

Pittsburg County, Oklahoma  
**COUNTY PURCHASING OFFICE**  
 Pittsburg County Court House  
 McAlester, Oklahoma  
 Phone: (918) 423-4934

**INVITATION TO BID**

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE SIDE RELATING TO SUBMISSION OF THIS BID.

Notarized Affidavit completions and signature required on reverse side.

DATE ISSUED	<b>18-May-26</b>
PAGE 1 OF _____	

BID NUMBER <b>Bid #1</b>	BID CLOSING DATE AND HOUR <b>June 5th, 2026 @ 4:00 PM</b>	REQUIRED DELIVERY DATE Days after award of Purchase Order
TERMS:		DATE OF DELIVERY:

Item	Quantity	Unit of issue	DESCRIPTION	Unit Price	Total
			<p style="text-align: center;"><b><u>SIX MONTH BIDS-EDA</u></b></p> <p><b>Pittsburg County Economic Development Authority wishes to advertise for the following for six-month bids:</b></p> <p><b>ALCOHOL SERVICE</b></p> <p>Please return your bid in the enclosed envelope. Please only one bid per envelope.</p> <p><b>SEE SPECIFICATIONS ATTACHED</b></p> <p><b><u>IF BID IS NOT RETURNED IN THE ENCLOSED ENVELOPE OR IS PLACED IN A FEDEX, UPS OR USPS SHIPPING ENVELOPE, PLEASE MARK ON THE OUTSIDE OF THE ENVELOPE "SEALED BID" &amp; BID NUMBER.</u></b></p>		

**TERMS AND CONDITIONS**

1. Sealed bids will be opened in the Commissioner's Conference Room, Pittsburg County Courthouse, McAlester, Oklahoma, at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Purchases by Pittsburg County, Oklahoma, are not subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
7. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below.
8. Bids will be firm until December 31st, 2026.

(DATE)

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say that he (she) is the agent authorized by the bidder to submit the above 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; of with any state official or employee as to quantity; quality or price in the prospective contract or any other terms of said prospective contract; or in any discussins between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Subscribed and sworn before this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_\_ (seal)

Firm: \_\_\_\_\_

My commission expires \_\_\_\_\_ Signed by: \_\_\_\_\_ Title: \_\_\_\_\_  
(MANUAL SIGNATURE OF UNDERSIGNED)

\_\_\_\_\_  
NOTARY PUBLIC (CLERK OR JUDGE) Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

NOTE: Other terms and conditions can be added at the discretion of the county officers.

RESOLUTION #26-001  
TO ADVERTISE FOR  
SIX MONTH BIDS

The Pittsburg County Economic Development Authority, met in regular session on May 18, 2026

WHEREAS, the E.D.A. wishes to advertise for the following for six-month bids:

ALCOHOL SERVICE

A bid package containing complete specifications and an "Invitation to Bid" with an affidavit of non-collusion may be picked up at the County Clerk's Office, Pittsburg County Courthouse, 115 E. Carl Albert Parkway, Room 103, McAlester, OK 74501. All bids must state price of the aforesaid materials and said materials must be delivered in quantities ordered when and as needed by the Board of County Commissioners, within a six-month period, beginning January 1, 2026 and ending June 30, 2026. Each competitive bid submitted to the county must be accompanied with an affidavit for filing with competitive bid form, as required by 19 O.S. § 1501(3). No bid will be considered unless submitted on this form with affidavit completed and notarized. Place you bids in an envelope and mark it "Six Month Bids".

Sealed bids will be received by the Pittsburg County Clerk until 4:00 p.m. Friday, June 5, 2026. Bids received after 4:00 p.m. on Friday, June 5, 2026 WILL NOT BE OPENED. Bids will be opened on Monday, June 8, 2026 at 10:00 a.m. in the Board of County Commissioners Conference Room, Pittsburg County Courthouse, 115 E. Carl Albert Pkwy, McAlester, OK 74501. Contract will be awarded to the lowest or best bidder. The Board of County Commissioners, Pittsburg County, reserves the right to reject any and all bids and re-advertise.

ECONOMIC DEVELOPMENT AUTHORITY  
PITTSBURG COUNTY, OKLAHOMA

ATTEST:

CHAIRMAN *Ron Selman*

VICE-CHAIRMAN *Mike Haynes*

MEMBER *Chris [Signature]*

COUNTY CLERK *Hope Samnell*



## **Bid Specifications: Alcohol Service Provider – Southeast Expo Center**

### **1. Purpose**

Pittsburg County is soliciting sealed bids from qualified vendors to provide **alcoholic beverage sales and service** at the Southeast Expo Center in McAlester, Oklahoma. The selected vendor will operate under a formal agreement with the County and must comply with all applicable **Oklahoma ABLE Commission regulations**, county policies, and event-specific requirements.

### **2. Scope of Services**

The selected vendor will be responsible for:

- **Sales and service** of beer, wine, and mixed beverages during approved events.
- **Staffing** all alcohol service positions with properly licensed personnel.
- **Obtaining and maintaining** all required ABLE licenses (Mixed Beverage License, Employee Licenses, etc.).
- **Providing all equipment**, including POS systems, cups, bar tools, signage, and inventory.
- **Setting prices.**
- **Managing cash and card transactions**, including reporting and reconciliation.
- **Ensuring ID verification**, intoxication prevention, and responsible service.
- **Coordinating with Expo Center management** on event schedules, bar placement, and security needs.

### **3. Minimum Vendor Qualifications**

Vendors must:

- Hold a valid **Oklahoma Mixed Beverage Combination License** (or Mixed Beverage Caterer License).
- Provide proof of **liquor liability insurance** with minimum coverage of **\$1,000,000 per occurrence** and **\$2,000,000 aggregate**, naming Pittsburg County as an additional insured.
- Employ only **ABLE-licensed servers** (Server License/Employee License).
- Demonstrate at least **2 years of experience** providing alcohol service at public venues, arenas, or large events.
- Have the ability to staff events of **500–5,000+ attendees.**
- Have no outstanding violations with the ABLE Commission.

### **4. County Responsibilities**

Pittsburg County / Southeast Expo Center will:

- Provide designated bar areas, power access, and general facility support.
- Provide event schedules with reasonable notice.
- Coordinate security staffing (vendor may be required to reimburse depending on event type).
- Approve bar locations, and service hours.

## 5. Compliance Requirements

Vendor must comply with:

- **Oklahoma ABE Commission Title 37A** regulations.
- All requirements for **Mixed Beverage Combination Licensees or Mixed Beverage Caterer License**, including:
  - Proper storage and transport of alcohol.
  - Accurate reporting and tax remittance.
  - Use of ABE-approved purchase sources.
- Pittsburg County policies regarding:
  - Event conduct
  - Security
  - Facility use
  - Clean-up and damage responsibility

Vendor must immediately report any ABE violations, incidents, or law enforcement interactions occurring during service.

## 6. Revenue Structure

Bidders must propose one of the following:

### Option A — Percentage of Gross Sales

Vendor pays the County a percentage of gross alcohol sales. Bidder must specify:

- Proposed percentage
- Payment schedule
- Reporting method

### Option B — Flat Fee Per Event

Vendor pays a fixed fee per event or per day. Bidder must specify:

- Fee amount
- Event types covered
- Any tiered pricing

### Option C — Hybrid Model

Combination of flat fee + percentage.

County reserves the right to negotiate final terms.

## 7. Staffing Requirements

Vendor must provide:

- A minimum of **2 licensed bartenders per bar**.
- Staff trained in:
  - ID verification
  - Intoxication recognition
  - Conflict de-escalation
  - Cash handling

Vendor must remove any staff member at the County's request.

## **8. Equipment & Supplies**

Vendor must supply:

- All alcohol inventory
- Cups, napkins, and bar consumables
- POS systems
- Portable bars or bar setups
- Spill mats, coolers, and ice
- Signage (pricing, ID requirements, etc.)

Vendor is responsible for all equipment security and maintenance.

## **9. Insurance & Liability**

Vendor must maintain:

- **Liquor Liability Insurance**
- **General Liability Insurance**
- **Workers' Compensation Insurance**

Vendor is responsible for any damages caused by its staff or operations.

## **10. Proposal Submission Requirements**

Proposals must include:

- Company name, address, and contact information
- Copy of current ABLE license(s)
- Proof of insurance
- Description of experience and qualifications
- Staffing plan
- Proposed pricing model (percentage, flat fee, or hybrid)
- Sample drink menu and pricing
- References from at least **three** similar venues
- 

## **11. Evaluation Criteria**

Proposals will be evaluated based on:

- Compliance with ABLE requirements
- Experience and qualifications
- Financial benefit to the County
- Staffing capacity
- Professionalism and completeness of proposal
- Past performance and references
- 

## **12. Contract Term**

- Initial term: **6 Months**
- Renewal: Up to **3 additional one-year terms** upon mutual agreement
- County reserves the right to terminate for cause or convenience with notice.

### **13. Additional Conditions**

- County may allow **exclusive** or **non-exclusive** alcohol service depending on event type.
- Vendor must coordinate with Expo Center management for all scheduling.
- Vendor may be required to participate in pre-event meetings.
- County reserves the right to reject any or all bids.