

# 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 <b>OT904513</b>	OPENING DATE (1:00 p.m.) <b>MARCH 20, 2013</b>	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. <b>DHP006</b>	BID NOTICE DATE <b>MARCH 7, 2013</b>	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 PUBLIC SAFETY, OHIO STATE HIGHWAY PATROL ACADEMY, 740 EAST 17TH AVENUE, COLUMBUS, OH 43211			
<b>ADDENDUM FOR CHANGE</b> <b>ADDENDUM NO.: 2</b> <b>REVISION DATE: MARCH 7, 2013</b>			
<u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u>  <b>FOOD SERVICE MANAGEMENT FOR THE OHIO STATE HIGHWAY PATROL ACADEMY, COLUMBUS, OHIO</b>			
Attached are pages 12 and 18 to this Invitation to Bid. Remove the corresponding pages from the existing bid and replace with the attached.			

Dietitian:

<b>Minimum Qualifications</b>
1. Completion of Bachelor's degree in Foods and Nutrition/Dietetics
2. Current licensure as dietitian as issued by Ohio Board of Dietetics per Section 4759.06 of the Ohio Revised Code <u>Lawriter - ORC - 4759.06 License qualifications.</u>
3. Twenty-four (24) months training or twenty-four (24) months experience in dietetics or nutrition
<b>Major Work Characteristics</b>
1. Ability to plan and prepare nutritional monthly menus
2. Ability to review menus for nutritional value
3. Ability to Interpret recipes for nutritional value
4. Ability to provide guidance in the preparation, portion sizes, and serving of meals
5. Knowledge of nutritional analysis and promoting healthy eating habits as referenced in Section V. Item P
6. Ability to make recommendations
7. Ability to conduct food preference surveys

Service Personnel:

<b>Minimum Qualifications</b>
1. Formal education in reading and speaking common English vocabulary
2. Formal education in arithmetic that includes addition and subtraction of whole numbers
3. Twelve (12) months training or twelve months experience in a food service environment
<b>Major Work Characteristics</b>
1. Operates standard cooking equipment such as mixing machines, steam cookers, scales, toasters, food choppers, and a variety of ovens and stoves; cares for and makes minor adjustments to equipment
2. Prepares salads, vegetables and other food items to assist in full meal preparation
3. Serves prepared meals, maintaining proper portion control as referenced in Section V, Item H.
4. Cleans and sanitizes work areas and equipment in order to maintain kitchen areas according to Section VI, Item G
5. Knowledge of foods and food preparation
6. Knowledge of operation and care of kitchen equipment
7. Ability to work effectively with fellow workers and others
8. Ability to lift and carry heavy objects
9. Ability to learn the use and care of equipment, materials, utensils, and methods used in food service
10. Ability to understand and follow written and oral instructions
11. Ability to work in cold storage room when necessary

M. MENU REQUIREMENTS

1.

a. A la Carte Menus

All a la carte menu prices will be agreed upon in writing by the Contractor and the Academy Commandant or his/her designee at the OSHP Training Academy quarterly and upon request. All menus shall fulfill the specific requirements and schedule of the OSHP Training Academy. A master menu shall be provided, with the bid, listing the portion size of each item, nutritional contents and specifications. Any changes in the menu will be specified in advance and must be approved by the Academy Commandant or his/her designee. The Contractor will cater to the tastes of the students by conducting periodic food preference surveys. Survey results will be provided the Academy Commandant or his/her designee.

a. Breakfast Menus \*

All menus shall fulfill the specific requirements of the OSHP Training Academy. The Contractor shall work in conjunction with the OSHP Commandant or his/her designee in meeting the needs of the OSHP Training Academy. Below is a sample menu of the Training Academy expectations. \*

<b>Breakfast Menu Items *</b>	
Eggs and Egg Whites	Bacon and Sausage
Cold Cereal	Wheat bread
Choice of additional item (Potatoes, Oatmeal-not instant), Pancakes or Bagels)	

\* Indicates additional language to ITB with Amendment 2.

BID PRICE PAGE

Meal Type (Requirement Description)	Unit	Estimated Annual Usage (Student/Administrative/Academy Personnel)	Unit Price (Student/Administrative/Academy Personnel)	Estimated Annual Usage (Visitors)	Unit Price (Visitors)
Management Fee	Month	12			
Breakfast	Each	16,667		2,400	
Lunch	Each	26,833		2,400	
Dinner	Each	15,881		2,400	
Meal Break Items	Bulk per Day	429			
Meal Service for Support of State Fair	Each	7,200			
Meal Service for Emergency Contingency	Each	TBD *			
Executive Meetings and Conferences	Each	200			
Extra Inventory Usage	Each	As Used**	TBD		

\* For "Meal Service for Emergency Contingency", a usage of one (1) shall be used for evaluation.

\*\* Extra Inventory usage pricing will be agreed upon in writing by the Contractor and the Academy Commandant or his/her designee at the OSHP Training Academy quarterly and upon request.

**ECONOMIC ADJUSTMENTS:** Pursuant to the Special Contract Terms and Conditions on page 4 of this ITB, the contract price(s) will remain firm for the first twelve (12) months duration of the contract. The State will evaluate all requested cost increases based on the Contractor's indicated cost factors and the current Consumer Price Index – Urban Consumers (CPIU) located at: <http://www.bls.gov/news.release/cpi.t01.htm> for Food Away from Home. The bidder must indicate on the Bid Price Page the contributing cost factors as percentages of the net per meal cost; e.g., food and beverage cost, labor cost, management cost, operational cost, etc. Cost factors not disclosed will not be considered for economic adjustment.

COST FACTORS	MEAL TYPE			
	BREAKFAST	LUNCH	DINNER	MEAL BREAK
FOOD	%	%	%	%
BEVERAGE	%	%	%	%
LABOR	%	%	%	%
MANAGEMENT	%	%	%	%
OPERATIONS	%	%	%	%
OTHER (list by name)	%	%	%	%