



UNIVERSITY OF OKLAHOMA – TULSA

PURCHASING DEPARTMENT

4502 E. 41<sup>ST</sup> STREET, ROOM 2A01

TULSA OK 74135

TELEPHONE: (918) 660-3079

**Invitation to Bid #B21026-21**

**ISSUED 6/09/20**

**CLOSING DATE 6/23/20**

**CLOSING TIME 2:00 PM CST**

**Invitation to Bid**, to the Board of Regents of the University of Oklahoma (OU) for **Banquet and Food Service Temp Staffing**

Note: ***If your company will not be responding, please notify Purchasing and no further addenda will be sent. See original Invitation to Bid for Purchasing contact name, telephone and fax numbers for this Solicitation.***

**ADDENDUM 1 dated 6/22/20**

**Q1.** If the candidate(s) being placed on assignment are current students of OU, do they need to have a background check performed, as the University screens for all students prior to acceptance.

**A1.** Whoever works will or would have already went through whatever screening procedure the Staffing Agency has in place. The staffing agency should already have some type of process in place to verify that the person is legal to work. I assume when they get to me they have already been cleared by the particular staffing agency they came from. I believe that is specified in the bid. See section 8.2 of the Bid

**8.2. Detailed Specifications**

**8.2.1. Screening of Temporary Staff:**

8.2.1.1. Depending on specific department's needs, background checks may be required, which shall be the responsibility of the temporary staffing service. Supplier shall describe in their proposal the screening process used by their company when considering applicants.

8.2.1.2. Drug testing of potential temporary staff may also be required, depending on specific needs of the requesting department. Costs involved in acquiring drug tests shall be the responsibility of the temporary staffing service company.

**8.2.2. Nepotism:**

8.2.2.1. Except as prohibited by the laws of the State of Oklahoma, relationship by consanguinity or by marriage shall not, in itself, be a bar to temporary employment by the University of Oklahoma.

For questions regarding this Addendum contact:  
Melody Woods, Senior Buyer, email: [Melody-Woods@ouhsc.edu](mailto:Melody-Woods@ouhsc.edu)  
Phone (918) 660-3079 Fax (918) 660-3083



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Q2. Can you provide an estimate for anticipated services under this contract? Past use or previous contract awards are helpful when formulating an accurate and competitive bid.

A2. All of the anticipated services are provided in detail in the bid. See sections 8.2.3 through 8.2.7. of the bid. I hope that is what you are asking for.

Q3. How many banquets / events utilize these services. A rough estimate is helpful.

A3. Depending on the nature of the need. If I only need an extra body in the kitchen, I may only need one (1) prep cook just to assist. However, if I'm preparing food for 1000 + ppl I could need up to 3-4 prep cooks. In the same scenario, small events/banquets, etc. I may only need one waiter; where if I have 300+ ppl I may need up to 4 – 10 depending on the actual number of ppl.

Q4. How should the certificate holder be listed on the Certificate of Insurance (COI) and what address should be listed?

A4. The Certificate Holder must list the limits listed below and specify the University as the certificate holder:  
Commercial General Liability each occurrence/general aggregate \$2,000,000/\$2,000,000  
Automobile Liability (if applicable to the services being provided). Any auto, owned/non-owned/hired auto/each occurrence/aggregate \$1,000,000  
Professional Liability (if applicable to the services being provided). Each occurrence/aggregate \$1,000,000  
Worker's Compensation (if applicable)

The Board of Regents of the University of Oklahoma  
840 Research Parkway, Suite 172  
Oklahoma City, OK 73104

Q5. Can you explain what the University Pcard is?

A5. The Pcard is our University credit card. This probably won't apply in this case. But it's mentioned in every contract.

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