

REQUEST FOR PROPOSAL

#6769

Senior Nutrition Program: Regional Catering

For Regions 4 & 5

FOR

Washtenaw County Office of Community and Economic Development

Issued By:

Washtenaw County Purchasing
Administration Building
220 N. Main Street
Ann Arbor, MI 48104

Beth A. Duffy
Senior Buyer
(734) 222-6761



Proposal Submitted by:

Please type Bidder's Company Name & include as proposal cover



WASHTENAW COUNTY

Finance Department

Purchasing Division

220 N. Main, Ann Arbor, MI 48104
Phone (734) 222-6760, Fax (734) 222-6764
www.purchasing.ewashtenaw.org

RFP #6769

February 27, 2014

Washtenaw County Purchasing Division on behalf of The Office of Community and Economic Development is issuing a sealed RFP #6769 for catering for the Senior Nutrition Program.

Sealed Proposals: Vendor will deliver one (1) unbound copy and two (2) copies each with the pricing page flagged to the County location specified below

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main Street Basement
Ann Arbor, MI 48104**

By Wednesday, March 12, 2014 at 4:00 pm EST

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

- The envelope must be clearly marked "**SEALED RFP 6769**".
- Please direct purchasing and procedural questions regarding this RFP to Beth Duffy via e-mail only to duffy@ewashtenaw.org
- Please direct technical questions regarding this RFP to Washtenaw County OCED contact **via e-mail only** to yulotus@ewashtenaw.org.

Thank you for your interest.

BID #6769 Senior Nutrition Program: Regional Catering

PROPOSAL INFORMATION

I. PROPOSAL DEFINITIONS

Definitions

“AAA 1-B”	Area Agency on Aging, 1-B
“Bidder”	An individual or business submitting a bid to Washtenaw County
“Contractor/Vendor”	One who contracts to perform services in accordance with a contract
“County”	Washtenaw County in Michigan
“OCED”	Washtenaw County Office of Community and Economic Development

II. TERMS

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

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

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

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. To be considered, **three (3) copies** must be at the County as indicated on or before the date specified.

E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the CONTRACTOR'S ability to meet the requirements of the RFP. Proposals shall be typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

F. In the event, the County receives two or more bids from responsive, responsible bidders, one or more of whom are Washtenaw County Contractors and the

BID #6769 Senior Nutrition Program: Regional Catering

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

G. The initial award of this contract shall be for a period of one year, with an option to renew an additional two years, pending agreement by both parties.

H. CONFLICT OF INTEREST. Contractor warrants that to the best of contractor's knowledge, there exists no actual or potential conflict between contractor and the County, and its Services under this request, and in the event of change in either contractor's private interests or Services under this request, contractor will inform the County regarding possible conflict of interest which may arise as a result of the change. Contractor also affirms that, to the best of contractor's knowledge, there exists no actual or potential conflict between a County employee and Contractor.

I. The bidder shall be responsible for all costs incurred in the development and submission of this response. Washtenaw County assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a response by a bidder, the evaluation of an accepted response, or the selection of finalists. All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of Washtenaw County and will not be returned to the bidder.

J. Any responses, materials, correspondence, or documents provided to Washtenaw County under this solicitation are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act.

III. VENDOR SPECIFICATIONS

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

A. State the bidder's qualifications to provide the services required by Washtenaw County. Include years in business under your present company name, staff profile and experience.

(Attach as Addendum A)

B. List three (3) references from previous corporate or government customers purchasing similar services. Include business name, contact name and phone number.

(Attach as Addendum B)

C. Review contract provisions and insurance requirements. Note any limitations on any of the articles or providing insurance requirements as outlined in the contract provisions contained in Sample Contract.

(Attach as Addendum C)

BID #6769 Senior Nutrition Program: Regional Catering

IV. AWARD

Award will be made to the lowest responsive, responsible bidder, with most relevant experience and best qualifications. However, the award may not be based solely on low bid alone.

V. SCOPE OF WORK

The Senior Nutrition Program provides meals to seniors aged 60 and above through the Congregate Meals program and Home Delivered Meals program. Congregate Meal participants receive a group meal where they have the opportunity to connect with their peers. Participants in the Home Delivered Meals program are unable to leave their homes and cook for themselves. These participants receive meals delivered by paid and volunteer drivers at their homes.

Senior Nutrition Program caterers will be responsible for providing meals to Congregate Meal and Home Delivered Meal sites residing in designated regions throughout Washtenaw County. Requirements and expectations are detailed in the following items. Please provide a written response to each item as part of your proposal. Describe your capacity and/or experience in meeting each item. The entire written portion may not exceed 7 pages single spaced.

A. Identify Region

OCED is seeking caterers for several regions throughout Washtenaw County. Regions and the anticipated volume of each meal type are exhibited in Appendix A. Indicate the region for which you are applying. You may select multiple regions.

The meal types are as follows:

- Hot meals: hot meals intended to be eaten fresh. These are typically served from bulk food pans (i.e. hotel pans).
- Frozen meals: meals frozen in individual portions intended to be reheated for eating at home.
- Cold boxed lunches: meals individually packaged and intended to be eaten cold.

B. Michigan Food Code

Appendix B outlines the food preparation and food safety standards that must be taken.

C. Meal Planning and Nutritional Requirements

Appendix C outlines the requirements laid out by AAA 1-B.

D. Special Meals

At times, participants may require the following types of meals. Please explain how you would handle these requests:

- Vegetarian meals
- Meals designed to accommodate common allergies (e.g. dairy, nut, gluten)
- Theme meals to reflect religious, social, ethnic, or cultural food preferences

BID #6769 Senior Nutrition Program: Regional Catering

E. Menu Development and Nutritional Analysis

Appendix D outlines the menu development and nutritional analysis requirements laid out by AAA 1-B.

F. Menu Variety

Participants appreciate a varied diet. Please provide a one month sample menu.

G. Food Cost and Inventory

The contractor shall use an adequate food cost and inventory system at each food preparation facility. The inventory control shall be based on the first-in/first-out (FIFO) method and conform to generally accepted accounting principles (GAAP). The system shall be able to provide daily food costs, inventory control records, and monthly compilation of daily food costs.

H. Locally Sourced Food

Inclusion of locally sourced food is encouraged. Please explain how locally sourced food is incorporated into meal production

I. Meal Delivery

Most competitive applicants will be able to deliver meals to all sites within the region. In order to do so, the contractor must have the infrastructure necessary to hold food at safe temperatures (above 135 degrees for hot food and below 41 degrees for cold food).

In Region 5, there is possibility for delivery to be arranged should the caterer be unable to deliver.

Please note your ability to deliver meals to sites.

J. Supplies and Packaging

In addition to food, caterers may be asked to provide packaging and supplies related to meal service since caterers may be ordering in sufficient quantities to qualify for a discount on these materials. Examples of supplies include three-compartment aluminum trays, gloves, aprons, and cups. Please include a listing of supplies and prices available to be ordered.

VI. SAMPLE STANDARD PROVISIONS FOR CONTRACTS

SERVICE CONTRACT - FEDERAL FUNDED CR_____

AGREEMENT is made this _____day of _____, 2013, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107("County") and (**NAME OF CONTRACTOR**) located at (**CONTRACTOR'S ADDRESS**) ("Contractor").

BID #6769 Senior Nutrition Program: Regional Catering

Federal Awarding Agency	
Federal / State Contract Number	
Federal Program Title	
CFDA Number	
Federal Funding %	

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The Contractor will **(SPELL OUT SCOPE OF SERVICE)**

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an amount not to exceed **(SPELL OUT DOLLAR AMOUNT)**.

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to **(DEPARTMENT HEAD TITLE)** and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

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

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on **(MONTH, DAY, YEAR)** and ends on **(MONTH, DAY, YEAR)**, with an option to extend an additional _____ year(s).

ARTICLE V - PERSONNEL

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

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

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

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

ARTICLE VI - INDEMNIFICATION AGREEMENT

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

ARTICLE VII - INSURANCE REQUIREMENTS

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

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County and the Area Agency on Aging, 1-B shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.
4. Fidelity Bonding covering employee theft from employer.
5. Third Party Fidelity (Crime Bond) with a minimum of \$50,000, covering employee theft from participant.

Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all

BID #6769 Senior Nutrition Program: Regional Catering

costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

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

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

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

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of

BID #6769 Senior Nutrition Program: Regional Catering

Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

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

ARTICLE XI – DEBARMENT AND SUSPENSION

By signing this Contract, Contractor assures the County that it will comply with Federal Regulation 45 CFR Part 76 and certifies that to the best of its knowledge and belief the Contractor and any subcontractors retained by Contractor:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or contractor;
2. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2, and ;
4. Have not within a three-year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or default.

ARTICLE XII – LOBBYING

By signing this contract, Contractor assures the County that it will comply with Section 1352, Title 31 of the U.S. Code (pertaining to not using federal monies to influence federal contracting and financial transactions). The Contractor assures the County that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, Disclosure of Lobbying Activities," in accordance with its instructions;
3. This language shall be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

ARTICLE XIII - DRUG-FREE WORKPLACE

Grantees Other Than Individuals

- A. As required by the Drug-Free Workplace Act of 1988, the Contractor assures the County that it will or will continue to provide a drug-free workplace by:
 - a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b) Establishing an on-going drug-free awareness program to inform employees about—
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantee's policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, *and* employee assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - 1) Abide by the terms of the statement; and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - e) Notifying the County, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the County;
 - f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

- 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- g) Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988:

- A. As a condition of the grant, the Contractor assures the County that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, the Contractor agrees to report the conviction, in writing, within 10 calendar days of the conviction, to the County.

ARTICLE XIV - FEDERAL PROCUREMENT STANDARDS

The Contractor assures the County that it will follow federal procurement standards as described in the Code of Federal Regulations section 2 CFR Part 215.4 when procuring goods or services with federal funds to insure that procurement decisions are made ethically and with free and open competition among those providing the goods or services.

ARTICLE XV - EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

ARTICLE XVI - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the

BID #6769 Senior Nutrition Program: Regional Catering

County to pay their employees under that contract, a minimum of either \$11.40 per hour with benefits or \$ 13.37 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2013 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XVII - EQUAL ACCESS

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

ARTICLE XVIII - OWNERSHIP OF DOCUMENTS AND PUBLICATION

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

ARTICLE XIX - ASSIGNS AND SUCCESSORS

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

ARTICLE XX - TERMINATION OF CONTRACT

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

ARTICLE XXI - PAYROLL TAXES

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

ARTICLE XXII- PRACTICE AND ETHICS

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

ARTICLE XXIII- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

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

ARTICLE XXIV - CHOICE OF LAW AND FORUM

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

ARTICLE XXV - EXTENT OF CONTRACT

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

ATTESTED TO:

WASHTENAW COUNTY

By: _____
Lawrence Kestenbaum (DATE)
County Clerk/Register

Verna J. McDaniel (DATE)
County Administrator

APPROVED AS TO CONTENT:

CONTRACTOR

By: _____
(DEPARTMENT HEAD) (DATE)

(CONTRACTOR'S NAME) (DATE)

APPROVED AS TO FORM:

By: _____
Curtis N. Hedger (DATE)
Office of Corporation Counsel

PRICE SHEET

Meals

Item	Price per item
Hot bulk meal in reusable pans	
Hot bulk meals in disposable hotel pans	
Individually packaged hot meals	
Cold boxed lunch	
Frozen meal	

Please indicate with an "X" which region(s) your proposal includes:		
	YES	NO
REGION 4		
REGION 5		

SIGNATURE PAGE

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City, County, St. Zip
_____ Telephone #	_____ Fax #
_____ Federal Tax ID #	_____ Email Address for Purchase Orders

By checking this box we hereby certify that we are a Washtenaw County company. If proven otherwise, company may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.

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

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

Signature page must be signed and returned as part of vendor proposal.

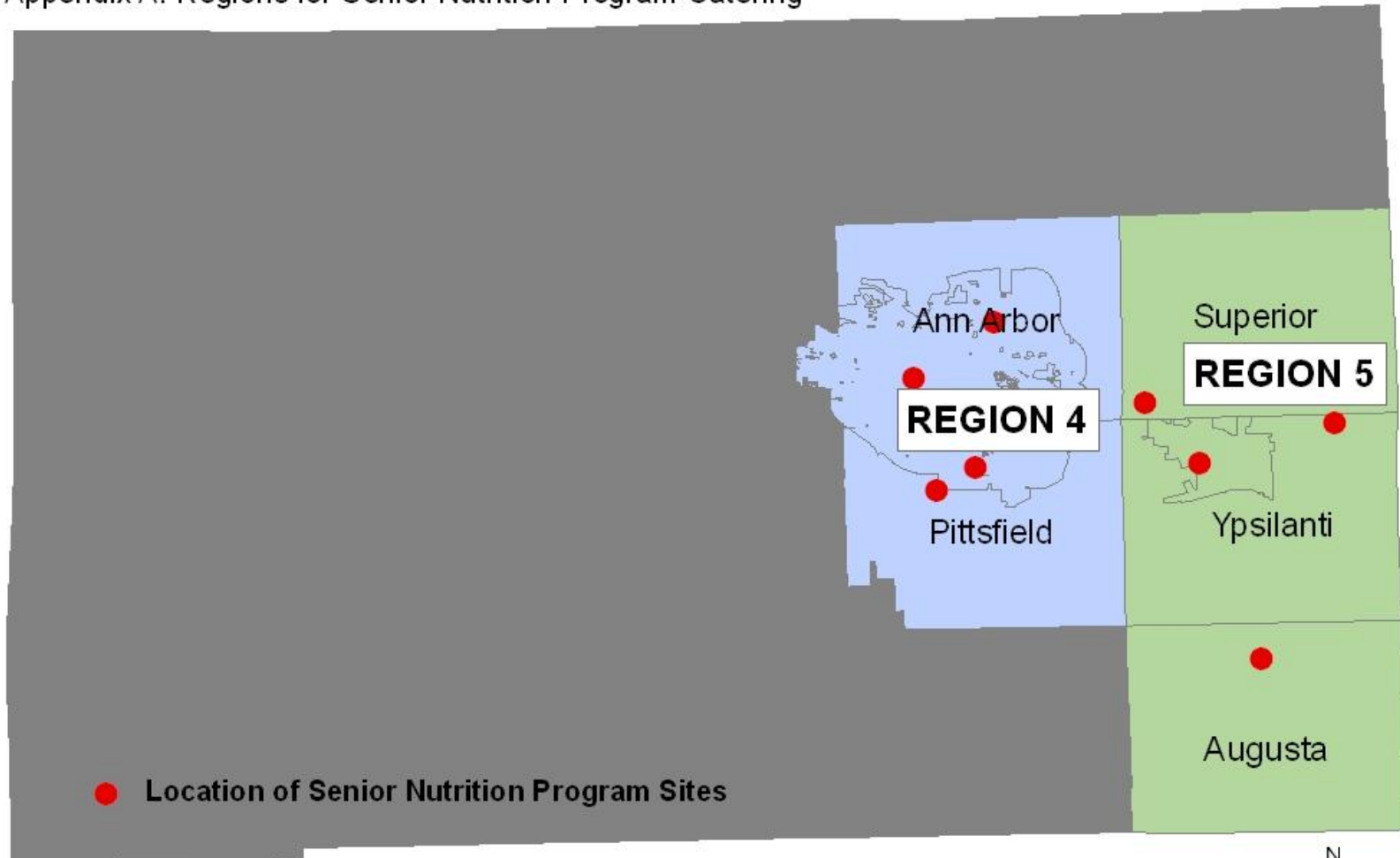
Vendor acknowledges that Addendum A-C are included in bid package _____
(Initials)

RFP #6746 Application Checklist

Applications must include the following to be considered:

- Proposal cover: see Page 1 of this RFP
- Response to Scope of Work: Do not exceed 7 pages single spaced
- Price Sheet
- Addendum A-C: see Vendor Specifications on Page 2 of this RFP
- Signature Page: if you are not a Washtenaw County company, do not check the box.

Appendix A: Regions for Senior Nutrition Program Catering



Estimated Meal Volume for Fiscal Year 2013-2014

Region	# of Sites	# Hot Meals	# Cold boxed meals	# Frozen Meals
4	5	13,300	400	-
5	4	13,500	660	-



Shapefile from U.S. Census Bureau (2010)

Appendix B

Michigan Food Code

The nutrition program must operate according to current provisions of the Michigan Food Code. Minimum food safety standards are established by the respective local health department.

- a. Each program must have a copy of the Michigan Food Code available for reference. Programs are encouraged to monitor food safety alerts pertaining to older adults.
- b. Each program, which operates a kitchen for food production, shall have at least one key staff person (manager, cook or lead food handler) complete a Food Service Manager Certification Training Program that has been approved by the Michigan Department of Agriculture.
- c. A trained and certified staff member is preferred, but not required, at satellite serving and packing sites. Please refer to your local Health Department for local regulations on this requirement.
- d. The time period between preparation of food and the beginning of serving shall be as minimal as feasible.
- e. Food shall be prepared, held and served at safe temperatures.
- f. Documentation requirements for food safety procedures shall be developed in conjunction with, and be acceptable to, the respective local Health Department.
- g. The safety of food after it has been served to a participant and when it has been removed from the meal site, or left in the control of a homebound participant, is the responsibility of that participant.
- h. Purchased foodstuffs -The program must purchase foodstuff from commercial sources which comply with the Michigan Food Code.
 - 1) Unacceptable purchased items include: home canned or preserved foods; foods cooked or prepared in an individual's home kitchen (this includes those covered under the Cottage Food Law); meat from any animal not killed by a licensed facility; any wild game taken by hunters; fresh or frozen fish donated by sport fishers; raw seafood or eggs; and, any un-pasteurized products (i.e., dairy, juices and honey).
 - 2) Contributed foodstuffs-The program may use contributed foodstuff only when they meet the same standards of quality, sanitation and safety as apply to food stuffs purchased from commercial sources.
 - 3) Acceptable contributed foodstuff include: fresh fruits and vegetables; wild game from a licensed processor. A list of licensed processors can be found on the Michigan Department of Agriculture and Rural Development website.

Appendix C

Meal Planning and Nutritional Requirements

1. **Menu Requirements** - Menus should be created that meet the following criteria:
 - a. Each meal shall provide, at a minimum, 1/3 of the DRI allowances established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences.
 - b. Caloric considerations. Calorie goal per meal should be 700 (average of recommended male of 900 and female of 550).
2. **Fresh Foods** - Increased 'scratch' cooking, less use of convenience foods when possible.
3. **Fruits and Vegetables** - Increased use of fresh or frozen fruits and vegetables, especially those high in potassium.
4. **Style of Service** - Using 'offered vs. served' service.
5. **Vegetarian Meals**- Meatless meals can be served as part of the menu cycle or as an optional menu choice based on participant preference, cultural and/or religious needs and should follow the OSA Meal Planning Guidelines to include a variety of flavors, textures, seasonings, colors, and food groups at the same meal.
 - a. Plant sources include legumes (such as cooked dried beans) and protein sources from whole grains such as brown rice, whole wheat bread and pasta.
 - b. Vegetarian meals are a good opportunity to provide variety, feature Michigan produce and highlight the many ethnic cultural or religious food traditions that use vegetables and grains in greater amounts at the center of the plate and in different combinations with fruits, vegetables, grains, herbs and spices for added flavor, calories, and key nutrients.
6. **MyPlate Food Groups** - Each meal should have the following food groups: Grain, Vegetable, Fruit, Dairy, Protein Foods
7. **Serving Size** - Refer to <http://www.MyPlate.gov> for each meal component of the five food groups:

Grains: A variety of enriched and/or whole grain bread products, particularly those high in fiber, are recommended. this group may include but is not limited to:

Muffin	Bagel	Sandwich bun
Cornbread	Crackers	Cooked cereal
Biscuit	Granola	Bread, all types
Waffle	Graham cracker squares	Ready-to-eat cereal
French toast	Dressing	Rice
English muffin	Cracked Wheat	Quinoa
Tortilla	Pasta/Noodles	
Pancakes		

Vegetables: Along with a variety of traditional vegetables, this group contains different forms of vegetables with an emphasis on a variety of colors and includes but is not limited to:

- Dry beans and peas-black beans, black-eyed peas, kidney beans, lentils, tofu
- 100% vegetable juice
- Fresh, frozen, freeze-dried, juice or canned vegetables are acceptable.
- Dark Green Raw leafy vegetables - bok choy, broccoli, collard green, dark green leafy lettuce, kale, Swiss chard, spinach
- Orange Vegetables - butternut squash, carrots, pumpkin, sweet potatoes
- Red Vegetables - beets, red onions, red peppers, red potatoes, rhubarb, tomatoes
- Starchy Vegetables - corn, green peas, lima beans (green), potatoes
- Other Vegetables - artichokes, onions, jicama, asparagus, mushrooms, Brussels sprouts, cabbage, cauliflower, iceberg (head) lettuce, parsnips, zucchini

Fruits: Along with a variety of traditional fruits, may include, but is not limited to:

- Chopped, cooked or canned fruit
- 100% juice
- Fresh, frozen, freeze-dried, juice or canned fruits are acceptable
- Include a wide variety of colors that offer a variety of nutrients; orange and deep yellow, purple and blue, red, white and tan fruits
- Fruit as part of a dessert when 1/2 c portion of fruit or equivalent is served

Dairy: Along with traditional milk products, this category may include, but is not limited to:

- Buttermilk
- Low-fat chocolate milk
- Lactose-reduced and Lactose-free milk fortified with vitamins A and D
- Powdered dry milk
- Evaporated milk
- Yogurt
- Tofu (processed with calcium salt)
- Calcium fortified soy, rice or almond milk
- Cheese; hard natural cheeses and pasteurized soft; ricotta, cottage cheese, feta, or processed cheeses; American.
- Milk - based desserts; puddings, ice milk, frozen yogurt ice cream
 - Imitation cheese; which the FDA defines as one not meeting nutritional equivalency requirements for the natural non-imitation product cannot be served to meet the protein requirement

BID #6769 Senior Nutrition Program: Regional Catering

Protein Foods: For beef and other listed protein foods serving weight is the edible portion, not including skin, bone, or coating. Choose lean or low-fat meat and poultry. If higher fat choices are made, such as regular ground beef (75% to 80% lean) or chicken with skin, the empty calories provided from the fat will increase the caloric value of the meal and should be limited on menus since they do not contribute to the 1/3 DRI nutritional requirements:

Beef	Nut butter
Poultry	Nuts and Seeds
Eggs	Processed Soy Products, i.e. tofu,
Seafood	tempeh
Shellfish	Game meats, organ meats
Beans and Peas, i.e. bean burgers, chickpeas, falafel, lentils	

- a. Equivalencies for food in the Protein Foods group are based on a combination of protein and calories. USDA changed the equivalencies for nuts, peanut butter, and beans and peas in 2005 because the calorie levels of the original equivalents were too high to promote them as valid choices in the Protein Foods group. While the protein in 1 oz. equivalent of peanut butter is now less than in 1 oz. of meat, the recommended daily amounts (about 5 to 7 oz. equivalents) still provide more than adequate protein <http://www.choosemyplate.gov/faqs.html>.
 - b. Imitation cheese; which the Food and Drug Administration defines as one not meeting nutritional equivalency requirements for the natural non-imitation product cannot be served to meet the protein requirement.
 - c. Except to meet cultural and/or religious preferences and for emergency meals, avoid serving dried beans, nut butter or nuts, and tofu for consecutive meals or on consecutive days.
 - d. In order to limit the sodium content of the meals, serve cured and processed meats (e.g., ham, smoked or Polish sausage, corned beef, dried beef) no more than once a week.
8. **Accompaniments** - Include traditional meal accompaniments as appropriate, such as condiments, spreads and garnishes.
Examples include: mustard and/or mayonnaise with a meat sandwich; tartar sauce with fish; salad dressing with tossed salad; margarine with bread or rolls. Whenever feasible, provide fat alternatives. Minimize use of fat in food preparation. Fats should be primarily from vegetable sources and in a liquid or soft (spreadable) form that are lower in hydrogenated fat, saturated fat, trans-fats and cholesterol.

9. **Desserts** - Serving of healthy desserts can be part of a menu planning, though it is optional. Suggested, (but not limited to) desserts are: fruit, fruit crisps with whole grain toppings, pudding with milk, gelatin with fruit, low-fat frozen yogurt, Italian ices. Use of baked, commercial desserts should be limited to once per week. Fruit should be available at every meal to offer individuals a choice when a dessert is on the menu.
10. **Beverages** - Fluid intake should be encouraged, as dehydration is a common problem in older adults in conjunction with medications needs and decreased thirst. It is a good practice to have drinking water available.

AAA1-B THEME MEAL PLANNING GUIDELINES

Specialty menus for festive events shall be offered monthly to reflect the religious, social, ethnic, or cultural food preferences of specific congregate sites which may include, but are not limited to:

Valentine's Day
Cinco de Mayo
Independence Days
St. Patrick's Day
Labor Day
Kwanzaa
Ash Wednesday

Halloween
Ramadan
Good Friday
Chinese New Year
Father's Day
Mother's Day
Columbus Day

All Souls Day
Memorial Day
Sukkot
Veteran's Day
Sweetest Day
Earth Day
Food Day

Appendix D

Menu Development

Each program shall utilize a menu development process, which places priority on healthy choices and creativity and includes, at a minimum:

- a. Use of written or electronic, standardized recipes.
- b. Cycle menus are encouraged for costs containment and/or convenience, but are not required. Programs are encouraged to consult with the regional dietitian during the menu development process.
- c. Provision for review and approval of all menus by the regional dietitian who must be a registered dietitian, an individual who is dietitian - registration eligible or a Registered Dietetic Tech (DTR).
- d. Posting of menu to be served in a conspicuous place at each meal site and at each place food is prepared. The program must be able to provide information on the content for food allergens and 1/3 of the DRI nutrients of menus upon request.
- e. Nutrition providers are strongly encouraged to use computerized nutrient analysis to assure meals are in compliance with nutritional requirements. The use of a standardized nutrient reference or data base may be used to compute nutrients manually and/or when computerized nutrient analysis is not available for specific foods or for analysis
- f. Modified diet menus may be provided, where feasible and appropriate, which take into consideration participant choice, health, religious and ethnic diet preferences.
- g. A record of the menu actually served each day shall be maintained for each fiscal year's operation.