribution Inc	100	166.25	166.25	9.25	9.25
THE BURMAX COMPANY, INC	100	157.5	157.5	9.25	9.25

	<b>E - References</b>	<b>E-1 - Reference 1</b>	<b>E-2 - Reference 2</b>	<b>E-3 - Reference 3</b>
<b>Supplier</b>	<b>/ 15 pts</b>	<b>/ 5 pts</b>	<b>/ 5 pts</b>	<b>/ 5 pts</b>
Northpoint Distribution Inc	15	5	5	5
THE BURMAX COMPANY, INC	7.5	2.5	2.5	2.5