

ADDENDUM No. 01		LSU	BID DUE DATE AND TIME		
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE			07/12/2016	02:00 PM	CT
SOLICITATION 000014121 VENDOR # VENDOR NAME AND ADDRESS <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div>		RETURN ADDENDUM TO FAX # (225)578-2292 LSU LOUISIANA STATE UNIV. PROCUREMENT OFFICE 213 THOMAS BOYD HALL Baton Rouge LA 70803 BUYER Alexandra Huber BUYER PHONE (225)578-9398 ISSUE DATE 06/28/2016			
TITLE: LSU ATHLETICS- EVENT SECURITY & GUEST SERVICES					
<p>Notice is given to all parties that this Solicitation is amended by the University as stated herein. This Addendum is hereby made an official part of this Solicitation.</p> <p>See attached for Attendance Record from non-mandatory pre-proposal conference and vendor inquiries and responses.</p>					
<p>This Addendum should be signed and returned with your bid or otherwise acknowledged therein. If you have already submitted your bid, and this Addendum creates a need to revise/clarify your original response in any way, you are required to submit such in writing. For revisions/clarifications to be considered, your addendum response must be submitted to and received by the issuing LSU Campus/Department at the "Return Bid To" address stated above no later than the specified bid due date/time and must be clearly marked with the solicitation number and the bid due date/time and returned via fax, courier service, hand delivery, or USPS mail. Bid revisions received after bid opening cannot be considered, whereupon the bidder must either honor or withdraw its original bid.</p> <p>Bidder's Addendum Acknowledgement/Response:</p> <p>As an authorized agent/signatory of the bidder, I/we acknowledge receipt of this Addendum, and _____ submit no alterations/clarifications to our original bid. _____ submit superseding revisions/clarifications to our original bid as written herein or attached hereto.</p>					
BIDDER (Name of Firm)		MAILING ADDRESS			
AUTHORIZED SIGNATURE		CITY, STATE ZIP			
PRINTED NAME		PHONE #			
TITLE		FAX #			
E-MAIL		FEDERAL TAX ID #			

ATTENDANCE RECORD

TITLE: Whitish-Ewart Sci. Center Serv. PRE-BID CONFERENCE
 BID NO. 14121 CAMPUS: LSU BR

DATE & TIME: June 20, 2012 10AM

PLEASE PRINT CLEARLY

NAME	COMPANY NAME / ADDRESS	PHONE NO.	FAX NO. & E-MAIL
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Bart Lofton Bobby Dickson All Mc Clelland Sust + 5011	Lofton Staffing & Security	225-924-0200	bart@loftonstaffing.com
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Jessica Haygood	Lofton Security	225-906-2200	jessica@loftonsecurity.com

ATTENDANCE RECORD

TITLE: Athletics - Event Staff Guest Site Campus: LSU BR

PRE-BID CONFERENCE

DATE & TIME: June 30, 2014 10AM

PLEASE PRINT CLEARLY

NAME

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CRAIG VANCEY

Solicitation 14121- LSU Athletics- Event Security & Guest Services

Addendum 01

Q1) My question is pertaining to page 41, 3.3 regarding references. Does this RFP require current experience/client with stadium capacity of 65,000, of past experience/client with stadium capacity of 65,000?

A1) It is desired that proposers have at least one current client with stadium capacity of 65,000 but it is not required that they be current.

Q2) Given the very short turnaround time for any vendor, are you willing to split the bid between Security and Guest Services?

A2) No.

Q3) Was there a Guest Services provider previously or just security?

A3) There was no contracted company for guest services prior – all aspects were managed internally. There was only a security provider previously.

Q4) How far away will employees park and at what cost if we cannot reach agreement to have a lot for them?

A4) There is sufficient free parking on campus during all events for all personnel. There are several locations on campus within a mile for free parking. All staff have the option to park in free areas. The University, based on availability, will make reasonable efforts to assist in parking logistics.

Q5) Can you provide a history of the penalty charges levied to the vendor in the past for being short staffed?

A5) We do not have a history of any penalties filed against vendors for security staffing needs.

Q6) Will there be any space provided at the stadium or school for an onsite General Manager to work from?

A6) Yes, LSU Athletics will provide the contractor with adequate facility space and a basic office set up.

Q7) What are the current billing rates charged by your current provider(s) for any presently outsourced part of the services contemplated by this RFP?

A7) Previous contracted billing rates were \$14.75/per person per hour for security services. No other portion of the RFP was outsourced.

Q8) What are the current employee pay rates paid by your current provider(s) for any presently outsourced part of the services contemplated by this RFP?

A8) We are not aware of all the employee pay rates from the previous contract.

Q9) What are the current pay rates, by position, currently paid to in-house (LSU managed) staff for any in-house part of the services contemplated by this RFP?

A9) The following is a sample of pay rates. It is not intended to be an all-inclusive list.

Supervisor = \$11.00/hour
Asst. Supervisor = \$10.00/hour
Elevator Operator = \$10.00/hour
Ushers/Ticket Takers = \$8.00/hour

Q10) Does any living wage or minimum wage apply to the services contemplated in the RFP, other than the Federal or State of Louisiana minimum wage? If so, please identify.

A10) Living wages as required by law are expected to be paid.

Q11) Section 4.5 references office space – is that space available just for events or for daily operations year-round?

A11) Daily operations year-round including events.

Q12) Would LSU provide a shuttle at no cost to contractor if the available employee large-event parking is distant or offsite from the facility?

A12) There is sufficient free parking on campus during all events for all personnel. There are several locations on campus within a mile for free parking. All staff have the option to park in free areas. The University, based on availability, will make reasonable efforts to assist in parking logistics.

Q13) If subcontracting with Hudson or Veteran subcontractors, is there a qualifying percentage of business that has to be given to them under the RFP?

A13) No. Additional evaluation points will be awarded for qualified proposers.

Q14) During the last LSU home football season, what were the normal/average length of the shifts for each of ushers, ticket takers and security personnel?

A14)	9.5 hours per game	ushers
	8 hours per game	ticket taker
	10 hours per game	security

Q15) Page 37 of the RFP, Section 2.2, listing of events, can you expand on the Miscellaneous (10), attendance TBD item listed?

A15) These events will vary from year to year as they are not on continuing contracts but may be asked to work any of the following:

Kiwanis Pancake Day	2000-3000 during the course of a six-hour period
Super Science Saturday	Open house science fair – about 1000 kids and parents
Ocean Commotion	Field Trip science fair – about 1000 kids
Tigarama Band Concert	3500 – kids session in the morning and ticketed event at night
Taste of Tiger Tailgating	ticketed event – 3000 attendees
Football Fan Day	5000 – LSU football autograph session
Mike’s Kids Club Campout	1500 kids and parents – overnight event
Dancing with Big Buddies	1500 – VIP event
Songfest Greek Life	2000 student event at PMAC
Groovin on the Grounds	2000-4000 free student concert at PMAC
NCAA Events	hosting postseason event for sports – bid on the following sports Soccer / Volleyball/ Women’s Basketball / Softball / Baseball / Tennis

There may be additional events not listed above and the above events may not occur annually. LSU cannot guarantee a minimum number of miscellaneous events per year.

Q16) Page 38, Section 2.2; Location of events and approximate staffing levels; please describe the approximate shift lengths for each event.

A16)	SPORT	AVERAGE SHIFT - hours
	Football	9.5 hours
	Men's Basketball	5 hours
	Women's Basketball	5 hours
	Baseball	6 hours
	Gymnastics	5 hours
	Softball	5 hours
	Volleyball and Beach	4.5 hours
	Soccer	4.5 hours
	Indoor Track/Field	10 hours
	Outdoor Track/Field	10 hours
	Men's Tennis	5 hours
	Women's Tennis	5 hours
	M & W Golf	12 hours
	Concert	12 hours
	Miscellaneous	5-10 hours

Q17) Page 39, Section 2.5, Contractor Responsibilities, is the intent to convert the entire operation from current in house to 3rd party for the September 10, 2016 game? Is a "phased in" transition under consideration?

A17) Yes. The intent is to convert the entire operation prior to the September 10th, 2016 football game. A transition plan will be negotiated with the awarded Contractor to provide a smooth adjustment.

Q18) What are the current wage levels for the Ushers, Ticket Takers and Security positions included in this RFP?

A18) Hourly wages for ushers, ticket takers and security positions are as follows

Ushers/Ticket Takers = \$8.00/hour -billed rate is the same as their actual wage
Security staff = \$14.75 – billed rate. Actual wage rates are unknown

Q19) Please describe the current screening process for your respective venues. Do you foresee any changes to that with the transition to a 3rd party?

A19) Current process involves the following:

- **Complete application**
- **Must pass criminal background check**
- **Must pass the interview**
- **Must attend the training and orientation**

It is anticipated that the awarded Contractor will adhere to at least the above process.

Q20) In section 2.2 it states that approximately 450 event staff personnel will be used for Football games. Would the current roster and contact information of event staff used by LSU be made available to the awarded contractor?

A20) That info would be provided if allowable under guidelines set forth by LSU Human Resources.

Q21) In section 4.6.4 it states that the contractor is responsible for supplying their own radios. For large events with a total staff of over 200, would LSU be able to supplement to the contractor, additional radios for use?

A21) No

Q22) After all proposals are submitted will LSU consider dividing the bid into separate contracts for security and guest services or will it definitely remain a joint contract including both departments awarded to one contractor?

A22) No – only one contract will be awarded to a single contractor.

Q23) Who is the incumbent, we thought the present service provision was done through a mix of in house and a third party security provider.

A23) Services were a combination of in-house and 3rd party. FESS Inc. previously held the contract for in-stadium security guards.

Q24) Is there an onsite office

A24) Yes, LSU Athletics will provide the contractor with adequate facility space and a basic office set up.

Q25) What is the present billing rate?

A25) The previous contracted billing rate was \$14.75 per hour for security services.

Q26) If the operating plan calls for transportation of staff, does the university prefer that cost to be a line item on the response or embedded as overhead.

A26) Any costs associated with transportation of staff should be embedded as overhead.

Q27) Item 4.11 indicates – “ Appropriate number of hours of training should be documented and verified”. Since this is a cost , whether charged or treated as overhead - how many training hours does the university consider to be appropriate. If it is left to the respondent, it will allow for inconsistency and cost basis variability.

A27) The employee training approach is a consideration in the evaluation criteria and should be taken into account when drafting a response to this Proposal.

Q28) Is training billable?

A28) Any training required by LSU Athletics is billable.