



Real Entertainment. Real Events. Real Exciting!

March 26, 2026

Date

NOTICE TO BIDDERS

We are requesting bids for the following:

HOSPITALITY 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 SageNet Center, 4145 East 21st Street, Tulsa, Oklahoma 74114 until 11:00 a.m. on April 16, 2026. Bids shall be submitted in an envelope clearly labeled "Hospitality Personnel Bid".

Bids will be opened by the TCPFA in the Expo Square Administrative Office, 4145 East 21st Street, Tulsa, Oklahoma, 74114 at 1:00 p.m. on April 16, 2026.

"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



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Hospitality Personnel Specifications

Intent: The purpose of this bid is to secure a contract for hospitality personnel for the Tulsa County Public Facilities Authority (TCPFA). TCPFA reserves the right to award this bid as a whole or in part to one or more companies. 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.

Hospitality Personnel

General Requirements for Food Service Personnel:

- This service will be used year round on an AS NEEDED BASIS by Expo Square.
- The Hospitality Staffing Service shall state their mark-up factor for a base wage provided by TCPFA. **For example, if the base wage is \$10 and the bill rate is \$12.50, the mark-up factor would be 1.25.**
- The Hospitality Staffing 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 personnel 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 shall be screened for prior felony convictions using an Expo Square approved method and the results of such screening shall be shared with Expo Square's designated representative. Failure to meet this requirement may result in immediate termination of the contract.
- Hospitality 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. TCPFA will not be responsible for the cost of the applicant to apply for the permit.
- Hospitality Personnel will be required to wear black rubber-soled shoes, black slacks and a clean, non-logoed, black collared shirt (Dress Shirt or 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



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requested by management.

- The Hospitality Personnel shall be paid by the Hospitality Staffing Service on Mondays, Tuesdays, or Wednesdays. TCPFA would prefer personnel to not be paid on Thursday, Friday or Saturday.
- Hospitality Personnel will be required to work normal hours during the day as well as evenings and weekends. The Hospitality Staffing Service must list if there is a difference in price for these various hours.
- The Hospitality Staffing Service shall provide an On-Site Supervisor with experience of not less than 1 year to ensure all personnel clocks in and out of TCPFA's time system.
- The Hospitality Staffing Service agrees NOT to solicit TCPFA employees or subcontractors.
- The Hospitality Staffing Service must have experience with staffing at special events such as car races, large banquets, festivals, horse shows, exhibitions, concerts, consumer shows and trade shows. References shall be included with the bid response.
- The Hospitality Staffing Service must have experience staffing black tie banquet event functions with more than 500 guests.

Job Descriptions for Hospitality Personnel:

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,



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- 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.
 - Culinary Staff shall arrive to the work site with Black Pants, Black T-Shirt, and Chef Jacket.

QUALIFICATIONS:

- Culinary Education Trade Papers preferred
- ServSafe 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.
- Culinary Staff shall arrive to the work site with Black Pants, Black T-Shirt, and Chef Jacket.



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QUALIFICATIONS:

- Culinary Education preferred
- ServSafe 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.

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.
- Banquet Staff shall arrive to the work site with Black Rubber Soled Shoes, Black Pressed Dress Slacks. Black Socks, Black Pressed Dress Shirt With Collar, Black Belt, and Black Neck Tie.

QUALIFICATIONS:

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



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Additional Information/Requirements

References/Recent Events: TCPFA is requesting the following information be included with the bid response to be evaluated with the mark-up factor submitted. This information will assist TCPFA in determining the staffing service's level of experience.

- List of recent events that hospitality personnel has been provided by your company. Please include the number of people provided for each position at a single time and a list of food service positions provided for the list of events.
- Company and contact information for two references that have recently used your company to provide hospitality personnel.

Insurance Requirements: Hospitality Service must have insurance coverage in effect during the entire term of the contract. In the event of a work related accident, the staffing 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 before 12:00 p.m. on April 13, 2026.

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 Hospitality Staffing Service contact information to jessica@exposquare.com before 12:00 p.m. on April 13, 2026.

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



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Agreements/Contract Terms & Conditions: The Hospitality Staffing Service shall provide any required agreements/contracts with the bid submittal. TCPFA's terms and conditions are listed under Attachment A. The Hospitality Staffing Service agrees to the listed terms and conditions or shall provide alternate language with the bid submittal. Agreements or contracts are subject to further review and approval.



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Bid Submittal Form

Rates are to remain firm for a one (1) year period. There will be no adjustments on this bid for increases in minimum wage. The Hospitality Staffing Service shall state their mark-up factor for a base wage provided by TCPFA. **For example, if the base wage is \$10 and the bill rate is \$12.50, the mark-up factor would be 1.25.**

List of recent events and reference information shall be submitted with this form.

Position

Mark Up Factor

Cooks

Meat Carvers

Banquet Servers

Vendor Information

Vendor: _____

Representative: _____

Email Address: _____

Physical Address: _____

Phone #: _____



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Incentive Program/Rebates: _____

Additional Services (including cost if applicable): _____



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ATTACHMENT A

TCPFA General Contract Terms

It is anticipated that the TCPFA ("Authority") will enter into an Agreement with the selected respondent ("Contractor"). Contracts entered into by the Authority include, but are not limited to, the following terms:

- No Indemnification, Waiver of Rights or Arbitration by Authority.** Contractor understands and acknowledges that Authority is a public trust that is funded by public funds to operate for the benefit of its County Beneficiary and citizens. Accordingly, and pursuant to Oklahoma law, Authority shall not indemnify nor hold Contractor harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys' fees and costs. In addition, Contractor shall not limit its liability to Authority for actual loss or direct damages for any claim based on a breach of this Agreement and the documents incorporated herein. Further, the Authority will not, pursuant to Oklahoma Law and public policy, waive any Constitutional rights, including the right to a jury trial. Authority reserves the right to pursue all legal and equitable remedies to which it may be entitled. Authority will not agree to binding arbitration of any disputes.
- Advanced Payments and Late Fees.** Contractor understands and agrees that Authority cannot be required to make advance payments or deposits, even if refundable and no fees of any kind on the Authority will be agreed to outside of the terms agreed to in the Request for Proposals.
- Intellectual Property Indemnification by Contractor.** Contractor agrees to indemnify, defend, and save harmless Authority and its officers, employees and agents from all suits and actions of every nature brought against them due to the use of patented, trademarked or copyright-protected appliances, products, materials or processes provided by Contractor hereunder. Contractor shall pay all royalties and charges incident to such patents, trademarks or copyrights.
- General Liability and Indemnification.** Contractor shall hold Authority harmless from any loss, damage or claims arising from or related to the performance of the Agreement herein. Contractor must exercise all reasonable and customary precaution to prevent any harm or loss to all persons and property related to this Agreement. Contractor agrees to indemnify and hold the Authority harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor, and material furnished by Contractor or Contractor's subcontractors under the scope of this Agreement.
- No Confidentiality.** Contractor understands and acknowledges that Authority is subject to the Oklahoma Open Records Act (51 O.S. §24A.1 *et seq.*) and therefore cannot assure the confidentiality of contract terms or other information provided by Contractor pursuant to this Agreement that would be inconsistent with Authority's compliance with its statutory requirements there under.
- Compliance with Laws.** Contractor shall be responsible for complying with all applicable federal, state and local laws. Contractor is responsible for any costs of such compliance. Contractor shall take the necessary actions to ensure its operations in performance of this contract and employment practices are in compliance with the requirements of the Americans with Disabilities Act. Contractor certifies that it and all of its subcontractors to be used in the performance of this agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in



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25 O.S. Sec. 1313 and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

7. **Right to Audit.** The parties agree that books, records, documents, accounting procedures, practices, price lists or any other items related to the Services provided hereunder are subject to inspection, examination, and copying by Authority or its designees.
8. **Governing Law and Venue.** This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principles, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Tulsa County, Oklahoma and each party waives any objection to such venue.
9. **No Waiver.** A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.
10. **Entire Agreement/No Assignment.** This Agreement and any documents incorporated herein constitute the entire agreement of the parties and supersede any and all prior agreements, oral or otherwise, relating to the subject matter of this Agreement. This Agreement may only be modified or amended in writing and signed by both parties. Notwithstanding anything to the contrary herein, the Authority does not agree to the terms of any future agreements, revisions or modifications that may be required under this Agreement unless such terms, revisions or modifications have been reduced to writing and signed by both parties. Contractor may not assign this Agreement or use subcontractors to provide the Goods and/or Services without Authority's prior written consent. Contractor shall not be entitled to any claim for extras of any kind or nature.
11. **Equal Employment Opportunity.** Contractor shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination.
12. **Invoices and Payment** Supplier shall be paid upon submission of a proper invoice(s) at the prices stipulated in the Contract and payment shall be made only after products have been provided and accepted or services rendered and accepted.

The following terms additionally apply:

- a. An invoice shall contain the purchase order number, description of products or services provided and the dates of such provision.
- b. Failure to provide a timely and proper invoice may result in delay of processing the invoice for payment.
- c. Payment of all fees under the Contract shall be due NET 45 days.
- d. The date from which an applicable early payment discount time is calculated shall be from the receipt date of a proper invoice. There is no obligation, however, to utilize an early payment discount.
- e. If an overpayment or underpayment has been made to Supplier any subsequent payments to Supplier under the Contract may be adjusted to correct the account. A written explanation of the adjustment will be issued to Supplier.
- f. Supplier shall have no right of setoff.



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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 the 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.