

**REQUEST FOR PROPOSALS**

**ADDENDUM # 3**

**ISSUED: 12/26/2014**

**RFP NUMBER: CSP900316**

**INDEX NUMBER: DMH035**

**The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Mental Health and Addition Services is requesting proposals for:**

**FOOD SERVICE MANAGEMENT AND PATIENT FOOD SERVICE FOR OHIO DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (OhioMHAS) HOSPITALS AND OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES (DODD) CAMBRIDGE FACILITY**

**Attached is a replacement page for this Request for Proposal (RFP). Specific page that include changes is page 17. Remove the corresponding page from the existing RFP and replace with the attached.**

**Reason for Addendum. This addendum is issued to correct language for Northcoast Behavioral Healthcare site.**

<b>PROPOSAL DUE DATE:</b>	<b>January 14, 2015 by 1:00 PM</b>
<b>OPENING LOCATION:</b>	<b>Department of Administrative Services General Services Bid Desk 4200 Surface Road Columbus, Ohio 43228-1395</b>

4. Northcoast Behavioral Healthcare, (NBH), 1756 Sagamore Road, Northfield, OH 44067 – Northcoast RPH. The patients are housed in two (2) buildings. Building 22, with six (6) patient care units, has a current census of 150 with a capacity for 160. The second building is the McKee Building, which has three (3) floors and three (3) units with a current census of 100. The daily patient census averages 225 patients at this facility. Northcoast is currently undergoing a new construction and remodeling project that will require a new meal prep and delivery system. It will also require the movement of Dietary operations from the current location in a separate building to the new construction site which is located within the McKee building. The transition is tentatively scheduled to occur on September 1<sup>st</sup>, 2015. This date may move depending on several factors but the contractor will be updated of schedule as details emerge. Upon the completion of the new construction project on September 1<sup>st</sup>, 2015, a remodeling project will commence requiring approximately one year for completion.
- a) \*All food is to be prepared in the central kitchen. Meals are to be served on each of the nine (9) patient care units utilizing compartmentalized/insulated trays and delivery carts. The Contractor is to provide flatware, napkins, plates, bowls and cups when disposable items need to be used. There are six (6) units in Building 22 and three (3) units in the McKee building. This will continue until September, 2015 (approximately) when a new hot tray system comes online in the -new building. At that time, six (6) units will be in the McKee building and four (4) other units will be located in Building 22. Both Building 22 and the -new building are located on the same campus. Trays and carts will be delivered to the Building 22 units using the new hot tray system. Delivery of trays to the 22 building will continue until renovations are completed. Upon completion of renovations, the units in the 22 building will be relocated to the newly remodeled portion of the McKee building. The total number of units in the -new building will then be ten (10) units with a total census of 258.
  - b) Trays should be delivered to the units in a manner consistent with the Contractors plating diagrams. Adjustments to the trays for “disturbances” caused by transportation to the pantries should be made by Contractor staff in the pantry area.
  - c) Delivery of the carts to each of the patient care units is by the Contractor who is also responsible for providing the vehicle(s). The vehicle(s) will be safe and well maintained.
  - d) All food is to be prepared in a free standing 16,000 square foot Dietary Building located on the grounds until approximately September, 2015 when the kitchen is relocated into the McKee building. Trays and carts are delivered by truck provided by the Contractor from the Dietary Building to a central pantry located in each patient care building. Trays are delivered in the carts from pantries to the patient care units by Contractor staff. (In some instances, due to the population size of the unit, carts will need to be shared between units.) Distribution of the trays on the units to the patients is by facility staff. This will continue until the hot tray system comes online and rethermalization is no longer required. The trays will then be delivered directly to each unit.
  - e) Central storage and delivery for all bulk items and supplies is located in the Dietary area. Key storage areas are:
    - 1) Freezer(s)
    - 2) Cooler(s)
    - 3) Storeroom/dry storage
  - f) Office space (including Dietitians), locker rooms, break, and training areas for the dietary operations are contained within the Dietary Building.
  - g) The Contractor will provide meals on individual trays. All production, tray line, and cleaning/sanitation must occur in the Dietary area. Cleaning and sanitizing of the pantries is the responsibility of the Contractor. Carts will be transported to the pantry units for rethermalization and beverage service and then delivered to the individual patient care units within these buildings.
  - h) The Contractor will pick up and return dirty trays and carts to the Dietary area for washing and re-processing by the Contractor.
  - i) The new Dietary facility, which will be located in the McKee building, will have all of the equipment necessary to prepare and store food for delivery to the units. Any additional equipment deemed necessary by Contractor will be supplied by Contractor at their expense.
  - j) It will be the responsibility of the Contractor to provide all of the necessary cups, bowls, trays, and small wares required for startup of the new Dietary facility. The amounts and makeup of items purchased will be mutually agreed upon prior to purchase. These items will be billed back to Northcoast in equal monthly installments to coincide with remaining number of months left on original contract. After this initial purchase, Northcoast will be responsible for their replenishment as stated in the body of this contract.

\*Denotes change with bid addendum 3.