



Division of Administration and Facilities
PURCHASING

ADDENDUM #1

July 1, 2025

RE: Sealed Bid 50012-613-26: Athletics Game Day - Special Events Staffing

The following information is provided to amend the original invitation to bid on May 28, 2025.

- The original invitation to bid included a period for potential vendors to submit questions related to this solicitation. The following addendum will address the received questions, provide clarification, or amend the original specifications

Other than stated in the following pages all other specifications remain unchanged.

Sincerely,

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50012-613-26: Athletics Game Day – Special Events Staffing

Submitted Questions / Answers

Question #1 - Is parking provided at no charge for event staff? If not what are the current options and cost of parking? Is parking provided for the vendors employees when they are working at the event venues?

Answer #1 – Parking will need to be off-site for football games. Event staff is allowed to park in the Athletic Village in the non-donor lots for basketball and baseball games at no cost.

Question #2 - What is the start date for services?

Answer #2 – For renewal purposes, July 1, 2025; for practical purposes, once the bidding process is complete and an award is made.

Question #3 - Any issues/concerns regarding the current security services provider? If so, please explain?

Answer #3 – We do not have any direct concerns to report; however, based on our observations and feedback from previous events, there are opportunities to enhance overall communication, knowing the procedures, and consistency among trained personnel from event to event. We believe that a proactive, well-trained, and collaborative event staff presence is essential to event success.

Question #4 - Who is the incumbent staffing provider?

Answer #4 – Mrod LLC

Question #5 - Would you be interested in retaining any of the current staff from the incumbent?

Answer #5 - Yes

Question #6 - What are the call numbers for each of the stated events? What is the number of hours a staff member would be expected to work during an event?

Answer #6 – The bid specifications lay out the types of staffing required for each event type along with an average number of hours worked.

Question #7 - Do the event staffing numbers change depending on the event? If so, please provide the staffing range and any additional insight.

Answer #7 – All numbers will stay similar to what is provided in the averages of the bid per event per venue. Parking attendants for football games have a longer duration.

Question #8 - Is there an on-site office and storage area that will be provided? Will the venue provide a logistics office for the event staff to check in/out and to store uniforms?

Answer #8 – There is not an on-site office or storage area that will be provided. There will not be a specific but the University will provide space in the venues for event staff to check in/out. There will not be an area to store uniforms.

Question #9 - Is training billable? What are the total number of training hours expected over the course of the year?

Answer #9 – A dry-run session will be conducted with the Awarded Vendor prior to each season (football, basketball, baseball, and special event). The Awarded Vendor's supervisory personnel shall be required to attend this dry-run session. The date and times for these events shall be mutually agreed upon in writing between the University and the Awarded Vendor. The University and the Awarded Vendor shall also mutually agree upon in writing the agenda and amount of billable hours that the dry-run will consume.

Question #10 - If office space is provided, can you give an estimation on the size of the space?

Answer #10 – Office space is not provided.

Question #11 - Are phone and copier services provided?

Answer #11 – The University will provide a portable radio to the Head Supervisor during football games and any other larger event(s). Phone and copier services are not provided.

Question #12 - Would you please provide a list of the staffing posts needed for an event/performance?

Answer #12 – Staffing posts listings and descriptions are provided in the bid specifications.

Question #13 - For event services, what is the average length of post?

Answer #13 – Each posting may have a differing length of posting. Please refer to bid specifications for posting averages.

Question #14 - Are any of the posts outside of the arena? If so, do we need to consider inclement weather clothing/uniforms?

Answer #14 – There are postings that are outside of the area. Would be advisable to consider inclement weather clothing / uniforms.

Question #15 - Will the vendor have access to free WIFI at the center?

Answer #15 – Yes, free WIFI is available.

Question #16 - What specific requirements are needed for uniforms?

Answer #16 – Event staff must wear uniforms that identify the awarded vendor (event staffing company), identify the position (event staff or supervisor), and must have a nametag stating employee's name. Parking attendants must wear retro-reflection or high visibility clothing.

Question #17 - Will a vehicle be needed for any of the services and if so, is this something that is provided?

Answer #17 – If the vendor feels that a vehicle is required, the vendor may provide one. The University does not provide a vehicle.

Question #18 - Can you provide the current bill rates of the incumbent vendor?

Answer #18 – Ticket Takers - \$24 Per Hour
Ticket Supervisor- \$28 Per Hour
Bag Checkers - \$24 Per Hour
Security Personnel - \$32 Per hour
Head Security Supervisor - \$40 Per Hour
Parking Staff - \$ 22.00 Per Hour

Question #19 - Are we able to use images/logos in our recruiting efforts?

Answer #19 – The awarded vendor may use a University approved logo or images in recruiting efforts. Prior approval must be obtained from the University prior to the use of any logos or images in recruiting.

Question #20 - Is overage on the call number approved? If so, what is the percentage that would be acceptable?

Answer #20 – It is going to depend on the size of the event. We do not have a figure of event size that overage would be acceptable. Overage will need to be approved by Athletics.

Question #21 - Will there be space at the venue to conduct hiring/onboarding activities?

Answer #21 – A dry-run session will be conducted with the Awarded Vendor prior to each season (football, basketball, baseball, and special event). The Awarded Vendor's supervisory personnel shall be required to attend this dry-run session. The date and times for these events shall be mutually agreed upon in writing between the University and the Awarded Vendor. The University and the Awarded Vendor shall also mutually agree upon in writing the agenda and amount of billable hours that the dry-run will consume.

Question #22 - If there is confidential information related to the Proposal how should we incorporate it into our submission?

Answer #22 – Confidential information is not required to be submitted as a part of this submission.

Question #23 - How many vendors will be awarded as a result of this solicitation?

Answer #23 – One vendor will be awarded based upon this sealed bid.

Question #24 - Who are the present vendors?

Answer #24 – Same as answer to Question #4, MRod, LLC.

Question #25 - What are the current billable hourly rates or percentage mark-up rates?

Answer #25 – Please see Question #18 for current billable rates.

Question #26 - How much was spent (dollar value) on this service last year?

Answer #26 – Approximately \$210,000.00 was spent during the last fiscal cycle.

Question #27 - Is there a Prevailing/Living wage requirement associated with this project?

Answer #27 – There is no prevailing / living wage requirement associated with this project.

Question #28 - Do you require the radios to be tied to a standard or assigned frequency?

Answer #28 – The University will provide a portable radio to the Head Supervisor to communicate with University Staff. Any other radios provide by the awarded vendor to their staff do not have to be tied to a standard or assigned frequency.

Question #29 - Are golf carts for game day available or is that a cost to the provider?

Answer #29 – Golf carts are not provided by the University to the awarded vendor. If the awarded vendor feels they are needed for their business purposes, the awarded vendor may provide their own.

Question #30 - What equipment will the event vendor need to supply, (radios, traffic wands/flashlights, metal detecting wands, flags, vests, etc..) and how many will be needed per event?

Answer #30 – Please refer to sealed bid specifications for a listing of specific equipment that is required. Quantities will at the vendor's discretion to meet their staffing needs. For metal detectors, there would need to be at least 8 for home football games. Basketball and Baseball would require fewer. Metal detecting wands would need similar numbers.

Question #31 - Could you please provide a list of observed holidays for school/state during the course of the contract?

Answer #31 – We are providing a link to the University's Academic Calendar which indicates holidays. Further, events can occur on holidays or when the University is closed or on break.

<https://events.latech.edu/day/categories/Academic%20Calendar>

Question #32 - What kind of mags will we be operating?

Answer #32 – After reaching out to the vendor regarding this question, it was determined that they were inquiring about what type of magnetometers the University would be using if not provided by the awarded vendor. The University currently does not own magnetometers. The current vendor owns and operates handheld units currently. This Sealed Bid does contain an option for the awarded vendor to provide magnetometers for use during events.

Question #33 - Are there any industry training certifications (CPR, AED) needed for the staff?

Answer #33 – There are no industry training certifications that the University is requiring from the event staff.

Question #34 - Is traffic control in the street or confined to the parking lots? Will AUES be expected to collect parking fees?

Answer #34 – Traffic control by the Awarded Vendor is confined to parking areas. All parking areas are Donor Parking Only. At this time, parking fees are not collected. If this situation changes, the University will communicate with the Awarded Vendor.

Question #35 - What is the invoicing structure including timeline to billing and specific invoicing requests regarding staff breakdown?

Answer #35 – Invoice must include the following: Name of Event, Date of Event, itemized line for staffing. Example: Line 1- # of ticket takers, # of hours worked, Rate per hour, total amount. Invoicing can occur the following business day after the event concludes.

Question #36 - What are the mandatory trainings that LA Tech Athletics will require for event staff?

Answer #36 – There are no mandatory trainings that the University requires. As discussed during the mandatory pre-bid meeting, dry runs/trainings are a walkthrough of what event staffers are needed and where, go through credentials, parking passes, clear bag policy, and any other information needed for the vendor to be successful before each of the seasons (football, basketball, and baseball).

Question #37 - Is there available space where the awarded company will be able to host training or hiring events?

Answer #37 – A dry-run session will be conducted with the Awarded Vendor prior to each season (football, basketball, baseball, and special event). The Awarded Vendor's supervisory personnel

shall be required to attend this dry-run session. The date and times for these events shall be mutually agreed upon in writing between the University and the Awarded Vendor. The University and the Awarded Vendor shall also mutually agree upon in writing the agenda and amount of billable hours that the dry-run will consume.

Question #38 - Does LA Tech Athletics provide an office space for an account manager to office out?

Answer #38 – The University does not provide office space to the Awarded Vendor.

Question #39 - Due to the parking situation [No parking allowed on property during football games] are there allocated lots, are they paid, if so, is there a discounted rate or expectation made for the awarded company?

Answer #39 – Employees of the Awarded Vendor will need to park off-site for football games because all adjacent to stadium parking are reserved for donor parking. The Awarded vendor will need to provide logistics for their employees for their employees to park in other nearby parking. Parking in some main campus lots can be utilized free of charge during events. There is not paid parking or a discounted rate available for football games for event staffing to park onsite.

Question #40 - What are major special events that annually fall into the scope of work? E.g. Graduations, Homecoming Concert, etc.

Answer #40 – Any special events are not yet scheduled. Prior notice will be provided to the Awarded Vendor if / when these events are scheduled.