

**GREENSBORO COLISEUM COMPLEX
REQUEST FOR RATES AND PROPOSALS
FOR TEMPORARY EVENT CONVERSION LABOR SERVICES**

It is the intent of Greensboro Coliseum Complex to seek bids to acquire a temporary labor service for assisting with setups and changeovers at the Greensboro Coliseum Complex as per the following specification, conditions and instructions:

I. GENERAL REQUIREMENTS

A. LOCATION:

Labor personnel will be provided by the selected vendor to perform various clean-up functions at the Greensboro Coliseum Complex which would include, but not limited to the following: Coliseum Arena, War Memorial Auditorium, Pavilion, Special Events Center, Greensboro Aquatic Center, Amphitheater, Hall of Champions, Meeting Rooms and Parking Lots. The majority of labor needs will be overnight.

B. SETUP AND/OR CHANGEOVERS:

Event setup and changeovers will include, but are not limited to setting up equipment before, during, and after events, and shall include, but not limited to setting stages for concerts and other stage events, installing ice deck over the ice surface, setting basketball floors for games, painting ice for hockey games, installing dashers and hockey glass, setting tables and chairs for trade shows, organizing storage rooms, shoveling snow and ice and any other general assigned labor duties.

This is manual labor with lifting fifty (50) pounds or more on a regular basis, pushing, pulling and moving physical objects of size and weight on a regular basis. Workers are required to be in very healthy physical condition and to dress appropriately in weather conditions.

The crew size will depend on the setup and/or changeover schedule. The successful vendor is required to meet scheduling requirements each day and hour as requested.

Emphasis and preference will be made on companies who have previous experience in providing set-up labor to public assembly facilities.

C. INFORMATION TO BIDDERS:

1. The company will provide evidence that all employees working at the Greensboro Coliseum Complex are bonded and will carry all required insurance, including, but not limited to, worker compensation. The company will also provide evidence of public liability and property damage insurance to cover damages caused by negligence of their employees.
2. The company will provide safety wear deemed necessary by the Greensboro Coliseum Complex and/or OSHA Regulations, including but not limited to gloves, etc. The Greensboro Coliseum Complex will provide materials such as small tools, etc.
3. Workers must be able to understand the direction of, and successfully perform, the event set-up and/or changeover duties as described above. In addition, workers must be able to comprehend and respond to similar requests by Coliseum visitors.

4. There shall be NO required minimum number of hours and/or other compensation charged to the Coliseum Complex if an employee of that company should apply for employment and be hired as part-time or full time employee of the Coliseum Complex.
5. The successful company shall have a lead contact/ placement specialist on site to sign in their employees, make sure there are the correct number of employees requested and that employees are acceptable to work that day.
6. The successful company will maintain a “do not return” list of employees that have been deemed unfit to work here do to reasons of insubordination, disciplinary problems, theft of beverages, food, or other items and/or problems related to alcohol. This list will be shared and available to the Housekeeping and Event Prep departments upon request.

D. EXAMINATION OF THE SITE:

Bidders are encouraged to make a visual inspection of the Greensboro Coliseum Complex. Contact the Complex’s Operations Manager Dan Baker Event Prep Supervisor (336) 373-7400, to arrange for such an inspection.

E. TRANSPORTATION:

The contractor must provide transportation to and from the job site for its workers. Workers may drive individually to the Coliseum Complex but must park in approved areas and be checked in by a vendor representative upon arrival.

F. SUPERVISORS:

The contractor must provide one (1) Supervisor as requested at the time of scheduling by the Coliseum. The Supervisor will sign in their employees at security and make sure they have proper ID, all temporary labor will report to and be directed by Coliseum staff. The Supervisor will remain on site for the duration of the labor call, this is a working Supervisor’s position.

G. SCREENING EMPLOYEES:

Employer will screen all of its employees before they report to work for signs of being under the influence of alcohol and/or drugs. Workers under the influence of alcohol and/or drugs will not be tolerated and the worker will be escorted off the premises. Any altercations or angry changes in mood or demeanor will result in dismissal of workers.

The Coliseum will not pay for hours accrued by workers under the influence of any unnatural substances.

H. CONTACTS:

The contractor will provide the Coliseum with a means of contact with a company representative twenty-four hours (24) a day, including nights, weekends and on all holidays. This person shall be capable of adding or cutting staff upon request.

I. DRESS CODE:

Workers will be required to follow the following dress code:

1. Shirt or tee shirt required at all times which must be tucked into pants.
2. No shorts or cut offs, and all pants must be hemmed.
3. No sandals or bare feet.
4. No cell phones, radios, CD or MP3 players or tape players are permitted.

5. No duffel bags, oversized purses or unnecessary parcels or bags. Workers caught with bags will be sent home. Any item leaving with a worker at the end of the evening will be subject to inspection.
6. A Coliseum smock will be provided for use during event hours and it is required to be worn in all public areas.
7. Workers are not permitted to retire to their cars for breaks. They must remain in the venue or designated smoking area.

J. SUPPLEMENTAL LABOR:

Coliseum Personnel will meet with the successful bidder approximately the third week of each month to advise of the anticipated staffing needs of the following month. The successful bidder will then advise if they can guarantee all of the workers requested. Should at any time the successful bidder not be able to meet the required numbers then the 2nd lowest successful bidder will have the opportunity to provide the workers. Should the 2nd lowest successful bidder not be able to provide the required numbers then the 3rd lowest successful bidder will have the opportunity to provide the workers, and so forth.

The Coliseum reserves the right at any time to supplement or augment the contractors forces with the services of another contractor if deemed necessary by Coliseum management. Not all notification of need for workers will be able to be provided as outlined above, some needs may be with little notice and/or may be immediate.

K. COMMUNICATIONS:

Workers must be able to communicate and take general instructions to perform duties. If non-english speaking workers are utilized, a minimum of one (1) crew person for every four (4) non-english speaking workers must be able to speak the language in question. Workers must always be courteous to Coliseum staff and patrons of the facility, and must always be attentive to their assigned duties. Workers not exhibiting good customer service will be sent home. Workers unable to follow directions will be sent home.

Example: If you send twenty (20) non-English speaking workers, then you will need to send five (5) BI-lingual people fluent in the necessary language in question.

L. HOLIDAYS:

The Coliseum may require personnel to work on the following holidays; all companies responding to this request for bids shall state both their normal hourly rate and an hourly rate for holiday (premium) workdays, if a higher rate is applicable.

The following are holidays recognized by the City of Greensboro as legal holidays.

1. July 4th
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year's Day
6. Good Friday
7. Memorial Day
8. Martin Luther King's Birthday

M. AWARD OF CONTRACT:

1. The Greensboro Coliseum Complex shall award a contract to one (1) company for the time period starting approximately July 1 through June 30. Said contract shall be renewable for additional one (1) year periods, not to exceed four (4) one year periods in total, with upon mutual agreement of both parties and in the absence of a price increase of the life of the contract.
2. The Greensboro Coliseum Complex reserves the right to reject any and all proposals or waive technicalities in order to award a contract, which may be determined to be in the best interest of the Coliseum Complex.
3. The contract evolving from this request for bids or any renewal thereof may be canceled by the Greensboro Coliseum Complex if:
 - A. Subject Company consistently does not provide the minimum of people requested.
 - B. Job performance of personnel provided consistently does not meet the standards as spelled out in this document.
 - C. Any other reason deemed reasonable and prudent as may relate to the task to be performed by assigned personnel.

N. EXPERIENCE/QUALIFICATIONS:

In an attachment, provide experiences/qualifications for setup and/or changeovers in facilities.

1. Current references now under contract.
2. Size of current labor pool/number of employees. _____
3. Do you use non-English speaking labor? _____
If yes, how many BI-lingual supervisors do you employee? _____
4. Number of years in business? _____
5. Are you a locally owned company? Yes _____ No _____
6. Have you provided labor for public assembly facilities before? Yes _____ No _____
7. Labor Company _____ or Janitorial Company _____
Or Other (We intend to contract with labor companies only) _____

O. LABOR BIDS:

Event Set-up Regular Hourly Rate: _____

Holiday Hourly Rate: _____

P. PAYMENT-INVOICES-TERMS:

Payment of such invoices is requested within _____ days (10, 20, or 30 days) of the City of Greensboro. The company or companies selected will provide a time record procedure for the personnel involved that is acceptable to the Greensboro Coliseum Complex.

Company invoicing for services rendered shall be on a weekly basis and such invoices must be received by the Greensboro Coliseum on a weekly basis and shall cover all work having been performed in the previous week.

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

ADDITIONAL INFORMATION PROVIDED: _____

