

**LORAIN COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

2017 ADULT FOOD SERVICE LUNCH BID PACKAGE

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LORAIN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

GENERAL INSTRUCTIONS

These instructions pertain to the contracting of lunch food services for Adult Clients attending the Elyria Opportunity/Vocational Center, 1095 Infirmary Rd, Elyria; the Lorain Opportunity/Vocational Center, 4360 Oberlin Ave, Lorain; and the Oberlin Opportunity/Vocational Center, 285 Artino St, Oberlin for the Calendar year beginning January 1, 2017 and ending on or about December 25, 2017.

Option for 2nd year: The Board retains the option of continuing the contract for a second year at the amount listed as Alternate #1 on the Appendix A Bid Blank form.

Before submitting a proposal, Bidders shall familiarize themselves with all Bid documents, including the Legal Notice of Advertisement, Instruction; including General Provisions and Bid Specifications, Bid Guaranty, and the Bid Form, all of which comprise the request for proposal.

QUALIFICATIONS OF BIDDERS

The Lorain County Board of Developmental Disabilities (the Board) will not award a contract to any Bidder who, in the judgment of the Board, is not a responsible Bidder or who does not possess the necessary knowledge, experience, capital, organization, and equipment to conduct and complete the services in strict accordance with all of the terms and provisions of the specifications.

The Board may make such investigations as necessary to determine the abilities of the Bidder to perform the work. The Bidder will provide to the Board all such information and data for this purpose, as the Board may request. The Board reserves the right to reject any bid, if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Board that such Bidder is properly qualified to carry out the obligations of the contract.

PREPARATION OF BIDS

The Bidder is required to bid on all items and unit prices called for in the Bid Blank and the wording thereon shall be used without modification. Any such deviations or modifications may be cause for rejection of the proposal.

USE OF ESTIMATES

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The number of adult clients and service days provided on the Bid Form are approximate only and are intended to serve as a historical basis for the comparison of Bids. If the Bidder relies upon the accuracy of these estimates in determining his bid, he does so at his own risk. The Board reserves the right to change the number of adult clients and service days during the period of the contract.

BIDDERS TO EXAMINE SITE AND PLANS

Bidders shall acquaint themselves with the Board's food service facilities and accessibility to such sites. Bidders shall carefully study the specifications and thoroughly satisfy themselves as to the services to be provided. No plea of ignorance or conditions that exist or that may hereafter exist, or of conditions or difficulties that may be encountered in the execution of the services will be accepted as an excuse for any failure of omission on the part of the Bidder to fulfill every requirement of the contract, nor will it be accepted as a basis for any claim whatsoever for extra compensation.

Bidders failure or omission to examine any form, instrument, addendum, or other document, or to visit the sites and acquaint themselves with the existing conditions, shall in no way relieve any Bidder from any obligation with respect to his bid or to the contract. The submission of a bid shall be taken as a prima facie evidence of full compliance with this section.

INTERPRETATION OF CONTRACT DOCUMENTS

If any prospective Bidder for the services proposed herein is in doubt as to the true meaning of any part of the Specifications, he may submit to the Superintendent, Dr. Amber L. Fisher, a written request ten or more days before the bids are due, for an interpretation thereof.

Answers deemed necessary will be given in the form of an Addendum to the bidding documents and will be issued to all known bidders (those listed at the Superintendent's Office as having received the Bid Documents). No verbal questions or answers will be recognized as part of the bidding documents. Failure of the Superintendent to send or of any Bidder to receive any such interpretation shall not relieve any bidder from any obligation under his bid as submitted.

PRE-PROPOSAL MEETING

There will be a **pre-proposal meeting on Wednesday, November 9, 2016 at 10:00a.m.** Eastern Standard Time at the office of the Lorain County Board of Developmental Disabilities, 1091 Infirmary Road, Elyria, Ohio.

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BID BLANK

The Bid Blank (Appendix A) must be properly completed. Modifications will not be permitted. Any unauthorized conditions, limitations, or provisions attached to the Bid or written therein may render the Bid informal and may be cause of its rejection.

SIGNATURE ON BID

Each Bid shall contain the Bidder=s signature in full, followed by the printed name and post office address of the Bidder. Such address is the one to which notice of the award of the Contract may be mailed or delivered. In instances where the Bidder is a firm, the agent signing the firm=s name shall also state the names of the individuals composing the firm. If the Bidder is a corporation, the person signing for the corporation shall state under the laws of which state the corporation is chartered.

Each Bid shall contain the full name of every person, firm, or corporation interested in same, as required by Ohio law, as well as the address and telephone number of the person, firm, or, in a corporation, the president and secretary.

Bids which are not signed by individuals making them, shall have attached a Power of Attorney evidencing authority to sign the bid in the name of the person for whom it is signed. Bids which are signed for a partnership shall be signed by an Attorney in Fact. If signed by an Attorney in Fact, there shall be attached to the bid a Power of Attorney evidencing authority to sign the bid executed by the partners. Bids which are signed for a corporation shall have the correct corporate name thereof and the signatures of the president or other authorized officers of the corporation manually written below the corporate name and including an affidavit authorizing a person or persons to sign for a contract. This should be in the form of minutes of the meeting of the Board of Directors indicating a quorum being present. If an Out of State corporation, a certificate authorizing the corporation to do business in the State of Ohio is required with the bid.

REFERENCES

Each Bidder should furnish at least three (3) locations where services are currently being provided or have been provided in the past (Appendix B).

BID GUARANTY

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All Bid Guaranties must be satisfactory to the Lorain County Board of Developmental Disabilities.

The Bid Guaranty must be in the form of a bid bond, certified check, cashier's check, or money
BID GUARANTY - continued

order, on a solvent bank or savings and loan association in the amount of five percent (5%) of the bid as a guarantee that if the bid is accepted a contract will be entered into. The Bid Guaranty shall be payable to Lorain County Board of Developmental Disabilities.

The Bid Guarantee must be signed by an authorized agent of an acceptable surety bonding company and by the Bidder.

The Bid Guaranty must be countersigned by a resident agent of the bonding company.

The name and address of both the surety and surety's agent must appear on the Bid Guarantee.

Bid Guaranties must be supported by credentials showing the following:

1. Power of Attorney of the Agent.
2. Certificate showing the legal right of the company to do business in the State of Ohio.

Bid Guaranties shall be returned to all unsuccessful Bidders immediately after the contract is executed.

The certified check, cashier's check, or letter of credit shall be returned to the successful Bidder upon filing of a Performance Bond.

INSURANCE

The Bidder shall agree, at his expense, to procure and keep in force during the entire period of the contract, liability insurance protecting the Board, the individual members thereof, the Contractor, employees, and other related personnel, including any sub-contractors. The Bidder's insurance shall save and hold the Board harmless. The Bidder's liability insurance shall be in an amount of not less than \$1,000,000.00 per occurrence and not less than \$3,000,000.00 in the aggregate, or other amounts as required by law, whichever is greater.

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REQUIRED BID DOCUMENTATION AND SAMPLES

All Bid proposals shall contain the following documents:

The Bid Blank

REQUIRED BID DOCUMENTATION AND SAMPLES continued

Bid Guaranty

Copy of current Operating License for Food Service/Manufacturing/Processing and

assurance to comply with the Lorain County Board of Developmental Disabilities' Non-Commercial Class IV Food Service License.

Copy of current State of Ohio Food Service Operation License

Proposed Delivery Schedule

Pricing for unitized (individual) nutritional meals

Four (4) week menu rotation as directed below.

- Hot meals on Mondays & Wednesdays
- Cold meals on Tuesdays & Fridays
- Pizza on Thursdays

The meals need to be puree-able.

Foods that cannot be served:

- Raw hard fruits/vegetables (carrots, celery, apples, pears)
- Pose a choking hazard (hot dogs, grapes, nuts, popcorn)
- Corn
- Pineapple
- Mandarin Oranges
- Mixed Vegetables or Mixed Fruit that contain:
corn, pineapple or mandarin oranges
- Peanut Butter
- Chips

Suggested average meal components:

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- 3 to 4 oz meat or meat alternative
- 2 to 3 oz grain
- 1 cup fruit
- 1 cup vegetable

REQUIRED BID DOCUMENTATION AND SAMPLES continued

- 1/2 cup dairy lactose-free (i.e.; yogurt, cheese, pudding, however-no milk)

Provide 4 samples of 1 hot meal option, 4 samples of 1 cold meal option, and 4 samples of 1 pizza meal option

WITHDRAWAL

Proposals may not be modified after submission. Bidders may withdraw proposals at any time before bid opening, but may not resubmit them. No proposal may be withdrawn or modified after the bid opening.

SUBMISSION OF BIDS

Each Bid proposal shall be made on the forms herein provided for that purpose, and must be enclosed in a sealed envelope labeled: **ADO NOT OPEN UNTIL 9:30am November 14, 2016-ADULT FOOD SERVICE LUNCH LEGAL BID PROPOSAL** and addressed to:

Lorain County Board of Developmental Disabilities

Attn: Dr. Amber L. Fisher, Superintendent

1091 Infirmary Road, Elyria, Ohio 44035

OPENING OF BIDS

Sealed Bids will be opened and publicly read by the Board at the time and date stated in the Legal Advertisement in the Conference Room of the Administrative Office of the Lorain County Board of Developmental Disabilities, 1091 Infirmary Road, Elyria, Ohio 44035. All Bidders, or their authorized agents, are invited to be present at the reading of the Bids.

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No oral, telephonic, telegraphic proposals or modifications will be considered. Terms and conditions contained within Instructions/Specifications to Bidders shall be considered a part of the contract, as if incorporated therein.

All formal Bids will be tabulated, and copies of the tabulation will be made available to any Bidder upon request.

MENU SAMPLE AND REVIEW

The Board shall arrange for a subcommittee of Board members, consumers, staff and /or other interested parties to review and taste samples of proposed menu items to assist in evaluating consumer satisfaction to be held immediately after the bid opening. It is our desire to provide the most appealing, nutritious, meal at an affordable price. **The sample review will be held Monday, November 14, 2016 at 10:00 am at the office of the Lorain County Board of Developmental Disabilities, 1091 Infirmary Road, Elyria, Ohio. Bidder is required to provide 4 samples of a hot meal option, 4 cold meal option and 4 pizza meal option consistent with normal menu options.** It is required that these samples would reflect ongoing quality standards for meals provided during the term of the contract.

POST-BID, PRE-CONTRACT AWARD CONFERENCE

The Board reserves the right to conduct a pre-bid conference with any potential Bidder prior to the acceptance of any Bid.

AWARD OR REJECTION OF BIDS

The Contract will be awarded to the lowest and best Bidder complying with the conditions of the invitation to Bidders, provided the Bid is reasonable and it is in the interest of the Board to accept it. A Bidder is to have the financial, technical, and other resources which indicate an ability to perform as required by this invitation. The Bidders to whom the award is made will be notified at the earliest possible date. The Board reserves the right to accept or reject any and all bids in whole or part, to waive any informalities in the bids received and to accept any Bid, which it deems favorable.

If, in the opinion of the Board, the lowest Bid is not the best Bid, it may accept another Bid so opened, or reject all Bids and advertise for other Bids.

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CONTRACT

The Bidder to whom the award is made will be required to execute a written contract with the Lorain County Board of Developmental Disabilities within ten (10) days after receiving such contract for execution. The contract will be in the form provided in the specifications.

SCHEDULES/COORDINATION

All services are to be coordinated with Dr. Amber Fisher, Superintendent, or designee, whose office is located at 1091 Infirmary Road, Elyria, Ohio, (440) 329-3734.

POST BID AWARD DOCUMENTATION

Copies of the following are to be filed with the office of the Superintendent prior to the execution of the contract:

Current Workers= Compensation Certificate

Current Certificate of Insurance

Contract Compliance State Form Personal Property/Real Estate Tax Disclosure

Affidavit in Compliance with section 3517.13 of the Ohio Revised Code regarding campaign contributions

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BID SPECIFICATIONS

Herein, the term **Board** shall stand for the Lorain County Board of Developmental Disabilities. **Contractor** shall stand for the Bidder. **Meals** shall apply to lunch.

GENERAL PROVISIONS

The food service provided shall be operated and maintained as a benefit to adult client. Food service shall be provided each and every day that the Adult Opportunity/Vocational Center are in session.

1. The Board shall retain control of the quality, extent and general nature of its food service.
2. The Board shall maintain applicable health certification and assure that all state and local regulations are met for Board facilities. The Lorain County Board of Developmental Disabilities currently maintains a Non-Commercial Class IV Food Service License.
3. The Contractor=s personnel shall at all times be above reproach and the Board reserves the right to discuss the personnel conduct or performance with the Contractor and request replacement, within a reasonable time period, if such is warranted.
4. Board and/or designee shall monitor the food service through periodic on-site visits to include: inspection of meals, food preparation, storage, and service areas and sanitation practices.
5. Contractor shall have Federal/State and/or Local health certification for any facility outside the Board=s facilities, in which it prepares meals and maintain such certification for the duration of the contract.
6. During the entire term of the contract, the Contractor shall comply in every respect with all laws, rules, and regulations of the State of Ohio, affecting or regulating the provision of food service, the requirements of the Federal government, the Ohio Department of Developmental Disabilities Rules and Regulations, and any other applicable rules and regulations.
7. No payment shall be made for meals that are delivered spoiled, unwholesome, unsealed or outside proper temperature range at time of delivery.
8. Contractor shall keep stand-by equipment and personnel available to assure that it can provide uninterrupted food service in the event of operational failure.

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GENERAL PROVISIONS continued

9. Contractor shall provide name, business, and home addresses and business and home telephone numbers of agent(s) who will work directly with the Board or its designee regarding all aspects of food service program. The Contractor shall designate a management employee to be responsible for all contract issues and services needed by the Board.
10. Payments on any invoice shall not prevent the Board from making a claim for adjustment on any item(s) found not to have been in accordance with the provisions of this contract.
11. The Contractor shall comply with Title VI of the Civil Rights Act of 1964, as amended, USDA regulations, and Section 504 of the Rehabilitation Act of 1974, and any additions or amendments.
12. The Contractor shall provide such records as the Board will need to meet monthly reporting responsibilities.
13. No provision of a contract entered into shall be assigned or subcontracted without prior written consent of the Board.
14. A contract entered into constitutes the entire agreement between the Board and Contractor and may not be changed, extended orally, or by cause of conduct.
15. Clauses attached and designated as Addendum or Exhibits to a contract are in all respects, made a part of the contract.
16. Neither the Contractor nor the Board shall be responsible for any losses resulting, if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or any other acts, which could not have been prevented by the exercise of due diligence.
17. Should the Contractor fail to comply with any of the terms or conditions set forth in an agreement entered into, or should the Board determine that the Contractor is in any other way unfit, unqualified or unable to perform all of the food service needs of the Board under the contract, then and in that event, with sixty (60) days written notice to the Contractor, an agreement may be terminated.
18. In the interpretation of an agreement entered into and the relations between the Contractor

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GENERAL PROVISIONS continued

and the Board, the same shall be construed as being an independent agreement with the Contractor for furnishing of food service only, and the Contractor shall not be held or deemed in any way to be an agent, employee, or official of the Board.

CONTRACTOR'S OBLIGATIONS:

1. Contractor shall provide specified number of lunches for every day that the Adult Opportunity/Vocational Centers are in session. Contractor shall provide daily receipts to be signed by Agency staff confirming the total number (count) of meals delivered.
2. Contractor shall submit a proposed menu for all Adult Opportunity/Vocational Centers at least **45 days prior** to the month of delivery. Menu submission as well as changes to the established menu must be submitted to the Program Manager at the Business Office of the Board.

Contractor shall submit healthy and nutritious menus listing serving sizes and meet food safety requirements. Contractor shall meet with Board Personnel to obtain a listing of menu items which cannot be served due to choking hazards, allergies and/or nutritional requirements.

3. Provide special diets – (i.e. salads) and/or alternative food choices as determined for specific individuals.
4. Lunches are to be delivered daily to each Adult Opportunity/Vocational Center no earlier than 8:00 am
5. Provide specific information to Board as to method food will be transported, equipment provided, inc not be accepted by the Agency and Contractor will provide replacement meals for that day.

BOARD OBLIGATIONS

The Board shall:

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1. Notify Contractor, at least 48 hours in advance, of specific number of lunches required by the Adult Vocational Centers for a given day.
2. Notify Contractor, at least 48 hours in advance, of special diets/alternative food choices for specific individuals for a given day.
3. Pay a cost per individual meal as billed by the Contractor on a monthly basis.

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APPENDIX A - BID BLANK

All cost quotes are to be per individual meal. The contract period is January 1, 2017 through December 31, 2017 with an option to renew with a second year, which would be for the period of January 1, 2018 – December 31, 2018.

The following estimates are provided to assist in determining the Bid proposal and are based upon current average of meals served:

Description	Number of Daily Meals		Number of Service Days
Lunch	approximately 117 - 137		approximately 240
Daily Meals By Location	Oberlin	Elyria	Lorain
Mon, Tues, Wed, Fri	27	45	45
Thurs (Pizza Day)	47	45	45

For January 1, 2017 – December 31, 2017:

LUNCH \$ _____ Cost per Unitized (individual) meal

Alternate #1: January 1, 2018 – December 31, 2018:

LUNCH \$ _____ Cost per Unitized (individual) meal

Signature: _____ Date: _____

Printed Name
and Title: _____

Company Name: _____

Address: _____

Phone: _____

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APPENDIX B - REFERENCES

Please provide the names of at least three locations your firm has provided service to in the past.

Name: _____
Address: _____

Contact Person: _____
Phone: _____
Length of Contract: _____

Name: _____
Address: _____

Contact Person: _____
Phone: _____
Length of Contract: _____

Name: _____
Address: _____

Contact Person: _____
Phone: _____
Length of Contract: _____