

CITY of NOVI CITY COUNCIL

**Agenda Item J
September 12, 2011**

SUBJECT: Approval to award a one year contract with two annual renewal options to Sheila Nauseda for Hair Salon services at Meadowbrook Commons beginning September 28, 2011.

SUBMITTING DEPARTMENT: Parks, Recreation and Cultural Services *JSM*

CITY MANAGER APPROVAL: *[Signature]*

BACKGROUND INFORMATION:

Meadowbrook Commons includes a hair salon facility enabling hair salon services to be provided to residents of Meadowbrook Commons and participants of the Senior Center programs through a contractual agreement with a hair salon vendor.

The current vendor, Debra Bye's contract expires September 27, 2011. The City requested proposals from area vendors interested in providing hair salon services; three proposals were received. Vendors were asked to include a rent amount for the space they utilize at the center and a summary of the charges for salon services rendered (perms, haircuts, shampoo, color and various other services).

The evaluation team compared all three proposals and is familiar with two of the three most competitive vendors and recommends the contract be awarded to Sheila Nauseda.

Sheila Nauseda provided 10 months of salon services at Meadowbrook Commons as a sub-lessee during the past year during which time she has proven to be a responsible vendor and has a good relationship with older adults. Although Debra Bye proposed a higher rent of \$410 per month compared to the \$300 per month, Sheila Nauseda provides a higher value by providing services to seniors at a lower cost. The vendor will pay \$3,600 annual rent to Meadowbrook Commons (the budgeted revenue for this item is \$3,000). This service is provided no cost to the City of Novi or Meadowbrook Commons and enhances the services to the tenants of the facility.

The term of this lease will begin September 28, 2011 and is a one year contract with two (2) annual renewal options.

RECOMMENDED ACTION: Approval to award a one year contract with two annual renewal options to Sheila Nauseda for Hair Salon services at Meadowbrook Commons beginning September 28, 2011.

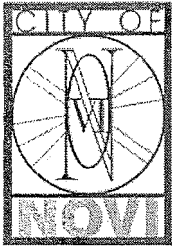
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Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Fischer				
Council Member Margolis				

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Council Member Mutch				
Council Member Staudt				
Council Member Wrobel				

CITY OF NOVI - HAIR SALON SERVICES - MEADOWBROOK COMMONS

8/24/11 2:00 p.m.

	Glamour Salon	Sheila Nauseda	Debra Bye
Rental Charge (Total per month)	\$ 300.00	\$ 300.00	\$ 410.00
Shampoo & Haircut (Men & Women)	\$41.00 (women)/ \$29.00 (men)	\$16.00 (women)/ \$12 (men)	\$ 16.00
Shampoo, Haircut & Style	\$ 61.00	\$ 30.00	\$ 30.00
Shampoo & Style	\$ 34.00	\$ 16.00	\$ 16.00
Claypac/Hot Oil Treatment	\$ 49.00	\$ 7.00	\$ 3.00
Nioxin Treatment	\$ 59.00	\$ 1.00	\$ 2.00
Color Rinse	\$ 52.00	\$ 1.00	\$ 2.00
Full Perm	\$ 70.00	\$ 55.00	\$ 55.00
Partial / Spot Perm	\$ 62.00	\$ 2/rod	\$ 1/rod
Virgin Color Application	\$ 61.00	\$ 25.00	\$ 25.00
Touch-Up Color Application	\$ 65.00	\$ 25.00	\$ 25.00
Foil Highlights	\$ 61.00	\$ 30.00	\$ 50.00
Partial Highlights	\$ 65.00	\$ 20.00	\$ 30.00
Color Correction	\$ 61.00	\$ 40.00	\$ 30.00
Waxing – Brow	\$ 10.00	\$ 5.00	\$ 5.00
Waxing – Upper Lip	\$ 11.00	\$ 5.00	\$ 5.00
Waxing – Face	\$ 20.00	\$ 8.00	\$ 10.00
Manicure	\$ 12.00	\$ 12.00	\$ 10.00
Polish Change	\$ 6.00	\$ 5.00	\$ 6.00
Paraffin Dip (hands)	\$ 8.00	\$ 6.00	\$ 6.00



cityofnovi.org

CITY OF NOVI
BID FORM

We the undersigned as bidder, propose to furnish to the City of Novi, according to the conditions and instructions attached hereto and made a part thereof:

HAIR SALON SERVICES

A. Rental Charge

Salon space will be rented to the applicant for a flat rate to be paid monthly to the City of Novi

TOTAL PER MONTH

\$ 300.00

B. Salon Service Charges

1. Shampoo & Haircut (Men & Women)

\$ 16 (women) / 12 (men)

2. Shampoo, Haircut & Style

\$ 30.00

3. Shampoo & Style

\$ 16.00

4. Claypac/Hot Oil Treatment

\$ 7.00

5. Nioxin Treatment

\$ 1.00

6. Color Rinse

\$ 1.00

7. Full Perm

\$ 55.00

8. Partial / Spot Perm

\$ 2 / each

9. Virgin Color Application

\$ 25.00

10. Touch-Up Color Application

\$ 25.00

11. Foil Highlights

\$ 30.00

12. Partial Highlights

\$ 20.00

13. Color Correction

\$ 40.00

References: Please provide at least three (3) references.

Company Hair FX Salon Studio
Address 7361 Kitley, Canton MI 48187
Phone 734-451-8733 Contact name Tony Neppo

Company K J's Haircrafters
Address 6646 Marshall Canton MI 48187
Phone 734-355-7944 Contact name Kay Krajewski

Company Linda E. Andersen, attorney
Address 13407 Farmington Rd., Ste. 102 Livonia MI
Phone 734-425-0379 Contact name Linda Andersen

Comments: Additional references are
available upon request. See also
attached letter and resume.

This bid is submitted by:

Company (Legal Registration) Sheila Nauseda

Address 8951 Luceane

City Redford Twp. State MI Zip 48239

Telephone 313-407-0206 Fax _____

Representative's Name (please print) Sheila Nauseda

Representative's Title Hair Stylist

Representative's Signature Sheila Nauseda

E-mail sheilanauseda@gmail.com

Date August 22, 2011

August 22, 2011

I subleased the Meadowbrook Commons Senior Center Salon from Debra Bye from August 10, 2010 through July 28, 2011 (10 months). The seniors immediately developed a rapport with me, and I steadily built new clientele with other residents of the Meadowbrook community and outside residents that live in the City of Novi through referrals (over 30 new customers).

Most of the salon prices that I want to charge are the same as they were prior to my working at the salon, except I would like to reduce the prices for some of the services.

I have thoroughly enjoyed working with the seniors, and they have communicated to me that they love my work and enjoy my company. They regularly come to visit me and each other at the salon (whether or not they are getting their hair done).

I started beauty school when I was 14 years old, graduated when I was 16 and attended hair instructor classes at age 18. I have provided hair services to all ages over the years. Working with the public all of these years has helped me develop patience and a personable personality. My customers complement my expertise and are impressed with my "willingness to please."

My favorite age group to work with is the seniors. I have also worked with seniors as a personal care giver. Understanding seniors and being able to relate to them on an individual basis is very important. I believe I have accomplished this with the seniors at Meadowbrook and hope to be able to continue providing hair services to them in the near future.

I have attached my resume for your review.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sheila Nauseda".

Sheila Nauseda

SHEILA R. NAUSEDA

8951 Lucerne, Redford, MI 48239
(313) 407-0206; email: sheilanauseda@gmail.com

SUMMARY

Talented hair stylist/manager with extensive experience in the cosmetology field. Skilled in salon management. Experienced manager with comprehensive sales experience. Excellent communication skills. Work well in a fast paced environment. Team player with exceptional customer service and problem solving skills. Very enthusiastic. Persuasive sales techniques. Goal-oriented, super-motivated, conscientious, and industrious. Creative in marketing a salon (i.e., recently conducted a contest with the senior clientele where the seniors had a chance to win a free hairstyle and gift).

Compassionate senior caregiver. Have worked part time/full time one on one with seniors with dementia, Parkinson disease and physical disabilities. Responsibilities included assisting with personal care and needs, cooking, taking seniors to doctor appointments, and providing companionship.

PROFESSIONAL SKILLS

Over 30 years of comprehensive experience in the Cosmetology field as a stylist, manager and teacher. Unisex hair cutting and styling; waxing; highlights; color; perms, and other related skills.

EMPLOYMENT HISTORY

<i>Meadowbrook Commons Senior Center Beauty Salon Novi, MI (sublease salon)</i>	<i>8/2010 – 7/28/11 Hair Stylist</i>
<i>Senior Care (Part time/full time) (obtained through referrals and senior care agencies)</i>	<i>2004 – 6/2010</i>
<i>Hair FX Salon Studio 7361 Lilley, Canton, MI 48187</i>	<i>2004 – Current Hair Stylist (currently work on Saturdays)</i>
<i>Canton Styling Center Ford Rd., Canton, MI</i>	<i>1995 – 2004 (evenings) Manager and Hair Stylist</i>
<i>Farmington Public Schools (included Cloverdale Developmental Center) Farmington, MI</i>	<i>1995 - 2004 (part time) Special Ed Paraprofessional</i>

CONTINUING EDUCATION

Hair coloring seminars held in Grand Rapids; Michael Cole motivational seminars;
Hair cutting/styling seminars classes sponsored by Paul Mitchell; Beauty Craft styling
and sales seminars; Jim Jones seminars held in Lansing regarding hair styling and barbering.

Graduated from Dearborn Beauty School - Valid State of Michigan Cosmetology License

REFERENCES AVAILABLE UPON REQUEST