SUBJECT: SENIOR SERVICES COMMUNITY NUTRITION PROGRAM RE-BID

BID #: SC-0341-20 **OPEN DATE:** 12/11/2019

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – MARCH 1, 2020 THROUGH FEBRUARY 28, 2021 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES – SENIOR SERVICES DIVISION

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 5 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Cathedral Foundation of Jacksonville, Inc. dba Aging True as the lowest responsive, responsible (only) bidder. Term shall be from March 1, 2020 through February 28, 2021 with three (3) one (1) year renewal options.

Estimated initial expenditure amount not-to-exceed $818,100.00.

Funding shall be encumbered from account RPAH1F6AS-03410 and executed by Purchase Order.

ATTACHMENTS: Recommendation Memo; Bid Tabulation; Terms & Conditions; Specifications

ANALYST: _____ DAVID KLAGES **RESPECTFULLY SUBMITTED:** _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: DARYL JOSEPH, DIRECTOR, PARKS, RECREATION AND COMMUNITY SERVICES

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7919
www.coj.net

January 13, 2020

MEMORANDUM

TO: Gregory Pease, Chief
Procurement Division

THRU: Daryl Joseph, Director
Parks, Recreation and Community Services

FROM: Gloria Crawford, Chief
Senior Services Division

SUBJECT: **RECOMMENDATION TO AWARD - SC–0341-20**

RE: **Senior Services Community Nutrition Program**

Bid No.:	**SC-0341-20**
Bid Date:	**December 11, 2019**
Award Amount:	**$818,100**

The Department of Parks, Recreation and Community Services, Senior Services Division reviewed the bid received on the referenced project for accuracy and compliance with the contract documents. The bid by Cathedral Foundation of Jacksonville, Inc. *dba* Aging True has been reviewed by the JSEB Office who has determined that the bidder is in compliance with the 100% participation requirements established for this project.

Accordingly, we recommend that the Base Bid for Senior Services Community Nutrition Program be awarded to Cathedral Foundation of Jacksonville, Inc. dba Aging True, 4250 Lakeside Drive, Suite 300, Jacksonville, Florida 32210, in accordance with the attached bid documents, in the amount of $818,100.00

Funding for this project should be encumbered by Master Blanket PO

ACCOUNT NO	ENCUMBERED AMOUNT
RPAH1F6AS – 03410 GRT/DTL: RCA029/20	$818,100

The bid documents call for the term of the contract to run from February 1, 2020 through January 31, 2021 with three (3) one (1) year renewal options, however, the current award (SC-0286-16) has been extended through February 29, 2020; therefore, the term of the contract shall run from March 1, 2020 through February 28, 2021 with three (3) one (1) year renewal options.

GC/ao

Attachments: Bid Document

cc: Rene'e Harriman, Parks Finance Manager
Ruben Ola, Purchasing Analyst

SUBJECT: Senior Services Community Nutrition Project

BID #: SC-0286-16 **OPEN DATE:** 11/04/2015

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – January 1, 2016 through December 31, 2016 with four (4) one (1) year renewal options

AGENCY: Senior Services Division

BASIS OF AWARD: All or None to the Lowest Responsive, Responsible Bidder

NUMBER OF BIDS INVITED: 20 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to extend the contract award for 60 days and to increase the award amount by $150,000.00 with G.A. Food Service, Inc. to continue preparing and delivering meals to congregate sites with the current contract award to expire December 31, 2019. Extension will provide an ample time to complete the process of the current solicitation for the new contract award. Period of service will be extended until February 29, 2020.
The revised total estimated annual expenditure will be $1,049,877.00 with the same rates. The revised total expenditure not-to-exceed $3,748,534.00.

Funding Source: RPAH1F6AS-03410-RCA029/19 - To be encumbered by purchase order

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

Analyst: _____ RUBEN OLA **RESPECTFULLY SUBMITTED:** _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Daryl Joseph, Director, Parks, Recreation and Community Services

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 12-12-19

Teresa R Eilman _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 12/12/19

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____ Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

BID TABULATION SHEET

TITLE: SENIOR SERVICES COMMUNITY NUTRITION PROGRAM RE-BID

BID NO.: SC-0341-20

OPEN DATE: December 11, 2019

ANALYST: RUBEN OLA

No. Invited: (5) No. Received (1) No Bids: (0)

Bid Recorder: _J. Hernandez_, Announcer: _P. Mitchell_

ITEM	DESCRIPTION	EST. QUANTITY	CATHEDRAL FOUNDATION OF JACKSONVILLE, INC. DBA: AGING TRUE							
			PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE
1	Senior Services Community Nutrition Program. Provision of 700-800 meals per day to 18 to 20 Senior Centers in Duval for 252 days.	200,000	$ 4.05	$ 810,000.00						
2	Furnish/Deliver 2000 meals for one Special Event.	2,000	$ 4.05	$ 8,100.00						
	GRAND TOTAL:			$818,100						
	BUSINESS/CORPORATE REFERENCES:		✓							
	TERMS:									
	DELIVERY (Business Days):									
	CONFLICT OF INTEREST:		✓							
	ADDENDUM( ):									
	NOTES:									

TERMS & CONDITIONS

SENIOR SERVICES COMMUNITY NUTRITION PROGRAM RE-BID

SCOPE

The **Senior Services Division of the City of Jacksonville** is currently accepting bids to obtain sources of supply for the items as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s) and to obtain pricing commitments to **prepare and deliver meals to at least** 18 congregate sites, and no more than 20 congregate sites as listed in the bid documents.

AWARD

The award will be ***ALL OR NONE*** to the lowest responsible, responsive bidder. Bidders must bid on all items to be considered for the award. ALL awards are subject to the availability of funds.

TERMS OF AGREEMENT

The term of this agreement is for one (1) year beginning February 1, 2020 through January 31, 2021, with three (3) one (1) year renewal options. Renewal options may be exercised at the discretion of the City based on supplier performance and strict adherence to the terms and conditions set forth in the bid documents.

MINIMUM REQUIREMENTS

Bidders should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

a. The Bidder shall provide all business licenses required by local, state, and federal law as applicable.
b. Bidder must be licensed and inspected by the Department of Business and Professional Regulation (DBPR) or the licensed and inspected by the Florida Department of Health.
c. Bidder must provide proof of having a minimum of three (3) years congregate or bulk meal food preparation, storage & delivery experience.

PRE-BID CONFERENCE

Not Applicable

COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and/or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and/or other government agencies for item(s) covered under this bid. The City reserves the right to cancel this contract in whole or in part for such item(s).

QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period.

PRICES

All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents.

ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry-wide increase. The City reserves the right to decline any price increase request.

DELIVERY

Pickups will be at various locations as deemed necessary for the entire Program.

PICK UP & RETURNS

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and Returns will be made within 48 hours of notification at no charge to the City or its agencies.

SUPPLIER ACCESSABILITY

The City or its representative must be able to contact, during normal business hours, by telephone and/or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outline in the specifications supersedes this section.

REPORTING

The City may request, during the term of this bid, reports including but not limited to: usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include: Purchase order number Item number and description, Date of shipment, Quantity ordered and shipped, Unit prices, the unit of measure, credits applied and extended totals. Payment terms are Net 30 days. All original invoices are to be submitted to City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202.

_____

SPECIFICATIONS

SENIOR SERVICES COMMUNITY NUTRITION PROGRAM RE-BID

I. GENERAL SCOPE OF WORK:

A. The City of Jacksonville requires the services necessary to provide congregate meals for the elderly within Duval County and Special Events meals

B. Contractor shall furnish the food services and delivery to support the Community Nutrition Program. The specific services required are as follows:

1. Furnish and prepare approximately 700 to 800 meals each program day
2. Deliver approximately 700 to 800 meals to not more than nineteen to twenty (19-20) congregate meal sites. (18 sites currently utilized)
3. Furnish, prepare and deliver up to 2,000 meals for one separate Program Special Events throughout the calendar year.

II. OTHER REQUIREMENTS:

A. The Senior Services Division shall determine qualifications by review of the following items, which documentation must be submitted in DUPLICATE at the time of bid submission:

1. Legal name and address of parent corporation and any applicable subsidiaries that would operate and administer contract; the type of entity (business) - must be a Corporation; full name(s) and address(es) of principals of operating company.
2. An organizational chart and a plan for administration and management of staffing proposed in order to comply with the specifications of the contract.
3. Resume(s) detailing the experience and qualifications of the proposed local management to be utilized in the operation, with copies of appropriate licenses/certificates needed to meet requirements of the position(s).
4. A list and brief description of similar food service contracts which have been held within the last five (5) years to include: locations, contract dates, names, addresses, and telephone numbers, see Business/Corporate Reference Form.
5. Description of training programs for employees, supervisors, and managers.
6. Copy of the current license for food preparation and storage by the Department of Business and Professional Regulation (DBPR) and most recent inspection report by that same agency. Licensing by the Florida Department of Health will be required for bidders that also prepare meals in health care facilities.
7. Copies of the most recent health, sanitation, and all safety inspections (Fire Safety, OSHA, etc.), including a summary of any prior citations and follow-up reports.
8. A copy of the most recent audited financial statements certified by a Public Accounting firm for the prior year of operation.
9. A copy of both the facility Disaster Plan and the Business Continuity/Contingency Plan that outlines the provision of meal services to the congregate sites in the event of an emergency and/or natural disaster.
10. An inspection of the Contractor's facility, documents and equipment will be conducted prior to the award recommendations. The inspection will be considered a primary factor in the award recommendations.
11. Must own/lease delivery vehicles capable of delivering the meals to each

congregate meal site (must be "enclosed" vehicles). If vehicles are leased, bidder must provide proper documentation of lease terms and period of lease.

12. Food holding devices on delivery vehicles must be capable of maintaining safe temperatures (above 165 Fahrenheit for hot items, 41 Fahrenheit or below for cold items, and 0 or below for frozen items) of food items to the sites.
13. If prepared meals are delivered in bulk, the bidder is required to supply and maintain thermostatically controlled holding units capable of holding hot food at 165 degrees Fahrenheit or above.
14. The bidder must be willing to supply refrigerators/freezers of standard household size, up to 20 units, capable of holding cold food at 32 to 41 degrees Fahrenheit in accordance with local health standards and frozen foods at 0 degrees or below Fahrenheit. Each refrigerator must contain thermometers in the refrigerator and freezer compartment to be supplied by the bidder. If frozen meals are provided, the bidder must supply the program with appropriately sized secured freezers to maintain the meals in a frozen state until meal preparation AND must ensure each congregate meal site has the equipment capable of re-heating the meals to the proper temperatures.
15. A plan to provide/maintain adequate inventory capability and controls.
16. Contractor employees must be appropriately trained in food service operations; having at a minimum (1) one Certified Professional Food Manager on site always during food preparation, cooking and storage (submit copies of Certificates with the Bid).
17. Food service training folders must be maintained on all food service personnel involved in meal preparation and delivery: Sanitation and safety courses; food preparation; current required food licenses and certifications.
18. Furnish references of performance and client satisfaction for the contracts listed per Section II. Part A. 4.
19. Bidder must provide proof of having a minimum of three (3) years congregate or bulk meal food preparation, storage & delivery experience.
20. Bidder's facilities must provide for: (a) adequate food service equipment to meet the needs of the Program, (b) adequate and organized storage areas, (c) cleanliness and sanitation of storage areas, preparation areas, equipment, vehicles, staging and loading areas, and personnel, (c) the handling and storage of food products must be in compliance with DBPR and/or Department of Health guidelines and policies, (d) evidence and/or proof of pest control.
21. Bidder must have/maintain a daily documented sanitation plan to be used in the food preparation and storage facility.
22. Bidder must provide proof that the insurance coverages (as listed per Section II C.) are in effect (at the point of bid opening) for the required limits, naming City of Jacksonville as the certificate holder.
23. Submit a detailed plan for proposed food delivery schedules to the Sites.
24. Bidder will be responsible for maintaining all equipment provided and the cost of repairs and/or replacement to be completed within 48 hours.

C. CONTRACTOR RESPONSIBILITIES

If awarded as a result of this bid, the Contractor agrees to the following:

1. That the Senior Centers Manager, his/her designee including the Program Dietitian,

and/or Eldersource, and/or designated program and fiscal officials of DOEA, as well as City personnel may inspect the food used in the meals to determine compliance with all specifications and to reject food not meeting said specifications and that any food rejected for failure to meet specifications shall not be paid for by the Program.

2. All meals are required to be complete meals that meet or exceed 1/3 of the total daily Dietary Reference Intakes for females age 70+ as established by the Food and Nutrition Board of the National Academy of Science - National Research Council and as specified in the approved menus. In addition to non-payment of food, which fails to meet specifications, the Contractor will be charged the United States Department of Agriculture (USDA) reimbursement rate for any meal that is incomplete ($.72). An incomplete meal is defined as any of the following: unauthorized or inappropriate menu changes, meals with menu items missing, meals below quality and quantity standards specified, meals not delivered within the specified delivery time period, meals delivered above or below recommended temperatures as specified in Section IV.8; or meals with spoiled, inedible, or unwholesome food (as determined by Program Dietitian) items. Inedible food items, i.e. spoiled, rotten or inadequately prepared, will be returned to the Contractor as incomplete meals. **The current USDA reimbursement rate is $0.72 per meal.**

3. That the Contractor is required to have the experience/qualifications or have in his employment a person qualified to supervise and ensure the quality and quantity controls necessary to operate the program effectively and expeditiously under the guidelines as set forth by the Department of Business and Professional Regulation. Such person may be a Registered Dietitian or at minimum must be someone who has two years formal education beyond high school at an accredited institution with major coursework in nutrition, dietetics, food and nutrition, or food service administration and certified in food safety (i.e. ServSafe). This supervisory person should be readily available and is required to consult with the Program Dietitian as needed, as well as quarterly in person or via telephone to review menu revisions.

4. Federal and State Regulations: State Licensing Standard

(a) The Contractor shall conform to and comply with the requirements of Title III of the Older Americans Act of 1965 as amended; Title 45, Code of Federal Regulations, Chapter XIII, Part 1324 and all amendments thereof; Title 45 CFR 74 Administration of Grants: and HRS Manual 55-1, titled "Financial Management of Older Americans Act Program; also Department of Elder Affairs Programs and Client Services Manual, Older Americans Act, all amendments thereof; and any other relevant regulations of the State of Florida or the Federal government.

(b) The Contractor is required to comply with all current applicable accrediting standards (including possible future revisions) and any other standards of criteria established by the DOEA to ensure quality of services.

(c) The Contractor is required to comply with all applicable Federal, State and Local laws and regulations governing the preparation, handling and transporting of food; procure and keep in effect all necessary licenses, permits and cards in a prominent place within the meal preparation area, as required.

(d) The Contractor is required to comply with all applicable Federal, State and local

laws and regulations pertaining to wages and hours of employment and with all Federal, State and local laws and regulations pertaining to Federal economic stabilization programs.

5. Audit and Records:

(a) The Contractor is required to maintain financial records and reports relating to funds paid under the contract and submit reports to the Division when requested.

(b) The Contractor is required to maintain books, records, documents and other evidence of accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement.

(c) The Contractor is required to maintain adequate records bearing upon food purchases, storage, food preparation and transportation directly related to the meals and other supplies delivered under this agreement, including the records of receipt, storage and food inventory control. Additionally, contractor must maintain and follow a written, documented, formal sanitation program, which meets or exceeds minimum requirements of State, Federal, Municipal or other agencies authorized to inspect or accredit the Contractor's food service operation.

(d) The Contractor is required to keep records that are subject to inspection, review or audit by Eldersource, DOEA, and City personnel.

(e) The Contractor is required to collect statistical data of a fiscal nature on a regular basis and make fiscal statistical reports at times prescribed by, and on forms furnished by Eldersource, or DOEA.

(f) The Contractor is required to submit signed delivery confirmation sheets with each delivery.

6. Retention of Records:

(a) The Contractor is required to retain all books, accounting records and other documents related to this agreement for a period of five (5) years after the date of submission of the final report of accountability for the budget year and in the cases of audit exception, until such exception has been cleared or resolved to the satisfaction of Eldersource, DOEA, and the Federal Government.

(b) The Contractor is required to retain records for non-expendable property acquired with federal funds for five (5) years after its final disposition.

(c) The Contractor is required to allow Federal auditors, the Secretary of Health and Human Services and the Comptroller General of the United States, Eldersource, or the DOEA, City, and any persons duly authorized by the Program to have full access to and the right to examine any of said materials during said period.

7. Monitoring:

(a) The Contractor is required to permit the Senior Centers Manager; his/her designee including the Program Dietitian, Eldersource, DOEA, and City personnel to monitor the aforementioned service program according to applicable regulations of the State, Federal, or City government and to audit and review all records required to be maintained.

(b) Such monitoring consists of, but not limited to, the verification of purchasing specifications, the inspection at any time of the Contractor's food preparation, packaging and storage areas and the food containers and the vehicles used in transporting meals and other food to the Program site to determine the adequacy of the contractor's food handling, cleaning, sanitation and maintenance practices with/without warning or notice. Such inspections and monitoring will be performed by Program personnel a minimum of once annually; but may be performed at any time and as many times as deemed necessary.

III. SPECIAL TERMS AND CONDITIONS FOR CONGREGATE MEALS:

1. Contractor is required to provide necessary personnel, food, equipment, supplies and transportation required to prepare, deliver and/or hold an anticipated 700 to 800 meals per day to eighteen congregate meal sites in Duval County.

2. Meals are required to be delivered to meal sites by the Contractor in vehicles operated, owned or leased by the Contractor, which are equipped to ensure that proper temperature and cleanliness specifications are met.

3. Meals are required to be transported and delivered in carriers with retentive capability in order to maintain food quality and safe food temperatures.

4. The Contractor and his personnel are required to be responsible for loading meals on and off said vehicles used to transport and for placing meals inside each meal site as instructed by the Program Dietitian or his/her designee. Delivery drivers are not to leave site until quality and/or quantity has been verified and that all conditions have been satisfied *(Food service delivery drivers will be required to attend Food Safety Training).*

5. The Contractor is required to supply and maintain thermostatically controlled holding units at each site capable of holding meals at safe food temperatures (165 or above for hot foods, 41 and below for cold foods and 0 or below for frozen foods

6. Site Locations (18 currently utilized):

Older Americans Act, Title III, Funded Sites:

1. Mary Singleton Senior Center, 150 East 1st Street
2. Louis Dinah Senior Center, 1805 Flag Street
3. Clanzel Brown Community Center, 4575 Moncrief Road
4. J.S. Johnson Senior Center, 1112 Jackson Street
5. Bennie Furlong Senior Center, 281 S 19th Avenue
6. Frances Padgett Arlington Senior Center, 1078 Rogero Road
7. Oceanway Senior Center, 12215 Sago Ave, West
8. Leroy Clemons Senior Center, 55 N. Jackson Avenue
9. Riverview Senior Center, 9620 Water Street
10. Charlie Joseph Senior Center, 6943 Buffalo Avenue
11. Lincoln Villa Senior Center, 7866 New Kings Road
12. Hammond Senior Center, 3312 West 12th Street
13. Lane Wiley Senior Center, 6710 Wiley Road
14. Moncrief Senior Center, 5713 Teeler Avenue

15. Wallace Small Senior Center, 1083 Line Street
16. Longbranch Senior Center, 4110 Franklin Street
17. Maxville Senior Center, 18065 Pennsylvania Avenue
18. Mandarin Senior Center, 3848 Hartley Road
19. Pine Forest Senior Center, 4035 Grant Road -under construction

7. The Contractor is always required to provide management supervision, maintain required quality control inspections, and report any deficiencies or violations to the Program Dietitian immediately via telephone call and in writing.

8. Hot meals are required to be prepared under properly controlled temperatures and conditions, and not more than two (2) hours prior to transporting the meals for delivery. Frozen meals should be stored at the congregate meal sites in secured freezer units.

9. Contractor must maintain documentation of a regular sanitation program which meets or exceeds the minimum requirements of State, Federal, Municipal or other agencies authorized to inspect or accredit the Contractor's food service operation. Documentation should at minimum include sanitation procedures used at such critical safety control points as monitoring for food wholesomeness, equipment sanitation, personnel hygiene, and food temperature checks. Records showing proof of Contractor's compliance must be furnished during annual monitoring by Program Manager or his/her designee.

10. Contractor is required to prepare and deliver with the meals a "Food Checklist" for each site showing the site name, date, number of meals, and each food item included in the meal. The "Food Checklist" will serve as a receipt for meals delivered. For bulk prepared meals the temperature of food upon delivery will also be recorded on the food checklist. After counting the meals delivered and noting any shortages or discrepancies, the Program's representative will sign the "Food Checklist", noting time of delivery and any discrepancies. The original and one copy of the "Food Checklist" will be returned to the Contractor when the Contractor's representative picks up serving equipment. One copy will be forwarded to the Program Dietitian at the conclusion of each delivery.

11. Bulk prepared meals should not be delivered to the sites at a time that requires an excess of three (3) hours holding time prior to service, unless approved by the Dietitian.

12. All food delivered is required to meet the following temperature specifications:
    a. Hot food shall be 165 degrees Fahrenheit or above
    b. Cold Food shall be 32 degrees - 41 degrees Fahrenheit.
    c. Frozen foods shall be 0 degrees Fahrenheit or below

13. For bulk prepared meals, the Contractor is required to supply and maintain one set of serving utensils to each site for the portioning of food to program participants as approved by the Dietitian. These items shall include: three spoon measures 1/2 cup (two slotted, one solid), one spoon measure 1 cup (one solid), one 4 oz. scoop (ice cream scoop style) for chopped meats and main dish salads, one 16 oz. food scale, and forks, tongs, knives, cake cutter as needed. Contractor will supply and maintain a calibrated food thermometer at each site. Food thermometers are to be probe-type, of stainless-steel construction; NSF (National Sanitation Foundation) approved; have a re-calibration nut; Taylor brand or equivalent; capable of measuring 0 degrees Fahrenheit to at least 220 degrees Fahrenheit. Each freezer and refrigerator must have an internal thermometer provided by the Contractor.

14. The City will provide for reasonable on-site storage of Contractor supplies and equipment necessary for serving meals to participants.

15. Contractor is required to provide daily pick-up, cleaning, sanitizing and maintenance for all larger non-disposable food service equipment (Pans, coolers, etc.). Contractor is expected to maintain a supply of non-toxic oven cleaner at each site to clean any ovens that are used for frozen meal preparation (to supply 1 can semi-annually at each site).

16. Contractor will be responsible for maintenance, disposition of and/or replacement of all property utilized under the award within 48 hours.

17. Meals will be served for 252 Program days during the period January 1, 2020 through December 31, 2020. Meals shall not be served at the sites on Saturdays, Sundays or on the days the following holidays are observed by the City:

New Year's Day
Martin Luther King, Jr.'s Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

Weekday <u>evening</u> (cold plate) meals are currently served at up to 5 of the 18 senior nutrition sites. <u>Breakfast</u> meals are currently served three times a week at each of the centers (current weekly average is 1350 breakfast meals). The Program Dietitian will predetermine the menu and delivery schedule for these meals after consultation with the Contractor.

Special holiday meals will be served in celebration of **Thanksgiving, Christmas, 4th of July and Memorial Day**. The menu for these meals will be provided by the Program Dietitian and will not deviate substantially from original program menu. The menu shall consist of food items consistent with the observed holiday.

18. The Contractor is required to submit the proposed menu to the Program Dietitian for approval at least 30 days in prior to implementation. **<u>Menus shall be for a 4-week cycle and are to be used for no more than a three (3) month period</u>**. Note: The Program Dietitian is to approve the menus; a dietitian paid by the Contractor is not acceptable due to a conflict of interest. The proposed menu should be accompanied by a complete nutrient analysis. The Program Dietitian should receive a complimentary sample of every newly proposed menu addition.

19. The Contractor, or his representative(s), is required to attend Program Advisory Council Meetings to be held up to three (3) times annually to hear participant's concerns regarding the food service. The Contractor is required to follow recommendations of the Program Dietitian regarding menus and make necessary adjustments in the menu to accommodate the dietary

restrictions and preferences of Program participants. The contractor or representative must be available to meet with the Program Dietitian once per month.

20. All meals are required to be complete and meet or exceed 1/3 of the daily Dietary Reference Intakes for females, age 70+ and delivered as specified in the approved menus. Conformity to this requirement can be assured by planning menus using the following criteria:

(a) Each meal shall contain a three-ounce cooked edible portion of meat, fish, or fowl. An equivalent amount of meat alternates, individually or in combination, may be used no more than twice per week for variety. Meat alternates include cooked dried beans, peas, lentils, nuts, nut butter (peanut butter and others), or products made from those foods. Alternates for the proteins in one ounce of cooked lean meat include: one-fourth cup cottage cheese; one-ounce cheddar cheese, one egg; one-half cup cooked dried beans, peas or lentils (lima beans, black-eyed peas, etc.).

Ground beef may be used in entrees no more than twice in one week.

(b) Each meal shall contain two (2) one-half cup servings (drained volume) of different vegetables or fruits or their juices, including:

(1) Vegetable soup or other soups may be used to fulfill one portion of the vegetable/fruit requirement only if the soup contains at least one-half cup of vegetables per serving of soup.

(2) Dried beans, peas, or lentils may be used to fulfill the fruit/vegetable requirement. However, if used as a fruit/vegetable, they cannot be counted as a meat/meat alternate in the same meal.

(3) Fruit used as a dessert cannot also be counted as a serving of vegetable/fruit in the same meal.

(c) Each meal shall contain at least one servings of whole grain bread, rolls, sandwich buns, cornbread, other hot breads, or bread alternate.

(1) Bread alternates include enriched or whole grain cereals or cereal products such as rice, spaghetti, macaroni, noodles, dumplings, pancakes, waffles, tortillas, and grits.

(2) Sweet potatoes, plantains, or yams may be counted as meeting either the bread requirement or the vegetable/fruit requirement, but not both groups in the same meal.

(3) Regular use of whole wheat bread or other whole grain foods is encouraged.

(d) The use of added fats in the preparation of the meals should be in moderation.

(e) Each meal shall contain at least a one serving of a dessert. Fresh fruits or desserts with lower amounts of added sugar are encouraged.

(1) Baked goods such as cookies, cake, pie, and similar foods may be used as the dessert no more than one day per week.

(2) The use of fresh fruits is encouraged because of the need for more fiber in the diets of the elderly. The use of locally sourced fresh fruit and vegetables is strongly encouraged.

(f) Each meal shall contain eight ounces of skim or 1% milk or the calcium equivalent. Whole or 2% milk will not be utilized because of the emphasis on reducing saturated fat content of the meals.

All milk and fluid milk products for drinking purposes shall be purchased and served in the individual container in which they were packaged at the milk plant.

(g) Use of vitamin and/or mineral supplements to meet nutritional guidelines is prohibited.

(h) Each nutrition provider will provide special menus, where feasible and appropriate, to meet the particular dietary needs arising from the health requirements, or ethnic backgrounds of eligible individuals.

Menus for modified diets may be provided for health reasons.

(i) Planned with consideration for the following:

(1) Special needs of the elderly, such as the restricted use of sugar, salt, and saturated fats.

(2) Religious, ethnic, cultural, and regional dietary practices or preference of the participants, if reasonable and feasible.

(3) Food items within the meat, vegetable, fruit and dessert groups shall be varied within the week.

(4) Variety of food and preparation methods including color, combinations, texture, size, shape, taste, and appearance.

(5) Seasonal availability of foods.

(6) The Contractor shall provide for the following specific food items within the meal pattern in each four (4) week cycle menu:

Ice Cream and Cake - served once per month and in a variety of flavors (i.e. chocolate, vanilla, strawberry, lemon, etc) on the day designated as "Birthday Day" by the Program Dietitian/Coordinator. Contractor shall make provisions to deliver ice cream in a frozen state as specified in Specification **Section III.12 (c).**

21. All condiments, including but not limited to: mayonnaise, trans-fat free bread spreads, mustard, catsup, tartar sauce and a variety of salad dressings are required to be supplied by the Contractor in sufficient quantity in portion control packets with the meal, as specified in the menu.

22. Salt and pepper (in portion control packets) are required to be supplied by the Contractor as needed to each site.

23. In the event that incomplete meals (as defined in Section II. paragraph E. 2) are delivered, the Program Nutritionist/Dietitian, Program Manager, or his/her designee shall be responsible for providing documentation and for notifying the Contractor of said incomplete meals immediately. In addition to deducting the USDA reimbursement rate (currently **$0.72**) for each incomplete meal, the Program shall deduct from a subsequent invoice an amount equal to the number of portions that are incomplete, multiplied by a percentage of the cost-per-meal as follows:

Meat or Meat Alternate	50%
Vegetable	10%
Fruit	10%
Bread or Bread Alternate	2.5%
Butter or Margarine	2.5%
Dessert	5%
Milk	20%

24. The Program Dietitian/Coordinator will approve substitutions in food items on the approved menu. In the event of an emergency situation when a meal cannot be served as written per menu, it shall be brought to the attention of the Program Dietitian as soon as possible before the meal is to be served. Substitutions shall be of similar nutritional value and may not reduce the nutritional value, palatability, or appearance of the meal.

25. **The Program Dietitian should be notified in writing of any food substitutions made by the contractor within 48 hours in order to grant approval prior to the change being made.** Food substitutions not approved prior to delivery and/or usage will be charged in accordance with Section II. Paragraph D.2.

26. In the event of an unforeseen emergency that precludes the on-time delivery of meals, the Contractor is required to immediately notify the Program Dietitian via telephone and/or e-mail of the following:

    a. The circumstance(s) precluding delivery.
    b. A plan that indicates when and how meals will be delivered by the previously agreed upon time.
    c. A statement of whether succeeding deliveries shall be affected.

Note: No payments shall be made for deliveries of meals made later than one and one half hours after specified meal delivery time.

27. If the Contractor fails to deliver a meal or any portion of a meal including single service paper and plastic items, the Program will procure the food and other items from other sources at the Contractor's expense.

28. Tested and standardized quantity recipes, adjusted to yield the number of servings needed, are required to be used to achieve consistent and desirable quality and quantity of meals.

29. All food is required to be prepared and/or stored in a manner to preserve optimum flavor and

appearance, while retaining nutrients and food value. All sauces are required to be made of at least one-half low sodium base. All pre-packaged foods and/or meals should be presented in an aesthetically pleasing manner. The package should be properly labeled with the name of meal, use by date, and nutrition facts label.

30. The Contractor is required to keep daily food samples of meals in his kitchen for five (5) working days after the day of preparation. The food samples are required to be kept in a frozen state properly labeled and dated.

31. Contractor is required to supply all single service supplies necessary for serving and eating, including:

Knife, Fork, and Spoon - pre-packaged, together, and heavy-gauge plastic
Plate - 5 Compartment, heavy foam (if providing bulk meals)
Bowls (as required by meal content)
Napkin - 14" x 14" paper
Plastic Gloves
Hair Nets and/or Paper Caps
Plastic Aprons
6 oz Coffee Cups

Disposable items are required to be discarded after one-time use.

32. The Contractor is required to supply (per Program approval) properly packaged bag lunches in lieu of hot meals for outings, field trips, other occasions, or additional Program days scheduled by the Program Dietitian. Bag lunch meals must meet the same nutritional requirements and general specifications as the hot meals, to the extent practical. Nutrient analysis must also be provided for bag lunch meals. The package label should contain the name of the meal, use by date and nutrition facts label.

33. A special menu may be served at certain nutrition sites celebrating special occasions, including but not limited to, building anniversaries and centenarian's birthdays. These menus will be mutually agreed upon by the Program Dietitian/Coordinator and subcontractor and will conform to the same dietary guidelines.

34. In addition to the hot meals served at the sites the Contractor is required to supply Program Special Event meals which meet specifications on special occasions for participants involved in these events and activities. The number of meals, date, and time of delivery shall be designated by the Program Manager or designee. Such events include the following:

Mayor's Fish-A-Thon (usually March or April)

35. Contractor will be required to supply individually packaged meals, which are composed of shelf-stable items that meet, or approximate, the same nutritional specifications as hot meals for use on holidays/hurricane preparedness/emergencies as designated by the Program Dietitian. These shelf-stable meals would be in addition to the regular meals served as part of the daily congregate meal program.

36. The Program Dietitian will notify the Contractor of the scheduled number of meals to be distributed to the individual Program sites **at least 36 hours** in advance of the actual delivery of said meals.

37. The Contractor is required to maintain and provide to the Program, on a monthly basis, the number of meals delivered. This report will be a part of each monthly invoice presented for payment.

38. The Program will make monthly reimbursement to the food service Contractor within **thirty (30) days** after the receipt of a monthly invoice.

39. The total contract value is based upon twelve (12) months of approximately 252(+/-) Program days of approximately 700 to 800 meals per day, at and for the price and under the terms and conditions contained in the contract documents.

40. The contractor will be present a true representation of food provided to The Program during Senior Expo events which take place over the course of two (2) days, biannually.

41. **The Contractor agrees not to subcontract any portion of the duties of the Bid Specifications described herein.**

QWS3270X 12/30/2019 9:28 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 12/30/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 9:27 AM

FISCAL MO/YEAR : 03 2020 CURRENCY CODE :
INDEX CODE : RPAH1F6AS ADULT SERVICES GRANTS
SUBOBJECT : 03410 CONTRACTUAL SERVICES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	DEC 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	42,000.00	42,000.00	5,025,899.97
EXPENDITURES	171,707.01	270,913.84	4,840,624.35
ENCUMBRANCES	-150,152.42	-241,940.84	101,107.80
PRE-ENCUMBRANCES	35,206.00	42,420.00	42,420.00
REMAINING BALANCE	-14,760.59	-29,393.00	41,747.82

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND