

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>OT900212</u>	OPENING DATE (1:00 p.m.) <u>APRIL 13, 2011</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 MARCH 31, 2011	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			
PARTICIPATING AGENCY(IES): OHIO DEPARTMENT OF REHABILITATION AND CORRECTIONS TRAINING ACADEMY, 11781 State Route 762, Orient, OH 43146.			
ADDENDUM FOR CHANGE ADDENDUM NO.: 3 REVISION DATE: MARCH 29, 2011			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR: FOOD SERVICE MANAGEMENT FOR THE OHIO DEPARTMENT OF REHABILITATION AND CORRECTIONS TRAINING ACADEMY, 11781 STATE ROUTE 762, ORIENT, OH 43146			
Attached are pages one (1) and six (6) of this Invitation to Bid. Remove the corresponding pages of this bid and replace with the attached.			
As indicated herein this addendum is issued to change the Contract effective dates to July 18, 2011 through August 31, 2014.			

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Department of Administrative Services
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BID NUMBER <u>OT900212</u>	OPENING DATE (1:00 p.m.) <u>APRIL 13, 2011</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 MARCH 21, 2011	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			
PARTICIPATING AGENCY(IES): OHIO DEPARTMENT OF REHABILITATION AND CORRECTIONS TRAINING ACADEMY, 11781 State Route 762, Orient, OH 43146.			
<p><u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:</u></p> <p>FOOD SERVICE MANAGEMENT FOR THE OHIO DEPARTMENT OF REHABILITATION AND CORRECTIONS TRAINING ACADEMY, 11781 STATE ROUTE 762, ORIENT, OH 43146</p> <p>*Change in contract beginning and expiration dates.</p> <p>TERM OF CONTRACT: This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning <u>*July 18, 2011</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>*August 31, 2014</u> unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment or letter. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating state agency.</p> <p>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS, Revised 10-01-07, are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.</p> <p>By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.</p> <p>Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.procure.ohio.gov. All questions should be submitted a minimum of eight (8) working days prior to the bid opening date.</p>			
PRINTED/TYPED SIGNATURE	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)	DATE	

The ORIGINAL signed Bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m., on the above listed opening date to receive consideration for award. It is requested that the Bidder NOT sign their bid in BLACK ink. BIDDER CERTIFIES, by signature affixed to its bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

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 07/18/11 thru 08/31/14.

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 to 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.
 4. 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.

- * To indicate a change in the Contract effective dates to July 18, 2011 through August 31, 2011.