



Attachment B - Specifications

Barber Services for residents of the Office of Juvenile Justice Acadiana Center for Youth located at 1536 Bordelon Road, Bunkie, LA 71322.

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

Unit price shall be per head, per cut.

Service location has approximately seventy-two (72) residents.

Barber may set his/her schedule.

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

Contractor will not work during any state declared holiday. If holiday should fall on scheduled work day, Contractor is required to reschedule work day 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 of work experience of providing barber services. This identical information shall be submitted for 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 for 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.



Attachment B - Specifications

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 operations 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 (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.

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

Contractor to adhere to all Agency policies and procedures. Contractor will receive the Agency's policies and procedures and will be required to sign verifying they have received and adhere to said polices.

If Contractor conducts themselves inappropriately and not according to the Agency's policy, this will result in disciplinary action and may cause their contract to be terminated immediately.

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