

**action pact**  
**Nutrition Program for the Elderly**  
**Bulloch County**

Hot meal delivery is required at a minimum of five (5) days per week, Monday through Friday with a minimum of 250 delivery days per year.

Contract for fiscal year 2021 (July 1, 2020 – June 30, 2021) will be awarded based on performance and price.

Food must be delivered in ready to eat form daily and must be maintained at a prescribed hot and cold serving temperature at time of delivery. We prefer that the bidder also be able to provide frozen and shelf stable meals upon request.

The contractor will also provide all vehicles, food handling and transportation equipment, disposable eating utensils, napkins, plates, hot and cold cups, serving utensils, and other accessories required to serve a complete meal with appropriate condiments, which may include salt, pepper, sugar, sauces, etc.

**Action pact reserves the right to reject all bids.**

Bidders are urged to be aware that there is a rare possibility that changes may occur in existing service area boundaries. Bids must be prepared to include recognition of these potential changes. This Invitation to Bid is a tool to assist in the preliminary negotiation for services contracting.

Your bid or that part of your bid pertaining to the county(s) affected by boundary changes may result in one or more contracts and/or with a contractor(s) other than the contractor which issued and accepted the Invitation for Bid. Current state policy requires that the subsequent party or parties will honor a bid response, which has been accepted by the issuing party, unless there are overwhelming policies, programmatic, performance or fiscal reasons to do otherwise. Your submission of one or more bids indicates full awareness and acceptance of any boundary/contracting changes that may occur.

I. Bid Content

The following shall be included in all bids:

- A. Complete on a single page form and include as your cover sheet of the bid proposal:

1. Name and address of organization submitting proposal;
  2. Date of submission;
  3. Type of organization (profit, nonprofit, other);
  4. Type meals to be provided;
  5. Name and telephone number of person(s) who may be contacted during evaluation period;
  6. Meal price for congregate/home delivered meals, shelf stable and frozen meals;
  7. Signature of responsible official authorized to contractually obligate the proposing organization;
  8. Starting and completion dates.
- B. Current certified financial statement of the bidder, signed by **certified public accountant** reflecting the capabilities to sustain operations for contract period.
- C. **Three** references with which you do business. Also include **letter from vendor's bank representative** certifying credit history and that applicant has not filed for bankruptcy and has no liens against assets.
- D. Bidder's method to assure quality meals and performance, e.g. USDA grades on meat, canned goods; names of vending companies.
- E. Contingency Plan
1. Bidder must describe, in detail, procedures to be used to handle each of the following situations:
    - a. Food contamination/spoilage
    - b. Food received at improper serving temperature
    - c. Food shortage
- F. Location of bidder's food preparation site proposed to be used in this program.
- G. Copy of most recent sanitation inspection report by County Health Department for bidder's proposed food preparation site. Copy of food service permit. Copy of fire inspection report.
- H. Description of bidder's food delivery and transportation equipment.
- I. Itemized description of:

1. Disposable plates, soup bowls, and other food containers
2. Eating utensils and napkins
3. Serving equipment and utensils
4. Cups and lids
5. Accessories
6. Condiments

See section IX for requirements.

J. Insurance and Bonds (list carrier, coverage amount, and expiration date):

1. Workers Compensation
2. Comprehensive bodily injury/property damage/liability
3. Product liability
4. Performance Bond (1/12th of the total anticipated contract)

K. If offering frozen and/or shelf stable meals, price must be listed separately if different from hot meals.

L. Meal Delivery Routes

1. Length of travel time and distance from bidder's kitchen to delivery site.

M. Previous experience as food vendor and in providing services to older persons.

N. Verify food holding time and temperature requirements on Appendix A.

O. Complete menu for first 12 weeks of contract (Appendix B) and sample picnic/holiday menu plan (Appendix C). **The nutritional analysis for each menu must also be provided.**

P. Complete Appendix D, non-collusion statement.

Q. Submit sample daily receipt form to be used.

II. Number of Type of Meals Required Per Day

All meals served must comply with the Dietary Guidelines for Americans published by the U. S. Department of Agriculture and the U. S. Department of Health and Human Services.

- A. Hot Meals (bulk) - Meals must provide persons at least 1/3 of the Dietary Reference Intake (DRI) Guidelines and the Dietary Guidelines for Americans. Within the DRIs are the Recommended Dietary Allowances (RDAs) and the Adequate Intake (AI) levels. The meal shall not exceed the Tolerable Upper Intake Levels (ULs) for targeted nutrients on average over the month.

**Approximately 150 meals are to be provided per day. This number may increase or decrease during the contract year.**

**Of those meals, action pact will serve approximately 35 per day at the site and approximately 115 per day will be delivered to clients' homes.**

**Disposable supplies for each type of meal must be included in the price.**

III. Time Schedule

Congregate and Home Delivered Meals are to be delivered a minimum of 250 days.

Meals will be served five (5) days per week, Monday through Friday. All meals must be delivered no earlier than 9:00 a.m. and no later than 11:00 a.m. and the holding time between meal preparation completion and consumption of the meal may not exceed four hours. A ten percent penalty will be charged to the contractor for late deliveries. Upon delivery of meals to the site, an authorized on-site representative of action pact will sign a receipt (furnished by the Contractor) in quadruplicate, evidencing receipt of such food.

- IV. Holidays on Which Meal Service May Not Be Required There will be approximately ten holidays per year in which meal service will not be required. Dates of holidays will be provided to vendor upon selection of Nutrition Services Provider(s).

V. Site Location and Approximate Number of Meals Per Site

<u>Site</u>	<u>Address</u>	<u>Approx. Number Meals Per Day</u>	<u>Days Required</u>	<u>Approximate Number of Meals Per Year</u>
Bulloch	235 Granade Street	150	250	37,500

VI. Nutritional Content Requirements

Meals designed to provide persons, in a group setting, at least 1/3 of the Dietary Reference Intake (DRI) Guidelines and the Dietary Guidelines for Americans. Within the DRIs are the Recommended Dietary Allowances (RDAs) and the Adequate Intake (AI) levels. The meal shall not exceed the Tolerable Upper Intake Levels (ULs) for targeted nutrients on average over the month.

VII. Meal Pattern Requirements

Special needs of the elderly must be considered in all menu planning, food selection and meal preparation. **Individual meals must provide at least 1/3 of the DRIs/RDAs/AIs, per Appendix 304-C, E, and F attached to this document.** Fresh meats and fresh and frozen vegetables must be used as much as possible to reduce the amount of sodium in meals served.

- A. Total amounts specified must be served. Standardized recipes which yield all requirements of the meal pattern must be used.
- B. Food items chosen for each meal must vary daily, and must vary within the category of food.
- C. Regular and Special Meal Pattern Requirements – Basic Meal Components

<i>Food Group</i>	<i>Servings Per Meal</i>
Bread or Bread Alternates	2 servings: (1 cup pasta or rice); 2 slices of bread (1 ounce each)
Vegetables	2 servings: ½ cup each, drained
Fruits	1 serving: ½ cup or equivalent measure
Milk	1 serving : 1 cup (8 ounces)
Meat	1 serving: 3 ounces of cooked edible portions
Fats (Butter or Margarine)	1 serving: 1 teaspoon

Dessert	1 serving
Additional Beverage (Tea)	1 serving: 1 cup (8 ounces)

(a) Meat or Meat Alternate

Three (3) ounces (by weight) of a cooked edible portion of meat must be served. This three (3) ounce portion excludes skin, bone, fat, and breading. Meat alternates equivalent to one and one-half (1 ½) ounces of meat may be used in combination with one and one-half (1 ½) ounces of meat.

Meat alternates may include cooked beans, peas, cottage cheese, eggs, peanut butter, etc. Examples of meat alternates equivalent to one (1) ounce of meat:

Cheese - one (1) ounce  
Cooked peas, beans - one half (½) cup  
Egg (medium) - one (1)  
Cottage cheese - one-fourth (¼) cup  
Peanut butter - two (2) tablespoons

The use of cured and processed meat items, such as ham, corned beef hash, hot dogs, sausage, etc. must be limited to a maximum of once a week because of their high sodium content.

The use of casserole-type entree items (combination of meat with bread, vegetable, cooked dried beans or creamed sauce) must be limited to a maximum of twice per week, to minimize the portion control problem.

**USE OF TEXTURED VEGETABLE PROTEIN: ACTION PACT WILL NOT ACCEPT BIDS UTILIZING TEXTURED VEGETABLE PROTEIN.**

(b) Vegetables

Two servings of one-half cup each (drained). One serving must be a non-starchy vegetable. At least one of these vegetables must be an excellent source of Vitamins A and C. This can be achieved through a combination of vegetables, one that is an excellent source of Vitamin A and one that is an excellent source of Vitamin C.

The following are some examples of vegetables rich in Vitamins A

and C:

Vitamin A

Dark green and deep yellow vegetables like broccoli, carrots, squash, sweet potatoes, pumpkin, and all green leafy vegetables.

Vitamin C

Brussels sprouts, cabbage, tomatoes, green peppers, broccoli, greens, and green leafy vegetables.

Vitamins A & C

Broccoli, turnip greens, kale, sweet potatoes with jacket, dark green leafy vegetables.

Rice, spaghetti, macaroni and noodles are not vegetables but are considered bread alternatives.

Fresh and frozen vegetables should be used as much as possible. When canned vegetables are used, no salt should be added in cooking to minimize the sodium content.

(c) Enriched or Whole-Grain Bread or Alternate

Two servings. Enriched or whole-grain bread, biscuits, muffins, rolls, sandwich buns, cornbread and other hot breads are included. Whole-wheat grain products must be served at least daily.

Bread alternates may include enriched or whole grain cereals or cereal products such as spaghetti, noodles, macaroni, dumplings, pancakes and waffles.

(d) Butter or Fortified Margarine

One teaspoon is required in the meal pattern. Individual serving sealed packages are required; blocks of butter or margarine are not acceptable.

Oil or margarine used in cooking cannot be counted for one teaspoon to be served on the meal plate.

Salad dressings, mayonnaise, mustard, ketchup, etc. delivered/served must be in single serving sealed packages.

(e) Desserts

One serving of ½ cup. All fruits and simple desserts, such as pudding, gelatin, ice cream, ice milk, sherbet, cakes, cookies and similar foods, are included. Fruits must be planned for dessert at least twice a week.

(f) Milk Group

Milk must be served as part of the meal rather than as an item of choice.

One-half pint fortified whole, skim, or low-fat milk; flavored fortified whole or skim milk.

(g) Beverages

Iced tea is required as an additional beverage for approximately 35 participants per day.

D. Iodized salt must be used instead of non-iodized.

E. Vitamin and/or mineral supplements may not be provided with these funds.

F. Food must be attractive, palatable, and appealing to the older person to assure maximum individual consumption.

G. In purchasing, storing, preparing, delivering, and serving meals, the food vendor and nutrition services provider must comply with all Federal, State and local health laws and must follow procedures to preserve nutritional value and food safety. Foods used/served must be obtained from sources that comply with all laws relating to food processing and food labeling. In order to assure food quality, nutritional value and food safety, use of food items beyond the indicated expiration date on the package is not allowed. No food prepared, frozen, or canned in the home may be used in meals financed with State/Federal funds.

H. All raw food used in the preparation of meals shall be of high quality. The following minimum standards will be met:



1. Canned Fruits and Vegetables - U.S.D.A. Grade A
2. Fresh Fruits and Vegetables - # 1 Quality
3. Poultry - U.S.D.A. Grade A or Better
4. Beef - U.S.D.A. Choice or Better (Beef should be tender and with a minimum of fat)
5. Pork - U.S.D.A. #1 or Better (Pork should be tender and with a minimum of fat)
6. Eggs and dairy products - U.S.D.A. Grade A or Better
7. Salt - Iodized
8. Milk - Grade A Pasteurized

#### VIII. A. Menu Plan

A twelve-week menu for congregate and home-delivered meals must be submitted by the bidder on the attached Appendix B and Appendix C along with the nutritional analysis. The bidder must agree to provide the nutritional analysis of the menu plans quarterly, as prepared by a qualified Dietician employed/contracted by the vendor, who will certify menus in each cycle as meeting the dietary guidelines and providing recommended dietary allowances.

#### Requirements

The menus, along with the nutritional analysis, must be submitted to action pact's Community Services Director at least six weeks prior to plan implementation to allow adequate time for review by the nutrition program participants, action pact, and the Nutritionist. Menus may not be modified without prior approval from a designated staff person. The provider shall request and document approvals by action pact for substitutions or other menu revisions. The vendor shall assure that the services of a Registered Dietician are available for menu review and certification. This dietician may not be the one under contract by action pact.

Regular and Special Meals - The bidder must agree that all menus will be planned and written on a minimum 4-week cycle by a Registered Dietitian. The bidder must agree to change menus on a quarterly basis and to revise menus to accommodate participant preferences. Bidder must respond to the preferences and evaluations of the nutrition program participants within 60 days.

Provisions shall be made for picnic lunches. These meals will be at the same price of regular meal cost.

B. Meal Preparation Site(s)

The bidder must specify the location/address of the preparation site and give permission for inspection by action pact prior to any acceptance of the bid. Upon awarding of the contract, action pact and Division of Aging Services will retain the right to conduct periodic, unannounced inspection visits to the Food Service Contractor's meal preparation site to ensure that proper food handling procedures, sanitation, and health standards are being followed.

The action pact and Division of Aging Services reserves the right to inspect, examine and obtain such information, as it may need to determine and satisfy itself in its sole discretion, that the bidder can meet the bid that it has submitted.

C. Meal Cost Deductions

Meal cost deductions may be made if:

1. substitutions are made without prior approval of action pact;
2. the total number of meals or menu items is not provided as specified in the menu;
3. menu item portions are not the full amount as specified in the menu;  
OR
4. meals or menu items are not delivered in accordance with specified temperature standards;

Action pact will not be responsible for payment for the unapproved substituted menu item(s), meals or items not delivered, inadequate portion(s), or meals or items not delivered in accordance with specified temperature standards. Menu substitutions must be requested by the contractor two (2) weeks in advance and approved by an action pact representative. In the event of any of the preceding conditions, food vendor will be responsible for the actual purchase costs plus any expenses incurred by action pact in procuring the affected menu item(s) or meal(s). This includes the loss of USDA funding for meals not meeting standards. The loss to the program will be calculated in the cost of the meal(s) for which vendor will be responsible. This will be handled through an adjustment in the monthly food bill.

IX. Disposable Supplies

Vendor's bid should include provision of the following service supplies at each site, as a minimum:

A. Trays

1. 5-compartment, nonabsorbent lunch plates for congregate meals
2. 3 compartment 8 ½" x 6 ½" x 1 ¾" heat retaining tray for home delivered meals. Tray must be sealed with a system similar to the Oliver 1208-N hand operated packaging system. Hot and cold items must be packed and transported in separate containers.

B. Cups

1. 8-ounce Styrofoam cups for milk, juice, coffee, tea, etc.
2. 6-ounce with snap-on lids for cold foods for home delivered meals (desserts, cold salads, etc.).

C. Bowls

Disposable bowls, appropriate to the menu for chili, soups, etc. (10 oz. bowls for entrees.)

D. Flatware

Individually sealed package of non-brittle, heavy-duty plastic fork, spoon and serrated knife. (For congregate and home delivered meals).

E. Napkins

Minimum of 12" x 12", 2-ply napkins.

F. Straws

Individually wrapped, paper or plastic straws, 6" minimum.

G. Gloves

Disposable, polyethylene, medium size gloves with long cuff in quantity appropriate for each site's meal numbers and serving assistants.

H. Condiments, Sweeteners, Non-Dairy Creamer

Bulk-sized or individually portioned packets will be provided daily, or when necessary to complete the meal. Butter/margarine, salad dressings must be

in single serving sealed packages.

I. Waxed Sandwich Bags

Bags will be provided for home delivered meals for delivery of bread and desserts.

J. Ice

Ice will be provided daily at an average of two bags per day.

X. Equipment and Disposable Products Relating to Meal Service

Federal regulations require that the food service provider use appropriate food containers and utensils for blind and handicapped participants as needed.

XI. Equipment

Vendor shall provide at each site:

Sealing equipment as needed to ensure spill-proof delivery of meals.

XII. Serving Utensils

All serving utensils shall be stainless steel and of the appropriate size necessary to maintain portion control. **Utensils shall be sent to the sites daily and picked up daily with the other portable equipment and pans. Sanitizing of utensils and other equipment such as pans and carriers shall be the responsibility of the vendor.** Utensils must be delivered to sites in such a way as to maintain sanitary conditions.

XIII. Delivery of Meals

All food shall be delivered as a hot meal to nutrition sites, in bulk, in temperature-controlled containers within the time frame of no earlier than 9:00 a.m. and no later than 11:00 a.m.

In the event meals are delivered prior to 9:00 a.m. or after 11:00 a.m., a ten percent penalty will be charged to the contractor for each meal.

Upon delivery of the meals to each nutrition site, an authorized action pact representative shall sign a receipt in quadruplicate evidencing receipt of such food, one copy to be retained by the vendor and two copies to be retained by the nutrition site (one for site files, one for Area Agency on Aging).

**Vendor shall provide on the daily receipt form or on a separate form (supplied by vendor), space for reporting shortages, unauthorized substitutions, receiving and serving temperatures, comments, and supply requests. Include sample daily receipt format to be utilized.**

Following the cooking of food, it must be held as a **heated** food pending service and during the service period. The desirable minimum temperature for holding heated food is 135° F per ServSafe requirements. **The holding time between final food preparation and consumption or serving must not exceed 4 hours** in order to reduce opportunities for contamination, preserve nutritional value, maintain nutritional quality and food acceptability.

To assist in evaluation of food bids, all bidders must complete the attached chart (Appendix A) to verify the four-hour holding time requirement.

#### XIV. Contingency Plan

Bidders must submit written plans for emergencies, including weather-related emergencies, vehicular breakdowns, food delivered outside of specified temperature standards and food contamination or spoilage.

In the event delivered food is not fit for human consumption, or if menu items are omitted, the contractor will reimburse action pact for all costs incurred in providing replacement food.

#### XV. Temperature Standards

Food delivered to the sites must be transported in temperature-retaining containers to maintain health standards.

The following temperature requirements must be maintained:

Hot foods shall be packed at a temperature of at least 170° F and delivered in temperature-retaining containers. Delivery, holding and serving temperatures must be at least 135° F.

Holding temperature for hot foods should be as short as possible. The minimum temperature for holding heated food is 135° F.

Cold foods shall be kept at 41°F or below during transportation, storage and serving.

Frozen foods shall be kept at 0°F or below during packing, transportation and storage.

Natural foods shall be at room temperature. (Examples include whole and fresh fruits, packaged cookies, crackers, etc.)

XVI. Health Inspection Report Requirement

A copy of the food vendor's current Health Inspection Report must be submitted along with the bid. The vendor's premises must be available for inspection by State and/or local officials. Deficiencies cited must be corrected prior to contracting.

XVII. Site Visit

A vendor representative shall visit the nutrition site at least quarterly and follow up with a written report to action pact. Failure to submit a written report may result in termination of contract.

XVIII. U.S.D.A. Donated Foods

The Division of Aging Services of Georgia DHS has elected cash in lieu of USDA donated foods.

In the event U.S.D.A. Donated Foods are made available, bidder must agree to utilize such foods and to credit action pact at full U.S.D.A. value. Appropriate records for U.S.D.A. cash must be maintained to document that only U.S. origin foods can be bought with U.S.D.A. funds.

XIX. Records

The following records must be maintained during the contract year by the food vendor:

- a. Menus used for each quarter
- b. Substitutions made (if any)
- c. Daily food usage records
- d. Standardized recipes used
- e. Food purchase records
- f. Meal cost information
- g. Food service permit and current health inspection certificate
- h. Food service training provided to nutrition staff
- i. Food preparation, packaging, and delivery schedule
- j. Daily temperature records

XX. Insurance

Bidder must include action pact as "Additional Insured" under their Product Liability Insurance Coverage. Bidder must provide proof of comprehensive General Liability Coverage, including Products/Completed Operations Hazard/Contractual of a minimum of \$50,000 as well as Workers Compensation. A performance bond

in the amount of one-twelfth of the food vendor contract will also be required at time of contracting.

XXI. Billing Procedure

The contractor will prepare a monthly billing statement containing an accounting of the number of meals delivered to each site. Credits for missing items shall appear on the statement.

Action pact should receive statements the 3rd calendar day of the month following delivery. Late submission of invoices can delay payment to vendor.

Vendor will be reimbursed upon receipt of funds from the State. Vendor shall have adequate funds to ensure that there are no interruptions in service delivery due to late receipt of funds from action pact.

XXII. Civil Rights Compliance

Bidder must be an Equal Opportunity Employer.

XXIII. Contract Provisions

In addition to provisions defining a sound and complete procurement contract, the following contract provisions or conditions shall be included in all procurement contracts:

- a. Contracts other than small purchases shall contain provisions or conditions that will allow for administrative, contractual, or legal remedies in instances where contractors violate or break contract terms and provide for such sanctions and penalties as may be appropriate.
- b. All contracts more than \$10,000 shall contain suitable provisions for termination by the service provider including the manner by which it will be affected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.
- c. All contracts awarded in excess of \$10,000 shall contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).
- d. Contracts, subcontracts and subgrants of amounts in excess of \$100,000 shall contain a provision which requires compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42, U.S.C. 1875 (h)), Section 508 of the Clean Water Act (33 U.S.C.

1368 (h)), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of Violating Facilities. The provisions shall require reporting of violations of the grantor agency and to the U.S.E.P.A. Assistant Administration for Enforcement (En-329).

- e. The following signed statement (Appendix D) must appear in each bid:

"I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same material, supplies, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder."

#### XXIV. Food Vendor Evaluation Criteria

- A. The following bids will not be considered by action pact:

1. Bids not received by the specified time.
2. Bids found to be incomplete, by omission of requested specification of bids.
3. Bids which state vendor will not follow stipulated specifications.

- B. Contract will be awarded to the lowest, responsible bidder. The following factors and weight will be used in determining if bidder is responsible:

1. Experience and Performance in Providing Food Service (20 Points)  
(experience with elderly meal service, temperature and portion control, delivery times, supplies, contractor integrity, provider response to complaints)
2. Financial and Fiscal Capabilities (15 Points)  
(Latest audit or financial report, experience in billing including timeliness, accuracy and flexibility, sound financial base, adequate cash flow, bond coverage)



3. Adequate Facilities and Equipment (10 Points)
4. Cost Per Meal (25 Points)
5. Quality of Meals (20 Points)  
(menu variety, menu plans, lower holding time)
6. Health Department Sanitation Report Score (Possible 10 Points)
  - a. Most recent score over 95 (10 points)
  - b. Most recent score over 90 (8 points)
  - c. Most recent score over 80 (5 points)

**APPENDIX A**  
**DESCRIPTION OF VENDOR'S PROCEDURES TO COMPLY WITH A MAXIMUM**  
**FOUR (4) HOUR HOLDING TIME REQUIREMENT, EXCLUSIVE OF NATURAL FOODS**

1. Food Preparation:
  - a. Starting Time: \_\_\_\_\_
  - b. Time food will be ready for consumption (completion of cooking): \_\_\_\_\_
2. Will hot food be held as a heated food item until delivered to the sites?  
Yes \_\_\_ No \_\_\_ (If so, how long? \_\_\_\_\_)
3. Will chilled food be held as a chilled food until delivered to the sites?  
Yes \_\_\_ No \_\_\_ (If so, how long? \_\_\_\_\_)
4. Time: \_\_\_\_\_ Food packaging
5. Time: \_\_\_\_\_ Food loaded for delivery
6. Time: Enter the time below that food will arrive at each site:

LOCATION	TIME

7. All sites serve meals at 12:00 p.m.
8. Time interval between final stage of preparation (food ready for consumption) and service time: \_\_\_\_\_ **(MUST NOT EXCEED FOUR HOUR HOLDING TIME)**

**APPENDIX B****MENU PLAN - REGULAR AND SPECIAL DIETS**

MONTH, DATE, DAY					
MEAT OR ALTERNATE 3 OZ. COOKED EDIBLE PORTION					
VEGETABLES - 2, ½ CUP SERVINGS					
BREAD OR ALTERNATE 2 SERVING					
BUTTER OR FORTIFIED MARGARINE 1 TEASPOON					
DESSERT ½ CUP					
MILK 1 cup (8 oz)					
BEVERAGE 1 cup (8 oz)					

Signature of Nutritionist: \_\_\_\_\_ Date: \_\_\_\_\_

Menu Period: \_\_\_\_\_

**APPENDIX C****MENU PLAN - PICNIC/HOLIDAY/FROZEN/SHELF STABLE MEALS**

MONTH, DATE, DAY					
MEAT OR ALTERNATE 3 OZ. COOKED EDIBLE PORTION					
VEGETABLES - 2, ½ CUP SERVINGS					
BREAD OR ALTERNATE 2 SERVING					
BUTTER OR FORTIFIED MARGARINE 1 TEASPOON					
DESSERT ½ CUP					
MILK - 1 cup (8 ounces)					
BEVERAGE -1 cup (8 ounces)					

Signature of Nutritionist: \_\_\_\_\_ Date: \_\_\_\_\_

Menu Period: \_\_\_\_\_

## APPENDIX D

### NON-COLLUSION STATEMENT

Name of Agency Submitting Bid: \_\_\_\_\_

"I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder."

Accepted and executed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Typed Name

**action pact**  
**FOOD BID PROPOSAL CHECKLIST**

- \_\_\_\_\_ Bidder Information Sheet (cover sheet)
- \_\_\_\_\_ Financial Statement
- \_\_\_\_\_ Three References (include bank reference)
- \_\_\_\_\_ Quality Assurance Methods
- \_\_\_\_\_ Contingency Plan
- \_\_\_\_\_ Facility Location
- \_\_\_\_\_ Health Inspection Report/Food Service Permit/Fire Inspection
- \_\_\_\_\_ Delivery & Transportation Equipment
- \_\_\_\_\_ Description of Disposables & Condiments
- \_\_\_\_\_ Insurance & Bonds
- \_\_\_\_\_ Meal Delivery Routes
- \_\_\_\_\_ Previous Experience
- \_\_\_\_\_ Appendix A (complete enclosed form regarding Menu Holding Times)
- \_\_\_\_\_ Appendix B (form attached - include nutritional analysis for each food item)
- \_\_\_\_\_ Appendix C - Picnic/Holiday/Frozen/Shelf Stable Meals (form attached).
- \_\_\_\_\_ Appendix D - Non-Collision Statement (form attached).
- \_\_\_\_\_ Training Schedule
- \_\_\_\_\_ Daily Receipt Form