

ST. LOUIS AREA AGENCY ON AGING

AMENDMENT # 1 REQUEST FOR PROPOSAL

SLAAA Nutrition Services - Catering RFP (11/25/2014): Pages 1-34, including Exhibits A - Y and Attachments. This document constitutes an official amendment, dated **12/11/14**, to the said RFP and is considered to be part of the original.

Please follow the instructions below:

Remove - Catering RFP, dated 11/15/14, pgs 1, 2, 7, and 33 of 34
Insert - Catering RFP, dated 12/10/14, pgs 1, 2, 7, and 33 of 34

Remove - Bid Cover Sheet, dated 11/25/14
Insert - Bid Cover Sheet, dated 12/10/14

Remove - Exhibit D, dated 11/25/14, pgs D1, D7, D11
Insert - Exhibit D, dated 12/10/14, Pgs D1, D7, D11

Remove - Exhibit R, dated 11/25/14.
Insert - Exhibit R, dated 12/10/14. (updated per Pre-Bid Mtg questions)

Remove - Exhibit S, dated 11/25/14.
Insert - Exhibit S, dated 12/10/14.

Insert - Exhibit X, dated 12/10/14.

The BIDDER must respond to the Request for Proposal (RFP) by submitting all data required herein in order for the proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of a proposal from further consideration for award. Proposals may be delivered by mail or hand carried to the following address:

St. Louis Area Agency on Aging
Attn: Catering Bid
1520 Market St., Room 4086, St. Louis, MO 63103
Office Hours: 8:00 a.m. – 5:00 p.m.

No proposals will be accepted after 9:00 a.m. on Jan 30, 2015 for All Bidders.
Any RFP proposal received by SLAAA after the exact closing date and time will not be evaluated regardless of the reason related to its lateness.

David P. Sykora
Executive Director
St. Louis Area Agency on Aging

12/11/2014

PART ONE

INTRODUCTION AND GENERAL INFORMATION

1. Introduction:

This document constitutes a Request for Proposal (RFP) seeking proposals from qualified contractors to provide meal services for the St. Louis Area Agency on Aging (SLAAA), hereafter referred to as the "CITY" according to the Scope of Work set forth herein.

A. The CITY is interested in awarding a single Contract for meal preparation and delivery services of either hot meals, frozen meals, shelf stable meals, or any combination of meals to designated Nutrition Centers, as listed in Exhibit V.

The CITY may award multiple contracts for the individual categories of service listed above.

B. The City is interested in awarding a single or multiple Contract(s) by service area, as listed in Exhibit X, for meal preparation and home delivery services of all meal types to Clients in any or all of the areas within the City of St. Louis.

Meal Service categories are found in Exhibit S.

Organization:

This document, referred to as a Request for Proposal (RFP), has been divided into the following parts:

Part One	-	General Information
Part Two	-	Scope of Work
Part Three	-	Proposal Process
Part Four	-	Sample Contract
Part Five	-	Exhibits
Part Six	-	Attachments

This RFP and the submitted proposal by the BIDDER will be incorporated in the final contract awarded to the CONTRACTOR.

2. Background:

The State of Missouri, Department of Health and Senior Services, under the authority of the Older Americans Act, has designated ten (10) Area Agencies on Aging (AAA) responsible for providing needed services to the elderly and their caregivers in their specified service areas throughout the State of Missouri. The St. Louis Area Agency on Aging seeks to procure such nutrition services for the elderly within its service area, the City of St. Louis.

The central office is located at 1520 Market St, Rm 4086, St. Louis, MO 63103.

According to the 2010 Census, the eligible aging population of the SLAAA service area stands at 49,919 persons over the age of sixty (60), about fifteen point six percent (15.6%) of the total population. Disabled persons (18-59 years old) make up another 18% of the population. These population cohorts consist of many multicultural and diverse groups that have a variety of needs. SLAAA attempts to meet those needs as best it can while continuing to serve the larger population. The need for services to assist older persons, no matter what their background or culture, to remain in their homes escalates as they advance in age. SLAAA's goal is to build a system of community-based care services, and offer such services, as alternatives to premature institutionalization of older persons. SLAAA utilizes a combination of federal, state, and local funds to provide services to older individuals and their caregivers to achieve its goal.

3. Purpose:

In order to ensure a comprehensive and coordinated system of community-based services for older adults and persons with disabilities in the City of St. Louis, the St. Louis Area Agency on Aging wishes to contract with qualified and dedicated service providers for the services listed herein to provide healthy and nutritious meals to our eligible citizens

The St. Louis Area Agency on Aging envisions the bidding group to be a mix of for-profit and not-for-profit businesses and organizations that have experience in the preparation and delivery of high quality, nutritious meals for our eligible recipients and who will provide quality service for the entire contract period.

4. Program Considerations:

Consideration will be given to proposals that demonstrate a combination of qualified experience, creativity, responsiveness to changing needs and emergencies, and reasonable costs.

5. Minority Participation:

It is the City of St. Louis' policy that "Minority/Women" business enterprises will be afforded full opportunity to submit bids in response to this invitation. All City of St. Louis competitive bids must follow Mayor's Executive Order #28 on Minority and Women-Owned Business Participation on City Contracts, Ordinance 64102 and 64103. This executive order establishes a goal of at least 25% MBE / 5% WBE participation in contracts and purchases when City funds are expended. No Bidder will be discriminated against, on the grounds of race, color, age, nationality, origin, disability or gender, in consideration of an award.

7. Target Population

The Senior Nutrition Program is designed to target persons, 60 years and older, with the greatest social and economic need, especially minority elderly. Nutrition Services are also provided on a limited basis to individuals with a disability ages 18-59 years old.

a. **OPERATIONAL PLAN/APPROACH TO SCOPE OF WORK** (25pts) 25%

- (1) The adequacy of plant facilities for food preparation, with approved licensed certification that facilities meet all applicable state and local health, safety and sanitation standards.
- (2) Transportation/delivery capacity available on a daily basis to ensure that meals are delivered, as required, on time, to each nutrition site.
- (3) Meal packaging; type of service support to centers, and any other no-cost program enhancements for meal recipients.
- (4) Ability to meet/exceed service specifications where applicable.
- (5) Ability to react to emergencies, meet agency specific requests, provide storage as requested.

b. **EXPERIENCE/MANAGEMENT EXPERTISE** (25pts) 25%

- (1) Capacity for sound management as demonstrated through adequate staffing, staff credentials, education, and expertise, as well as the current organization service delivery capability.
- (2) Past performance record in the services listed as may be determined through past contracts, monitoring, audits, evaluations, references, etc.
- (3) Ability to meet all federal, MO Department of Health and Senior Services, and SLAAA standards as well as all policies of the City of St. Louis pertaining to minority/women participation, etc.
- (4) Ability to handle administrative requirements as demonstrated by completion and submission of the current RFP response.

c. **FINANCIAL INFORMATION** (50pts) 50%

- (1) Proposed unit cost for each service.
- (2) Financial capability to perform a contract of the scope required. Previous experience, related services, etc.
- (3) Statement of Debts and Liens (Exhibit I). Should be accurate and allow the CITY to understand the financial stability of the organization. This information will be reviewed as part of the selection process.

PART FIVE**EXHIBITS**

- Exhibit A - Bid Cover Sheet
- Exhibit B - RFP Checklist
- Exhibit C - Contractual Provisions
- Exhibit D - Bid Submission Sheets
- Exhibit E - Operational Plan/Scope of Work/ Bidder's Experience and Expertise
- Exhibit F - Licensure & Insurance
- Exhibit G - RFP Evaluation Process, Forms, Committee
- Exhibit H - Assurances
- Exhibit I - Statement of Liens & Debts
- Exhibit J - Conflict of Interest Form
- Exhibit K - Living Wage Bulletin/Wage Acknowledgement/Acceptance Declaration
- Exhibit L - Memorandum of Understanding Regarding Emergencies and Disasters
- Exhibit M - ADA Compliance Form
- Exhibit N - Affirmative Action Form
- Exhibit O - Certification of Debarment
- Exhibit P - Lobbying Disclosure
- Exhibit Q - Affidavit of Work Authorization
- Exhibit R - Q & A
- Exhibit S - Services, Definitions and Standards
- Exhibit T - SLAAA Grievance Procedure
- Exhibit U - SLAAA Holiday Schedule
- Exhibit V - Caterer - Estimated Meal Delivery
- Exhibit W - Sample Menus, Meal Pattern Nutrient Analysis
- Exhibit X - HDM Areas**
- Exhibit Y - St. Louis Domestic Products Procurement Act Form

BID COVER SHEET

St. Louis Area Agency on Aging

Request for Proposal – November 25, 2014

(MUST BE SUBMITTED WITH EACH BID)

TO: **ST. LOUIS AREA AGENCY ON AGING**
ATTN: FY 2016 Nutrition Services - Catering
1520 Market St., Rm 4085
St. Louis, MO 63103

1. The undersigned, in response to your request for proposal, having examined the bid instructions and specifications, hereby propose to perform the service(s) in accordance with the bid requirements, specifications, and standards at the price stated on the attached bid form.
2. The undersigned, upon notice of bid award, will begin service on July 1, 2015 and will continue service expeditiously thereafter to insure the full completion of the Agreement on Jun 30, 2016. This agreement may be extended for two (2) additional one (1) year periods (7/1/16 -6/30/17, 7/1/17-6/30/18), upon consent of the parties, under the herein-stated conditions.
3. The undersigned understands and agrees that the St. Louis Area Agency on Aging reserves the right to reject any and all bids.
4. The undersigned understands and agrees that the St. Louis Area Agency on Aging reserves the right to negotiate any and all bids and that all funding is subject to change, that there is no minimum or maximum guaranteed under this RFP.

TOTAL BID REQUEST FOR ALL SERVICES \$ _____

AGENCY(Legal Name) _____

ADDRESS _____ **ZIP CODE** _____

TELEPHONE NUMBER _____ **FEDERAL ID#** _____

SIGNATURE OF AUTHORIZED AGENT _____

TITLE: _____ **DATE:** _____

BIDDER: _____

HOT MEALS - REGULAR

_____ **BID IS FOR ENTIRE MEAL PROGRAM - Direct Delivery**

_____ **BID IS FOR ENTIRE MEAL PROGRAM - Senior Center**

_____ **BID IS FOR A SINGLE NUTRITION CENTER ****

_____ **BID IS FOR MULTIPLE CENTERS ****

* If bidding on a specific nutrition center(s) listed in the bid packet, indicate the centers for bid:

Senior Center _____

Senior Center _____

Senior Center _____

Use additional sheet if necessary

Give the bid price information below

Meals, meeting the requirements specified in Exhibit S, delivered DAILY, with plates, flatware, etc. as appropriate at required temperatures, to the center(s). Will include the required desserts, milks, breads, margarine and condiments as appropriate. Congregate meal bids should include coffee, creamer, sugar, cups and stirrers. Coffee is based on 1 cup per congregate meal

Bid Price	CONGREGATE MEAL	HDM MEAL	HDM MEAL
	BULK	PRE-PLATED Senior Center	PRE-PLATED Direct Delivery
Maximum Price Per Meal (Not to Exceed)	\$	\$	\$
Total Expected Meal Delivery for Contract Period			
Total Bid Price	\$	\$	\$

Comment:

Signature: _____

Email Address _____

Title: _____

Telephone # _____

Date: _____

Fax # _____

BIDDER: _____

FROZEN MEALS HOME DELIVERED MEAL

_____ **BID IS FOR ENTIRE MEAL PROGRAM - Direct Delivery**

_____ **BID IS FOR ENTIRE MEAL PROGRAM - Senior Center**

Give the bid price information below. There is no obligation to present a bid for this meal

Frozen pre-plated Meals, meeting the requirements as specified in Exhibit S, delivered at the required temperature, to the centers. Will include the required desserts, milks, breads, margarine and condiments as appropriate.

Bid Price	FROZEN MEAL PRE-PLATED				
	1 Meal Pack	2 Meal Pack	3 Meal Pack	5 Meal Pack	7 Meal Pack
Maximum Price Per Meal (Not to Exceed)	\$	\$	\$	\$	\$
Total Bid Price	\$	\$	\$	\$	\$

Bidder may propose options for cost efficiencies...

Comment:

Signature: _____

Email Address _____

Title: _____

Telephone # _____

Date: _____

Fax # _____

BIDDER: _____

HOME DELIVERED MEAL - FRESH (CHILLED) MEALS

_____ **BID IS FOR ENTIRE MEAL PROGRAM - Direct Delivery**

_____ **BID IS FOR ENTIRE MEAL PROGRAM - Senior Center**

Give the bid price information below. There is no obligation to present a bid for this meal

Meals, meeting the 1/3 DRI requirements as specified in Exhibit S delivered 10-14 meals per delivery, typically once every other week directly to the client. Will include the required desserts, milks, breads, margarine and condiments as appropriate.

Bid Price	FRESH (Chilled) PRE-LATED CENTER	FRESH (Chilled) PRE-LATED CENTER	FRESH (Chilled) PRE-LATED DIRECT	FRESH (Chilled) PRE-LATED DIRECT
	10 Meal Pack	14 Meal Pack	14 Meal Pack	14 Meal Pack
Maximum Price Per Meal (Not to Exceed) Includes Delivery	\$	\$	\$	\$
Total Bid Price	\$	\$	\$	\$

Bidder may propose options for cost efficiencies...

Comment:

Signature: _____

Email Address _____

Title: _____

Telephone # _____

Date: _____

Fax # _____

D11

EXHIBIT R

FREQUENTLY ASKED QUESTIONS AND ANSWERS

The following questions have been frequently asked in the past. Questions have been summarized to assist in understanding the question. The answers provided are considered to be the official answer from this agency. This Exhibit will be expanded throughout the process as needed.

- 1.) *Do attachments have to be on all six (6) copies or just the original?*

The Proposal must be received with one original and 6 copies with all Attachments and Exhibits that are requested. There are two reasons for this: 1) Each Committee member must receive a complete copy of the proposal in order to fairly evaluate the contents. 2) When the contract is awarded and the complete contract constructed for signature, it must go as a complete document with copies to the various departments within the City.

- 2.) *How much information should be included in our responses?*

Bidders should provide the amount of information that they feel is necessary for the CITY to make a positive determination on the proposal. At a minimum, the bidder MUST submit the specific information requested for the bid to be accepted.

- 3.) *If all of our insurance policies are listed in one letter from the agent. Is this sufficient or do you need a separate one for each policy or front page of each policy?*

If all of the information requested is on one page, then that is all that is needed. SLAAA must be listed as the Certificate Holder on all policies.

- 4.) *We have to give you 90 days notice to terminate our contract. You are only obligated to give us 30 days? Yes, that is correct..*

- 5.) *In Exhibit Ea, There is reference to "Contract Titles". Do employee resumes of key personnel get placed in this section?*

Exhibit Ea is used to describe PAST experience in the service category that you wish to bid for. What was the Contract Title that you operated under? Who awarded you the contract? Who can we call for references, etc.? Resumes may be placed in Attachment E, as you deem appropriate.

- 6.) *The RFP states- "The BIDDER should provide an 'Organizational Chart" <Attachment E3>, showing staffing and lines of authority for the key personnel to be used...' Please elaborate on this item.*

We want a detailed chart delineating the Key Decision Makers, Lines of Authority and the Emergency Contact persons within the Agency. It is critical that a Disaster Planning Procedures be in place. We want to know who we must contact and deal with in the event of an emergency. We will work further with the bidder that is awarded the contract.

- 7.) *Should I submit my bid in a binder or folder?*

This is NOT necessary. We would prefer that you use the least amount of binding, covering, etc. as possible. We will remove all of the bids from the binder.

EXHIBIT R

- 8.) Can the copies of the proposal response be double sided? **YES**
- 9.) Who is the current contractor? **A'viands LLC.**
- 10.) Do the sites have hot holding and cold holding equipment that we can place the food in once it arrives? **YES for the most part**
If so, please list the equipment at each site. **Not Necessary to this bid**
Is there any equipment which is provided to the contractor to provide this service? **NO**
- 11.) How many pallets of Ensure, bottled water and emergency meals does the caterer have to store at any one time?
This is dependent on the season of the year or time of month - 6 or 7 at most.
- 12.) Please identify the sites that the contractor is responsible for making deliveries to. Please confirm the number and type of meals that are to be delivered to each site.
See Exhibit V.
- 13.) Are all meals to be packaged and delivered in bulk or are there meals which must be packaged individually when delivered to each site? Is the contractor responsible for providing beverages? In addition to meals, what other items is the contractor responsible for?
See Exhibit S in its entirety.
- 14.) Who Prepares the menu for us to follow? **The SLAAA Dietitian**
How many weeks in your cycle menu do you prefer? **4**
Are menus changed each quarter? **YES**
- 15.) Does the emergency meal contain dry milk and cocoa or dry milk or cocoa?
Dry milk or hot cocoa
Are instant mashed potatoes acceptable to SLAAA? **YES**
What type of milk (1% or 2% etc) is needed for the contract? **1%**
- 16.) Are there any special diets required and if so, please identify the type and quantity needed each day? **See Exhibit S in its entirety.**
- 17.) Are there any special diets required and if so, please identify the type and quantity needed each day? **See Exhibit S in its entirety.**
- 18.) Is the contractor responsible for Providing any paper products? Please identify what products are to be provided. **See Exhibit S in its entirety.**
- 19.) If the contractor is responsible for providing paper products, are these items billed separately? **See Exhibit S in its entirety.**
- 20.) Do staff at the delivery sites clean the containers and pans which are delivered by the contractor? ? **No. They only rinse them out and the caterer picks them up and cleans them.**

EXHIBIT R

21.) *Please discuss the living wage requirement. Can it be waived?*

The Living Wage Rate is **NOT** required for vendors. The caterer is providing a meal based on our request at an agreed upon rate. The bidder will fill out the appropriate forms and acknowledgement and submit it as required.

Not-For Profit organizations are also waived.

22.) *Are volunteers used to deliver the home delivered meals?*

This is handled by the senior centers.

23.) *Please provide copies of contractor billing statements for the past 12 months.*

This will not be provided at this time.

24.) *In Exhibit W there is a list of nutrients for a nutrient analysis. Do all of the nutrients listed have to be included in the analysis for the menus?*

Yes. All of the nutrients listed should be included on a daily basis. These are "minimum requirements." Some days the amounts will be over the listed amount and under on others. This will be negotiated with the SLAAA Dietitian.

25.) *Vitamin D, Potassium, and Magnesium are extremely, if not impossible, to meet on a per meal basis. Is it okay to average these nutrients for the week?*

The above nutrients can be met if the menu is carefully planned to include foods high in these nutrients and follow the meal pattern provided. Magnesium is the exception, as the type of foods that are high in Magnesium tend to be seeds and nuts. Dark greens and whole grains have Magnesium. If a nutrient is missing within a day, it can be made up throughout the week. This should not happen too often if the meal pattern is followed.

Vitamin D requirement are a challenge. If unable to meet the requirement by food sources, it is recommended that the client goes out into the sunlight for at least 10 minutes during the day. SLAAA provides nutrition education that discusses this as well as alternate food sources that clients can eat to achieve the required goal.

26.) *Can 800 mg of sodium and 7-9 grams of fiber be averaged for the week as well?*

Sodium can be averaged. Fiber can not . Fiber works better with the bodily functions if there is a consistent amount eaten daily. The requirement is for 7-9 grams/day.

27.) *Page 40 of the RFP, "PART SIX, ATTACHMENTS", lists the order for proposal submittal. Attachment E Operational Plan/Scope of Work states "(including Sealed Financial Statement). However, the RFP makes no other mention of a requirement for this sealed statement. Please clarify what this requirement entails.*

This statement has been voided. Attachments G & I will suffice.

EXHIBIT R

28.) *What is the current meal reimbursement rate for all categories of meals?*

Meal Type	CFDA	Unit Cost
Home Delivered Meals - Regular	93.045	\$3.08
Congregate Meals - Regular	93.045	\$2.88
Emergency Meals	93.045	\$3.46
Box Lunch	93.045	\$3.08
Non Sr Center Congregate Meal	93.045	\$2.88
Holiday Meals	93.045	\$3.46
Special Event Meals	93.045	\$3.89
Bran Flakes	93.045	\$4.87

29.) *Can meals arrive fresh and cold to the house as opposed to hot and prepared?*

See revision - Exhibit S

30.) *If we are bidding on home delivered meals to the client, do we still have to fill out the catering?*

See revision - Exhibit S

31.) *Are there any program match requirements?*

Direct Catering is considered a Vendor relationship. There is no Program Match required for Vendors.

Food Delivery to a senior citizen requires much more than simple production of a product and delivery to a central point. This service would fall under the category of a sub-recipient contract and requires a 10% match to the entire program. Total SLAAA Award divided by 9 is equal to the 10% program match (\$900,000 award / 9 = \$100,000 \$900,000 +\$100,000 = \$1,000,000 Program Cost.....\$100,000 is 10% of Program)

32.) *On page 11 of the RFP document, it calls for "information related to previous and current contracts, which are considered identical or similar to the requirements of this RFP." Does this mean only SLAAA-related contracts—or all State, Federal, and Local contracts to provide services? For example, our agency administers an extensive Head Start contract, which has many similar financial, reporting, and legal requirements—should we provide SLAAA with information about that contract?*

We mean all related contracts, not just SLAAA related contracts. We want to know your history of servicing similar contracts, their size, scope, etc. Please list all that you feel will help us determine your ability to satisfactorily meet our contract requirements.

EXHIBIT R

- 33.) *Can we attach or submit letters of support with the application? If so, where should we put them?*

We do NOT want Letters of Support. Your plan and related documents should be sufficient to help us determine the worthiness of the application.

- 34.) *How do you calculate the number of service days?*

The minimum number of service days is 248. This includes Monday through Friday, minus holidays. This can increase if senior centers choose to serve meals on Saturdays, etc.

- 35.) *If we are interested in providing home-delivered meals, do we need to fill out the RFP for Catering and All Services or just All Services?*

Submit the Catering RFP only.

- 36.) *Where can we find the questions originally submitted for the 2016 RFP cycle? How long are questions allowed?*

The questions found in Exhibit R, # 28 to #33, were submitted by December 5, 2014. Questions may be submitted until the bid submission deadline (January 30, 2015 at 9:00 am).

- 37.) *When does our liability insurance need to be in place?*

A contractor's liability insurance and performance bond are due June 15, 2015, fifteen (15) days before the contract start date.

- 38.) *Is a City Business License required for all contractors?*

A City Business License must be obtained and city earnings tax must be paid (if applicable) before the contract can be processed by the City of St. Louis. A City Business License is easily obtainable in the ninety (90) day period between the award date and the contract start date.

- 39.) *In regard to Exhibit R, #28, what is the total meal cost for delivery?*

There is a \$1.85 - \$2.50 difference between the cost on the catering chart in Question #28 and the total meal cost. This is the delivery cost that is paid to each senior center.

- 40.) *Do I need to submit two bid sheets for home-delivered meals (Direct and HDM (to Center)?*

No, you can submit both bids on the same sheet.

- 41.) *Can meal delivery be done by a third party courier or does delivery need to be done by the caterer themselves?*

We are open to different strategies being outlined in the RFP submissions.

EXHIBIT R

42.) *What is required of the financial security package on page 7 of the RFP?*

An amendment has been made to show that the financial security package is no longer required.

43.) *Will the contract allow for price escalation in years 2 and 3 of the contract?*

There is currently no percentage built into the contract. This will be worked out with the individual providers.

44.) *What are the caterer's obligations in regard to the Memorandum of Understanding in Exhibit L?*

FEMA/SEMA only reimburse the City for expenses that are part of contracted services. The Memorandum of Understanding in Exhibit L establishes emergency services as contracted catering services in order to allow for FEMA/SEMA reimbursement. In case of an emergency, the specifics of the caterer's obligations will be worked out and agreed upon between SLAAA and the contractor.

45.) *Are vendors exempt from the Living Wage Rate?* **Yes.**

46.) *Are caterers required to bid on all catering services?* **No.**

47.) *What parts of the RFP need to be notarized?*

Notarizing is only required where there are specific instructions. "Witness signature" does not require a notary.

48.) *Is the monthly birthday cake for senior centers required?* **Yes.**

49.) *What are congregate non-center meals?*

Congregate non-center meals refer to instances when SLAAA is contacted for a program by an organization, such as a church, and a meal service is requested. These meals will be served in disposable containers and are compensated as congregate meals. These services are requested infrequently and within the service area, with the exception of events like the Village of Many Colors in St. Louis County.

50.) *Will you provide a sample organizational chart?*

No, each bidder must submit their own. The organizational chart should show the organizational structure and hierarchy.

51.) *What are special order meals?*

Special order meals are worked out between the contractor and the client. Some could include pureed meals, mechanical soft, no pork, no meat, no sauce, etc.

EXHIBIT R

52.) *Can we visit the senior centers before being awarded a contract?*

Yes. Bidders are encouraged to visit the senior centers to understand their desires regarding services and their facility capacities, many sites do not have storage or heating capability.

53.) *Are we required to acquire a kitchen locally before being awarded the contract?*

Bidders must demonstrate in their RFP submission how our contract needs/requirements will be met.

54.) *How do we find out about the vendors that are already MWDBE certified within the City of St. Louis?*

Please go the following website: <http://www.mwdbbe.org/directorys>, you will find an easy to use directory to help in your search.

General notes

- **HDM are to be pre-plated individually and delivered to the center. There are too many problems with the senior centers doing the packaging.**
- **All centers have necessary equipment to bring the food to the homebound. The request for hot meal catering is for MEALS only, not Equipment. No cutlery is required for HDMs.**
- **The City of St. Louis population, including seniors, has declined in recent years. 2010 Census data shows that there are 49,919 persons over the age of 60 in the City of St. Louis. This is a loss of 9,535 persons over the decade. SLAAA has been very restrictive on who may receive a home delivered meal due to funding limitations.**
- **The trend nationally is that the congregate meal usage is declining.**
- **Menus follow DRI per State Requirements SLAAA Dietitian prepares the menu with the approval of the catering staff. The caterer's dietitian does the menu analysis.**
- **Billing – Invoice sent to the senior center by the 2nd working day after month in which meals have been delivered to be verified and then the senior center will send it to SLAAA. Payment to caterer will be processed per our policy. The contractor can expect payment anywhere between 7 and 27 days after submission of the invoice.**
- **Frozen Meals – Bids are requested on frozen meals.
Frozen Meal – Heated by Caterer and delivered hot to center – will be considered.
Heating equipment and storage capacity vary at each site. Interested Caterers are encouraged to visit/communicate with the SLAAA Nutrition sites in order to determine needs at each possible site.**

EXHIBIT R

- Holiday Meals are delivered to participating centers on Thanksgiving & Christmas Day.
- Emergency Meals
It is envisioned that the 1st Emergency Meals will be needed at the end of July. Emergency Meals – Shelf Staple Meals – 3 meals in 1 box
SLAAA will pay caterer as soon as boxes are prepared and we are notified that they are available to be delivered to centers.
- Emergency or Disaster Meals – the Memorandum of Agreement allows for the purchase of equipment and supplies if the City has declared a disaster or emergency. The items listed (spoons, pans, towels, pots & pans, etc.) are examples of such supplies. These are separate costs that will be negotiated at signing.
- The caterer is to maintain/store Ensure, Water, Gatorade, etc. as agreed upon at start of contract. There will be no additional reimbursement for delivery to the centers at the time of the meal delivery. If items are to be delivered to Shelters or other sites, there will be no additional reimbursement if it is on the regular route. Otherwise, SLAAA will negotiate the rate.

Please submit additional questions, in writing, at any time prior to bid submission.

END

EXHIBIT S

SERVICES, STANDARDS AND DEFINITIONS

NUTRITION SERVICES – CATERERS

This exhibit addresses the services requested in this contract, the minimum standards expected for all programs that may be funded by SLAAA and the service definitions

The standards referenced in this exhibit are supported by the Missouri Code of State Regulations, and are minimum requirements for services provided through SLAAA funding.

Eligibility for services provided by Title III of the Older American's Act is limited to those individuals 60 years of age or older or as specified in the service standards (CSR). Eligibility for services funded by other sources is limited to those individuals 60 years of age or older and may, on a limited basis, be open to individuals 18-59 years of age with a permanent disability.

All units of service based upon one (1) meal. The Unit Price for 1 meal shall be based on the menus contained in Exhibit W of the original RFP, and submissions may not exceed the maximum price per meal unit. Unit price includes the total cost of food, milk, packaging, condiments, utensils, transportation and all other related costs.

SLAAA will contract with the lowest, best bid from caterers who have an established track record of service to senior citizen programs. Caterers must clearly establish their ability to provide quality meals on a daily basis throughout the year.

SERVICES REQUESTED

Nutrition Services – Catering

Nutrition Services – Catering covers the preparation, handling, distribution and delivery of Congregate and Home Delivered meals to senior nutrition centers as specified in the bid. Separate bids for each category of service may be submitted. Catering and/or the preparation and provision of meals are considered distinct from the handling and service delivery of meals to clients.

The services for bid include:

A. Congregate Meals - Catered

B. Home Delivered Meals - Catered (Senior Center/ Direct Delivery)

C. Meals, Miscellaneous

- | | |
|--------------------|---|
| 1. Congregate | Non-Center Meals Bulk – Disposable Packaging |
| 2. Congregate | Boxed Lunch Cold |
| 3. Congregate | Special Event Meals Enhanced |
| 4. Home Delivered | Emergency Meals Shelf Stable |
| 5. Home Delivered | Holiday Meals Enhanced |
| 6. Home Delivered | Frozen Meals (Senior Center/Direct Delivery) |
| 7. Congregate | Frozen Meals |
| 8. Home Delivered | Fresh (Chilled) Meals (Senior Center/Direct Delivery) |
| 9. Congregate | Soup / Salad |
| 10. Home Delivered | 2d Meal Supplement |

UNIT OF SERVICE: One (1) meal.

MEAL DESCRIPTION:

CONGREGATE MEAL (CM) -

A dietitian approved hot or frozen meal, prepared daily, and delivered in bulk or individual plates (if frozen) to an approved SLAAA nutrition site (senior center) to be served to eligible clients on a daily basis (M-F), throughout the year. Funding for weekend and designated holidays is not currently available for congregate meals.

HOME DELIVERED MEAL (HDM) -

A dietitian approved hot or frozen meal, prepared daily, and delivered pre-plated, to an approved SLAAA nutrition site (senior center) to be delivered to eligible clients, at the individual's place of residence, on a daily basis (M-F), throughout the year. Funding for weekend and designated holidays, with the exception of Thanksgiving and Christmas, is not currently available for home delivered meals. An option for direct delivery to the individual's place of residence, on a directed basis, will be accepted.

MEALS, MISCELLANEOUS -

The SLAAA Nutrition program includes the preparation and delivery of a variety of special meals as listed below. The caterer prepares and delivers these meals to approved SLAAA nutrition sites (senior center) to be served to eligible clients at the center or delivered to eligible clients, at the individual's place of residence, on a periodic basis (M-F) throughout the year. Separate bids for these meals are required.

Congregate Non-Center Meals Bulk – Disposable Packaging

A dietitian approved hot meal, prepared daily, and delivered in bulk to a location designated by SLAAA to be served to eligible clients on a periodic basis (M-F), throughout the year. These meals will be delivered in disposable packaging. Condiments, paper products and disposable flatware may be required. A separate bid for these meals may be submitted or included as a regular congregate meal.

Congregate Boxed Lunch – Cold:

Dietitian approved meals, boxed/bagged food items that may be pre-requested by nutrition centers for picnics and / or special events. Meals must be pre-approved by the SLAAA dietitian. Box lunches for congregate and homebound clients will be reimbursed at the congregate meal unit cost. Separate bids for these meals are required.

Congregate Special Event Meals – Enhanced

Special menu meals provided as directed by the city for a congregate setting. The SLAAA dietitian prepares the menu for these meals and provides the number of meals to be prepared and location to be delivered. These meals may be prepared in bulk or pre-plated as determined by the SLAAA dietitian in coordination with the caterer.

Home Delivered Emergency Meals – Shelf Stable:

Shelf stable meals consisting of a 2 oz meat product, two vegetables, fruit, two starches (one being a whole grain) and dry milk/cocoa packet are required in order that the CITY has meals on hand for weather related or other emergencies that prevent hot meal delivery to homebound clients. Meals are packed three (3) to a case. Meals are ordered by the SLAAA dietitian throughout the year. The meals are stored at the caterer until directed to be delivered to the approved SLAAA nutrition centers. The City will be invoiced separately once the meals are boxed and stored. Separate bids for these meals are required.

Home Delivered Holiday Meals – Enhanced:

Special menu meals provided on Thanksgiving and Christmas Day or upon request. The SLAAA dietitian prepares the menu for these meals and provides the number of meals each nutrition center will need. The tentative menu for Thanksgiving and Christmas Day include:

-3oz. *Roast Turkey/Gravy, Cornbread Dressing, Sweet Potatoes, French Style Green Beans w/Pimentos, Cranberry sauce, Dinner Roll/Margarine, Sweet Potato/Pumpkin Pie, Frozen Milk Shake.*

- 3oz. *Sliced Roast Beef/Gravy, Au gratin Potatoes, Peas and Carrots, Roll/Margarine*

- *Sweet Potato/Pumpkin Pie, Frozen Milk Shake, Orange or Pear, Candy Cane*

Separate bids for these meals are required.

Home Delivered / Congregate Meals- Frozen Meals: (Senior Center and/or Direct Delivery)

Dietitian approved meals, pre-plated, frozen [USDA approved and Hazard Analysis of Critical Control Points (HACCP) monitored] and delivered to an approved SLAAA nutrition center to be delivered to eligible clients, at the senior center, or at the individual's place of residence, on a directed basis. Not all HDM meal recipients will be able to handle a frozen meal; therefore meals should be available for both daily hot delivery and for frozen delivery to the nutrition centers.

All meals shall furnish one-third of the Dietary Reference Intake as required by the National Nutrition Program for the Elderly. All items must be 'senior friendly' in regard to opening packaging and preparing meal for consumption. These may be requested on a routine basis. The BIDDER is encouraged to submit a bid for the provision of these meals. Proposals should include a delivery packaging plan for 1 meal, 2 meals and 5-7 meals. Multiple meal packages may consider economy sized items for pricing and packing considerations. Bids may be submitted for both partial use and total use of these meals. This request in no way obligates the CITY to make an award for this option.

Home Delivered Fresh (Chilled) Meals: (Senior Center and/or Direct Delivery)

Dietitian approved fresh/chilled meals, [USDA approved and Hazard Analysis of Critical Control Points (HACCP) monitored]. All meals shall furnish one-third of the Dietary Reference Intake as required by the National Nutrition Program for the Elderly. Weekly/bi-monthly delivery based upon client need and Include health specific menu options

Deliveries must be In accordance with orders placed by the Home Delivered Meals Coordinator or designee; Delivered to the Senior Center or residences of the Home Delivered Meals client using sanitary procedures. All meals to be delivered to any address in the service area and, when appropriate, the driver should be able to accommodate most special delivery requests (i.e. deliver to the back door, buzz apt. 213, etc.)

Available within two days of ordering. All items must be 'senior friendly' in regard to opening packaging and preparing meal for consumption. Packaged in transportable containers. Each individual meal labeled with the use by/expiration date; refrigerator life of at least 14 days from delivery date; and menu in each box/case.

The CONTRACTOR will use the *MyVaultMail* (secure email) system when transmitting all client and/or confidential information related to this contract.

Congregate SOUP SALAD:

Dietitian approved Soup or Salad that may be pre-requested by nutrition centers for daily meals. Soups and Salads must be pre-approved by the SLAAA dietitian. Soups and Salad will be reimbursed at the contracted unit cost. Separate bids for these items are required.

Home Delivered 2nd Meal Supplement:

The Home Delivered (2nd Meal) Supplement is an approved meal authorized by the SLAAA dietitian after the completion of an extensive nutritional assessment in the home of a nutritionally at-risk client. The client receives forty (40) cans of Ensure Plus and one (1) thirty-five (35) ounce bag of bran flakes monthly. Additionally, cases of Ensure Plus are stored at both SLAAA and the contracted senior centers for emergency purposes. The caterer is responsible to purchase and store the 35 oz bags of Bran flakes and Ensure Plus. At a minimum, the Caterer must be prepared to store and deliver Ensure Plus. The SLAAA dietitian will inform the caterer monthly of the number of clients per nutrition center that will be provided the supplements

MINIMUM STANDARDS

These standards apply to all categories of service unless otherwise specified. A mutually agreed upon solution will be set prior to start of service. If the standard is not consistent with the approved operational plan for the service. It is the BIDDERS responsibility to identify standards that require mediation or waiver.

MEAL REQUIREMENTS

The BIDDER agrees to provide meals pursuant to the rules and regulations as described in this document and will assure that all meals meet the minimum nutrition value and content requirements. The BIDDER further agrees to provide meals in accordance with the menu cycle as shown in the sample menus. When menu substitutions are necessary, the caterer must follow the pre-approved Menu Substitution Items and notify SLAAA dietitian. Reimbursement for unauthorized meal changes will be disallowed.

When specified, condiments in the form of ketchup, mustard, salad dressing, relish, etc. are to be part of the meal unit. Condiments must be contained in individual packets and delivered in the same quantity as the number of meals. Caterer is to provide one (1) case of margarine once a month to senior centers.

MENU PLANNING

Menu Planning is accomplished by the SLAAA Registered Dietitian. There will normally be four (4) menus provided annually: a thirty (30) day menu cycle that is repeated for three (3) months. The menus will comply with the Dietary Reference Intakes and Dietary Guidelines for Americans. The SLAAA Dietitian sends the menu at least two months in advance to the senior centers to be posted, i.e. in June, the centers will receive both July and August menus. The caterer will use standardized recipes to ensure consistent quality and quantity.

SPECIAL DIET MEALS

There are no special diet meals currently being served. The majority of meals that the clients receive are prepared from scratch. The menu items prepared are low in fat, sugar and low in sodium (low sodium gravies and other products are used to keep the level of sodium to a minimum).

SPECIAL ORDERS

A birthday cake for the congregate meal clients must be delivered monthly to each senior center. The Center Director will specify the day each month. 1 sleeve of dessert plates will be provided once a month.

Given the number of meals produced each day by the caterer, it is extremely difficult to provide all clients with special requests. The following list of special accommodations will be the only requests approved. These special accommodations will be accepted because they meet the needs for those individuals that have food allergies, health, or religious diet restrictions. They are also the most commonly requested diet accommodations:

- Vegetarian diet
- No beef
- No pork
- No fish
- No red sauce

Please note that pureed and mechanical/soft diets WILL be offered.

PRE-APPROVED MENU SUBSTITUTION ITEMS FOR CATERERS

Menu items that need to be changed for any reason must be pre-approved by calling the SLAAA dietitian and a menu substitution form must be filled out. If the Nutrition Program Coordinator is not available and a quick decision has to be made on the same day of service, the following are menu substitutions that can be made without immediately informing the dietitian. A menu substitution form must still be filled out; sent to the dietitian and retained at your facility.

Meats

Certain dishes i.e. chili mac, turkey and dumplings, etc. can have meats and starches mixed together. Other rice and pasta dishes i.e. beef stroganoff with noodles, sweet and sour chicken over rice, etc., the starch must be on the bottom with the meat sauce or gravy on top instead of being mixed together. Serving sizes must contain at least 2 oz. of meat with these dishes. All other single meat servings must be 3 oz.

Fruits and Vegetables

If it is a vegetable/fruit, check the list to see if it is a Vitamin C or Vitamin A vegetable/fruit from the following list and substitute another fruit or vegetable from the available list (notice some fruits/vegetables are both high in Vitamin C and A. An asterisk will be next to these vegetables and fruits so they can be selected quickly.

High/Good Source of Vitamin A Vegetables

Greens*, broccoli*, sweet potato*, winter squash, tomatoes*, lettuce (dark leaves)*, and carrots, mixed vegetables, spinach, red peppers.

High/Good Source of Vitamin C Fruit

Fresh oranges/ orange juice, V8* (low sodium), tomato juice* (low sodium), pineapple juice, cantaloupe* and strawberries.

High/Good Source of Vitamin A Fruit

Apricots, peaches, and cantaloupe*, mandarin oranges.

High/Good Sources of Vitamin C Vegetables

Greens*, broccoli*, sweet potatoes*, enriched or dehydrated potatoes enriched with Vitamin C, cabbage, brussel sprouts, cauliflower, green/red peppers, lettuce (dark leaves)*, and tomatoes*

If the fruit or vegetable on the menu is not high in Vitamin A or C then other fruits or vegetables can be substituted, a more healthy selection from the above list is preferred. Every effort should be made to match fresh fruit with another fresh fruit if possible.

Milk

Can substitute 2% or skim milk for 1% milk.

Grains

Rice, noodles/pastas can be exchanged with each other at any time. Wheat bread, white rice, bread, rolls, and corn bread can be exchanged with each other at any time. If the starch is a whole grain, every effort should be made to substitute another whole grain in its place.

Salads

No substitutions. Serve as on menu. If not available on the day needed, then just serve later in the same week.

Desserts

If it is a fruit dessert, substitute another fruit high in Vit. C or Vit. A. Fruit bars can be exchanged with each other. If any other desserts, i.e., fruit for apple crisp is not available, substitute fresh/canned fruit.

SUPERVISION AND INSPECTION

The Contractor shall provide management supervision at all times and maintain constant quality control inspection to check for portion size, appearance, and packaging in addition to the quality of the products.

SAMPLES

Meal samples must be maintained daily, kept for 72 hours and are to be furnished upon request to the CITY.

REQUIREMENTS FOR HANDLING PREPARED FOODS

The time and temperature of each food item must be taken and recorded on the "Out of Oven Temperature" form as the food is removed from the oven. This form shall be taken to the nutrition centers for recording arrival time and temperature of the food items.

A two (2) ounce separate sample of each potentially hazardous food item served shall be refrigerated and kept at least seventy-two (72) hours. Sample(s) shall be available for analysis by the Department of Health if a food-borne illness is suspected;

Potentially hazardous food which has been held at one hundred forty degrees (140°F) or higher for over four (4) hours or between forty degrees and one hundred forty degrees (40° - 140°F) for two (2) hours and any prepared food that has lost its quality shall not be served and shall be discarded.

FACILITY AND EQUIPMENT REQUIREMENTS

Facility shall have an adequate number of refrigerators, ovens, ranges, counter space and storage appropriate for food preparation.

Proper equipment shall be used to maintain hot foods at or above one hundred forty degrees Fahrenheit (140°F) and cold foods at or below forty degrees Fahrenheit (40°F) while serving. Hot and cold food temperatures shall be checked immediately prior to service and recorded daily. Records must be kept for six (6) months. A product thermometer must be available at all times and used to check internal food temperatures.

When cooling, food shall be placed no more than two inches (2") deep in a container, covered and immediately placed in the refrigerator or freezer so it will cool to forty degrees (40°F) or below as rapidly as possible. Once food is cooled to forty degrees (40°F) or below, it may be stored in a container more than two inches (2") deep.

When transporting prepared foods, all hot food shall be delivered at temperatures that are maintained throughout a three and one-half (3 ½) hour period following end preparation time to delivery to a client. For home delivered meals this limit includes the time required for packaging foods by the caterer, transporting to the centers, holding time at the center, repackaging meals for home-delivered meal recipients and transporting to the home.

Hot foods delivered to the center shall be at a minimum temperature of one hundred forty degrees Fahrenheit (140°F) and cold foods shall be at forty degrees Fahrenheit (40°F) and below. A daily record of the delivery time and temperature of the food when received shall be kept at each center. Records must be kept for six (6) months.

Facility shall have an adequate number of handwashing sinks near food preparation areas. Disposable towels and soap must be available at the hand washing sink in the kitchen.

A hand washing sign must be posted in the rest room.

A federal, state or local health certificate for the local food distribution facilities to be used under this contract must be provided at Bid submission.

Methods of insect and rodent control shall be used on a regularly scheduled basis.

DELIVERIES

Note: No meals can arrive at the Senior Centers before 9:30 a.m.

The Contractor agrees to deliver hot meals including milk and other items, as directed by the menu, to the locations set out in Exhibit C. Meals are to be delivered daily, unloaded, and placed in the designated center by the Contractor's personnel at the approximate time listed in Exhibit C unless Contractor and City agree upon alternative arrangements.

Adequate refrigeration shall be provided during delivery of all cold food to ensure the wholesomeness of food at delivery in accordance with state or local, health codes.

Meals will be delivered at the temperature directed in this exhibit.

Contractor must provide exactly the number of meals ordered. Counts of meals will be made at all centers before meals are accepted. Damaged or incomplete meals shall not be included when the number of delivered meals is determined.

PACKAGING

A hot unitized meal will be delivered in packaging approved by the City. Meals will be delivered to the centers in insulated carriers that are easy to clean and sanitize along with hot bricks, or another method, to maintain the proper temperatures throughout the delivery to the center. All entrées will arrive hot enough to maintain the proper temperatures throughout the transfer and delivery to meal recipients in their homes. Other items (balance of food, condiments, utensils, etc...) must be packaged as a separate unit from the hot unitized component. Hot package must be suitable for maintaining meals at temperatures in accordance with local health standards. Containers and overlay should have an airtight closure, be of non-toxic materials, and be capable of withstanding temperatures of 400°F. or higher. Meal tray should be able to be reheated in either microwave or conventional oven.

Cold portions----container and overlay should be leak proof plastic and non-toxic. . Milk and other juices are to be furnished in disposable, individual containers. All cold items must be kept at the approved temperatures in accordance with local health standards. All cold foods must be delivered in an insulated carrier easy to clean and sanitized with cold packs.

Meals shall be delivered with corresponding non-food items; Condiments, as listed on menus; Utensils and napkins, as listed on menus; etc.

FOOD STORAGE REQUIREMENTS

- a. Cleaning supplies and clearly labeled pesticides shall be stored in separate locations from food products;
- b. Food products shall be stored at least six inches (6") above the floor;
- c. Dry food storage shall be well-ventilated, away from direct sunlight and maintained between fifty degrees Fahrenheit and seventy degrees Fahrenheit (50°F-70°F);
- d. All refrigerated foods shall be maintained at or below forty degrees (40°F);
- e. Frozen foods shall be maintained at or below zero degree Fahrenheit (0°F);
- f. Inventory of all foods shall be depleted on a first-in/first-out basis;
- g. Adequate transportation for all foods shall be provided as required; and
- h. Thermometers shall be kept in each refrigerator and freezer and temperatures shall be checked and recorded daily. Records must be kept for six (6) months.

STORAGE FOR BOTTLED WATER

The caterer is required to provide storage, and possible delivery, for bottled water, Gatorade /or other juices, and /or other food items that might be donated to the CITY intended to be utilized for emergencies.

MONITORING

The dietitian will do an initial monitoring after the bid award but prior to initiation of service. Future monitoring will be performed annually in April, at a minimum. The SLAAA dietitian, or an authorized SLAAA representative, has the right to monitor at any time. SLAAA Staff needs the ability to gain access to the facility immediately or within five (5) minutes of the request for access. The monitor will:

- a. Inspect food to determine compliance with specification and reject food not meeting specifications.
- b. Have access to the Contractor's purchase records regarding the food purchased for the SLAAA Meal Program.
- c. Observe food preparation, food handling, food storage, food temperature, and food packaging.

HEALTH AND SANITATION REQUIREMENTS

At all times, including while being stored, prepared, displayed, served, or transported, food shall be protected from potential contamination, including dust, insects, rodents, unclean equipment and utensils, and unnecessary handling, coughs and sneezes, flooding, draining, and overhead leakage or overhead dripping from condensation. The temperature of potentially hazardous food shall be 40° F or below at all times, except as otherwise provided in the City Ordinance. Refrigerated storage – potentially hazardous food to be transported shall be pre-chilled and held at a temperature of 40° F or below 40°. Hot storage – potentially hazardous food to be transported shall be held at a temperature of 40° F or above.

Hot, potentially hazardous food requiring refrigeration storage overnight shall be rapidly cooled to an internal temperature of 40° F or less, utilizing such methods as shallow pans, agitation, quick chilling or water circulation external to the food container so that the cooling period shall not exceed four hours.

Potentially hazardous foods that have been cooked and then refrigerated shall be reheated rapidly to 165° F or higher throughout before being served or before being placed in a hot food storage container. Steam tables, warmers, and similar hot food holding methods are prohibited for the rapid re-heating of potentially hazardous foods.

The temperature requirements for potentially hazardous foods, as stated, are mandatory. Unless temperature requirements are met during the transportation and storage, the food shall not be delivered. The Senior Center Directors shall have the right to reject any delivery of meals, which, in its opinion does not conform to its specifications. Only meals meeting minimum U.S. Dept of Agriculture specifications are eligible for reimbursement.

Specific Requirements include:

- a. Personnel with symptoms of communicable disease or open or infected wounds shall not be permitted to handle food. All paid staff involved in meal preparation will have a Hepatitis A vaccination.
- b. All food handlers shall use effective hair restraints. Effective restraints are devices which both cover and hold hair, such as clean hair nets, caps, hats and bandannas. Hair spray is not an acceptable hair restraint.

- c. Equipment and work areas shall routinely be cleaned and sanitized according to a posted written cleaning schedule.
- d. Disposables shall be discarded by a locally approved sanitary method.
- e. If a garbage disposal is not used, waste shall be kept in leak-proof containers with close fitting lids and disposed of daily. Waste containers shall be cleaned daily.
- f. Dishes and utensils washed in water temperatures of less than one hundred fifty degrees Fahrenheit (150°F) and rinsed at less than one hundred eighty degree Fahrenheit (180°F) shall be chemically sanitized when single-tank stationary rack and door-type machine using chemicals for sanitizing are used. The wash water shall not be less than one hundred twenty degrees Fahrenheit (120°F) and rinse water not less than seventy-five degrees Fahrenheit (75°F). If the dishwashing machine uses hot water for sanitizing, the wash water shall be at least one hundred fifty degrees Fahrenheit (150°F) and the final rinse at least one hundred-eighty degrees Fahrenheit (180°F). A test kit or other device that accurately measures the parts per million concentration of the solutions shall be provided and used.
- g. All dishes and utensils shall be air dried.

NONCOMPLIANCE

The City reserves the right to inspect and determine the quality of the food delivered and reject meals which do not comply with the requirements and specifications of the contract. The Contractor shall not be paid for:

- a. Unauthorized menu changes, Meals that do not meet the meal pattern requirements
- b. Incomplete meals
- c. Meals not delivered within the specified delivery time listed in the contract.
- d. Meals rejected because they do not comply with the nutrition center specifications; are spoiled, damaged or inedible; or do not meet the USDA Dietary Guidelines for Americans/ Dietary Reference Intake.

Payment for all meals funded by SLAAA may be disallowed upon request by the Nutrition Center Director, the SLAAA dietitian, or any authorized SLAAA personnel who determines that the caterer is in violation of the SLAAA Nutrition Standards, other regulations, or acceptable health standards, including, but not limited to, preparation, delivery and consumption of all meals.

When meals are to be disallowed, the following procedures are to be followed:

When the Director of a Nutrition Site determines that meals are in violation of the SLAAA Nutrition Standards:

- a. The Director notifies the caterer of the violation and allows the caterer to correct the violation within an acceptable time frame, not in excess of one (1) hour.

- b. If the violation is corrected to the satisfaction of the Center Director, there will be no meal disallowance.
- c. If the caterer cannot correct the violation within an acceptable time frame or to the satisfaction of the Director. The Director then:
 - 1. Notifies the caterer that the meals are being reported for disallowance;
 - 2. Notifies the SLAAA dietitian of the violation and the intent to disallow the specified meals; and
 - 3. Completes and signs a Meal Disallowance Report and sends it to the SLAAA dietitian. The SLAAA dietitian will make two (2) copies and sign all three (3) copies. The original copy is retained at SLAAA for processing and filing; one (1) copy is sent to the caterer and one (1) copy is sent back to the nutrition center.

Although the caterer's meal payment is disallowed, the meals may be served and reported on the monthly SCAR sheet as being delivered if the health of the senior citizens is not jeopardized.

When the SLAAA dietitian or an authorized SLAAA representative determines that meals are in violation of the SLAAA Nutrition Standards, other regulations or health practices:

- a. The SLAAA representative notifies the caterer and Nutrition Center Director of the violation and allows the caterer, or the Nutrition Center Director to correct the violation within an acceptable time frame.
- b. If the violation is corrected within the acceptable time frame and to the satisfaction of the SLAAA Nutrition Coordinator or authorized SLAAA representative, there will be no meal disallowance.
- c. If the caterer or the Nutrition Center Director cannot correct the violation within an acceptable time frame, the SLAAA representative and/or SLAAA dietitian follows the above disallowance procedures.

The City reserves the right to obtain meals from other sources if meals are rejected.

The Contractor shall be responsible for any excess cost but will not receive an adjustment in the event the meals are procured at a lesser cost. The CITY shall notify the Contractor in writing as to the number of meals rejected and reasons for the rejection.

DECLARED AND UNFORESEEN EMERGENCIES

In the event of an emergency or disaster, as determined by the CITY, this Contract shall remain in effect; and when funds are made available during such an emergency or disaster, the CITY shall award additional dollars under this Contract to CONTRACTOR for the provision of specified services provided for in the Memorandum of Understanding regarding Emergencies and Disasters (Exhibit L) at an agreed upon unit cost and in accord with OMB Circular A-87 ("Cost Principles for State, Local, and Indian Tribal Governments") and OBM Circular A-122 ("Cost Principles for Non-Profit Organizations"), as applicable. The maximum reimbursement per service will be provided in writing to CONTRACTOR prior to the initiation of services.

In the event of unforeseen emergency circumstances affecting meal production or delivery, the Contractor shall immediately notify the CITY by telephone, facsimile, or other means of the following:

- a. The impossibility of on-time delivery
- b. The circumstances precluding delivery; and
- c. A statement of whether or not succeeding deliveries will be affected.

INCLEMENT WEATHER/ CENTER EMERGENCIES

Nutrition centers must notify the caterer by 7:00am of the center's closing due to inclement weather or some other unplanned emergency. The caterer is not responsible for meals delivered to the center due to the failure of the center to notify the caterer of closing. Any costs to the caterer will be reimbursed by the center.

STANDARDS - RECOMMENDED FOOD SPECIFICATIONS AND MEAL QUALITY

The following specifications and standards are to be used as a guide for the caterer. This guidance is not designed to hamper the creative nature of the individual bidder but to set expectations for nutritious, well designed and produced meals. Changes that are radically different should be discussed with the SLAAA dietitian.

MEAT/ MEAT ALTERNATIVE/ ENTREES

NOTE: All food prepared/purchased must be prepared/purchased with limited fat (fats that are made from vegetable oils i.e. canola, corn, cotton seed, olive, safflower, soybean and sunflower are required and limit fats derived from animal fats i.e. butter, margarine, whole milk to name a few). Sugar shall be limited and no salt should be added unless salt is used as an ingredient to make the product of good quality.

1. Hamburger/Cheese Pizza
Pizza will have 2 - 3 ounces of cooked meat or meat alternate to credit the 2 - 3 ounce meat requirement and the pizza crust must be credited to equal one bread serving.
2. Chicken Strips (White Meat Only)
One-half ounce (1/2 oz.) fully cooked and browned, consisting of boneless chicken breasts in 1/2 ounce seasoned breaded portions. Each serving must contain eight (8) one-half ounce nuggets to meet the required edible portion.
3. Cheeseburger
Minimum cooked edible serving size is 3 ounces. Ground beef patties, frozen, regular. 4 oz. no less than 80% lean / 20% fat. No evidence of freezing or defrosting. Product shall show no evidence of mishandling and shall be in excellent condition at time of delivery.
Low Fat Cheese – 0.5 oz. Pasteurized blend of low fat cheeses from USDA – approved plant. Low fat includes, but not limited to: reduced fat cheddar, Monterey Jack, Provolone and Parmesan.

4. Macaroni and Cheese (This can be an all wheat product)
Purchase units 10, 15, 20 – pound cartons.
Major ingredients: Noodle products are prepared by dry formed units of dough made from semolina, durum flour, farina, enriched flour or any combination of two or more of these with liquid eggs, frozen eggs, dried eggs, egg yolks, frozen yolks, dried yolks, or any combination of two or more of these with or without water. Optional ingredients may include seasonings such as onion, garlic, etc. gum gluten and selected acceptable chemical compound. Products must be enriched: containing thiamin, riboflavin, niacin, and iron. Cheese must be made from low fat cheeses i.e., reduced fat cheddar, Monterey Jack, Provolone and Parmesan etc.

5. Chicken, Oven Fried
U.S. Grade A processed in a plant operating under the Food and Safety and Quality Services (FSQS). Meat and Poultry grading program of AMS, USDA. Minimum cooked edible serving size of meat is 3 oz U.S. Grade A; a wing must be added to a drumstick or thigh to ensure 3 oz. Meat exclusive of skin and bone.

The batter/breading shall consist of an enriched flour-type base with other ingredients as needed to produce a desirable texture, flavor, and color. Non salt seasoning i.e., Ms. Dash, garlic and onion powder, etc. can be added to enhance the flavor of food.

Chicken should be oven (fried) in vegetable oil. The finished oven fried chicken should have an internal temperature of 185°F. for dark meat and 180°F. for white meat.

6. Bar-B-Que Riblett
Rib shaped pork patty, 3-ounces each fully cooked and browned consisting of pork and no more than 5% soy protein.
Bar-B-Que. Sauce should be of a typical bar-b-que flavor, mildly seasoned, and free from foreign matter

7. Turkey Breast
U.S. Grade A processed in a plant operating under the Food and Safety and Quality Services (FSQS). Meat and poultry grading program of AMS, USDA. Turkeys should be frozen to bring the internal temperature at the center of the package to 0 degrees F. or below within 72 hours from the time of entering the freezer. The frozen turkey shall be a uniform weight and light color.

8. Spaghetti and Meatballs
Spaghetti should be made of enriched flour products (This can be an all wheat product).

Meatball – Two or more meatballs to total 3 oz. cooked edible meat. Hamburger (ground beef) Pound, fresh, USDA utility or better; no less than 80% lean & 20% fat.

Spaghetti Sauce – should be of a tomato base/tomato sauce, No. 10 cans. U.S. Grade A. Fine texture. Good ripe tomato color, free from defects. Typical tomato paste flavor, free from scorched, bitter, green tomato flavor, and objectionable odors.

9. Hamburger (ground beef)
Pound, fresh, USDA utility or better; no less than 80% lean and 20% fat. Meat should not exceed 50 °F. during grinding and packaging.

10. Frankfurter (turkey franks) Smoked sausage
Minimum cooked edible serving size is 3 oz. 8 links per pound. Major ingredients turkey breast, all poultry products. Links should be 5 to 6 inches in length. Prepared from select turkey, carefully blended with natural spices and seasonings.
11. Roast Beef
Grade USDA or better. Surface flat: maximum average thickness-1/4 inch, maximum at any one point-1/2 inch. The beef shall be of good color, normal to the grade, be free of bruises, blood clots, bone dust, ragged edges, and discoloration. The roast beef shall have no evidence of mishandling and shall be in excellent condition at the time of delivery.
12. Ham
Minimum serving size is one or more slices to equal quantity as specified in the menu.
13. Chili with Beans
Purchase USDA
Major ingredients: water, beef, bean, oat flour, tomato paste, soy protein, modified food starch, spices, sugar, garlic juice, onion juice, natural flavor and color, caramel color, citric acid, and garlic powder.
14. Eggs, fresh, shell
Purchase units: dozen/30 dozen per case or half cases of 15 dozen.
Size: Small to medium
Grade: U.S. Grade AA, and A when appearance is important. U. S. Grade B for general cooking and baking. Recommended points for specifications: Product shall consist of fresh, natural or shell protected eggs held under appropriate temperature and humidity conditions. Products shall be uniform in size, clean sound-shelled, edible and free from foreign odors or flavors.

Milk/ Milk Products

Cheese – (All cheeses must be low fat or reduced fat cheeses)

1. Swiss processed – Firm ripened, melted pasteurized blend of cheese and emulsifiers. Buy USDA processed cheese from USDA – approved plant.
2. Cheddar – U. S. Grade AA, not more than 39% moisture, not less than 50% milk fat on the solid basis. Possess a clean, pleasing, nut-like flavor, and a compact body and texture, aged over 6 months.
3. American & Processed
Melted pasteurized blend of cheese and emulsifiers. Buy USDA-processed cheese from USDA-approved plant.
4. Yogurt (Plain, Sweetened or Flavored)
Can be used as a meat/milk alternative for snacks. Requirements include 6-8 oz cups.

5. Nonfat dry milk – Not more than 5% moisture and not more than 1-1/2 milk fat, unless otherwise specified. U.S. Extra Grade. Fortified. The product must yield reconstituted fluid milk having 2,000 International Units of Vitamin A and 400 International Units of Vitamin D per quart.

VEGETABLES (All vegetables except beans must be purchased fresh or frozen)

1. Frozen Carrots

Style: Diced/Sliced
Grade: U.S. Grade A (fancy)

Carrots should have a typical, bright, orange-yellow color and be not more than slightly affected by green units. Units should be free from defects and mechanical injury. Carrots that are blemished by black or brown discolorations and unpeeled units should be avoided. Carrots should have a tender uniform texture and be firm, but fibrous. Flavor and odor should be normal. Watch for: off color showing a grayish or brownish cast, excessive number of pale carrots; presence of tough or woody carrots showing softness; poor trimming and peeling; deep cuts resulting from insect or mechanical injury.

2. Mashed Potatoes

Purchase Units: Burlap sacks: 50 or 100 pounds
Paper cartons or 10, 15, 20, 25, or 50 pound paper bags.

Select well-shaped, smooth, reasonably clean, firm potatoes free from cuts, bruises, green skins, other blemishes, and decay. Decidedly green areas may cause bitter flavor. Deep penetrating bruises or small wormholes can cause excessive waste.

Watch for badly sprouted or soft, flabby potatoes which are unsatisfactory. May use frozen potatoes. Season with small amounts of butter or margarine, without salt added, spices and pepper to desired and acceptable texture and taste. 1% milk can be added to provide smooth richer taste.

3. Broccoli

Purchase Units: 2 or 2-1/2 pound packages, 12 per case.
Style: Spears less than 10% stalk Grade: U.S.B.

Broccoli should have reasonable good color (may be variable but not off-color) and be reasonably free from defects such as discoloration. Watch for dull off-colored units. Off-flavor to odor. Federal Spec No. FHHH-V-1745/4.

4. Coleslaw

Cabbage should be free of insects and bad blemishes. Coleslaw should be fresh, crisp and mildly seasoned and should hold shape and not contain too much liquid. It is mandatory that shredded carrots be added to coleslaw as part of the vegetable requirement. [Seasoning must include vinegar, oil, garlic powder (small amount), celery seed, and sugar (small amount) to accomplish a sweet and sour taste.]

5. Potato Rounds

Potatoes, white Purchase unit: package 1, 5 or 30 pounds

Style: Potato Round Type: Russet

Potatoes should have good flavor, good color, and be practically uniform size and symmetry. They should be practically free of defects such as, crushed units, discolored eyes, callous areas, or discoloration's that affect appearance or edibility. Potatoes should have great texture with normal flavor and odor.

6. Green Beans

Purchase Unit: Frozen

Style: Cut Size: Round, number 2 (small) Flat, number 3 (medium)

Grade: U.S. Grade A (fancy), round or flat

Product should be prepared from fresh or frozen, young immature beans. Units should be practically free from defects (excessive loose seeds, stems, ragged cuts, blemishes or serious blemishes). Beans should be very young and tender and fully fleshed for variety and practically free from tough or stringy units and have good flavor and odor.

Watch for spotted beans and beans with large seeds or worm holes; noticeably soft or mushy beans, lacking a fleshy texture; presence of excessive unsnapped ends, loose stem ends, tough inedible strings; and uneven and ragged units, split units and small pieces of pod.

7. Potato Salad

Potato should have good flavor, good color, and be diced in wedges or squares. Mildly seasoned. Should hold shape and not contain much liquid and not be mushy. Should be a part of the vegetable requirement. Ingredients include potato, low fat salad dressing, mustard, limited sugar, and relish.

8. Corn, Whole Kernel, Frozen

Style: Golden Grade: U. S. Grade A (fancy)

Corn should be whole grains of uniform, bright color and have flavor of young, fresh, sweet corn. Grains should be evenly cut, tender, and free from defects such as, silks, husks, and hard grained; corn should not be discolored or have damaged kernels.

Watch for dull color in golden varieties; irregular or ragged cut kernels with cob tissue attached; leathery kernels, clusters of grain; and worm-eaten kernels.

9. Spinach (Fresh or Frozen)

Purchase units: 3-lb packages, 12 per case. Style: Whole, leaf chopped. Grade: U.S. Grade B

Greens should have reasonably uniform characteristic color and be reasonably free from defects such as grit, sand, etc., and damage by yellow or brown or other discoloration. They should be reasonably tender with the appearance and eating quality not affected by coarse or tough leaves and stems. They should have similar varietal characteristics and be of normal flavor and odor. Watch for off color; presence of silt, sand, grit, weeds, grass, discoloration, tough or coarse stems, or leaves; and off-flavor or odor.

10. Onion
Onion should have reasonably uniform characteristics color and be free from debris. They should be served in dice sections as a topping or ingredient.
11. Green Pepper
Peppers should have reasonably uniform characteristic color and be free from debris. They should be served in dice sections as a topping.
12. Tossed Salad
Each 1 cup serving should contain combination lettuce and carrots to meet the portion requirement. See specifications for lettuce and carrots.
13. Lettuce, Head (for tossed salad)
Heads having a green color which are at least fairly firm with fresh outer leaves and free from insect injury and discolored spots and decay.
14. Carrots (for tossed salad)
Use shredded carrots, about ½ as much as lettuce. Carrot should be smooth solid, good orange color. Washed.
15. Baked Beans
U.S. Grade Choice beans should be used that are uniform in size and free from foreign matter. Consistency of the beans should be of a light colored syrup. The total product should contain only mild spices.

FRUITS

(Canned fruit should be packed with “no added sugar;” Some canned fruits on the menu may require some sugar added to hold their structure, these fruits can be packed in “light syrup.”)

1. Raisins, fresh or cooked
Grade: U.S. Grade A. Raisins should have minimum varietal characteristics, good typical color, good flavor and development. Individual packs to meet ¼ cup fruit requirement (1-1/2 ounce packs)
2. Orange Juice
Minimum serving ½ cup. 100% juice. Canned, unsweetened. Orange juice should have color typical of fresh squeezed juice and be free of browning and oxidation. Juice should be practically free of defects, show no coagulation, have no noticeable seed particles, and have a normal flavor.
3. Pear Cup (in light syrup) or packed with “no sugar added”
Purchase units: No. 10 can, 6 cans per case
Style: Halves (peeled), slices or quarters Type: Bartlett Grade: US. Grade B (choice)
Count: 26 or more halves Packing Medium: Light Syrup Net Weight: 106 Ounces

4. Apples, Fresh, Red-Minimum serving size is ½ cup.
Apples shall be small, 2-1/2" diameter, must be firm, crisp, and well colored. Red Delicious is requested, since apples will be eaten; and should not be over ripe; should not be irregularly shaped or have tan or brown areas on the skin.
5. Red Gelatin and mixed fruit cup
Mixed fruit (peaches, pears, pineapple, grape and cherries), water, strawberry flavored gelatin, potassium, and sorbet. Each serving must contain ¼ cup fruit or ½ cup as specified on the menu. Units of fruit should be of uniform size, free from defects, reasonable firm tender and have normal flavor. U.S. Grade B (choice).
6. Applesauce
Major ingredient: regular style, unsweetened, natural flavor. Medium sweet typical bright color with fine-grain finish. Applesauce of thin consistency, dull or pink color, will not be acceptable. U.S. Grade A only.
7. Orange, Fresh-minimum serving size is ½ cup.
Heavy, firm well-colored, well-formed fruit with fine textured skins. 138 count, medium, California or Arizona or 125 size, Florida or Texas.
8. Grape Juice – minimum serving ½ cup. Fortified with Vitamin C. 100% juice. U.S. Grade A. Juice should have a bright purple or reddish color, be free of pulp, skins, and tartrate crystals. It should have a distinct flavor.
9. Fresh Banana – min. serving is 1 medium banana. 150 count- 3 to 4 bananas per lb. Should be reasonably free from bruising.
10. Fresh Strawberries – minimum serving is ½ cup. May substitute frozen strawberries (sliced, packed in light syrup) when out of season or a bad crop is produced.
11. Peaches (frozen cup)
Purchase Units: 6-1/2-10 or 30 pound can. Style: Sliced
Type: Light syrup or no sugar added Grade: U.S. Grade B
Peaches can be served from a #10 can

Peaches should be reasonably uniform with bright color typical of reasonably well-matured fruit. They may possess a slight variation in color with not more than very light brown color resulting from oxidation. They should be reasonably uniform in size and symmetry and reasonably free of misshapen units. They should be reasonably free from defects such as, extraneous material, peel, pits, and pieces of pits, damaged, or blemished units. They should have reasonably uniform tender texture, not excessively mushy or soft, with normal flavor and odor and similar varietal characteristics.

Watch for variable color, off-color, dull color, or excessive brown oxidation; presence of misshapen units, pits, stems, peel, scab; insect injury; hard, rubbery, or soft, mushy texture; and excessively frayed units or off-flavor or odor. Federal Specification Number: Z-F-1743/11.

12. Peaches, sliced
Peaches should be purchased in number 10 cans. U.S. Grade C (standard). Packed in light syrup or no sugar added. Peaches should be wholesome fruit of good flavor and fairly uniform in color. Be fairly free of defects, such as skins or discolored units. Peaches may be soft but not broken.
13. Fruit Cocktail or Mixed Fruit as Specified
Fruit cocktail should be purchased in Number 10 cans. U.S. Grade B (choice). Fruit cocktail should be packed in light syrup or no sugar added with all fruits having good color and is practically free from staining from the artificial dye when maraschino cherries are used. Units of each fruit should be of uniform size, free from defects, reasonably firm, tender, and have normal flavor. Fruit cocktail should contain neither less than nor more than: 30-50% peaches, 25-45 % pears, 6-16% pineapple, 6-20% grapes, 6% cherries (maraschino)
14. Pineapple, chunks
Purchase Units: Number 10 cans, 6 cans per case.
Style: chunks Grade: U.S. Grade B (choice)
Packing Medium: light syrup or "no added sugar"
Net Weight: 108 ounces Drained Weight: 65.75 ounces

Pineapple should have reasonably good color. It may have slightly dull color, but should be characteristic or properly matured pineapple of similar varieties. Color may vary between units and have white radiating streaks present, but such variations should not seriously affect the appearance. It should be reasonably uniform in size and reasonably free from defects (brown spots, eyes and bruises), have a reasonably uniform ripeness, and be fairly free of porosity.

There should not be more than 1.1 ounces of core per pound of drained fruit. Pineapple should have good flavor and odor. Watch for off-color, excess of light-colored units, white markings; or units excessively blemished with deep eyes, brown spots, bruises or peel.

15. Apple Juice – minimum serving size is ½ cup. Fortified with Vitamin C. 100% juice. Canned, U.S. Grade A (fancy). Bright typical color. Unsweetened.
16. Pineapple Juice – 100% juice. Minimum serving size is ½ cup. U.S. Grade A. Pineapple juice should have undiluted unfermented bright, light yellow to golden yellow color and be practically free of defects. Juice should have a distinct flavor and no coagulation of pulp.

NOTE: All other juices must be 100% fruit juice.

17. Cinnamon Applesauce
Major ingredients: Regular style, unsweetened, natural flavor with a mild amount of cinnamon added. Medium sweet, typical bright color with fine grain finishes. Applesauce of thin consistency, dull/pink color, will not be acceptable. U.S. Grade A.

BREAD AND BREAD PRODUCTS

(One out of 2 grains required must be whole grain on lunch menu)

1. Buns (hamburger) or dinner roll – Each bun/roll must weigh at least 0.9 ounces.
Major ingredients: crust uniform in color and thickness. Texture - soft; whole grain or enriched flour, shortening, water, milk or buttermilk, salt, yeast, and sugar.
2. Wheat Bread
Labeled “enriched bread” or be whole grain. One slice must weigh at least 0.9 oz.
3. Rye Bread
Made from rye flour. A serving (slice) must have a minimum weight of 0.9oz.
4. White Enriched Bread
Made of flour, shortening, sugar, yeast, salt and water. Contains 62% total solids. Each slice must weigh at least 0.9 ounces. “Enriched bread” must contain thiamin, riboflavin, niacin, and iron.
5. Hoagie Bun
Each bun must weigh at least 0.9 ounces. Made from enriched or whole grain flour, shortening, water, milk, salt, and yeast, or whole grain.
6. Pizza Crust
Minimum serving weight requirement is 0.9 ounces. Crust will be credited to equal one serving of bread, and must be a component of an approved pizza.
7. Italian Bread
Made of whole grain or enriched flour or meal. Weigh at least 0.9 ounces and contain approximately 35% moisture.
8. Buns (frankfurter) – each bun must weigh 0.9 ounces. Made from enriched or whole grain flour, shortening, water, milk, salt and yeast.
9. Tortilla Chips
Must be made of whole grain or enriched corn and must be the primary ingredient by weight, or it must be enriched in the preparation or processing and labeled “enriched”. Serving should be equivalent to 1.1 ounces or 35 grams. Serving size is 6 to 8 chips to the equivalent of 1.1 ounce serving.
10. Rice Krispies Bars
Primary ingredient must be cereal. Cereal must be made with whole-grain or enriched flour. Serving size is 1 ounce.
11. Enriched Biscuits (This can be a whole wheat product)
To equal a serving of bread, each biscuit must weigh at least 25 grams or 0.9 ounces.
Major ingredients: enriched all purpose flour-chemical and physical requirements based on 14% moisture. Protein 9%, moisture 13.5%, ash 46%, pH 5.4-5/8, and falling number 175-350. Enriched flour must contain thiamin, riboflavin, niacin, and iron.

12. Raisin Bread
Made with the primary ingredient of enriched flour (both whole wheat and white in varying amounts), shortening, sugar, yeast, salt, raisins and water. Must contain thiamin, riboflavin, niacin and iron. One slice must weigh at least 1 ounce.
13. Banana Nut Bread
Made with the same ingredients as #12 excluding raisins. Bananas and walnuts should be substituted. One slice must weigh at least 1 ounce.
14. Ravioli (breading)
Must be of enriched whole-wheat flour. One serving size must be at least 0.9 ounces and made to equal 4 to 6 squares per serving. A 2 oz serving of additional meat must be served in a meat sauce.
15. Crackers, Saltines "no added salt" type– 0.9 ounces or 25 grams (8 crackers)
Ingredients: Crackers are made from enriched flour (primary ingredient), shortening, malt, reduced salt, and leavening.
16. Graham Crackers
Weigh 25 grams or at least 0.9 ounces. Made from enriched flour. Contains niacin, reduced iron, thiamin, mononitrate and riboflavin, sugar, shortening. Contain one or more of the following, partially hydrogenated soybean oil, palm oil, hydrogenated palm oil, stone ground bromate whole wheat flour, corn sugar, molasses, corn syrup, sodium bicarbonate, salt, caramel color, lecithin.
17. Enriched Oatmeal Cookies
Minimum serving requirements of 35 grams or 1.1 ounces. Whole grain or enriched flour and oatmeal of predominate ingredients as specified on the label. Provide the nutrient content equivalent to iron, thiamin, riboflavin and niacin present in the 25 gram serving of enriched bread.
18. Lightly Buttered Noodles (This can be a whole wheat product)
Optional ingredients may include seasonings such as onion, garlic, etc., gum gluten and selected acceptable chemical compounds. Buy enriched products containing thiamin, riboflavin, niacin and iron.
19. Muffins (Banana Nut, Blueberry, Bran and Raisin)
Minimum weight per muffin is 1 ounce and must contain approximately 35% moisture. Main/primary ingredient must be made from whole-grain or enriched meal or flour.

OTHER FOODS

1. Mustard -prepared mustard with good flavor, odor, color and consistency. Individual packets.
2. Ketchup – Tomato ketchup. Good red, ripe, tomato color, good consistency, not runny, no separation of liquid, free of specks, seed particles, good clean aromatic odor. Individual packets.

3. Salad Dressing – To be used instead of mayonnaise for sandwiches. Should be off-white in color. Have good texture. Emulsified semi-solid food prepared from edible vegetable oil, acid (vinegar, lemon or lime juice) whole eggs or egg yolks, and food starch and seasoning such as salt, sugar, mustard, etc. Finished product must contain not less than 30% vegetable oil and not less than 4% egg yolk. Individual packets.
4. Syrup/ Light Syrup – blended sugar and maple syrup. Formulated from not less than 15% not more than 25% (solid base) of maple syrup or maple sugar syrup of at least 66 Brix Solids and balance of granulated sugar syrup. The finished product will not be less than 66% Brix. In individual packets.
5. Bar-B-Que Sauce – Sauce should be of a typical bar-b-que flavor, mildly seasoned and free from foreign matter. Two tablespoons of individual packets.
6. Salt – Iodized. 1.15 gram per serving Pepper – 1.15 gram per serving
7. Sugar – Form. White granulated sugar is made from both cane and beets. The sugar crystals range from coarse to fine. Individual packets as indicated on the menu.
8. Taco Sauce – Sauce should be of typical tomato sauce flavor, mildly seasoned and free from foreign matter. Two tablespoons or individual packets.
9. Strawberry Jelly – Individual packets must be of a pulpy consistency and prepared from clean, sound mature fresh fruit. Minimum 45% by weight of fruit ingredients to each 55% of sweetening ingredient solids.
10. Margarine – Individual patties. The flavor should be pleasing, clean, sweet and free from taint or foreign odor. Main ingredients include: corn oil, partially hydrogenated corn oil, non-fat dry milk, vitamin A and D, salt, artificial coloring and permitted chemical substances.
11. Mayonnaise – Individual Packets. Emulsified semi-solid food prepared from edible vegetable oil, acid (vinegar) whole egg or egg yolks, and seasoning (salt, sugar, mustard, etc.). The finished product must contain not less than 65% vegetable oil.
12. Salad Dressing (low fat dressings must be offered) – (French, Italian, Ranch, 1000 Island, Catalina, Honey Mustard). Individual packets. To be served with tossed salads. Emulsified fluid food made with water, vinegar, salt, sugar, soybean oil, garlic, xanthan gum, spices, and calcium disodium to preserve flavor, natural flavor and artificial color.
13. Gravy (ONLY low sodium gravies are allowed) – beef or chicken based product. All material used should be of good grade. They should be prepared under sanitary conditions in accordance with the regulations of both Federal and State departments of public health. The protein constituent must be derived from any one or a combination of the following: hydrolyzed plant protein, monosodium glutamate, beef, or chicken extract, beef or chicken fat, caramel coloring, and other ingredients. The product must be non-caking and must readily dissolve in hot water. When reconstituted the product must have the suitable flavor and appearance of bouillon. Products containing seasoning agents whose prominence materially affects the basic flavor of beef or not acceptable.

NON-FOOD ITEMS

Durable Wrapped spoon, fork and knife
Wrapped straw (optional) and standard size napkin
Paper plate for products specified on the menu: durable compartmental paper plates.

HDM: Plastic, T-Shirt bags

TERMS / DEFINITIONS

Whenever the following words and expressions appear in the Request for Proposal document or any amendment thereto, the definition or meaning described below shall apply.

ADA - Americans With Disabilities Act

Administrative Costs - Those personnel and associated costs not directly involved with providing units of service.

Amendment - A written, official modification to an RFP or to a contract.

Attachment - Applies to all forms which are included with an RFP to incorporate any informational data or requirements related to the performance requirements and/or specifications. Attachments are for the bidder to complete and submit with the bid prior to the specified target date and time.

Bid Submission Sheets - Applies to the form(s) on which the bidder must state the price(s) applicable for the services required in the RFP. The pricing pages must be completed and submitted by the bidder with the bid prior to the specified bid target date and time.

Bid Target Date and Time (and Similar Expressions) - Mean the deadline required by the RFP for the receipt of bids.

BIDDER - The person or organization that responds to a RFP by submitting a bid with prices to provide the services as required in the RFP document

CITY / SLAAA - The statutory unit of City government for which the services are being purchased by the City of St. Louis. The agency is also responsible for payment.

Contract - A legal and binding agreement between two or more competent parties, for a consideration for the procurement services.

CONTRACTOR - A person or organization who is a successful bidder as a result of an RFP and who enters into a contract.

Designated Nutrition Centers – SLAAA contracted nutrition centers providing a congregate meal and other social activities.

Exhibit - Applies to forms which are included with a RFP for information purposes or for the CONTRACTOR to utilize. They are submitted as Attachments to the RFP.

Holiday – Those days officially recognized by SLAAA as holidays.

May - A certain feature, component, or action is permissible, but not required.

Means Testing - Use of income to limit or deny service.

Must - A certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a bid being considered non-responsive.

Request for Proposal (RFP) - The solicitation document issued by the CITY to potential bidders for the purchase of services as described in the document. The definition includes these Terms and Conditions as well as all, Exhibits, Attachments, and Amendments thereto.

Shall –Has the same meaning as the word must.

Should - A certain feature, component and/or action is desirable but not mandatory.

Weekend – That period of time from 6:00 p.m. Friday until 9:00 p.m. Sunday.

End

EXHIBIT X
SERVICE AREAS FOR BID

(INDICATE AREAS TO BE SERVED ON YOUR BID SHEET)
(SPECIFICALLY REQUIRED FOR HOME DELIVERED MEALS)

AREA	BOUNDARY	DESCRIPTION
North HDM Service Areas		
1 (Fr. Tolten)	<p align="center">East</p> <p align="center">South</p> <p align="center">West / North</p>	<p>Mississippi River between East Carrie Ave & City Limits on North</p> <p>East Carrie Ave from Mississippi River to Interstate 70: Interstate 70 to City Limits on West</p> <p>City Limits on west between Interstate 70 and Mississippi River</p>
2 (Wesley House)	<p align="center">North</p> <p align="center">East</p> <p align="center">South</p> <p align="center">West</p>	<p>East Carrie Ave from Mississippi River to Interstate 70: Interstate 70 to City Limits on West</p> <p>Mississippi River between East Carrie Ave & Dock St.; Fair Ave between Natural Bridge Ave & Ashland Ave. Marcus Ave between Ashland Ave & Cote Brilliante Ave</p> <p>Dock St from Mississippi River to Natuarl Bridge Ave to Fair Ave.; Ashland Ave between Fair Ave & Marcus Ave.; Cote Brilliante Ave between Marcus Ave & City Limits on West</p> <p>City Limits between Interstate 70 & Cote Brilliante Ave</p>
3 (Northside)	<p align="center">North</p> <p align="center">East</p> <p align="center">South</p> <p align="center">West</p>	<p>Dock St from Mississippi River to Natural Bridge Ave to Fair Ave.; Ashland Ave between Fair Ave & Marcus Ave.;</p> <p>Mississippi River between Dock St.& Washington Ave;</p> <p>Washington Avenue between Mississippi River & N.Grand Blvd; Forest Park Blvd. between N. Grand Blvd & N. Newstead Ave.; Martin Luther King Dr between N. Newstead Ave and Marcus Ave.</p> <p>Fair Ave between Natural Bridge Ave & Ashland Ave. Marcus Ave between Ashland Ave & Martin Luther King Dr. N.Newstead Ave between Martin Luther King Dr. & Forest Park Blvd</p>
4 (Robert Fulton)	<p align="center">North</p> <p align="center">East</p> <p align="center">South</p> <p align="center">West</p>	<p>Cote Brilliante Ave between Marcus Ave & City Limits on West.; Martin Luther King Dr between N. Newstead Ave and Marcus Ave.</p> <p>N.Newstead Ave between Martin Luther King Dr. & Forest Park Blvd.; N. Kingshighway Blvd between Martin Luther King Dr & Cote Brilliante Ave</p> <p>Lindell Blvd between City Limits & N. Kingshighway Blvd; Forest Park Pkwy between N. Kingshighway Blvd & N. Newstead Ave;</p> <p>City Limits on West between Lindell Blvd & Cote Brilliante Ave</p>

**EXHIBIT X
SERVICE AREAS FOR BID**

(INDICATE AREAS TO BE SERVED ON YOUR BID SHEET)
(SPECIFICALLY REQUIRED FOR HOME DELIVERED MEALS)

AREA	BOUNDARY	DESCRIPTION
South HDM Service Areas		
5	North	Washington Avenue between Mississippi River & N. Grand Blvd; Forest Park Blvd. between N. Grand Blvd & N. Kingshighway Blvd.
(Five Star)	East	Mississippi River between Osceola St. & Washington Ave
	South	Osceola St. between Mississippi River & Compton Ave; Meramec St between Compton Ave & S. Grand Blvd; Arsenal St. between S. Grand Blvd & S. Kingshighway Blvd.
	West	Compton Ave between Osceola St. & Meramec St.; S. Grand Blvd between Meramec St & Arsenal St. S. Kingshighway Blvd between Arsenal St. & Forest Park Blvd.
6	North	Arsenal between Grand and Kingshighway; Oakland between Kingshighway and City Limits
(St. L Activity Ctr)	East	S. Grand between Gravois and Arsenal; Gustine between Gravois and Oleatha; S. Kingshighway between Lindenwood and Oleatha
	South	Gravois between S. Grand and Gustine; Oleatha between Gustine and South Kingshighway; Lindenwood between South Kingshighway and City Limits on the West
	West	City Limits on the West between Lindenwood and Brookings Drive
7	North	Osceola between Mississippi River and Grand; Gravois between S. Grand and Gustine; Oleatha between Gustine and S. Kingshighway; Lindenwood between S. Kingshighway and City Limits
(City Seniors, Inc.)	East	City Limits between Mississippi River and Osceola; City Limits between Grand and City Limits on the West
	South	Mississippi River between Osceola and the City Limits on South Grand between Osceola and Gravois; Gustine between Gravois and Oleatha; South Kingshighway between Oleatha and Lindenwood.
	West	City Limits on the West between City Limits on the South and Lindenwood