

**CSRAB
REQUEST FOR PROPOSAL**

Catering Services

The Ohio Statehouse
1 Capitol Square
Columbus, Ohio 43215-4210

Your firm is invited to submit a proposal to provide **catering services** at the Ohio Statehouse located in the center of downtown Columbus. The submittal, consisting of the original proposal and four (4) additional copies marked, "Catering Service for Ohio Statehouse", will be received no later than **3:00 pm on Monday, March 26, 2018.**

Proposal may be delivered in person, special courier or by U.S. Postal Service to:

**Capitol Square Review and Advisory Board
1 Capitol Square
Ohio Statehouse, Room 016
Columbus, Ohio 43215-4210**

This RFP is available on the Capitol Square Review and Advisory Board website at www.ohiostatehouse.org

Time is of the essence and any proposal received after **3:00 pm on Monday, March 26, 2018** whether by mail or otherwise, will be returned unopened. Proposals shall be placed in a sealed envelope marked in the lower left-hand corner with the RFP title and date proposals are scheduled to be received.

A pre-proposal conference and tour of the facilities will be held at **2:00 pm on Monday, March 12, 2018** in the Statehouse State Room (RM 108) located on the first floor of the Statehouse on the north side of the building.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The Capitol Square Review and Advisory Board reserves the right to accept or reject any or all proposals submitted.

Please note that Capitol Square Review and Advisory Board is also bidding the Café services for Capitol Square. A copy of the Café RFP is also available on our website, www.ohiostatehouse.org. You are encouraged to bid on both services; however you may also bid on just one or the other if you choose. If you bid only on the Café service, please note that you may be required to cooperate with the caterer from time to time if necessary. The signature form of the catering RFP asks you to respond yes or no as to whether you would still be interested in bidding for the catering service if the Café operation is required.

Technical questions concerning the Request for Proposal should be submitted by e-mail to the attention of Michele Hulse at mhulse@ohiostatehouse.org **No phone calls please, for record keeping purposes.**