



Attachment B - Specifications

RFx No.: 3000025234

Title: Barber Services – OJJ-SCY

To establish a contract to provide Barber Services for residents of the Office of Juvenile Justice Swanson Center for Youth located at 4701 S Grand Street, Monroe, LA 71202.

To provide haircuts for male residents twice a month or as deemed necessary by the facility.

Services to begin for the period beginning Date of Award and ending June 30, 2026.

Site Contact: Eucora Gray 318-362-5000

Unit price shall be per head

Service location has approximately (150) residents.

Work hours 8:00 a.m. - 6:00 p.m. Monday-Friday

Barber's schedule will be discussed with the Barber and Director's of the Facility Bi-Weekly or Monthly. Hours and/or Days may be flexible as to the convenience of both parties.

Contractor will not work during any state declared holiday. If holiday should fall on scheduled work day, contractor is required to reschedule workday in agreement with facility.

Contractor will be able to leave when they are finished cutting the last haircut.

Contractor to maintain a ledger, provided by the agency, containing client's name, JET's number, service provided, and cost.

Contractor shall provide verifiable documentation that they have a minimum of two (2) years of work experience of providing barber services. This identical information shall be submitted on any employee of the contractor, if the contractor will not be the one actually performing the services.

Possession of a current license to practice as a barber/beautician in the state of Louisiana will be required.

Agency requires copy of license for display upon award per state board of Barber/cosmetology. Contractor must maintain a current license the duration of the contract.

Contractor shall be responsible for keeping their work area clean at all times as well as disinfecting clippers and all other work tools between each haircut and will be responsible for keeping the area clean and free from hair by sweeping/mopping chair and floor.



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Contractor will be responsible for properly brushing hair off of resident after cutting service.

All the agency equipment and shop areas are to be kept in good working and sanitized conditions to insure the preservation of health.

Contractor to furnish necessary supplies, tools, equipment and repairs of own equipment for operation of barber shop.

Contractor shall accept feedback on performance from residents provided by the designated personnel at the facility and readily respond to any concerns.

Travel to and from the facility is included with pricing.

Contractor shall call the administrator or other administrative staff at the facility at least twenty-four (24) hours in advance of any cancellation. More than three cancellations in a two (2) month period may be cause for contract cancellation. The contractor is the sole point of contact and is responsible for the proper execution of the contract whether or not he/she performs the services.

Agency to provide staff to be with kids while the contractor provides the haircuts.

Liability and Auto Insurance is to be kept current during the contract term.

Contractor to adhere to all agency policies and procedures. Vendor will receive the agency's Policies and Procedures and will be required to sign verifying they have received and adhere to said policies.

SCY will be performing both, the required Federal and State background checks.

Invoice will be presented biweekly upon completion of ALL Residence in receipt of a service. ALL Residence may not receive a service.

Payments are generally received within 7 - 10 business days after invoice is submitted.