



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

Purchasing Department

Purchasing Department
P.O. Box 9534
Baton Rouge, LA 70813
Phone: (225) 771-4580
Fax: (225) 771-2026

Addendum Number 1
SEPTEMBER 14, 2026

GAME DAY STAFFERS

Southern University and A&M College
Baton Rouge, Louisiana 70813

Bid # 10364

10:30 A.M.

SEPTEMBER 15, 2026

The following modifications to the referenced project shall be incorporated into the original specifications and/or plans. Unless a change is specifically made by addendum, the specifications and/or plans as issued, shall govern.

Note: Vendors are required to acknowledge receipt of Addendum # 1

Company _____

Signature _____

Attachment:

- *Inquiries and Responses*
- *Insurance requirements*

 _____ Date 9/14/2026
Linda Antoine-Director of Purchasing

Return this sheet with bid

www.subr.edu



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

Purchasing Department

Purchasing Department

P.O. Box 9534

Baton Rouge, LA 70813

Phone: (225) 771-4580

Fax: (225) 771-2026

ADDENDUM # 1

SOUTHERN UNIVERSITY AND A&M COLLEGE

**GAME DAY STAFFERS
ATHLETICS DEPARTMENT
BID NUMBER 10364**

INQUIRIES & RESPONSES

Inquiry:

I want to confirm that I have the entire bid package. I have a 9-page pdf with attachments A through C.

Response: The bid package is 9 pages with Attachments A, B & C and includes the cover sheet. Any additional information will be included in the contract.

Inquiry:

I did not see the insurance requirements. Do we need to submit our insurance certificate with the Bid? If so, do you have a list of insurance requirements?

Response:

The insurance requirements are included in this addendum. Initial the requirement sheet and return with the bid packet. The successful bidder will be required to submit a Certificate of Insurance with Southern University as the certificate holder.

Inquiry:

Do we submit our bid electronically? Or do we need to drop it off?

Response:

You may submit your bid electronically

Use link to submit bid online:

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

You may also hand deliver

Purchasing Department

James J. Prestage Drive

J.S. Clark Administration Building Annex, 1st Floor

Baton Rouge, LA 70813

1 Return with bid

www.subr.edu

Note: Vendors are solely responsible for ensuring timely delivery of their bids. The Purchasing Department is not responsible for any delays caused by vendors' chosen means of bid delivery. Failure to meet bid return date and time shall result in rejection of bids.

Bids shall be delivered or sent electronically by 10:30 a.m. on September 15, 2026.

Inquiry:

Do we have to be present for the bid opening?

Response:

No

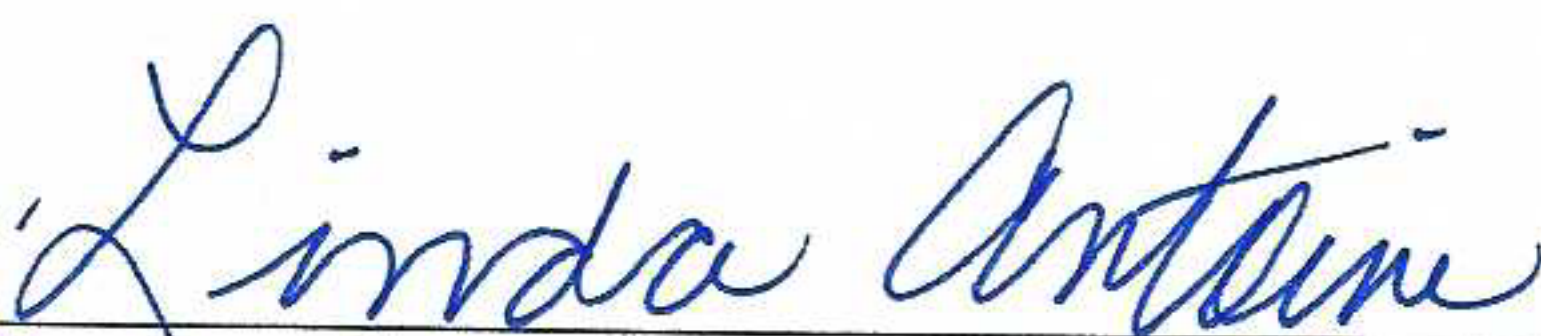
Inquiry:

Attachment B includes a section to list our hourly rates for Stadium Worker/Staff and Supervisors. Do we need any further pricing breakdown? Or is that all?

Response:

No other pricing breakdown is required.

COMPANY _____



Linda Antoine, Director
Purchasing Department

Date 9/14/2026

Contact information:

Email: linda_antoine@subr.edu

Phone: 225-771-4587

END OF ADDENDUM # 1

ADDENDUM # 1

INSURANCE REQUIREMENTS

Southern University and A&M College

GAME DAY STAFFERS

BID # 10364

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

1. **Workers Compensation**

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$500,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included and the Employers Liability limit increased to a minimum of \$1,000,000. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

2. **Commercial General Liability**

Commercial General Liability insurance, including Personal and Advertising Injury Liability, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

3. **Automobile Liability**

Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

B. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

C. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. **General Liability and Automobile Liability Coverage**

- a. The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO Form CG 20 10 (current form approved for use in Louisiana), or equivalent, is to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.
- b. The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.
- c. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.
- d. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the policy limits.

2. **Workers Compensation and Employers Liability Coverage**

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. **All Coverage**

- a. Coverage shall not be canceled, suspended, or voided by either party (the Contractor or the insurer) or reduced in coverage or in limits except after 30 days written notice has been given to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy.
- b. Neither the acceptance of the completed work nor the payment thereof shall release the Contractor from the obligations of the insurance requirements or indemnification agreement.

1 Initial and return with proposal _____

- c. The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.
- d. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

D. ACCEPTABILITY OF INSURERS

All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with a A.M. Best's rating of A-:VI or higher. This rating requirement may be waived for workers compensation coverage only.

If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance as required in the contract.

E. VERIFICATION OF COVERAGE

Contractor shall furnish the Agency with Certificates of insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal thereafter.

In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision endorsement for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.

Upon failure of the Contractor to furnish, deliver and maintain such insurance as above provided, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

F. SUBCONTRACTORS

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor's Certificates at any time.

G. WORKERS COMPENSATION INDEMNITY

In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its owners, agents and employees. The parties further agree that Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

Maritime (Jones Act and LHWCA) needed when work is performed over navigable bodies of water

H. INDEMNIFICATION/HOLD HARMLESS AGREEMENT

Contractor agrees to protect, defend, indemnify, save, and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of Contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by Contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.

***Note: Successful bidder will be required to submit a certificate of insurance to Southern University as the certificate holder.
PO Box 9534-Baton Rouge, LA 70813***