


<b>APPALACHIAN COUNCIL OF GOVERNMENTS, South Carolina</b> a political subdivision of the State of SC	MAIL TO: Appalachian Council of Governments ATTN: Karen Carter PO Box 6668 Greenville, SC 29606	
<b>REQUEST FOR PROPOSAL</b>	OR HAND CARRY TO: Appalachian Council of Governments 30 Century Circle Greenville, South Carolina 29607	
<b>Proposals will be accepted until 2:00 pm on April 24, 2015</b>	TELEPHONE NO. (864) 242-9733 URL: <a href="http://www.scacog.org">www.scacog.org</a>	
	<b>BID NUMBER:</b> ACOGMEAL-2015-1	

VENDOR NAME: \_\_\_\_\_

VENDOR ADDRESS: \_\_\_\_\_

CITY-STATE-ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

(If different from above) \_\_\_\_\_

TELEPHONE NO. (\_\_\_\_) \_\_\_\_\_ FAX NO. (\_\_\_\_) \_\_\_\_\_

FEDERAL ID NO. \_\_\_\_\_ E-MAIL \_\_\_\_\_

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and verify that I am authorized to sign this proposal for the proposer. I further state that the company affiliated with this proposal currently complies with all applicable federal and state laws and directives relative to non-discriminatory practices in employment.

Proposer acknowledges receipt of the following addendum:

Number \_\_\_\_\_ Dated \_\_\_\_\_

Number \_\_\_\_\_ Dated \_\_\_\_\_

Number \_\_\_\_\_ Dated \_\_\_\_\_

Number \_\_\_\_\_ Dated \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

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## SECTION I PROPOSAL ADMINISTRATION

### INSTRUCTIONS TO PROPOSERS

Proposals will be considered as specified herein or attached hereto under the terms and conditions of this proposal.

1. **Submit an original, so identified, and four (4) complete duplicate copies of the Proposal, including a completed W-9 form and Certificate of Insurance for your agency, in a sealed opaque package with the proposal number, firm name, as well as the time and date for opening prominently marked on the outside.**
2. Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed in **blue ink** by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
3. Proposals must be submitted to or at the time, date and exact location specified to be considered. No late proposals, telegraphic, telephonic, or electronic proposals will be accepted.
4. All information requested of the proposer must be entered in the appropriate space on the original forms as contained in this RFP package. Failure to do so may be grounds for disqualification.
5. All information must be entered in ink or typewritten. Mistakes may be crossed out and corrected prior to submission, if initialed by the person signing the proposal. Corrections and/or modifications received after the closing time specified will not be accepted.
6. Proposing Firms are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
7. Prohibition of Gratuities: It shall be unethical for any person to offer, or give, or agree to give any ACOG employee or former ACOG employee, or for any ACOG employee or former ACOG employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.
8. Addendum to Proposal: If it becomes necessary to revise any part of this request for proposals, an addendum will be provided in writing to all vendors receiving this request for proposals. All amendments issued by ACOG must be acknowledged in writing by vendor. In addition, all addenda will be posted to the ACOG website at [www.scacog.org](http://www.scacog.org). It is the responsibility of the Vendor to check the website for addenda up to the time of the proposal closing.
9. Proposal Closing. At the time that proposals are opened, the only information that will be released is the names of the participating proposers. No other information will be provided before the ranking of bidders and the issuance of award.
10. ACOG reserves the right to award proposals received on the basis of individual items, groups of items, or the entire list of items; to reject any and all proposals; and to waive any technicalities.
11. In case of tie proposals, price and quality being equal, preference shall be given to vendors in our six-county region. In every case, ACOG reserves the right to make awards deemed to be in the best interest of the Organization.
12. Unless otherwise indicated in the proposal notice, prices must be firm, and remain in effect for ninety (90) days. Ambiguous proposals which are uncertain as to fees, delivery, or compliance with specifications may be rejected or disregarded.
13. In case of default by contractor, ACOG reserves the right to purchase any or all items in default in open market, charging the contractor with any excess costs. Periods of performance may be extended if the facts as to the cause of delay are justified in the opinion of the proper ACOG officials.
14. Failure to Perform: If, during the term of this contract, the vendor should refuse or otherwise fail to perform any of its obligations under the contract, the ACOG reserves the right to: 1) Obtain the goods or services from another vendor; and/or 2) Terminate the contract; and/or 3) Suspend the vendor from bidding for a period of up to 24 months. If the ACOG exercises this right, the ACOG shall not be responsible for any portion of this contract, nor shall the ACOG be

responsible for any pro-rata billings, partial work completed, parts ordered, supplies, or any other vendor related costs related to the cancellation of this contract.

## GENERAL PROVISIONS

1. **ORDER OF PRECEDENCE:** In the event of inconsistency between the provisions of this solicitation, the inconsistency shall be resolved by giving precedence in the following order: (A) ACOG Procurement Policy as amended, (B) The proposal schedule and instructions to Offerors, (C) General conditions, (D) General provisions, (E) Other provisions of the contract whether incorporated by reference or otherwise, and (F) the Specifications.
2. **S.C. LAW CLAUSE:** Upon award of a contract or Purchase Order under this proposal, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful Offeror from requirements that it be authorized and/or licensed to do business in this state, by submission of this signed proposal, the Offeror agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina, to all matters and disputes arising or to arise under the contract and performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.
3. **EXCUSABLE DELAY:** The contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by the fault of a subcontractor, and if such default arises out of control of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.
4. **AWARD CRITERIA:** Award will not be issued based solely on price as this award is considered a professional service. ACOG will consider the proposal to be most advantageous to its own interests. References will be contacted and considered as part of the award criteria based on information provided related to the service history and uniform quality. The ACOG will weigh pricing.
5. **SPECIFICATIONS:** Any deviation from specifications in the proposal solicitation must be clearly pointed out; otherwise, it will be considered that the items offered are in strict compliance with these specifications, and the successful Offeror will be held responsible. Unless otherwise stated, it is understood and agreed that any item offered or shipped on this proposal shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.
6. **RESPONSIBILITIES:** The Offeror must assume that any purchase, responsibility, insurance, and action or activity which is necessary for the satisfactory operation of the services requested in the request for proposal, but which is not specifically designated as an ACOG responsibility, is a responsibility of the Contractor's operation, and the Offeror shall include these in the response to this request for proposal accordingly.
7. **INSURANCE:** Upon award of the contract or Purchase Order under this proposal, the contractor shall maintain, throughout the performance of its obligations a policy or policies of **Worker's Compensation** insurance with such limits as may be required by law, and a policy or policies of **general liability** insurance insuring against liability for injury to, and death of, persons, and damage to, and destruction of, property arising out of, or based upon, any act or omission of the contractor or any of its subcontractors or their respective officers, directors, employees or agents. Such general liability insurance shall have limits sufficient to cover any loss or potential loss resulting from this contract. **Prior to commencing work hereunder, Offeror, at his expense, shall furnish insurance certificate showing the certificate holder as Appalachian Council of Governments, 30 Century Circle, Greenville, SC 29607, Attention: AAA Director and with a special notation naming ACOG as an additional insured on the liability coverage.**
8. **AUDIT:** Contractor's records which pertain to this Contract shall be open for inspection and/or audit by the ACOG upon request for a period of five years after each contract year. For audit purposes, the Contractor shall maintain actual costs related to this contract including, but not limited to, supply costs, rental costs, personnel costs, etc., for a period of five years after each contract year.

PROPOSAL PROCEDURES MUST COMPLY WITH THE PROVISIONS OF SC LAW AND REVISED ACOG  
PROCUREMENT POLICY AS AMENDED.

## **QUESTIONS**

Questions concerning this Proposal should be directed to:

Karen Carter, AAA Director  
[kcarter@scacog.org](mailto:kcarter@scacog.org)  
864-242-9733  
864-242-6957 (Fax)

PO Box 6668  
Greenville, SC 29606

Questions must be submitted in writing, by fax, or e-mail by 5:00 p.m. on April 3, 2015, prior to submittal deadline. ACOG will review all questions and provide responses on the public ACOG website, [www.scacog.org](http://www.scacog.org).

## **PRE-PROPOSAL CONFERENCE**

There **will not** be a pre-proposal conference for this package.

## **CONTRACTUAL ARRANGEMENTS**

The ACOG will issue an award letter to the successful proposer immediately following selection by the ACOG. The award letter will specify the date the agency will expect work to commence from the successful proposer. ACOG reserves the right to include any part of the selected proposal, either in addition to or in lieu of the specifications contained in this document, in the final contract.

## **RIGHT TO REJECT**

The ACOG reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any award made will be made to the firm which, in the opinion of management of the ACOG, is best qualified.

## **SECTION II SCOPE OF SOLICITATION**

### **1.1. TO ACQUIRE SERVICES**

The purpose of this solicitation is to acquire Older Americans Act and/or State funded services in full compliance with all applicable Federal, State and Local requirements. Contractor(s) and the services provided must also be in compliance with the applicable specifications and conditions described in this solicitation.

### **1.2. CONTRACT PERIOD**

One-Year contract with an additional potential three (3) one (1) year renewal options.

Contract Base Period: 07/01/2015 through 06/30/2016

Dates are estimated; resulting contract(s) will begin on the date specified in the notice of award. The AAA may, at its option, extend any contract if it is in the best interest of the agency and the seniors in this region, and is agreeable with the Offeror. Contract extensions may be less than, but will not exceed, three (3) additional one-year periods.

All proposed units and cost information submitted in your proposal should be based on the Contract Base Period referenced above.

### **1.3 SERVICES TO BE PROCURED**

Specifications for each type of meal to be procured under this request for proposal include:

- Hot - Prepared Meals: Meals are prepared and delivered in bulk daily to the sites by the Offeror. Daily-prepared meals can be breakfast or main meal menus. They typically include a hot entrée.
- Frozen Meals - Pre-plated frozen meals that are prepared using blast-chill/blast-freeze technology. They are delivered to the sites by the vendor, usually on a weekly basis, and must be combined with supplements needed.
- Non-perishable (shelf-stable) Meals - Meals are stored without refrigeration and may be eaten with little preparation. The packaging must be easy to open and clearly labeled and include preparation instructions when needed. Items should be labeled with expiration dates. When used as an Emergency Meal, Non-Perishable Meals shall be priced the same as the regular, Daily Prepared Meals. When Non-Perishable Meals are used on a regular basis for home-delivered meals, then there will be a minimum of a two-week menu cycle to insure variety for the client, and the price shall be proposed separately on the proposing schedule.
- Picnic Meals - Hot or cold meals served in a location other than the congregate meal site. The Appalachian Area Agency on Aging will provide a one week notice to the Offeror when ordering Picnic Meals. The picnic menus are to be planned and coordinated with the Appalachian Area Agency on Aging and with the participants' preferences in mind. The Offeror will agree to deliver the picnic meals on the day of the event at the usual location or at another agreed upon location. Picnic Meals will be furnished at the same price as Daily Prepared Meals.
- Special Event Meals - Hot or cold meal for a planned special event such as an ethnic or holiday meal.
- Deli - Cold daily meal or cold second meal. Appalachian Area Agency on Aging will provide an agreed upon notice to the Offeror whenever ordering deli meals. Deli meals shall be delivered to the site at the appropriate, safe temperature. Individual components of the meal shall be individually wrapped or in appropriately sized cups with lids. Appalachian Area Agency on Aging may request a proposal for Deli Meals to be used as the second meal of the day for selected participants. The menus prepared for these second meals may repeat every two weeks. This menu cycle shall include meals with two different Deli Meal menus for both Saturday and Sunday of each week. A second meal provided with the lunch meal shall provide a total of 2/3 the Recommended Daily Allowance (RDA) in accordance with the Lieutenant Governor's Office on Aging nutrient requirements.

A copy of the Older Americans Act referred to in this proposal may be obtained from the U.S. Department of Health and Human Services Web Site under Administration for Community Living.

The Offeror must meet the broad spectrum of the statutes appropriate to the conduct of the Nutrition Program for the Elderly and any regulations and policies published by the U. S. Department of Health and Human Services, the Administration for Community Living, and the South Carolina Lieutenant Governor's Office on Aging. The Offeror will be required to meet, but not be limited to, the criteria listed within.

Sites and Number of Meals - A list of the sites to which meals must be delivered is provided under this Request for Proposal. The list includes the proposed number and types(s) of meals to be delivered to each site per day (250 serving days). Offerors may propose services for the entire Appalachian region (Anderson, Oconee, Cherokee, Greenville, Pickens and Spartanburg counties) or on an individual county basis.

**The minimum number of meals is based on historical data and is not guaranteed.**

**Projected Number of Meals:**

<b>Name of Site, County</b>	<b>Estimated Number of Daily Congregate Meals</b>	<b>Estimated Number of Daily Home- Delivered Meals</b>	<b>Estimated Number of Frozen Meals</b>	<b>Current Delivery Times*</b>
	90			8:10 a.m.
	45			8:35 a.m.
Gaffney Sr. Center Cherokee County	60	65		7:40 a.m.
Blacksburg Sr. Ctr Cherokee County	40	25		7:20 a.m.
Cherokee County Cowpens Center	15			7:40 a.m.
Senior Action Greenville County	32			9:00 a.m.
Greer-Needmore Greenville County	22			9:30 a.m.
Fountain Inn Greenville County	31 (Breakfast usually)			7:30 a.m.
Piedmont Greenville County	21			9:00 a.m.
Westside Center Greenville County	31			9:30 a.m.
Slater Comm. Ctr Greenville County	14			10:00 a.m.
Sterling Comm. Ctr. Greenville County	29			10:15 a.m.
Pleasant Valley Greenville County	35 3 days/week			10:30 a.m.
Brutontown Ctr. Greenville County	13 3 days/week			11:00 a.m.
Freetown Com. Ctr. Greenville County	23 3 days/week			11:15 a.m.
David Hellams Ctr. Greenville County	27			11:00 a.m.
Mt. Pleasant Greenville County	20 3 days/week			11:15 a.m.
Rutledge Spartanburg County	91			10:00 a.m.
Pacolet Spartanburg County	27			10:30 a.m.
Woodruff Spartanburg County	24 3 days/week			10:45 a.m.
	22 3 days/week			11:00 a.m.

Westminster Oconee County		82		8:00 a.m.
Seneca Oconee County	15	64		8:00 a.m.
Pendleton Anderson County	16			10:00 a.m.
J. E. Rice Center Anderson County	20	19		9:00 a.m.
Belton Anderson County	25			9:30 a.m.
Williamston Anderson County	20			9:45 a.m.
New Light Anderson County	30 2 days/week			10:00 a.m.
Honea Path Anderson County	14			10:15 a.m.

**\*Can be revised based on vendor/contractor input.**

## SECTION III

### INTRODUCTION AND BACKGROUND

#### 2.1. Purpose

This solicitation is an invitation for qualified Offerors to submit proposals to provide some or all of the services listed in Section 2 – Scope of Solicitation and further detailed in the appendices to this solicitation. These services will be provided to eligible, qualified individuals within the designated geographic areas.

This solicitation establishes proposal procedures, defines specific information that must be submitted to be considered for award of a contract, and identifies the criteria used to evaluate proposals.

The AAA engages in full and open competition.

#### 2.2. Overview of the Older Americans Act (OAA)

Signed into law by President Lyndon B. Johnson in 1965, the OAA is considered the backbone of aging legislation and funding. OAA funds provide for programs and services to help older individuals remain healthy, independent and safe for as long as is reasonably possible.

There are a wide range of community-based services, both in-home and in group settings, that may be provided under the OAA, including transportation services, in-home supportive services and home health care, homemaker and chore services, nutrition services and education, exercise and physical fitness, residential repair, employment programs, respite care, crime prevention and many others.

Anyone aged 60 or over regardless of income is eligible for services. However, funding is limited so the OAA targets older individuals with the greatest economic and social need, focusing particularly on low-income minority older individuals and rural elders. The OAA established the Administration for Community Living (AoA), now within the U.S. Department of Health and Human Services, and called for the creation of State Units on Aging (SUA).

Using OAA and other funds, the South Carolina SUA is responsible for statewide planning and development of programs and services targeted to older citizens, and is responsible for allocating funds to the state's regional Area Agencies on Aging.

#### 2.3. Overview of Area Agencies on Aging

The OAA expects Area Agencies on Aging (AAAs) to be the leaders relative to all aging issues within designated planning and service areas. In South Carolina, the SUA has designated ten such regions. **45 CFR 1321.53(c)**

AAAs proactively carry out and procure, under the leadership of the SUA, a wide range of functions related to advocacy, planning, coordination, inter-agency linkages, information sharing, brokering, monitoring and evaluation, designed to create a comprehensive and coordinated community-based system. This system assists older persons and ensures that they are able to live in their own homes and communities as long as possible.

In addition to planning, administration and coordination responsibilities, AAAs are also authorized by the OAA to directly provide some specified services and are required to competitively procure others.



## **2.4. Values and Principles of Appalachian Area Agency on Aging**

The Appalachian Council of Governments, as a leader in the planning and development of aging services to older persons and adults with disabilities in the Upstate of South Carolina, is committed to improving quality of life for our target population who want to remain independent in their homes, and who desire consumer choice and involvement in the provision of aging services.

## **2.5. Funding Structure for Provision of Services**

Determining the total amount of funding that is available to the AAA for the provision and/or procurement of senior services is a highly complex process that includes numerous sources of funds, including several Federal, State and local/private resources. Many of these vary in amount from year to year and become available at varying times during each fiscal year, often making total budgeted amounts for a particular service uncertain. Additionally, voluntary contributions and cost-sharing from program participants are allowed for some services. A more detailed description of service funding in SC can be found in the SUA Manual of Policies and Procedures.

Although it is expected that Offerors be familiar with the basics of OAA and AAA service funding (especially regarding participant contributions and local match requirements), it is the responsibility of the SUA and the AAAs to interpret and coordinate these resources, and to provide technical support to contractors.

## **SECTION IV**

### **PROPOSAL CONTENT AND FORMAT**

Respondents may submit a proposal for the package as a whole or on an individual county basis. However, all sites in a county must be served by the successful proposal. A proposal may be requested to provide meals at the same cost to additional sites in a county as funding becomes available. In every case, where the Respondent's proposal cannot fully comply with the requirements of the request for proposal the proposal must list all exceptions thereto as an addendum to the proposal package.

All proposals shall be complete and carefully worded and shall convey all the information requested by the Appalachian Council of Governments. If significant errors are found in the Respondent's proposal, or if the proposal fails to conform to the essential requirement of the RFP, the Appalachian Council of Governments alone will be the judge as to whether that variance is significant enough to reject the proposal. Proposals should be prepared simply and economically, providing straight forward, concise description of Respondent's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Proposals which include either modifications to any of the contractual requirements of the RFP or a Respondent's standard terms and conditions may be deemed non-responsive and therefore not considered for award.

Unless stated otherwise herein, the basic and governing language of the contract resulting from this solicitation shall be comprised of the RFP documents, including any attachments and amendments, and the successful Respondent's signed proposal. In the event of a conflict between the two documents, the RFP shall govern.

The format for proposals must follow the following outline. At a minimum, the questions asked in each area must be answered and referenced in the proposal. Additional information on each subject area is welcome:

#### **1. Letter of Transmittal**

This section is limited to two printed pages. One page should consist of the signed and dated first page of this Proposal Package. Also, provide a cover letter which includes a summary of the contractor's ability to perform the services described herein and statement that the contractor is willing to perform those services and enter into a contract with the Appalachian Council of Governments. The cover letter must be signed by a person having the authority to commit the contractor to a contract and should contain the person's title, address and phone number.

#### **2. Qualifications**

The Qualifications of the Firm should be included. Please be sure to include resumes of key personnel such as the Executive Director, Kitchen Manager, etc. The history of your firm, the number of years in business and its current Ownership arrangement should also be included. This section is limited to 3 pages.

#### **3. References**

References from three (3) agencies your agency has conducted work of a similar nature within the past three years with at least one being for an agency outside the Aging Network and with preference given to a South Carolina agency. Provide a contact name and phone number, and also a fax number and email address where available. We reserve the right to check references not included in this proposal. Respondents must be licensed to do business in the State of South Carolina and have an office in South Carolina.

**4. Scope of Work**

Address each item in the Scope of Work which starts on page 15. Describe in detail your approach to each item in the scope of work contained in this request for proposal outlining how the work will be performed or the specifications which will be met. If you intend to subcontract with another business for any portion of the work and that portion exceeds 10% of your price, your offer must identify that business and the portion of work which they are to perform. A copy of the Contract with the subcontractor must be provided to ACOG for review and approval prior to execution. Identify potential subcontractors by providing the business' name, address, phone, taxpayer identification number, and point of contact. In determining your responsibility, the Appalachian Council of Governments may evaluate your proposed subcontractors. Include Attachments A, B, C, D and E.

**5. Cost**

Provide your unit cost to provide the scope of work. See Attachment D.

**6. Litigation**

State whether or not your firm has been involved in any litigation within the past five (5) years, arising out of your performance. Explain fully if it has been involved in any litigation.

## SECTION V

### TECHNICAL EVALUATION CRITERIA

Offeror's experience, including references, financial stability, and description of his ability to perform the required service.  
**30 maximum points**

Offeror's understanding of the project and approach to provision of the services, as reflected by the response to the proposal package. **35 maximum points**

Quality of food and variety of menus. **20 maximum points**

Cost of the services as outlined in the proposal. Cost will not be the sole determining factor for award.

**15 maximum points**

Appalachian Area Agency on Aging may elect to make an award without conducting negotiations. However, after the offers have been ranked, Appalachian Area Agency on Aging may elect to negotiate price or the general scope of work with the highest ranked Offeror. If a satisfactory agreement cannot be reached, negotiations may be conducted with the second, and then the third, and so on, ranked Offerors to such level of ranking as determined by Appalachian Area Agency on Aging.

## SECTION VI

### INSTRUCTIONS TO PROPOSERS

#### **Proposal Delivery Information**

Proposals, amendments thereto or withdrawal request must be received by the time advertised for proposal opening to be timely filed. It is the Respondent's sole responsibility to insure that these documents are received by the person (or office) at the time indicated in the solicitation document. When specifications or descriptive literature are submitted with the proposal, the respondent's name must be entered thereon. Any proposals received after the Appalachian Council of Governments representative has declared that the time set for opening has arrived, shall be rejected.

The Appalachian Council of Governments assumes no responsibility for unmarked or improperly marked envelopes. All envelopes received showing a proposal name are placed under locked security until the date and time of opening. Only include 1 clearly identified original and 2 copies of your proposal in the envelope. If directing any other correspondence address the envelope to the procurement official, but do not include the proposal name on this envelope since it does not include the actual proposal.

If an emergency or unanticipated event interrupts normal government processes so that offers cannot be received at the office designated for receipt of the proposals by the exact time specified in the solicitation, the time specified for receipt of the proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal government processes resume. In lieu of an automatic extension, an Amendment may be issued to reschedule proposal opening.

In competitive sealed proposals, prices will not be divulged at opening.

#### **Confidential Information**

For every document Respondent submits in response to or with regard to this solicitation or request, Respondent must separately mark with the word "CONFIDENTIAL" on every page, or portion thereof, that Respondent contends contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged and confidential, as that phrase is used in Section 11-35-410. For every document Respondent submits in response to or with regard to this solicitation or request, Respondent must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Respondent contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act. For every document Respondent submits in response to or with regard to this

solicitation or request, Respondent must separately mark with the word "PROTECTED" every page, or portion thereof, that Respondent contends is protected by Section 11-35-1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Do not mark your entire response (proposal, quote, etc.) as confidential, trade secret, or protected! If your response, or any part thereof, is improperly marked as confidential or trade secret or protected, Appalachian Council of Governments may, in its sole discretion, determine it non-responsive. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation or request, Respondent (1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page is conspicuously marked "TRADE SECRET" or "CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not marked, as required by these proposals instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. In determining whether to release documents, Appalachian Council of Governments will detrimentally rely on Respondent's marking of documents, as required by this proposal instructions, as being either "Confidential" or "Trade Secret" or "PROTECTED". By submitting a response, Respondent agrees to defend, indemnify and hold harmless the Appalachian Council of Governments, its officers and employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from the State withholding information that Respondent marked as "confidential" or "trade secret" or "PROTECTED".

### **Proposal Rejection/Cancellation**

This solicitation does not commit the Appalachian Council of Governments to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for the articles of goods or services. Appalachian Council of Governments reserves the right to reject any and all proposals and to cancel this solicitation in its entirety if it is in the best interest of Appalachian Council of Governments to do so.

### **Respondent's Qualification**

By submission of a proposal, you are guaranteeing that all services meet the requirements of the proposal during the contract period. Respondents must, upon request of the Appalachian Council of Governments, furnish satisfactory evidence of their ability to furnish services in accordance with the terms and conditions of these specifications. The Appalachian Council of Governments reserves the right to make the final determination as to the Respondent's ability to provide the products or services requested herein.

### **Amendments to Solicitation**

The Solicitation may be amended at any time prior to opening. All actual and prospective Respondents should monitor the following web site for the issuance of Amendments: [www.scacog.org](http://www.scacog.org).

All amendments to and interpretations of the solicitation shall be in writing from the Council of Governments representative. The representative shall not be legally bound by any amendment or interpretation that is not in writing.

### **Proposal Acceptance Period**

In order to withdraw your offer after the minimum period specified on the Cover Page, you must notify the Council of Governments Representative in writing.

### **Propose in English and Dollars**

Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the Solicitation.

### **Respondent's Responsibility**

Each respondent shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this proposal. Failure to do so will be at the Respondent's risk. It is expected that this will sometimes require on-site observation. The failure or omission of a Respondent to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this proposal or to the contract.

## **Debarments/Suspension**

(a)(1) By submitting an Offer, Respondent certifies, to the best of its knowledge and belief, that (i) Respondent and/or any of its Principals (A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency; (B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and (C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision. (ii) Respondent has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

(b) Respondent shall provide immediate written notice to the Council of Governments Representative if, at any time prior to contract award, Respondent learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) If Respondent is unable to certify the representations stated in paragraphs (a) (1), Offer must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Respondent's responsibility. Failure of the Respondent to furnish additional information as requested by the Council of Governments Representative may render the Respondent non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Respondent is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the Respondent knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the Appalachian Council of Governments, the Council of Governments Representative may terminate the contract resulting from this solicitation for default.

## **Rejection**

The Appalachian Council of Governments reserves the right to reject any proposal that contains prices for items or services that are unreasonable when compared to the same or other proposals if such action is in the best interest of the Appalachian Council of Governments.

## **Competition**

This solicitation is intended to promote competition. If the language, specifications, terms and conditions or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested respondent to notify the Appalachian Council of Governments in writing so as to be received five (5) days prior to the opening date. The solicitation may or may not be changed but a review of such notification will be made prior to the award.

## **Indemnification**

The Appalachian Council of Governments, its officers, agents, and employees shall be held harmless from liability from any claims, damages, and actions of any nature arising from the use of any materials furnished by the contractor, provided that such liability is not attributable to negligence on the part of the Appalachian Council of Governments or failure of the Appalachian Council of Governments to use the materials in the manner outlined by the contractor in descriptive literature or specifications submitted with the contractor's proposal.

## **Protests**

Any prospective respondent who is aggrieved in connection with the solicitation of a contract shall protest within fifteen days of the date of issuance of the applicable solicitation document at issue. Any actual Respondent, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest within ten days of the date notification of award is posted in accordance with this code. A protest shall be in writing, shall set forth the

grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided, and must be received by the Council of Governments Representative within the time provided. Written protests are to be sent to Karen Carter, by email [kcarter@scacog.org](mailto:kcarter@scacog.org), by facsimile at (864) 242-6957, by mail to P. O. Box 6668, Greenville, SC 29606, or by hand to 30 Century Circle, Greenville, SC 29607.

### **Responsiveness/Improper Offers**

Proposals for supplies or services other than those specified will not be considered unless authorized by the Solicitation. Respondents may submit more than one proposal, provided that each proposal has significant differences other than price. Each separate proposal must satisfy all Solicitation requirements. If this solicitation is a Request for Proposals, multiple proposals may be submitted as one document, provided that you clearly differentiate between each proposal and you submit a separate cost proposal for each offer, if applicable. Any Proposal which fails to conform to the material requirements of the Solicitation may be rejected as non-responsive. Proposals which impose conditions that modify material requirements of the Solicitation may be rejected. If a fixed price is required, a Proposal will be rejected if the total possible cost to the Appalachian Council of Governments cannot be determined. Respondents will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Council of Governments Representative.

The Appalachian Council of Governments may reject a Proposal as non-responsive if the prices proposed are materially unbalanced between line items or sub-line items.

### **Non-Appropriations**

Any contract entered into by the Appalachian Council of Governments resulting from this proposal invitation shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

### **Ownership of Material**

Ownership of all data, material and documentation originated and prepared for the Appalachian Council of Governments pursuant to this contract shall belong exclusively to the Appalachian Council of Governments.

### **Contract Period**

The contract will run from July 1, 2015 through June 30, 2016 with the option of being renewed on an annual basis, not to exceed three (3) additional years. This contract will automatically extend on each anniversary date unless either party elects otherwise as allowed in the contract. If the respondent elects not to extend on the anniversary date, the respondent must notify the Appalachian Council of Governments of its intention in writing 120 days prior to the anniversary date. At renewal time, the Appalachian Council of Governments may elect to add an optional service which is stated in this contract, subject to negotiations and a written agreement between both parties.

### **Price Escalation**

Price changes may be negotiated to be effective on renewal date, if extended. Requested increases should be adjusted in accordance with changes in the Series for Food Away From Home, of the Consumer Price Index for all Urban Consumers published by the Bureau of Labor Statistics of the Department of Labor, based on the 12-month period ending on July 1 of the preceding year. In the event of a major change in the quantity of meals, the Appalachian Council of Governments reserves the right to negotiate the price based on market conditions. The contract will automatically renew at the existing price unless the respondent notifies the Appalachian Council of Governments in writing by January 1st of proposed price negotiation.

## SECTION VII

### SCOPE OF WORK

A copy of the Older Americans Act referred to in this proposal may be obtained from the U.S. Department of Health and Human Services Web Site under Administration for Community Living.

The Respondent must meet the broad spectrum of the statutes appropriate to the conduct of the Nutrition Program for the Elderly and any regulations and policies published by the U. S. Department of Health and Human Services, the Administration for Community Living, and the Lieutenant Governor's Office on Aging. The Respondent will be required to meet, but not be limited to, the criteria listed within.

**Sites and Number of Meals** - A list of the sites to which meals must be delivered as shown in this proposal. The list includes the proposed number and types(s) of meals to be delivered to each site per day.

It is estimated that there will be approximately 250 serving days during the contract period of July 1, 2015 through June 30, 2016.

#### **Mandatory Content**

The following information must be contained in the proposal. Respondents should submit the information in the order listed and comply with the instructions contained in this package.

1. The Appalachian Council has provided the projected number and type of meals to be delivered in the Meal Procurement Schedule. The Respondent must complete this Schedule by inserting the appropriate price(s) per meal. In addition, the Respondent will provide an approximate breakdown of the cost of congregate meals and home delivered meals (daily prepared, frozen, and/or shelf-stable). The breakdown will provide the percentage of the total cost of the meal for raw food, disposables, labor, delivery, and administration.

**Note:** The Site Locations and Meal Types Schedule (completed by the Appalachian Council of Governments) provides information on the location(s) and approximate daily quantities of meals to be served.

- Daily Prepared Meals, Non-Perishable Meals used as Emergency Meals, Deli Meals used for the main meal and Picnic Meals shall all be proposal at the same price.
  - Non-perishable (shelf-stable) Meals for home delivery shall be proposal at a separate price.
  - For frozen meals with fresh supplements, the Appalachian Council of Governments shall request prices for the following categories as indicated on the proposal schedule:
    - Regular only
    - With equipment or without equipment included by Respondent (If Vendor is providing equipment, then installation, leasing and maintenance of equipment shall be included)
    - Bid on the basis of ordering the frozen component by complete case lots.
  - Deli meals used regularly as a second meal for home delivery.
2. The Respondent will complete ATTACHMENT A: Location(s) of Vendor and Food Preparation/Production Facility(s) and include a copy of the most recent sanitation inspection and/or USDA/FDA certification, if applicable.
  3. The Respondent will provide a description of the quality assurance process for food and food preparation/production for all types of meals prepared and served. This includes the qualifications of the individual who has overall responsibility of the food service operation, a brief summary of the Hazard Analysis Critical Control Point (HACCP) process used, and frequency of monitoring and by whom.
  4. The Respondent will provide a description of equipment necessary for transportation and temperature control of daily-prepared, deli, and frozen meals. Vendors are responsible for equipment to maintain food temperatures until service. Specify quantity and types. Give physical description. When proposing frozen meals, Vendors shall include equipment installation and leasing costs, if Appalachian Council of Governments desires equipment.
  5. The Respondent will provide a packing and delivery schedule, including routes and times of delivery based on the Site Locations and Meal Types Schedule.
  6. The Respondent will provide completed menu plans written on Attachment B and/or C: Project Menu Plan form. The type of menus and number of samples required for the proposal will be noted on Attachment D: Sample Respondent

Menu Requirements. A nutrient analysis for each of the menus prepared shall be submitted with the proposal. Specific menu and nutrient analysis requirements are provided in these proposal specifications.

7. The Respondent will provide an itemized description of serving ware and eating utensils, serving equipment and utensils, cups, napkins, accessories, condiments for congregate meals and other supplies to be used for packaging home delivered meals. The Appalachian Council of Governments is currently using a biodegradable paper based oven-able tray and packing system for the home delivered meal program. This paper based oven-able tray and packing system has sealed compartments to prevent cross contamination, heat retention and is easy to open. The Respondent will be responsible for providing a paper based oven-able tray and packing system for the home delivered meal program. *Discussion of serving equipment should include all equipment needed at the site to properly maintain the food until serving time(s) or packing time for meals to be delivered to clients' homes by Appalachian Council of Governments.*
8. The Respondent will provide a brief statement to demonstrate their capability, based on past experience, to implement the nutritional and logistical aspects applicable to the performance of the contract.
9. The Respondent will provide a written plan for contingencies including, but not limited to, substitute driver availability, delivery of food in the event of vehicle breakdown, delivery of food in the event of emergency at a production site, and method of reimbursement if project must purchase replacement food. Contact name and phone number in case of after-hour emergencies will be provided.
10. The Respondent will provide documentation of insurance coverage as required herein.
11. The Respondent will provide an independently audited financial statement for the last completed fiscal year.
12. SPECIAL NOTE: At press time, the instructions from the Lt. Governor's Office on Aging were that delivery times were to be held to three hours. The exact wording of this requirement is: The Appalachian Council of Governments should work with the Respondent to develop preparation and delivery systems and schedules to limit the hot holding time of foods to no more than three hours. This holding time begins at the time cooking is completed to delivery at distribution site.

## General Information

Region-wide proposals shall be submitted on the basis of the delivered and complete price per type of meal, and if requested, the complete price per meal with equipment. The proposal shall conform to all the descriptions herein and the cited regulations. Meals provided under this proposal are not subject to South Carolina state sales tax.

The successful responder may be requested to provide the same meals and services at the same price to additional sites as funds for this purpose become available to the Appalachian Council of Governments.

Changes and additions to site locations will be negotiated between the Appalachian Council of Governments and the Respondent; however, the final decision as to relocation of existing sites will rest solely with the Appalachian Council of Governments. The Respondent, upon notice from the Appalachian Council of Governments, will then provide meals at the contracted cost to the relocated sites as requested by the Appalachian Council of Governments.

Other than in extreme emergencies, the Respondent will be given 30 days notice of closure or relocation of any existing site or of the addition of any new sites.

Holiday closings – Meal sites served under this contract will be closed for approximately eleven (11) holidays during the contract year. The Appalachian Council of Governments, prior to the beginning of the contract period, will furnish a list of these holidays to the successful Respondent.

A copy of the Older Americans Act referred to in this proposal may be obtained from the U.S. Department of Health and Human Services Web Site under Administration for Community Living.

The Offeror must meet the broad spectrum of the statutes appropriate to the conduct of the Nutrition Program for the Elderly and any regulations and policies published by the U. S. Department of Health and Human Services, the Administration for Community Living, and the South Carolina Lieutenant Governor's Office on Aging. The Offeror will be required to meet, but not be limited to, the criteria listed within.



Sites and Number of Meals - A list of the sites to which meals must be delivered is provided under this Request for Proposal. The list includes the proposed number and types(s) of meals to be delivered to each site per day (250 serving days). Offerors may propose services in any or all of the designated areas.

**The minimum number of meals is based on historical data and is not guaranteed.**

#### **Location of Respondent and Production Facilities**

The Responder shall submit information on food preparation and production facilities using ATTACHMENT A.

### **BID SPECIFICATIONS**

#### **Quality Assurance for Food Preparation and Safety**

All food served shall be wholesome and of good quality. It shall be prepared in centers that meet the requirements of the SC Department of Health and Environmental Control (DHEC) (published in Food Service Establishments, Regulations-61-25), local occupancy and fire safety requirements, and have adequate security.

In the event that any person eating meals prepared under this contract becomes ill as a result of food poisoning and it is determined by DHEC to result from negligence of the Respondent, the Appalachian Council of Governments shall have justification for immediate cancellation of the contract. Further, ACOG shall be held harmless from said negligence by the Respondent.

The Respondent shall provide a dial or digital style thermometer to each site. Site Managers should be given instructions on re-calibrating the thermometers to ensure its accuracy. The Respondent, upon return of a malfunctioning thermometer, shall issue a replacement with the next meal delivery.

#### **Frozen Meal Requirements when Prepared by the Respondent**

- Frozen meals must be produced using blast-chill/blast-freeze technology and equipment. The process used should meet local, state, and federal regulations for the production of frozen meals containing meat and poultry products. Frozen meals produced by a non-USDA regulated facility must have written authorization from DHEC and the SC Meat-Poultry Inspection Department indicating that the process and facility meet with their guidelines for safety and quality.
- Requests for written authorization to produce frozen meals shall include description (and/or diagrams) for the following: (1) number of meals to be frozen daily; (2) marketing intentions (3) equipment to be used (4) a description of the facility; (5) a description of the production process; (6) number of personnel, description of duties, and experience of personnel.

These requests should be sent to

**Sandra Craig, Director**  
**Food Protection Division**  
**Mailing address: 2600 Bull St, Columbia, SC 29201**  
**Physical address: 8500 Farrow Rd.**  
**Columbia, SC 29203**  
**Phone: 803-896-0640, fax: 803-896-0645.**

**Clyde B. Hoskins, DVM, MS, DACVPM, Director**  
**SC Meat-Poultry Inspection Department, Sandhills Experimental Station**  
**Mailing address: P.O. Box 102406, Columbia, SC 29224-2406**  
**Physical address: 500 Clemson Rd, Columbia, SC 29229**  
**Phone: (803) 788-8747, fax: 803-788-8114.**

To ensure quality of frozen meals during storage and transportation, the Respondent shall take any measure necessary to insure that all meals remain in a solid-frozen state.

#### **Food Specifications**

All food used in the preparation or service of meals for the Appalachian Council of Governments shall be of high quality and meet any required standards of DHEC. Food shall be from sources approved or considered satisfactory by DHEC; shall be properly labeled; shall be free from spoilage, adulteration, and other contamination; and shall be safe for human consumption. No home prepared or home canned food is allowed.

The following minimum food standards must be met:

1. Canned Fruits and Vegetables – USDA Grade A
2. Fresh Fruits and Vegetables - #1 Quality
3. Poultry – USDA Grade A or better. All fresh poultry is to be washed before cooking
4. Beef – USDA Choice or better. Beef should be tender with a minimum of fat.
5. Pork – USDA #1 or better. Pork should be tender with a minimum of fat.
6. Ground Meats (beef, pork, poultry) shall not exceed 20% fat by weight.
7. Fish – All fish and seafood products shall be of comparable quality to USDA guidelines for beef and poultry
8. Eggs (or pasteurized eggs)– USDA Grade A or better
9. Milk and milk products (fluid or dry) – pasteurized and USDA Grade A
10. Salt - Iodized

Tested quantity recipes, adjusted to yield the number of servings needed, must be used to achieve consistent and desirable quality and quantity. Only actual recipe ingredients, as appropriate, should be used in the nutritional analysis. The Respondent will maintain a recipe file at each production site and provide the Appalachian Council of Governments with a copy of these recipes when requested.

The Appalachian Council of Governments reserves the right to modify the above requirements should items meeting the specifications not be acceptable to participants of the program.

The Appalachian Council of Governments reserves the right to inspect such foods to determine compliance with the specifications and to reject any food not meeting such specification. Preparation methods designed to conserve the nutritive value of food should be followed at all times. Specific attention should be given to short cooking periods and minimum use of water in preparation of vegetables. When delivered, the food should be appetizing, attractive in color and texture, not greasy, and lightly seasoned. Whenever possible the use of herbs and spices should be used to reduce the amount of sodium chloride in food preparation.

### **Cycle Menus**

A four-week cycle of menus will be planned at least quarterly. One or more representatives of the Respondent (including a Registered Dietitian) and the Appalachian Council of Governments shall meet in a mutually agreeable location to review draft menus. Proposed menus and nutritional analysis showing the values indicated on Table: Nutrient Requirements and Values for Analysis for each meal shall be submitted to the Appalachian Council of Governments at least two weeks prior to the quarterly menu review meeting. Final approval of all menus rests solely with the Appalachian Council of Governments.

The Respondent shall furnish one copy of the final approved menus, nutrient analysis and the serving utensil guide to the Appalachian Council of Governments 20 days prior to the service of said menu. The Respondent shall furnish necessary copies of quarterly menus, the serving utensil guides and posting menus to each site prior to the service of said menu.

The weekly posting menus shall be in large print (no smaller than 14 pt.). Changes to the menu may be made only with prior approval of the Appalachian Council of Governments. It will be the responsibility of the Respondent to notify service sites of approved menu changes.

If the Respondent provides meals from more than one production site, all production sites must use the same products and follow the same standardized recipes.

### **Meal Requirements**

Each meal and all menus must be planned according to State Unit on Aging nutrition requirements and reflect participants' preferences. Religious, ethnic, cultural, or regional dietary requirements or preferences of a major portion of the group of participants at a congregate dining site shall be reflected in the planned menus. Holiday and/or special event meals shall be planned at the menu review meeting preceding the holiday or special event.

Food items within the meat, vegetable, fruit, and dessert groups shall be varied within the week and not repeated on the same days of consecutive weeks. A variety of food attributes and combinations shall be considered in menu planning.

All regular diet menus, both daily prepared and frozen meals, are to meet the same requirements in these proposal specifications. Non-perishable, picnic/special occasion, and deli meals do not have to meet the requirements at this time. The Nutrient Requirements closely follow a modified diet. Requirements for modified and therapeutic diet menus are specified separately.

### **Nutrient Requirements and Values for Analysis**

(NOTE: Nutrient Requirements supersede the Meal pattern. If the Nutrient Requirements are met, that is sufficient. The Meal Pattern is meant as a guide to assure that all nutrient requirements are met).

The table below presents the current minimum level of acceptable Dietary Reference Intakes (DRIs) which includes the Recommended Dietary Allowances (RDAs) nutrient values to use when planning and evaluating meals. Values are provided for serving one meal for one day's consumption for the average older adult population served by the Program. The guidelines for acceptable levels of RDA and DRI apply to frozen meals as well.

All regular diet menus that are daily prepared are to meet the requirements in these bid specifications. Frozen, non-perishable, picnic/special occasion, and deli meals do not have to meet the requirements at this time. The Nutrient Requirements closely follow a modified diet. Additional requirements for modified and therapeutic diet menus are specified separately.

The nutrients selected and compliance ranges reflect the minimum requirements for compliance.

#### Nutrient Requirements and Values for Analysis

Nutrient	Target value*	Compliance range**
<b>Calories (Kcal)</b>	>600	<b>Preferred Range 625-800</b>
<b>Protein (% of total calories)</b>	>15%	<b>Each Day</b>
<b>Fat (% of total calories)</b>	<35%	<b>Each Day</b>
<b>Vitamin A (ug)</b>	300 ug	<b>Average over one week</b>
<b>Vitamin C (mg)</b>	30 mg	
<b>Vitamin B6 (mg)</b>	0.57 mg	<b>Average over one week</b>
<b>Vitamin B12 (ug)</b>	0.79 ug	<b>Average over one week</b>
<b>Calcium (mg)</b>	400 mg	<b>Average over one week</b>
<b>Magnesium (mg)</b>	140 mg	<b>Average over one week</b>
<b>Zinc (mg)</b>	3.7 mg	<b>Average over one week</b>
<b>Sodium (mg)</b>	1200mg or less	
<b>Fiber (gm)</b>	>8 gm	<b>Average over one week</b>

\* **Required value: This value represents one-third the Dietary Reference Intake.**

To increase menu variety, slight increases in the one-third (1/3) RDA minimums for fat and sodium may occur, although this should happen rarely. In other words, the variance from the required values should be kept at a minimum. When variance is not kept at a minimum, the Respondent should explain the reason for any large variance to the Appalachian Council of Governments, and consumers should be encouraged to make allowances by choosing smaller portions of fat and sodium in their other daily meal choices.

NOTE: Fortified foods should be used to meet certain vitamin requirements. The major portion of Vitamin A should be from vegetable (carotenoid) sources.

#### **Meal Pattern**

The meal pattern below should be used as a planning tool to ensure food plate coverage and the appropriate types and amounts of foods. Use of computerized nutrient analysis is required to help ensure nutritional adequacy of meals. The Appalachian Council of Governments has some discretion to allow some flexibility in planning meals that may not meet the meal pattern but do meet the nutrient value requirements. Fortified food products and combination dishes used in meals may not match the meal pattern but may provide for the required nutrient values.

The meal pattern below provides approximately 685 calories per meal. The number of servings for each food group is based on *USDA Food Guide* in the *Dietary Guidelines for Americans 2010* or any current or updates edition of the guidelines. These profiles represent the quantities of nutrients and other components that one would expect to obtain on average from a serving of food in each group. The food group components are specified in Section E below.

NOTE: Certain frozen meal vendors may not be able to comply with the preferred range for calories.

In an effort to assist the regions in delivering frozen meals where it is most economical to do so, and meets with the approval of clients, the frozen meals may contain more calories than the preferred range.

Food Group		Lunch/ Supper	Recommendations
Meat and Beans Group		3 ounces	
Vegetables		2 – 3 servings	At least 1 dark green leafy and 1 dark orange every week
Fruit		1-2 servings	
Grain		2 servings	Whole grains are recommended
Milk		1 serving	Puddings and other foods made with milk should be considered for the proportionate amount of milk used in their preparations.
Dessert		1 serving but optional	Should come from existing food groups such as fruit, grain and milk groups
Accompaniments*		1 – 2 servings	Margarine, mayonnaise, condiments, sauces, spreads as needed
Beverage			Water, juice is acceptable

#### Food Group Components and Serving Sizes

The Respondent shall adhere to the *USDA Food Guide* in the *Dietary Guidelines for Americans 2010* or the most recently updated version of the guidelines for group components based on its general nutrient content and serving sizes. The Respondent shall also adhere to all USDA regulations and food classifications.

When the Appalachian Council of Governments selects weekly delivery of shelf stable or blast-frozen meals, quart and pint size containers of milk may be used.

#### Accompaniments

- If accompaniments are served, food analysis should show that the distribution of fat, calories, and carbohydrates remains within an acceptable range for the meal.

- Each serving may be approximately one teaspoon of fortified margarine or butter, mayonnaise, salad dressing or vegetable oil. However, every effort should be made to eliminate or limit foods containing trans fatty acids from partially hydrogenated oils.
- Include traditional meal accompaniments as appropriate, including condiments, spreads and garnishes. Examples include: mustard and/or mayonnaise with a meat sandwich, cranberry sauce to accompany turkey items, tartar sauce with fish, salad dressing with tossed salad, and margarine with bread or rolls. Limit use of high sodium and high fat items.
- Whenever feasible, provide reduced fat and sodium alternatives. Minimize use of fat and salt (sodium) in food preparation. Fats should be primarily from vegetable sources and in a liquid or soft (spreadable) form (polyunsaturated and monounsaturated fats) that are lower in partially hydrogenated fat (trans fatty acids), saturated fat, and cholesterol.

### Beverages

- Fluid intake should be encouraged, as dehydration is a common problem in older adults. It is a good practice to have drinking water available and to discourage the use of sugar sweetened beverages when possible.
- Other beverages, such as juices, may be served. Non-nutritive beverages do not help meet nutrition requirements but can help with hydration.

### **Resources to identify foods high in specific nutrients**

Foods considered good sources of specific nutrients are available and can assist in selecting foods to meet nutrient requirements. In addition, the Appalachian Council of Governments may provide a list of foods that may be substituted for like-value foods on the menu. However, the approval process of making such menu substitutions is outlined by the Appalachian Council of Governments in this proposal document.

The latest *Dietary Guidelines for Americans* 2010 (the most current edition found on the USDA website), as well as the Dietary Reference Intakes (DRIs) can be found at the US Department of Agriculture, National Agriculture Library at <http://ndb.nal.usda.gov>.

The USDA's National Nutrient Database for Standard Reference, Release 19 is available online <http://www.nal.usda.gov/ndb/foods/list>. The database contains reports of selected food items and nutrients sorted by food description or in descending order by nutrient content in terms of common household measures. Additional resources are available from the National Policy and Resource Center on Nutrition and Aging, <http://nutritionandaging.fiu.edu/>.

### **Substitutions, Shortages, and Replacements**

All menu substitutions should be of equivalent nutritional value and such replacements must be approved by the Appalachian Council of Governments in accordance with these proposal specifications. The Appalachian Council of Governments may provide the Respondent with a list of approved food substitutions. Non-scheduled substitutions by the Respondent shall be limited to four per year. In the event the Respondent makes an additional substitution without prior approval, Appalachian Council of Governments will not be responsible for payment for the unapproved substituted menu item. Likewise, any menu item omitted will not be honored by the Appalachian Council of Governments; the cost of said items shall be deducted from the bill at a rate per item to be determined at the time the contract is awarded.

When all or part of a meal is short, the Respondent shall provide reimbursement to the Appalachian Council of Governments or Appalachian Council of Governments representative, within one week, for any out of pocket expenses incurred for replacement items. If the Respondent, to replace an ordered meal that was not delivered, must purchase a full meal, the Respondent may bill the Appalachian Council of Governments for each replacement meal up to the amount of the contracted cost. Whenever the Respondent provides reimbursement for replacement meals, the Appalachian Council of Governments shall report the replacement meals as ordered and delivered.

### **GENERAL REQUIREMENTS**

All equipment and vehicles used in the preparation, transportation, service and delivery of food must meet the requirements of the DHEC and be approved by the appropriate county health department. Before entering into a contract the Respondent must have an operating license for the facility and appropriate equipment must be NSF approved. The Respondent shall perform maintenance on all equipment owned by the Respondent to ensure they are in good working order.

## **Temperature Maintenance of Potentially Hazardous Foods**

Potentially hazardous food requiring refrigeration after preparation shall be rapidly cooled to an internal temperature which meets current federal and state regulations set by the U.S. Department of Agriculture (USDA) and the South Carolina DHEC. Potentially hazardous foods are those foods that require time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation. Per the current FDA Food Code, potentially hazardous foods include: poultry, fish, shellfish, eggs, meat, meat products, milk, milk products, puddings, food high in protein, cream-filled goods, gravies, sauces, custards, potato and protein salads, tofu, cooked beans, cooked winter squash, cooked rice, low-acid foods, cantaloupe, raw seeds, sprouts, cut leafy greens, and cut tomatoes.

Potentially hazardous food shall be packaged at the production site and transported in enclosed vehicles in a manner that will maintain hot and cold food at the required temperature according to the current food preparation, transportation, and serving regulations set by South Carolina DHEC. The current FDA Food Code sets the required minimum holding temperature at 135 degrees. The Respondent shall keep daily records of the temperature of foods (potentially hazardous foods) when packed and provide these upon request. These records shall be kept for a period of three years.

The Appalachian Council of Governments shall work with the Respondent to develop preparation and delivery systems and schedules which adhere to all applicable local, state, and federal guidelines, regulations and policies. If necessary, vehicles must be equipped with adequate facilities, automatic in operation and thermostatically controlled, for maintaining food at safe temperatures that meet South Carolina DHEC thermostat/temperature requirements.

In addition to the above requirements for transporting the food, the Respondent shall provide equipment necessary for maintaining safe temperatures of food at the site until serving time or packing for delivery to the client, adhering to all current food preparation, handling, transportation, temperature requirements, and regulations set by South Carolina DHEC.

## **Equipment for Daily-Prepared and Picnic Meals**

Daily-prepared food shall be delivered to nutrition sites in bulk. It shall be packaged so that there will be a minimum of spills in the carrier. The Respondent shall take any necessary measures including, but not limited to, reducing fill level and covering pans with stretch plastic film, aluminum foil and metal lids, to prevent spillage. Carriers will be provided in a size and/or quantity to contain all food delivered to the sites. Special care shall be taken in packaging cold food to prevent melting ice from contacting food.

When an optional beverage is offered, a stainless steel coffee maker or thermoplastic tea urn shall be provided to each site, dependent upon the beverage choice of the Appalachian Council of Governments. The number of meals served at the site shall determine the size of these beverage containers. Cleaning of the coffee maker and tea urn shall be the responsibility of the site personnel.

## **Equipment for Frozen Meals**

Frozen meals must be stored at 0 degrees F. During transportation and delivery, the meals must remain frozen solid to the touch. The Respondent shall take any measure necessary to provide equipment and vehicles to ensure they remain in this state. The Appalachian Council of Governments may ask for a meal replacement if the frozen meal is not frozen to touch upon delivery.

The fresh, canned or frozen food items, which are used to supplement a frozen entrée, must be handled appropriately.

Equipment needed at dining sites to properly handle and prepare these meals shall include chest freezers, convection ovens, and milk containers and refrigerated units. Maintenance of this equipment when provided by the Respondent shall be the responsibility of the Respondent, but daily cleaning of the equipment shall be the responsibility of the site personnel.

## **Equipment for Non-Perishable Meals**

Non-perishable and Emergency Meal components shall be stored in a dry and temperature controlled location as other dry good are to be stored and where contents will remain intact without denting, crushing, etc. The Respondent shall adhere to all current food storage and preparation requirements set forth by the South Carolina DHEC.

## **Delivery of Meals**

The Respondent shall be flexible regarding the number of daily meals, but is encourages to have a daily average of 25 group dining meals per site, in addition to any home-delivered meals served by the Appalachian Council of Governments. For daily prepared meals, the Appalachian Council of Governments and its authorized designees shall notify the Respondent by 3 p.m. of each serving day the number of meals required for the next serving day. This will constitute a purchase order, which will cover the maximum billing for that order. Only those persons authorized by the Appalachian Council of Governments have the authority to make a change in the number of daily meals. Appalachian Council of Governments will provide a list of authorized persons at the time contract is executed.

The Respondent shall follow an established delivery schedule for each of the sites to ensure the service of meals at the given time.

Upon delivery of meals to each meal site, an authorized representative of the Appalachian Council of Governments shall sign a receipt/voucher in multiple copies evidencing receipt of the correct food order, copies to be retained by the Respondent and the Appalachian Council of Governments. Such receipt/vouchers will list the number and types of meals ordered and received. It is at this point that the site personnel should be verifying and documenting the temperature of food delivered. Meal site staff is responsible for submitting receipts for each delivery entering the number of meals delivered, noting any discrepancies, and rating general food quality. Copies of these receipts shall be kept by the Appalachian Council of Governments for a period of three years in the event the Area Agency on Aging or Lt. Governor's Office on Aging requests to review them.

### **Supply Responsibilities**

The Respondent shall be responsible for providing the service supplies as specified by the Appalachian Council of Governments. This may include disposables and other utensils. Dining sites may have available china, flatware, glasses, and other reusable items for meal service if a quality commercial dishwasher is available on site.

### Table Setting (Single service)

#### Trays

- Congregate Meals – If the site has a commercial quality dishwasher, china, flatware, and glasses may be used or if the Respondent will pick up and deliver each day's supply, a five-compartment reusable, molded, and non-breakable tray may be used. Otherwise, a five compartment, disposable, plastic or plastic-coated foam tray will be provided. The tray used shall consist of a compartment large enough to hold one (1) cup portion entrée without spillover and at least three other compartments that will hold ½ cup portion each without spillage into the other compartments.
- Home Delivered Meals – Biodegradable paper based dual oven-able tray with tamper evident seal. The paper based tray should have sealed compartments to prevent cross contamination and should have heat retention. Sealing the paper based dual oven-able tray should be completed with a manually operated sealing system.
- Frozen meals will be supplied in oven-able/microwaveable trays with individually heat-sealed compartments with drop-in lids or an oven-stable plastic wrap. The Respondent will attach to (or print on) the lid of each tray instructions in large print on heating the meal in a conventional and a microwave oven.

#### Cups

- Nine ounce plastic, Styrofoam or reusable, non-breakable cups for water or optional beverage for congregate meals may be used.
- Six ounce plastic or Styrofoam cups with snap-on lid are used for cold foods for home delivered meals in the appropriate size and quantity according to the menu items.
- Six ounce plastic or Styrofoam cups without lids are used for juice served as part of the congregate meal when juice is delivered in bulk.
- Twelve ounce cups with lids are used for soup for home delivered meals.
- Twelve ounce cups (or bowls) without lids are used for soup for congregate meal sites.

### Other Items

- Straws – 7 ¾ inches, individually wrapped.
- Flatware – Bulk packages of non-brittle heavy-duty plastic fork, spoon, and serrated knife, with flatware sleeves for packaging these– or reusable stainless steel flatware.
- Napkins – High quality paper napkins, 13" X 17"
- Gloves – Disposable, polyethylene, large size with extra long cuff in quantity appropriate for each site.
- Condiments – Salt and pepper shakers or packets, and individual portions of ketchup, mustard, salad dressing, tartar sauce, etc. will be provided when necessary to complete the meal. Pepper vinegar shall be provided whenever greens are on the menu.
- Sandwich bags – In quantities needed to individually wrap bread, cake, cookies, etc. for the home delivered meals.
- Containers for iced cake will be provided.
- Large zip-lock bags – In quantities needed to package the weekly fresh supplements for home delivered frozen meals.
- As an alternate to items a, b, c, or e, individually packaged table settings containing any combination of said items may be used.

## **Management and Supportive Personnel**

The Respondent should have a working knowledge of the Older Americans Act Nutrition Program and all policies and procedures of the LGOA and the Appalachian Council of Governments Area Agency on Aging. The Respondent shall be available to participate, upon invitation, in Nutrition Program activities that are held throughout the contract area. Supportive personnel including but not limited to a Registered Dietitian, shall be available to the Appalachian Council of Governments and the sites served under the contract for menu planning, recipe modification, and technical assistance related to the food service operation. The name of the person at each food production center whose primary responsibility is the management of the food service for the Respondent must be provided to the Appalachian Council of Governments (Attachment C). The Respondent shall designate an individual to serve as the primary liaison to the Appalachian Council of Governments.

Respondent's management personnel shall be available to the Appalachian Council of Governments, at least quarterly, to provide training in food service/portion control, proper care of equipment, safety, sanitation, and serving techniques to site managers. Nutrition sites shall be visited at least once quarterly per contract year by a designated representative of the Respondent to determine the quality of service and acceptability of food by participants. Lines of communication shall be open between the Respondent and the Appalachian Council of Governments. The Respondent shall agree to employ older workers, if possible.

A written report of all visits and training sessions conducted by the Respondent shall be made to the Appalachian Council of Governments within two weeks of completion of all visits and trainings conducted. The Appalachian Council of Governments shall keep this report on file to provide upon request.

## **Emergency Procedures**

The Respondent shall provide a copy of their emergency procedures for delivering food in the case of truck or equipment breakdown.

One day's supply of Non-perishable Meals must be kept on inventory at each production site in case of equipment breakdown or other unavoidable emergency. As used, it will be replaced by one of the alternate menus.

As a general rule, in the event of hazardous weather or an emergency situation, if the public schools are closed, or open late, the sites may be closed or open late. It is the responsibility of the manager for the Appalachian Council of Governments and production center manager(s) to notify each other prior to 7 a.m. if hazardous weather conditions exist in either the contract area or the production center area. If the production center manager is notified prior to 7 a.m. of a site closing due to hazardous weather, the food already prepared will be promptly frozen or refrigerated, as appropriate, and the day's menu will be substituted for the following day's menu. If delivery truck(s) have departed from the production site(s) prior to a 7 a.m. cancellation of meals by the Appalachian Council of Governments, the Appalachian Council of Governments is not liable for payment for those cancelled meals. It is the responsibility of the Appalachian Council of Governments and production center managers to provide each other with home telephone numbers for emergency use only. In the case of late opening, a change in serving time may be agreed upon between the Respondent and the Appalachian Council of Governments if weather conditions are expected to improve in time for delivery before 1 p.m.

## **Minimum Insurance Coverage**

The Respondent needs to carry at least the minimum insurance coverage for Workman's Compensation, Comprehensive (including products), and Automotive Liability.

The awarded Respondent shall furnish to the Appalachian Council of Governments, within 10 days after the written acceptance of bid, a copy of the Liability Insurance Certificate. The award shall not become effective until receipt of the required Liability Insurance Certificate.

## **Meal Service Reporting and Billing**

The Respondent shall supply all reports requested by the Appalachian Council of Governments. The Respondent will bill the Appalachian Council of Governments on the last day of each month. The Appalachian Council of Governments will pay such billings within thirty (30) days of invoice receipt. Both the Appalachian Council of Governments and Respondent are responsible for mutual agreement on numbers of meals ordered and delivered on a monthly basis for reporting/billing purposes. The Lt. Governor's Office on Aging reserves the right to review these documents as well.

## **Program Assurances**

The Respondent shall guarantee that the meals conform to the requirements of the contract, the Older Americans Act and the nutrition policies of the LGOA. Each menu shall be prepared, approved and signed by a registered dietitian. Copies of the signed and approved menus must be retained by the Respondent and made available to the Appalachian Council of Governments and LGOA upon request.



The Respondent shall allow representatives of the Administration for Community Living, the US Department of Agriculture and the LGOA and the Appalachian Council of Governments to conduct on-site review of the Respondent's Production Center(s) without prior notice.

The Respondent shall meet as appropriate with the Appalachian Council of Governments manager, site managers, and site committees to make adjustments in the meals service to meet religious, ethnic, cultural, or regional dietary requirements or preferences.

The Respondent shall keep full and accurate sales and procurement records related to sales covered by the contract. All such accounting records shall be kept on file for a minimum of three years after the end of the Federal fiscal year to which they pertain or any other period which the Appalachian Council of Governments may from time to time designate. The Respondent shall agree that authorized auditors and officials, upon request, shall have access to all such records for audit and review at a reasonable time and place, and that authorized officials shall have the right to conduct on-site reviews of the food service, transportation, and handling operations.

No equipment, except NSF approved insulated containers for home delivered meals shall be furnished or maintained by the Appalachian Council of Governments and thereby the Respondent shall supply and maintain approved automotive vehicles, insulated containers and other appropriate equipment, utensils, cutlery, service ware, cups straws, napkins, accessories and condiments appropriated for the storage, preparation, delivery and serving of hot and cold foods and frozen meals abiding by all safety measures and sanitary practices in handling operations.

In the event that the Respondent fails to deliver any meal or meals or other food to the designated sites as agreed upon, the Appalachian Council of Governments may procure a meal or meals or other food elsewhere and charge the Respondent the cost of such replacement meal, meals, and other food, plus any other expense incurred in procuring such replacement.

The Respondent shall be deemed as non-compliant and shall be justified for immediate cancellation of the contract if the Respondent fails to deliver scheduled meals for a three day consecutive period, or if any person eating meals prepared under this contract becomes ill as a result of a food-borne illness attributed to the negligence of the Respondent as determined by SC DHEC.

The Respondent shall not subcontract any portion of the contract to another food service company, without prior written approval by the Appalachian Council of Governments.

The Respondent shall be responsible for all fees, taxes, and licenses required operating under this contract.

The Respondent shall be flexible regarding number of meals to be provided at each site from day to day.

Both the Appalachian Council of Governments and the Respondent shall maintain on file the financial documents pertaining to this contract for three years.

**ATTACHMENT A: LOCATION OF RESPONDENT AND PRODUCTION FACILITY**

<b>NAME OF Respondent:</b>	
<b>ADDRESS:</b>	
<b>PHONE:</b>	
<b>CONTACT:</b>	

	<b>LIST OF PRODUCTION FACILITIES</b>	<b>DATE OF MOST RECENT INSPECTION</b>	<b>GRADE</b>
1.			
	Phone:		
	Manager:		
2.			
	Phone:		
	Manager:		
3.			
	Phone:		
	Manager:		
4.			
	Phone:		
	Manager:		

Copies of most recent sanitation inspection (a USDA/FDA certification, if applicable) for each production facility must be attached.

NOTE: If Respondent is purchasing pre-plated blast frozen meals, the Respondent must also supply evidence that such Respondent complies with all the requirements contained herein and must provide the Respondent's plant inspection number and USDA certification.

**ATTACHMENT B: PROJECTED PLAN FOR LUNCH/DINNER****WEEK # \_\_\_\_\_**

<b>Day</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Month, Date</b>					
<b>Meat or Alternate 3 ounces</b>					
<b>Vegetables and Fruit (2 servings)</b>					
<b>Bread or Alternate (2 servings)</b>					
<b>Dessert (one serving)</b>					
<b>Accompaniments (as needed)</b>					
<b>Milk or Alternative (one cup)</b>					
<b>Beverage (Optional)</b>					

I certify that these menus meet the nutrition requirements as specified in the Meal Bid Specifications provided by the Appalachian Council of Governments and the corresponding computer nutrient indicates compliance with the *Table: Nutrient Requirements and Values for Analysis*.

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Responding Dietitian/Nutritionist

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ADA Registration Number

Prepared By \_\_\_\_\_ Vendor \_\_\_\_\_ Effective date \_\_\_\_\_ to \_\_\_\_\_

**ATTACHMENT C: PROJECTED PLAN FOR BREAKFAST**

**WEEK # \_\_\_\_\_**

<b>Day</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Month, Date</b>					
<b>Meat or Alternate 1 ounce</b>					
<b>Vegetables and Fruit (2 servings)</b>					
<b>Bread or Alternate (3 servings)</b>					
<b>Milk or alternate 1 cup</b>					
<b>Accompaniments (as needed)</b>					
<b>Beverage (optional)</b>					
<b>Notes</b>					

Prepared by \_\_\_\_\_ Vendor \_\_\_\_\_ Effective date \_\_\_\_ to \_\_\_\_\_

I certify that these menus meet the nutrition requirements as specified in the Bid Specifications provided by the Appalachian Council of Governments and the corresponding computer nutrient analysis indicates compliance with the *Table: Nutrient Requirements and Values for Analysis*.

\_\_\_\_\_  
Vendor Dietitian/Nutritionist

\_\_\_\_\_  
ADA Registration Number

**ATTACHMENT D:      SAMPLE Respondent MENU REQUIREMENTS**

**Note to Respondent: Menu plans must be developed for the following menu types as checked:**

- ✓ Regular main meal menus for July, August and September. (4 week cycle, 20 menus)
- ☐ Modified main meal menus for July, August, and September. (4 week cycle, 20 menus)
- ✓ Frozen meal menus for July, August, and September, (4 week cycle, 20 menus)
- ✓ A two-week set of non-perishable, shelf-stable meal menus. (10 menus)
- ✓ Non-perishable, emergency meals. (3 menus)
- ✓ Picnic meals, Special meals and Holiday meals. (2 menus for each type)
- ✓ Deli Meals for July, August, and September to include 2 meals for week-end days (18 menus total).
- ✓ Breakfast menus. (2 weeks or 10 menus)

## Attachment E: MEAL BIDDING SCHEDULE

**Region/Location:** \_\_\_\_\_

**NOTE:** the VENDOR will provide an approximate breakdown of the cost of congregate meals and home delivered meals (daily prepared, frozen, and/or shelf-stable). The breakdown will provide the percentage of the total cost of the meal for raw food, disposables, labor, delivery, and administration.

	Quantity/Per Year	Cost Per Meal	Cost Per Meal w/Op. Beverage
<b>REGULAR</b>  <b>DAILY PREPARED MAIN MEALS</b>  <i>Also Picnic &amp; Deli Meals &amp; Non-perishable meals used as emergency meals</i>			
<b>REGULAR Breakfast Meals</b>			
<b>PICNIC MEALS</b>  <i>Also Picnic &amp; Deli Meals &amp; Non-perishable Meals used as emergency meals</i>			
<b>SHELF STABLE MEALS</b>  <i>(Non-perishable meals used on an On-going basis for home delivered meals)</i>			
<b>DELI MEALS</b>  (Those used as a second meal for home delivered meals)			
<b>REGULAR</b>  <b>FROZEN MAIN MEALS</b>  <i>(No Equipment)</i>			
<b>SPECIAL EVENT MEALS</b>			
<b>REGULAR FROZEN MEALS</b>  <b>WITH SUPPLEMENTS</b>  <i>(No Equipment)</i>			
<b>REGULAR FROZEN MEALS</b>  <i>With Equipment Included (This would generally be used in Congregate setting)</i>			