

<b>INVITATION TO BID</b>		<b>LSU</b>	<b>BID DUE DATE AND TIME</b>	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE			08/04/2016	11:00 AM CT
<b>SOLICITATION RFQ-0000000006</b> <b>SUPPLIER #</b> <b>SUPPLIER NAME AND ADDRESS</b> <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div>		<b>RETURN BID TO</b> Louisiana State University and Agricultural and Mechanical College Procurement 213 Thomas Boyd Hall Baton Rouge, LA 70803  <b>Buyer</b> Michele Montero <b>Buyer Phone</b> +1 (225) 578-2306 <b>Buyer Email</b> mmorr12@lsu.edu <b>Issue Date</b> 07/20/2016		
TITLE: Security guards for parking lots and buildings - term contract				
<b>To Be Completed By Supplier</b>				
1. _____ "No Bid" (sign and return this page-only). 2. _____ My Company does not wish to receive future solicitations for this spend category. 3. Specify your Delivery: To be made within _____ days after receipt of order. 4. If applicable, Supplier's Addendum Acknowledgement/Response: As an authorized agent/signatory of the supplier, 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.				
<b>General Instructions to Suppliers</b>				
1. Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by LSU Procurement at the "Return Bid To" address stated above, until the specified due date and time. 2. Read the entire solicitation, including all terms, conditions and specifications. 3. All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit price are to be initialed by the supplier. 4. Bid prices are to be quoted FOB LSU/Destination and inclusive of any and all applicable shipping and handling charges unless otherwise specified in the solicitation. Any invoiced delivery charges not quoted and itemized on the LSU purchase order are subject to rejection and non-payment. 5. Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. 6. By signing this solicitation, the supplier certifies compliance with all general instructions to suppliers, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud.				
<b>SUPPLIER NAME</b>		<b>MAILING ADDRESS</b>		
<b>AUTHORIZED SIGNATURE</b>		<b>CITY, STATE ZIP</b>		
<b>PRINTED NAME</b>		<b>PHONE #</b>		
<b>TITLE</b>		<b>FAX #</b>		
<b>E-MAIL</b>		<b>FEDERAL TAX ID #</b>		

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These standard terms and conditions shall apply to all LSU solicitations, unless otherwise specifically amended and provided for in the special terms and conditions, specifications, or other solicitation documents. In the event of conflict between the General Instructions to Suppliers or Standard Terms & Conditions and the Special Terms & Conditions, the Special Terms & Conditions shall govern. Bids submitted are subject to provisions of the laws of the State of Louisiana, including but not limited to: the University Procurement Code (LAC 34:XIII. Chapters 3-25) and the terms, conditions, and specifications stated in this solicitation.

**1. Bid Delivery and Receipt**

Bids must be received and time-stamped at the "Return Bid To" address no later than the due date and time specified herein. To assure consideration, your bid must be submitted in a sealed envelope or package and should be clearly and prominently marked with the solicitation number and bid due date, or may be submitted in the special bid return envelope if one was furnished for that purpose.

Supplier are advised that the U.S. Postal Service does not make deliveries to our physical location. USPS mail is delivered to the University's mail center and is redelivered using internal resources. Suppliers may deliver bids by hand or by a courier service to the Procurement Office. The University shall not be responsible for any delays caused by the supplier's chosen means of bid delivery. Supplier is solely responsible for the timely delivery of its bid, and failure to meet the bid due date and time shall result in rejection of the bid. Late bids cannot be accepted per LAC 34:XIII.515.B.

**2. Bid Forms**

Bids are to be submitted on the LSU solicitation forms provided, and must be signed by an authorized agent of the supplier in accordance with LAC 34:XIII.517. Bids submitted on other forms or in other price formats may be considered informal and may be rejected in part or in its entirety. Bids submitted in pencil and/or bids containing no original signature indicating the supplier's intent to be bound will not be accepted.

**3. Interpretation of Solicitation/Supplier Inquiries**

If supplier is in doubt as to the meaning of any part or requirement of this solicitation, supplier may submit a written request for interpretation to the Buyer-of-Record at the address and/or fax number shown above. Written inquiries must be received in the Procurement Office no later than 4:30 pm CST four (4) business days prior to the opening of bids, and shall be clearly crossreferenced to the relevant solicitation/specification in question.

No decisions or actions shall be executed by any supplier as a result of oral discussions with any LSU employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the Procurement Office, and mailed or delivered to all suppliers known to have received the solicitation. LSU shall not be responsible for any other interpretations or assumptions made by supplier.

**4. Bid Addenda**

Bid Addendum is to be signed and returned with your bid. 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. To be considered, your addendum response must be submitted to and received by LSU Procurement at the "Return Bid To" address stated above. Submittals for price alterations and addenda to bids must be clearly marked with the solicitation number and the bid due date/time and returned via fax, email, courier service, hand delivery, or USPS mail. Bid revisions received after bid opening cannot be considered, whereupon the supplier must either honor or withdraw its original bid.

**5. Bid Opening**

Suppliers may attend the public bid opening of sealed bids. No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process. Written bid tabulations will not be furnished.

**6. Special Accommodations**

Any "qualified individual with a disability" as defined by the Americans with Disabilities Act, who has submitted a bid and desires to attend the public bid opening, must notify the Procurement Office in writing not later than seven days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.

**7. Standards of Quality**

Any product or service bid shall conform to all applicable federal, state and local laws and regulations, and the specifications contained in the solicitation. Any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired; and is not intended to limit or restrict competition. Supplier must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact product specified in the solicitation.

**8. New Products/Warranty/Patents**

All products bid for purchase must be new, never previously used, of the manufacturer's current model and/or packaging, and of best quality as measured by acceptable trade standards. No remanufactured, demonstrator, used or irregular products will be considered for purchase unless otherwise specified.

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The manufacturer's standard published warranty and provisions shall apply, unless more stringent warranties are otherwise required by LSU and specified in the solicitation. In such cases, the supplier and/or manufacturer shall honor the specified warranty requirements, and bid prices shall include any premium costs of such coverage.

Supplier guarantees that the products proposed and furnished will not infringe upon any valid patent or trademark; and shall, at its own expense, defend any and all actions or suits charging such infringement, and shall save LSU harmless.

**9. Descriptive Information**

Suppliers proposing an equivalent brand or model are to submit with the bid descriptive information (such as literature, technical data, illustrations, etc) sufficient for LSU to evaluate quality, suitability, and compliance with the specifications. Failure to submit descriptive information may cause bid to be rejected. Any changes made by supplier to a manufacturer's published specifications shall be verifiable by the manufacturer. If items bid do not fully comply with specifications, supplier must state in what respect items deviate. Supplier's failure to note exceptions in its bid will not relieve the supplier from supplying the actual products requested.

**10. Bids/Prices/F.O.B. Point**

- The bid price for each item is to be quoted on a "net" basis and F.O.B. LSU Destination, i.e. title passing upon receipt and inclusive of all delivery charges, any item discounts, etc.
- Bids other than F.O.B. LSU Destination may be rejected.
- Bids indicating estimated freight charges may be rejected.
- Bids requiring deposits, payment in advance, or C.O.D. terms may be rejected.
- Suppliers who do not quote "net" item prices and who separately quote an overall "lump sum" freight cost or discount for all items shall be considered as submitting an "all-or-none" bid for evaluation and award purposes; and risk rejection if award is made on an item or grouped basis.
- Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified. Bids conditioned with shorter acceptance periods may be rejected.
- Prices are to be quoted in the unit/package specified (e.g. each, 12/box, etc), or may be rejected.
- In the event of extension errors, the unit price bid shall prevail.

**11. Taxes**

Supplier is responsible for including all applicable taxes in the bid price. LSU is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc.

**12. Terms and Conditions**

This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, supplier agrees that contrary terms and conditions which may be included in its bid are nullified.

**13. Supplier Forms/LSU Signature Authority**

The terms and conditions of the LSU solicitation and purchase order/contract shall solely govern the purchase agreement, and shall not be amended by any supplier contract, form, etc.

The University's chief procurement officer, or authorized designee, is delegated sole authority to execute/sign any supplier contracts, forms, etc, on behalf of LSU. Departments are expressly prohibited from signing any supplier forms. Any such supplier contracts/forms bearing unauthorized signatures shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom. Suppliers who present any such forms to department users for signature without regard to this strict LSU policy may face contract cancellation, suspension, and/or debarment.

**14. Awards**

Award will be made to the lowest responsible and responsive supplier. LSU reserves the right: (1) to award items separately, grouped, or on an all-or-none basis, as deemed in its best interest; (2) to reject any or all bids and/or items; and (3) to waive any informalities.

All solicitation specifications, terms and conditions shall be made part of any subsequent award as if fully reproduced and included therein, unless specifically amended in the formal contract.

**15. Acceptance of Bid**

Only the issuance of an official LSU purchase order/contract, a Notification of Award letter, or a Notification of Intent to Award letter shall constitute the University's acceptance of a bid. LSU shall not be responsible in any way to a supplier for goods delivered or services rendered without an official purchase order/contract or award letter. Bid tabulations may be requested after acceptance of bid.

**16. Applicable Law**

All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

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**17. Awarded Products/Unauthorized Substitutions**

Only those awarded brands and numbers stated in the LSU contract are approved for delivery, acceptance, and payment purposes. Any substitutions require prior approval of the Procurement Office. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at supplier's expense, and non-payment.

**18. Testing/Rejected Goods**

Supplier warrants that the products furnished will be in full conformity with the specification, drawing or sample, and agrees that this warranty shall survive delivery, acceptance, and use. Any defect in any product may cause its rejection. LSU reserves the right to test products for conformance to specifications both prior to and after any award. Supplier shall bear the cost of testing if product is found to be non-compliant. All rejected goods will be held at supplier's risk and expense, and subject to supplier's prompt disposition. Unless otherwise arranged, rejected goods will be returned to the supplier freight collect.

**19. Delivery**

Supplier is responsible for making timely delivery in accordance with its quoted delivery terms. Supplier shall promptly notify the LSU Department and/or Procurement Office of any unforeseen delays beyond its control. In such cases, LSU reserves the right to cancel the order and to make alternative arrangements to meet its needs.

**20. Default of Supplier**

Failure to deliver within the time specified in the bid/award will constitute a default and may be cause for contract cancellation. Where the University has determined the supplier to be in default, LSU reserves the right to purchase any or all goods or services covered by the contract on the open market and to surcharge the supplier with costs in excess of the contract price. Until such assessed surcharges have been paid, no subsequent bids from the defaulting supplier will be considered for award.

**21. Supplier Invoices**

Invoices shall reference the LSU purchase order number, supplier's packing list/delivery ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order, and submitted on the supplier's own invoice form. Invoices submitted by the supplier's third party supplier are not acceptable.

**22. Delinquent Payment Penalties**

Delinquent payment penalties are mandated and governed by Louisiana R.S. 39:1695. Supplier penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.

**23. Assignment of Contract/Contract Proceeds**

Supplier shall not assign, sublet or transfer its contractual responsibilities, or payment proceeds thereof, to another party without the prior written consent and approval of the Procurement Office. Unauthorized assignments of contract or assignments of contract proceeds shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.

**24. Right to Piggyback**

Where this solicitation may name one department as the primary contract user, LSU reserves the right to authorize additional departments/campuses to use the contract as their needs arise; and Vendor shall honor all such purchase orders.

**25. Contract Cancellation**

LSU has the right to cancel any contract for cause, in accordance with procurement rules and regulations, including but not limited to: (1) failure to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentation by the supplier; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract. LSU has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the supplier. In such cases, the supplier shall be entitled to payment for compliant deliverables in progress.

**26. Prohibited Contractual Arrangements**

Per Louisiana R.S. 42:1113.A, no public servant, or member of such a public servant's immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant. See statute for complete law, exclusions, and provisions.

**27. Equal Employment Opportunity Compliance**

By submitting and signing this bid, supplier agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; federal Executive Order 11246; federal Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Act of 1975; the Americans with Disabilities Act of 1990. Supplier agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor. Any act of discrimination committed by supplier, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

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**28. Mutual Indemnification**

Each party hereto agrees to indemnify, defend, and hold the other, its officers, directors, agents and employees harmless from and against any and all losses, liabilities, and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence.

**29. Certification of No Suspension or Debarment**

By signing and submitting this bid, supplier certifies that its company, any subcontractors, or principals thereof, are not suspended or debarred under federal or state laws or regulations. A list of parties who have been suspended or debarred by federal agencies is maintained by the General Services Administration and can be viewed on the internet at [www.epls.gov](http://www.epls.gov).

**30. Right to Audit**

The University shall be entitled to audit the books and records of a supplier or any subcontractor under any negotiated contract or subcontract to the extent that such books and records relate to the performance of such contract or subcontract. Such books and records shall be maintained by the supplier for a period of five (5) years from the date of final payment under the prime contract and by the subcontractor for a period of five (5) years from the date of final payment under the subcontract, pursuant to LAC 34:XIII.1603.

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Award to be made on an all or none basis for items 1-6 (years 1-3). Pricing for years 4 and 5 will be for informational purposes only, and will not be a factor of award. However, to be considered for award, pricing for items 1-6 AND years 4 and 5 must be provided.

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ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
<b>UNLESS SPECIFIED ELSEWHERE, SHIP ALL ITEMS TO:</b> <b>Louisiana State University</b> <b>0602D Moran Family Ctr For Athletic Admin</b> <b>Baton Rouge, LA 70803</b>					
1	Other Operating Services - Miscellaneous (SC0051)  <b>Supervisor Guard Service for Parking Lots and Buildings for LSU Athletic Events, per attached specifications. Year three of contract.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	6000	Hour	\$ _____	\$ _____
2	Other Operating Services - Miscellaneous (SC0051)  <b>Non-Supervisor Guard Service for Parking Lots and Buildings for LSU Athletic Events, per attached specifications. Year three of contract.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	43239	Hour	\$ _____	\$ _____
3	Other Operating Services - Miscellaneous (SC0051)  <b>Supervisor Guard Service for Parking Lots and Buildings for LSU Athletic Events, per attached specifications. Year two of contract.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	6000	Hour	\$ _____	\$ _____
4	Other Operating Services - Miscellaneous (SC0051)  <b>Non-Supervisor Guard Service for Parking Lots and Buildings for LSU Athletic Events, per attached specifications. Year two of contract.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	43239	Hour	\$ _____	\$ _____

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ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
5	Other Operating Services - Miscellaneous (SC0051) <b>Supervisor Guard Service for Parking Lots and Buildings for LSU Athletic Events, per attached specifications. Year one of contract.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	6000	Hour	\$ _____	\$ _____
6	Other Operating Services - Miscellaneous (SC0051) <b>Non - Supervisor Guard Service for Parking Lots and Buildings for LSU Athletic Events, per attached specifications. Year one of contract.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	43239	Hour	\$ _____	\$ _____

Pricing below is not a factor of award, and is required for informational purposes only. The pricing **must** be included to for your company to be considered for award:

Year 4: Hourly price for supervisor guard service for parking lots and buildings per the attached specifications.  
\$ \_\_\_\_\_/hr

Year 4: Hourly price for non-supervisor guard service for parking lots and buildings per the attached specifications.  
\$ \_\_\_\_\_/hr

Year 5: Hourly price for supervisor guard service for parking lots and buildings per the attached specifications.  
\$ \_\_\_\_\_/hr

Year 5: Hourly price for non-supervisor guard service for parking lots and buildings per the attached specifications.  
\$ \_\_\_\_\_/hr

# **Specifications for Parking Guard and Building Guard (for non athletic department venue) Services for LSU Athletics Home Events**

Sealed Bid Delivery Instructions and Advisory: To assure consideration, your bid must be submitted in a sealed envelope or package and should be clearly and prominently marked with the solicitation number and bid due date, or may be submitted in the special bid return envelope if one was furnished for that purpose. Bidders are advised that the U.S. Postal Service does not make deliveries to our physical location. USPS mail is delivered to the University's mail center and is redelivered using internal resources. Bidders may deliver bids by hand or by a courier service to our physical location at the "Return Bid To" address specified. The University shall not be responsible for any delays caused by the Bidder's chosen means of bid delivery. Bidder is solely responsible for the timely delivery of its bid, and failure to meet the bid due date and time shall result in rejection of the bid. Your attention is also directed to Standard Terms & Conditions No. 1 - Bid Delivery and Receipt.

Please note attached insurance requirements. Successful bidder will be required to furnish a certificate of insurance evidencing required coverages and naming the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College as an additional insured on all liability policies

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## **Parking Lot Guards**

Provide one hundred seventy-five (175) to two hundred fifty (250) parking lot guards – Parking lot guards will be uniformed, unarmed, and trained in security and traffic control for each of the following home LSU events -- football games, men's and women's basketball games, baseball, gymnastics, college and high school track and field meets (indoor and outdoor), and any special events such as concerts (such as the bayou country music superfest). All other staffing needs for athletic department events will be determined by an as-needed basis. All schedules and events are subject to change on an annual basis and there is no minimum guarantee for the vendor.

Guards are to report at the times designated by the Athletic Department and work until released by the LSU Athletics department or a designated representative (the LSU Police Department may release guards following an assignment). A significant number of guards may be required to perform the specified duties during overnight assignments. An overnight duty will be defined as a continuous on-duty patrol of a specified area requiring such surveillance. It will be up to the vendor's discretion whether to provide replacements for the night guards to man those locations during the next day, however, the vendor should maintain at least one supervisor at all times guards are on duty as requested by the athletic department. Football and baseball may include post event assignments in the parking lots – these will be determined during a preseason operations meeting with LSU Athletics and coordinated with LSU Police.

During the above referenced time periods, the Vendor's personnel will be responsible for verifying parking passes denoted for the designated parking lot. The parking lot guard's duties may include collecting stubs from parking passes, scanning barcodes on the parking passes, or collecting cash/credit card payments from patrons parking in the designated lots. Vendor will be responsible for monitoring the access to the designated parking lot and the assigned area. The Vendor shall be held responsible for any losses or damages resulting directly or indirectly from performance or non-performance of this obligation. Guards may be required to hand out material provided by the Athletic

Department – i.e. prohibited item pamphlets, educational material for fans to read. All personnel must provide a high standard of customer service at all times.

For Football gamedays – the largest staff call -- the total parking area for football game days includes approximately forty-five (45) individual parking lots consisting of at least 6,000 reserved spaces. A game day parking map has been attached to provide a graphical representation of the size of the area that is to be covered. All other sports will use specific lots designated near the facility of the event – as outlined by LSU Athletics. For each event, the number of attendants per lot will be the sole decision of the Louisiana State University Athletic Department staff. The awarded vendor will be responsible for all parking guard positions.

For Football gamedays, the parking lot guards may also be assigned positions at a “barricade post” – these are positions in which a person is responsible for monitoring access through a street or intersection. Persons assigned to barricade posts must remain at the position for the duration of the assignment and should be more knowledgeable of the traffic patterns and permit restrictions. In addition, the person assigned to these positions will be responsible for the security of the street access and must report any suspicious activities or unauthorized behaviors or access.

Other locations on campus besides parking lots may also need surveillance throughout the day to prevent any undesirable activity around those areas. The Athletic Department staff will decide what special areas will need a security presence. As the landscape of our University and the surrounding areas is subject to frequent change throughout the season, the Vendor may be required to provide additional guards within a few hours’ notice of the Department’s request. Also, any guards dismissed, for personal or professional reasons, must be replaced as soon as possible in order to maintain a secure environment. Vendor must notify the LSU Athletic department if any guards are replaced or removed for any reason.

### **Building Guards – non athletic department venues**

LSU Athletics may request between 10 – 30 building guards for football gamedays -- uniformed, unarmed, and trained in security and crowd control to be assigned to buildings on campus. Assignments will be determined before start of the season and provided by the LSU Athletic department. The amount may vary from each event to the next depending on the number of areas to be covered and any unique requests from campus personnel.

Building Guard Services will include (but not limited to) security for buildings open to the public for use of the restroom facilities, monitoring an area overnight – building or access point. Other such services may include (if necessary) security for the network television crew through the duration of their stay on campus, security of athletic construction zones Friday and Saturday before home games.

The arrival time for the guards will vary depending on their particular assignment. The University requests that the guards assigned to particular areas remain constant throughout the season – and the vendor should make a reasonable attempt to provide consistency with assignments.

Gameday working passes will be provided to guards and employees as deemed necessary by LSU Athletics. Guards assigned to parking lots will not be allowed access into the stadium.

2016 LSU Football schedule can be found attached to this document. Other sport/event schedules will be provided prior to the beginning of the season along with the overall service requests -- once the schedule becomes available.

## **General Specifications**

1. A representative of the successful Vendor shall attend all mandatory parking preparation meetings. The LSU Athletic Department will provide a schedule to the winning bidder.
2. Uniforms shall consist of a button-down shirt or a collared polo-styled shirt (no t-shirts allowed) and slacks. If personnel shall wear jackets, they must be completely uniform in appearance. The uniform must be worn by all employees during their shift and should adequately distinguish all security personnel from the average civilian. Uniforms must include the Vendor's logo and, the word "SECURITY".
3. Radios must be provided by the Vendor at each game with the University receiving a radio in order for effective communications. Communications with guards in each lot will be considered necessary. It will be the sole decision of the staff to determine how many radios are necessary and who shall be assigned one.
4. Vendor, as an entity, shall have a minimum of three (3) years experience in security work as specified above and shall submit references of such experience ~~with the bid~~ (form attached). ~~Vendor shall indicate below, as a minimum, at least one (1) job where a minimum of at least 75 guards were dispatched to secure specified parking areas during one event. In addition, the vendor shall also indicate, as a minimum, at least one (1) job where Vendor provided five (20) or more personnel for a surveillance of a private/public building/property. See reference form attached.~~
5. An original time sheet shall be signed by each guard, turned in, and approved by supervisor and submitted with the invoice for each game. The invoice shall include the named guard and the position he/she worked as well as their time in and time out. Invoices are to be delivered to the Event Management Director or designatee for approval and payment will be made through normal University payment procedures.
6. Terms of Employment: The University may request that a guard be relieved of duty because of any action counter-productive to the work outlined above. Immediate action shall be initiated by the contractor to replace the guard with a suitable replacement.
7. **Licensing: Vendor shall be licensed by the Louisiana State Board of Private Security Examiners. Vendor shall submit a copy of the current license issued by the Board with the bid.**
8. The successful Vendor shall be required to provide supervisors, who will be responsible for assigning, placing, supervising, controlling the guards on duty. Vendor will be required to provide supervisor rate in bid.
9. The University will not provide transportation around campus for guards, so it is recommended that the supervisors have access to a vehicle(s) in order to move personnel as needed. These vehicles shall be clearly marked in order to distinguish them as property of the Vendor. If vehicles shall be used, the University will provide the required number of parking passes for each event.

10. No extra travel costs shall be charged to the University. Any extra costs other than what is included in the bid price will be the sole responsibility of the Vendor.

11. The winning bidder will be required to train all employee who are to work on campus. Management and/or supervisors of the winning bidder are required to attend all mandatory game operations meetings to be held during the preseason, in-season (game weeks), and post season.

12. The winning bidder will be required to provide the following information after award:

- a. Roster of employees that may be working any athletic department event.
- b. Verification of an annual background check for each employee on the roster. Contractor must provide a letter certifying that criminal history checks have been conducted on all security and guest service personnel providing service to the University. Said letter shall be provided within (15) days of contract award. As team members are added throughout the contract period, an updated letter must be provided. An updated letter will be required every year for all employees, and any additional employees that may be used. The criminal history check information must be maintained on file by the contractor, and LSU reserves the right to request copies of the criminal history checks at any time. The contractor shall be required to adhere to all University policies and background checks shall meet standard requirements for all public employees at LSU. All security or guest service employees, supervisors, or managers working at LSU in any capacity should meet the following criteria:

- No felony convictions in the 5 years prior to the date of the event.
- No prior convictions EVER for the following offenses:
  - Murder
  - Robbery
  - Sex offenses of any type
  - Aggravated Assault
  - Arson
  - Kidnapping
  - Battery of a Police Officer
  - Convictions involving firearms or explosives
  - Convictions involving the criminal attempt or conspiracy of any of the above offenses
  - No prior convictions in the last 2 years from the date of the event for offenses involving other dangerous weapons (i.e. knives, dangerous instruments, etc.)
  - No outstanding warrants for arrest

- c. A copy of the security guard license for each employee listed on the roster

\*\*\*\*LSU Athletics or LSU Police may request verification and employee information of winning bidder. If an employee on campus is in violation of any of the above requirements, the vendor will have 7 days to correct received violation. All employees should carry the appropriate identification and credentials.

13. Vendor shall report within 7 days any violations of the Louisiana State Board of Private Security Examiners laws (Louisiana Revised Statute 37, Chapter 47), rules or regulations (Louisiana Administrative Code Title 46, Part LIX) that occur on LSU's campus or during the performance of this contract.

## References

Vendor **shall submit with bid** the names of at least two (2) companies along with a contact name, address, contact phone #, project description, and the dates of the work performed. Letters of reference are also acceptable so long as a description of the services performed is included.

Vendors having performed similar work in the past three years for the University shall be considered qualified.

**Name of Company:** \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

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# of Personnel Needed: \_\_\_\_\_

Dates of Work Completed: \_\_\_\_\_ Total Cost: \_\_\_\_\_

**Name of Company:** \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

# of Personnel Needed: \_\_\_\_\_

Dates of Work Completed: \_\_\_\_\_ Total Cost: \_\_\_\_\_

**Name of Company:** \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

# of Personnel Needed: \_\_\_\_\_

Dates of Work Completed: \_\_\_\_\_ Total Cost: \_\_\_\_\_

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**LSU TERM CONTRACT – SPECIAL CONDITIONS**

These special conditions shall apply to LSU Term Contracts, in addition to all Standard Terms and Conditions.

A "Term Contract" is defined as an agreement with a Vendor to provide specified goods and/or services on an as-needed basis at established prices, terms and conditions during a specific period of time (or term), and does not guarantee usage. Such pricing agreements are commonly referred to as standing agreements, open end contracts, and requirements contracts. Purchase/release orders issued against term contracts serve as the Vendor's authorization to ship goods and/or provide services.

**1. Scope of Contract**

This solicitation is issued to establish a term contract for the specified goods and/or services for the period beginning date of award and ending 6/30/2019, in accordance with all specifications, terms, and conditions.

**2. Initial Contract Period**

LSU intends to award all items for the initial contract period specified above. Award delays beyond the anticipated contract begin date may result in an initial award less than the specified contract period.

**3. Contract Renewals/Extensions**

At the option of LSU and acceptance by the Vendor, this contract may be renewed for 2 additional 12 month periods, or extended in partial increments thereof, at the same prices, terms and conditions of the original contract award. Total contract period not to exceed 60 months.

**4. Estimated Quantities**

Solicitation quantities shown are estimated only and may be based on historical contract usage and/or projected needs; where usage is not available, a quantity of one (1) indicates a lack of history on this item. Vendors are cautioned that regardless of the quantity shown in the solicitation, LSU shall not be obligated under the contract to purchase any specific or minimum amount. Vendor must supply any order requirements at the bid/contract prices, whether the total of such requirements are more or less than the estimated quantities shown.

**5. Firm Pricing**

Contract prices shall remain firm for the duration of the contract term; and no price increases will be allowed, unless escalation/de-escalation provisions are specifically provided for herein. Prices may not exceed the current nationally advertised and available General Services Administration (GSA) Price Schedule if one exists.

*LSU is a member of the National Association of Educational Procurement (NAEP) and the E & I Cooperative Purchasing Service.*

**6. Insurance Requirements**

If an automobile is utilized in the execution of the contract, including deliveries made with company owned, hired, and/or non-owned vehicles, Vendor shall be required to furnish a certificate of insurance evidencing coverages per attached insurance requirements. The Board of Supervisors of Louisiana State University and Agricultural & Mechanical College shall be named as an additional insured on all liability policies.

**7. Vendor Parking on the LSU Campus – Permits & Gate Passes**

Vendors and contractors needing access to reserved, gated "C" parking lots or to controlled access streets in the center of campus for logistics in performing business with LSU, must apply for gate passes through the LSU Office of Parking, Traffic and Transportation (PTT). Visit the LSU/PTT website at [www.lsu.edu/parking](http://www.lsu.edu/parking) and the "Permits" webpage for details.

Vendor requests are considered and granted by PTT, subject to an annual fee and qualifying criteria. Vendors not qualifying for gate passes may be granted general permits for outlying parking lots at no charge. All vendors are responsible for adhering to LSU Parking Rules and Regulations (see the PTT "Information" webpage). Direct any questions to PTT at 225-578-5000, or visit their office located in the Public Safety Building on South Stadium Road, Baton Rouge, LA 70803.

**8. Vendor Non-Performance**

Vendor is required to perform in strict accordance with all contract specifications, terms, and conditions. Vendor will be advised in writing of non-performance issues and shall be required to promptly implement corrective actions to ensure contract compliance and to prevent recurrences. In the event Vendor is issued three (3) or more complaints of non-performance, LSU reserves the right at its sole discretion to cancel the contract with a ten (10) day written notice. Contract cancellations due to non-performance may be cause to deem the Vendor non-responsible in future solicitations.

**9. Contract Amendments**

Requests for contract changes must be made in writing by an authorized agent/signatory of the Vendor and submitted to LSU Purchasing for prior approval. Requests shall include detailed justification and supporting documentation for the proposed amendment.

Contract revisions shall be effective only upon approval by LSU Purchasing and issuance of a formal LSU Contract Amendment. The Vendor shall honor purchase/release orders issued prior to the approval of any contract amendment as applicable.

#### **10. Price Reductions**

Whenever price reductions are made by the Vendor/Manufacturer during the LSU contract term, and which are offered to similarly-situated customers [i.e. those contracting under similar terms, conditions, periods, etc], and which are lower than LSU contract prices, said reductions shall be afforded to LSU.

Vendor shall give prompt written notice to LSU Purchasing of any such price reduction and effective date for issuance of a formal contract amendment. Price reductions must be offered to all departments. Vendors found to have knowingly and willfully withheld such price reductions may be required to reimburse LSU of any overcharges.

#### **11. Product Substitutions**

Only those awarded brands and numbers, furnished in the packaging/units of measure and at the unit prices stated in the LSU contract, are approved for order, receipt, and payment purposes. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at Vendor's expense, and non-payment.

By submitting a bid, Vendors are expected to have sound supplier agreements in place to support and responsibly perform their contractual term obligations with LSU. Unless discontinued by the manufacturer without replacement, Vendors are expected to honor the awarded brands/numbers throughout the contract term. Substitution requests based merely on the Vendor's own elective change to another supplier may be disapproved at the sole discretion of LSU Purchasing.

Departments are not authorized to approve or accept product substitutions without Purchasing's approval. Vendors who act without regard to this procedure may face contract cancellation, suspension, and/or debarment.

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#### **12. Right to Add Department Users**

Where this solicitation may name one department as the primary contract user, LSU reserves the right to authorize additional departments to use the contract as their needs arise; and Vendor shall honor all such purchase/release orders.

#### **13. Non-Exclusivity**

This agreement is non-exclusive and shall not in any way preclude LSU from entering into similar agreements and/or arrangements with other Vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.

#### **14. Contract Usage Report**

The Vendor shall keep records of all purchases under this contract and shall be prepared to furnish a contract usage report to LSU upon request at any time during the contract term. Contract usage reports must minimally capture and report the following: item numbers and brief item descriptions; total quantities and dollars for each item subtotaled by using department names; and overall contract quantities and dollars.

#### **15. Contract Evaluation**

LSU Purchasing welcomes suggestions for contract improvements to effectively meet the needs of the departments we serve. Department feedback relative to the incumbent Vendor's performance will be requested for consideration when determining our contract options for renewal or re-solicitation. Vendor performance will be monitored for compliance with contract terms and conditions, and reports of deficient performance will be appropriately addressed with the Vendor.

The following forms are tools for evaluating our contracts and Vendor performance, and may be accessed at our website ([www.fas.lsu.edu/purchasing](http://www.fas.lsu.edu/purchasing)) under Forms/General:

- PUR512 Contract Suggestions
- PUR514 Contract Performance Evaluation
- PUR515 Deficiency/Complaint Report

#### **16. Termination for Non-Appropriation of Funds**

*The following condition shall apply to any contract covering multiple fiscal years:*

The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the governor or by any means provided in the appropriations act of Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate. PUR530 rev 8/2011

contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

**BOARD OF SUPERVISORS  
LOUISIANA STATE UNIVERSITY AND  
AGRICULTURAL & MECHANICAL COLLEGE  
Purchasing Office, 213 Thomas Boyd Hall  
Baton Rouge, LA 70803-3001**

**INSURANCE REQUIREMENTS**

**WORKMEN'S COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE:** The Contractor shall, before commencing any work to be conducted under this contract, procure Workmen's Compensation and Employer's Liability insurance with a limit of liability as required by the Labor Code of the State of Louisiana with an insurance company authorized to write such policies of insurance in the State of Louisiana. It shall be the further responsibility of the Contractor to require that all subcontractors have in full force and effect, a policy of Workmen's Compensation and Employer's Liability insurance before proceeding with any of the work required under this contract. The Employer's Liability limit shall be \$1,000,000 when work is over water and involves maritime exposure.

**COMMERCIAL GENERAL LIABILITY INSURANCE:** Commercial General Liability Insurance with a combined single limit of \$1,000,000 per occurrence for bodily injury and property damage. This insurance shall include the following coverage:

1. Premises - Operations;
2. Broad Form Contractual Liability;
3. Products and Completed Operations;
4. Use of Contractors and Subcontractors;
5. Personal Injury;
6. Broad Form Property Damage;
7. Explosion, Collapse and Under ground (XCU) Coverage.

**BUSINESS AUTOMOBILE LIABILITY INSURANCE:** Business Automobile Liability Insurance with a combined single limit of \$1,000,000 per occurrence for bodily injury and property damage, unless otherwise indicated. This insurance shall include for bodily injury and property damage the following coverages:

1. Owned automobiles;
2. Hired automobiles;
3. Non-owned automobiles.

If the vendor/contractor does not own an automobile and an automobile is utilized in the execution of the contract, then only hired and non-owned coverage is acceptable. If an automobile is not utilized for the execution of the contract, then automobile coverage is not required.

Board of Supervisors of Louisiana State University and Agricultural & Mechanical College shall be named as additional insured on all liability policies. A Thirty (30) day prior notice of cancellation must be given to the University for all required coverages. Insurance must be from a company with an A.M. Best's rating of no less than A-:VI who is authorized to do business in the State of Louisiana. The A.M. Best's rating requirement may be waived for Worker's Compensation only.

The successful contractor is to provide the owner with a certificate of insurance prior to commencement of work.

# 2016 LSU Football Schedule



- **Football Schedule**

- August
  - TBD? Staff Training Day
  - TBD Preseason Meeting
- September
  - 9/6/16 Game Week Operations Meeting
  - 9/10/16 Game #1 (vs. Jacksonville State)
  - 9/13/16 Game Week Operations Meeting
  - 9/17/16 Game #2 (vs. Miss State)
  - 9/27/16 Game Week Operations Meeting
- October
  - 10/01/16 Game #3 (vs. Mizzou) – Homecoming
  - 10/11/16 Game Week Operations Meeting
  - 10/15/16 Game #4 (vs. Southern Miss) – Alumni Band Reunion
  - 10/18/16 Game Week Operations Meeting
  - 10/22/16 Game #5 (vs. Ole Miss)
- November
  - 11/01/16 Game Week Operations Meeting
  - 11/05/16 Game #6 (vs. Alabama) – LSU Salutes
  - 11/15/16 Game Week Operations Meeting
  - 11/19/16 Game #7 (vs. South Alabama) – Senior Day
- December
  - TBD Evaluation

- **Men's Basketball Schedule**

- November 2016 – March 2017
  - TBD Game Schedule – TBD

- **Women's Basketball Schedule**

- November 2016 – March 2017
  - TBD Game Schedule - TBD

- **Gymnastics Schedule**

- January 2017 – March 2017
  - TBD Game Schedule - TBD

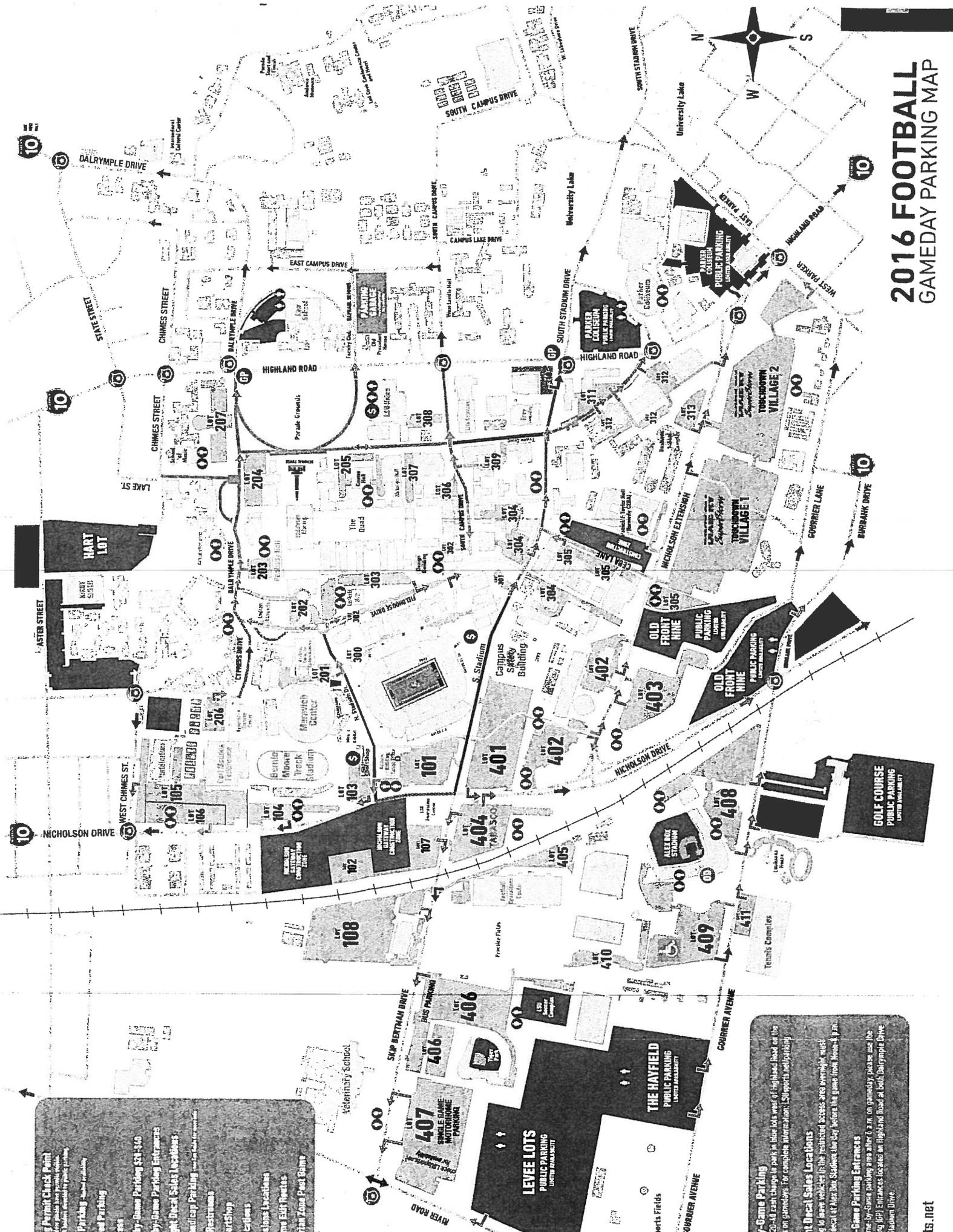
- **Baseball Schedule**

- February 2017 – June 2017
  - TBD Game Schedule – TBD

- **LSU and HS Track and Field Schedule (Indoor and Outdoor T&F)**

- January 2017 – May 2017
  - TBD Game Schedule – TBD

# 2016 FOOTBALL GAMEDAY PARKING MAP



**Permit Check Point**  
 All permits are checked at this point. All permits are checked at this point. All permits are checked at this point.

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 All permits are checked at this point. All permits are checked at this point. All permits are checked at this point.

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**Game Parking**  
 All game parking is located in the lots west of Highland Road on the east side of the campus. All game parking is located in the lots west of Highland Road on the east side of the campus.

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