

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

#6464

SENIOR NUTRITION FOOD PROGRAM

Prepared By:

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

Crystal A. Wake
Senior Buyer
(734) 222-6760





**WASHTENAW COUNTY
Finance Department**

Purchasing Division

220 N. Main, Ann Arbor, MI 48107-8645
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL #6464

April 27, 2009

Washtenaw County Purchasing Division on behalf of the Washtenaw County Employment Training and Community Services Senior Nutrition Program is issuing a sealed Request for Proposal #6464 for the Senior Nutrition Food Program for various locations throughout Washtenaw County.

Sealed Qualifications: Vendor will deliver one **(1) original and (3) three copies** which contain original signature(s) to the following address:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
Ann Arbor, MI. 48104**

by 4:00 pm on THURSDAY MAY 14, 2009.

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 clearly mark the envelope with "**SEALED RFP #6464**."
- Please direct purchasing and procedural questions regarding this RFP to Crystal A. Wake at (734) 222-6760 or email wakec@ewashtenaw.org
- Please direct specific technical questions regarding this RFP to Susan Sweet Scott at (734) 544-3048 or email scotts@ewashtenaw.org

Thank you for your interest

RFP#6464 SENIOR NUTRITION FOOD PROGRAM

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 lunchtime meals to Washtenaw County residents who are sixty (60) years of age or older. Meals are currently offered in seventeen (17) community centers, and are delivered by volunteers, to client’s homes (See Attachment A). The number of dining locations may be adjusted during the course of the contract.

Washtenaw County is seeking proposals from qualified caterers to prepare and deliver meals to approximately sixteen dining locations. The caterer will operate on the County calendar and will assure daily delivery within a timeframe established by the County. Approximately 65,000 meals will be purchased, the vast majority will be delivered hot and in bulk; although some meals will need to be individually packaged hot meals, 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.

All costs related to the preparation, delivery and individual serving should be included in the per-meal cost submitted in response to this RFP. Serving utensils and miscellaneous supplies are to be made available for delivery to the centers by the caterer for additional cost. Additional detail regarding needed supplies is included within this proposal.

RFP#6464 SENIOR NUTRITION FOOD PROGRAM

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 Contractors qualifications and capabilities to provide the specified service, and other factors that 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.

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 contractor 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 RFP's may be adjusted to allow for revisions. The entire proposal document with any amendments should be returned in triplicate. To be considered, three (3) copies, the one (1) original and two (2) copies (one copy unbound and suitable for photocopying) must be at the County on or before the date specified.

E. Proposals should be prepared simply and economically providing a straightforward, concise description of the vendor'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.

F. The price quotations stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the County Purchasing Office to the mutually agreed to date of award. For price increases to be considered, the Purchasing Division shall be notified, in writing, by letter as well as a letter from the manufacturer 30 days prior to the increase taking effect.

G. A standard Washtenaw County Service Contract will be executed between Washtenaw County and the awarded vendor.

H. In the event, the County receives two or more bids from responsive, responsible bidders, on or more of whom are Washtenaw County vendors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive, responsible Washtenaw County vendor. For purposes of this section, Washtenaw County vendor means a company which has maintained its principal office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O. Box is not, in and of itself, sufficient to discretion under this section to determine if a company qualifies as a Washtenaw County vendor and if two or more bids are substantially equal.

III. PROPOSAL SPECIFICATIONS

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

- A. The vendor's qualifications, years in business, staff profile and experience with providing the food services required by Washtenaw County. Include verification that at least one of your personnel has completed the Management Certification Training Course and the certification date.

Attach as Addendum A

- B. The address of the location at which the food would be prepared and the distribution location if different.

Attach as Addendum B

- C. The number of food service staff assigned on a permanent full time/part time basis that will be involved in the service of this contract. Identify staff position for primary contact for this contract.

Attach as Addendum C

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

Attach as Addendum D

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

Attach as Addendum E

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

Attach as Addendum F

- G. Provide a Sample Five Day Menu.

Attach as Addendum G

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.

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to the ETCS 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, which must be submitted under this contract, including, but not limited, performance reports and expenditure reports are subject to review and final approval by the County Administrator and the ETCS Director.

Section 4 - After reasonable notice to the Contractor, the County, the Employment Training and Community Services, 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, 2009 and ends on September 30, 2012.

RFP#6464 SENIOR NUTRITION FOOD PROGRAM

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.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

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 non-owned 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.

RFP#6464 SENIOR NUTRITION FOOD PROGRAM

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 \$10.48 per hour with benefits or \$12.28 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, 2009 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.

RFP#6464 SENIOR NUTRITION FOOD PROGRAM

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. TERMS & CONDITIONS

AWARD:

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:

The term is for a three (3) year period.

COST OF RFP:

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:

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.

VI. CATERING SPECIFICATIONS AND GUIDELINES

Standard Provisions for Caterers

If a contract is awarded, the selected vendor will be required to adhere to a set of contract provisions specific to the provision of nutrition services. These provisions are general principles, which apply to all contractors of service to the Washtenaw County Senior Nutrition Program.

Food Requirements

Food supplied will meet all nutritional requirements of the United States Department of Agriculture. Menus will adhere to the requirements of the Area Agency on Aging 1-B as outlined in General Requirements for Nutrition Programs.

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.

Additional Supplies

The Contractor will deliver all additional supplies as ordered by the Senior Services Supervisor for the Washtenaw County Employment Training and Community Services Senior Nutrition Program.

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.

RFP#6464 SENIOR NUTRITION FOOD PROGRAM

Standards of Preparation

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 the County's Employment Training and Community Services (ETCS) of compliance with these regulations. Meals will be prepared under properly controlled temperatures and preparation will not be completed more than four (4) hours prior to the scheduled serving time. Adequate heating/refrigeration of food will be provided so that the temperature of hot foods will be maintained at approximately 140 degrees and cold foods below 40 degrees F until the scheduled serving time. Prepared meals shall be held at proper temperatures in areas that meet USDA sanitation standards. The contractor will check the temperature of the food at the end of preparation and just prior to delivery. The Contractor will provide a record of temperatures on a monthly basis to the Washtenaw County Senior Nutrition Program.

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.

Sanitary Food Handling

To assure sanitary food handling, the Contractor 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.

RFP#6464 SENIOR NUTRITION FOOD PROGRAM

VII. GENERAL REQUIREMENTS FOR NUTRITION PROGRAMS

Meals may be presented hot, cold, frozen or shelf-stable and must conform to the following meal pattern with menu flexibility supported by the use of computerized Nutrient analysis:

Meal Requirements	Servings per meal	Notations
Bread or Bread Alternate	2 serving's bread, rice, pasta, cereal. A starchy vegetable may replace one bread serving.	Encourage whole grains and starchy vegetables (i.e. corn, peas, potatoes, sweet potato, yams).
Vegetable	2 servings: 1 serving = ½ cup or Equivalent measure	Fresh, frozen, or canned and prepared without added sodium. Focus on deep colored and dark green leafy vegetables. Cooked dried beans or peas are a good fiber source.
Fruit	1 serving: ½ cup or equivalent measure Required in each meal	Fresh, frozen, canned or dried. Deep colored fruits are good sources of Vitamin C and are encouraged daily.
Milk or Milk Alternate	1 serving: 1 cup or equivalent measure	Encourage low-fat or skim milk, buttermilk, yogurt or cottage cheese.
Meat or Meat Alternate	1 serving: 2-3 oz. or equivalent measure	Encourage lean and low-fat meats and cheese. Dried beans and peas are a good choice. Peanut butter, cottage cheese, tofu, and eggs also qualify.
Fats	1 serving: 1 teaspoon or Equivalent measure	Select choices that are good sources of mono-and poly-unsaturated fats. Limit total fat to no more than 30% of total daily calories. Each week's meals shall contain no more than 25 grams average total fat
Dessert	Optional	Choose nutrient dense desserts such as fruits, whole grain quick breads, puddings with limited fats and sugars. Limit high calorie desserts such as pies, cakes, cookies, etc.
Sodium	No more than 1200 per meal average weekly total	Select and prepare foods with less salt or sodium and use salt-free seasonings.
Fiber	3 choices out of a 5 day week high fiber	Choose whole grains, fruits and vegetables

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.
- c) Excellent flavor, aroma and appearance.
- d) Menu ideas to provide clients a choice.
- e) Menus reflect overall client food preferences.

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

▪ **Meat or Meat Alternate Group:**

Two to 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, tofu or tempeh. A protein source can contain a combination of meat, fish, fowl, eggs, or cheese. Limit cured and processed meats to no more than once a week in order to limit sodium content of the meals.

▪ 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 must be prepared only with pasteurized liquid eggs or mixes.
- Entrees such as omelets, quiches and soufflés purchase prepared and frozen must only contain pasteurized eggs.

▪ **Vegetable Group:**

Two, ½ cup servings. All varieties of vegetables are acceptable. Fresh, frozen, or canned and prepared without added sodium.

- Focus on deep colored and dark green leafy vegetables. Cooked dried beans or peas are a good fiber source.
- 100% vegetable juice may be used occasionally, particularly when needed to meet Vitamin C requirements.

NOTE: Rice, spaghetti, macaroni and noodles are not vegetables. Tater-Tots or hash browns should not be counted as vegetables due to their low vitamin content. See below.

• **Fruit Group:**

One, ½ cup serving for each meal. Fresh, frozen, or canned fruit will be packed in juice, light syrup or without sugar. A serving of fruit is generally a medium apple, banana, orange, pear or ½ cup chopped, cooked, canned fruit.

RFP#6464 SENIOR NUTRITION FOOD PROGRAM

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

Two servings should be offered. Enriched or whole-grain bread, particularly those high in fiber. Biscuits, muffins, rolls, sandwich buns, cornbread and other hot breads may be used. White bread should 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. Select choices that are good sources of mono-and poly-unsaturated fats. Limit total fat to no more than 30% of total daily calories. Each week's meals shall contain no more than 25 grams average total fat.

- **Dessert Group:**

Serving a dessert is optional. Healthier desserts generally include:

- Fruit, low-fat puddings, whole grains, low-fat products and limited sugar items such as quick breads (i.e. banana or pumpkin bread).
- Fresh, frozen or canned fruits packed in their own juice are encouraged as a dessert item.

- **Milk Group:**

One-half pint should be offered. Low-fat or skim milk is recommended. 1-cup low-fat, skim, whole, buttermilk, low-fat chocolate, or lactose-free milk fortified with Vitamins A and D should be used. Yogurt, calcium fortified soymilk can be substituted.

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 or the milk.
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% 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. Foods must be under-salted in cooking. The sodium content of each meal must be at 1,200 per meal average.
6. The contractor must be able to provide information on the nutrition content of menus. Nutrient analysis documentation is required to be submitted as part of the cycle menu review and approval process through AAA-1B.

RFP#6464 SENIOR NUTRITION FOOD PROGRAM

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 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. Three out of a 5 day week must be high fiber (i.e. 8-10 grams per meal)
10. The daily menu will include no more than three (3) high carbohydrate items (more than 12 gm. CHO per serving), including the dessert.

Other Required Meals

Other types of meals on occasion may be required and are listed below:

- **Frozen Meals:**

Frozen meals will be delivered to some sites for homebound clients. The meals consist of a frozen, pre-packaged entree accompanied by milk and bread. Frozen meals must be complete and meet the same menu requirements as the hot meals. A variety of seven meals shall be available. Entrees must be labeled with contents, date packaged and heating instructions.

- **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. (See Attachment "C")

- **Hot pre-packaged meals:**

For delivery to homebound clients.

RFP#6464 SENIOR NUTRITION FOOD PROGRAM

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.

Menus will be developed by the Contractor and/or the Senior Services Supervisor must be approved by the Area Agency on Aging Region 1-B. Acceptance of the menu will be dependent on the approval of the Area Agency on Aging 1B. Nutrient analysis documentation will be submitted as part of the cycle menu review and approval process. Menus will adhere to requirements of the Area Agency on Aging 1-B as outlined in General Requirements for Nutrition Programs (page 12).

Monthly menus shall include at a minimum, one meal that reflects religious, social, ethnic or cultural food preferences. Menus shall also include traditional meals that are reflective of major holidays.

If the Senior Nutrition Program prepares 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. (See Attachment "D").

1. Meal requirements: The noon meal pattern requires that each meal meet one-third of the current RDA for adults. Special menus are planned for special occasions.
2. The caterer will notify the Senior Nutrition Supervisor at least 24 hours in advance for any substitutions in the existing menu.
3. Dining Centers - See attached listing with dining centers locations, projected number of meals and days of the week meals will be served (See Attachment "A").
4. Meal Delivery Schedule –For site serving times (See Attachment "B").
5. Ordering Meals - Meals will be ordered by 1:00 pm for delivery to sites on the following day.

RFP#6464 SENIOR NUTRITION FOOD PROGRAM

Operations & Procedures

Delivery Services:

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 Attachment "B").
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.

RFP#6464 SENIOR NUTRITION FOOD 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.
- 7 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.
- 8 The caterer must provide assurance of compliance under Title VI of the Civil Rights Act of 1964.

Meal Utensil & Container Items:

The following items are to be **included in the bid price** for the meals.

ITEM

5-Compartment Plates
15" x 17" single ply Napkins
Knife, Spoon, Fork (med. weight-wrapped) Plastic ware
Straws/ small
12 oz. Styro Bowl – for soups or cereals, if necessary
6" Paper Plates - for dessert, if necessary
5 oz. Styro Bowl - for fruits, etc., if necessary.

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

RFP#6464 SENIOR NUTRITION FOOD PROGRAM

BID SHEET FOR SUPPLEMENTAL SUPPLIES

Supplemental Supplies - The following items are to be available for purchase by the Nutrition Program and delivered to the site by the caterer as requested.

<u>ITEM</u>	<u>QUANTITY</u>	<u>PRICE</u>
3-compartment tray with lid	200\case	\$ _____
3-compartment aluminum tray with lid	250\case	\$ _____
10 oz. Styro Bowl	50\sleeve	\$ _____
10 oz. Lids	100\sleeve	\$ _____
12 oz. Styro Bowl	50\sleeve	\$ _____
12 oz. Lids	100\sleeve	\$ _____
8 oz. Squat cup	20\sleeve	\$ _____
8 oz. Squat cup lid	100\sleeve	\$ _____
6 oz. Squat cup	50\sleeve	\$ _____
6 oz. Squat cup with lid	100\sleeve	\$ _____
Aprons (disposables)	100\box	\$ _____
5 in. Hinged sandwich containers	125\sleeve	\$ _____
Hair net (100 per box) white or brown	100\box	\$ _____
Plastic sandwich bags	500\sleeve	\$ _____
Oven Mitts (each)	1\each	\$ _____
Plastic gloves	100\box	\$ _____
Paper towels-rolled	30\case	\$ _____
Placemats - White	1000\box	\$ _____
Colored	1000\box	\$ _____
Dish Towels/Disposable	30 each	\$ _____
Dish Detergent	Gallon	\$ _____
Bleach	Gallon	\$ _____
Ph test strips	Vial	\$ _____
Stainless steel scrubbers	12\box	\$ _____
Trash bags	25 per roll	\$ _____
 <u>Serving Utensils</u>		
4 oz. Spoon or Spoodle	each	\$ _____
Scoops Size 6	each	\$ _____
Size 8	each	\$ _____
Size 10	each	\$ _____
Size 12	each	\$ _____
Ladle 8 oz.	each	\$ _____
Bread knife	each	\$ _____
Pocket test thermometers	each	\$ _____

RFP#6464 SENIOR NUTRITION FOOD PROGRAM

BID SHEET FOR MEALS

Please provide prices for meals, including all food, condiments, plastic and paper products required to serve meals.

Meals	Price Each
Hot Meal – (Delivered in a bulk pan)	\$ _____
Hot Meal – (Individually Package)	\$ _____
Salad Meal – (Addition options for Congregate Diners)	\$ _____
Frozen Meals	\$ _____
Cold Box Lunches (Individually Packaged Box Lunches)	\$ _____

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

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

Labor	\$ _____
Fringe	\$ _____
Raw Food	\$ _____
Transportation	\$ _____
Supplies	\$ _____
Utilities	\$ _____
Other (Please specify)	\$ _____

RFP#6464 SENIOR NUTRITION FOOD PROGRAM

ADDENDA

Attach requested ADDENDUM, A through G to the balance of this RFP.

SIGNATURE PAGE

Signature _____	Company Name _____
Print Name _____	Company Address _____
Title _____	City _____ St. _____ Zip _____
Telephone # _____	Fax # _____
Federal Tax ID # _____	Email/URL Address _____

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.

RFP#6318 Senior Nutrition Food Program

**ATTACHMENT "A"
DINING CENTERS**

LOCATIONS	SERVING DAYS					* APPROXIMATE # OF MEALS	ESTIMATED	Ave Meals		
*SITES	M	T	W	TH	F	# OF SERVING DAYS	APPROX # OF MEALS	TOTAL ANNUAL MEALS	Week	Day
HelpSource ADC 3879 Parkard	X	X	X	X	X	5	48 meals per week/. 10 day	2400	48	10
Ann Arbor Senior Center 1320 Baldwin, Ann Arbor	X		X		X	3	45 meals per week	1800	36	12
AA/Baker Commons 106 Packard, Ann Arbor	X		X		X	3	60 meals per week	2600	52	17
Brown Chapel 1043 W. Michigan Ave., Ypsilanti	X		X			2	20 meals per week	1040	21	10
AA/Miller Manor 727 Miller Ave., Ann Arbor	X	X	X	X	X	5	85 meals per week	6500	130	26
Chelsea Meals on Wheels 775 South Main St, Chelsea	X	X	X	X	X	5	365 meals per week	18250	365	73
Dexter Sr Nutrition Center 7714 Ann Arbor St, Dexter	X	X	X	X	X	5	300 meals per week	17300	346	69
Foster Grandparent Program					X	1 x mo	60 meals per month	720	14	14
Generations Together 2801 Baker Road, Dexter	X	X	X	X	X	5	37 meals per week	1,225	25	5
Lincoln Senior Center 8970 Whittaker, Lincoln		X	X	X	X	4	55 meals per week	2,200	44	11
Milan Senior Center 45 Nickel Court, Milan	X		X	X		3	70 meals per week	3100	62	21
Pittsfield Senior Center 701 W. Ellsworth, Ann Arbor		X		X		2	60 meals per week	2,650	53	27
Saline Senior Center 7805 N. Maple Rd, Saline	X		X		X	3	37 meals per week	776	16	5
Turner Center 2401 Plymouth, Ann Arbor		X		X	X	3	41 meals per week	3300	66	22
Turner Resource Center 2401 Plymouth, Ann Arbor		X			X	2	16 meals per week	823	16	8
Whitmore Lk Sr Nutrition Ctr 9318 Main St, Whitmore Lake	X		X	X		3	108 meals per week	4800	96	32
Ypsilanti Sr. Citizens Rec Ctr 1015 Congress, Ypsi	X	X	X	X	X	5	79 meals per week	3600	72	14
Ypsilanti Township Rec Ctr 2025 E. Clark Road, Ypsilanti	X	X	X	X	X	5	191 meals per week	9000	180	36

Number of meals per site may vary. Total anticipated meals is 65,000.

NOTE: Individually packaged box lunches may be required for site emergencies, special events and summer outings. These meals average 200 a month.

ATTACHMENT "B"

MEAL DELIVERY SCHEDULE

SITES	CURRENT SERVING DAYS	EARLIEST ARRIVAL	LATEST DELIVERY	SERVING TIME	IDEAL TIME
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 & Thr	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.

ATTACHMENT "C"

SAMPLE - BOX LUNCHES

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

Milk provided with every meal.

ATTACHMENT "D"

SAMPLE – MONTHLY MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 CHICKEN POT PIE SALAD MASHED POTATOES BROCCOLI CUTS ROLL FRUIT CHOICE PUDDING	3 BAKED HAM SWEET POTATOES TOSSED SALAD CORN BREAD CREAM PIE FRUIT	4 MACARONI AND CHEESE STEWED TOMATOES BROCCOLI SLAW WHEAT BREAD CHOICE CAKE FRUIT	5 SALISBURY STEAK WITH GRAVY GREEN BEANS SCALLOPED POTATOES PAN ROLL BROWNIE FRUIT	6 CHICKEN PICCATA SWEET PEAS MASHED POTATOES WHEAT ROLL COOKIE FRUIT
9 CLOSED	10 SLICED TURKEY WITH GRAVY WINTER BLEND VEGGIES WHIPPED POTATOES WHEAT ROLL APPLE CRISP FRUIT	11 MARINATED PORK CHOP MIXED VEGGIES AU GRATIN POTATOES PAN ROLL TAPIOCA PUDDING FRUIT	12 STUFFED STEAK WITH GRAVY PEAS AND CARROTS RANCH POTATOES ROLL CHOICE CAKE FRUIT	13 VEGETABLE LASAGNA CALIFORNIA BLEND TOSSED SALAD GARLIC BREAD STRAWBERRY CREAM PIE FRUIT
16 BAKED MEATLOAF WITH GRAVY MIXED VEGETABLES MASHED POTATOES DINNER ROLL COOKIE FRUIT	17 CHICKEN ALA KING GREEN BEANS COLE SLAW HOMEMADE BISCUIT BREAD PUDDING FRUIT	18 MOSTACCIOLI WITH MEAT SAUCE BROCCOLI CUTS GARDEN SALAD GARLIC BREAD BROWNIE FRUIT	19 POLISH SAUSAGE CARROTS CABBAGE POTATOES MULTI GRAIN BREAD APPLE PIE FRUIT	20 CHEESE BURGER ON BUN WITH KETCHUP AND MUSTARD BAKED BEANS OVEN POTATOES CHOCOLATE CHIP COOKIE FRUIT
23 BEEF STEW WITH VEGGIES TOSSED SALAD BISCUIT CHOICE PUDDING FRUIT	24 BAKED CHICKEN WITH GRAVY BROCCOLI FLORETS MASHED POTATOES ROLL CHERRY CAKE FRUIT	25 MARINATED PORK CHOP GREEN PEAS SCALLOPED POTATOES WHEAT ROLL COOKIE FRUIT	26 TURKEY RICE CASSEROLE WHOLE GREEN BEANS SPINACH SALAD CORN BREAD CREAM PIE FRUIT	27 PEPPER STEAK OVER RICE FAR EAST VEGGIES TOSSED SALAD RYE BREAD PEANUT BUTTER COOKIE FRUIT
30 MEATBALLS WITH GRAVY BROCCOLI CUTS WHIPPED POTATOES PAN ROLL TAPIOCA PUDDING FRUIT	31 HALLOWEEN HOT DOG ON A BUN WITH KETCHUP & MUSTARD BOO BAKED BEANS CREEPY SLAW DEVIL'S FOOD CAKE OR DIET COOKIE FRUIT		Menu Subject to Change Without Notice Margarine and Half Pint of 2% Milk Served with Every Meal	

FUNDED THROUGH THE AREA AGENCY ON AGING 1-B