

# REQUEST FOR PROPOSALS

## ADDENDUM # 1

**ISSUED: 03/28/2013**

RFP NUMBER: CSP901414  
INDEX NUMBER: LDC030

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Rehabilitation and Correction and Ohio Department of Youth Services is requesting proposals for:

### OPERATION AND MANAGEMENT OF FOOD SERVICE

Attached are page(s) to this Request for Proposal (RFP). Remove the corresponding page(s) from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to clarify the minimum food specification standards. Additionally, this addendum is issued to change the question and answer cutoff date to April 11, 2013 and to change the proposal due date to April 24, 2013.

**\*PROPOSAL DUE DATE:** April 24, 2013 by 1:00 p.m.  
**OPENING LOCATION:** Department of Administrative Services  
General Services Bid Desk  
4200 Surface Road  
Columbus, Ohio 43228-1395

\*Denotes change in proposal due date with addendum 1.

## REQUEST FOR PROPOSALS

RFP NUMBER: CSP901414  
INDEX NUMBER: LDC030  
UNSPSC CATEGORY: 90101802

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Rehabilitation and Correction and Ohio Department of Youth Services, is requesting proposals for:

### OPERATION AND MANAGEMENT OF FOOD SERVICE

RFP ISSUED: February 15, 2013  
INQUIRY PERIOD BEGINS: February 15, 2013  
PRE-PROPOSAL CONFERENCE: February 26, 2013  
\*INQUIRY PERIOD ENDS: April 11, 2013 at 8:00 a.m.  
\*PROPOSAL DUE DATE: April 24, 2013 by 1:00 p.m.

Proposals received after the due date and time will not be evaluated.

OPENING LOCATION: Department of Administrative Services  
Office of Procurement Services  
ATTN: Bid Desk  
4200 Surface Rd.  
Columbus, OH 43228-1395

Offerors must note that all proposals and other material submitted will become the property of the state and may be returned only at the state's option. Proprietary information should not be included in a proposal or supporting materials because the state will have the right to use any materials or ideas submitted in any proposal without compensation to the offeror. Additionally, all proposals will be open to the public after the award of the contract has been posted on the State Procurement Web site. Refer to the Ohio Administrative Code, Section 123:5-1-08 (E).

**This RFP consists of five (5) parts and eighteen (18) attachments, totaling 89 consecutively numbered pages. Please verify that you have a complete copy.**

\*Denoted date changes with addendum 1.

In addition, Offerors shall include in its pricing the amount allotted for the Equipment Replacement Fund described in Attachment One, Part One, Section W. The amount established for the Equipment Replacement Fund will be billed along with the price per meal for each meal billed.

CALENDAR OF EVENTS. The schedule for the Project is given below, and is subject to change. DAS may change this schedule at any time. If DAS changes the schedule before the Proposal due date, it will do so through an announcement on the State Procurement Web site area for this RFP. The Web site announcement will be followed by an addendum to this RFP, also available through the State Procurement Web site. After the Proposal due date and before the award of the Contract, DAS will make scheduled changes through the RFP addendum process. DAS will make changes in the Project schedule after the Contract award through the change order provisions located in the general terms and conditions of the Contract. It is each prospective responsibility to check the Web site question and answer area for this RFP for current information regarding this RFP and its calendar of events through award of the Contract. No contact shall be made with agency/program staff until contract award is announced.

DATES:

Firm Dates

RFP Issued:	February 15, 2013
Inquiry Period Begins:	February 15, 2013
Pre-Proposal Conference:	February 26, 2013 9:00 a.m. at Department of Rehabilitation and Correction
Site Visits:	March 6, 2013 through April 2, 2013
*Inquiry Period Ends:	April 11 2013, at 8:00 a.m.
*Proposal Due Date:	April 24, 2013, by 1:00 p.m.

Estimated Dates

Contract Award Notification:	June 7, 2013
Effective Contract Date:	September 8, 2013

NOTE: These dates are subject to change.

There are references in this RFP to the Proposal due date. Prospective Offerors must assume, unless it is clearly stated to the contrary, that any such reference means the date and time (Columbus, OH local time) that the Proposals are due.

Proposals received after 1:00 p.m. on the due date will not be evaluated.

PRE-PROPOSAL MEETING AND SITE VISIT. A non-mandatory, Pre-Proposal meeting will be held on February 26, 2013, starting at 9:00 a.m. at the Department of Rehabilitation and Corrections, 770 West Broad Street, Columbus, OH. All prospective Offerors are encouraged to attend this meeting.

The purpose of this meeting is to discuss the RFP and Project with prospective Offerors and to allow them to ask questions arising from their initial review of this RFP. Attendance at this pre-Proposal meeting is not mandatory. The State will answer questions to the best of its ability. We reserve the right to take questions under advisement and respond through the web-based inquiry process. Offerors are responsible for any and all information exchanged at the meeting and via the Internet inquiry process.

A site visit is available at each DRC and DYS institution. A site visit schedule is provided in Attachment Eleven. To attend a site visit, please contact the following Agency representatives at least 48 hours in advance of the scheduled site visit:

DRC Institution Site Visits:	Ken Kopycinski <a href="mailto:Ken.Kopycinski@odrc.state.oh.us">Ken.Kopycinski@odrc.state.oh.us</a> 614-752-0278
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DYS Institution Site Visits:	Dave Blackburn <a href="mailto:Dave.Blackburn@dys.ohio.gov">Dave.Blackburn@dys.ohio.gov</a> 614-466-8629
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To allow time for security to arrange for visitation passes, names of all visitors must be disclosed at the time of visit scheduling. The Agency will not admit visitors whose names do not appear on the site visit list. Visitors must have a driver's license or photo ID to enter the institution. In accordance with policy, no knives, firearms, cameras/photo equipment, recording devices, cell phones, tobacco products, computers and/or pagers will be allowed in the complex during the site visit. All site visits must be scheduled at least forty-eight (48) hours in advance.

\*Denotes changes to requirement with Addendum 1.

food services. A large percentage of upheld grievances may result in breach of Contract and possible non-renewal or termination of the Contract.

#### S. Procurement, Inventory and Receiving of Food and Non-food Supplies

\*The Contractor shall be responsible for the procurement of all food and dietary supplies, including but not limited to ordering, delivery, payment, inventory control, distribution, and use at the request of the facility. Products to be supplied by the Contractor include, but are not limited to, food, beverages, plastic wrap, foil, disposable meal boxes and other meal related paper and plastic goods. The food products must meet or exceed the requirements of the products currently purchased and served by DRC and DYS. The minimum specification requirements can be found in the Food Manual, product specification section at <http://www.procure.ohio.gov/pdf/FoodManual.pdf> and in the following term contracts (DMH002 – OT901911, DMH003-OT903110, DMH006-OT904710, DMH008-OT906011, DMH010-SA900210, DMH013-OT902012, DMH024-OT905211, DMH034-OT903811, GDC003-RS902012, GDC040-RS900110, LDC004-OT903510, LDC013-OT905511, LDC015-OT905811, and LDC020-CSP903511). <http://www.procure.ohio.gov/proc/findItFast.asp>

When seasonally available, and quantity and of competitive price, the state's preferences is for Ohio-grown produce. Information on Ohio products and Ohio growers can be found at <http://ohioproud.org/> or <http://ohiovegetables.org/>.

All purchases of food and food supplies are to be received, inventoried and stored by the Contractor on-site. All supplier invoices must indicate the Contractor's name and not the State of Ohio, the DRC DYS, DAS or the institution. The Contractor will ensure the supplier understands the Contractor is responsible for the purchase and payment of the products. Throughout the duration of the Contract, title to such food and food related supplies shall remain with the Contractor. The Contractor shall ensure timely usage of food products, by rotation of food items.

The Contractor shall be responsible for providing the non-food supplies in quantities sufficient to ensure compliance with all minimum service requirements of this RFP except supplies used in emergency feeding. This includes paper supplies, chemical and cleaning supplies, and small wares. All toxic materials used for cleaning and sanitation shall meet all department regulations as well as all Health Department regulations.

The DRC and DYS prefer the Contractor utilize products or items available through Ohio Penal Industries, i.e. cleaning and janitorial supplies.

The Agency shall supply the Contractor a complete inventory of small wares and kitchen utensils. This will be a minimum inventory and the Contractor shall be responsible for maintaining this inventory throughout the life of the Contract unless otherwise approved by the Agency. The Contractor shall return an equal amount of inventory or like inventory to the Agency at the termination of the contract.

#### T. Cleanliness and Sanitation

The Contractor shall be responsible for maintaining cleanliness and sanitation in the food service operations, including personal hygiene, staff sanitation certifications, (HACCP) regulations, all Health Department regulations, ACA standards, and any federal and state mandated policies and regulations. The food service areas include, but are not limited to, the dining and serving areas, food storage areas, warehouse food storage areas, and restroom areas with the dining areas and/or kitchen.

All cleaning supplies purchased by the Contractor shall meet approved Occupational Safety Health Administration (OSHA) standards and Ohio State Department of Health standards. Written corrective action plans will be required if standards are not achieved. Material Safety Data Sheets (MSDS) will accompany all cleaning supplies purchased. The Contractor will be responsible for maintaining the MSDS and forward a copy to the institution health and safety officer. Compliance with this requirement will be determined by random audit.

The Contractor shall conduct weekly inspections of food service related supplies and equipment to assure optimal cleanliness and suitability for continued use. The Contractor shall ensure that the employees of the Contractor exercise due care in the use of all equipment. A written and dated report shall be forwarded to the Warden/Superintendent or designee and the DRC Regional Contract Monitor/DYS Contract Monitor within three days of inspection completion. Compliance with this requirement will be determined by random audit of date submitted and timeliness of inspection, in accordance with DYS Policy 401.04 Dietary Health, Safety and Inspections, SOP 401.04.01 Compliance with Sanitation and Health Codes, SOP 401.04.02 Freezer, Cooler, Dry Storage, Final Rinse Temperature Personal Hygiene and Cleanliness.

\*Denotes changes to requirement with Addendum 1.