


INVITATION TO BID		BID DUE DATE AND TIME
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		07/16/2024 11:00 AM CT
SOLICITATION RFQ-0000002287 SUPPLIER # SUPPLIER NAME AND ADDRESS <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div>	RETURN BID TO •~ àã•O •~ Èã~ Buyer Jene Troxclair Ledet Buyer Phone Buyer Email jeneledet@lsu.edu Issue Date 06/21/2024	
TITLE: Parking and Building Guard Services for LSU Athletics - Term Contract		
ADDENDUM 01: 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. Supplier inquiry has been received and response is offered per the attached. The price sheet has been revised per the attached. These revised price sheet must be used for bid response. See revised spreadsheet.		
To Be Completed By Supplier		
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.		
General Instructions to Suppliers		
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.		
SUPPLIER NAME	MAILING ADDRESS	
AUTHORIZED SIGNATURE	CITY, STATE ZIP	
PRINTED NAME	PHONE #	
TITLE	FAX #	
E-MAIL	FEDERAL TAX ID #	

Revised Price Sheet

Item #	Item Description	Quantity	UOM	Unit Price	Extended Amount
1	Supervisor Parking Attendant and Building Guard Services per the attached specifications.	6000	Hour	\$ _____	\$ _____
2	Non-Supervisor Parking Attendant Services per the attached specifications.	15,054	Hour	\$ _____	\$ _____
3	Non-Supervisor Building Guard Services per the attached specifications.	2800	Hour	\$ _____	\$ _____

Addendum 01
RFQ 2287
Supplier Inquiry and Response

Q1. The term guard is being used to define some positions that are essentially wayfinding / customer service posts. Yet item 16 of the SOW indicates “Guards assigned must possess a permanent registration card issued by the Louisiana State Board of Private Security Examiners and have their permanent registration card in their possession at all times while on duty.” Are all staff posted required to be licensed by the state of Louisiana?

A1. Specifications are hereby revised as follows. All reference to “parking guard(s)” shall be changed to “parking attendant(s).” The Barricade Post position shall also be considered an attendant. The requirement in Number 16 of the General Specifications that guards must possess a permanent registration card issued by the Louisiana State Board of Private Security Examiners and have their permanent registration card in their possession at all times while on duty shall only apply to Building Guards. The requirement in number 5 to provide at least one (1) job where a minimum of 75 guards were dispatched to secure specified parking areas during one event can be a combination of either guards or attendants. All other requirements of the General Specifications apply to both attendants and guards.

Q2. Is there an office for the awarded vendor? If not, is there a protected area for event day admin and dispatch?

A2. No, there is a protected area for football game days.

Q3. Is there storage available for uniforms, radios etc. between events?

A3. No, those must be stored by the supplier offsite.

Q4. The SOW indicates - The Athletic Department Operations staff will notify supplier of the number of workers needed for each event and **will only pay for the requested number specified**. If supplier provides more workers than specified by LSU, LSU is not responsible to pay for the additional workers. This is a very different policy than other D1 schools. Then item 7 in the specifications indicates- 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 Supplier to replace the guard with a suitable replacement. Please clarify the disparity based on the two statements. Fundamentally, how does Athletics believe an immediate replacement can be initiated if there is no overage allowed?

A4. LSU will allow and pay for a 10 percent overage.

Q5. Is there a minimum number of hours allowed? We typically require a 4-hour minimum shift for staff. Some venues require early cuts from a deployment schedule should the work load lessen during the event.

A5. There is a 3 hour minimum.

Q6. This bid is utilizing the work "Guard" which would eliminate us from using staff personnel. Do you know if this bid is strictly asking for security personnel, or will we be able to use other staff?

A6. Specifications are hereby revised as follows. All reference to "parking guard(s)" shall be changed to "parking attendant(s)." The Barricade Post position shall also be considered an attendant. The requirement in Number 16 of the General Specifications that guards must possess a permanent registration card issued by the Louisiana State Board of Private Security Examiners and have their permanent registration card in their possession at all times while on duty shall only apply to Building Guards. The requirement in number 5 to provide at least one (1) job where a minimum of 75 guards were dispatched to secure specified parking areas during one event can be a combination of either guards or attendants. All other requirements of the General Specifications apply to both attendants and guards.

Sport / Event		Approx # of Attendants	Average # of hours	Average # of events	total # hours/season	Season Time Frame	
Parking Attendant							
Football		100	14	8	11,200	September-November	
Men's Basketball		20	5	18	1800	November-March	
Women's Basketball		20	5	18	1800	November-March	
Gymnastics		20	5	5	500	December- March	
Baseball		15	7	50	5250	February-June	
College & HS Track and Field		4	8	12	384	January-April	
Special Events		3	8	5	120	Year Round	

Sport / Event		Approx # of Guards	Average # of hours	Average # of events	total # hours/season	Season Time Frame
Building Guard						
Football		25	14	8	2800	September-November