

CITY OF MIAMI SPRINGS



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Professional Services Supervisor/Purchasing*

LEGAL NOTICE

REQUEST FOR PROPOSAL # 04-14/15 CATERING SERVICES FOR MIAMI SPRINGS SENIOR CENTER

Sealed Bids for **Catering Services for Miami Springs Senior Center** will be received until **2:30 P.M. on the Tuesday, July 21st, 2015**, by the City of Miami Springs via the City Clerk, on the 2nd floor, Miami Springs City Hall, 201 Westward Drive, Miami Springs, Florida 33166.

Bids will then be transferred to the Council Chambers, at time, date, and place noted above, and bids will be publicly opened. Any bids received after time and date specified will not be considered and returned to the bidder unopened.

A Bid Bond in the amount of five thousand (\$5,000.00) dollars is required. The successful bidder will be required to furnish Performance and Payment Bonds, each in the amount of one-hundred (100%) percent of the contract amount and these bonds must be submitted to the City at the time the contract is executed.

Deadline to request any additional information/clarification will be Friday , July 10th, 2015 by 5:00p.m.

This Request For Proposal (RFP) is available upon written request to Tammy Romero at romerot@miamisprings-fl.gov. All requests must be accompanied by name, address, phone and fax number. To verify receipt of request, please contact.

The City of Miami Springs reserves the right at any time to modify, waive, or otherwise vary the terms and conditions of this Request for Proposal including, but not limited to, the deadlines for submission, the submission requirements and the Scope of Work. The City further reserves the right to reject any or all submittals, to cancel or withdraw this Request for Proposals at any time. The Proposer, who is otherwise competent, and submits the lowest responsive and responsible Response, shall, subject to the conditions, limitations and restrictions previously set forth herein, be awarded the Request for Proposal, subject to the negotiation of a mutually acceptable Contract with the City.

CITY OF MIAMI SPRINGS

REQUEST FOR PROPOSAL (RFP) and CONTRACT for
CATERING SERVICES for the CITY OF MIAMI SPRINGS SENIOR CENTER'S
NUTRITION PROGRAMS FOR THE ELDERLY

ISSUED BY: **THE CITY OF MIAMI SPRINGS**

NAME: Tammy Romero, Professional Services Supervisor

ADDRESS: Miami Springs City Hall, 201 Westward Drive, Miami Springs, FL 33166

BID NUMBER: RFP# 04-14/15

BID ISSUE DATE: June 19th, 2015 BID OPENING: Tuesday, July 21st, 2015

LOCATION: Council Chambers, 2nd floor TIME: 2:30 p.m.

CONTRACT COMMENCEMENT DATE: October 1, 2015

CONTRACT EXPIRATION DATE: September 30, 2016

PER MEAL: FOR PAYMENT WITHIN 45 DAYS OF RECEIPT OF INVOICE

CONGREGATE MEALS (Title III C-1): \$ _____

HOME DELIVERED WEEKDAY MEALS (Title III C-2): \$ _____

HOME DELIVERED WEEKEND MEALS (Non-DOEA): \$ _____

NAME OF BIDDER: _____
(Authorized Representative of Bidder)

STREET ADDRESS: _____
Type or Print Name of Representative

CITY, STATE, ZIP CODE: _____
Title of Representative

TELEPHONE: _____

This document contains a Request for Proposal (RFP) for the purchasing of meals to be served to the participants of the City of Miami Springs' Nutrition Programs for the Elderly and sets forth the terms and conditions applicable to the proposed procurement. Upon acceptance, this document shall constitute the contract between the Bidder and the City of Miami Springs.

ACCEPTANCE

BY: _____ WITNESS: _____

TITLE: _____ DATE: _____

BID PROPOSAL

The Contractor agrees to furnish all labor, materials, supplies, supervision, transportation, and services necessary to furnish and deliver meals at the designated times and in the manner called for in these bid specifications for the following price:

1. Congregate Meals \$ _____
2. Home Delivered Weekday Meals \$ _____
3. Home Delivered Weekend Meals \$ _____

Bidders must provide a detailed breakdown of each meal (average daily cost of items) in this bid submittal, as follows. (Please keep in mind that Grantee is exempt from sales tax.)

	<u>Congregate Meals</u>	<u>Home Delivered Weekday Meals</u>	<u>Home Delivered Weekend Meals</u>
<u>Raw Food Costs:</u>			
Entrée: Meat or Alternative	\$ _____	\$ _____	\$ _____
Vegetable	\$ _____	\$ _____	\$ _____
Fruit	\$ _____	\$ _____	\$ _____
Salad	\$ _____	\$ _____	\$ _____
Grain: Bread or Substitute	\$ _____	\$ _____	\$ _____
Butter/Margarine	\$ _____	\$ _____	\$ _____
Dessert	\$ _____	\$ _____	\$ _____
Beverage: Milk	\$ _____	\$ _____	\$ _____
Juice	\$ _____	\$ _____	\$ _____
TOTAL RAW FOOD COSTS:	\$ _____	\$ _____	\$ _____
<u>Condiments:</u>			
Ketchup	\$ _____	\$ _____	\$ _____
Mustard	\$ _____	\$ _____	\$ _____
Salt	\$ _____	\$ _____	\$ _____
Salad Dressing	\$ _____	\$ _____	\$ _____
Pepper	\$ _____	\$ _____	\$ _____
TOTAL CONDIMENT COSTS:	\$ _____	\$ _____	\$ _____

(NOTE: Bidders must provide samples of proposed disposables and packaging with this bid submittal.)

Disposables:

Paper or Styrofoam Tray	\$ _____	\$ _____	\$ _____
Cutlery	\$ _____	\$ _____	\$ _____
Napkin	\$ _____	\$ _____	\$ _____
Cup (s)	\$ _____	\$ _____	\$ _____
Bowls (s)	\$ _____	\$ _____	\$ _____
Straw (s)	\$ _____	\$ _____	\$ _____
Aluminum Pans	\$ _____	\$ _____	\$ _____
Home Del. Trays w/Lids	\$ _____	\$ _____	\$ _____
TOTAL SUPPLY COSTS:	\$ _____	\$ _____	\$ _____

Note: Paper towels and table coverings to be provided by the Grantee

Transportation:

Vehicle Amortization	\$ _____	\$ _____	\$ _____
Maint., Ins., Depreciation	\$ _____	\$ _____	\$ _____
TOTAL TRANS. COSTS:	\$ _____	\$ _____	\$ _____
TOTAL FOOD PREP. COSTS:	\$ _____	\$ _____	\$ _____
TOTAL EQUIP. COSTS:	\$ _____	\$ _____	\$ _____
Other:			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
PROFITS:	\$ _____	\$ _____	\$ _____
TOTALS:	\$ _____	\$ _____	\$ _____

I. GENERAL CONDITIONS AND INSTRUCTIONS

- A. COMPETITIVE BIDDING TIME FRAME:** The City of Miami Springs (hereinafter referred to as the GRANTEE) will bid for food service contracts for the purchase of meals every twelve months (1 year) at a minimum. The Grantee has the option to extend the contract for five additional twelve (12) month periods when it is in the best interests of the grantee to do so. Adjustment(s) to contract prices for extensions may be made as detailed in section Q. ADJUSTMENT TO CONTRACT PRICE(S).

For purposes of the bid, “Bidder” or “Contractor” is defined as a profit making organization or a non-profit corporation licensed in the State of Florida, and with production kitchens within the State of Florida, that intends to prepare food for sale and/or distribution and is in compliance with the Food and Drug Administration and the United States Department of Agriculture and all other applicable federal and state regulations.

- B. CONDITION OF THE BID:** Preference may be given to the vendor that provides the best quality and the **shortest time span between packaging and delivery of hot food.**

Bids indicating price in effect at times of shipment will be considered invalid.

The bidder shall be responsible for all fees, taxes, and licenses required to operate under this contract and such expenses shall not be paid by the Grantee.

- C. COMPETENCY OF BIDDERS:** The Contractor must provide documentation of ability and capability in providing the number of meals required to be provided with bid response. Pre-award inspection of the bidder’s facility may be made prior to the award of contract. Bids will be considered only from firms which are regularly engaged in the business of providing good and/or services as described in this bid with a good record of performance for a reasonable period of time and have sufficient financial support, equipment, and organization to insure that they can satisfactorily execute the services if awarded a contract under the terms and conditions herein stated. The terms “equipment or organization” as used herein shall be construed to mean a fully equipped and well established company in line with the best business practices in the industry and as determined by the proper authorities.

Bidder must be in compliance with state and local fire, health, sanitation, and safety regulations applicable to the type of food preparation and meals delivery system used by Bidder and said regulations must be adhered to during all stages of food service operations.

The Grantee may consider any evidence available regarding the financial, technical, and other qualification and abilities of a Bidder; including past performance and experience in making the award in the best interest of the Grantee. Contractor must have written formal sanitation program. Proof of Health Department or the Department of Professional Regulations inspection within the past six months must be made available to Grantee with bid response.

- D. AWARD OF CONTRACT:** Award of bid will be based on cost, capability and quality of product. Award shall be made not only on the basis of the bid price, but the prospective Contractor must be capable of demonstrating excellence in the field of contractual institutional feeding and also furnish the necessary assurance, insurances, and documents called for in the specifications. Grantee reserves the right to require a bidder to submit such evidence of his qualification as it may deem necessary before awarding the contract.

E. DEFAULT: In the event that the Contractor should fail to meet the terms of these bid specifications in any way, or should it cease its contractual responsibilities, the Contractor will be in default.

In case of default of the awarded bid, the **Grantee may procure the articles or services from other sources and charge the Contractor** for meals, supplies, and any excess cost or liquidated damages incurred (actual and consequential damages).

In the event that the Contractor fails to deliver any meal, meals, portion of a meal, or other food and supplies at the designated sites within forty-five (45) minutes of the previously agreed upon time, or if the food does not meet the proper specifications (i.e. it is not delivered at proper temperatures, it is not fit for human consumption, menu items are omitted or substituted without prior approval, or if supplies and containers are not delivered properly sealed or sanitized) the **Grantee is not required to pay** and may procure a meal or meals or other foods and supplies elsewhere, deduct the price of the meals from Contractor and charge the Contractor the cost of such replacement supplies and/or meal, meals, and other food, plus the Nutrition Services Incentive Program's cash per meal allowance and any other expenses incurred by the Grantee in procuring the replacement.

Should the Contractor fail to adhere to the time schedule, deliver meals for a consecutive three (3) day period, fail to deliver meals for any (3) three days during a calendar month, then such action shall be deemed material non-performance of the contract and shall be justification for immediate cancellation of the contract.

F. BILLING SCHEDULE AND METHOD OF PAYMENT: The Contractor shall bill the Grantee no later than 10 business days after the end of each month. Payment shall be made monthly within 45 days of invoice receipt unless Title funding is unavoidably delayed.

G. SALES TAX EXEMPTION: The Grantee is exempt from paying sales tax and should not be charged sales tax from the Contractor.

H. INDEMNITY OR INSURANCE: The Contractor agrees to indemnify, defend and hold the City of Miami Springs harmless from any claims, suits, actions, or liability arising from Contractor's alleged negligence. The Contractor shall be liable, and agrees to be liable for, and shall indemnify, defend and hold the Grantee, the Alliance for Aging, and the Florida Department of Elder Affairs harmless, for all claims, suits, judgments or damages arising from the operation of the aforementioned services during the course of this subcontract. This includes, but is not limited to, any loss or damage caused by the Contractor's negligent acts or omissions, theft by the Contractor's employees, and any suit alleging personal injury, sickness, or disease rising out of the consumption of meals or other foods provided to the Grantee's sites. The Contractor shall pay all claims and losses of any nature whatever in connection therewith, and shall defend all suits, in the name of the Grantee when applicable, and shall pay all costs and judgments which may be issued thereon.

The duty to defend shall immediately insure to the Grantee based on the complainant's allegations and the Contractor agrees to provide mutually acceptable defense counsel.

The Contractor shall be responsible for all fees, taxes, and licenses required to operate under this contract including the bonding of the Contractor's personnel. The Contractor shall maintain adequate **liability and property insurance** in amounts of at least \$1,000,000 per occurrence and \$1,000,000 per incident. Said insurance will name the City of Miami Springs, its agents and employees as an additional insured.

I. BONDING: The bidder shall be responsible for all fees for bonding of personnel and such expenses shall not be paid by the Grantee.

J. CONTRACTOR AUDIT REQUIREMENTS:

The Contractor's financial records must be open for audit purposes. The Contractor must supply all reports requested by the Grantee, the Alliance for Aging, the Florida Department of Elder Affairs, the Administration on Aging, and the U.S. Department of Agriculture.

K. ALLIANCE FOR AGING APPROVAL: Prior to any execution of contract under this Request for Proposal, prior approval must be obtained from the Alliance for Aging. It is and shall be understood and agreed that such contract, as approved by the Alliance for Aging, Inc., shall be awarded and validly entered into between the Bidder and the Grantee when written acceptance has been transmitted to the awardee by the Grantee's authorized agent and that all requirements stipulated within this Request for Proposal will be strictly adhered to.

L. BINDING TIME PERIOD OF CONTRACT: The contract will be awarded for a period of not more than twelve (12) months, beginning with the date of award. The Grantee may opt to renew contract for up to five (5) additional years on a year to year basis. Extension of the contract is a Grantee prerogative, not a right of the Contractor, and such option will be exercise only when it is in the best interest of the Grantee.

M. TERMINATION OF CONTRACT: The Grantee may, by written notice to the successful Bidder, terminate the contract if the Bidder/Contractor has been found to have failed to perform his services in a matter satisfactory to the Grantee as per specification **including delivery as specified**. It is the intention of the Grantee to purchase the items specified herein from a source of supply that will give prompt, convenient, and proper shipment and service. Any failure of the supplier to comply with these conditions may be cause for terminating any resulting contract immediately upon written notice of the Grantee. The Grantee shall be the sole judge of non-performance/breach.

In the event than any person eating meals prepared under this contract becomes ill as a result of food poisoning which is attributable to the negligence of the Contractor as determined by the Health Department Environmental Control Division, then such action shall be deemed material non-performance of the contract and Grantee shall have justification for immediate cancellation of the contract.

The Grantee may cancel the Contract upon thirty (30) days written notice for any reason.

The contract may be terminated by the Contractor giving the Grantee not less than sixty (60) days prior written notice of intention to terminate as of the date specified.

It is further agreed that, in the event funds to finance all or part of these Nutrition Programs for the Elderly become unavailable, the obligations of each party wherein under may be terminated upon no less than twenty (20) days notice in writing to the other party. Said notice shall be delivered by certified mail or in person. The Florida Department of Elderly Affairs shall be final authority as to the availability of Federal or State Funds.

N. ADHERENCE TO LOCAL, STATE, AND FEDERAL COMPLIANCE STANDARDS AND

REQUIREMENTS: Bidders shall comply with all local, State, and Federal directives, orders and laws applicable to this bid and subsequent contract(s). Specific reference is made to Chapter 4 of the Department of Elder Affairs' Program & Services Handbook issued July 2014 (especially the sections contained in Attachments A, B and C of this document); Title VI and VII of the Civil Rights Acts; the Americans with Disabilities Act; and Section 504 of the vocational Rehabilitation Act of 1973.

Pursuant to the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990, all Contractors and Sub-Contractors performing work in connection with this contract shall provide equal opportunity for employment and shall agree not to discriminate against an employee or applicant for employment because of race, religion, color, age, sex, national origin, place of birth, veteran status disability, perceived disability or any other legally protected group. It is expressly understood that upon evidence of such discrimination, the Grantee shall have the right to immediately terminate said contract.

- O. EMPLOYEES:** All employees of the Contractor are solely the employees of the Contractor under its direction and not employees or agents of the Grantee. The Contractor shall be responsible for all its employees' salaries and benefits including worker's compensation premiums and benefits. The Contractor shall provide competent and physically able employees. The Grantee may require the Contractor to remove any employee it deems careless, incompetent, insubordinate, or otherwise objectionable and whose continued employment on the Grantee's properties, or at citizens' homes, is not in the best interest of the Grantee. Each employee shall have and wear proper attire and identification. All employees working in the preparation of food must ensure the application of hygienic techniques and practices in food handling, preparation, and service. Employees involved with delivery of home delivered meal must have DOEA Level 2 background screening on file and bidder must ensure that consumers served are at no risk of harm from their employees. Grantee may request proof of DOEA Level 2 background screening.

The Contractor should have a working knowledge of the Nutrition Program for the Elderly. The Contractor shall be available to the Grantee for menu planning, recipe modification, and other required technical assistance. The name and the after-hours telephone number of the person whose primary responsibility is the management of the food service contract must be provided to the Grantee.

Each nutrition site shall be visited at least semi-annually by a managerial representative of the food service company to determine the quality of service and acceptability of food by participants and to become acquainted with the program that they are serving. Lines of communication shall be open between the Contractor and the Grantee. The Contractor shall agree to employ older workers, if possible. The Contractor shall provide ongoing training in personal hygiene, sanitation and food handling to its kitchen staff and delivery personnel.

If requested, the Contractor shall provide training in portion control and food handling to the Grantee's employees at a time and place mutually agreed upon.

P. ADJUSTMENT TO CONTRACT PRICE(S): The purpose of this bid is to establish a Contract for the purchase of the Grantee's total needs for a period not to exceed twelve (12) months, from the date of notification of award given from the City of Miami Springs. Quantities stated are for bidders' guidance only and no guarantee is given or implied as to quantities that will be used during the contract period. Estimated quantities are based upon previous needs and estimated usage for the twelve (12) month prior period.

The prices established herein shall prevail (be maximum) for the term of this Contract with the benefit of any general reduction in commodity price during said period being passed on to the Grantee. The Grantee has the option to extend the contract for five additional twelve (12) month periods. Extension of the Contract is a Grantee prerogative, not a right of the Contractor. Such option will be exercised only when it is in the best interest of the Grantee to do so.

Extension of the contract may be based on a price adjustment. Ninety (90) days prior to the date of Contract termination, the Contractor shall submit requested price adjustments to the Grantee who shall consider said information along with other criteria in evaluating whether or not to exercise the Grantee's option to renew the contract for an additional year. Such requested price adjustment shall, in any event, not exceed the percentage increase shown by the "Consumer Price Index for Food, Etc," published by the U.S. Department of Labor, Bureau of Statistics, for the 9th month after commencement of the service as compared with the index on the effective date of contract.

Q. RECORDS RETENTION: The Contractor shall keep complete and accurate books, documents, papers and records (including electronic storage media) relating to the purchase of food and the storage, preparation, and transportation of the meals, including labor costs, raw food costs and records or receipts of storage and use of N.S.I.P. foods in accordance with generally accepted accounting procedures and practices consistently applied which sufficiently and properly reflect all revenues and expenditures of funds provided by the City of Miami Springs under the conditions of the Contract. Such records shall be kept for a period of at least six (6) years from the expiration or termination of the Contract. The books, documents and other records required to be maintained by the Contractor shall, upon their request and at a reasonable time and place, be made available for audit or examination purposes to authorized representatives of the Grantee, the Department of Elder Affairs, the State Examiner or Public Accountant, the US Department of Health and Human Services, the US Comptroller General and another other Federal personnel pursuant to 7CFR 226. In the case of audit exception, all books, records, accounting records and other documents relative to this agreement, will be retained until such exception has been cleared or resolved to the satisfaction of these agencies.

R. MONITORING REQUIREMENTS: The Contractor will provide operational, sanitation, dietary, and fiscal reports as specified by the Area Agency on Aging and the Grantee. These reports will be used for monitoring compliance with contractual stipulations.

The Contractor will permit persons duly authorized by the Grantee and the Alliance for Aging to inspect any records, papers, documents, food preparation areas, packaging and storage areas, food containers, automotive vehicles of the Provider, which are relevant to this contract, and/or interview any clients and employees of the Contractor to be assured of satisfactory performance of the terms and conditions of this subcontract. Following such inspection, the Grantee or Alliance for Aging will deliver to the City of Miami Springs a list of its comments with regard to the manner in which said goods or services are being provided.

The Contractor will rectify all noted deficiencies within the specified period of time set forth in the comments, or provide the Grantee with a reasonable and acceptable justification for not correcting the noted shortcomings. The Contractor's failure to correct or justify within a reasonable time as specified by the Grantee may result in the withholding of payments, being deemed in breach or default, or termination of this subcontract.

II. MINIMUM FOOD CONTRACT SPECIFICATIONS AND TERMS

A. SCOPE: It is the intent of the City of Miami Springs (hereafter referred to as the City) to secure a contract for the purchase of:

- approximately 100 hot Congregate Meals a day (with actual variances of 80--120 ordered daily), Monday through Friday, excluding holidays, to the **City of Miami Springs Senior Center located at 343 Payne Drive, Miami Springs**; and
- approximately 50 hot Home-Delivered Weekday Meals a day (with actual variances of 40--60 ordered daily), Monday through Friday, with delivery to the individual homes or apartments of homebound residents of Miami Springs and Virginia Gardens; and
- approximately 15 weekend Home-Delivered Weekend Meals (with actual variances of 10--30 ordered daily), delivered on Saturday and/or Sunday to the individual homes or apartments of homebound residents of Miami Springs, Florida.

The locations and numbers of all Home-Delivered Meals are subject to change and will be established daily.

B. DELIVERY SCHEDULE: The total number of serving days will be a **minimum of 253** for the contract year.

Congregate Meals will NOT be delivered on Saturdays, Sundays, or days upon which the following holidays fall:

New Year's Day	Martin Luther King Jr. Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Day after Thanksgiving	Veterans' Day
Christmas Day			

Delivery schedules between food packaging and delivery **should not exceed 4 hours.**

Congregate Meals must be delivered **between 10:30 a.m. and 11:15 a.m.** each weekday. Home-Delivered Meals are to be delivered between **11:30 a.m. and 1:30 p.m.** each day. Deliveries made outside of the stated time range are not acceptable. The Contractor must adhere to a strict time schedule for delivering the congregated meal hot lunches and home delivered meal hot lunches.

Deliveries made past the stated time range will result in the following:

- If congregated meals are received after 11:45 A.M., a thirty-three percent (33%) reduction on meal cost for the day will be made.
- If the meal is received after 12:00 noon, there will be reduction of fifty percent (50%).

- If the meal is delivered after 12:30 P.M., the project will not be liable for payment for meals delivered on that day.
- If for any reason Grantee must procure meals from outside source due to non delivery of meal, meal is spoiled or other wise inedible; the contractor will be responsible for all costs incurred.
- Grantee is **not required to pay for meal that does not meet proper specifications.**

Upon delivery of meals to each congregate location, an authorized representative of the Grantee shall sign a receipt in multiple copies evidencing receipt of such food, with two (2) copies to be retained by the Contractor and one (1) copy to be retained by the Grantee. The delivery of disposable supplies shall occur at mutually convenient times between the Grantee and the Contractor, and the type and number of surplus supplies to be stored at the Grantee's site will be mutually agreed upon.

C. FOOD CONTAINERS: Food shall be delivered to nutrition site in bulk or individual meal containers. It shall be packaged so that there will be a minimum of spills in the carrier. The Contractor will take any necessary measures including, but not limited to, reducing fill level, and covering plates with stretch plastic film and/or aluminum foil and metal lids to prevent spillage. Carriers will be provided by the Contractor in a size and/or quantity to contain all food delivered to the site. Home delivered meals shall be individually packaged, packed in secondary insulated food carriers, and transported immediately under conditions that will ensure temperature control during delivery and prevent contamination and spillage. Cold and hot food shall be packaged and packed separately.

All serving pans shall be of disposable aluminum and/or stainless steel. Any permanent ware will be retrieved by Contractor's personnel on the next delivery day and must be sanitized by the Contractor. Packaged materials must be supplied in containers that may be resealable after individual items are removed. Daily cleaning and sanitizing of utensils, pans, coolers, carriers, and all other equipment provided by the Contractor shall be the responsibility of the Contractor.

D. ESTIMATED QUANTITIES: It shall be understood and agreed that quantities designated herein are estimates only and may be increased or decreased in accordance with the actual normal requirements of the City, and that the City in accepting any bid or portion thereof, contracts only and agrees to purchase only the supplies, equipment, and services in such quantities as represent the actual requirements of the City on a day-to-day basis.

The Contractor shall be flexible regarding the number of meals to be provided at each site from day to day and in the delivery location for home delivered meals. **The Grantee will notify the Contractor by 3:00 P.M. of each serving day the number of meals required for the next serving day.** This will constitute a purchase order which will cover the maximum billings for that order. At the time the contract is awarded, the Grantee will give the Contractor the names of the people who are authorized to make the number of meals notification.

E. TRANSPORTATION AND DELIVERY: All deliveries will be made in trucks or vans that are capable of holding food at the required temperatures, and be clean and well-maintained.

The Contractor shall develop and submit with the bid an emergency procedure for delivering food in the case the vehicle breakdowns or the driver fails to report for work.

F. EQUIPMENT: No equipment will be furnished or maintained by the Grantee in the provision of meals; therefore, the **Contractor shall supply and maintain** all approved transportation, insulated

containers and other appropriate equipment, service-ware, cups, straws, napkins, accessories, and condiments appropriate for the storage, preparation, delivery, and the serving of hot and cold foods, abiding by all safety measures and sanitary practices in handling operations. The Contractor shall replace unsanitary and damaged equipment.

G. MENUS AND SUBSTITUTIONS: Menus shall be written in accordance with the DOEA standards specified in Attachment A (Section 4-119 through 4-126: Menu Review & Approval) and Attachment B (Section 4-127 through 4-137: Dietary Guideline Meal Pattern Requirement for One Meal Per Day) which provide specific instruction for nutrition program policies. Contractor is responsible to strict adherence to these guidelines.

- a. Each menu page must be labeled with a line for the Grantee's Qualified Dietician to sign on indicating his/her approval of the menu with nutritional analysis, along with a line for their License number as follows: Dietician Sign-Off with Nutritional Analysis: _____ and License # _____
- b. Menus must be designed/developed **using the computer assisted nutrient analysis method** which ensures target nutrients are served in accordance with current nutritional standards, while also allowing menu component flexibility.
 1. Menus must comply with a minimum of 33 1/3% of the current Dietary Reference Intake nutritional needs of a 70+ moderately active female.
 2. Bidders are required to comply with **4 week menu cycles**.

H. TIMEFRAME FOR MENU SUBMISSION AND APPROVAL: Following extensive collaboration with the Grantee on planning all menus, the Contractor's Qualified Dietician will complete a computer assisted nutrition analysis of each menu and provide it to the Grantee no less than eight (8) calendar weeks in advance of implementation. The Grantee's Qualified Dietician will assure that provided menus comply with the nutritional analysis of each menu and will sign an Attestation Statement so certifying. Approved menu cycles may be repeated for the time periods of: January to June; and July to December. Menus must also be negotiated, and computer assisted nutritional analysis provided, for shelf stable boxed/emergency lunches and holiday meals.

Following the Grantee's Qualified Dietician's analysis, menus will be **submitted to the Alliance for Aging six (6) weeks prior to implementation for approval**. Bidder should work in collaboration with Grantee's Qualified Dietician in developing the menus in order to ensure compliance and ability of the Contractor to adhere to menu and to discuss ability to meet ethnic and regional preferences, seasoning, and preparation preferences and variety preferences.

I. MENU ACCEPTABILITY: The Grantee reserves the right to evaluate menu acceptability by its clientele and to require menu revisions when necessary.

J. SUBSTITUTIONS: Substitutions to the menu must be kept at a minimum and should be recorded and justified to the Grantee. Any substitution of the menu must be in compliance with the Grantee's **pre-approved substitution list**, which has been included as Attachment D. Substitutions to the approved menu cycles may not be made without prior approval by the Grantee's Qualified Dietician, unless the food item is on the substitution list provided in Attachment D.

Substitutions must be a similar nutritional value and may not reduce the nutritional content of the meal.

Should the contractor expect that a substitution will be made in the future due to unavailability of an item, the request for substitution of a menu item must be made to the Grantee in writing **at least 2 weeks in advance** in order to ensure that their consulting dietician has the proper amount of time to advise and approve of a suitable substitution.

The Contractor must provide the Grantee a list of any and all substitutions made that include the **date of substitution, the original menu items, the substitution made, and the reason for substitution to the Grantee at the end of each month.** It is mandatory that Grantee be informed of the reason for substitution to keep on record. In the event that a substitution is made without prior approval, the Grantee will not be responsible for payment for the unapproved menu item. Likewise, any menu item omitted will not be paid for by the Grantee. The cost of said items shall be deducted from the bill at a rate to be determined at the time the contract is awarded. The Contractor shall provide immediate reimbursement for any out-of-pocket expenses incurred by the Grantee when replacing part of or all of a meal that is not delivered or is not wholesome.

- K. SPECIAL MENU PROVISIONS:** The Contractor agrees to supply on a monthly basis, at no additional cost to the Grantee, a 2½” square serving of birthday cake per person in place of the regular dessert item on an agreed date.

The Contractor shall provide a traditional Thanksgiving, Christmas, and Easter meal, at no additional cost to the Grantee, on a mutually agreed upon date. These meals will follow the holiday menus supplied by the Contractor and pre-approved by the Grantee’s Qualified Dietician and the Alliance for Aging, Inc.

The Contractor agrees to furnish the aforementioned food for special occasions as scheduled by the Grantee after a joint discussion of food service needs and with a seven (7) day advance notice.

- L. BOXED AND EMERGENCY LUNCHES:** As the Grantee will be closed during certain holidays as stated in Section II Item B, the Contractor shall be prepared to supply boxed lunches at the same contracted meal unit cost to the Grantee, if requested. The boxed lunch shall be delivered the day before the holiday for the same number of hot meals ordered that day. In addition, up to six (6) picnic meals may be requested by the Grantee annually. These meals must be requested by the Grantee at least one week prior to the serving date. Box lunches and picnic menu must also comply with all nutrition requirements and follow the menus initially provided by the Contractor and pre-approved by the Grantee’s Qualified Dietician.

In any contract year, the Grantee may request up to five menus for a take-home meal of non-perishable food for emergency use. The Grantee shall request the non-perishable meals at least one week prior to the planned serving date.

The Contractor agrees to have a contingency plan for supplying meals for at least 7 days in event of natural disasters, such as a hurricane, flood, fire, power failure, employee strikes, late supply shipments and similar circumstances which would prevent the Contractor from furnishing the meals in the usual fashion. Should the event or natural disaster be so severe that 7 days is not sufficient, the Grantee may request additional meals.

It is the responsibility of the Grantee and the Contractor to provide each other with home telephone numbers and/or cell phone numbers for emergency use only.

III. FOOD SAFETY AND SANITATION

- A. FOOD PREPARATION AND SAFETY STANDARDS COMPLIANCE:** It is mandated that the Contractor strictly adheres to food preparation and safety standards as stated in Attachment C (Section 4-138 through 4-147). **All applicable health and sanitation requirements shall be adhered to at the food preparation site.** Local, State, and Federal program authorities must have

the right to inspect the premises and request formal inspection by health officials if deemed necessary.

- B. FOOD SAFETY MANAGEMENT:** The Contractor will provide documentation with this Request for Proposal of their HACCP (Hazard Analysis Critical Control Point) **food safety management program** that addresses food safety issues such as: time/temperature, cross contamination, personal hygiene, proper storage procedures, holding and cooking of food items. **This program must meet or exceed the minimum requirements of federal, state, municipal or other agencies authorized to inspect or accredit the food service operation.** The Contractor must maintain this program in formal form at each central kitchen and this document is to be available for review upon request and at each annual inspection conducted by program staff or their representative.
- C. STATE INSPECTIONS:** The Contractor must provide documentation with this Request for Proposal of the **food preparation inspections conducted by state regulatory authorities within the previous six months.** Following the award of contract, the Grantee shall receive copies of inspection reports of the Contractor's facilities completed by health, sanitation, and safety officials within seventy-two (72) hours after receipt of the above by the contractor.
- D. DELIVERY STANDARDS:** The Contractor shall be responsible for the operation, insurance and maintenance of vehicles used in the delivery of food, supplies, etc. The Contractor will transport all food items in their own enclosed vehicles appropriate for delivery. All food transport equipment will be purchased, kept clean and be well-maintained by the Contractor. **Food shall be packaged in equipment capable of maintaining hot food at 135° F or higher and cold food at 41° F or lower** until the final site destination. The Contractor's personnel shall place cold food in the refrigeration units upon delivery to the Grantee's meal site. All milk is to be iced down. The ice must be in a solid state at time of delivery. Temperatures of food at delivery will be confirmed with Contractor's personnel at arrival.

In addition, the Contractor must deliver one home delivered test meal per month to the Grantee's administrative office following the last delivery of the driver's route in order for the Grantee to check temperature as part of quality compliance measure. If a problem with home delivered food temperatures is detected, more frequent monitoring will be conducted to ensure the problem is resolved. Documentation of the monitoring results will be maintained by the Grantee.

- E. OTHER INSPECTIONS:** The food preparation facility will be inspected **annually by the Grantee.** Failure to comply with applicable health requirements shall result in termination of the contract. The Grantee's Qualified Dietician and Alliance for Aging staff shall be able to inspect food preparation, packaging, and storage areas **at any time.**
- F. DISPOSABLE SUPPLIES:** Each Contractor shall provide specifications of the disposable items they propose to use and shall provide samples of their proposed packaging with the bid submittal. The Contractor shall be responsible for providing the following single service supplies to both congregate and home delivered sites with the following minimum specifications:
- 6 ounce Styrofoam cups for coffee, tea, juice, or water for congregate meals;
 - 8 ounce Styrofoam soup bowls for soups, stews, chili, etc.;
 - 5 compartment, sturdy Styrofoam tray for congregate meals (in which at least three (3) compartments will hold half a cup of liquid each without spillage into other compartments);
 - 3 or 4 compartment, aluminum tray with fitted lid for home delivered meals;
 - Plastic coffee stirrers;
 - 7"—8" individually wrapped straws;

- Plastic-ware and napkins sealed in cellophane packets to include: non-brittle, heavy duty plastic fork, spoon, serrated knife, 3-ply napkin, and a packet of iodized salt (1/3 ounce portion) and a packet of pepper (1/16 ounce portion);
- Individual packets of condiments to include ketchup, mustard, mayonnaise, tartar sauce, and relish will be provided when necessary to complete the meal. Salad dressing will be delivered in gallon jars/bottles on an as needed basis. Vinegar shall be provided when greens are on the menu.

The delivery of disposable supplies shall occur at a time mutually convenient to the Grantee and the Contractor. The number of surplus supplies to be stored at the Congregate Meal site shall be agreed upon by the Grantee and the Contractor.

Coffee, tea bags, individual packets of sugar, sugar substitute, milk and/or non-dairy creamer will be supplied by the Contractor on an as needed basis.

- G. FOOD STANDARDS:** The Contractor shall purchase all foods used in the preparation of meals pursuant to this contract. All food purchased shall be of good quality and shall be obtained from sources which conform to federal, state, and local regulatory standards for quality, sanitation and safety. Only commercially processed, frozen, or canned foods or food approved by the USDA and the FDA may be used. No food prepared, frozen or canned in the home may be used in meals. When delivered to the nutrition site and client's home, the food shall be wholesome and of good quality.

The portion of the meal for which NSIP funding is received must be food grown in the US. The Contractor must provide Grantee with a letter stating the percentage of US grown food that is utilized in the preparation of the menus.

No salt, "Accent", or other sodium condiment may be used in the preparation of food. No individual meal shall exceed 100 mg of sodium. No added sugar may be used. The use of saturated fats must be restricted in the menu planning and meal preparation.

Attachment A

Department of Elder Affairs
Program and Services Handbook
Issued: July 2014

Chapter 4: Older Americans Act

Service Requirements: Section 5
– Nutrition Program Policies

**Menu Review and Approval
-pages 4-119 through 4-126**

MENU REVIEW AND APPROVAL:

- A. Menu Planning:** The menus shall be planned and provided to the qualified dietitian for review no less than **six calendar weeks** in advance of implementation.
- B. Menu Approval:** All menus must be approved at least **four calendar weeks** prior to implementation. All menus must be approved in writing by a qualified dietitian. The approving qualified dietitian's signature and date must be documented on each page of the approved and posted menu. The approving signature verifies that all menus comply with DOEA menu standards and applicable supporting nutrient analysis documentation is maintained. The AAA qualified dietitian or the nutrition program Qualified Dietitian may approve the menus. A Florida licensed dietitian or licensed registered dietitian employed by the food vendor may not approve the menus, because this is a conflict of interest.
- C. Menu Cycle:** Nutrition Programs may choose to offer two types of menu cycles:
- 1. Preselect Menu:** daily menu offers only one entrée; or
 - 2. Selective Daily Menu:** offers two to three entrée choices.

The preselect menu cycle shall be no less than 4 weeks in rotation of different food combinations to assure variety of colors, flavors and textures. Preselect cycle menus shall run for a maximum of six months before changing, and food items should not be repeated on consecutive days or consecutive days of the week.

Meal sites offering a selective menu (i.e., buffet style meal service or kiosk) may decrease the menu rotation and the same menu item may be repeated on consecutive days or consecutive days of the week. However the program must monitor acceptance and ensure menu fatigue is avoided. Selective menus shall run for a maximum of six months before changing.

- D. Menu Revisions:** The AAA or nutrition program qualified dietitian may require menu revisions based upon a review or the results of client satisfaction surveys. Requested menu revisions will be given to the service provider at least two weeks prior to scheduled menu implementation.

- E. Menu Corrections:** Copies of corrected menus must be resubmitted to the AAA or nutrition program qualified dietitian within one week of receipt of comments or as otherwise directed.
- F. Menu Posting:** Approved preselect menus shall be dated and posted in a conspicuous location at each congregate nutrition site for participants' review. Posted menus should be in a font size 14 or larger for easy review. Nutrition programs that prepare their meals must also post a copy of their menus in the food preparation area.
- Select Menu (i.e., buffet style or kiosk) approved menu shall be dated and posted on/near the buffet style serving line and should be printed in font size 14 or larger for easy review.
- G. Menu Retention:** Dated and approved menu with supporting menu related documents must be kept on file, as served for a period of two years for audit purposes.
- H. Menu Adherence:** Approved menus shall be followed as written.
- I. Menu Substitutions:** A comprehensive menu substitution policy and procedure must be developed and approved by the nutrition program's qualified dietitian. The menu substitution policy and procedure must be available for site manager's use. Menu substitutions shall be minimal, but are allowed under the following conditions:
1. Menu substitutions must be from the same food group and provide equivalent nutritional value. For example, a fruit high in Vitamin C must be substituted with another fruit high in Vitamin C.
 2. Prior to use the nutrition program's qualified dietitian must approve the menu substitution policy and procedures and the menu substitution list. It is encouraged that the menu substitution list be inclusive and thorough.
 3. Documentation of all menu substitutions must be kept on file for at least two years for monitoring purposes. The documentation must include the date of substitution, the original menu item, the substitution made, the reason for the substitution and the signature of the employee authorizing the substitution. Finally, the volume and frequency of substitutions must be justified by the reasons provided. For example, a seasonal fruit may be substituted for a canned fruit.

J. Menu Development:

1. Menus should be developed with consideration for the:
 - a. Special needs of the elderly;
 - b. Religious, ethnic, cultural and regional dietary practices or preferences of clients, if reasonable and feasible;
 - c. Variety of food and preparation methods including color, combinations, texture, size, shape, taste and appearance;
 - d. Seasonal availability of foods;
 - e. Availability of equipment for food preparation or meal delivery service; and
 - f. Budget.

2. **Menu Development Methods:** Menus may be developed using two different methods, computer assisted nutrient analysis or component meal pattern.
 - a. The computer assisted nutrient analysis method ensures target nutrients are served in accordance with current nutritional standards, while also allowing menu component flexibility. This method is encouraged for programs that serve a unique ethnic or cultural group. The computer- assisted nutrient analysis method is preferred by DOEA, because it permits menu development that more closely represents typical elderly eating patterns and can accommodate non-traditional menus.

 - b. The component meal pattern menu development method is not preferred by DOEA and is encouraged only for a nutrition provider with limited computer skills and/or to serve meal site recipients that customarily consume a “traditional” meal.

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3. **Nutrient Requirements:** All meals regardless of development method will provide each participating older individual with a minimum of 33 1/3 percent of the current Dietary Reference Intake (<http://fnic.nal.usda.gov/dietary-guidance/dietary-reference-intakes>) and comply with the current Dietary Guidelines for Americans. The values required meet the nutritional needs of a moderately active 70+ female, reflecting the predominant state wide demographic. The AAA may authorize a Nutrition Program to alter the nutrient requirements of their menus if the **majority** of the senior population served by the Nutrition Program differs from the statewide demographic. DOEA must be provided advance notification, in writing of the demographic differences of the site(s) and the exact menu changes.

4. **Computer Assisted Nutrient Analysis Menu Development:** This method of menu development must comply with the following:
 - a. DOEA menu development standards ensuring compliance with the most recent edition of the Dietary Guidelines for Americans, published by the Secretary of Health and Human Services and the Secretary of Agriculture (<http://www.health.gov/dietaryguidelines/>);
 - b. Providing a minimum of 33 1/3 percent of the Dietary Reference Intake/Adequate Intake (DRI/AI) for moderately active 70+ females as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences, if one meal is provided per day;
 - c. Providing a minimum of 66 2/3 percent of the DRI/AI, for a moderately active 70+ female, if two meals are provided per day;
 - d. Providing 100 percent of the DRI/AI, for a moderately active 70+ female, if three meals are provided per day;
 - e. Any special dietary needs of program clients to the maximum extent practicable; and
 - f. Applicable provisions of state or local laws regarding the safe and sanitary handling of food, equipment, and supplies used in the storage, preparation, service and delivery of meals to an older individual. Ref. Chapter 64-E-11-Food Hygiene, F.A.C. (<http://fac.dos.state.fl.us>)

Computer-Assisted Menu Development Requirements:

Targeted Nutrients: Table One represents the most current Dietary Reference Intakes and daily compliance range for target nutrients. The following nutrients are required to be analyzed for each component of each menu item: calories, protein, fat, fiber, calcium, zinc, sodium, potassium, vitamin B6, vitamin B12, vitamin C, and vitamin A (vegetable-derived/carotenoid sources). Calories, protein, fat, fiber, calcium, vitamin B6 and vitamin C must be provided in adequate amounts daily. Vitamin A, vitamin B12, zinc, magnesium, sodium and potassium may be averaged over one week. Sodium may be averaged over one week; however no one-meal amount may exceed 1000 milligrams. It is recommended that fortified foods should be used to meet vitamin B12 needs. Holidays and birthday celebration meals (two or fewer meal types per calendar month) may be excluded from the nutrient analysis.

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	1 meal/day 33 1/3 % DRI/AI	2 meals/day 67% DRI/AI	3 meals/day 100% DRI/AI
Macronutrients			
Kilocalories	600	1200	1800
Protein grams ~20% of total Kcal >14 grams from entrée per meal	30	60	90
Carbohydrate grams ~50% of total Kcal	75	150	225
Fat grams 20-35% of total Kcal	20	40	60
Saturated fat (1) total<1 total Kcal	Limit intake		
Cholesterol (1) <300mg/day	Limit intake		
Dietary Fiber grams	7	14	21
Vitamins			
A ** (ug)(5)	233	467	700
C (mg) (3)	25	50	75
D (mcg) (3)	*6.7	*13.3	*20
E (mg)	5	10	15
Thiamine (mg) (3)	0.37	0.73	1.1
Riboflavin (mg) (3)	0.37	0.73	1.1
B6 (mg) (3)	0.5	1.0	1.5
Folate (ug)	133	267	400
B12 (mcg)	0.8	1.6	2.4
Minerals			
Calcium (mg) (3)	400	800	1200
Copper (ug)	300	600	900
Iron (mg)	2.7	45.3	8
Magnesium (mg) (4)	106.7	213.3	320
Zinc (mg) (3)	2.7	5.3	8
Electrolytes			
Potassium (mg)(4)	1566.7022	133.3	4700
Sodium	<767	<1533	<2300

RDA's are in bold type and AI's are in ordinary type followed by an asterisk().

- (1) Value for 70 +, moderately active female, USDA interpretation of the Dietary Guidelines for Americans 2010.
- (2) Fats are found in animal and plant foods. Dietary Guidelines for Americans 2010, U.S. Department of Agriculture. U.S. Department of Health and Human Services.
www.dietaryguidelines.gov
- (3) Used highest DRI value for ages > 70 year old female by Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences, includes the 2010 updated recommendations for calcium and vitamin D.

Component Meal Pattern Requirements for Menu Development: This method of menu development must comply with the following:

- A.** DOEA menu development standards ensuring the most recent edition of the Dietary Guidelines for Americans, published by the Secretary of Health and Human Services and the Secretary of Agriculture (<http://fnic.nal.usda.gov/dietary-guidance/dietary-reference-intakes/dri-tables>)
- B.** Provide the minimum meal servings of the 1800-calorie component meal pattern to reflect the current Dietary Guidelines for Americans and USDA Food Intake Pattern calorie levels for a moderately active 70+-year-old female;
- C.** Provide a minimum of two times the minimum meal servings of the 1800-calorie component meal pattern, if two meals are provided per day;
- D.** Provide a minimum of three times the minimum meal servings of the 1800-calorie component meal pattern, if three meals are provided per day;
- E.** Any special dietary needs of program clients to the maximum extent practicable; and
- F.** Applicable provisions of state or local laws regarding the safe and sanitary handling of food, equipment and supplies used in the storage, preparation, service and delivery of meals to an older individual. Ref. Chapter 64-E-11-Food Hygiene, F.A.C. (<http://fac.dos.state.fl.us>).

The 1800-calorie component meal pattern has been developed to reflect the current Dietary Guidelines for Americans and USDA Food Intake Pattern calorie levels for a moderately active 70+-year-old female (requirements for those programs that are not using computerized nutrient analysis). Holidays and birthday celebration meals (two or fewer meal types per calendar month) may be excluded from the component meal pattern requirement. The component meal pattern may be deficient in vitamin E, vitamin B12 and Zinc, requiring additional nutrition education for participants on the selection of foods that are good sources of these nutrients.

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Items that provide the following target nutrients should be identified on the menu

Vitamin C – must provide at least 25 mg per meal.

Vitamin A – must provide at least 233 ug at least three times per week,

Menu Focus: Whole grains and high fiber foods should be included as much as possible. It is recommended that fortified foods should be used to meet vitamin B12 needs. The use of nutrient dense foods, as well as fortified and enriched products, should be a priority.

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Attachment B

Department of Elder Affairs
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Issued: July 2014

Chapter 4: Older Americans Act

Service Requirements: Section 5
– Nutrition Program Policies

**Dietary Guideline Meal Pattern
Requirement for One Meal per Day
-pages 4-127 through 4-137**

DIETARY GUIDELINE MEAL PATTERN REQUIREMENT FOR ONE MEAL PER DAY

Food Group	Servings/Meal	Daily Dietary Guideline Recommendations
Bread/Grains	1.7 servings: (1 cup (cooked) pasta or rice, 2 cups cereal, 2 slices bread (1 ounce each))	5-ounce equivalent servings daily. Include whole grain high fiber foods
Vegetable	1.5 servings: 3/4 cup cooked or 1-1/2 cups raw equivalent measure (may serve an additional fruit instead of a vegetable)	2 cups (4 servings daily). Include dark green leafy and orange vegetables / juice or cooked dry beans/peas
Fruit	1 serving: 1/2 cup (4 ounces) or equivalent measure	1.5 cups (4 servings daily) Include deeply colored fruits such as oranges
Milk or Alternate	1 serving: 1 cup (8 ounces) or equivalent measure	3, 1-cup equivalent servings daily. Select low-fat products
Meat or Alternate	1.7 serving: 2 ounce edible portion or equivalent measure	5 ounce-equivalent servings daily
Fat	1 serving: 1 teaspoon or equivalent measure is optional	Select foods lower in fat, saturated fat and cholesterol. Limit total fat to 30%, saturated 10%
Dessert	Optional	Select foods high in whole grains, low in fat and sugar
Optional Beverages: Water, coffee, tea, decaffeinated beverages, fruit juices.	8 ounces, minimum, according to seasonal preferences	

The Dietary Guideline Meal Pattern is based on the DRI for energy. It provides approximately 600 calories per meal. The number of servings for each food group is based on the USDA's ChooseMyPlate.gov for food groups and. These profiles represent the quantities of nutrients and other components that one can expect to obtain on average from one serving of food in each group. Serving sizes are based on the MyPlate (<http://www.choosemyplate.gov>). Although this meal pattern is based on food servings recommended in the Dietary Guidelines and the Choose My Plate, it does not ensure that meals meet 1/3 of the DRI/AI and Dietary Guidelines.

Food Group Components and Serving Sizes: Serving size shall meet or exceed the guidelines listed in this section. Some foods are classified in more than one food group. However, a serving of a food can only be counted in one food group within the same meal. For example, dried beans may be counted as either a meat alternate serving or as a vegetable serving but not both in the same meal. Likewise, cottage cheese may be counted as either meat alternate serving or milk alternate serving but not both.

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- A. Bread or Bread Alternate:** A serving of bread is generally 1 slice (1 ounce); ½ cup pasta or grain product; or 1 ounce of ready-to-eat cereal. A variety of enriched and/or whole grain bread products, particularly those high in fiber are recommended. Serving sizes are:

Bread /Alternate	Bread/Alternate
1 slice bread (1 ounce)	½ bagel
1 small (2 ounce) muffin	1 small sandwich bun
2" cube cornbread	½ cup cooked cereal
1 biscuit, 2.5" diameter	4-6 crackers (1 ounce)
1 waffle 7" diameter	½ large hotdog/hamburger bun (1 ounce)
1 slice French toast	¾ cup ready to eat cereal
½ English muffin	2 graham cracker squares
1 tortilla 6" diameter	½ cup bread dressing/stuffing
2 pancakes, 4" diameter	½ cup pasta, noodles, rice

1. Increase servings of whole grain, wheat, bran, rye bread and cereal products, to provide adequate complex carbohydrates and fiber and to lower fat and cholesterol.
2. Limit high-fat bread and bread-alternate selections such as biscuits, quick bread, muffins, cornbread, dressings, croissants, fried hard tortillas and other high fat crackers.
3. Bread alternates do not include starchy vegetables such as potatoes, sweet potatoes, corn, yams or plantains. These foods are included in the vegetable food group.

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B. Vegetables: A serving of vegetable, including dried beans, peas, lentils, lima beans, potato, plantains, sweet potato, and corn, is generally the following:

	Ingredients
1 cup	Raw leafy vegetable; or
½ cup	Cooked, drained or raw vegetable
¾ cup	100% vegetable juices (a ½ cup juice pack may be counted as a serving if a ¾ cup pre-packed serving is not available).

1. Fresh or frozen vegetables are preferred.
2. Vegetables as a primary ingredient in soups, stews, casseroles or other combinations dishes should total ½ cup per serving.

C. Fruits: A serving of fruit is generally the following:

Quantity	Fruit
1 (4 ounce)	Apple, banana, kiwi, orange, peach, pear
2 (8 ounce)	Plums, tangerines
¾ cup	Blueberries, blackberries
1 cup	Cantaloupe cubes
¾ cup	Grapefruit sections
¾ cup	Fresh pineapple
1 ¼ c	Whole Strawberries or cubed watermelon
½ cup	Chopped, cooked, frozen or canned, drained fruit
¾ cup	100% fruit juice (for pre-packed 100% fruit juices, a ½ cup juice pack may be counted as a serving if a ¾ cup pre-packed serving is not available).
2 Tablespoons	Raisins
3	Dried prunes or dates

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1. Frozen or canned fruit must be packed in juice or water.
2. Title III funds may only pay for full strength fruit juices. The only exception to this requirement is cranberry juice.

D. Milk or Milk Alternates:

1. One cup low-fat, fat-free, buttermilk, low-fat chocolate milk, or lactose-free milk fortified with Vitamins A and D should be used. Milk should be served from its original container, usually 8 ounces in size. Any deviations from this policy should be submitted in writing to the AAA's qualified dietitian for approval.
2. Low-fat or fat-free milk is recommended for the general population.
3. Powdered dry milk or evaporated milk may be served at congregate meal sites, but not for the main meal except for cultural or religious reasons. Each powdered milk or evaporated milk serving size must be equivalent to one cup of milk. Powdered milk may be used with frozen home-delivered meals and emergency meals.
4. Milk alternates may be provided in place of milk and include (for the equivalent of one cup of milk).

Milk Alternate
1 cup yogurt
1 ½ ounce hard cheese (Cheddar, Monterey, Provolone, Colby, American Mozzarella, Swiss, Parmesan) or 2 ounces processed cheese (American)
8 ounces tofu (processed with calcium salt)
1 ½ cup ice milk/ice-cream
1 ½ cup cottage cheese 1% fat
1 ½ cup custard

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E. Meat or Meat Alternate: Two to three ounces edible portion of meat, poultry, fish or meat alternate (or a combination of) should be provided for the lunch or supper meal. Meat serving weight is the edible portion, not including skin, bone or coating. A one-ounce equivalent of a meat alternate includes:

Meat Alternate (1 oz. Equivalent)	Meat Alternate (1 oz. Equivalent)
1 egg	1/4 cup tuna fish, drained
1/2 cup cooked dried bean, peas, or lentils	1/2 cup tofu
2 tablespoons peanut butter or 1/3 cup nuts	1 ounce cheese (nutritionally equivalent measure of pasteurized process cheese food, cheese spread, or other cheese product)
1/4 cup cottage cheese	

1. A one ounce serving or equivalent portion of meat, poultry or fish, may be served in combination with other high protein foods.
2. Except to meet cultural and religious preferences and for emergency meals, avoid serving dried beans, peas or lentils, peanut butter or peanuts, and tofu for consecutive meals or on consecutive days.
3. Cooked dried beans, peas or legumes intended as the meat alternative for any meal may not also count toward the fruit/vegetable requirement for the same meal.
4. Nuts and seeds may be used to meet no more than one-half of the meat alternative meal requirements, and must be appropriately combined with other meats/meat alternates to fulfill the requirement.
5. Cured meat products, such as ham, smoked or polish sausage, corned beef, dried beef, luncheon meats, and hot dogs are very high in sodium and the use of these type products must be limited to no more than once a week. Bacon is not considered a meat alternate, since it provides primarily fat and sodium, and few other nutrients.
6. Vegetable protein products or textured vegetable protein (VPP or TVP) are low cost alternatives and are effective in increasing the protein intake of program clients. The recommended ratio of protein product to meat is 20:80.

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7. Imitation cheese (which the Food and Drug Administration defines as one not meeting nutritional equivalency requirements for the natural, non-imitation product) cannot be served as meat alternates.

Portion Control Guide—Meats and Meat Alternate (M/MA)	
Food Item	Required Portion Size = 3 ounces
Cottage cheese—2 ounces by weight = ¼ cup	6 ounces by weight = ¾ cup
Chicken	1 drumstick and 1 thigh or ½ breast = 3 ounces
Chili, soups	Must serve at least 1 ½ cup containing 3 ounces of meat or meat alternate to provide one meal
Cooked dried beans and peas	1 ½ cup
One egg = 1 ounce	3 eggs
Lasagna, Macaroni and Cheese, Beef or other Meat Stew, Meat Casseroles	1 ½ cup
Meat Loaf 1 slice 2" x 4" x 2" = 4 ounces	4 ounces (yield from a 20" x 12" x 2" pan = 33 servings)
Pizza 3 ¼ " x 7" = 3 ounces M/MA	10 servings per 18" x 26" pan or 5 + servings from 12" x 20" pan
Roast Meats	3 ounces
Sandwiches, sliced meats/cheese	3 ounces
Salad type fillings	3 ounces = ¾ cup filling
Spaghetti sauces with ground beef	1 cup
Tofu	4 ounces

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F. Prepared Fish Products:

Fish Product	Serving or Portion Size
Fish sticks, Frozen Fried Breaded, 60 percent fish	Six 1 ounce sticks = 3 ounces cooked fish
Fish sticks, Frozen Raw Breaded, 72 percent fish	Six 1 ounce sticks = 3 ounces cooked fish
Fish portions, Frozen, Fried Battered. There is no standard portion for this product. Specify 45 percent fish and require a certificate of inspection from the processor	9 ounce portion = 3 ounces cooked fish
Fish portions, Frozen, Fried Breaded	6 ounce portion = 3 ounces cooked fish
Fish portions, Frozen, Raw Breaded 75 percent fish	6 ounce portion = 3 ounces cooked fish
Fish portions, Frozen, Unbreaded	4 ounce portion = 3 ounces cooked fish

G. Additional Menu Development Considerations:

1. **Canned Soups:** Most canned soups do not contain enough meat to make a substantial contribution to the meat requirement. For example: Bean soup or Pea Soup: A 1-cup serving of soup contains ½ cup beans or peas. This is equivalent to one ounce of Meat/Meat Alternative. It would take 3 cups to provide the required 3 ounces of Meat/Meat Alternative.

2. **Hot Dogs/Frankfurters:** Red meat (beef, pork, etc) and poultry (turkey, chicken) hot dogs that do not contain meat by products, cereals, binders or extenders:
 - a. 1 ounce of product provides 1 ounce of cooked lean meat. Look for products labeled “All Meat”, “All Beef”, “All Pork”, etc. If a single hotdog equals 2 ounces, it will take one and a half hot dogs to equal a 3-ounce portion.

 - b. Hot dogs containing meat by-products, cereals, binders or extenders are not acceptable on an ounce-for-ounce basis. Product labeling will indicate the presence of any such ingredients.

- c. If using hotdogs containing extenders or binders, only the cooked or lean meat portion of the product can be used toward the Meat/Meat Alternatives requirement. Obtain product information from the manufacturer if necessary.

H. Accompaniments, Condiments and Product Substitutes:

1. Include traditional meal accompaniments as appropriate, e.g., condiments, spreads, and garnishes. Examples include: mustard and/or mayonnaise with a meat sandwich, tartar sauce with fish, salad dressing with tossed salad, and margarine with bread or rolls. Whenever feasible, provide reduced fat alternatives.
2. Salt substitutes shall **not** be provided. Sugar substitutes, pepper, herbal seasonings, lemon, vinegar, non-dairy coffee creamer, salt and sugar may be provided, but shall not be counted as fulfilling any part of the nutritive requirements.
3. Sugar, condiments, seasonings or dressings intended for self-service use shall be provided only in individual packages or from dispensers that protect their contents.
4. Sodium: The commitment to reduce sodium in the meals stems from the fact that nutrition-related chronic diseases remain the primary cause of death among people aged 65 and older. Florida has a diverse population and the Nutrition Programs in the State provide culturally appropriate meals to many ethnicities. Programs that choose to provide culturally appropriate meals, but are concerned with the sodium content of the meals, may consider:
 - a. Providing nutrition education on sodium.
 - b. Continuing to work with the sodium content of meals, making small steps to reduce the levels of sodium over time.
 - i. Consistently placing foods that are a good source of potassium on the menus to provide maximum benefits to the seniors. Potassium rich diet blunts the effect of salt on blood pressure.
 - ii. Using low sodium version of high sodium foods when available and feasible within budget allowances.

I. Fat:

1. Minimize use of fat in food preparation. Fats should be primarily monounsaturated and polyunsaturated vegetable oils, such as olive, peanut, corn, safflower, canola, cottonseed, and soybean oils. Eliminate use of palm oil and coconut oil in food preparation.
2. The use of butter or fortified margarine as a spread for the bread is optional because of the emphasis on reducing fat content of the meals.

J. Desserts:

1. Dessert may be provided as an option to satisfy the caloric requirements or for additional nutrients.
2. Preferred desserts include fresh, frozen or canned fruit packed in their own juice, and low-fat products made with whole grains and/or low-fat milk.
3. Pudding made with low-fat milk, low-fat ice cream, ice milk, or frozen yogurt may be served where feasible due to the increased calcium needed by the elderly.
4. High-fat baked goods such as brownies, cakes, cobblers, cookies, pies, should be limited to once a week.

K. Beverages: Fluid intake should be encouraged. Dehydration is a common problem in older adults. It is a good practice to have drinking water available. Nonnutritive beverages such as coffee and tea do not contribute with nutrient requirements but can help with hydration. It is recommended meal site managers stop serving nonnutritive beverages (such as coffee or tea) 30 minutes prior and during the meal time in an effort to encourage participants to increase intake of the nutritive beverages (i.e. milk, fruit juice) that are listed on the posted menu.

L. Functional Foods: Functional foods are foods in which the concentrations of one or more ingredients have been manipulated or modified to enhance their contribution to a healthy diet. Examples include everything from fruits, vegetables, grains and legumes, to fortified or enhanced foods. Nutrition programs are encouraged to use functional foods in menus whenever possible. Additional information regarding functional foods can be found at <http://www.eatright.org>.

- M. Dietary Supplements:** Dietary supplements encompass a wide range of products, including but not limited to vitamins, minerals, amino acids, herbs, products that require preparation such as powdered mixes or concentrated liquids and other botanicals. Although some older adults may need dietary supplements for health enhancement and / or to assist in meeting daily nutrient needs, they cannot be included in nutrition program meals.
- N. Modified Diets:** Modified or therapeutic medical diets may be provided as required by the client's special needs and medical condition.
1. **Documentation:** A written or documented oral order must be on file for each individual receiving a modified diet, and the order should be reviewed annually with the client's physician.
 2. **Therapeutic Diet:** A therapeutic diet is an individualized diet prescription written by a physician that defines the client's daily intake for specific nutrients, i.e., an insulin-controlled diabetic diet would specify grams of carbohydrates, protein, fat and calories. For each client requiring a therapeutic diet, it is the responsibility of the qualified dietitian to develop an individual diet plan that provides the exact prescription of the physician, and is adapted to the individual's food preferences as much as possible. Therapeutic diets require in-depth planning, counseling and on-going supervision by a qualified dietitian.
 3. **Modified/Therapeutic Menu:** Modified or therapeutic menus must be planned and prepared under the supervision of a Qualified Dietitian.
 4. **Malpractice Insurance:** It is recommended that any dietitian providing therapeutic diet instruction be covered by malpractice insurance.
 5. **Manual of Medical Nutritional Therapy:** A current Florida Manual of Medical Nutritional Therapy must be used as the basis for therapeutic or modified menu planning.
 6. **Feasibility/Appropriateness of Modified/Therapeutic Diet:** In determining feasibility and appropriateness, the provider must determine whether:
 - a. There are sufficient numbers of persons needing special menus to make their provision practical.
 - b. The food and skills necessary to prepare the special menus are available in the AAA.

7. **Texture Modified Meals:** Modifying food texture and consistency may help older adults with chewing and swallowing problems. Chopping, grinding, pureeing or blending foods are common ways to modify food textures. Texture modified food has the same nutritive value of solid foods and can be just as tasty and appealing. Serving sizes should account for any dilution to the food item during the preparation process. Thickened liquids are often required for individuals with dysphagia. The provision of such foods should be planned and prepared under the advice of a licensed dietitian or licensed registered dietitian (i.e. qualified dietitian).
 8. **Adaptive Equipment:** When feasible and appropriate, reasonable attempts will be made to provide appropriate food containers and utensils for clients with disabilities.
- O. **Emergency Meals:** Nutrition programs are required to develop and have available written plans for continuing services for congregate and home delivered meals during weather-related or other emergencies. Programs may offer shelf-stable meals to clients for later use. The guidelines for shelf stable meals are:
1. Nutrient content of the meal must meet all requirements of the program and be approved by the AAA or nutrition program qualified dietitian.
 2. Only top-grade, non-perishable foods in intact packages shall be included.
 3. Cans are to be easy open, with pull tabs whenever possible.
 4. All individual foods packages are to be labeled with expiration dates. All foods must be shelf stable. (Note: Meals with a multiple year shelf life, if stored properly, can be retained from one year to another and may help contain costs.)
 5. Fruit and vegetable juices are to be 100 percent pure juices.
 6. Dried fruit must be packed in an airtight container.
 7. When applicable, easy-to read preparation instructions should be included.

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Attachment C

Department of Elder Affairs
Program and Services Handbook
Issued: July 2014

Chapter 4: Older Americans Act

Service Requirements: Section 5
– Nutrition Program Policies

**Food Purchasing/ Preparation Standards
-pages 4-138 through 4-147**

FOOD PURCHASING/PREPARATION STANDARDS:

Food Purchasing and Preparation Standards:

- A. Food Purchasing:** All food purchasing shall be transacted in accordance with DOEA policies and procedures, F.A.C. 64E-11 (Food Hygiene code), state and federal regulations and food service contract provisions.
- B. Quality, Sanitation and Safety:** Nutrition programs shall purchase food from sources that comply with all federal, state and local laws relating to food quality, labeling, sanitation and safety. Food shall be safe for human consumption, sound and free of spoilage, filth or contamination. Food from unlabeled, rusty, leaking, broken containers or cans with side seam dents, rim dents or swells shall not be used.
1. Food in hermetically sealed containers shall be processed in an establishment operating under appropriate regulatory authority.
 2. All milk products used and served must be pasteurized. Fluid milk shall meet Grade A quality standards, as established by law.
 3. All meats, poultry and shellfish shall be obtained from a source that is licensed under a state or federal regulatory program.
 4. Only clean eggs with shells intact and without cracks or checks, pasteurized liquid, frozen, or dry eggs or pasteurized dry egg products shall be used with the exception of commercially prepared and packaged peeled hard-boiled eggs. Pasteurized liquid, frozen, or dry eggs or egg products shall be substituted for shell eggs in the preparation of recipes calling for uncooked eggs, such as Caesar salad, hollandaise or béarnaise sauce, noncommercial mayonnaise, eggnog, ice cream, and egg fortified beverages.
- C. Commercial Processors of Food:** All foods the provider purchases and uses in a nutrition program for the elderly must meet standards of quality for sanitation and safety applying to commercially processed foods.

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Service Requirements: Section 5—Nutrition Program Policies

Food Purchasing/Preparation Standards

- D. Use of Donated Food:** Nutrition programs may use contributed and discounted foods only if they meet the same standards of quality, sanitation, and safety as apply to foods purchased from commercial sources. Acceptable items include:
1. Fresh fruits and vegetables received clean and in good condition; and
 2. Food collected from a food bank, which can be prepared and served before the expiration of the freshness date
- E. Unacceptable Food Items:** In accordance with the Florida Food Code, unacceptable items include:
1. Food that has passed its expiration date;
 2. Home canned or preserved foods;
 3. Food cooked or prepared in an individual home;
 4. Prepackaged unpasteurized juice (including unpasteurized apple cider);
 5. Any road-kill;
 6. Wild game donated by hunters; and
 7. Fresh or frozen fish donated by sportsmen.
- F. Frozen Foods:** Foods, which are frozen for later consumption by clients, must meet applicable local, state and federal standards. Equipment and methods for freezing must also meet these standards.
- G. Group Food Purchasing:** Providers are encouraged to participate in group food purchasing or regional or local power buying coalitions providing this method is able to efficiently and responsibly meet the cultural and/or ethnic culinary needs of congregate and home-delivered meal participants.

Meal Cost Analysis: Calculation of the full cost of a meal is an essential food service management practice. This information is important for determining a suggested donation per meal and for informing clients of the full cost of the meal.

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Meal Cost Calculation: Each program that prepares its own meals shall calculate the component cost of meals provided according to the following categories:

- A. Raw food:** All costs of acquiring foodstuffs to be used in the program.
- B. Labor:**
 - 1. Food service operation:** All expenditures for salaries and wages, including valuation of volunteer hours for personnel involved in food preparation, cooking, delivery, serving and cleaning of dining centers, equipment and kitchens.
 - 2. Project management:** All expenditures for salaries and wages, including valuation of volunteer hours for non-food service operations of the program.
- C. Equipment:** All expenditures for purchase and maintenance of items with a useful life of more than one year or with an acquisition cost of greater than \$1,000.
- D. Supplies:** All expenditures for items with a useful life or less than one year and an acquisition cost of less than \$1,000.
- E. Utilities:** All expenditures for gas, electricity, water, sewer, waste disposal, etc.
- F. Other:** Expenditures for all other items that do not belong in any of the above categories (e.g., rent, insurance, fuel for vehicles) to be identified and itemized.

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FOOD PREPARATION AND SAFETY STANDARDS:

- A. Meals Served at More than One Congregate Site:** When nutrition service is designed to provide meals for more than one congregate nutrition site and those sites serve similar cultural and/or ethnical participants, efforts should be made to have all meals prepared at one facility and then delivered to the various sites. This is considered the most economical method of delivery of meals to multiple sites. However, if meal site location require a long transit time for delivery, or if meal site(s) serve a culturally and / or ethnically diverse population, then nutrition projects are encouraged to consider multiple vendors that can meet the unique needs of each site while limiting the meal delivery transit time.
- B. Regulations:** In all phases of the food service operation (storage, preparation, service and delivery of meals), nutrition programs shall adhere to the state and local fire, health, sanitation and safety regulations applicable to the particular types of food preparation and meal-delivery systems used by the program. State regulations to the hygienic preparation and serving of food are stated in the Chapter 64E-11, Food Hygiene, F.A.C. (<http://fac.dos.state.fl.us/>). F.A.C. 64E-11 is referenced as the guidelines for all food handling referenced in the “Food Preparation and Safety Standards” section.

The following paragraphs outline some specifics of guidelines but do not list all requirements. Interested parties should read the Food Hygiene Code at (<http://www.doh.state.fl.us/environment/community/>).

If applicable, the current food permit and/or inspection report, issued by the Department of Health or the Department of Business and Professional Regulation shall be posted or on file.

- C. Sanitation Program:** All Title III central kitchens and vendors must maintain a written, formal sanitation program that meets or exceeds the minimum requirements of state, federal, municipal or other agencies authorized to inspect or accredit the food service operation.

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- D. Food Handling, Preparation and Service:** All staff working in the preparation of food must be under the supervision of a Certified Food Protection Manager (see Planning for Nutrition Services, Part C.) Food shall be prepared, plated and transported with the least possible manual contact, with suitable utensils and on surfaces that, prior to use, have been cleaned, rinsed and sanitized to prevent cross contamination.
- Cleaning and Sanitizing:** Effective procedures for cleaning and sanitizing dishes, equipment, food contact surfaces, work areas, serving and dining areas shall be written, posted or readily available, and followed. “Cleaning” is defined as removing visible dirt and stains; “Sanitizing” is defined as reducing the number of micro-organisms by using hot water at 171° F, or a chemical sanitizing solution. (Refer to 64E-11, FAC.)
- E. Safety:** Material Safety Data Sheets (MSDS) must be readily available on all chemicals used by the nutrition program. Employees must be informed about potentially dangerous chemicals used in the workplace and how to safely use them (<http://www.msdssearch.com>). Toxic materials, such as cleaners and sanitizers, shall be maintained in the original container or transferred to a clearly labeled appropriate container. Toxic materials must be stored separate from food, food equipment or single-service articles. Sanitizers, detergents or other cleaning compounds shall be stored separately from insecticides, rodenticides and other poisonous or toxic materials using methods such as different storage cabinets or separate areas of a room. Ref. Occupation Safety & Health Administration (OSHA) 1910.1200(g).
- F. Quality and Quantity of Meals:** Tested standardized quantity recipes, adjusted to yield the number of servings needed, must be used to achieve the consistent and desirable quality and quantity of all meals.
- G. Food Palatability:** All foods must be prepared and served in a manner to preserve optimum flavor and appearance, while retaining nutrients and food value.
- H. Portion Control:** Nutrition programs must use standardized portion control procedures and equipment to ensure that each served meal is uniform and to reduce plate waste.
- I. Potentially Hazardous Foods:** Potentially hazardous food is any food or food ingredient, natural or synthetic, which requires temperature control because it is in a form capable of supporting the rapid and progressive growth of infectious toxigenic microorganisms. Potentially hazardous foods that may cause food borne illness include, but are not limited to:

Service Requirements: Section 5—Nutrition Program Policies

Food Preparation and Safety Standards

1. Any food that consists in whole or in part of milk or milk products, shell eggs, beef, poultry, pork, lamb, fish, shellfish, tofu, soy protein foods, cooked rice, beans, potatoes or other heat-treated plant foods;
2. Ham salad, chicken salad, egg salad, pasta salad, shrimp salad, lobster salad, tuna salad, potato salad and other mixed foods containing potentially hazardous ingredients or dressings;
3. Raw seed sprouts;
4. Cut fruit; and
5. Garlic-in-oil mixtures that are not acidified or otherwise modified at a food processing plant in a way that results in mixtures that do not support growth as specified in the definition.

J. Temperature and Time Control Requirements:

1. Cooling temperature requirements:

- a. Potentially hazardous foods requiring refrigeration after preparation, such as ham salad, chicken salad, egg salad, shrimp salad, tuna salad, potato salad or other mixed foods containing potentially hazardous ingredients or dressings shall be prepared from chilled products with a minimum of manual contact and shall be rapidly cooled to an internal temperature of 41° F. or below within four hours.
- b. Shell eggs do not apply if placed in a refrigerated unit immediately upon delivery.

2. Internal cooking temperature requirements:

- a. Eggs, fish, meat and pork must meet an internal temperature of 145° F.
- b. Comminuted food (chopped, flaked, ground or minced such as; ground beef, sausage and gyros) must meet an internal temperature of 155° F.
- c. Stuffing, stuffed meat or poultry must meet an internal temperature of 165° F.

Service Requirements: Section 5—Nutrition Program Policies

Food Preparation and Safety Standards

- d. Fresh, frozen or canned fruits and vegetables that are cooked for hot-holding must meet an internal temperature of 140° F for 15 seconds.
- e. Microwave cooking temperatures for raw animal foods must be to a temperature of 165° F. in all parts of the food, allowed to stand for 2 minutes after cooking, covered to retain heat and stirred or rotated during cooking for even distribution of heat.
- f. Potentially hazardous foods that have been cooked and then refrigerated shall be reheated rapidly to a minimum of 165° F. for 15 seconds throughout all parts of the food before being served or placed in hot food storage equipment.

K. Holding temperature requirements:

- 1. Hot-holding temperatures for all hot foods are 140° F. or above.
- 2. Cold-holding temperatures for all cold foods are 41° F. or below.
- 3. Frozen foods shall be maintained frozen.

M. Meal Temperature Documentation Requirements: Temperature checks shall be taken, and documented, on a daily basis. Documentation shall be maintained for at least two years. Documentation must include at a minimum:

- 1. Time menu items delivered;
- 2. Each menu item and serving size;
- 3. Temperature(s) of each potentially hazardous menu items must be taken:
 - a. When the food is received by the nutrition site;
 - b. If there is more than 30 minutes between when the food is received at the meal site and when it is served, then a time and a temperature of each food item must be documented again at the time the meal is served; and
 - c. If a nutrition provider prepares the meal on site, then temperature must be taken and recorded when the food is leaving the production area.

Food grade thermometers must be used. Thermometers must be correctly calibrated at least weekly, to ensure accuracy. Thermometers must be clean and sanitized between uses.

N. Hazard Analysis Critical Control Point:

1. Hazard Analysis Critical Control Point (HACCP) is a food safety system that was developed by the Food and Drug Administration, Center for Food Safety and Applied Nutrition. It is a proactive, comprehensive, science-based food safety system that allows operators to continuously monitor their establishments and reduce the risk of food borne illness. HACCP is based on the idea that if biological, chemical or physical hazards are identified at specific points within a food's flow through the operation, the hazards can be prevented, eliminated, or reduced to safe levels. A successful HACCP system uses a combination of hazard and risk analysis, proper food handling procedures, monitoring techniques, and record keeping to keep food safe. The Florida Administrative Code does not currently require HACCP plans; however nutrition programs that prepare their meals are encouraged to incorporate them into their operations to improve food safety at all levels of food service.
2. A HACCP Plan involves seven principles:
 - a. **Analyze hazards:** Potential hazards associated with a food, and measures to control those hazards, are identified. The hazard could be biological, such as a microbe, chemical, such as a toxin; or physical, such as ground glass or metal fragments.
 - b. **Identify critical control points:** These are points in a food's production at which the potential hazard can be controlled or eliminated from its raw state, through processing and shipping, to consumption by the client. Examples include cooking, cooling, packaging and metal detection.
 - c. **Establish preventive measures with critical limits, for each control point:** For example, for a cooked food, this might include setting the minimum cooking temperature and time required to ensure the elimination of any harmful microbes.

Service Requirements: Section 5—Nutrition Program Policies

Food Preparation and Safety Standards

- d. **Establish procedures to monitor the critical control points:** Such procedures might include determining how and by whom cooking time and temperature should be monitored.
- e. **Establish corrective actions** to be taken when monitoring shows that a critical limit has not been met. For example, reprocessing or disposing of food if the minimum cooking temperature is not met.
- f. **Establish procedures to verify that the system is working properly:** For example, testing time and temperature recording devices to verify that a cooking unit is working properly.
- g. **Establish effective record keeping to document the HACCP system:** This would include records of hazards and their control methods, the monitoring of safety requirements, and action taken to correct potential problems. Each of these principles must be backed by sound scientific knowledge. For example, published microbiological studies on time and temperature factors for controlling food-borne pathogens.

NOTE: A HACCP principles guide for operators of food service is available at <http://www.fda.gov/Food/GuidanceRegulation/HACCP/ucm2006801.htm>

O. Food Service Employees/Volunteers: All food preparation staff must work under the supervision of a Certified Food Protection Manager who ensures the application of hygienic techniques and practices in food preparation and service. A Certified Food Protection Manager is an individual who has successfully completed a Department of Health approved food safety and sanitation course and maintains a current certificate of completion.

- 1. **Employee Orientation:** Any new staff or volunteer having contact with food service must have a general orientation to safe food handling and sanitation practices.
- 2. **Employee Health and Hygiene:** Employees can transmit food borne illnesses through cross contamination of food, improper food temperature control, and food handlers' personal hygiene and medical condition.

All food handlers must adhere to 64E-11 FAC along with the standards set forth in the Nutrition Program Compliance Review form.

P. Suspected Food Borne Illness Outbreak Procedure:

1. Nutrition programs should have a plan in place to respond to a suspected food borne illness outbreak.
2. Employees or volunteers shall direct all calls from clients claiming they became sick from a congregate or home delivered meal they consumed to the manager or person in charge immediately. An incident report collecting the following information shall be completed:
 - a. What is the name, address and telephone number of person calling, including date and time of call?
 - b. Who became ill and what were the symptoms?
 - c. Was the illness diagnosed by a physician? Obtain physician's name if diagnosed.
 - d. What food and/or drinks were consumed?
 - e. What was the day and time the food was consumed?
 - f. What is the name of person who served the food?
3. Evaluate the information promptly. Consider that a food borne disease outbreak may have occurred when two or more persons experience a similar illness, usually gastrointestinal, after eating a common food.
4. If a food borne outbreak is suspected, the following contacts shall be notified immediately:
 - a. Area Agency on Aging;
 - b. Local health department;
 - c. Department of Elder Affairs;
 - d. Food vendor (if applicable); and
 - e. Attorney and insurance agent.

Attachment D

-Menu Substitution Policy & Procedures

-Substitution Guidelines

-Menu Substitution Log (used by the Grantee)

CITY OF MIAMI SPRINGS SENIOR CENTER

Menu Substitution Policy & Procedures

POLICY: All meals served must meet the Dietary Guidelines for Americans of 1/3 RDA and comply with the requirements for Age 70+ female Dietary Reference Intake/Adequate Intakes (DRI's/AIs)

PURPOSE: To outline the procedures necessary to ensure that all meals served comply with DOEA nutritional guidelines.

PROCEDURES:

1. Menu substitutions must be from the same food group and must provide an equivalent nutritional value.
2. The *Substitution Guidelines* (revised 6/2010 edition), the pre-approved substitution list developed by the AAA's dietician, is to be used in emergencies when contracted menu items are not available.
3. In the event that a menu item is not available and must be substituted, the pre-approved substitution list developed by the AAA's dietician, *Substitution Guidelines* (revised 6/2010 edition), will be used by the caterer to choose a replacement for that food item on the menu. The substitution will be documented on the CMS Senior Center's Substitution Log.
 - If the replacement food item is not on the pre-approved substitution list, the caterer or the CMS Senior Center must obtain approval from a licensed dietician prior to making a substitution. This action must be documented on the Substitution Log.
 - If the dietitian is not available, the CMS Senior Center's Project Director or caterer's staff will make the best choice available using the *Substitution Guidelines* and document this action on the Substitution Log.
5. Documentation of all menu substitutions will be kept on file for monitoring purposes. The documentation will include the date of substitution, the original menu item, the substitution made, the reason for the substitution and the signature of the employee authorizing the substitution. Copies of the Substitution Logs must also be submitted quarterly to the Alliance's Contract Manager for review.
6. To finalize this procedure, a CMS Senior Center's staff member will document completion of any corrective action on the Substitution Log.
7. The volume of substitutions made by the caterer must be justified by the reasons provided. Substitutions should be kept to a minimal, with less than 5 per month.

MENU SUBSTITUTION GUIDELINES

Avoid substitutions, but in case of emergency, here are guidelines if menu items are not available. Consult your RD for further clarification. Choose foods in like Food Groups – substitute a vegetable for a vegetable, a fruit for a fruit, a meat for a meat, etc. Menu substitutions should be minimal, but are allowed under the following conditions:

1. Menu substitutions must be from the same food group and sub-group and provide equivalent nutritional value. For example, a fruit high in Vitamin C must be substituted with another fruit high in Vitamin C; a dark green vegetable should be substituted with another dark green vegetable.
2. All substitutions must be documented. Keep documentation on file and on-site for monitoring purposes. The Substitution Log must include the date of substitution, the original menu item, the substitution made, the reason for the substitution and the signature of the employee noting the substitution. Finally, the volume and frequency of substitutions must be justified by the reasons provided and occur less than 5 times/month.

Below is a pre-approved list of foods that can be used to determine appropriate food substitutions in the event of an emergency. If a food is not on the list, or if clarification is required, the program's Registered Dietician should be contacted. If the Registered Dietician is not available, the substitution must be properly documented on the Substitution Log.

Find the menu item and replace with an item from the following sub-group in which it is found:

Vegetables:

Dark Green:

Broccoli
Brussel sprouts
Collard Greens
Kale
Spinach
Turnip greens

Starchy:

Baked, boiled potatoes
Corn
Peas
Mashed Potatoes
Yucca

Orange:

Carrots
Orange squashes
Pumpkin
Sweet potatoes

Legumes:

Black Beans
Blackeye Peas
Garbanzo Beans
Lentils
Lima Beans
Navy Beans
Pigeon Peas
Pinto Beans

Red Beans

Split Peas

Other Vegetables:

Broccoli
Cabbage
Cauliflower
Green Beans
Mixed vegetables
Okra
Peppers (Sweet)
Tomato juice, paste or puree
Tomatoes
Turnips
Yellow Squash
Zucchini

Fruits:

Citrus/Vit C Sources:

Apple Juice (*enriched with Vitamin C*)
Cantaloupe
Grapefruit

Grapefruit juice
Guava
Oranges
Orange juice (100%)
Nectarines
Papaya

Plantain (*boiled or baked*)
Prunes
Strawberries
Tangerines

Vitamin A Sources:

Apricots (*fresh or water packed*)
 Cantaloupe
 Cherries (*Sour canned*)
 Mango
 Peaches (*canned*)
 Plums, purple (*canned*)
 Red or pink grapefruit
 Watermelon

Other Fruits:

Apples (*fresh or canned*)
 Applesauce (*unsweetened*)
 Banana
 Casaba

Fruit Cocktail (*canned unsweetened*)
 Peach (*fresh*)
 Pears (*canned or fresh*)
 Pineapple
 Plum (*fresh*)
 Raspberries

Grains:**Whole Grain:**

Barley
 Brown Rice
 Kasha
 Oatmeal
 Whole Wheat Bread
 Whole Wheat Pasta
 Whole Grain Cereals (Cereal with first ingredient a "whole" grain)

Non-Whole Grains:

(Cereal with first ingredient an "enriched" grain)
 Egg Noodles (all shapes)
 Enriched Cereal Bars
 White or wheat breads
 White pasta (all shapes)
 White rice

Meat and Meat Alternates (See DOEA Manual for other choices)

When substituting meats, the following guidelines should be taken into consideration:

1. U.S.D.A. Dietary Guidelines should be followed -- choose leaner meats and avoid frying.
2. Avoid highly processed meats such as hot dogs, salami, bologna, cured meats or other high sodium meats.
3. In the event of a hurricane where a cold meal/sandwich is provided, you may use 3oz. deli style ham, turkey, chicken, roast beef, and any cheese.

Milk

No dairy substitutions allowed.

Originally Pre-approved by the Alliance for Aging, Inc.

Compiled and approved by:

Gayle E. Dietz, MS, RD, LD/N (7/2007) EDITION: Revised 6/2010

Reviewed and approved by:

Miami Springs Dietitian

Stacey Reppas, MS, RD, LD/N 5/2012

Stacey Reppas MS, RD, LD/N

GENERAL CONDITIONS AND INSTRUCTIONS

ACCEPTANCE OR REJECTION OF BIDS The City of Miami Springs reserves the right to waive irregularities or technicalities in bids or to reject all bids or any part of any bid.

ADDITIONAL INFORMATION Each bidder shall examine all parts of the Invitation to Bid documents and shall judge all matters relating to the adequacy and accuracy of such documents. The City of Miami Springs shall not be responsible for oral interpretations given by any city employee, representative, or others. No plea of ignorance, by the bidder, of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City of Miami Springs or the compensation to the bidder. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to these specifications should be submitted to:

Tammy Romero
201 Westward Drive
Miami Springs, FL 33166-5259
Telephone: (305) 805-5035
Facsimile: (305) 805-5036

The bid title and number should be referenced on all correspondence. Should any questions or responses require revisions to the specifications as originally published, such revisions will be by formal amendment only.

The issuance of a written amendment is the only official method whereby interpretation, clarification or addition information will be given. If any amendments are issued to this Invitation to Bid, the City will attempt to notify all prospective bidders who have secured same; however, it shall be the responsibility of each bidder, prior to submitting their bid, to contact the City of Miami Springs to determine if an

amendment was issued and make such amendment a part of their bid.

BID SUBMISSION **One (1) Original, one (1) copy and one (1) electronic copy on CD of this entire document as well as any other pertinent documents should be returned in order for the bid to be considered for award.** Bids shall be submitted to the Purchasing Agent properly signed in ink, notarized, and submitted in a sealed envelope on which shall be shown the name of the bidder, bid opening date, and name and bid number of the proposal.

By submitting a bid proposal, the bidder declares that he understands and agrees that this bid proposal, specifications, provisions, terms and conditions of same, shall become a valid contract between the City of Miami Springs and the undersigned upon notice of award of contract in writing and/or issuance of Purchase Order by the City of Miami Springs.

ASSIGNMENT The successful bidder(s) shall not assign, transfer, convey, sublet or otherwise dispose of this contract, or of any or all of its right, title or interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the City.

BIDDER CERTIFICATION Submission of a signed proposal is bidder's certification that the bidder will accept any awards made to him as a result of said submission at the prices and terms contained therein.

BID TABULATIONS Bidders desiring a copy of the bid tabulation may request same by enclosing a self-addressed stamped envelope with their bid.

BID WITHDRAWAL No proposal can be withdrawn after it is filed unless the bidder makes his request in writing to the City prior to the time set for the opening of bids, or unless the City fails to accept it within ninety (90)

days after the date fixed for opening bids.

BIDDER RESPONSIBILITY Before submitting the proposal, each bidder shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract, and to verify any representations made by the City that the bidder will rely upon. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful bidder from his obligation to comply in every detail with all provisions and requirements of the contract documents.

DEFAULT Failure or refusal of a bidder to execute a contract upon award, or withdrawal of a bid before such award is made, may result in forfeiture of that portion of any bid surety required equal to liquidated damages incurred by the City. Where surety is not required, failure to execute a contract as described above may be grounds for removing the bidder from the bidder's list.

DELIVERY All service, materials, and/or equipment are purchased F.O.B. point of delivery in Miami Springs. The successful bidder must prepay all transportation charges to designated point of delivery in Miami Springs. Collect or Freight Due shipments will be refused.

EXCEPTIONS TO SPECIFICATIONS Bidders taking exception to any part or section of these specifications shall indicate such exceptions on their proposal. Failure to indicate any exceptions shall be interpreted as the bidder's intent to fully comply with the specifications as written.

EXPENSES INCURRED IN PREPARING PROPOSAL The City accepts no responsibility for any expenses incurred in the proposal's preparation, and presentation; such expenses are to be borne exclusively by the bidder.

INSPECTION All articles, materials, and supplies purchased are subject to inspection on arrival at destination.

The City of Miami Springs reserves the right to return for full credit at the risk and expense of the successful bidder, all or part of the articles, materials, or supplies furnished contrary to specifications and instructions.

LATE BID REJECTION The City of Miami Springs is not responsible for the delivery of any bid proposal. All bid proposals received by the Purchasing Agent after the time stated in the Invitation to Bid, shall be returned unopened and will not be considered for award.

LAWS AND REGULATIONS It shall be understood and agreed that any and all services, materials and equipment shall comply fully with all Local, State and Federal laws and regulations. Lack of knowledge by the bidder will in no way be a cause for relief from responsibility. Non-compliance with all federal state and local orders and laws may be considered grounds for termination of contract(s).

LICENSES AND REGISTRATIONS The contractor shall be responsible for obtaining and maintaining any licenses required pursuant to the laws of Dade County, the City of Miami Springs, or the State of Florida. Every vendor submitting a bid on this invitation to bid should include a copy of the company's occupational license or a written statement on letterhead indicating the reason no license exists. Miami Springs, Florida-based businesses are required to purchase an Occupational License to conduct business within the City. Vendors residing or based in another state or municipality, but maintaining a physical business facility or representative in Miami Springs, may also be required to obtain such a license by their own local government entity or by Miami Springs. For information specific to Miami Springs occupational licenses call (305) 805-5030.

METHOD OF AWARD The City of Miami Springs reserves the right to make the award on a total or package basis or on a unit basis, whichever is deemed in the best interests of the City.

PATENTS AND ROYALTIES The bidder, without exception, shall indemnify and save harmless the City of Miami Springs, Florida and its employees from liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of Miami Springs, Florida. If the bidder uses any design, device or materials covered by letters, patent, or copyright, it is agreed that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

QUALIFICATION OF BIDDERS Each bidder may be required, before the award of any contract, to show to the complete satisfaction of the City of Miami Springs that he has the necessary facilities, ability, and financial resources, to furnish the service/product as specified herein in a satisfactory manner, and he may also be required to show past history and reference which will enable the City to satisfy itself as to the bidder's qualifications. Failure to qualify according to the foregoing requirements may justify the City in rejecting his bid.

PUBLIC ENTITY CRIMES A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

RELATION OF CITY It is the intent of the parties hereto that the successful bidder shall be legally considered as an independent contractor and that neither he nor his employees shall, under any circumstances, be considered servants or agents of the City, and that the City shall be at no time legally responsible for any negligence on the part of said successful bidder, his servants or agents, resulting in either bodily or personal injury or property damage to any individual, firm, or corporation.

TAXES The City of Miami Springs is exempt from Federal Excise and State of Florida Sales Tax. State Sales Tax and Use Tax Certificate Number is 23-11-324901-54C

TERM CONTRACTS The City's Fiscal year begins October 1 and ends September 30 of the following calendar year. When a Contract's term extends beyond the fiscal year in which the Contract commences, the City will issue a Purchase Order to cover its needs for the balance of that fiscal year. At the beginning of each fiscal year thereafter, a purchase order will be issued to correspond with that year. In the final year of the contract, a purchase order will be issued for the remaining months of the contract. Issuance of a new purchase order shall be subject to the availability of budgeted funds. If funds are not appropriated for continuance of a term contract to completion, cancellation may be effected upon thirty (30) days notice.

WARRANTY All material herein specified shall be fully guaranteed by the proposer against factory defects. Any defects which may occur as the result of either faulty material or workmanship within the period of the manufacturer's standard warranty will be corrected by the proposer at no expense to the City of Miami Springs.

INDEMNIFICATION The Contractor shall indemnify and save harmless forever the City, and all the City's agents, officers and employees from and against all charges or claims resulting from any bodily injury, loss of life, or damage to property from any act, omission or

neglect, by Bidder or its employees; the Contractor shall become defendant in every suit brought for any of such causes of action against the City or the City's Officials, agents and employees; the Contractor shall further indemnify City as to all costs, attorney's fees, expenses and liabilities incurred in the defense of any such claims and any resulting investigation.

INSURANCE Within ten (10) days after receipt of Notice of Award, the Successful Bidder, shall furnish evidence of insurance to the Procurement and Purchasing Department. Submitted evidence of coverage shall demonstrate strict compliance to all requirements. The City of Miami Springs shall be listed as an "Additional Insured". Issuance of a purchase order is contingent upon the proper insurance documents.



City of Miami Springs
 201 Westward Drive
 Miami Springs, Florida 33166-5259

**REQUEST FOR PROPOSAL # 04-14/15
 CATERING SERVICES FOR MIAMI SPRINGS SENIOR CENTER
 at 343 Payne Drive**

Bids to be opened in the Council Chambers, 201 Westward Dr., Miami Springs, FL
 33166
 at 2:30 P.M. on Tuesday, July 21st, 2015

Vendor Name:	Federal Identification or Social Security Number:
Vendor Mailing Address:	Payment Terms: Bi-Weekly
	The City of Miami Springs' faster and preferred method of payment is by way of Visa (P-card). Do you accept this form of payment: Yes <input type="checkbox"/> No <input type="checkbox"/>
City - State - Zip Code:	Delivery in Days After Receipt of Purchase Order:
(Area Code) Telephone Number:	(Area Code) Facsimile Number:
E-Mail Address:	Initial appropriate box to acknowledge amendment(s), if necessary. <input type="checkbox"/> Amendment #1 <input type="checkbox"/> Amendment #2 <input type="checkbox"/> Amendment #3
I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign for, and commit, the vendor.	_____ Authorized Signature (Manual) _____ Authorized Signature (Typed or Printed Title)
STATE OF: _____ COUNTY OF: _____ BEFORE ME, the undersigned authority, this document was acknowledged by _____ who: <input type="checkbox"/> is personally known to me, or <input type="checkbox"/> produced identification _____ who, after being duly sworn by me, states that he/she has executed this document for the purposes herein expressed. SWORN TO AND SUBSCRIBED before me this ____ day of _____, 2015. MY COMMISSION EXPIRES: _____ _____ NOTARY PUBLIC, State of Florida At Large _____ Printed Name	

STATEMENT OF NO RESPONSE

Some recipients of this solicitation may elect not to respond for a variety of reasons. The City of Miami Springs is very interested in learning whether certain conditions exist with our solicitation process which may discourage responses. Accordingly, if you elect not to respond with an offer to this solicitation, we ask that you indicate the reason below and either fax this form to 305-805-5018 or mail the form to:

City of Miami Springs
Finance Department
201 Westward Drive
Miami Springs, FL 33166-5259

- We do not offer this product/service or an equivalent.
- Our schedule would not permit us to perform
- Insufficient time to respond to solicitation.
- Unable to meet specifications.
- Specifications not clear.
- Unable to meet bond and/or insurance requirements.
- Solicitation addressed incorrectly.
- Specifications "too tight"
(i.e. geared to specific brand or manufacturer).

If an explanation is appropriate, you may include it below or in an attached letter.

Due to the large number of companies listed on the City's vendor list and the cost of mailing, it is necessary to delete the names of persons or businesses who fail to respond to three (3) consecutive solicitations without giving a reason or requesting retention on our vendor list.

Do you desire future solicitations? Yes No

Name: _____ Title: _____

Company: _____

Address: _____

Telephone: _____ Fax: _____

CONTRACTOR'S QUESTIONNAIRE

Company Name: _____

Principal Officer: _____

Company Address: _____

Years in Business under Present Name: _____

Primary type of work your firm engages in: _____

Years experience in your primary type of work: _____

List other types of work your firm engages in:



Does your organization have current occupational license(s) and certificate(s) of competency entitling it to do the work contemplated in this Contract?

Include copies of licenses and certificates with bid proposal.

Demonstrate your capacity to perform work of this magnitude by indicating five (5) projects within the past two (2) years that are equal to or greater in scope.

Company Name:		Contact Name:	
Contract Amount:		Phone #	Fax #
Email:			

Company Name:		Contact Name:	
Contract Amount:		Phone #	Fax #
Email:			

Company Name:		Contact Name:	
Contract Amount:		Phone #	Fax #
Email:			

Company Name:	Contact Name:	
Contract Amount:	Phone #	Fax #
Email:		

Company Name:	Contact Name:	
Contract Amount:	Phone #	Fax #
Email:		

Have you ever failed to complete any work awarded to you? _____

If so, where and why? _____

Has any officer or partner of your organization ever failed to complete a contract handled in his own name? _____

If so, state name of individual, name of owner, and reason thereof:

What equipment do you own that is available for the proposed work.

What Bank or Banks have you arranged to do business with during the course of the Contract should it be awarded to you?

List the names, addresses, and phone numbers of all subcontractors which you may utilize to perform this contract. No change in sub-contractors, as listed, will be allowed without the written approval of the City of Miami Springs.

SPECIAL CONDITIONS

SCOPE The intent of these specifications is to set forth and convey to prospective bidders the general type, character and quality of **Catering Services for Miami Springs Senior Center Nutrition Programs for the Elderly** as desired by the City of Miami Springs.

TERM OF CONTRACT This contract will be in effect for a one (1) year period effective from date of award and the prices quoted hereunder shall be firm to the City of Miami Springs for the duration of the contract. In addition, this contract may be renewed for five (5) additional one (1) year periods under the same terms and conditions. The renewals are contingent upon satisfactory performance by the contractor and availability of funds.

Indicate your acceptance or rejection of the renewal option by initialing the appropriate box.

Accept	Reject
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TERMINATION OF CONTRACT The City of Miami Springs reserves the right to terminate this contract if the successful bidder fails to perform satisfactorily in all areas of service, availability, delivery, quality and any other area covered by these specifications. In the event of such cancellation, the City additionally reserves the right to make the award for the balance of the contract period to the next higher bidder.