

Exhibit K

Living Wage Bulletin, Wage Acknowledgement & Acceptance Declaration

EXHIBIT K-1

ST. LOUIS LIVING WAGE ORDINANCE LIVING WAGE ACKNOWLEDGEMENT AND ACCEPTANCE DECLARATION

(To be completed by each respondent to a bid/proposal solicitation when that Solicitation has included Living Wage Advertisement/Solicitation Language.)

CONTRACTING AGENCY: _____

AGENCY CONTRACT NUMBER: _____

PROPONENT'S NAME: _____

DATE PREPARED: _____ PREPARED BY: _____

PREPARER'S TELEPHONE NUMBER: _____

PREPARER'S E-MAIL ADDRESS: _____

PREPARER'S CELL PHONE NUMBER: _____

PREPARER'S ADDRESS AND ZIP CODE: _____

As the authorized representative of the above-referenced bidder, I hereby acknowledge that the bidder understands that the contract or agreement that will be executed with a successful bidder pursuant to this solicitation is subject to the St. Louis Living Wage #65597 and the Regulations associated therewith. The bidder hereby agrees to comply with the Ordinance and the associated Regulations if awarded a contract pursuant to this solicitation. I am authorized to make the above representations on behalf of the proponent.

AUTHORIZED REPRESENTATIVE CERTIFICATION:

_____(Signature)

NAME: _____

TITLE: _____

DATE: _____

By signing this document I agree that if I am a 'not-for-profit' entity I will submit the following Documents in order to comply with the aforementioned ordinance:

- Organization's IRS Tax-Exempt status Determination Letter (not State Use Tax Exemption)
- Organization's Article of Incorporation
- Organization's By-Laws

EXHIBIT K-2

**CITY OF ST. LOUIS
LIVING WAGE CERTIFICATION**

By Signature of this document, the Contractor or Grantee of financial assistance from the City acknowledges the requirements of Ordinance NO. 65045, which is part of this contract and agrees to abide by its provisions. The Contractor or Grantee shall also require each sub-contractor or lessee subject to this ordinance to sign the Living Wage Certification.

The Contractor or Grantee and each subcontractor or lessee engaged in this contract also agrees to keep full accurate payroll records clearly indicating the names, address, hourly wage and social security number of every full or part-time employee at a job site covered in whole or part by this contract or full or part-time employee at any job site covered in whole or part by the grant of financial assistance. The payroll records shall also include an accurate record of the number of hours worked by each employee and actual wages paid therefore. These records shall be kept and open to inspection by an authorized representative of the City or other entity having jurisdiction at any reasonable time and as often as may be necessary and such records shall be accessible for a period of one year following completion of the contract.

SLAAA Nutrition Services – Catering FY 2016

Project

CONTRACTOR/GRANTEE

Signature

Printed Name

Title

Address

ST. LOUIS LIVING WAGE ORDINANCE

LIVING WAGE ADJUSTMENT BULLETIN

NOTICE OF ST. LOUIS LIVING WAGE RATES
EFFECTIVE APRIL 1, 2014

In accordance with Ordinance No. 65597, the St. Louis Living Wage Ordinance (“Ordinance”) and the Regulations associated therewith, the City Compliance Official for the City of St. Louis has determined that the following living wage rates are now in effect for employees of covered contracts:

- 1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is **\$12.37** per hour (130% of the federal poverty level income guideline for a family of three); and
- 2) Where health benefits as defined in the Ordinance are **not** provided to the employee, the living wage rate is **\$16.18** per hour (130% of the federal poverty level income guideline for a family of three, plus fringe benefit rates as defined in the Ordinance).
- 3) Wages required under Chapter 6.20 of the Revised Code of the City of St. Louis: **\$3.81** per hour.

These rates are based upon federal poverty level income guidelines as defined in the Ordinance and these rates are effective as of **April 1, 2014**. These rates will be further adjusted periodically when the federal poverty level income guideline is adjusted by the U.S. Department of Health and Human Services or pursuant to Chapter 6.20 of the Revised Code of the City of St. Louis.

The Ordinance applies to employers who are covered by the Ordinance as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is November 3, 2002. A copy of the Ordinance may be viewed online at <http://www.mwdbe.org> or obtained from:

City Compliance Official
Lambert-St. Louis International Airport
Certification and Compliance Office
P.O. Box 10212
St. Louis, Mo 63145
(314) 426-8111

Dated: March 11, 2014

Exhibit L

Memorandum of Understanding Re: Emergencies & Disasters

EXHIBIT L

MEMORANDUM OF UNDERSTANDING REGARDING EMERGENCIES AND DISASTERS

This MEMORANDUM OF UNDERSTANDING REGARDING EMERGENCIES AND DISASTERS (this "MOU"), dated _____, 201_, is entered into by and between THE CITY OF ST. LOUIS, through its DEPARTMENT OF HUMAN SERVICES, ST. LOUIS AREA AGENCY ON AGING (the "CITY"), and _____ (the "CONTRACTOR") (together the "Parties").

WITNESSETH:

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1) Upon the determination by the CITY of an emergency or disaster that requires additional services or supplies not covered by those described in the Professional Services Contract, dated _____, the CONTRACTOR agrees to provide the services or supplies that are reasonably needed for and used directly on the emergency or disaster which include but are not limited to the following:

- a) Use of facility for shelter or office by lease or rent (at market rate)
- b) Utilities (i.e., power, water, and telephone) at facility
- c) Generator operation (not purchase)
- d) Food and Water
- e) Soup/ Coffee/ Tea
- f) Pots – various sizes
- g) Pans – various sizes
- h) Utensils – Cooking, eating
- i) Trash containers / bags
- j) Paper Products
- k) Condiments
- l) Personal Comfort Kits (e.g. shampoo, soap, toothpaste, toothbrush, etc.)
- m) Towels/ Washcloths
- n) Cots/ Linens/ Blankets/ Pillows
- o) Any other service or product that would eliminate or reduce an immediate threat to life, public health, or safety, or would assist in the production and delivery of meals for individuals as directed by the CITY.

In addition, the CONTRACTOR specifically agrees to provide the following services:

SERVICE TYPE	UNIT COST	COMMENT

2) The CITY shall notify the CONTRACTOR of additional services and supplies that may be required during the course of the emergency or disaster and agree upon the reasonable costs for such services or supplies prior to the provision of the services or supplies by the CONTRACTOR. Written agreements will be added to this memorandum.

3) Upon appropriation by the CITY, the CITY shall reimburse the CONTRACTOR for reasonable costs directly tied to the provision of the requested services and supplies. Reasonable costs for the provision of the requested services and supplies must be in accord with OMB Circular A-87 ("Cost Principles for State, Local, and Indian Tribal Governments") and OMB Circular A-122 ("Cost Principles for Non-Profit Organizations"), as applicable.

IN WITNESS WHEREOF, the Parties have caused this MOU to be signed by their authorized officials the day and year first above written.

BY:
(Please print or type.)

Date: _____

Date: _____

Provider's Name: _____

Signer's Title: _____

Executive Director

Agency: _____

St. Louis Area Agency on Aging

THE CITY OF ST. LOUIS, MISSOURI

BY: _____
DIRECTOR
Department of Human Services

Date: _____

Exhibit M

ADA Compliance Form

EXHIBIT M

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ASSURANCE OF COMPLIANCE WITH SECTION 504 OF THE
REHABILITATION ACT OF 1973, AS AMENDED**

The undersigned (hereinafter called the "recipient") HEREBY AGREES THAT it will comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the application HHS regulation (45 C.F.R. Part 84), and all guidelines and interpretation issued pursuant thereto.

Pursuant to Subsection 84.5 (a) of the regulation [45 C.F.R. 84.5 (a)], the recipient gives this Assurance in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts (except procurement contracts of insurance or guaranty), property, discounts, or other federal financial assistance extended by the Department of Health and Human Services after the date of this Assurance including payments or other assistance made after such date on applications for federal financial assistance that were approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representation of agreements made in this Assurance and that the United States will have the right to enforce this Assurance through lawful means. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

This Assurance obligates the recipient for the period during which federal financial assistance is extended to it by the Department of Health and Human Services or, where the assistance is in the form of real or personal property, for the period provided for in Subsection 84.5(b) of the regulation [45 C.F.R. 84.5 (b)].

The recipient; [check (a) or (b)]

- a. () Employees fewer than fifteen persons.
- b. () Employs fifteen or more persons and, pursuant to Subsection 84.7 (a) of the regulation [45 C.F.R. 84.7 (a)], has designated the following person(s) to coordinate its efforts to comply with the HHS regulations:

Name of Bidder (type or print)

I certify that the above information is complete and correct to the best of my knowledge.

Date

Signature of Authorized Official

Exhibit N

Affirmative Action Form

EXHIBIT N

**ASSURANCE OF COMPLIANCE
WITH THE DEPARTMENT OF HEALTH, EDUCATION AND WELFARE REGULATIONS
UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

_____ (Hereinafter called the "Applicant")
(Name of Applicant)

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department of Health, Education and Welfare (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of the Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives federal financial assistance from the Department; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance was extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applications for federal assistance which were approved before such date. The Applicant recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successor, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant.

(Date)

(Bidder)

Applicants Mailing Address:

BY: _____
(Signature of Authorized Official)

Exhibit O

Certification of Debarment

EXHIBIT O

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part II of the June 26, 1985, Federal Register (pages 33, 036-33, 043).

Read Instruction for Certification below prior to completing this certification.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this proposal.

Date

Signed – Authorized Representative

Title of Authorized Representative



Instructions for Certification

Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction

- 1. By signing and submitting this agreement, the prospective recipient of Federal assistance funds is providing the certification as set out below
- 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- 3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this agreement is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, and “voluntarily excluded”, as used in this clause, have meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. In addition, the term “agreement”, as used in this clause, is deemed to have the same meaning as “proposal”. You may contact the person to which this agreement is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this agreement that, should the proposed covered transaction entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this agreement that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Exhibit P

Lobbying Disclosure

EXHIBIT P

CERTIFICATION REGARDING LOBBYING

Certification for Contract, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of an Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of an Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit a , "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Agency

State

Authorized Signature

Date

Title

Exhibit Q

Affidavit of Work Authorization

EXHIBIT Q

AFFIDAVIT OF WORK AUTHORIZATION

Affidavit of Work Authorization and Documentation:

Pursuant to 285.530 RSMo, the bidder/company name must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by

- submitting a completed, notarized copy of EXHIBIT Q , AFFIDAVIT OF WORK AUTHORIZATION and
- providing documentation affirming the bidder's/company name's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program.

Information regarding E-Verify is available at:

http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm.

A copy of the E-Verify Memorandum of Understanding (MOU) can be viewed at:

<http://www.uscis.gov/files/nativedocuments/MOU.pdf>.

Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU):

- 1) a valid, completed copy of the first page identifying the bidder/company name and
- 2) a valid copy of the signature page completed and signed by the bidder/an authorized representative of (company name), the Social Security Administration, and the Department of Homeland Security – Verification Division.

EXHIBIT Q

AFFIDAVIT OF WORK AUTHORIZATION

(TO BE SUBMITTED WITH BID AS "ATTACHMENT Q")

I understand that _____ must enroll and then continue to
(BIDDER NAME)

participate in a federal work authorization program in respect to employees that will work in connection with the contracted services related to this Request For Proposal for the duration of the contract, if awarded in accordance with RSMo Chapter 285.530 (2).

I also affirm that _____ does not and will not knowingly employ a
(BIDDER NAME)

person who is an unauthorized alien in connection with said contract.

I understand that within 15 days of the Award of Contract _____
(BIDDER NAME)

will submit the signed and notarized **AFFIDAVIT OF WORK AUTHORIZATION**.

I understand that no work under this contract may begin until the AFFIDAVIT is submitted.

Signature (person with authority)

Printed Name

Title

Date

AFFIDAVIT OF WORK AUTHORIZATION

(TO BE SUBMITTED WITHIN 15 DAYS of AWARD of CONTRACT)

Comes now _____ as _____ first being duly
(NAME) (OFFICE HELD)

sworn on my oath, affirm _____ is enrolled and will continue to
(CONTRACTOR NAME)

participate in the E-Verify federal work authorization program in respect to employees that will work in connection with the City of St. Louis FY 2016 SLAAA Nutrition Services – Catering program that tentatively begins on July 1, 2015 for the duration of the contract, if awarded in accordance with RSMo Chapter 285.530 (2).

I also affirm that _____ does not and will not knowingly employ a
(CONTRACTOR NAME)

person who is an unauthorized alien in connection with said contract services provided under the contract for the duration of the contract.

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that false statements made in this filing are subject to the penalties provided under Sec 575.040, RSMo).

Signature (person with authority)

Printed Name

Title

Date

Subscribed and sworn to before me this _____ of _____.
(DAY) (MONTH, YEAR)

I am commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date

Exhibit R

Frequently Asked Questions

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**
Who is the current contractor? **A'viands LLC.**
- 9.) Do the sites have hot holding and cold holding equipment that we can place the food in once it arrives? **YES**
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 and if so, 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

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.) *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.

28.) *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 bid is for MEALS only, not Equipment. No cutlery is required for HDMs.**

EXHIBIT R

- City of St. Louis population (seniors also) 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.
- Holiday Meals are delivered to the 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 SLAAA notified.
- 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. 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. Please submit by 5:00 p.m. December 5th for answers to be available at the Prebid Conference on December 10th.

END

Exhibit S

Services, Definitions & Standards

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

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 |
| 7. Congregate | Frozen Meals |
| 8. Home Delivered | 2d Meal Supplement |
| 9. Congregate | Soup / Salad |

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.

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 Frozen Meals:

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 individual's place of residence, on a directed basis. Not all 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 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

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.

MINIMUM STANDARDS

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 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*

High/Good Source of Vitamin C Fruit

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

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.

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

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.

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 OMB 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 $\frac{1}{2}$ 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 $\frac{1}{4}$ cup fruit requirement (1-1/2 ounce packs)
2. Orange Juice
Minimum serving $\frac{1}{2}$ 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 $\frac{1}{2}$ 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 (breeding)

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, receded 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,
- 13.

14. garlic, xanthan gum, spices, and calcium disodium to preserve flavor, natural flavor and artificial color.
15. 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