

BIDDERS COMPANY NAME

# REQUEST FOR PROPOSAL

## #6099

# SENIOR NUTRITION FOOD PROGRAM 2003-2006

Prepared By:

Washtenaw County Purchasing  
Administration Building  
P.O. Box 8645  
220 N. Main B-35  
Ann Arbor, MI 48107

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**WASHTENAW COUNTY  
Finance Department**

Purchasing Division

P.O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645  
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**REQUEST FOR PROPOSAL #6099**

August 11, 2003

Washtenaw County Purchasing Division on behalf of Washtenaw County Employment Training and Community Services Agency/Senior Nutrition Program is issuing a sealed request for proposal for Senior Nutrition Food Program from October 1, 2003 through September 30, 2006.

**Sealed Qualifications:** Vendor will deliver one **(1) original and (2) two copies** which is clearly marked as such and must contain original signature(s) to the following address:

**Washtenaw County  
Administration Building  
Purchasing Division  
220 N. Main St. Room B-35  
P.O.Box 8645  
Ann Arbor, MI. 48107**

**by 10:00 am on Wednesday, August 27, 2003**

This submission shall include the entire Request for Proposal document and any amendments if issued.

**Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.**

- Please use the attached self-addressed label or the envelope must be clearly marked "SEALED RFQ # 6099".
- Please direct purchasing and procedural questions regarding this RFP to Anne Strieter at (734) 222-6760 or email [strietera@ewashtenaw.org](mailto:strietera@ewashtenaw.org)
- Please direct specific technical questions regarding this RFP to Susan Sweet Scott at (734) 544-3048 or email [scotts@ewashtenaw.org](mailto:scotts@ewashtenaw.org)

## I. PROPOSAL

**Definitions:** “**County**” is Washtenaw County in Michigan.

“**Bidder**” an individual or business submitting a bid to Washtenaw County.

“**Contractor**” One who contracts to perform work or furnish materials in accordance with a contract.

### **Purpose of Proposal**

Washtenaw County, Michigan operates a year – round Senior Nutrition Program which provides daily nutritious hot noon meals to Washtenaw County residents who are sixty (60) years of age or older. Meals are offered in seventeen (17) community centers, and by volunteers, to client’s homes.

Washtenaw County is seeking proposals from qualified caterers to prepare and deliver meals to approximately seventeen dining locations. The caterer will operate on the County calendar and will assure daily delivery within a timeframe established by the County. Approximately 70,000 meals will be purchased, the vast majority will be delivered hot and in bulk; although some meals will need to be individually packaged cold meals, or frozen meals. Menus must be in compliance with the requirements of the Michigan State Office of Services to the Aging and the Area Agency on Aging 1B. Menus may require modification based on customer request.

Payment will be based on the number of meals ordered by the county and delivered by the caterer. All costs related to the preparation, delivery and individual serving should be included in the pre-meal cost submitted in response to this RFP. Larger serving utensils and miscellaneous supplies are to be made available for delivery to the centers by the caterer for additional cost. Additional detail is included within this proposal.

Dining centers and locations. (See attached list)

## II. PROPOSAL TERMS

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractor’s qualifications and capabilities to provide the specified service, and other factors, which Washtenaw County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the County’s specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

C. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of the RFP's may be adjusted to allow for revisions. The entire proposal document with any amendments should be returned in triplicate. To be considered, original proposal and two copies must be at the County Purchasing Division on or before the date and time specified.

E. Proposals should be prepared simply and economically providing a straightforward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.

### III. PROPOSAL SPECIFICATIONS

The proposal shall include all the following information. Failure to include all of the required information could result in the disqualification of a bidder.

- A. The vendor's qualifications, years in business, staff profile and experience in providing the food services required by Washtenaw County.

**Attach as Addenda A**

- B. The address of the site at which the food would be prepared

**Attach as Addenda B**

- C. The number of food service staff assigned on a permanent full time/part time basis to address in III B.

**Attach as Addenda C**

- D. The years of experience in preparing food and number of years working with a Senior Nutrition Food Program.

**Attach as Addenda D**

- E. Provide a copy of current Food Establishment Inspection Report

**Attach as Addenda E**

- F. At least three (3) references from current users of similar services. Include company name, contact name, phone number, and a description of the service used.

**Attach as Addenda F**

#### **IV. STANDARD PROVISIONS FOR CONTRACTS**

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions, which will become a part of any formal agreement. Vendor will list Washtenaw County as additional insured. These provisions are general principles, which apply to all contractors of service to Washtenaw County. See sample attached to this RFP.

##### ARTICLE I - SCOPE OF SERVICES

Section 1 - The Contractor will prepare and deliver meals and serving supplies for the Senior Nutrition Program at the following sites and selected special events:

- \* Ann Arbor/HelpSource, 3879 Packard, Ann Arbor, Michigan
- \* Ann Arbor Community Center, 625 N. Main, Ann Arbor, Michigan
- \* Ann Arbor Senior Center, 1340 Baldwin, Ann Arbor, Michigan
- \* Baker Commons, 106 Packard, Ann Arbor, Michigan
- \* Brown Chapel, 1043 W. Michigan, Ypsilanti, Michigan 48197
- \* Chelsea Senior Nutrition Center, 775 S. Main, Chelsea, Michigan
- \* Dexter Senior Nutrition Center, 7714 Ann Arbor Road, Dexter, Michigan
- \*Generations Together in Dexter, 2801 Baker Road, Dexter, Michigan 48130
- \* Lincoln Senior Center, 7425 Willis Road, Ypsilanti, Michigan
- \* Milan Senior Center, 45 Nickel Ct., Milan, Michigan
- \* Miller Manor, 727 Miller Ave., Ann Arbor, Michigan
- \* Saline Senior Center, 7605 N. Maple Road, Saline, Michigan
- \* Turner Center, 2401 Plymouth, Ann Arbor, MI 48105
- \* Whitmore Lake Nutrition Center, 9318 Main Street, Whitmore Lake, Michigan
- \* Ypsilanti Senior Citizens Recreation Center, 1015 Congress, Ypsilanti, Michigan
- \* Ypsilanti Township Community Center, 2025 Clark Road, Ypsilanti, Michigan

Section 2 - Additional Supplies. Contractor will deliver all additional supplies as ordered by the Senior Services Supervisor for the Washtenaw County Employment Training and Community Services Group Senior Nutrition Program.

Section 3 - Food Requirements. Food supplied will meet all nutritional requirements (components and quantities) of the United States Department of Agriculture as defined in Attachment A.

Section 4 - Supplies. The Contractor will supply all necessary eating utensils, napkins, and condiments. Eating utensils must be heavy duty, i.e., strong enough to support a meal without collapsing, and will be delivered prepackaged.

Section 5 - Transportation and Delivery. The Contractor will prepare and deliver meals according to the schedule developed by the Senior Services Supervisor and will follow the holiday schedule established by the County.

Section 6 - Standards of Preparation and Delivery. Meals will be prepared in a facility that meets applicable state and local fire, health, sanitation, and safety regulations. If requested, Contractor will provide documentation to ETCS Group of compliance with these regulations.

Meals will be prepared under properly controlled temperatures and preparation will not be completed more than four hours prior to consumption. Adequate refrigeration or food carriers will be provided so that the temperature of hot foods will be maintained above 140 F and cold foods below 40 F until serving time. Prepared meals shall be held at proper temperatures in areas that meet U.S.D.A. sanitation standards.

The Contractor agrees that the food delivered under this contract will be of good quality, appealing, wholesome, and desirable for human consumption. All food will be prepared in accordance with all applicable Federal, State and local health regulations, including requirements for food handler's permits and health examinations. The County will not accept or pay for any food items that are spoiled, damaged or unwholesome. All meat and poultry products utilized in the program will be obtained by the Contractor from meats and/or poultry plants inspected by the U.S.D.A. inspection program. All fresh fruits will be washed.

Section 7 - Menus shall be developed by the County's Senior Nutrition Program Nutritionist and/or the Senior Services Supervisor. Menus and recipes provided to the Contractor by the Washtenaw County Employment Training and Community Services Group for the Senior Nutrition Program may not be used by the Contractor or its subcontractors for any purpose without the prior written consent of the Employment Training and Community Services Group Senior Services Supervisor.

## ARTICLE II – COMPENSATION

Upon satisfactory completion of the above services and submission of invoices, the County will pay the Contractor a total amount of \_\_\_\_\_ based on an estimated meal count of \_\_\_\_\_ meals at \_\_\_\_\_ per meal. Source of funds for payment for services under this contract shall be Title III/State funds and U.S.D.A. reimbursement through Area Agency on Aging, Region 1-B.

## ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to ETCS Group Senior Services Supervisor and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the Employment Training and Community Services Group Director.

Section 4 - After reasonable notice to the Contractor, the County, the Employment Training and Community Services Group, the Community Action Board, and representatives of the Area Agency on Aging, Region I-B may review and inspect the Contractor's activities, fiscal records, internal records, reports, or insurance policies during the term of this contract.

Section 5 - The Contractor will maintain a record of the number of meals delivered and provide this information monthly to the ETCS Senior Services Supervisor.

Section 6 - The Contractor also agrees to retain records pertaining to this program for a minimum period of six years after the end of the fiscal year to which they pertain and, upon request, to make these accounts and records available to representatives of the County and the Area Agency on Aging, Region I-B for audit or administrative review at a reasonable time and place.

Section 7 - Final invoices shall be submitted to the Employment Training and Community Services Group office no later than one week following the end of this contract.

#### ARTICLE IV - TERM

This contract begins on October 1, 2003 and ends on September 30, 2006.

#### ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

#### ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or

association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$8.70 per hour with benefits or \$10.20 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2002 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XIII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XV - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XVI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XVII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XIX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

## **V. GENERAL PROPOSAL REQUIREMENTS**

### **AWARD: 1A**

Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price (See: "Low Bidder" following), quality of service, the Contractors' qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.

It is the intention of the County to award the entire bid to one contractor.

### **TERM OF CONTRACT: 1B**

The contract is from September 1, 2003 through December 31, 2006.

### **COST OF RFP: 1C**

The County will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFP.

### **INSPECTION OF FACILITIES: 1D**

The Manager of the Purchasing Division reserves the right before making an award to have the premise of the bidder inspected, or to take any other action necessary to determine fitness, reliability and ability to perform. The inspection could check the physical location, facilities, equipment, spare parts and/or equipment for ability to comply with conditions of the bid.

### **INVOICES:**

Invoices submitted must include the county's purchase order number. Also any material/equipment and labor charges per hour need to be itemized.

## **VI. CATERING CONTRACT SPECIFICATIONS AND BIDDING PROCESS GUIDELINES**

### **Food Standards**

Food shall be prepared in accordance with the following United States Department of Agriculture specifications:

Fresh Produce: No less than U.S. No. 1

Canned Fruit and Vegetables: No less than U.S. Grade B

Breaded Meat: USDA Frozen Breaded Meat, Specifications, dated June, 1981.

Turkey: Breast, no added sodium

Frankfurters, Bologna, and other sausage meat: Must comply with Michigan standard of quality.

Chicken: USDA Grade A

Veal: USDA Good or Better

Lamb: USDA Good or Better

Fish: Packed under continuous inspection of the U.S. Department of the Interior, Grade A.

Eggs: U.S. Grade A

Beef: For roasting - USDA Choice  
For pot roasting, simmering, braising, or stewing, USDA Good or Better

Ground Beef: Maximum of 20% fat, all meat (No Extenders\*)

Beef Patties: Maximum of 20%, all meat (No Extenders\*)

\*SAMPLES WILL BE TESTED FOR COMPLIANCE.

### **Menu Planning, Preparation and Portion Requirements**

Food prepared for the Senior Nutrition Program must have the following quality indicators: a) color as close to original as can be obtained by good food preparation standards; b) texture as close to original as can be obtained by good food preparation will allow; pleasing in flavor, aroma and appearance.

All meals shall meet 1/3 of the current recommended Dietary Allowance for adults. In addition, the federally prescribed meal pattern shall be followed which includes:

## **Meal Pattern A**

Each main meal must conform to the following meal pattern:

- **Meat or Meat Alternate Group:**

No less than three ounces of cooked edible portion of meat, fish, fowl, eggs, or cheese should be offered. Meat alternates may be used occasionally to supplement protein for variety and may include cooked dried beans or peas, seeds nuts, or peanut butter. A protein source can contain a combination of meat, fish, fowl, eggs, or cheese.

- Egg entrees may only be prepared with hard cooked or liquid pasteurized eggs.
  - Fresh liquid eggs may not be used.
  - Medium and soft cooked eggs may not be used.
  - Entrees such as omelets, quiches and soufflés may be prepared only with pasteurized liquid eggs or mixes.
  - Entrees such as omelets, quiches and soufflés purchase prepared and frozen may only contain pasteurized eggs.

- **Vegetables and Fruit Group:**

Two, one-half cup servings. All vegetables and all fruits may be used. Fruit packed in light syrup may be used. Water packed or juice packed fruit may be made available to participants upon request, if feasible. Full strength vegetable and fruit juices may be used occasionally, particularly when needed to meet Vitamin C requirements.

*NOTE: Rice, spaghetti, macaroni and noodles are not vegetables. Tater-Tots and hash browns should not be counted as vegetables due to their low vitamin content. See below. Fruit used as dessert should not be counted toward the two servings of vegetables and fruits.*

- **Bread, Cereal, Rice, Pasta (Grains) Group:**

Two servings should be offered. Enriched or whole-grain bread, biscuits, muffins, rolls, sandwich buns, cornbread and other hot breads may be used. White bread shall not be used except as hamburger or hot dog buns.

Bread alternates may include enriched or whole-grain cereals or cereal products such as spaghetti, macaroni, rice, dumplings, pancakes, and waffles.

- **Fat Exchange Group:** One serving.

- **Dessert Group:**

One, one-half cup serving. The dessert is in addition to other menu requirements. All fruit and simple desserts such as puddings, gelatin desserts, ice cream, ice milk and sherbet are included. Fruit can be fresh or packed in light syrup. Water-packed or juice packed fruit may be made available to participants upon request, if feasible. Fruit shall be made available as a dessert two out of five meals a week.

- **Milk Group:**

One-half pint should be offered. Vitamin A and D fortified skim, or lowfat buttermilk may also be used. Yogurt can be substituted.

### **Meal Pattern B**

A second meal, which may, on occasion, be requested for a homebound client is to be delivered cold, must conform to the following meal pattern:

- **Meat or Meat Alternate Group:**  
Three ounces of cooked edible portion of meat, fish, fowl, eggs, or cheese. Meat alternates may be used occasionally for variety. Luncheon meats, because of their high salt and fat contents, should be avoided.
- **Vegetables and Fruit Group:**  
Two, one-half cup servings. If juices are served, they must be full-strength.
- **Bread or Cereal, Rice, and Pasta Group:**  
Two slices of bread or equivalent. Alternates can include biscuits, bread, muffins, rolls, sandwich buns, cornbread, unsweetened cereals or cereal products such as macaroni, rice, pancakes or waffles. Whole grain products should be used whenever possible.
- **Milk Group:**  
8 ounces or equivalent. May include Vitamin A and D fortified skim or low-fat milk or yogurt. Lowfat buttermilk may also be used.
- **Butter, Margarine, Fat or Oil:** 1 teaspoon must be served. It can be served as a spread for butter or in food preparation, including seasoning for vegetables. Salad dressings or mayonnaise may be substituted.
- **Frozen Meals:**  
Three sites require frozen meals delivered to the site for homebound clients. The meals consist of a frozen, prepackaged entree accompanied by milk, bread, and dessert. Frozen meals must be complete and meet the same menu requirements as the hot meals. (Meal Pattern "A") Clients who receive either weekly or weekend deliveries will require a series of either seven different prepackaged frozen entrees accompanied by milk, bread and dessert or a series of two for the weekend client a variety of seven meals shall be available. Entrees must be prepackaged and frozen and labeled by the kitchen in either a lidded aluminum foil container or microwavable one.
- **Box lunches:**  
Various events will require use of cold box lunches. Box lunches must meet the same menu standards as hot food and be packed into a box. (Sample box lunch menus are included.)

### **Additional Requirements**

In addition to the above meal patterns, menus must meet the following specifications:

1. Protein can come from more than one source, though not from the bread and milk groups.
2. A variety of foods must be included in the menu. In a 20-day menu cycle, no entree prepared with the same recipe shall repeat. Recipes within the meat, vegetable, fruit and dessert groups must be different for the same days of each week.
3. Each week's menus must include, at a minimum, three foods which are rich sources of Vitamin A and a daily source rich in Vitamin C. A combination of foods may be used to meet vitamin requirements. A rich source is defined as one which provides at least 33 percent of the current Adult Male Recommended Dietary Allowance as published by the National Research Council of the National Academy of Science.
4. Each day's menu must include a variety of colors, textures, and flavors.

5. Food prepared for Congregate Meal programs must have the following quality indicators: a) color as close to original as can be obtained by good food preparation standards; b) texture as close to original as good food preparation will; c) pleasing in flavor, aroma and appearance.
6. Foods must be under-salted in cooking. The sodium content of each meal must be in the range of 1000-1400 mg. per day. A meal containing more than 1500 mg sodium may be served once in a 20-day menu cycle.
7. The main entree must be hot. Soup and sandwich meals may be served with approval of the Area Agency on Aging. Between June 1 and September 30, one cold meal per week can be served as long as it meets the meal pattern and pattern and the Area Agency on Aging dietitian approves.
8. Relish trays and raw vegetables may be counted toward the required fruit/vegetable serving once a week. While coleslaw, lettuce, spinach or tomatoes may be used at any time, they do not constitute a relish tray.
9. High fiber foods should be used.
10. The daily menu will include no more than three (3) high carbohydrate items (more than 12 gm. CHO per serving), including the dessert. Carbohydrate choices shall be listed on the menu.
11. Ethnic, cultural, or religious dietary requirements shall be reflected in the meals served.

### **Menu Requirements**

Menus will be prepared by the Senior Nutrition Program Nutritionist or if agreed, will use a menu prepared by caterer. Menus will be on a monthly cycle. Menus and recipes from ETCS remain in the property of the Senior Nutrition Program and may not be utilized or distributed by the caterer without prior written consent. A bidder may propose the use of menus prepared by the bidder. All menus require approval of the Area Agency and must be desirable to the Senior Nutrition client.

If the Senior Nutrition Program prepare the menu, the menus will be provided to the caterer five weeks prior to the start of the menu cycle. If the caterer supplies the menu, they will provide it to the program five weeks prior to the start of the menu cycle. (Sample Menus Attached)

2. Meal requirements: The main noon meal pattern requires that each meal meet one-third of the current RDA for adults. Special menus are planned for special occasions.
3. The caterer will obtain permission from the Project Director or Nutritionist at least 24 hours in advance for any substitutions in the existing menu.
4. Meal Sites - See attached listing including site serving time, projected number of meals, days of the week meals will be served.
5. Ordering Meals - Meals will be ordered by 1:00 pm for delivery to sites on the following day.
6. Assurance of sanitary food handling. The caterer will remain in compliance with Public Health Act 269 of 1978. At least one person in a management position with respect to production of meals for the nutrition project will have successfully completed the Management Certification Training course offered by the Michigan Department of Public Health.

## **Operations & Procedures**

### **Service Delivery:**

1. Transportation of meals - the caterer will be responsible for the delivery of meals to program sites within the time frame indicated. The caterer will provide necessary vehicles. (See attached schedule.)
2. Food will be packed in insulated carriers, to maintain proper food temperatures during transportation.
3. Required temperature of food at time of delivery to site is 140 degrees Fahrenheit or higher for hot foods, 40 degrees Fahrenheit or cooler for cold foods. The project will deduct the value of food reaching the meal sites at unacceptable temperatures from the regular billing.
4. Limitation of holding time - The time between the end of food preparation and beginning of serving shall be no more four (4) hours.
5. Eating Utensils - The caterer will provide disposable eating utensils. Bidder shall submit samples of disposable utensils when the bid is delivered.
6. Serving equipment - The caterer will provide bulk food pans and lids. Serving utensils will be provided by the Senior Nutrition Program.

### **Contract Management:**

1. Cost breakout - Each bidder will submit a complete breakout of the cost per meal, including the salary, fringe, raw food, utilities, rent, space, supplies, travel, communication, consultants, and other.
2. Missing or Unacceptable menu items - the penalty clause for delivery of incomplete meals or food which is spoiled or unwholesome permits the Project to deduct the value of missing or unacceptable menu items from the regular billing.
3. Bidders must assure that representatives of the Project, the Area Agency on Aging 1-B, the Office of Services to the Aging and the Administration on Aging, have the right to inspect food preparation facilities at any reasonable time.
4. Bidders must assure that at least one member of the management staff will be free to devote necessary time to the execution and maintenance of the contract, including consultation with the Project Director.
5. The caterer will keep full and accurate sales and procurement records related to sales covered by the contract. Assurance of the project's right to review caterer's food purchasing records and production sheets.
6. All such records shall be kept on file for a minimum of three (3) years after the end of each fiscal year to which they pertain, and authorized auditors and officials, upon request, shall have access to all such records for audit and review.

7. The period of the contract will be October 1, 2003 through September 30, 2006. The County reserves the right to solicit other caterer services if contract specifications are not followed.
8. Requirement of review by AAA-1B on all contracts agreed upon by the Project and company, prior to the signing of such contract. This review is for the purpose of assessing the contract's compliance with AAA-1B standards. The AAA-1B, after review of all contracts, will notify the project of comments and decisions relative to the contracts.
9. The caterer must provide assurance of compliance under Title VI of the Civil Rights Act of 1964.
10. Serving supplies - The following items are to be included in the bid price for the meals and are to be provided at no additional charge:

<u>ITEM</u>	<u>QUANTITY</u>
5-Compartment Trays	200/case-4 slvs/50
Napkins 15" x 17" single ply	1 pkg-500 count
Plasticware - Knife, spoon, fork (med. weight-wrapped)	1 box-500 count
Straws/ small	500/box
12 oz. Styro Bowl - when used for serving the meal (ex. soup)	500/case-4 slvs/125
6" paper plate - for dessert, if necessary	500/case-4 slvs/125
5 oz. Styro Bowl - for fruit etc. as part of the meal	500/case-4 slvs/125

Caterer will supply condiments requested for the meal as part of the per meal cost:

Salt & Pepper	Mayonnaise	Salad dressing
Margarine	Mustard	Soy Sauce
Vinegar	Hot Sauce	Parmesan Cheese

Birthday Cake - Each site has the option of ordering a birthday cake once each month in exchange for the planned dessert.



# PRICING

<u>Meals</u>	<u>Price Each</u>
Hot Meal – Meal Pattern “A” (Delivered in bulk)	_____
Hot Meal – Meal Pattern “A” (Individually Package)	_____
Frozen Meals – Meal Pattern “A”	_____
Cold Box Lunches (Individually Packaged Box Lunches)	_____
Evening Meal – Meal Pattern “B” (Cold Individual Meal)	_____

Note: Cost breakout – Please submit a complete breakout of the cost per meal, including the salary, fringe, raw food, labor, supplies, utilities, other. (please specify)

Personnel	_____
Fringe	_____
Raw Food	_____
Transportation	_____
Supplies	_____
Utilities	_____
Other (Please specify)	_____

Please identify the percentage of the menu items prepared from scratch: \_\_\_\_\_%

## **ADDENDA**

Attach requested **ADDENDA A** through **F** to the balance of this RFP.

**Included in the price of the meal:**

Serving supplies - The following items are to be included in the bid price for the meals and are to be provided at no additional charge:

<u>ITEM</u>	<u>QUANTITY</u>
5-Compartment Trays	200/case-4 slvs/50
Napkins 15" x 17" single ply	1 pkg-500 count
Plasticware - Knife, spoon, fork (med. weight-wrapped)	1 box-500 count
Straws/ small	500/box
12 oz. Styro Bowl - when used for serving the meal (ex. soup)	500/case-4 slvs/125
6" paper plate - for dessert, if necessary	500/case-4 slvs/125
5 oz. Styro Bowl - for fruit etc. as part of the meal	500/case-4 slvs/125

Caterer will supply condiments requested for the meal as part of the per meal cost:

Salt & Pepper	Mayonnaise	Salad dressing
Margarine	Mustard	Soy Sauce
Vinegar	Hot Sauce	Parmesan Cheese

**SIGNATURE PAGE**

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City                      St.      Zip
_____ Telephone #	_____ Fax #
_____ Federal Tax ID #	<i><b>CHECK ONE</b></i> Partnership _____ Non Profit Corp. _____ Profit Corp. _____ Other _____

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

**ESTIMATED MEAL ORDERS**

The total approximate meals is 70,000 annually. (1,458 weekly average)

Following is a breakdown of the average meals per site for a typical day. Special event orders would raise the count to the estimated total.

**SENIOR NUTRITION PROGRAM OF WASHTENAW COUNTY**

<b>Delivery Site</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>WEEKLY TOTALS</b>
<b>AA/HelpSource ADC</b>	8	8	8	8	8	40
<b>A2 COMMUNITY</b>	CLOSED	11	CLOSED	11	CLOSED	22
<b>A2 SR CTR</b>	15	CLOSED	15	CLOSED	15	45
<b>BAKER COMMONS</b>	12	CLOSED	12	CLOSED	12	36
<b>BROWN</b>	10	CLOSED	10	CLOSED	CLOSED	20
<b>CHELSEA</b>	71	71	71	71	71	355
<b>DEXTER</b>	44	44	44	44	44	220
<b>FGP</b>	CLOSED	CLOSED	CLOSED	CLOSED	60	60
<b>GENERATIONS TOGETHER</b>	10	10	10	10	10	50
<b>LINCOLN</b>	CLOSED	15	15	15	15	60
<b>MILAN</b>	12	CLOSED	12	12	CLOSED	36
<b>MILLER MANOR</b>	15	15	15	15	15	75
<b>PITTSFIELD</b>	CLOSED	20	CLOSED	20	CLOSED	40
<b>SALINE</b>	13	13	13	13	13	65
<b>WILLOW RUN</b>	38	38	38	38	38	190
<b>YPSI SR.CTR.</b>	15	15	15	15	15	75
<b>TURNER CENTER</b>	CLOSED	12	CLOSED	CLOSED	12	24
<b>WHITMORE LAKE</b>	15	CLOSED	15	15	CLOSED	45
<b>TOTALS</b>	<b>278</b>	<b>272</b>	<b>293</b>	<b>287</b>	<b>328</b>	<b>1458</b>

NOTE: Individually packaged box lunches may be required for site emergencies, special events and summer outings. These meals average of 200 a month, most which are served during the summer months.

<b>SENIOR NUTRITION PROGRAM – DINING CENTERS</b>				<b>REGION LIST</b>
<b>LOCATIONS</b>	<b>SERVING DAYS *APPROXIMATE # OF MEALS</b>			<b>TOTAL ANNUAL MEALS</b>
<b>Sites</b>	<b>SERVING DAYS</b>	<b># OF SERVING DAYS</b>	<b>APPROX. # OF MEALS</b>	
HelpSource ADC 3879 Packard	Monday through Friday	5 days	40 meals per week	1,920
Ann Arbor Community Center 625 North Main, Ann Arbor	Tuesday and Thursday	2 days	22 meals per week	1,056
Ann Arbor Senior Center 1320 Baldwin, Ann Arbor	Monday, Wednesday and Friday	3 days	45 meals per week	2,160
AA/Baker Commons 106 Packard, Ann Arbor	Monday, Wednesday and Friday	3 days	36 meals per week	1,728
Brown Chapel 1043 w. Michigan Ave., Ypsilanti	Monday & Wednesday	2 days	20 meals per week	960
Chelsea Senior Nutrition Center 775 South Main Street, Chelsea	Monday through Friday	5 days	355 meals per week	17,040
Dexter Senior Nutrition Center 7714 Ann Arbor Street, Dexter	Monday through Friday	5 days	220 meals per week	10,560
Foster Grandparent Program	Every 3 <sup>rd</sup> Friday	1 day	60 meals per week	720
Generations Together in Dexter 2801 Baker Road, Dexter	Monday through Friday	5 days	50 meals per week	2,400
Lincoln Senior Center 8970 Whittaker, Lincoln	Tuesday through Friday	4 days	60 meals per week	2,880
AA/Miller Manor 727 Miller Avenue, Ann Arbor	Monday through Friday	5 days	75 meals per week	3,600
Milan Senior Center 45 Nickel Court, Milan	Monday, Wednesday & Friday	3 days	35 meals per week	1,680
Pittsfield Senior Center 701 W. Ellsworth, Ann Arbor	Monday & Friday	2 days	40 meals per week	1,920
Saline Senior Center 7605 North Maple Road, Ann Arbor	Monday through Friday	5 days	65 meals per week	3,120
AA/Turner 2401 Plymouth, Ann Arbor	Tuesday and Friday	2 days	24 meals per week	1,152
Whitmore Lake Senior Nutrition. Ctr. 9318 Main Street, Whitmore Lake	Monday, Wednesday and Thursday	3 days	45 meals per weeks	2,160

<b>SENIOR NUTRITION PROGRAM – DINING CENTERS</b>			<b>REGION LIST</b>	
<b>Ypsilanti Sr Citizens Recreation Ctr 1015 Congress, Ypsilanti</b>	<b>Monday through Friday</b>	<b>5 days</b>	<b>75 meals per week</b>	<b>3,600</b>
<b>Ypsilanti Township Recreation Center 2025 East Clark Road, Ypsilanti</b>	<b>Monday through Friday</b>	<b>5 days</b>	<b>190 meals per week</b>	<b>9,120</b>

\* Number of meals per site may vary. Total anticipated meals is 70,000.

**MEAL DELIVERY SCHEDULE**  
**Senior Nutrition Program**  
**Washtenaw County Employment Training & Community Services Group**

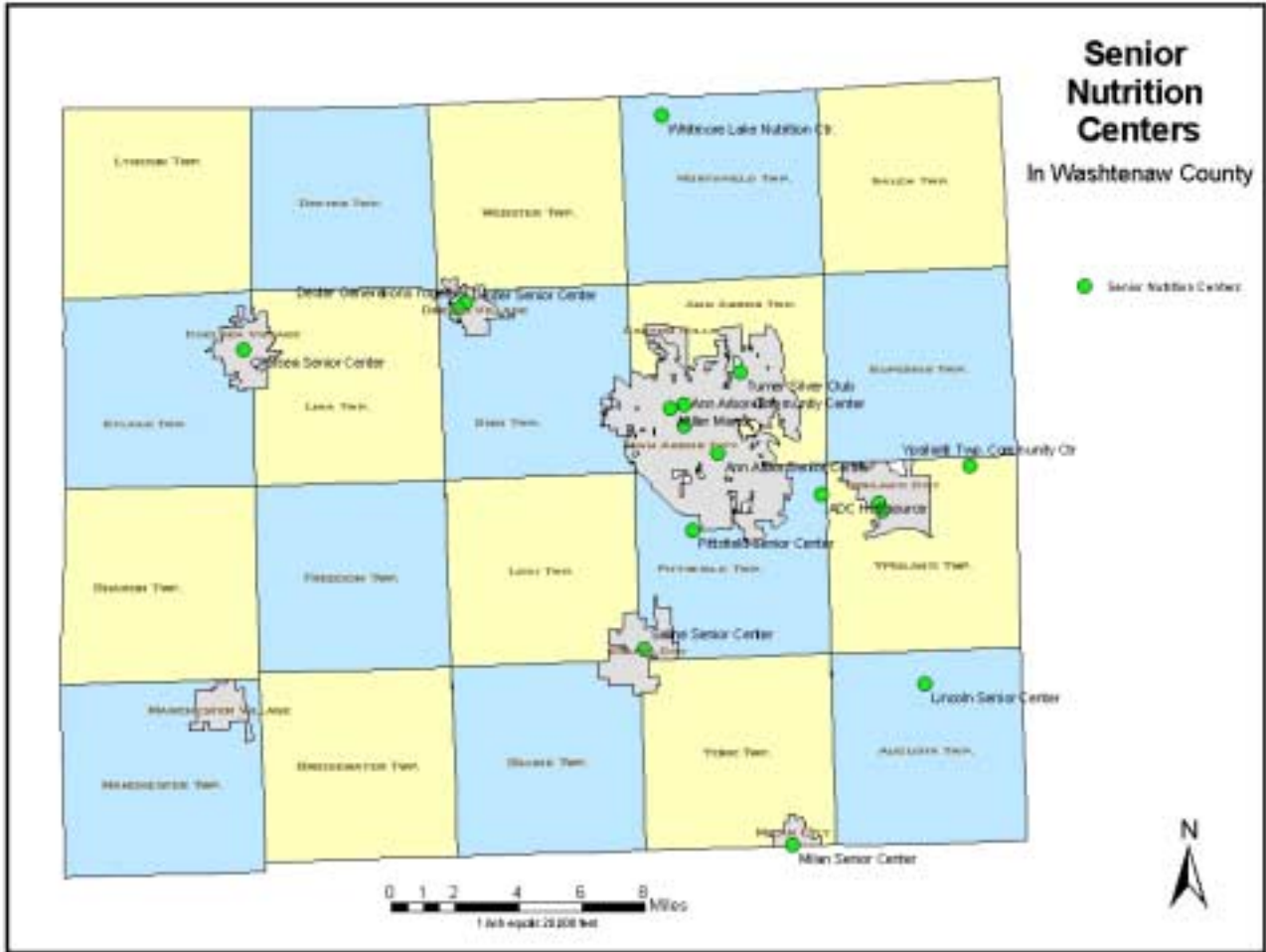
<b>SITES</b>	<b>CURRENT SERVING DAYS</b>	<b>EARLIEST ARRIVAL</b>	<b>LATEST DELIVERY</b>	<b>SERVING TIME</b>	<b>IDEAL TIME</b>
Ann Arbor ADC	M-F	10:00	11:30	12:00	10:30
Ann Arbor Comm	T & TH	10:00	11:30	12:00	11:30
Ann Arbor Sr. Ctr.	M & W & F	9:30	11:00	11:30	10:45
AA/Baker Commons	M & W & F	10:15	10:45	11:00hmb 11:30 cong	10:30
Brown Chapel	M & W	10:15	11:30	12:00	11:00
Chelsea	M-F	9:30	10:00	10:45 hmb 12:00 cong	9:30
Dexter	M-F	9:30	10:15	11:00 hmb 12:00 cong	9:30
Generations Together	M-F	9:30	10:00	12:00 cong	10:00
Lincoln	T-F	9:30	11:30	11:30 12:00	11:30
Milan	M&W&Th	9:30	11:30	11:30 12:30	11:30
AA/Miller Manor	M-F	9:30	10:30	11:00hmb 11:30cong	10:00
Pittsfield	Tuesday & Thursday	9:30	10:30	12:00	10:00
Saline	M-F	9:30	10:30	12:00	10:00
AA/Turner	T&Th&F	9:30	11:30	11:30 12:00	11:30
Ypsi Sr Citizens	M-F	9:30	11:45	12:00	11:30
Ypsi Twp Rec Ctr	M-F	11:10	11:45	12:00	11:30
Whitmore Lake	M & W & TH	9:30	10:30	11:00 hmb 12:00 cong	10:30

**Note: Sites times may be altered based on response to program needs.**

**SENIOR NUTRITION PROGRAM  
Sample Box Lunches**

BOX LUNCHES	
<p align="center">ROAST BEEF/CHEESE Italian White Bread Lettuce/Tomato Beet-Onion Salad Peaches  Cookie</p>	<p align="center">TURKEY/CHEESE/MAYO Pumpnickel Bread Carrot-Raisin Slaw Applesauce  Lemon Pie</p>
<p align="center">HAM/CHEESE/MUSTARD Rye Bread 3-Bean Salad Citrus Fruit Cup  Cookie</p>	<p align="center">ROAST BEEF/CHEESE KAISER ROLL Tomato-Cauliflower Salad Fruit Salad Roll-Margarine  Chocolate Cake</p>
<p align="center">TURKEY/CHEESE/MAYO Kaiser Roll Tossed Salad Fruit Cocktail  Double Raisin Cookie</p>	<p align="center">CHEF'S SALAD/TURKEY, HAM, CHEESE Tomatoes/Cucumbers Roll-Margarine  Fruit Jello</p>
<p align="center">HAM/CHEESE Corn Relish Pickled Beets Pumpnickel Roll  Cake</p>	<p align="center">CHICKEN MACARONI SALAD Tomatoes/Cucumber Marinade Pineapple Tidbits  Pie</p>
<p align="center">TURKEY/CHEESE Tomato Slices 3-Bean Salad Kaiser-Corn Roll  Brownie</p>	<p align="center">TUNA MACARONI SALAD Carrot-Jello Salad Tomato Wedges Roll-Margarine  Brownie</p>

**\*Milk provided with every meal.**



<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>
<p><i>Menu Subject to Change With Out Notice</i></p> <p><b>Margarine and Half Pint of 2% Milk Served with Every Meal</b></p> <p><b>Carb Choices Excludes Dessert</b></p>			
<p><b>4)</b> Hamburger on a Bun w/ Lettuce &amp; Tomato Ketchup / Mustard Potato Salad Peaches or Cookie Carb 5</p>	<p><b>5)</b> Chicken Fried Steak Mashed Potatoes w/Gravy Steamed Zucchini Dinner Roll Banana Peach Cobbler Carb 6</p>	<p><b>6)</b> Pot Roast Boiled Potato and Carrots Biscuit Pears or Lemon Cake  Carb 5</p>	<p><b>7)</b> Macaroni and Chee Stewed Tomatoes Cole Slaw Roll Apple Cherry Crisp Carb 5</p>
<p><b>11)</b> Chicken Picata Harvest Vegetable &amp; Rice Green Beans Slice of Pumpernickel Mixed Fruit or Pudding Carb 5</p>	<p><b>12)</b> BBQ Beef on a Bun Tossed Salad w/Tomato and Salad Dressing Chips Apple Marble Cake Carb 4</p>	<p><b>13)</b> Baked Chicken Quarter Scalloped Potatoes Cole Slaw Roll Bunch of Grapes Brownie Carb 5</p>	<p><b>14)</b> Stuffed Cabbage Mashed Potatoes Slice of Bread Orange Apple Pie  Carb 5</p>
<p><b>18)</b> Swedish Meatballs Mashed Potatoes with Gravy Capri Veggies Two Slices of Bread Mandarin Oranges or Cookie Carb 6</p>	<p><b>19)</b> Chicken Breast on a Bun  Lettuce &amp; Tomato with Mayo Baked Beans Banana Lemon Meringue Pie Carb 5</p>	<p><b>20)</b> Spaghetti &amp; Meat sauce  Tossed Salad w/Tomato with Salad Dressing Garlic Bread Pears or Spice Cake Carb 4</p>	<p><b>21)</b> Chef Salad  with Dressing Dinner Roll Fruit Cocktail Bread Pudding  Carb 4</p>
<p><b>25)</b> Swiss Steak Mashed Potatoes and Gravy Wax Beans  Roll Fruit Cocktail or Chocolate Pie Carb 5</p>	<p><b>26)</b> Chicken Club Salad  Dinner Roll Orange Pineapple Upside-down Cake  Carb 5</p>	<p><b>27)</b> Hot Turkey Sandwich  Mashed Potatoes w/Gravy Green Beans  Bunch of Grapes Rice Pudding  Carb 4</p>	<p><b>28)</b> BBQ Ribs  Potato Wedges Cole Slaw  Cornbread Apple or Carrot Cake Carb 5</p>