

# REQUEST FOR PROPOSALS

## ADDENDUM # 1

**ISSUED: 03/22/2013**

RFP NUMBER: CSP901714  
INDEX NUMBER: AGO002

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Attorney General's Office, is requesting proposals for:

### **Provide the Ohio Peace Officer Training Academy (OPOTA) with Food Service Management**

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 update the Scope of Work item numbers 13, 14 and 30.

PROPOSAL DUE DATE:  
OPENING LOCATION:

April 01, 2013 by 1:00 p.m.  
Department of Administrative Services  
General Services Bid Desk  
4200 Surface Road  
Columbus, Ohio 43228-1395

ATTACHMENT ONE: WORK REQUIREMENTS AND SPECIAL PROVISIONS  
PART ONE: WORK REQUIREMENTS

This attachment describes the Project and what the Contractor must do to complete the Project satisfactorily. It also describes what the Offeror must deliver as part of the completed Project (the "Deliverables"), and it gives a detailed description of the Project's schedule.

- I. SCOPE OF WORK. The Offeror will provide the following services and perform the work as specified in the following description:
  1. Prior to the start of work, the Offeror shall provide the Business Manager a list of employees with addresses and telephone numbers. Each employee provided by the Offeror may undergo and pass a criminal background check by the Ohio Bureau of Criminal Identification and Investigation **prior to their approval to start work.**
  2. The Offeror shall provide appropriate uniforms with individual name tags and hats and food handling sanitary gloves suitable for food preparation and serving for each employee and the employees must wear them while performing food preparation and serving duties. They must be clean and neat and meet guidelines for food handlers.
  3. The Offer shall provide a minimum of one (1) supervisory employee for each meal that will be in charge of and take responsibility for the other employee(s). This person is to be ServSafe Certified.
  4. The Offeror will designate one (1) project manager/dining facility manager to oversee this project and be the Offeror's point of contact responsible on a day-to-day basis. This person is to be ServSafe Certified.
  5. OPOTA management will monitor the performance of this contract and notify the Offeror of any deficiency. The Offeror shall be responsible for correcting any deficiency identified as quickly as possible. Problems directly related to health or safety issued shall be corrected immediately. Failure to correct these issues in a timely manner may result in the immediate removal of the Offeror from the Contract.
  6. The Offeror must conform to Ohio Department of Health and Madison County Department of Health requirements as they apply to food service operations.
  7. The Offeror must conform to the Attorney General's Office policy and procedure manual for employees, copies of which will be provided to the successful Offeror.
  8. The Offeror must conform to U.S. Department of Agriculture rules and regulations as they apply to food service operations.
  9. The Offeror must also conform to rules that may be added or changed during the course of this Project, including but not limited to changes brought on by the U.S. Department of Agriculture.
  10. The Offeror must conform to all federal and state employment laws, rules and regulations.
  11. The Offeror must supervise the food service operations on the OPOTA premises including purchasing, preparation, serving and cleanup. The Offeror may be required to prepare special diets as ordered by the Business Manager or their appointee.
  12. The Offer must maintain adequate inventory of food products and supplies including paper products, cups and disposable products to accommodate the production and service of approximately 150 meals per day (50 per meal). The procurement, delivery, storage and inventory of foods and food products will be the responsibility of the Offeror. Disposable products are to be of the quality found in the food industry and hot cups are to be polystyrene.
  13. \* The Offeror will provide a cold drink fountain machine (i.e. soft drinks, fruit juices, lemonade and water) as well as a commercial coffee machine to include a hot water dispenser for making hot tea and hot chocolate available on a 24 hour basis at the Main Academy (1650 State Route 56, London, Ohio 43140). The Offeror will also provide a commercial coffee machine to include a hot water dispenser for making hot tea and hot chocolate available on a 24 hour basis at the Tactical Training Center (1960 US Route 42, London, Ohio 43140). The Offeror will provide polystyrene cups and lids, coffee creamer, sugar, no calorie sweetener alternatives, and stir sticks at both locations.

\* Denotes changes made with addendum 1.

14. \* The Offeror will provide vending machines and vending merchandise for use by the OPOTA students and staff at both the Main Academy (1650 State Route 56, London, Ohio 43140) and Tactical Training Center (1960 US Route 42, London, Ohio 43140) facilities. The Offeror will also be required to stock these machines on a reasonable schedule. The vending machines provided should have the capability to make change for larger denominations (i.e. \$5, \$10, etc.) or the Offeror will provide a change machine at both the Main Academy (1650 State Route 56, London, Ohio 43140) and Tactical Training Center (1960 US Route 42, London, Ohio 43140) facilities. The vending machines and area must be kept in a sanitary manner consistent with good vending operations and practices. The Offeror will provide a minimum of vending products to include:
- Candy, snacks, and gum;
  - Cans or plastic bottles of non-alcoholic drinks to include soda, juices, water, etc.;
15. The Offeror will be required to provide on-site, competently trained and experienced food service management personnel and staff as required to meet the terms and conditions of the Contract. A suggested minimum staff to be on-site daily in addition to the Food Service or Project Manager would include, a main cook, an assistant cook, a salad bar attendant, and a dishwasher. OPOTA's management staff will have no direct control over the employees of the Offeror. Any provisions for control will be directed only through the Offeror or the person(s) assigned duties as the Offeror's food service manager. The Offeror must comply with all reasonable requests of the Attorney General's Office/OPOTA to remove and replace employees that are objectionable. The Offeror will screen potential employees to ensure they have no felony convictions over the past five (5) years and have not been incarcerated. Documentation of employee's records review will be made through the Ohio Bureau of Criminal Identification and Investigation and will be forwarded to OPOTA's Business Manager for all new employees. OPOTA's management reserves the right to interview potential employees under consideration by the Offeror.
16. The Business Manager must be informed immediately about injuries or accidents that occur on-the-job as well as any medical condition of any employee that may adversely impact on the preparation and delivery of food services.
17. Routine cleaning and housekeeping of the food storage area, food preparation and service area, dishwashing and dining room area and other areas utilized by the food service personnel will be the responsibility of the Offeror. The dining room floor and tables must be cleaned after each meal. The OPOTA staff will provide the Offeror with access to a dumpster for trash removal. The Offeror will be responsible for the purchase of all housekeeping equipment and supplies. Sanitation in areas utilized by the Offeror must meet all federal, state and county health department regulations. The OPOTA staff will be responsible for cleaning the locker/restroom facilities, light fixtures, walls and windows in the areas utilized by the Offeror as well as shampooing of carpet, stripping, waxing and buffing of floors in the dining room area. The Offeror will coordinate with the Business Manager to clean the movable equipment a minimum of twice a year or more frequent if otherwise needed.
18. The Offeror must have the capacity and capability to provide meal service for authorized staff, visitors and selected law enforcement members for special events and conferences. The programs and events may occur on weekends. The cost of meals provided for such events will be agreed upon separately between the Offeror and OPOTA. OPOTA will be responsible for providing the Offeror with sufficient notification and information to permit the Offeror to schedule such activities. Payment for these activities will be the responsibility of OPOTA management. Should OPOTA and the Offeror fail to agree on pricing and other arrangements for a special event, OPOTA reserves the right to obtain such services from another source.

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19. The Offeror must provide meals based on the following schedule:

- Breakfast 7:00 a.m. to 7:45 a.m.
- Lunch 11:30 a.m. to 1:00 p.m.
- Dinner 5:00 p.m. to 6:00 p.m.

However, the OPOTA management may infrequently change the meal time due to training or other operational reasons. If training exercises or programs are being conducted offsite during the breakfast or lunch meal times, the Business Manager may require the Offeror to prepare coffee for students and staff. However, it is the OPOTA responsibility to arrange for delivery. There is one (1) scheduled coffee break in the morning and one (1) in the afternoon. Coffee, tea and soft drinks will be made available during these breaks. The OPOTA staff may require snack foods be served during special events. The OPOTA will pay for these additional items. Due to off-site training requirements, on occasion, the dining facility may be required to prepare box lunches for the students and staff. Reasonable notice will be given to the food service manager. The cost of the box lunch will be equal to a meal prepared and served in the dining facility.

**Special note: Friday night evening meal will not be required. Meals will not be prepared or served on days the OPOTA is not in operation. This may include weather closures and/or low student enrollment. This schedule will be shared with the Offeror as soon as practical.**

The Offeror's meal guarantee will not apply during scheduled Academy closings for state holidays and the two-week period during the Christmas and New Year holiday's. The Offerors daily management fee for these scheduled Academy closings will be allowed. The Offerors minimum guarantee will not apply because of any scheduled closings due to repair, renovations or refurbishing of the Academy or any of its operating or mechanical equipment systems or unscheduled or unforeseen Academy closings caused by electrical, heat or water problems, weather conditions, civil emergency, cancellation of classes due to lack of enrollment or other unanticipated conditions or situation which results in the closing for more than one (1) day. The Academy will advise the Offeror of such closings. The Offeror will be advised as soon as possible by the Academy as to the anticipated time conditions will be normalized and classes are scheduled to resume. No management or meal fees will be invoiced during scheduled or emergency closures unless authorized by the Business Manager. Lastly, the Academy will not pay for food which does not conform to food service standards relative to quality, temperature, quantity and timing.

23. During the work day, there will be two (2) coffee breaks. One (1) in the morning and one (1) in the afternoon. The Offeror will be requested to provide freshly popped popcorn during the afternoon break period, Monday through Thursday. The cost of the popcorn will be included as a separate item on the cost summary (Attachment Ten) and monthly invoice.
24. The Offeror will be required to coordinate with the Business Manager in meeting the food service needs of the OPOTA Dining Facility. A master menu must be provided with the bid proposal which lists the portion size of each item and nutritional contents. An emphasis must be made to provide heart healthy/healthy choice foods.
25. The Offer will provide a four (4) week cycle menu to the Business Manager projecting the items for all scheduled meals. Any alterations or changes in menu content must be approved by the Dining facility Manager. **A copy of a sample four (4) week cycle menu must be provided with the bid proposal.**
26. The following menu suggestions are a minimum requirement for this project. Condiments are to be in individual sealed packets or bottled in original containers. They will include as a minimum peanut butter, jelly, apple butter, ketchup, mustard, mayonnaise, steak sauce, soy sauce, butter, margarine, and hot/tabasco sauce.

A. Breakfast minimum requirements:

- Hot and cold food items and various fresh fruits, cereals, juices, milk, tea and coffee;
- Bagels, Bread and or toast;
- Milk will be both 2% and whole. Tea and coffee, regular and decaffeinated, are to be freshly brewed.

B. Lunch minimum requirements:

- Choice of two entrees
- Choice of potato or starch food
- Choice of two vegetables
- Choice of two desserts
- Choice of bread or rolls
- Pasta
- Butter or margarine
- Choice of beverage to include 2% milk, coffee, tea, hot chocolate, fruit juices, lemonade, water and soft drinks
- Choice of two soups

C. A salad bar shall be available for lunch and must contain at a minimum, the following:

- Assorted Lettuce
- Tomatoes
- Carrots
- Onions
- Radishes
- Celery
- Mushrooms
- Fruit (fresh or canned)
- Broccoli
- Cauliflower
- Grated cheese
- Yogurt
- Cottage cheese
- Dill pickles
- Hard boiled eggs
- Diced meats
- Leaf Spinach
- Assortment of peppers
- Assorted Olives
- Sliced pepperoni
- Croutons
- Salad dressing (three regular and 3 non-fat)
- Cucumbers
- Bacon bits
- Potato or macaroni salad

Any changes to the product mix of the salad bar must be mutually agreed upon by the Offeror and the Business Manager.

D. Dinner minimum requirements:

- One Sandwich (ham, turkey, etc.)
- One bag of Chips (potato, corn, etc.)
- Two cold sides (pasta salad, coleslaw, etc.)
- One desert (cookie, brownie, etc.)
- Choice of beverage to include 2% milk, coffee, tea, hot chocolate, fruit juices, lemonade, water and soft drinks

E. One or two times per year OPOTA may run Basic Training Courses. The Offeror will be required to provide hot dinner services during these times. OPOTA will provide approximately a one months' notice to the Offeror when these training sessions will take place.

F. All meals shall have beverages to include 2% and whole milk, fresh brewed coffee, tea, hot chocolate, soft drinks and fruit juices. The coffee and tea are to have both regular and decaffeinated.

G. The minimum acceptable quality of food is to be:

- All foods are to be fresh, frozen or canned.
- Beef will be USDA grade choice, yield 2 or 3.
- Pork will be USDA grade choice number 1.
- Veal will be USDA grade choice, yield 2 or 3.
- Lamb will be USDA grade choice, yield 2 or 3.
- Poultry will be US grade A, USDA inspected.
- Fish will be frozen. Fresh fish may only be served with prior approval of the Academy.
- Cured meats and sausages will be made according to federal and state laws.
- Cheese will be US grade A.
- Eggs will be US grade A.
- Milk and milk products will be US grade A/ 2% butterfat and whole milk will be made available.
- Frozen foods will be US grade A fancy.
- Fruits and vegetables will be US grade A #1.
- Grains and grain products will be wholesome, free of contamination and purchased from a reputable vendor.

THERE IS TO BE NO USE OF MSG OR OTHER FOOD PRESERVATIVES. FOODS AND SALAD BAR ITEMS ARE TO BE FRESH. PRESENTATION AND SERVING OF FOODS MUST BE NEAT, CLEAN , PROFESSIONAL AND ATTRACTIVE.

F. The Offeror will insure the quantity of food served to be in such amounts to satisfy the appetite of active adults while meeting their nutritional requirements. Students participating in the meal service are permitted an additional serving of any item(s) contained on the menu at no additional cost to OPOTA.

G. Ala Carte menu pricing will be posted and made available to the Academy staff and visitors.

27. The Offeror and the Business Manager will jointly develop and maintain a survey/questionnaire/complaint form. Survey forms will be made available to the dining students and staff on a daily basis. The negative issues shall be addressed as appropriate and made available for the Academy staff management and Business Manager to review and address.
28. The Offeror shall be responsible for addressing valid complaints and reporting the results to the Business Manager within five (5) business days.
29. The Offeror shall provide district-level support from their company to assist the on-site food-service manager. This will include training or consulting time to provide expertise, appropriate training and evaluation of services being provided. This district-level manager must visit the Academy dining facility a minimum of once (1) monthly. Upon completion of this visit, a written report shall be made and presented to the Business Manager to acknowledge a visit was made, the items discussed and any resolution of existing problems.
30. \* The Offeror shall, provide a cash register, popcorn popper machine, coffee and tea, and carbonated drink machine. These machines can be rented or leased by the Offeror. All other equipment owned by the State will be inventoried on an occasional basis at the discretion of the Business Manager. The Offeror will be responsible for proper usage of the State-owned equipment according to manufacturer specifications with oversight and maintenance at the expense of the State. All defective and/or damaged equipment should be reported immediately to the OPOTA Maintenance Personnel.

\* Denotes changes made with addendum 1.

31. The Offeror shall record, tally and submit the following information to the Business Manager. The format will be mutually agreed upon between the Academy and the Offeror.
- How much income was derived from the vending machine operation – 10 percent (%) of the gross income will be refunded/credited at least quarterly through the monthly OPOTA invoice.
  - Student participation in eating meals per setting per day – submitted weekly. These meals will be billed and paid for by the State.
  - Staff and/or visitor participation in eating meals per meal per day – submitted weekly. These individuals will pay for their meals at the time of dining. Occasionally, the Academy may have special visitors and/or guests. These individuals will be identified by the Academy staff management or Business Manager and their meal costs will be deferred and billed to the State. They are to be identified on the invoice as a separate line item and billed at the same rate as the students.
  - Meals paid for by staff and/or visitors shall not be charged to the State and shall be deducted from the minimum 20 meal guarantee per meal (Breakfast and Lunch).
  - All invoicing documents are to be pre-approved at the start-up of this Contract by the Business Manager and/or Fiscal Officer to insure compliance and sufficiency with State policy.
32. The State maintains the right to conduct random inspections of the facilities and equipment used in this contract. The results will be provided to the Offeror.

Meeting Attendance and Reporting Requirements. The Contractor's project management approach must adhere to the following Project meeting and reporting requirements:

- A pre-performance meeting is required to select the reporting format, review performance requirements and method of reporting.
- The Offeror may have monthly meetings with the Business Manager to discuss meals and service. Times and dates will be mutually agreed upon.
- A monthly report is required in writing to the OPOTA Business Manager. The format will be agreed upon prior to project performance. A copy of said report is to be sent to the DAS contract monitor.
- An end-of-year final report is due not later than 30 days after each State of Ohio fiscal year to include details that have been reported monthly. A copy of said report is to be sent to the DAS contract monitor.
- Immediate Reporting – The project manager or his or her designee must immediately report any certified Project Team staffing changes to the Business Manager (See: Attachment Three: Part Two: Replacement Personnel). A copy of said report is to be sent to the DAS contract monitor.

CONTRACTOR RESPONSIBILITIES. The Contractor must meet all RFP requirements and perform Work as defined in the Scope of Work.