

SOUTHERN UNIVERSITY AND A&M COLLEGE

BATON ROUGE CAMPUS

REQUEST FOR BID

BID NUMBER 10364

GAME DAY STAFFERS

ATHLETICS DEPARTMENT

Deadline to submit inquiries September 11, 2026 by 4:00 PM

Deadline to respond to inquiries September 14, 2026 by 4:00 PM

Deadline to submit bid September 15, 2026 @ 10:30 AM

Submit bid to: Linda Antoine, Director
Southern University Purchasing Department
PO Box 9534
James J. Prestage Drive
J.S. Clark Administration Building Annex, 1st Floor
Baton Rouge, LA 70813
225-771-4587

Use link to submit bid online:

<http://www.sus.edu/bidcertification>

**SOUTHERN UNIVERSITY AND A&M COLLEGE
BATON ROUGE CAMPUS
ATHLETICS DEPARTMENT
GAME DAY STADIUM STAFFERS
BID NUMBER 10364**

GENERAL REQUIREMENTS

- Staff shall be in uniform, presentable, and well-groomed with proper equipment.
- The Contractor is responsible for background checks and drug test.
- Fraternalization with Faculty, Staff and Students should be kept to a minimum.
- Contact SU Police Department or Southern University Athletics Department, Lawmakers or Supervisors that make be in the area for unruly clients
- Contact the same for any inappropriate behavior, actions or parking activity.
- At no time is a worker allowed to leave the premises, including breaks, lunch, etc.
- A written incident report is required for all incidents.
- Smoking is not allowed on the Southern University premises
- Reading newspapers, books, etc. while on duty is prohibited.
- No visitation by friends and/or relatives allowed.
- No soliciting patrons/spectators for funds.

DUTIES

Check field passes

Monitor stadium gates

Ticket takers; validate game day tickets

Enforce stadium "clear bag policy"

Usher spectators to correct seating/sections

Security Check/University will provide security equipment

Any other duties assigned by Athletic Department

See Attachment A for additional scope

TRAFFIC ATTENDANTS

Traffic attendants will be responsible for ensuring only authorized vehicles (parking hang tags) are allowed in the designated parking lots. The workers will not accept any monies including parking in the general parking areas. The workers must always remain at their assigned posts or in their designated areas and assist where needed before and after the games.

STADIUM WORKERS/USHERS

Stadium workers will be utilized as either gate attendants'/ticket takers or ushers. Assignments will be given upon arrival at the stadium. The workers will collect valid tickets from spectators. The workers will assist Lawmakers with efforts within the stadium and report any weapons and/or prohibited paraphernalia that are brought into the stadium. Ushers will assist with guiding spectators to his or her seats. Also, guiding individuals to their area of interest based on credentials. The workers will not accept or collect any money.

Supervisors and workers must conduct periodic prescribed inspections of all areas at designated times. All game day workers/supervisors must immediately report all unsafe conditions and/or potential such conditions or incidents to Southern University Police Communications by two-way radio. In addition all incidents must be followed up with a written report to the Shift Supervisor, the Southern University Police Department and the Southern University Athletic Department prior to the end of the shift. All attendants and supervisors will be under the direct supervision of the Southern University Athletic Department; but at no time will they be considered as employees of the Athletics Department or the Southern University Police Department or the University. All workers must be in adequate physical condition to perform their assigned duties and withstand conditions as standing, walking and the weather conditions during the entire shift.

SUPERVISORS

Supervisors will be responsible for ensuring the workers are on post at their designated start times, properly dressed and understanding all their post duties. Supervisors will respond to any problems in their assigned area and relieve the workers of restroom breaks. Supervisors shall be familiar with the campus and parking layout. Supervisors will provide time sheets. All supervisors and workers shall sign in and sign out. Contractors will not be paid if employees are not signed up and signed out.

Supervisors and workers shall report to events as stated in bid specifications or future proposals within the contract period. Reporting times are subjected to change due to timing of contests, inclement weather, etc. Contractor shall provide workers and equipment according to the descriptions listed below. The number of workers required may depend on the type of event or which teams are playing.

STAFFING TOTAL

See Attachment A

The University reserves the right to increase or decrease the number of workers as needed. The Contractor shall be notified within seven (7) days prior to event of any changes.

The football schedule will be placed on the purchase order.

UNIFORMS

All workers must report for duty in uniform. The uniform must identify the officer and have the company name/logo prominently displayed.

RADIOS

Radios shall be provided by the Contractor and shall be in good working condition. Radio and batteries should be checked before use. Contractors should have additional batteries and radios, if needed.

GOLF CARTS

Golf carts shall be provided by the Contractor and shall be in good working condition. Drivers must have a valid driver's license and must be experienced drivers and have operated Golf Cart/Utility Vehicles. Carts are to be operated at speeds no greater than 10MPH or as safety concerns demand. Operators should always consider the terrain, weather conditions, and existing pedestrian and vehicular traffic, which may affect the ability to operate the Golf Cart/Utility Vehicle safely. Golf Cart/Utility Vehicle operators will stop at all "blind intersections" and then proceed with caution. Golf Cart/Utility Vehicles will be operated only within the confines of Southern University property/campus. Golf Cart/Utility Vehicles are not to be driven in any landscaped area unless it is the only available way to gain access to the specific area where work is being performed. If the Golf Cart/Utility Vehicle must be in a landscaped area to allow a pedestrian(s) the proper right-of-way, it should be brought to a full stop, then immediately returned to the designated driving surface as soon as the area is clear. Golf Cart/Utility Vehicles will be operated in such a manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on sidewalks, ramps or roadways. In that respect, Golf Cart/Utility Vehicles will be operated on service drives and roadways whenever possible, rather than on sidewalks designed primarily for pedestrian use. Golf Cart/Utility Vehicles will be operated with the utmost courtesy, care, and consideration for the safety of pedestrians. Pedestrians will be always given the right-of-way. Golf Cart/Utility Vehicles will not be parked; in Fire Lanes, in Disabled Parking or Reserved Parking within 20 feet of the main entrance/exit of any building in any manner that would impede the normal flow of pedestrian traffic.

CONTRACT PERIOD

The period for this contract is September 2026-September 2027. At the option of Southern University and acceptance by the Contractor, the contract may be extended for two (2) additional twelve (12) month periods at the prices, terms and conditions agreed by both parties.

PAYMENTS

Owner shall pay the contractor within Seven (7) days after submitting approved invoices.

Total number of hours per game/event may vary. The Contractor will only be paid for the actual authorized hours worked and equipment rentals. If the Contractor is needed for other events a quote shall be provided.

See Attachment B for price sheet

2 Initial and return with bid packet _____

TOBACCO-FREE POLICY

The use of tobacco products on any Southern University campus is prohibited by students, staff, faculty or visitors in all campus buildings, facilities, or property owned or leased by Southern University System and outside areas of the campus where non-smokers cannot avoid exposure to smoke; on campus grounds, facilities, or vehicles that are the property of the campus; and at lectures, conferences, meetings, and social and cultural events held on school property or school grounds. The sale or free distribution of tobacco products, including merchandise on campus or at school events is prohibited.

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.

Discrimination Clause

The contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the 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 Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

Discriminatory Boycotts of Israel (Executive Order JBE-18-15)

This section applies to procurements with a value of \$100,000 or more and for vendors with five (5) or more employees. Consistent with existing Louisiana non-discrimination provisions and regulations governing purchases executive branch agencies may not execute a procurement contract with a vendor if that vendor is engaging in a boycott of Israel. Further, executive branch agencies shall reserve the right to terminate any procurement contract with a vendor that engages in a boycott of Israel during the term of the contract. Contractor for the duration of its contractual obligations shall refrain from a boycott of Israel.

Prohibition of Companies That Discriminate Against Firearm and Ammunition Industries

In accordance with La. R.S. 39:1602.2, the following applies to any competitive sealed bids, competitive sealed proposals, or contract(s) with a value of \$100,000 or more involving a for-profit company with at least fifty full-time employees: Unless otherwise exempted by law, by submitting a response to this solicitation or entering into this contract, the Bidder, Proposer or Contractor certifies the following:

1. The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entities or association's status as a firearm entity or firearm trade association;
2. The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entities or association's status as a firearm entity or firearm trade association.

The State reserves the right to reject the response of the Bidder, Proposer or Contractor if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response or if the certification is no longer true.

Taxes

Southern University is exempt from taxes as provided by Louisiana Revised Statute 47:301. Louisiana Department of Revenue Registration Number 72-6000817.

INSURANCE COVERAGE

Contractor shall maintain insurance coverage inclusive of workers' compensation for duration of contract with Southern University as the certificate holder.

3 Initial and return with bid packet _____

ATTACHMENT A

Game Day Stadium Staffers ATHLETICS DEPARTMENT

SCOPE

- Eighty (80) Game Day Stadium Attendants (2026 SU Football Home Contest)
- Eight (8) Supervisors
- Stadium Attendants and Supervisors shall report the date and time as follows; times are subject to change. Notification of changes will be given to the contractor by Monday of the week of the home contest:

LOUISIANA CHRISTIAN UNIVERSITY SATURDAY, September 19, 2026

Stadium Attendants shall report to AW Mumford Fieldhouse

From 2:30 PM to 9:00 PM

UNIVERSITY OF ARKANSAS-PINE BLUFF (HOMECOMING) SATURDAY, October 3, 2026

Stadium Attendants shall report to AW Mumford Fieldhouse

From 12:30 PM to 8:00 PM

BETHUNE COOKMAN UNIVERSITY SATURDAY, November 7, 2026

Stadium Attendants shall report to AW Mumford Fieldhouse

From 11:00 AM to 5:00 PM

ALCORN STATE UNIVERSITY SATURDAY, November 14, 2026

Stadium Attendants shall report to AW Mumford Fieldhouse

From 11:00 AM to 5:00 PM

The contractor will report to the following Athletics Personnel:

1. Samuel Hemmings, Operations Director
Email: samuel.hemmings@sus.edu
Phone : (225) 773-5458
2. Philippe Carter, Associate Athletics Director
Email: philippe.carter01@sus.edu
Office : (225) 771-5930
Mobile : (225) 362-4317

4 Initial and return with bid packet _____

ATTACHMENT A

Game Day PARKING Staffer
Athletics Department

SCOPE

- Friday
 - Thirty (30) Game Day Parking Attendants
 - Three (3) Supervisors
- Saturday
 - Sixty (60) Game Day Parking Attendants (2026 SU Football Home Contest)
 - Seven (6) Supervisors
- Parking Attendants and Supervisors shall report to FG Clark Activity Center for the date and time as follows for assignments; times are subject to change. Notification of changes will be given to the contractor by Monday of the week of the home contest

KENTUCKY STATE UNIVERSITY

Friday, September 4, 2026

Parking Attendants shall report to SUBR Campus

From 4:00 PM to 10:00 PM

Saturday, September 5, 2026

Parking Attendants shall report to SUBR Campus

From 6:00 AM to 8:00 PM

LOUISIANA CHRISTIAN UNIVERSITY

Friday, September 18, 2026

Parking Attendants shall report to SUBR Campus

From 4:00 PM to 10:00 PM

Saturday, September 19, 2026

Parking Attendants shall report to SUBR Campus

From 6:00 AM to 8:00 PM

UNIVERSITY OF ARKANSAS-PINE BLUFF (HOMECOMING)

Friday, October 2, 2026

Parking Attendants shall report to SUBR Campus

From 4:00 PM to 10:00 PM

Saturday, October 3, 2026

Parking Attendants shall report to SUBR Campus

From 6:00 AM to 9:00 PM

BETHUNE COOKMAN UNIVERSITY

Friday, November 6, 2026

Parking Attendants shall report to SUBR Campus

From 4:00 PM to 10:00 PM

Saturday, November 7, 2026

Parking Attendants shall report to SUBR Campus

From 6:00 AM to 4:00 PM

ALCORN STATE UNIVERSITY

Friday, November 13, 2026

Parking Attendants shall report to SUBR Campus

From 4:00 PM to 10:00 PM

Saturday, November 14, 2026

Parking Attendants shall report to SUBR Campus

From 6:00 AM to 4:00 PM

ATTACHMENT A

The contractor will report to the following Athletics Personnel:

1. Venessa Jacobs
Email: venessa.jacobs@sus.edu
Phone : (225) 771-29555
2. LaShonda Stirgus, CFO for Athletics
Email: lashonda.stirgus@sus.edu
Office : (225) 771-3046

**Game Day Stadium Workers/Staffers
SOUTHERN UNIVERSITY AND A&M COLLEGE
ATHLETICS DEPARTMENT**

Description**Unit Price**

Stadium Worker/Staff

_____ per hour

Supervisors

_____ per hour

VENDOR INFORMATION

Company _____

Address _____

By (name printed) _____

Signature _____
Signature authority in accordance with L.R.S. 39:1594(c)4

Title _____

Tax ID Number _____

ATTACHMENT C

LIST 5 COMPANIES CONTRACTED WITHIN LAST 3 YEARS

1. Company _____
Address _____
Telephone _____ Fax _____
Email _____
2. Company _____
Address _____
Telephone _____ Fax _____
Email _____
3. Company _____
Address _____
Telephone _____ Fax _____
Email _____
4. Company _____
Address _____
Telephone _____ Fax _____
Email _____
5. Company _____
Address _____
Telephone _____ Fax _____
Email _____