

**ADDENDUM #1
EAST TENNESSEE STATE UNIVERSITY
EVENT SECURITY SERVICES
RFP #6881**

TO: All Proposers

FROM: Randal J. Jones
Purchasing and Contracts

RE: Request for Proposal #6881
Event Security Services

DATE: February 28, 2023

ADDENDUM #1

Addendum #1, dated February 28, 2023, is issued as supplemental information and is hereby incorporated as a part of the RFP documents. All Proposers shall acknowledge receipt of this addendum within their proposal responses.

Reminder: Sealed Bid Opening date is March 02, 2023 at 2:00 PM EST.

The following information is provided in response to questions and comments received from proposers:

Questions for ETSU RFP 6881 – Event Security Services:

1. When short notice requests are made, what is minimum service response time allowed?

Most campus events are scheduled at least one (1) week to one (1) month in advance of the event. For short notices, there would be a least a minimum of a twenty four (24) hour notice. For Housing, “short notice” could possibly be a “couple of hours”. For Athletic Events, typically three (3) – days’ notice will be provided.

2. Is there an estimated list of all events held on campus for a year?

Athletics will send the Contractor the season long schedule of events, inclusive of both the date(s) and time(s). Approximately three (3) days prior to the event, Athletics will notify the Contractor if a change in the number of security personnel is required if the event is different from the typical amount normally required for the coverage of the event.

Student activities events occur throughout the academic year. The Contractor is called upon for coverage of a wide variety of events each year. SGA (Student Government Association) typically hold major concert entertainment once per Fall and Spring semester.

Housing and Residence Life is the only campus department that has regular hours scheduled for the Residence Halls, which require two (2) security staff – seven (7) days per week for four (4) hours per night during the academic year (from Preview Move-In Day, until graduation in May.

For Buc Ridge (ETSU’s Apartment Complex), one security staff is required to be posted at the checkpoint for three (3) nights per week from 9 PM to 5 AM. Additionally, there is a need for one (1) security staff member for seven (7) to eight (8) nights per month from 9 PM to 5 AM for Night

Patrol. In general, no Night Patrol is required during the summer months and could possibly be reduced during each winter break period.

Fire Watch and additional security staff is on an “as needed” basis.

Traffic control for Preview Move-In is equal to approximately thirteen security staff for ten hours per day for two (2) days.

3. Is there an estimated number of times a portal metal detector will be requested per year?

Portal Metal detectors are supplied by ETSU. Handheld unit/wand detectors are supplied by ETSU. On request for larger events or when there are multiple events at the same time the Contractor may need to supply additional metal detector and hand wands on request. Supplying handheld units would be part of the cost of the security service provider.

4. Where does the security provider account for time to develop and submit security plans as required for specific events?

Campus Departments work with ETSU Emergency Management and the contracted security firm to determine the requirements for each event. The necessary coverage can range from one (1) officer to as many as forty (40) for an event – depending on the size of the event and the location/venue.

5. Can the security provider invoice for time for guards to attend required University training?

Yes, when ETSU requires the training. Time submitted must be documented with a “sign in sheet” noting the time frame the training was provided.

6. There are two golf carts required to be provided and maintained by the contractor. There is also a line item in the cost proposal for golf carts. Does the line item indicated mean that we can account for it in our proposal?

The Contractor will be responsible to provide two (2) golf carts for “home” football games. The proposer should account for the cost of the golf carts within their proposal. No golf carts will be required for basketball games. Please note: The University cannot guarantee charging stations will be available on game day for charging.

7. Can the contractor assume that the same set number of personnel are required for all scheduled men’s and women’s basketball games and football games?

Sample hours listed within the cost proposal typically cover one month. This information is used to assist in the evaluation of RFP proposals only. The sample may not be indicative of regular monthly activities and cannot be used as an estimate covering expected annual expenditures. Please do not deviate from the cost items listed.

8. Regarding licensing requirements and the Dallas Law in effect, does ETSU serve alcohol at events?

Yes, alcohol is served at some ETSU events.

End of Addendum #1.