



## Attachment B – Specifications

RFx No.: 3000025387

Title: Barber Services (Youth) – OJJ-BCCY

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To establish a contract to provide Barber Services for residents of the Office of Juvenile Justice Bridge City Center for Youth located at 3225 River Road, Bridge City, LA 70094.

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: Lance Daniels 504-437-3025

Unit price shall be per head

Service location has approximately (120) residents.

Work hours 8:00 a.m. - 4:00 p.m. Monday-Friday

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

Contractor will be able to leave and be escorted by staff to the front gate when they are finished cutting the last haircut, after cleaning and placing the trash outside the door, and turning over the completed cutting logs to the supervisor on duty, or escorting staff.

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 to maintain a ledger, provided by the agency, of services containing name of client and services provided.

Contractor shall provide verifiable documentation that they have a minimum of two (2) years 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 of anyone providing service.

This contract intended for services to be performed by a single barber.



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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.

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 adhere to all agency policies and procedures.

The facility will provide: Clippers, Barbicide, Disinfectant; Talcum powder. The facility is equipped with chairs and a functional sink.

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.

As part of the evaluation process, the barber of the company bidding, who will actually perform the services if selected, may be asked to cut several textures of hair to assure they can provide acceptable service to residents of the facility. However due to budget constraints, the facility shall not be liable for any payments associated with haircuts or travel reimbursements for this evaluation process.

Travel to and from the facility is included with pricing. No additional charges are allowed.

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 (3) 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.

Payments are generally received within 30 days after the invoice is submitted.