

2014 RICHLAND COUNTY SENIOR NUTRITION PROGRAM MEAL SERVICE PROPOSAL

The Richland County Senior Nutrition Program is currently soliciting sealed Request for Proposals from food providers for the 2014 contract year. Sealed proposals for lunch meals for each of the senior meal sites in Richland Center, Rockbridge, Viola, and Germantown will be accepted until 10:00am on Monday October 7, 2013. Proposals will be opened at 10:30am Monday October 10, 2013 at Richland County Health & Human Services. Sealed proposals must be labeled "2014 Senior Nutrition Program".

Proposal specifications may be picked up at the Community Services Building from 8am until 5pm, or they can also be found on our website at www.co.richland.wi.us/departments/hhs/index.html. Questions should be directed to Marianne Stanek at 608-649-5966.

Richland County Health & Human Services reserves the right to reject any or all proposals or accept the bid most advantageous to the County.

I/we agree to comply with stated Meal Service Specifications and will provide Nutrition Program meal service at a

TOTAL COST PER MEAL of: \$ _____ for the _____ Meal Site(s).

Business Name _____

Address _____

Telephone _____

Authorized Signature _____

Date _____

PROPOSAL ADMINISTRATION AND ASSURANCES

1.1 Purpose

Richland County Health and Human Services – Public Health is soliciting proposals for the preparation of hot meals for the Senior Nutrition Program Monday through Friday. Meal service coordination will be conducted through Health & Human Services. We are requesting the most advantageous and economical option(s) that will meet the stated Nutrition Program specifications.

1.2 Proposal Submission

The County of Richland, Wisconsin, will accept sealed proposals up to **10:00 A.M., local time Monday October 7, 2013**. Sealed proposals are to be received at the following address:

Richland County Health & Human Services

Attn: Marianne Stanek

221 West Seminary Street

Richland Center, WI 53581

The sealed envelope containing your proposal must show the provider name and clearly marked "**Sealed Proposal – 2013 NUTRITION PROGRAM MEAL SERVICE**". Any proposal or unsolicited amendments to a proposal received after the Proposal Opening date and time will not be considered. Any proposal received not properly and clearly marked, and therefore inadvertently opened, will be rejected. **Proposals must be submitted on the Proposal Form and signed in ink and can not be faxed.** Legibility, clarity and completeness are important and essential. Proposals shall be signed by person(s) authorized to legally bind the proposal(s) and shall contain a statement that the proposal and the prices contained therein shall remain firm for a specified period. More than one proposal may be submitted.

1.3 Proposal Opening

Proposals will be publicly **opened at 10:30 am, Monday October 7**. Proposal awards are expected to be made at the October 10 Health & Human Services Board meeting.

1.4 County Reservation

Richland County openly solicits the best possible value on all "Requests for Proposals". Richland County reserves the right to accept or reject, any or all proposals, in whole or in part, as deemed in the best interest of the County.

- a. This proposal request does not commit Richland County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of Richland County's files without any obligation on Richland County's part.
- c. Provider shall not offer any gratuities, favors or anything of monetary value to any official or employee of Richland County for any purpose.
- d. Provider shall report to Richland County any changes and product substitutions. No substitutions are allowed without prior approval from nutrition program staff.
- e. Richland County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- f. Richland County reserves the right to request clarifications for any proposal.

1.5 Taxes

Richland County is exempt from payment of all federal excise and all state and local sales tax under Wisconsin Statute Section 77.54 (9a) (b). Therefore, no exemption certificate is issued or required. Such taxes shall not be added or quoted as part of this proposal. Providers may not purchase raw materials from their suppliers for the completion of this proposal using the County's tax exemption.

1.7 Deviations & Exceptions

Any deviations from the standard conditions of proposal or specifications or expectations taken shall be described fully and appended to the Proposal Form on the provider's letterhead over the signature of the person signing the Proposal Form. The proposal shall be accepted in strict compliance with all terms, conditions and specifications in which the provider shall be liable therefore.

1.8 Licensure and Standards Requirements

- a. Provider shall assure that where state or local public jurisdiction requires licensure for the provision of service, the agency shall be licensed or shall meet the requirements for licensure.
- b. Provider must agree to operate the service fully in conformance with all applicable federal, state and local standards including fire, health and safety standards as prescribed in law or regulation.
- c. Provider shall comply with all requirements imposed by Health & Human Services concerning federal, state and local law, statistical, fiscal and other administrative requirements.

1.9 Proposal Contents

Proposal(s) submitted must include the following contents:

- Name of the Meal Site(s) included in the proposal
- Meal Service Proposal with cost per meal
- Copy of current state/local Food Processing Establishment Inspection Report and HACCP (Hazardous Analysis Critical Control Point) Program Procedures.
- Contact Persons
- Any other pertinent information relevant to Provider performance

1.10 Proposal Withdrawal

Proposals may be withdrawn at any time prior to the time of Proposal Opening. No proposal may be withdrawn after the Proposal Opening for a period of ninety (90) days after the scheduled Proposal Opening without the consent of Richland County.

1.11 Proposal Evaluation Criteria

It is the intention of Health & Human Services to evaluate proposals based on meal cost and meal specification compliance.

1.12 Proposal Acceptance

Successful provider will be notified by Richland County Health & Human Services upon proposal acceptance. A written contract for requested service will be forthcoming upon notification of proposal acceptance.

1.13 Proposal Rejection

- a. Health & Human Services reserves the right to reject any and all proposals. Any proposal which is incomplete or obscure may be rejected. Health & Human Services reserves the right to select the proposal it deems is in the best interest of Richland County persons 60 years and older and the intent of the Older Americans Act.
- b. Health & Human Services reserves the right to reject any proposal if service funding is not authorized or for other reasons as determined by Health & Human Services.

1.14 Appeal Process

An aggrieved Provider who wishes to request reconsideration of proposal acceptance action shall notify Marianne Stanek at Richland County Health & Human Services within ten (10) days following receipt of the notice of adverse action. This written request shall contain the basis for the grievance.

- a. The Richland County Nutrition Program Advisory Committee will hear the grievance at a scheduled meeting and the grievant will be notified of the meeting date, time and place.

- b. The grievant must attend the meeting to give a statement as to the basis for their grievance.
- c. The Richland County Nutrition Program Advisory Committee may ask questions relative to the basis for the grievance. The Committee will then vote whether to or not to reconsider.
- d. The grievant will be notified of the Committee's decision within ten (10) days of the action.
- e. The grievant may appeal by writing to the Greater Wisconsin Agency on Aging Resources.
- f. The courts are available in the event that the dispute is not resolved by an appeal to the Greater Wisconsin Agency on Aging Resources.

1.16 County Contacts

All requests for further information should be directed as follows:

Meal Service Specifications

Marianne Stanek, Richland County Health & Human Services
221 West Seminary Street
Richland Center, WI 53581
(608) 649-5966
Monday-Friday 8:00 A.M - 4:30 P.M.
marianne.stanek@co.richland.wi.us

1.17 Status of Proposal

Providers will be notified of proposal status in writing.

2014 NUTRITION PROGRAM MEAL SERVICE SPECIFICATIONS

2.1 Richland County Health and Human Services will be accepting proposals for the preparation of Nutrition Program meals for persons 60 years and older. This Request for Proposal was drafted by Marianne Stanek and approved by the Corporation Counsel. Meal service coordination will be conducted through Public Health.

Nutrition Program Meal Service will not be provided on the following days:

New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day

Occasionally it is necessary to close the meal sites due to adverse weather conditions. In that case, providers will be notified by 7:30 am or as soon as a decision is made to close the site for the day.

MONDAY THROUGH FRIDAY meals will be ready for pick up by Nutrition Program staff by 10:00 am or delivered to the site by 11:00 am. Provider will be contacted by 1:00 pm M-F for the next day's meal count.

2.2 Successful proposals will be awarded for the contract period **January 14, 2014 through December 31, 2017.**

2.3 No foods will be accepted that are past the expiration, use-by, best-by or sell by date. **Any food item**

received out of compliance with this standard will be rejected and returned to the provider, and the cost of these food items will be deducted from meal payment.

2.4 Cycle menus are developed by the nutritionist and sent to providers at least two weeks prior to the start of the month. Menus are planned to meet Nutrition Program requirements and should not be altered without prior approval of Nutrition Program staff. All meals prepared must meet the one-third Recommended Dietary Allowance (RDA) minimum serving requirement as follows:

2.5 MEAL PATTERN WHEN MEAL ONE PER DAY IS SERVED

Meal Component	Minimum # of Servings per Meal	Serving Size
Bread/Grain	1-2	1 slice bread, ½ cup cooked pasta, rice, dressing; 1 muffin, biscuit, or cornbread. Whole grains are encouraged.
Vegetable and/or fruit	2	4 fluid ounces (½ cup) for each serving <ul style="list-style-type: none"> • A vitamin A-rich (>75% RDA) vegetables must be served at least two times per week. • A vitamin C-rich (>33% RDA) vegetable/fruit must be served at least once per meal.
Milk	1	8 fluid ounces
Meat, poultry, fish or meat alternative	1	3-4 ounces meat, poultry, fish, or cheese, 3 eggs, ¾-1 cup dry beans and peas, 3-4 T peanut butter, 1½ -2 oz. nuts and seeds, or ¾ -1 cup cottage cheese.
Margarine, oil, or butter	1	1 teaspoon served on the side or used in cooking.
Dessert Fruit is encouraged and variety is recommended. Fruit contained in dessert may count towards the fruit component if the fruit meets the ½ cup serving requirement.	1	Generally ½ cup

Condiments (Salt, pepper, sugar and substitutes, catsup, mustard, non-dairy creamer, honey, salad dressings plus dressing alternatives, sour cream, etc.) Individual condiment packets must be provided in quantities of no more than 100 packets upon request and delivered in a timely manner.

Meals must be moderate in sodium, saturated fat and sugar levels. Low sodium products are recommended for use in gravies, soups, sauces, etc.

- 2.5 All meals must be of the highest quality standard and conform to U.S.D.A. requirements. Meals must be prepared in a manner to preserve optimum flavor, color, texture, size, shape and appearance while retaining nutrients and food value. **Provider must sample food items to ensure high meal quality and entrée tenderness prior to delivery.**
- 2.6 Provider must have a back up plan to substitute any food items that may be burned or unacceptable. Substitutions must be approved by Nutrition Program staff prior to meal delivery.
- 2.7 Nutrition Program Manager shall have access to Provider recipes, food ordering records, supplier's lists, etc. Suggestions made by Nutrition Program staff will be in the best interest of the Nutrition Program participants, staff, and Provider.
- 2.8 Meal Site staff will call in or email **MONDAY THROUGH FRIDAY** meal orders, to the Provider, one (1) business day in advance of meal service between 12:30-1:30 P.M.
- 2.9 Food temperatures: **Hot foods must remain above 140 degrees F and cold foods below 41 degrees F.**
- 2.10 Provider must supply **one (1) extra meal including milk monthly**, free of charge, over the number of meals ordered by meal site staff for temperature testing.
- 2.11 Provider must deliver **one (1) extra entrée daily**, free of charge, over the number of meals ordered by Nutrition Program meal site staff for quality sampling and to offset meal count error.
- 2.12 Foods shall be carefully packed and safely delivered. There should be no spillage inside insulated food, milk and meal carriers. Provider will take every measure to prevent food spillage. Insulated food, milk and meal carriers will be purchased by the Provider in the appropriate size and quantity to contain all foods, milk and meals delivered. **Provider must wash, rinse, sanitize and dry all internal and external insulated food, milk and meal carriers as needed to ensure safe and sanitary food delivery.**
- 2.13 Provider drivers must assist Nutrition Program meal site staff with placing bulk food in steam table (if applicable).
- 2.14 Provider will designate and identify one (1) primary contact person and one (1) secondary or back up contact person whom the Nutrition Program and meal site staff will contact regarding meal service activity, meal orders, etc.
- 2.15 Provider shall maintain the highest possible standards of sanitation in compliance with state, federal and local health department standards relative to premises, trucks, personnel and the handling, preparation, packaging, storage and delivery of foods and supplies. Provider must ensure that the same high sanitation standards are used by Provider suppliers. Provider must furnish current state/local Food Processing Establishment Inspection Report and safe food management program procedures. **Proposals will not be accepted if Food Processing Establishment Inspection Report and Food Safety Program Procedures do not accompany the Proposal.**
- 2.16 Nutrition Program staff may inspect at any time the Provider's commissary, delivery trucks and may observe food handling practices to determine adequacy of Provider's sanitation regarding cleaning, maintenance, food preparation, delivery practices, etc.

- 2.17** Provider must comply with all federal, state and local regulations governing the purchasing, preparing and handling of food.
- 2.18** If weather conditions force meal service cancellation Nutrition Program staff will contact provider by 7:30 am or as soon as feasible. If cancellation occurs after the designated cancellation time, all costs incurred will be borne by the Nutrition Program.
- 2.19** Meals may not be subcontracted without prior written authorization from the Nutrition Program.