



*Real Entertainment. Real Events. Real Exciting!*

December 17, 2020

Date

## NOTICE TO BIDDERS

We are requesting bids for the following:

### **TEMPORARY PERSONNEL**

Attached are the specifications.

Bidders shall state whether the service(s) proposed strictly meet these specifications and if not, they shall list each variation there from.

Sealed bids shall be delivered to the office of the Tulsa County Public Facilities Authority, Southwest Corner of the River Spirit Expo, 4145 East 21<sup>st</sup> Street, Tulsa, Oklahoma 74114 until 11:00 a.m. on January 14, 2021. Bids shall be submitted in an envelope clearly labeled "Temporary Personnel Bid".

Bids will be opened by the TCPFA in the Expo Square Administrative Office, 4145 East 21<sup>st</sup> Street, Tulsa, Oklahoma, 74114 at 1:00 p.m. on January 14, 2021.

**"Affidavit for Filing with Competitive Bid" form must be signed, notarized, and returned with bid or bid will not be accepted.**

The Tulsa County Public Facilities Authority reserves the right to reject any and all bids and waive informalities or minor irregularities in any bid.

Respectfully yours,

A handwritten signature in black ink that reads "Jessica Booth".

Jessica Booth  
Purchasing Agent

## **Expo Square Temporary Personnel Specifications**

**Intent:** The purpose of this bid is to secure a contract for temporary personnel for the Tulsa County Public Facilities Authority (Expo Square). The prices submitted are to remain firm for one (1) year beginning on the award date. Expo Square reserves the right to award this bid in whole or in part to one or more companies. This bid has four different sections divided up as Event Personnel, Maintenance Personnel, Food Service Personnel and Live Race Personnel. The Temporary Service may bid on as many or as few personnel positions that it is capable of filling. This bid will be in effect for one (1) year beginning on the award date with options to renew for additional one (1) year terms if agreeable by both parties.

### **Event Personnel**

#### **General Requirements for Event Personnel:**

- This service will be used year round on an AS NEEDED BASIS by Expo Square.
- The Temporary Service will conduct validated non-discriminatory pre-screening open market testing on all applicants. Tests will provide information concerning attitudes towards hostility, honesty and drug and alcohol abuse. No applicants will be considered that do not pass the validated testing. This assures Expo Square of getting a higher quality of employee with customer friendly skills and eliminates those with poor attitudes and work ethics.
- All event personnel provided by the Temporary Service must present themselves in a professional manner at all times. Event personnel will be given an appropriate shirt at the check in and will be required to follow dress code requirements; which include, proper grooming, no holes in clothes and no sagging pants exposing undergarments. Event personnel will represent Expo Square when assisting with events.
- Event personnel will be required to work normal hours during the day as well as evenings, weekends and possibly overnights if the client so requests. The Temporary Service must list if there is a difference in price for these various hours.
- Event personnel may be placed inside buildings or outside depending on the client's needs. The Temporary Service must assure that the event personnel assigned is aware of this and is able to work in various climates and possibly stand for the duration of their shift depending on their job duty.
- Event personnel must be customer friendly and be able to communicate well. They must be able to handle tense situations at times and be able to contact the appropriate personnel. These situations can vary from disruptive or rude customers to medical emergencies.
- The Temporary Service must have a representative available during business hours as well as evenings and weekends. This representative may be available by phone.
- Expo Square may have the need to occasionally have Event Staff, Building Attendants or Crowd Control personnel that are Cleet Certified.

#### **Job Descriptions for Event Personnel:**

##### **Event Staff:**

- Guard entrances and screen guests/employees as requested
- Ensure outside food and drinks do not enter the facility

- Monitor grounds premises
- Protect clients' assets, employees and guests
- Deter crime with visual presence
- Organize response case of fire, evacuation or other emergency
- Respond to customer and employee health emergencies and accidents
- Contact Expo grounds patrol to remove unwanted customers or trespassers
- Contact Expo grounds patrol as issues arise

**Ticket Takers:**

- Take tickets and scan when customers enter
- Control access to event
- Ensure outside food and drinks do not enter the facility

**Ushers:**

- Help customers find their seats
- Keep aisles and walkways clear
- Handle any seating issues
- Oversee general flow of customers entering or leaving the building
- Contact Ticket Office as issues arise

**Building Attendants:**

- Clear buildings after event
- Control access while closing building
- Monitor access to doors during events
- Contact Expo grounds patrol in case of emergencies or as issues arise

**Crowd Control:**

- Help control crowds for various events
- Help control crowd behind and in front of the stages
- Contact Expo grounds patrol in case of emergencies or as issues arise

**Food Service Personnel**

**General Requirements for Food Service Personnel:**

- This service will be used year round on an AS NEEDED BASIS by Expo Square.
- The Temporary Service will conduct validated non-discriminatory pre-screening open market testing on all applicants. Tests will provide information concerning attitudes towards hostility, honesty and drug and alcohol abuse. No applicants will be considered that do not pass the validated testing. This assures Expo Square of getting a higher quality of employee with customer friendly skills and eliminates those with poor attitudes and work ethics. Applicants should also be ran through OSCN.net to ensure no past felony convictions.

- Food Service Personnel will be required to watch an orientation video prior to beginning work.
- All Food Service Personnel will be required to provide a Food Handler Permit issued by the Health Department.
- Food Service Personnel will be required to wear black rubber soled shoes, khaki slacks and a clean, non-logged, navy blue polo shirt provided by the personnel.
- Food Service Personnel must have physical ability to perform tasks that may require prolonged standing, stooping and walking.
- Must be able to regularly lift up to 25 pounds and occasionally up to 50 pounds.
- Working conditions are diverse including indoor and outdoor events.
- Must be able to work extended hours whenever required by job responsibilities or when requested by management.
- The Food Service Personnel shall be paid by the Temporary Service on Mondays, Tuesdays, or Wednesdays. TCPFA would prefer personnel to not be paid on Thursday, Friday or Saturday.
- Food Service Personnel will be required to work normal hours during the day as well as evenings and weekends. The Temporary Service must list if there is a difference in price for these various hours.
- The Temporary Service must provide a check-in person to be on site to coordinate the temporary personnel for sign in and sign outs for any order over 10 people in one shift.

#### **Job Descriptions for Food Service Personnel:**

**Cashiers:** Cashiers are responsible for positive guest interactions while serving guests in a friendly and efficient manner. At all times, cashiers are expected to be attentive to the needs of guests while making them feel welcome. Cashiers will process order, complete correct cash transaction, assist the Stand Manager in the proper and timely set-up, execution and breakdown of concession stand.

#### **RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**

- Report to work at designated time, location and in proper uniform.
- Implement proper cash controls.
- Operate a cash register and credit card machine.
- Organize equipment for an event as well as cleaning, maintaining, and looking after equipment during and after functions.
- Follows all rules and regulations.
- Set up may service stations, food preparation or various other food and beverage related equipment.
- Maintain all equipment and facilities in an organized, clean, safe environment.
- Ensure that the food and beverage is served while maintaining a consistent presentation and proper temperature.
- Maintain a cooperative, team-like attitude in working with supervisors and fellow employees.
- Enforce all sanitation procedures including safety guidelines and OSHA requirements.

#### **QUALIFICATIONS:**

- Previous serving experience preferred.
- Must be of legal age limit with respect to serving alcoholic beverages.

**Concession Prep:** Concession Prep assists the Executive Chef or designated supervisor with concession production for a highly successful food and beverage services program. Primary duties include ensuring consistent preparation and preparation of menu items as well as the cleanliness and organization of the kitchen or concession area. Ensure food preparation and presentation is to specifications.

#### RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Ensure consistent food preparation and the highest caliber of food presentation.
- Ensure cleanliness and hygiene is maintained of work areas
- Participate in the production and plating of all food service areas, to maintain the best quality food style possible.
- Ensure food is stored in appropriate containers, labeled, and rotated to ensure high standards of freshness, minimizing waste and maximizing quality.
- Carry out other related duties from time to time.
- Adhere to all EXPOSERVE Guidelines, Policies, Rules and Regulations.
- Ability to report to work as scheduled.
- Ability to complete delegated tasks and food production by reading a prep sheets.
- Ensure the proper use of scales and measurements in all recipes, portioning, and food production.

#### QUALIFICATIONS:

- Culinary Education preferred
- ServeSafe Certification preferred
- Ability to satisfactorily communicate in English with guests, management and co-workers to their understanding.
- Minimum of 1 year culinary experience.
- Demonstrated knife handling skills.
- Knowledge of food handling and sanitation standards.

**Cooks:** The cook assists the Executive Chef or designated culinary supervisor with kitchen production for a highly successful food and beverage services program. The kitchen may work with multiple departments including concession, restaurant, and catering. Ensure consistent preparation and serving of menu items as well as the cleanliness and organization of the kitchen. Ensure food preparation and presentation is to specifications.

#### RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Ensure consistent food preparation and the highest caliber of food presentation.
- Train and develop kitchen employees.
- Ensure cleanliness and hygiene is maintained of work areas
- Participate in the production and plating of all food service areas, to maintain the best quality food style possible.
- Ensure food is stored in appropriate containers, labeled, and rotated to ensure high standards of freshness, minimizing waste and maximizing quality.
- Strive to advance knowledge, skills and abilities and consistently share these with others.
- Strive to uphold a safe working environment and be health and safety conscious and actively involved in maintaining and improving a safe work environment. Ensure maintenance requests, incident reports and incident investigations are submitted and followed up with if necessary.
- Carry out other related duties from time to time.
- Adhere to all EXPOSERVE Guidelines, Policies, Rules and Regulations.

- Ability to report to work as scheduled.
- Ability to complete delegated tasks and food production by reading a prep sheets.
- Ensure the proper use of scales and measurements in all recipes, portioning, and food production.

#### QUALIFICATIONS:

- Culinary Education Trade Papers preferred
- ServeSafe Certification
- Ability to satisfactorily communicate in English with guests, management and co-workers to their understanding.
- Minimum of 3 years' combined experience in the trade of cooking.
- Background in culinary competitions is beneficial.
- Knowledge of food handling and sanitation standards.

**Meat Carvers:** The Meat Carver assists designated culinary supervisor at public or private events by utilizing knives and other carving tools to cut, trim and prepare various food items for presentation to a customer. The meat carver may work with multiple departments including concession, restaurant, and catering. They Ensures consistent preparation and serving of menu items as well as the cleanliness, presentation and organization of their designated work space. Food preparation and presentation is to specifications.

#### RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Ensure consistent food presentation per specifications provided.
- Ability to take direction.
- Ensure cleanliness and hygiene is maintained of work areas
- Demonstrated knife skills.
- Understanding of portion control.
- Ability to communicate and service guests.
- Carry out other related duties from time to time.
- Adhere to all EXPOSERVE Guidelines, Policies, Rules and Regulations.
- Ability to report to work as scheduled.
- Adhere to proper dress requirements which include chef jacket, hat, chef pants and name badge.

#### QUALIFICATIONS:

- Culinary Education preferred
- ServeSafe Certification preferred
- Ability to satisfactorily communicate in English with guests, management and co-workers to their understanding.
- Minimum of 1 year culinary experience.
- Demonstrated knife handling skills.
- Knowledge of food handling and sanitation standards.

**Dishwashers/Clean Up Crew:** Dishwashers are required to clean pans, pots, dishes, and other elements used in a kitchen or restaurant. They need to operate the dishwashing machine or wash dishes by hand, and maintain the entire kitchen clean. Ability to scrape, sort, and stack dirty dishes, load them into the dishwashing machine and then add soap to turn it on. Once the cleaning operation is complete, unload the dishes and put them in their places to be reused again. Dishwashers primarily work with kitchen and catering departments but may work with other departments as needed.

## RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Transferring equipment from storage areas to work stations.
- Cleaning the floor and walls.
- Offering help to cooking staff.
- Maintaining stock supply of food.
- Operating dishwasher machines.
- Ability to take direction.
- Ensure cleanliness and hygiene is maintained of work areas
- Ability to communicate with co-workers and other departments.
- Carry out other related duties from time to time.
- Adhere to all EXPOSERVE Guidelines, Policies, Rules and Regulations.
- Ability to report to work as scheduled.

**Concession Attendants:** Concession Servers are responsible for positive guest interactions while serving guests in a friendly and efficient manner. At all times, servers are expected to be attentive to the needs of guests while making them feel welcome. Concession servers will assist the Stand Manager or Concession Cashier with the proper and timely set-up, execution and breakdown of concession stand. Server will prepare orders.

## RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Report to work at designated time, location and in proper uniform.
- Organize equipment for an event as well as cleaning, maintaining, and looking after equipment during and after functions.
- Follows all rules and regulations.
- Set up may service stations, food preparation or various other food and beverage related equipment.
- Maintain all equipment and facilities in an organized, clean, safe environment.
- Ensure that the food and beverage is served while maintaining a consistent presentation and proper temperature.
- Maintain a cooperative, team-like attitude in working with supervisors and fellow employees.
- Enforce all sanitation procedures including safety guidelines and OSHA requirements.

**Banquet Servers:** Banquet Servers are responsible for positive guest interactions while serving guests in a friendly and efficient manner. At all times, servers are expected to be attentive to the needs of guests while making them feel welcome. Banquet servers will assist the Banquet Captain with the proper and timely set-up, execution and breakdown of banquet events.

## RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Report to work at designated time, location and in proper uniform.
- Organize equipment for an event as well as cleaning, maintaining, and looking after equipment during and after functions.
- Follows all rules and regulations.
- Set up may include tables, chairs, china, glassware and various other food and beverage related equipment.
- Maintain all equipment and facilities in an organized, clean, safe environment.
- Ensure that the food and beverage is served while maintaining a consistent presentation and proper temperature.

- Maintain a cooperative, team-like attitude in working with supervisors and fellow employees.
- Understand menu and type of service for event. Attend a pre-event meeting conducted by the Banquet Captain or Director of Catering.
- Enforce all sanitation procedures including safety guidelines and OSHA requirements.

#### QUALIFICATIONS:

- Previous serving experience preferred.
- Liquor license required through the Oklahoma ABLE Commission.
- Must be of legal age limit with respect to serving alcoholic beverages.

**Warehouse Food/Equipment Delivery:** The Warehouse Food Equipment Deliverer is responsible for delivering, maintaining and stocking food products and equipment as related to the concession, catering and restaurant operations.

#### RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Stocks the concession stands with product and maintains the stock levels during the shows hours of operation
- Loads/stacks products onto forklift and pallet jack to transport stock and food to the concession stands, the cooler, the freezer, and to the warehouse area
- Unloads deliveries from trucks and stacks items in the warehouse, the freezer and the cooler
- Loads prepared food from kitchen onto golf cart and delivers/unloads food stock to the concession stands
- Assists with concession and warehouse area cleaning as needed
- Participates in setup and breakdown for all events. Ensure food and equipment are returned and stored correctly after events.
- Implements proper sanitation and food safety methods are enforced.
- Participates in maintenance of vehicles and equipment.
- Assists in recording accurate inventories for equipment, uniforms and product.
- Assists in receiving orders.
- Perform additional operational tasks and services as business dictates.

## **Maintenance Personnel**

#### **General Requirements for Maintenance Personnel:**

- This service will be used year round on an AS NEEDED BASIS by Expo Square.
- The Temporary Service will conduct validated non-discriminatory pre-screening open market testing on all applicants.
- Maintenance Personnel will be required to wear a clean shirt and long pants with no visible holes or tears, and close-toed shoes. No vulgarity will be permitted.
- Maintenance Personnel will be required to work normal hours during the day as well as evenings and weekends and some holidays. The Temporary Service must list if there is a difference in price for these various hours.
- The Temporary Service must provide a check-in person to be on site to coordinate the temporary personnel for sign in and sign outs for any order over 30 people in one shift.



- The Temporary Service may be required to provide safety equipment including but not limited to safety glasses, leather or cotton gloves, etc. Advance notification will be given in these instances.

## **Job Descriptions for Maintenance Personnel”**

### **General Laborer:**

- Building and grounds cleaning and maintenance
- Stall and arena cleaning, setup and teardown in the barns
- Event cleaning, setup or teardown
- Must be able to meet the lifting requirements given continuously throughout the day
  - Example Lifting Scale- 10-30lbs, 30-50lbs, 50-80lbs, 80-100lbs

### **Forklift Operator/ Warehouse Worker:**

- Must have forklift training certification
- Responsible for unloading trucks or moving freight as directed in a safe manner
- Be able and willing to learn basic operation of shipping and receiving
- Assist with warehouse duties as directed

### **Parts Runner:**

- Must have valid Oklahoma Driver’s license
- Must be able to pick and deliver orders where directed in a timely manner
- Be able and willing to learn basic operation of shipping and receiving
- Assist with warehouse duties as directed

## **Live Race Personnel**

### **General Requirements for Live Race Personnel:**

- This service will be used in June and July on an AS NEEDED BASIS by Expo Square.
- The Temporary Service will conduct validated non-discriminatory pre-screening open market testing on all applicants.
- Live Race Personnel will be required to wear a shirt provided by Expo Square, shorts (at least fingertip length) or pants with no holes and closed toed shoes (no flip flops).
- No vulgarity will be permitted.
- No facial piercings.
- Live Race Personnel will be required to work various hours during the day and evenings. Some positions will be required to work overnight and on holidays. The Temporary Service must list if there is a difference in price for these various hours.
- All positions will be required to pass an OSBI fingerprint background check to obtain a gaming license. If personnel is sent to Expo Square and they are unable to pass the required background check, the Temporary Service will be responsible for reimbursing Expo Square the \$50 application fee per person.

It is strongly encouraged for the Temporary Service to screen applicants before sending them to fill Live Race positions.

**Job Description for Live Race Personnel:**

The Live Race positions will include an Oklahoma Horse Racing Commission (OHRC) Entry Gatemen, personnel for the test barn, personnel for the winner’s circle and other general personnel positions. All personnel filling these positions will have the following requirements:

- Must be able to follow instructions.
- Must be able to read and write.
- Must require and check credentials for people accessing certain areas.
- Must be comfortable around horses. Personnel will be around horses the entire shift.
- All positions will be required to stand for their shift in the heat in June and July regardless of the weather. Expo Square does provide water and Gatorade.

**Additional Information/Requirements**

**Insurance Requirements:** Temporary Service must have insurance coverage in effect during the entire term of the contract. In the event of a work related accident, the temporary service is liable. An insurance certificate will be required before this bid is awarded. The following insurance will be required:

- Workers’ Compensation insurance on ALL employees.
- Employer’s Liability- State rates apply
- Commercial General Liability- \$1,000,000.00 minimum

**Questions:** Any questions requiring answers prior to submitting bid are to be made in writing to Jessica Booth, Purchasing Agent, by emailing to [jessica@exposquare.com](mailto:jessica@exposquare.com) before 12:00 p.m. on January 8, 2021.

**Registration:** Registration is not required, but encouraged to stay informed of any addendums or clarifications that may be issued. To register your company’s participation in the bid, please email the Temporary Service Agency contact information to [jessica@exposquare.com](mailto:jessica@exposquare.com) before 12:00 p.m. on January 8, 2021.

**Incentive Programs:** The Temporary Service shall include details for any rebates, incentive programs or hiring credits that may apply to the Tulsa County Public Facilities Authority.

**Additional Services:** The Temporary Service shall list any additional services they provide that could be beneficial to TCPFA operations. The Temporary Service must include the additional cost for the listed services if not included in the per hour price submitted.

## Billing Rates per Hour

All rates bid must be one rate per hour. Rates are to remain firm for a one (1) year period. There will be no adjustments on this bid for increases in minimum wage.

### Event Personnel

Event Staff \_\_\_\_\_ per hour  
Ticket Takers \_\_\_\_\_ per hour  
Ushers \_\_\_\_\_ per hour  
Building Attendants \_\_\_\_\_ per hour  
Crowd Control \_\_\_\_\_ per hour  
Cleet Certified Personnel \_\_\_\_\_ per hour

### Food Service Personnel

Cashiers \_\_\_\_\_ per hour  
Concession Prep \_\_\_\_\_ per hour  
Cooks \_\_\_\_\_ per hour  
Meat Carvers \_\_\_\_\_ per hour  
Dishwashers/Clean up Crew \_\_\_\_\_ per hour  
Concession Attendants \_\_\_\_\_ per hour  
Banquet Servers \_\_\_\_\_ per hour  
Warehouse Food/Equipment Delivery \_\_\_\_\_ per hour

### Maintenance Personnel

General Laborer \_\_\_\_\_ per hour  
Forklift Operator/Warehouse Worker \_\_\_\_\_ per hour  
Parts Runner \_\_\_\_\_ per hour

**Live Race Personnel**

Live Race Personnel \_\_\_\_\_ per hour

**Incentive Program/Rebates:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional Services (including cost if applicable):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Vendor Information**

Vendor: \_\_\_\_\_

Representative: \_\_\_\_\_

Email Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

TULSA COUNTY PUBLIC FACILITIES AUTHORITY  
**AFFIDAVIT FOR FILING WITH COMPETITIVE BID**

\_\_\_\_\_, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any Tulsa County Public Facilities Authority official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any Tulsa County Public Facilities Authority official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_

NOTARY PUBLIC

My Commission expires \_\_\_\_\_, \_\_\_\_\_

**NOTE:**

Each competitive bid submitted to a county, school district or municipality must be accompanied by this properly completed Affidavit as required by 74 O.S 1981 § 85.24. Bidder shall be disqualified if Affidavit:

1. Is **not** properly completed.
2. Does **not** accompany bid.