



OCTOBER 19, 2020

REQUEST FOR BID PROPOSALS

For

CONGREGATE NUTRITION PROGRAM
FOOD SERVICE CONTRACT

JULY 1, 2021 - JUNE 30, 2023

DURHAM CENTER FOR SENIOR LIFE

CONGREGATE MEAL SERVICE & ADULT DAY HEALTHPROGRAM

DUE DATE: No Later than 5:00pm Friday, April 9, 2021

USPS Mail or Deliver all bids in a sealed envelope indicating "Sealed Bid" for Congregate Nutrition Program, Company's Name and Address on the outside of the envelope.

To: Alvonina Baldwin, Center Director
406 Rigsbee Avenue, Suite 202
Durham, NC 27701

Schedule for bidding Congregate Nutrition Contract F/Y 2021 - 2023

Advertisement	Monday, October,19, 2020
Deadline for Questions	Friday, March 26, 2021 at 5:00 p.m.
Deadline for Receipt of Proposals	Friday, April 9, 2021 by 5:00p.m. Durham Center for Senior Life 406 Rigsbee Ave; Suite 202 Durham, NC 27701
Scheduled Tasting/Criteria Evaluation	Week of April 12, 2021
Award of Contract	Friday, April 23, 2021
Effective date for beginning of new contract	Thursday, July 1, 2021

INVITATION TO BID FOR FOOD SERVICES CONTRACT

The Durham Center for Senior Life (DCSL) hereby solicits sealed bids for furnishing food services for the Durham County Elderly Nutrition Program (the "Program") during the period of July 1, 2021 to June 30, 2023, with options to extend, as hereafter explained, subject to the specifications and provisions set forth herein and attached. Sealed proposals will be accepted until 5:00 p.m. on Friday, April 19, 2021 at the Durham Center for Senior Life; 406 Rigsbee Ave; Suite 202; Durham, NC 27701. All proposals shall be sealed; indicating "Sealed Bid for Food Preparation and Catering", your company's name and address, and opening date prominently on the front of each sealed proposal envelope or package. Electronically submitted (e-mail/fax) proposals will not be accepted. Bids received after the stated time will not be considered.

The purpose of the Program is to meet the nutritional needs of individuals aged sixty and older by serving them nutritionally sound meals in strategically located community sites in Durham County, as listed herein. This bid will be for the period of July 1, 2021 through June 30, 2023.

Each bidder must submit a Bid Submittal Form and Management Information Questionnaire (the "Submittals") on the forms provided herein. The bidder shall sign the Submittals, and Submittals may be rejected if they show any omissions, alterations of form, additions not called for, conditional bid, or any irregularities of any kind. Upon signing, the bidder is automatically agreeing to all conditions as listed. Bids must be submitted on the forms enclosed and a response provided to all items as indicated. Bids made otherwise will be subject to rejection. Bidders may provide additional information on extra pages, which bear the bidder's name and reference to the item being expanded upon. All attachments requested and required herein must also be attached and submitted with the bids.

All prices must be based on delivery at the designated locations in Durham County for Monday through Friday, each week during the period of this agreement for the Elderly Nutrition Program. Taxes are to be shown as a separate item within the bid.

DCSL reserves the right to reject any or all bids or to select the bid which, in the Agency's opinion, is in the best interest of Durham County. Bids must meet all above requirements and those set forth in specifications. The catering service bid proposal received will be submitted to the DCSL Nutrition Committee for award or rejection of bids. Any contracts awarded will be directly with Durham Senior for Senior Life.

Acceptance of the bid and the contract for services is expressly contingent upon receipt of sufficient funds by the Program from Durham County, Triangle J Council of Governments and other funding sources.

Proposals will be evaluated on the following points:

- Bidder's qualifications (capability to provide service; financial and technical resources)
- Bidder's history of providing the service and past contract performance
- Completeness and accuracy of bid
- Quality of product
- Service unit cost

DCSL reserves the right to: request additional information or references; accept or reject any or all bids; waive technicalities; accept proposals in whole or in part; negotiate contractual terms with the successful bidder; and to award a contract which, in the opinion of DCSL, best serves the interest of the Program.

For further information regarding bidding procedures contact:

Alvonia Baldwin, Center Director
Durham Center for Senior Life
406 Rigsbee Ave, Suite 202
Durham, NC 27701
Telephone: 919-688-8247 ext. 120

Enclosures:

Food Contract Specifications and Conditions
Schedule A-Scope of Services
Schedule B-Special Conditions
Schedule C-Holiday Schedule
Schedule D-Elderly Nutrition Program Meal Pattern Standards
Schedule E-Food Procurement and Preparation Standards
Schedule F-Elderly Nutrition Program's Standards
Schedule G- Elderly Nutrition Program's Official Menu for Fiscal Year 2020-2021

Management Information Questionnaire

Bid Submittal Form

FOOD SERVICE CONTRACT SPECIFICATIONS AND CONDITIONS

The purpose of the Nutrition Program for the Elderly (Title III-C of the Older Americans Act) (the Program") is to meet the nutritional needs of individuals aged sixty and older, by serving them nutritionally sound meals at strategically located community sites in Durham County. The Food Service Provider shall be called "Caterer," or "Provider" DCSL will be considered to be the "Purchaser."

This bid will be to provide services for the period from July 1, 2021 through June 30, 2023. Should the funds for the contract not be appropriated by the Durham County Board of Commissioners, the contract shall be terminated by Purchaser upon ten (10) days written notice to Caterer. Purchaser shall have the unilateral right to extend the agreement awarded to the successful bidder under the same terms and conditions for two additional terms of one year each upon provision of written notice to Caterer not later than thirty (30) days prior to the expiration of the then-current term. In the event DCSL extends this agreement for either or both of the additional terms, the unit price paid by DCSL to Caterer for such additional term shall be adjusted in amount equal to the percentage change in the Consumer Price Index Table 1-Food Away From Home for all urban consumers, U.S. city average, provided that the unit price shall not increase more than 5% in any given year. The adjusted unit price shall be calculated in accordance with the following computation:

Step 1: CPI for Food Away From Home Feb of Current Calendar Year Minus CPI-Food Away From Home for Feb. of Previous Calendar Year Equals Index Point Difference

Step 2: Index Point Difference divided by CPI Food Away From Home for Feb. of Previous Calendar Year Multiplied by 100 Equals Percentage Change

Step 3: Percentage Change Multiplied by Unit Price Equals Unit price change

Step 4: Unit Price plus Unit Price Change Equals Adjusted Unit Price

The Program will order meals for Monday through Friday with the exception of approximately ten (10) holidays as outlined in Schedule C attached hereto and hereby incorporated herein, or in the case of shelf stable meals for inclement weather.

Caterer's employees will be provided with applicable policies and procedures pertaining to the operation of the Program and will be expected to follow these procedures as indicated.

A directory of the Program's Meal Sites, the estimated total number of Program meals, and the estimated daily number of meals for each site are detailed in the attached Schedule A- Scope of Services. Schedule A is considered part of these specifications and conditions and will be a basis for all bids. Additional meals and/or additional sites may be added by the Purchaser, depending upon existing utilization and/or availability of funds, under this same bid. These changes will take effect upon notice to the Caterer by the Purchaser.

The Caterer will be flexible regarding the number of daily meals to be prepared and delivered. Caterer acknowledges that the number of meals indicated in Schedule A represents Purchaser's best estimate of meals required. Purchaser reserves the right to increase or decrease the number of meals depending on demand and available funds. Caterer shall provide any additional meals at the unit price in Caterer's bid. (The Purchaser will notify the Caterer through email by 2:00 p.m. of each serving day of the number of meals required for the next serving day.) The number of meals requested on a daily basis will constitute an invoice, which will cover the maximum billing for that order. Only the Agency Director, or the Director's designees has the authority to make a change in the number of daily meals.

Billing for the program meals shall be conducted as follows:

Caterer will bill Purchaser on a monthly basis for meals provided. Caterer's monthly invoice will be provided to Purchaser by the fifth (5th) day of each month. After verification of proper billing, Purchaser will pay such invoice either on the 10th or the 25th of the month in which receipt of the invoice by Purchaser's Finance Office. Any such payment will be conditioned upon receipt of sufficient funds from Triangle J Council of Governments and other funding

sources. Invoices presented to the Purchaser by the Caterer each month must include the following information:

1. Daily accounting of the number of meals delivered to each site and the original signed delivery ticket organized by site and then consecutively by date
2. The amount of USDA credit applied in accordance with this agreement
3. The total number of meals delivered
4. The total cost for meals delivered excluding tax (a subtotal must be listed on the invoice)
5. The amount of discount, if any
6. Tax figured on the total cost for meals less any discount
7. The amount of total billing

A sample of the form that will be used for billing must be included with the bid.

To afford the best possible meals for the recipients, the time schedule for deliveries shall be as set forth in Schedule B attached hereto and hereby incorporated herein. In the event of late delivery of twenty (30) minutes or more from the times established in Schedule B due to failure by the Caterer or its employees, the cost of such meals so accepted by Purchaser will incur a \$1.00 per meal administrative penalty.

Meals ordered for the Program will be packaged in bulk containers for 3 locations and pre-packaged/ready to serve for one location. Food shall be packaged so there is minimum spillage in the hot and cold food carriers (e.g. with plastic film secured over lip of pan before lid is placed on it). If Caterer fails to deliver adequate amounts of food as ordered, the Purchaser may request that any omissions in delivery be provided by the Caterer. If there is insufficient time for Caterer to deliver the omissions on the same day before serving time, then the Purchaser will have the right, but not the duty, to purchase comparable food items from another source and to receive reimbursement from Caterer equal to the Purchaser's expense for obtaining these food items.

If the shortage or omissions cannot be made up by the Caterer by serving time on the same day and if the Purchaser is not able to purchase the needed food items then the shortage or omission of the specific food item (meat, vegetables/fruits, carbohydrates, dessert, or calcium source) will constitute a shortage of entire meals and the unit cost of these meals will be deducted from the Caterer's bill accordingly. The unit cost of these meals is the Program's total cost (cost of meals plus administrative costs of \$1.00 per meal) to provide one meal per participant.

Should the Caterer fail to deliver meals for a meal session or should any person eating meals prepared under this contract become ill as a result of food poisoning attributable to the negligence of the Caterer, as determined by Public Health Officials, then such action shall be deemed non-performance of the contract and shall be justification for immediate cancellation of the contract.

Caterer must assure sufficient staffing for meal preparation at all times during the contract period.

Upon delivery of meals to designated Elderly Nutrition sites, a receipt form, in duplicate, must be provided by the Caterer to be signed by the Purchaser's representative. This form (meal delivery ticket) must include:

- Specific foods delivered
- End of production time
- Number of meals delivered
- Signature of food production manager
- Blank for arrival time of meals, temperatures and signature of site manager
- Blank for serving time of meals, temperatures and signature of site manager
- Date and name of site

A sample of the form that will be used as meal delivery ticket must be included with the bid.

If Caterer is notified by 6:00 a.m. not to prepare meals due to inclement weather, no charges will be on the account of Purchaser for that day. If Purchaser provides Caterer with notification after 6:00 a.m., all charges will be made at a pro-rated cost for preparations that have actually been performed by Caterer.

Caterer must assure that a qualified person is in charge of meal preparation and delivery and can be contacted by telephone at any time during normal business hours. The name and title of that individual and the name and title of two alternate individuals to be contacted must be provided to the Purchaser.

Each meal provided by the Caterer must furnish one third (1/3) of the current Daily Recommended Dietary Allowances as established by the Food and Nutrition Board, National Academy of Sciences-National Research Council as detailed in Schedule D attached hereto and hereby incorporated, and must conform to the meal pattern described in the North Carolina Division of Aging Definitions and Service Standards attached hereto as Schedule F and hereby incorporated herein.

Attached menus for the contract period are a part of the bid specifications. These menus should be the basis for costing the bid. See attached Schedule G - Official Bid Menu. In the event the Purchaser invokes its unilateral right to extend this agreement for two additional terms of one year each, the Schedule of Meals for 2021- 2023 shall repeat for the additional term(s).

All foods shall be prepared on the day to be served and the Caterer will provide meals to the Purchaser as specified in the approved menus. Any deviation from the approved menus must be approved by the Program Supervisor at least twenty-four (24) hours prior to the serving time and must be documented by a menu change form with the specific food substitutions listed. The menu change form, which will be provided by Program Supervisor, must be dated and signed by the person authorizing the change. Food substitutions shall be approved by the person identified by the Purchaser's Agency on Aging to be responsible for menu review to ensure meals meet one-third (1/3) of the Recommended Dietary Allowances.

Caterer will supply to each Elderly Nutrition Site ("Site") written serving instructions for each serving day, specifying the utensils to be used and the amount of each food item on that day's menu to be served to each Program participant in order to ensure that proper portions are provided (hereinafter referred to as the "Serving Guides"). These Serving Guides will cover each twelve week menu cycle, and will be provided for July/August/September (first half of summer/spring cycle); then, for October through March (fall/winter cycles); then again for April/May/June (second half of summer/spring cycles). Caterer will provide two copies of the Serving Guides to the Program Supervisor. The serving guides for July/August/September must be provided no later than June 15, 2021.

Caterer will furnish one decorated birthday cake per month for each Site; cake will be of sufficient size to be served as the dessert for that day. Serving dates are specified on the official menus.

The Program Supervisor or a person designated by the Program Supervisor will examine one meal selected at random from meals supplied by the Caterer each day. This examination will include measurement of component weight, as well as visual examination for color and appearance and a taste testing for texture, and flavor/absence or flavor defects. In addition, the Program Supervisor shall have the option of periodically drawing samples for more detailed analysis in a qualified laboratory.

Caterer will be expected to provide a shelf staple product and frozen meals if requested by the Purchaser for use as an emergency meal for inclement weather days and/or the scheduled holidays at the Sites, as listed on Attachment C. A nutritional analysis approved by a certified dietitian will accompany all shelf and frozen meal menus.

Each Caterer wishing to be listed among those eligible to submit a bid shall submit his current food preparation facilities to inspection by the local Health Department's Environmental Health Specialists, on behalf of the Nutrition Program. The Caterer must maintain a Grade "A" sanitation rating from the local Health Department. If the ranking drops below Grade "A" the Purchaser must be notified by the Caterer of the rating change before 5:00 p.m. on the same day

it occurs. Caterer must request a re-inspection from the local Health Department within two (2) working days and that re-inspection must be completed within fifteen (15) working days after the Health Department receives the notification. Caterer must provide proof of the Grade "A" inspection to the Purchaser within three (3) working days after the re-inspection. Failure to meet this requirement will automatically terminate the contract. Caterer must agree that requirements for food handler permits and health examinations are met.

Meals will be prepared under properly controlled temperatures and will be assembled immediately upon completion for departure to the meal sites and for delivery to the program participants. It is required that all hot foods be maintained at 135 degrees Fahrenheit or above throughout all processes from cooking to serving, and all cold food must be maintained at 41 degrees Fahrenheit or below during all processing through serving. The Caterer will be responsible for providing and keeping in good condition equipment (e.g. Cambro heated cabinets when delivering.) to maintain these temperatures until serving time at each Elderly Nutrition site. This equipment must be of the correct size and style to be usable at each site.

The loading and unloading of the containers from the vehicle into and out of the Site shall be the responsibility of the Caterer. Caterer must provide all transportation for meal deliveries, and must have back-up vehicles available for the delivery of meals in the event of a breakdown, etc.

Caterer is responsible for cleaning and sanitizing food carriers, equipment and serving utensils. Program staff will not be liable for loss and/or breakage to food serving equipment or transportation containers left at serving sites. Caterer will provide the following equipment for each Elderly Nutrition Congregate Site:

- 1) Food carriers, both hot and cold
- 2) Serving pans
- 3) Serving utensils: 1 spatula, 3 slotted spoodles, 3 solid spoodles, 2 slotted spoons, 2 solid spoons, 1 pair tongs, 2 #8 scoops, one 8 oz. Ladle, one 1 oz. Ladle, one plastic pitcher (one gallon)
- 4) Food thermometers

All disposable supplies must be approved by Program Supervisor for the Sites. Samples are to be submitted at the time bids are opened. Disposables for each Site are:

- 1) 9" x 12" six compartment trays: Genpak 10600; laminated China Foam Tray 30-266; or Amoco 80-255;
- 2) Plastic-ware kits (sealed): durable plastic knives, spoons, forks; napkins (1/4 fold, 13" x 13"); salt and pepper packets;
- 3) Trash can liners: 55 gallon heavy weight, minimum of 18 micron, impervious to liquids and odors;
- 4) Durable disposable plastic gloves (size extra large), hairnets, and aprons;
- 5) Individually wrapped plastic straws;
- 6) Large plastic bags with twist tie closures for breads and cookies and plastic wrap;
- 7) Strong three-compartment heat-retentive containers with each entree section to hold not less than 10 oz. and each vegetable section to hold not less than 4 oz. for Home Delivered meals, which shall be approved by the Program Supervisor;
- 8) Appropriate individual containers with tight-fitting lids to prevent spillage for cold foods and stews (e.g. six- and eight-ounce squat cups with lids) for Home Delivered Meal, which cups and lids shall be approved by Program Supervisor; and
- 9) Soup/salad bowls - ten (10) oz.

Condiments will be supplied by Caterer appropriate for each meal. The following condiments must be individually packaged: mayonnaise, mustard, ketchup, vinegar, salad dressing, tartar sauce, and lemon juice. No bulk products will be accepted at any site.

Standards for disposable dinnerware:

- Heavy-weight knives should cut without bending;
- Heavy-weight spoons should not bend, melt, or break;
- Heavyweight fork tines should not break;
- Trays should have the strength to support the weight of the food;
- Trays should have non-absorbing quality so that gravy will not soak into the plates
- Trays should be deep enough to hold the serving of food without spillage

The use of NSIP cash resources at the level determined by the North Carolina Division of Aging must be assured by Caterer. Detailed records must be maintained on NSIP cash resources by the Caterer. These records must also provide documentation to the Purchaser that the cost per meal includes raw food purchases of U.S. grown or produced food equivalent to the current NSIP rate.

The Durham County Public Health Director or his designee, and officials of Triangle J Council of Governments, the North Carolina Division of Aging, and the North Carolina Department of Agriculture have the right to inspect food production site, recipes, and purchase orders.

Caterer shall keep full and accurate sales records of purchases and billings made in connection with this Program. Caterer will prepare and furnish any and all reports or other documentation requested by the Purchaser. All such records, reports, and documentation shall be kept on file for five (5) years after the last date covered by the contract. Authorized representatives of the Purchaser, North Carolina Division of Aging, and the United States Department of Health and Human Services shall have access to all Caterer's records for audit and review at a reasonable time and place with advance notice to Caterer.

Caterer will furnish needed food service training in sanitation, portion control, etc. to Program Supervisors, Site Managers, and volunteers once per year during the contract period. This training is traditionally held in the first quarter of the fiscal year.

Indemnity and Insurance

Caterer shall secure and maintain during the term of this agreement the following insurance issued by a company authorized to do business in North Carolina and satisfactory to DCSL.

- (a) Commercial general liability insurance with limits of liability not less than two million dollars (\$2,000,000) per occurrence, three million dollars (\$3,000,000) aggregate, combined single limit for bodily injury and property damage, Purchaser,

its officers, employees, and agents shall be named as an additional insured on this policy, and such status as additional insured shall be evidenced by a written endorsement to the policy provided to Purchaser.

- (b) Automobile liability insurance for all owned, non-owned and hired vehicles with limits of liability not less than one million (\$1,000,000) combined single limit for bodily injury and property damage.
- (c) Workers' compensation in the statutory amounts, (including waiver of subrogation endorsement in favor of (DCSL) unless any claims or liabilities incurred result from DCSL's negligence and employer's liability insurance in an amount not less than one million dollars (\$1,000,000). The certificate of insurance shall include confirmation of the waiver of subrogation endorsement or a copy of the endorsement shall be attached thereto.

Prior to commencing work, Caterer shall provide certificates of insurance to DCSL for each such policy required in subparagraphs (a) through (c). Said certificates shall contain the provision that the County will be given thirty (30) days written notice of any intent to amend or terminate by either the insured or the insuring company. However, a ten (10) day notice is sufficient for cancellation due to non-payment of premium.

If Caterer assigns or subcontracts any of its rights or duties hereunder, pursuant to the provisions of the contract, Caterer shall ensure that the assignee or subcontractor satisfies all requirements of the contract, including, but not limited to, maintenance of the required insurance coverage and provision of certificate(s) of insurance and required endorsements in proper form prior to commencement of services. The Caterer shall not assign or subcontract any portion of the contract to another food service company without the express written consent of DCSL. If Caterer does assign or subcontract any of its rights or duties hereunder, Contractor shall remain liable for the fulfillment of all contractual obligations. Caterer will require the right to assign or subcontract the resulting agreement to an affiliated entity of caterer without prior

consent of DCSL; provided, however, that in such instance caterer shall remain liable for the fulfillment of all contractual obligations.

Caterer agrees to protect, defend, indemnify and hold DCSL, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceeding or causes of action that are due to the negligent acts or omissions of the Caterer, its officers, employees, subcontractors or agents. Caterer further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto. Caterer will not be required to protect, defend, or indemnify DCSL for damages caused by the negligent acts or omissions of DCSL, its officers, agents, or employees.

Caterer shall comply with all laws, rules, regulations, ordinances, codes, orders and actions of the United States of America and of any state or political subdivision thereof or of any other governmental unit or agency that may now or hereafter be applicable to the performance of the services by Caterer. By way of illustration, and not limitation, Caterer shall comply with Title IV and Title VI of the Civil Rights Act of 1964, in regard to employment practices and persons served.

The contract may be terminated by the Caterer giving the Purchaser not less than one hundred eighty (180) days prior written notice of intention to terminate as the date specified; or, by the purchaser, giving the Caterer thirty (30) days prior written notice of intention to terminate as the date specified. This thirty (30) day notice shall in no way conflict with the cancellation provision stated earlier above for non-delivery or delivery of non-wholesome meals or food poisoning of Program participants.

The Caterer shall further have the capability, demonstrated through past experience, to implement the nutritional and logistical aspects necessary for the proper performance of the Program in accordance with the provisions of Title III of the Older Americans Act of 1965, as

amended. Copies of the act referred to in this proposal may be obtained from the U.S. Government Printing Office or its local subsidiaries and branches.

Federally regulated standards for this Nutrition Program and related information may be found in Federal Register, Volume 45, Number 63, part IV published Monday, March 31, 1980, and which can be obtained from most public libraries.

Schedule A -Scope of Services
Average Range of Meals per Day/pp

Congregate

Durham Center for Senior Life
Adult Day Health Program
406 Rigsbee Ave. Suite 102
Durham, NC
919-682-0215
(Located at DCSL Main Center)

30- 60ppi

DCSL Main Center
406 Rigsbee Ave. Suite 202
Durham, NC 27701
919-688-8247

50-100 ppl

JFK Towers Satellite Site
4900 Roxboro Street
Durham, NC 27704
919-748-1422
(Located in a Housing
Community)

15- 36 ppl

Little River Satellite Site
8305 Roxboro Rd.
Bahama, NC 27503
919-477-6066
(Located on the Northern End of
Durham County, - Little River Community Complex)

15 – 36 ppl

175
Average Meals
per day

**Note: Meals
could exceed
daily average,
while under
COVID19**

SCHEDULEB
SPECIAL CONDITIONS

TIME SCHEDULE FOR DELIVERIES

Deliveries to the Congregate Nutrition sites shall be in strict accordance with the following locations to ensure food has arrived to all 4 locations between the hours of 10:00am – 11:30am.

Scheduled Site Locations:

Little River

8305 Roxboro Rd
Bahama, NC 27503

JFK Towers

4900 Roxboro St.
Durham, NC 27704

Adult Day Health

406 Rigsbee Ave; Suite 102
Durham, NC 27701

DCSL Main Center

406 Rigsbee Ave; Suite 202
Durham, NC 27701

In the event the meals are twenty (30) minutes late from the expected scheduled delivery range due to fault of Caterer as agreed by Program Supervisor and Caterer representative, and Purchaser elects to accept that number of meals that can be served to the Program participants still in attendance at the time of meal delivery, the cost of such meals so accepted will incur a \$1.00 per meal administrative penalty.

**Schedule C
Holiday Schedule(tentative)**

<u>Holiday</u>	Dates: <u>Recognized</u> 2021-2022	Dates: <u>Recognized</u> 2022-2023
Independence Day	July 2, 2021 (Friday)	July 4, 2022 (Monday)
Labor Day	September 6, 2021 (Monday)	September 5, 2022 (Monday)
Thanksgiving	November 25 & 26, 2021 (Thursday & Friday)	November 24 & 25, 2022 (Thursday & Friday)
Christmas	December 24-28, 2021 (Friday – Tuesday)	December 23, 26, 27, 2022 (Friday, Monday, & Tuesday)
New Year's Day	January 3, 2022 (Monday)	January 2, 2023 Friday
Martin Luther King Day	January 17, 2022 (Monday)	January 16, 2023 Monday
Spring Holiday	April 15, 2022 (Friday)	April 7, 2023 Friday
Memorial Day	May 30, 2022 (Monday)	May 29, 2023 Monday

****Purchaser reserves the right to close sites due to inclement weather and other causes. ****

Note: The schedule will also reflect 3 staff development days in which the centers will be closed.

D CSL will provide the scheduled dates of the staff development closings well in advance for each calendar year.

SCHEDULED

MEAL PATTERN FOR ELDERLY NUTRITION MEALS

Based on North Carolina Division of Aging
Service Standards and Definitions

- A. The total protein content of each meal must be no less than twenty-one grams. Of this, fourteen grams must be a complete protein, in the form of two ounces of edible meat, fish, or poultry (exclusive of fat, bone, or gristle). One-half cup cooked, drained, dried beans, peas, or lentils may be used as a substitute for one ounce of meat. One cup of dried beans may be used twice in one 20-day cycle as a substitute for two ounces of meat; however, a "complementary" protein source must be served at the same meal with one cup dried beans in order to serve a complete protein (e.g. rice, corn, grits, or cornbread). Other protein sources such as one egg or two tablespoons peanut butter may also be substituted for one-ounce meat. Ground meat may be used in entrees no more than twice in one week.
- B. Each meal must contain two servings of a whole grain or enriched grain product such as: one-half cup rice, grits, or pasta; six saltine crackers; cornbread; roll, biscuit, or muffin (at least one ounce); or one slice of bread. As an alternative, one serving of bread product listed above and one-half cup serving of starchy vegetable may be provided in place of two servings of grain or bread product. Examples of starchy vegetables are one-half cup sweet or white mashed potatoes, lima beans, green peas, or corn.
- C. Starchy vegetables may not be used to satisfy both the complex carbohydrate requirement and the vegetable requirement.
- D. Each meal must contain two servings of different fruits and/or vegetables, such as: ½ cup canned drained fruit; ½ cup cooked drained vegetables; 1 piece of fresh fruit; 6 ounces of 100% fruit juice (Vitamin C fortified); ½ cup coleslaw; one cup tossed, mixed, fresh vegetable salad.
- E. One serving of Vitamin C-rich foods must be served at least twice per week.
- F. Fruit or vegetables used in gelatin, soups, or main entrees may be counted as one serving if ½ cup of fruit or vegetable is used per serving.
- G. Vegetable or fruit sauces may not be identified as fruit/vegetable requirement (however, applesauce may be counted as a fruit).

- H. One teaspoon of fortified margarine in an individual covered cup or container may be used if it adds palatability to the menu.
- I. Salad dressings, mayonnaise, gravies, and white sauces may be used to enhance menu palatability, but total fat content of the meal may not exceed 30% of the total calories. Reduced fat salad dressings are indicated on the official menus, which are part of this bid package.
- J. Each meal must contain a total of no less than 400 mg. Calcium. This may be obtained by one serving of 8 ounces of whole, low fat, buttermilk, chocolate, or sweet acidophilus milk fortified with vitamins A and D in an individually sealed carton; or, other foods high in calcium.
- K. Dessert may be provided as an option, and one serving may include fruit, puddings, fruited or plain gelatin, cake, cobblers, cookies, or pies/pie squares; but total fat content of the meal may not exceed 30% of the total calories for that meal.
- L. All foods used in meals must be from approved sources; food prepared, frozen, or canned in the home shall not be served at the Sites.
- M. Each meal on the certified, signed menu must be served.
- N. All meals must meet the following specifications: Calorie content must be a minimum of 700 calories per day. The fat content must be no more than 30% of total calories. The sodium content of the meal cannot exceed 1,300 mg per meal.

SCHEDULE E

FOODPROCUREMENTANDPREPARATIONSTANDARDS

All food served must be prepared in a Grade A kitchen. All food used must meet standards of quality, sanitation, and safety applying to foods that are processed in a commercially licensed establishment. All foods used in the meals must be from approved sources; in compliance with applicable state and local laws, ordinances, and regulations; and be clean, wholesome, free from spoilage, free from adulteration and mislabeling, and safe for human consumption.

MEATS

All meat and poultry, fresh or frozen, used in the meals must be inspected by USDA or state officials, from federally or state inspected plants, and must bear inspection stamps on the box or package.

The bidder receiving the food bid must obtain and submit to the Program Director a certificate of compliance from the manufacturer for each item to be included in the meat category. Only brands approved by the Program Director may be used in the meat category.

All meat products in gravy: excess grease and/or fat must be drained/removed before packaging for transport.

Beef: Grade USDA Choice

Beef, ground USDA Choice, 80% lean, 20% fat. No textured vegetable protein or meat products containing soy mixture are to be used to replace animal protein.

Beef patties, USDA Choice, 80% lean, 20% fat, 4-oz. raw weight

Beef stew, USDA Choice, 1" cubes. Meatballs are not acceptable for beef and vegetable stew.

Meatballs used for Swedish, Italian, and Barbecue: must be ½ oz. meatballs. Any gravy or sauce is to be drained of excess grease before packaging for transport to sites.

Molded meat items must yield three ounces cooked weight excluding fat. No breaded or flaked meat products may be used.

Meatloaf: must be sliced before delivery and an adequate number of uniform slices must be included so that each serving yields 3 oz. of meat (not including binding agents and vegetables which might be included).

Poultry: USDA Grade A.

Chicken breast, USDA Grade A. Only unbreaded chicken breast fillet, to yield 3 oz. cooked, maybe used.

Pork: Grade U.S. No. 1

Fish: Fresh raw fish must bear the PUF1 (Packed under Federal Inspection) shield.

Breaded fish portions: yields are based on raw fish portions and the amount of fish in the product. "Precooked" seafood is not cooked; only the breading or batter is cooked. The fish is raw.

VEGETABLES AND FRUIT

Fresh fruit and vegetables: #1 quality

Fresh and frozen vegetables should be used as much as possible. When canned vegetables are used, salt should not be added.

All fresh fruit (such as apples, oranges, peaches, grapes, pears, and plums will be washed by Caterer before delivery.

100% fruit juice (orange, grapefruit, orange-grapefruit, or other 100% fruit juice fortified with Vitamin C to meet one-third RDA for Vitamin C, or Vitamin C fortified cranberry juice cocktail). Juices in waxed cartons are preferred and should be used whenever possible.

Vegetables, canned, USDA Grade A Fancy, as follows:

Peas, green: Early June, 3 sieve

Beans, green, cut or cuts: Blue Lake, North West, 4 sieve

Frozen pack greens, USDA Grade A, such as chopped turnip greens, chopped spinach, chopped collards, chopped kale, and mixed green; mixed vegetables; cauliflower; and sweet potato patties.

Broccoli, frozen spears, 4 ½" to 5 ½", USDA Grade A.

Broccoli, frozen cuts, 1-1 ½", 25% head, 15% leaf, USDA Grade A.

Broccoli, frozen, chopped, 1/2" x 1/4", USDA Grade A.

Fresh Fruit:

Grapefruit, white, US #1, 36 or 32 count, 1/2 of grapefruit

Oranges, fresh, (Florida) US #1, 100 count, 1 each

Oranges, fresh, (California) US #1, 113 count, 1 each

Apple, one medium, 1 each

Banana, 1 petite or 1 large, 1 each

Cantaloupes, US #1, 1/2 carton count 18, 1/4 melon

DAIRY PRODUCTS

Fortified margarine in an individual covered package chip or container.

Milk may contain no Bovine Growth Hormone. Caterer must obtain documentation from processor/distributor to assure this condition.

Milk, fluid, whole, 1/2 pint, Grade A pasteurized, Vitamins A and D added. Not less than 8.25 % milk solids and not less than 3.25% milk fat.

Milk, fluid, skim, fortified with Vitamins A and D, 1/2 pint, 0.5% milk fat, pasteurized.

Milk, low fat buttermilk: 1/2 pint, Grade A, pasteurized cultured. Milk solids not less than 8%.

Cheese, no imitation.

COMPLEX CARBOHYDRATES

Whole or enriched grain products, such as rice, grits or pasta.

Crackers, saltine, quantity 6.

Cornbread, 2 1/2" square x 1 1/2" high. All pieces must be uniform in size.

Rolls, biscuits, or muffins must weigh at least one ounce.

SCHEDULE F

ELDERLY NUTRITION PROGRAM'S STANDARDS

I. Statement of Philosophy and Purpose

Nutrition services are intended to

Promote, maintain, and improve the health and well-being of older adults through the provision of a nutritionally balanced meal five or more days per week served in a strategically located congregate setting or delivered to the home.

Reduce the isolation experienced by many older adults through opportunities for social interaction by participation in the nutrition program.

Provide nutrition education and supportive service activities in order to enhance the older adult's ability to remain independent.

Enable impaired older adults to remain at home as long as possible and facilitate the discharge of older adults from hospitals and care providing facilities.

II. Legal Base

Older Americans Act of 1965 as amended

(As codified in Title 42 of the United States Code, Chapter 35, sec. 3001 et seq.) [Official compilation not available as of 7-1-03 - see AOA website for unofficial compilation: <http://www.aoa.gov/>]

Title 45, Code of Federal Regulations, Part 1321 (Grants to State and Community Programs on Aging)

<http://www.access.gpo.gov/nara/cfr/>

N.C. General Statutes, Chapter 143B

§143B-181.1 Division of Aging-creation, powers and duties.

(a) There is hereby created within the office of the Secretary of the Department of Health and Human Services a Division of Aging, which shall have the following functions and duties:

(11): To administer a Home and Community Care Block Grant for Older Adults, effective July 1, 1992

(c) The Secretary of Health and Human Services shall adopt rules to implement this Part and Title 42, Chapter 35, of the United State Code, entitled Programs for Older Americans. <http://www.ncga.state.nc.us/gascripts/Statutes/StatutesTOC.pl>

**N.C. Administrative Code, Title IOA, Chapter 6 -Aging Program Operations,
Subchapter K- Nutrition Services**

http://ncrules.state.nc.us/ncadministrativ_/title10ahealth_/chapter06agingp_/default.htm

III. Definition of Nutrition Services

Summary of federal and state requirements

- Congregate nutrition programs must provide at least one hot or other appropriate meal per day, and may provide additional meals, in a congregate setting in which a range of social and supporting services are available.
- Home-delivered nutrition services must deliver at least one hot, cold, frozen, dried, canned, or supplemental foods meal per day and may provide additional meals to an eligible individual who is homebound by reason of illness, incapacitating disability or is otherwise isolated.

The meals must:

- Comply with the Dietary Guidelines for Americans.
- Provide 1/3 RDA for one meal, 2/3 RDA for 2 meals, and 100% RDA for 3 meals per day. Be adjusted to meet the special dietary needs of participants to the maximum extent feasible.
- In addition to meal service, nutrition activities must include outreach, screening, nutrition education, activity programming for congregate nutrition sites, and volunteer management.

Practice Guidelines:

Service providers are encouraged to note how broad the definition of nutrition services is under federal and state rules. Hot and other appropriate meals are allowed under the Older Americans Act, as well as additional meals. An appropriate meal may be hot, cold, frozen, dried, canned or liquid, as long as it provides 1/3 of the daily recommended dietary allowances, follows the Dietary Guidelines for Americans, and accommodates the needs and capacity of the individual recipient to open, consume, store, refrigerate, freeze, and/or reheat the meal safely. An additional meal is any meal that exceeds one meal per day, 5 days per week.

Options for Responding to Local Needs - Having the flexibility to develop slightly different nutrition programs in each community means that planners can develop programs that are responsive to local needs, such as the risk of malnutrition, health promotion/disease prevention issues, or the diversity of the population. Responses could range from modified and therapeutic diets to salad bars and culturally appropriate meals.

They could take the form of frozen or liquid meals. Service delivery for both congregate and home-delivered meal programs can evolve with the needs of the NC communities in which they are located.

More than a Meal - The federal and state units on aging are proud to market nutrition services as more than a meal, because providers typically offer so much more to their participants. In addition to meals, all agencies offer nutrition screening and nutrition education and may offer nutrition assessment and counseling. Communities routinely describe their nutrition services not only in terms of providing nutritionally sound meals or decreasing malnutrition, but also in terms of reducing social isolation, promoting health, and preventing physical and mental decline. In most communities, nutrition providers also play a critical role in linking older people to other services.

Nutrition providers are encouraged to do a self-assessment and see how well their services go beyond meals to offer social interaction, mental stimulation, informal support systems, and volunteer opportunities. Are participants connected, as needed and appropriate, with other health and supportive services, such as transportation and home repairs? Are they referred for other food assistance programs, such as Food Stamps?

Local planners are requested to think broadly about defining nutrition services in terms of effective outreach to target populations, screening, assessment, counseling, education, programming, service coordination, and referrals as well as meal provision.

SCHEDULE G
ELDERLY NUTRITION PROGRAM'S OFFICIAL MENU
FOR FISCAL YEAR 2020/2021 (Sample)

The following 2 pages are a sample of a 3-month menu cycle and Nutrient Analysis.

This is required a month in advance to be submitted to The Area Aging on Agency Triangle J Council of Governments <https://www.tjcog.org/aging> for approval with the dietician's signature.

SAMPLE MENU BELOW: NOTE: (Triangle J Area on Agency Contact's Signature and date for approval is required along with Dieticians Signature and date)

Monday	Tuesday	Wednesday	Thursday	Friday
Baked Spaghetti	Crab Cake w/ lemon sauce	BBQ Pork Rib Sandwich w/ Pickles & Cheddar	Stuffed Peppers	Southern Chicken n Gravy
WG Noodles	Corn	Burger Bun	Brown Rice in Pepper	Black Eyed Peas
Mixed Veggies	Ratatouille	California Veg	Carrots	Garlic Spinach
Warm Peaches	Banana	Spiced Apples	Spiced Pineapple	Orange
Veggie Juice Medley	No Bread	WW Burger Bun	Sliced White	No Bread
Milk	Milk	Milk	Milk	Milk
				2/1/2019
3/4/2019	3/5/2019	3/6/2019	3/7/2019	3/8/2019
4/8/2019	4/9/2019	4/10/2019	4/11/2019	4/12/2019
Honey Glazed Pork Chop	Cheese Ravioli w/ Meat Sauce	Cheese Burger	Chicken Parmesan	Country Fried Steak
Harvard Beets	Ravioli	Burger Bun	WG Butter Noodle	Mashed Potatoes
Cauliflower w/ Cheese	Broccoli	Garden Peas	5 way Veggies	Seasoned Greens
Peaches	Spiced Pears	Fruit Compote	Apple Juice	Fruit Explosion
Wheat Roll	WW Roll	WW Burger Bun	No Bread	No Bread
Milk	Milk	Milk	Milk	Milk
2/4/2019	2/5/2019	2/6/2019	2/7/2019	2/8/2019
3/11/2019	3/12/2019	3/13/2019	3/14/2019	3/15/2019
4/15/2019	4/16/2019	4/17/2019	4/18/2019	4/19/2019
Turkey Chili	Lemon Rosemary Chicken	Baked Sausage Ziti	Sweet & Sassy Meatloaf	Chicken Stir-Fry
Beans in Chili	Navy Beans	WG Pasta	Mashed Potatoes	Brown Rice
Broccoli	Carrots	Zucchini & Tomatoes	Collard Greens	Stir-Fry Veg
Spiced Peaches	Pineapple	Warm Apple Sauce	Banana	Mango Tango
Corn Bread	Garlic Bread	Veggie Juice Medley	Sliced Wheat	Wheat Roll
Milk	Milk	Milk	Milk	Milk
2/11/2019	2/12/2019	2/13/2019	2/14/2019	2/15/2019
3/18/2019	3/19/2019	3/20/2019	3/21/2019	3/22/2019
4/22/2019	4/23/2019	4/24/2019	4/25/2019	4/26/2019
Salisbury Steak w/ Gravy & Onions	Roasted Turkey w/ Gravy	Chicken n Waffles	BBQ Pulled Pork	Mango Chicken
Brown Rice Pilaf	WG Mac n Cheese	Veggie Juice	Sweet Potato Souffle	Rice Pilaf
Carrots	Green Beans	Turnip Greens	Stewed Cabbage	Peas & Carrots
Pineapple	Tropical Fruit	Spiced Apples	Orange	Pears
White Roll	Corn Bread	WG Waffle	Hushpuppy	Wheat Roll
Milk	Milk	Milk	Milk	Milk
2/18/2019	2/19/2019	2/20/2019	2/21/2019	2/22/2019
3/25/2019	3/26/2019	3/27/2019	3/28/2019	3/29/2019
4/29/2019	4/30/2019			
Chicken n Dumplings	Sloppy Joe	Turkey Hot Dog	BBQ Chicken Thighs	Meatloaf
Sauteed Spinach	Boiled Potatoes	1/2 Bun	Squash Casserole	Mashed Potatoes
Fruit Compote	Cabbage	Carrots	Dill Carrots	Green Beans
Veggie Juice	Fruit Explosion	Spiced Pineapple	Orange	Pears
	WW Burger Bun	WG Hot Dog Bun	Wheat Roll	Sourdough
Milk	Milk	Milk	Milk	Milk
2/25/2019	2/26/2019	2/27/2019	2/28/2019	3/1/2019
4/1/2019	4/2/2019	4/3/2019	4/4/2019	4/5/2019

*Reviewed by
Kurt Jackson
TJ.A.A.
1-29-19*

DCSL 14 Week one Tuesday Crab Cake w/ Lemon

Number of Servings: 1 Meal

Amount	Ingredient	Comments
6 oz	Crab cake (2 oz seafood)	
4 oz.	Ratatouille	
1 each	Banana	
1 cup	Milk, 2 %	
4 oz.	Corn	

(One serving of grain provided via crab cake)

Nutrient Analysis			
<u>Nutrient</u>	<u>Value</u>	<u>Nutrient</u>	<u>Value</u>
Calories (kcal)	770		
Protein (g)	23		
Carbohydrates (g)	98		
Total Dietary Fiber (g)	9		
Fat (g)	24		
Cholesterol (mg)	39		
Vitamin A - IU (IU)	8907		
Vitamin B1 (mg)	0		
Vitamin B2 (mg)	1		
Vitamin B3 (mg)	5		
Vitamin C (mg)	186		
Calcium (mg)	432		
Iron (mg)	3		
Potassium (mg)	1048		
Sodium (mg)	1150		

Fat=28%

Reviewed by
Kara Jackson
TJAAA
1-29-19

OLDER AMERICANS ACT TITLE III-C
Nutrition Program for the Elderly
BID FORM FOR DCSL

In compliance with the invitation to bid, and subject to all of the specifications, conditions, and attachments thereto, the undersigned offers and agrees, if this bid is accepted within thirty days from the date of opening, to furnish the items quoted herein below at the unit price set forth and to make delivery as specified during the contract period.

ESTIMATED TOTAL TWO-YEAR PROJECT COST

Program Congregate Food Cost

___	meals X. ___	(unit price)	\$ _____
___	meals X. ___	(tax)	\$ _____
	TOTAL		\$ _____

Name of Bidder _____

Address _____

Signature of Authorized Representative _____

Title _____ Date _____

MANAGEMENT INFORMATION QUESTIONNAIRE

Bidder (Identify by Name): _____

1. Information on individuals who will be responsible for the daily management of the contract with the Program:

PRIMARY CONTACT:

ALTERNATE CONTACT:

Name. _____

Name. _____

Title. _____

Title _____

Telephone _____

Telephone _____

ALTERNATE CONTACT:

Name _____

Title _____

Telephone _____

2. List your business's qualifications to perform the services requested for the Elderly Nutrition Program. Include at least three references we may contact for further information.

3. At what facilities and for what programs are you currently providing food services?
(Include name, address, and telephone number)

4. Describe the food carrier equipment and delivery vehicle(s) to be utilized in providing meals to each nutrition site. Include a description of bulk container capacity to maintain food at proper temperatures and under sanitary conditions.

5. Describe the route to be utilized in making food deliveries to each nutrition site from your facility's kitchen. These deliveries should follow the time frame outlined in **Schedule B**.

6. Describe any other catering services that you would wish to provide to the Program. Would there be additional costs involved?

7. Please provide any other information that you feel is pertinent to this bid proposal.

The above information is accurate and complete to the best of my knowledge.

Print Name: _____

Signature: _____

Date: _____

**IMPORTANT: REMEMBER TO PROVIDE ALL ATTACHMENTS REQUESTED,
THE FOOD SERVICE SPECIFICATIONS AND CONDITIONS SPECIFICATIONS.**