

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER <u>OT909114</u>	OPENING DATE (1:00 p.m.) <u>April 23, 2014</u>	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY STATE ZIP	
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. DRC010	BID NOTICE DATE 3/25/2014	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%,10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, ____Days, Net 30 Days			
<u>PARTICIPATING AGENCY(IES):</u> OHIO DEPARTMENT OF REHABILITATION AND CORRECTIONS TRAINING ACADEMY, 11781 State Route 762, Orient, OH 43146.			
ADDENDUM FOR CHANGE ADDENDUM NO.: 1 REVISION DATE: 4/8/2014			
<u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u> FOOD SERVICE MANAGEMENT FOR THE OHIO DEPARTMENT OF REHABILITATION AND CORRECTIONS TRAINING ACADEMY			
Attached is page 5 to this Invitation to Bid. Remove the corresponding page from the existing bid and replace with the attached.			
As indicated herein this addendum is issued to indicate to notify of an updated specification.			

SPECIFICATIONS AND REQUIREMENTS

FOOD MANAGEMENT PROGRAM FOR THE
OHIO CORRECTIONS TRAINING ACADEMY, ORIENT, OHIO

I. SCOPE OF OPERATION:

The Ohio Department of Rehabilitation and Corrections Training Academy located at 11781 State Route 762, Orient, Ohio 43146, desires to obtain the services of a food management Contractor to provide the food products, food production, food services personnel, and the management services necessary to generate and manage a full service cafeteria.

The cafeteria shall provide meal service which will be invoiced to the Academy for students participating in various academic courses at the Academy. The cafeteria will also provide meal service to administrative and Academy support personnel participating or supporting the various academic courses of the Academy on a cash basis. The contract term shall be 06/01/14 thru 05/31/17.

II. GENERAL BACKGROUND:

The Ohio Corrections Training Academy provides a variety of daily (Monday through Friday) in residence student training programs. Students reside at the Academy for the duration of a specific instructional course and the Academy cafeteria provides three (3) meals daily; breakfast, lunch and dinner, excluding dinner on Friday night.

III. BIDDERS QUALIFICATIONS:

A. Bidder must provide the following certificates and licenses required to operate a food service business in the state of Ohio: Ohio Business License, Ohio Sellers Permit (State Sales Tax ID) and a Food Service Operators License issued by the Ohio Department of Health under the Ohio Administrative Code 3701-21.

B. Contractor must provide an on-site management person who has a valid Serv-Safe Certificate.

C. Bidders shall have a minimum of five (5) years' experience in commercial food service contracts to qualify for bidding including an education environment/academy environment.

* D. Bidders shall show proof to having successfully provided food services for at least three (3) companies for at least two (2) consecutive years.

E. The bidders shall submit with the bid, documented evidence it has the personnel, equipment and internal procedures in place for successful performance of the contract requirements. Bidders shall supply information in support of their ability to properly service the proposed Contract. Documentation shall include, but not be limited to:

1. Contractor Profile: The bidders shall provide the previous five (5) years data describing the current organization, dollar volume, number of employees, home office location, and any other general company profile information. The bidder will indicate if it is financially self-reliant to fulfill the obligations of the proposed contract.

2. Bidders Experience: The bidders shall provide a listing of all current clients in a facility of comparable size and all accounts canceled within the past three (3) years. The above shall include the name, address, telephone number and contact person at each facility. References may be randomly selected from the list of clients for evaluation.

3. Site Locations: The Contractor shall provide a list of facilities of current clients where a Department of Rehabilitation and Corrections committee can view operations and discuss the project plan.

3. Resume: The bidders shall provide resumes for supervisory personnel who will perform work for a proposed term of contract. The resume is to include pertinent training, education, and previous projects relevant to the specified work.

* Indicates the removal of the requirement of previous food service experience to be in an academic setting.