

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: 08/26/2016

RFP NUMBER: CSP903017
INDEX NUMBER: LDC012

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Transportation and Ohio Department of Public Safety, is requesting proposals for:

TITLE: HILLTOP CAFETERIA & KITCHEN – ASSESSMENT, PREVENTIVE MAINTENANCE, REPAIR, REPLACEMENT AND ASSOCIATED SERVICES

Attached are page(s) 1 and 6 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 add an additional site visit, extend the Inquiry Period, and extend the Proposal Due Date, as indicated herein.

PROPOSAL DUE DATE:	September 23, 2016 by 1:00 PM *
OPENING LOCATION:	Department of Administrative Services General Services Bid Desk 4200 Surface Road Columbus, Ohio 43228-1395

* Denotes change



REQUEST FOR PROPOSAL

RFP NUMBER: CSP903017
INDEX NUMBER: LDC012
UNSPSC CATEGORY: 2318, 4810, 7215, 8010, 9010

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Transportation and Ohio Department of Public Safety, is requesting Proposals for:

**TITLE: HILLTOP CAFETERIA & KITCHEN –
ASSESSMENT, PREVENTIVE MAINTENANCE, REPAIR, REPLACEMENT AND ASSOCIATED SERVICES**

OBJECTIVE: The Ohio Department of Transportation and Ohio Department of Public Safety are seeking a Contractor to coordinate and perform the assessment, preventive maintenance, repair, replacement and associated services required for the Hilltop Cafeteria and Kitchen at 1980 West Broad Street in Columbus, Ohio.

RFP ISSUED: August 19, 2016
INQUIRY PERIOD BEGINS: August 19, 2016
MANDATORY SITE VISITS: August 25, 2016 (see section 1.9)
September 1, 2016 (see section 1.9) *
INQUIRY PERIOD ENDS: September 19, 2016 at 8:00 AM *
PROPOSAL DUE DATE: September 23, 2016 by 1:00 PM *

Proposals received after the due date and time will not be evaluated.

Submit Sealed Proposals to:

Department of Administrative Services
Office of Procurement Services
Attn: Bid Desk CSP903017
4200 Surface Road
Columbus, OH 43228-1395

Note: Please review the [Proposal Instructions](#) on our Web site.

The Offeror must submit this cover page (signed) with its Technical Proposal.

Offeror Name and Address: _____ _____ _____ _____ E-Mail Address: _____ Phone Number: () _____ - _____ Ext. _____	Name/Title: _____ _____ Signature: _____ By submitting a response to this RFP, and signing above, Offeror acknowledges, understands and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood.
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Note: To clarify 5.1.12 of the Instructions, Tab No. 17 (Cost Summary) is listed as part of the proposal, however, the cost information needs to be separated from the binder and placed in the separate cost proposal. The rest of the proposal (binder, without any cost information) is considered the technical proposal. A blank sheet may be placed in the technical proposal under Tab No. 17, where the cost information was taken. All technical proposals can be combined together in a properly labeled package. All cost proposals can be combined together in a properly labeled package.

- 1.8 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and six (6) copies for a total of seven (7) Proposal packages.
- 1.9 MANDATORY SITE VISITS Two (2) mandatory site visits will be held at the Location to survey the facility and discuss the requirements of the RFP. Each site visit will commence promptly on the date and time listed below, barring an unforeseen circumstance that results in a delay of the site visit. Attendance will be taken. The state will not be responsible to an Offeror for their failure to obtain information discussed during the site visit due to their arriving after the site visit has convened. Offerors who fail to attend at least one (1) of the mandatory site visits will be deemed not responsive. *

OHIO DEPARTMENT OF TRANSPORTATION, 1980 WEST BROAD STREET, COLUMBUS, OH 43223

Arrival Time Date	Building	Location
2:30 PM, Thursday, August 25th	Hilltop Cafeteria and Kitchen	1980 West Broad St., Columbus OH, 43223 (cafeteria and kitchen in lower level)
2:30 PM, Thursday, September 1 st	Hilltop Cafeteria and Kitchen	1980 West Broad St., Columbus OH, 43223 (cafeteria and kitchen in lower level) *

Note: The schedule above is subject to change as needed.

Due to security at the ODOT-Hilltop location, Offerors must RSVP by calling (614) 466-1519, no later than noon on Wednesday, August 24, 2016 for the first site visit, and no later than noon on Wednesday, August 31, 2016 for the second site visit. Please include the names, phone numbers, and email address for anyone attending. The State cannot ensure attendance at the site visit for Offerors that fail to register by the deadline. *

- 1.10 BACKGROUND CHECK: The Contractor must secure a complete background check on all persons employed by the Contractor or subcontractors who will be working at the Location. Such investigations will be conducted prior to assignment of Contractor or subcontractor staff to the Location. Copies of the background checks must be made available to ODOT upon request.

Background checks will be performed to determine if employees of the Contractor or subcontractors have any type of convictions in the following areas:

Any record of violence, domestic or otherwise
Drug-related convictions
Theft

Contractor or subcontractor employees with felony convictions or other criminal records, unless specifically approved by ODOT, will not be permitted to perform work at the Location.