

Attachment B – Specifications

RFx No.: 3000023393 Title: Barber & Beauty Services -DVA

There are approximately 113 male and 13 female residents.

Each male resident will receive a haircut and wash, with optional facial trim, once a month as requested by the veteran/resident.

Each female resident will receive a haircut, wash, and style once a month as requested by the veteran/resident. Vendor will service all residents (ambulatory and bedridden) of the Southeast Louisiana Veterans Home on-site located at:

4080 W. Airline Hwy, Reserve, LA 70084

Vendor will schedule services at least two times per month, typically on Monday to keep within the residents' daily schedule, or as otherwise agreed upon by vendor and facility. Aided by agency staff, barber is to maintain a ledger of services containing the name of the veteran & services provided.

Vendor to work between the hours of 8 a.m. and 12 p.m. Monday through Friday, not to exceed 6 hours per day, two days per week. If after 1 hour there are no residents, vendor will be excused.

Vendor will not work during any state-declared holiday. If a holiday should fall on a scheduled workday, vendor is to re-schedule the workday in agreement with the facility.

If vendor is not able to come in as scheduled, agency requires notice of 72 hours in order to notify residents. Vendor to contact Therapeutic Recreation Specialist.

Vendor will be responsible for keeping the area clean and free from hair by sweeping/mopping the chair and floor area. Agency to provide housekeeping staff assistance. All of the agency equipment and shop areas are to be kept in good working sanitized conditions to ensure the preservation of health. Vendor to adhere to all agency policies and procedures.

Vendor to furnish supplies, tools, and equipment necessary for operation of barbershop. Vendor will be responsible for repairs of his/her own equipment.

Bidders shall provide a copy of their three most recent and consecutive barber licenses to include the current year, thus displaying adequate experience. This identical information shall be submitted on any employee of the vendor if the vendor will not be the one actually performing the services.

Agency requests a copy of the license for display upon award per the State Board of Barber Examiners.