

I.

BID FOR FOOD CONTRACTORS
NOTICE TO CATERING OPERATORS
RE: CATERING CONTRACT OPPORTUNITY
UP TO 9,000 MEALS ANNUALLY
PROJECT NOW, INC. SENIOR NUTRITION PROGRAM

Project NOW, Inc. CAA at 418 19th Street, Rock Island, Illinois, 61201, is soliciting applications from firms and individuals who may be interested in submitting their qualifications and bid as a prospective caterer for the supplying of hot and/or cold meals (Congregate and Home-Delivered Meals). The meals will be delivered to presently established sites and any future sites in Mercer County, for the period October 1, 2018, to September 30, 2019, for the Elderly Nutrition Program funded under Title III-C of the New Revised Older American's Act, September 1, 1980.

The accompanying Prospectus provides a bid form and application forms together with a digest of salient lease terms and further descriptive data on the physical properties involved with this contract.

It is the intent of Project NOW to award this contract as promptly as possible after the deadline. **The bid deadline date is hereby identified as FRIDAY, JULY 13, 2018 @ 10:00 AM, C.S.T.**

Mariela Treviño
Senior Services Director
Project NOW, Inc.

II. IDENTIFICATION AND OPERATING DATA

The Title III-C-Elderly Nutrition Program is a program designed to meet the basic nutritional needs of persons age 60 or older living in Mercer County. The official title is Congregate Meal Program for Older Persons in Mercer County. It is a Title III-C Nutrition Program, developed from the Older American's Act, as stated in Section 701 of the Act. Project NOW, Inc. CAA at 418 19th Street, Rock Island, Illinois 61201 is hereby identified as the "Granting Agency" for Title III-C Nutrition Program in Mercer County. It is the duty and responsibility of this agency to receive all Federal funds allotted for this program and to see that the program fulfills all Federal, State, and Local guidelines.

The Lessee is hereby identified as the caterer or third party who will be entering into this initial contract with the Elderly Nutrition Program and Project NOW. It shall be a specific responsibility of the Lessee to specifically identify the exact location(s) of the total operation. The objective of this contract is to secure one (1) base price for Congregate Meals and one (1) base price for Home-Delivered Meals, for all sites, as per the specification of this total document. Use of commodity foods used by the Lessee in Title III-C programs may be required. Should the commodity food program become available, the Lessee agrees to participate in the NSIP Commodity program in lieu of the cash program at a level established by Project NOW.

III. CONTRACT SELECTION PROCEDURE

Eligibility to submit and be reviewed as a competitive bid proposal of this contract will be established by Project NOW on the basis of an objective review of each application received within the following framework:

- A. Total response to this solicitation effort, from both qualitative and quantitative aspects.
- B. Nature and extent of applicant's experience and demonstrated expertise in operating similar or related type properties in the hospitality and public accommodations field.
- C. Extent of applicant's ability to carry out the initial investment and continuing working capital requirements of this contract.
- D. Reputation of the applicant among peers, suppliers, and the public in general.
- E. Extent of applicant's apparent grasp and understanding of full market and public service potential of this contract as well as the responsibilities assumed by the caterer.
- F. Assistance to enhance, intensify, and promulgate public usage, hence enjoyment of the project and continued success.

It is anticipated that selection of the Lessee and final award and execution of the contract lease will be accomplished as promptly as possible after FRIDAY, JULY 13, 2018, subject to the conditions and reservations covered in these documents.

Project NOW reserves the right to reject any and all bids, and to waive formalities in the bidding. Final judgement in determining the best and most responsible bidder rests with the Project NOW Board of Directors.

IV. DIGEST OF LEASE TERMS

1. The period of the contract will be twelve (12) months, commencing October 1, 2018, until September 30, 2019, with the provision that Project NOW reserves the right to terminate this contract (or significantly reduce the number of meals) subject to a 60 day notice, if Project NOW should start its own food preparation program. No sublease will be permitted without the consent of the Nutrition Program and Project NOW Board.

2. Future renewals of this contract are dependent on the Title III Grant renewal.
3. The period of operation is five days a week, with meals delivered and served in the approximate noontime range.
4. There shall be no guarantee that all special occasions will be handled and catered by the Lessee of this contract.
5. The Lessor reserves the right to cancel meals for a specific site or sites on a given day or days. This will be done with one (1) week advance notice except in the case of an emergency, such as blizzards, and other extreme conditions beyond the control of the Lessor.
6. The statement 9,000 annual meals is not a specific guarantee of a minimum number of meals.
7. Delivery of all meals shall be the full responsibility of the Grantee.
8. Compliance with all local, state and federal laws with the Illinois Department on Aging rules and regulations and those of Project NOW must be observed.
9. Cater caddies and the necessary stainless steel pans will be purchased and replaced, when necessary, by the Nutrition Program.
10. Bi-monthly "Adventures in Dining" ethnic meals at some sites and monthly birthday cakes will be provided at each site.
11. Meals will meet the nutritional guidelines set forth in this bid.
12. We reserve the right to extend the contract upon mutual agreement.

The Lessee will fully comply with all of these terms. Before submitting a bid, the applicant should be thoroughly familiar with all such laws, rules and regulations.

V. NATURE OF CONTRACT

The nature of this contract is an exclusive contract for a period of twelve (12) months, commencing October 1, 2018, to supply all regular meals for the Elderly Nutrition Program, and be hereby identified as the "Lessor" and to include the preparation of said meals to all present and future sites.

Project NOW hereby identifies below the present site locations and the planned number of meals for each site during the twelve (12) month period starting October 1, 2018.

| <u>PRESENT SITES</u> | <u># MEALS</u> | <u>DAYS OPEN</u> |
|------------------------------------|----------------|------------------|
| Mercer County Senior Center, Aledo | 3,000 | M-F= 5 |
| Home Deliver Meals | 6,000 | M-F =5 |
| TOTAL | 9,000 | |

The moving and/or addition of any site are not to reflect any price changes in the contract. Future sites, not specifically identified in this exhibit are considered part of this contract, with the provision that they do not exceed specific boundary lines.

It is hereby identified that a one-month sample menu will be furnished with the final bid presentation.

The statements: 9,000 annual meals is hereby identified as, "no specific number of meals guaranteed." 9,000 is the number of meals the present cost per meal is to be bid upon.

Additional or less meals may be required during the program year.

Future and present sites shall have an option of on site preparation.

VI. MEAL PREPARATION AND DELIVERY

Applicant agencies must have the capability to operate a kitchen in one or more of the individual counties of the Western Illinois Area Agency on Aging's Planning and Service Area or in a location that is accessible to the service area.

Applicant agencies who intend to sub-contract with other vendors to provide the meals must follow these specifications when determining costs under this section of the grant application and when letting bids should you receive a Title III-C Grant Award from the Western Illinois Area Agency on Aging.

Packaging & Packaging Standards-Home Delivered Meals

- a) All meals packaged at nutrition sites must be individually packaged first (before congregate meals are served) and packed in secondary insulated food carriers with tight fitting lids and transported or frozen immediately.
- b) Containers must be designed to maintain the integrity and safety of the food.
- c) Cold and hot foods must be packaged and packed separately.
- d) Hot food should be served, packaged, sealed (tightly-fitted lids), and placed into insulated food carriers as soon as possible. The most rapid heat loss in a home delivered meal occurs between packaging and loading them into carriers.
- e) Cold food should be served, packaged, sealed (tightly-fitted lids), and placed into a cooler or cold chest as soon as possible. The nutrition provider should use coolers which are only as large as necessary to pack cold food. Large coolers packed nearly full maintain temperatures better than partially full chests or small coolers filled to capacity. This requirement does not apply if the nutrition service provider uses a temperature controlled refrigerator-equipped vehicle.
- f) Frozen meals must be maintained in a frozen state during storage, transportation and delivery. Frozen meals should be transported in a chest or cooler with a tightly fitted lid. The nutrition service provider should place ice packs on top of frozen meals. This requirement does not apply if the nutrition service provider uses a temperature controlled, freezer- equipped vehicle.
- g) All food delivery carriers must maintain the proper temperature for the required time that the food will be in the carrier.
- h) Cold food sacks must be packaged in bags that will not be compromised by condensation or leaking. (i.e. plastic sacks).

Only divided containers can be used for hot foods. The lids must provide a tight fitting seal. Bread must not be placed on the top of other food.

Appropriate individual containers with tight fitting lids must be used for all cold food.

“Sandwich” type bags which can be sealed may be used for bread.

Temperature checks of bulk food should be taken on a daily basis, immediately prior to the packaging procedure. **The food should be at least 180° F.**

VII. FOOD REQUIREMENTS

Food Standard. The food service provider, when purchasing food and preparing and delivering meals must follow appropriate procedures to preserve nutritional value and food safety.

A. Food quality standards to be followed are:

| | |
|-----------------------------------|---|
| Beef, Lamb and Veal | U.S.D.A. Choice |
| Pork | U.S.D.A. #1 |
| Poultry | U.S.D.A. Grade A |
| Fish | Packed under the inspection of the U.S. Department of Interior. |
| Ground Beef | 85/15 U.S.D.A. Choice |
| Turkey Roll | All meat 60% white /40% dark |
| Frankfurters, Wieners | Meet Federal or State Protein Content and Moisture limits. |
| Eggs, Butter, Margarine | U.S.D.A. Grade A Fresh |
| Milk 1% | U.S.D.A. Grade A |
| Fresh Produce | U.S.D.A. Grade 1 |
| Canned & Frozen Fruits/Vegetables | U.S.D.A. Grade A |

B. Condiments and paper products to be provided by the food service provider at a minimum are:

- Bulk Coffee, Tea and Milk
- Butter or Oleo
- Salt & Pepper
- Ketchup, Mustard, Relish
- Creamer which may be individual packets
- Salad Dressing when salad is on the menu
- Sugar and Sugar Substitute
- Home Delivered Food Containers w/tight fitting lid, and three compartments, appropriate for separating hot and cold items

C. All Nutrition Service Providers Must:

1. Have procedures for obtaining the views of participants about the services they receive and involve participants in the planning and operation of nutrition services and other programs provided for their benefit as outlined in Objective 10 of the Older Americans Act;
2. Solicit the expertise of an Illinois Licensed Dietitian Nutritionist (or Illinois licensed healthcare practitioner whose license includes nutrition services) based on the requirements of the state Dietetic and Nutrition Services Practice Act, Section 15. An individual licensed to practice dietetic or nutrition services in another state that has licensure requirements considered by the Illinois Department of Financial and Professional Regulation to be at least as stringent as the requirements for licensure under the Illinois Act, may review and approve menus.
Although nutrition service providers do not have to include licensed dietitians on staff, state rules do require that licensed dietitians are involved in the review and approval of menus. Menu planning and review can be arranged through subcontracts or volunteer agreements;
3. Solicit the advice and expertise of other individuals knowledgeable with regard to the needs of older individuals;
4. Follow appropriate procedures to preserve nutritional value and food safety in purchasing and storing food, and preparing, serving and delivering meals;

- 5. Have available for use upon request appropriate food containers and utensils for persons with disabilities; and;
 - 6. The nutrition service provider must work with a consulting dietitian in establishing and implementing procedures on handling foods prepared for a meal, but not served. The procedures shall address which foods may be saved, which foods need to be destroyed and instructions for cooling and storing foods for reuse.
- D. All raw fruits and vegetables and other foods utilized must be free from spoilage, filth or contamination and must be safe for human consumption.
 - E. Foods prepared, canned or preserved in the home shall not be used. The use of hermetically sealed non-commercially packaged foods is prohibited because of the history of causing food borne illness.
 - F. Standardized tested quantity recipes, adjusted to yield the number of servings needed, shall be used to achieve the consistent and desirable quality and quantity of meals.
 - G. Leftover foods shall not be given away or sold.

VIII. PREPARATION, HANDLING AND SERVING

The food service provider must comply with 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. All required licenses and permits must be posted at the place of food preparation.

IX. MEAL REQUIREMENTS:

Meals provided through the nutrition program must comply with the most recent Dietary Guidelines for Americans, published by the Secretary of Health and Human Services and the Secretary of Agriculture; and provide each participant:

- 1. A minimum of 33 1/3 percent of the Dietary Reference Intakes (DRI) as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences, if the participant is offered one meal per day.
- 2. A minimum of 66^{2/3} percent of the allowances if the participant is offered two meals per day; and
- 3. When planning breakfast for congregate meal participants, the meal must meet 1/3 of the DRI in and of itself, unless it is assured that the breakfast participant will also receive lunch (or dinner) that day at the meal site. In the case of home delivered meal participants; however, where the same participant is being provided with two or three meals on a given day, menus can be planned so that the combined nutritional content meets 2/3 or 1 full DRI respectively.

X. MENU PLANNING:

Menus must be:

- 1. Planned in advance for a minimum of one month with repetition of entrees and other menu items kept at a minimum. If a cycle menu is utilized, there shall be at least three cycles per year. If the cycle is at least 6 weeks or greater in length, there shall be at least 2 cycles per year
- 2. All menus must be submitted to The Western Illinois Area Agency on Aging six weeks prior to implementation
- 3. Approved by the provider's licensed dietitian nutritionist as defined in VII (c)(2)

4. The certified menus may be modified occasionally if the provisions of this section are maintained and the staff of The Western Illinois Area Agency on Aging is consulted prior to the change
5. Posted with serving dates indicated in a location conspicuous to participants at each congregate meal site as well as in each preparation area
6. Legible and easy to read (It is recommended that menus be printed in the language(s) of the participant group.)
7. Adhered to subject to seasonal availability of food items
8. Kept on file with the signed menu approval sheets, with any changes noted in writing, for at least three years

For purposes of this Request for Proposal, we have developed a 12 week sample cycle of menus as an example of the type of menus that might be served at nutrition sites in our planning and service area. Applicant agencies are to use these sample menu approval sheets in developing the budget sections of the grant application.

XI. SPECIAL DIET MENUS

- A. Provide special menus, where feasible and appropriate, to meet the particular dietary needs arising from the health requirements, religious requirements, ethnic or cultural backgrounds of eligible individuals.
- B. Special diet menus must be planned under the supervision of a licensed dietician.
- C. A written physician's order for each individual requesting a special diet must be obtained prior to receipt of the meal and kept on file where the meal is prepared and served. The order must be renewed periodically by the physician as well as the consulting dietician.

XII. Nutrition Services Incentive Program (NSIP) for the Elderly

1. Nutrition service providers are eligible to receive Administration on Aging (AoA) cash assistance in the form of a funding allocation for meals served through AoA's NSIP Program for the Elderly. Allocated funding may be claimed for meals that:
 - a. Meet the dietary guidelines as specified in Item IX above;
 - b. Are served to eligible participants, which include persons 60 years of age or older, their spouses, disabled persons and volunteers, as described in Items F.1-F.2 above; (Note: NSIP reimbursement may NOT be claimed for meals served to guests or staff under 60 years of age.)
 - c. Are served by an agency that has received a grant under Title III of the Older Americans Act and is under the jurisdiction, control, management, and audit authority of an AAA or the Department; and
 - d. Are provided with no set fee charged to the recipients.
2. NSIP funds:
 - a. Shall be used to increase the total number of meals served;
 - b. Shall only be used to purchase United States agricultural commodities and other foods; and
 - c. Shall not be used to off-set program costs or as non-federal matching funds for any other federal program.

XIII. MENU STANDARDS

1. Service providers who choose not to complete a nutritional analysis of their menus will follow the meal pattern described in this section.

Requirements for One or Two Meal(s) Daily

***Each meal must provide:**

(1) Serving lean meat or meat alternate: 3 ounces of edible cooked meat, fish, fowl, eggs or meat alternate

(2) Serving(s) vegetables: ½ cup equivalent – may serve an additional vegetable instead of a fruit

(1) Serving fruit: ½ cup equivalent – may serve an additional fruit instead of a vegetable

(2) Servings grain, bread or bread alternate, preferably whole grain: for example, 2 slices of whole grain or enriched bread 1 ounce each or 1 cup cooked pasta or rice

(1) Serving fat free or low fat milk or milk alternate: 1 cup equivalent

***Margarine and dessert are optional and must be counted in the calories, fat and sodium totals, if served in addition to above components.**

Meat or Meat Alternate:

- Three ounces (providing at least 19 g protein) of lean meat, poultry, fish or meat alternate should generally be provided for the lunch or supper meal. Meat serving weight is the edible portion, not including skin, bone, or coating.
- Meat (1 ounce) alternates include:
 - 1 medium egg
 - 1-ounce cheese (nutritionally equivalent measure of pasteurized process cheese, cheese food, cheese spread, or other cheese product)
 - ½ cup cooked dried beans, peas or lentils
 - 2 tablespoons peanut butter or 1/3 cup nuts
 - ¼ cup cottage cheese
 - ½ cup tofu
 - 1 ounce of soy type burger
- A one ounce serving or equivalent portion of meat, poultry, fish, may be served in combination with other high protein foods.
- Protein/lean meat /meat alternate items containing textured vegetable protein and providing at least 19 g protein in a (3 oz) serving may be served.
- Except to meet cultural and religious preferences and for emergency meals, serving dried beans, peas or lentils, peanut butter or peanuts, and tofu for consecutive meals or on consecutive days should be avoided.
- 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.
- To limit the sodium content of the meals, serve no more than once a week cured and processed meats (e.g., ham, smoked or Polish sausage, corned beef, wieners, luncheon meats, dried beef).
- To limit the amount of fat, especially saturated fat, and cholesterol in meals, regular ground meat should be served no more than twice weekly when one meal is provided, four times weekly if two meals are provided, and no more than 6 times a week if three meals are provided.

Vegetables

- A serving of vegetable (including cooked dried beans, peas and lentils) is generally ½ cup cooked or raw vegetable; or ¾ cup 100% vegetable juice, or 1-cup raw leafy vegetable. For pre-packed 100% vegetable juices, a ½ cup juice pack may be counted as a serving if a ¾ cup pre-packed serving is not available.
- Fresh, frozen or unsalted canned vegetables are preferred instead of canned vegetables containing salt.
- Vegetables as a primary ingredient in soups, stews, casseroles or other combination dishes should total ½ cup per serving.
- At least one serving from each of the five vegetable subgroups must be included in a weekly menu. The five vegetable subgroups include dark green vegetables, orange vegetables, cooked dry beans and peas, starchy vegetables, and “other” vegetables.
- A serving of cooked legumes (dried beans, peas and lentils) must be included twice each week, if one meal is provided; 4 servings per week must be included, if two or three meals are provided.

Fruits

- A serving of a fruit is generally a medium apple, banana, orange, or pear; ½ cup chopped, cooked, or canned fruit; or 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.
- Fresh, frozen, or canned fruit will preferably be packed in juice, without sugar or light syrup

Grain, Bread or Bread Alternate

- A serving of grain or bread is generally 1 slice (1 ounce), whole grain or enriched; ½ cup cooked whole grain or enriched pasta or grain product; or 1 ounce of ready-to-eat cereal. ***Priority should be given to serving whole grains.*** Grain, bread and bread alternates include:

1 small 2-ounce muffin, 2” diameter
2 mini muffins
2” cube cornbread
1 biscuit, 2” diameter
1 waffle, 4” diameter
1 slice French toast
½ slice French toast from “Texas toast”
½ English muffin
1 tortilla, 4-6” diameter
1 pancake, 4” diameter
½ bagel
1 small sandwich bun (<3” diameter)
½ cup cooked cereal
4-6 crackers (soda cracker size)
½ large sandwich bun
¾ cup ready to eat cereal
2 graham cracker squares
½ cup bread dressing/stuffing

- ½ cup cooked pasta, noodles or rice
- Prepared pie crust, 1/8 of a 8” or 9” two-crust pie
- ½ cup cooked grain product in serving of fruit “crisp” or cobbler

A variety of enriched and /or whole grain products, particularly those high in fiber, are recommended.

Two servings whole grain products must be served at least twice a week when one meal is provided; 4 servings whole grain products must be served per week when 2 meals are provided; 6 whole grain products must be served per week when 3 meals are provided.

Grain/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.

Milk or Milk Alternates

One cup skim, low fat, whole, buttermilk, low-fat chocolate milk, or lactose-free milk fortified with Vitamins A and D should be used. Low fat or skim milk is recommended for the general population. Powdered dry milk (1/3 cup) or evaporated milk (½ cup) may be served as part of a home-delivered meal.

- **Milk alternates for the equivalent of one cup of milk include:**

- 1 cup fat free or low fat milk
- 1 cup yogurt, fat free or low fat
- 1 cup fortified soymilk
- 1 ½ cups cottage cheese, low fat
- 8 ounces tofu (processed with calcium salt)
- 1½ ounces natural or 2 ounces processed cheese

2. **Nutrient Values for Meal Planning and Evaluation**

The table below presents the most current DRIs and other nutrient values to use when planning and evaluating meals. Values are provided for serving 1, or a combination of 2 or 3 meals for 1-day consumption for the average older adult population served by nutrition programs.

Menus that are documented** as meeting the nutritional requirements through menu analysis must have written documentation, which supports the following nutrients, are provided:

| Nutrient | Amount Required | Notes |
|--------------------------|--|---|
| Calories (cal) | 685 calories per meal averaged over one week | No one meal may be less than 600 calories |
| Protein (gm) | 19 | |
| Carbohydrate (gm) | 43 | |
| Fat (gm) | 15-23 ≤ 30% calories averaged over one week | No one meal may be more than 35% fat |
| Fiber (gm) | 10 | |

| | | |
|-------------------------|------------------------------|-------------------------------|
| Vitamin A (ug) | 300 | |
| Vitamin C (mg) | 30 | |
| Vitamin E (ug) | 5 | |
| Vitamin B6 (mg) | .6 | |
| Folate (ug) | 133 | |
| Vitamin B12 (ug) | .8 | |
| Calcium (mg) | 400 | |
| Magnesium (mg) | 140 | |
| Zinc (mg) | 3.7 | |
| Potassium (mg) | 1567 | |
| Sodium (mg) | <800, averaged over one week | No one meal more than 1000 mg |

**Menu Approval Sheets (IDoA Meal Pattern & IDoA Nutritional Analysis) are provided to Nutrition Services providers for the licensed dietitian nutritionist (as defined in VII (c)(2) of this section) to use in documenting that nutritional requirements are met by the menu through meeting the meal pattern requirements or through carrying out a nutritional analysis of menus.

3. Specific Nutrient Sources

a. Vitamin A***

Each day each meal must provide at least 300 mg vitamin A through foods served.

- To ensure this amount of vitamin A is provided when the meal pattern is followed, vitamin A rich foods must be served 2 to 3 times per week for one meal per day.
- When serving 2 meals per day, vitamin A rich foods must be served 4 to 6 times per week.
- One rich source or two fair source servings may be used to meet the requirements.
- Some examples of **rich** sources of vitamin A include:
 - Apricots Cantaloupe Collard greens
 - Kale Mango Spinach
 - Turnip greens & other dark greens
 - Winter squash (Hubbard, Acorn, Butternut)
 - Carrots and sweet potatoes
- Some examples of **fair** sources of vitamin A include:
 - Apricot Nectar Broccoli Tomato Sauce
 - Pumpkin Vegetable Juice

b. Vitamin C***

Each day each meal must provide at least 30 mg vitamin C through foods served.

- To ensure this amount of vitamin C is provided when the meal pattern is

followed, vitamin C may be provided as one serving of a rich source, 2 half servings of rich sources or 2 servings of fair sources.

- When serving one meal per day, 1 rich or 2 fair sources must be served.
- When serving 2 meals per day, 2 rich or 4 fair sources must be served.
- When serving 3 meals per day, 3 rich or 6 fair sources must be served.
- Fortified, full-strength juices, defined as fruit juices that are 100% natural juice with vitamin C added, are vitamin C-rich foods.
- Partial-strength or simulated fruit juices or drinks, even when fortified, may not count as fulfilling this requirement, except cranberry juice.

Some examples of **rich** sources of vitamin C include:

| | | |
|------------------|-------------------------|------------------|
| Broccoli | Brussels sprouts | Cantaloupe |
| Cauliflower | Fruit juices, fortified | Grapefruit |
| Grapefruit juice | Green pepper | Honeydew |
| Kale | Kiwi | Mango |
| Mandarin oranges | Oranges/orange juice | Strawberries |
| Sweet potatoes | Yams | Sweet red pepper |
| Tangerines | | |

Some examples of **fair** sources of vitamin C include:

| | | |
|----------------|---------------------------|----------------|
| Asparagus | Cabbage | Collard greens |
| Mustard greens | Pineapple | Potatoes |
| Spinach | Tomato/tomato juice/sauce | Turnip greens |
| Watermelon | | |

***These are a few examples of vitamins A and C sources. A listing of vitamin A and C content of common vegetables and fruits will be available to service providers as additional information. **Note: this document will be released in the near future.** By consulting this listing and ensuring that a minimum of 300 mcg vitamin A and 30 mg vitamin C are included through vegetables and fruits in meals on a daily basis, providers will meet these vitamin requirements.

XIV. Food Preparation Recommendations

1. When cooking, use salt sparingly or eliminate entirely by using spices, herbs or other seasoning. To flavor foods, use salt-free seasoning, lemon juice, lime juice or vinegar.
2. Minimize the use of fat in food preparation. Fats should be primarily vegetable sources and in a liquid or soft (spreadable) form that is low in hydrogenated fat, saturated fat, and cholesterol. Limit fat to no more than 20-35 percent of the calories average for the week.
3. Each meal should contain at least 10 grams of dietary fiber. Use whole grains, meat alternatives, and fruits and vegetables to increase the fiber content of the menus. A listing of fiber content of grains, vegetables and fruits is available to service providers. By consulting this listing and ensuring that a minimum of 10 g fiber is included through foods served on a daily basis, providers will meet the fiber requirements.
4. Reflect seasonal availability of food;
5. Plan so that food items within the meat and meat alternatives, vegetable, fruit and grain/bread groups are varied within the week and menu cycle;
6. Include a variety of foods and preparation methods with consideration for color, combinations, texture, size, shape, taste and appearance;

7. Do not provide vitamin and/or mineral supplements, except as specified in Item Q below;
8. Use low-sodium meats, flavorings, and seasonings;
9. Use low-fat salad dressing, spreads, cheese and gravies (made without drippings and fats);
10. Bake, broil, steam or stew foods in place of frying food in fat;
11. Provide drinking water to encourage fluid intake. Dehydration is a common problem in older adults. Other beverages such as soft drinks, flavored (preferably sugar-free) drinks, coffee, tea and decaffeinated beverages may be used, but cannot be counted as fulfilling any part of the meal requirements. Nonnutritive beverages do not help meet nutrition requirements but can help with hydration.
12. Desserts may be provided as an option to satisfy the caloric requirements or for additional nutrients. Desserts such as fruit, whole grains, low fat or low sugar products are encouraged. Fresh, frozen, or canned fruits packed in their own juice are encouraged often as a dessert item, in addition to the serving of fruit provided as part of the meal. However, if a dessert contains at least ½ cup of fruit it may be counted as a serving of fruit. A dessert containing at least ½ cup enriched/whole grain product may be counted as a serving of grain. For example, a serving of two-crust (approx. 1/8 of 8” or 9” pie) fruit pie that contains at least ½ cup fruit is counted as one serving fruit and one serving grain.
13. Ethnic or religious menus must approximate as closely as possible (given religious requirements or ethnic background) the regular meal pattern and nutrient content of meals as previously stated.
14. Meals served in accordance with the meal standards are appropriate for persons with chronic disease, such as diabetes, heart disease and hypertension.

XV. Nutrition Supplements

Nutrition supplements, including liquid or bars, may be made available to participants based on documented, assessed need as determined by a licensed dietitian, nutritionist or a physician. Such products cannot replace conventional meals unless a physical disability warrants their sole use. Nutrition supplements are not reimbursable under the Older Americans Act or by AoA.

XVI. Offer Versus Serve

1. Each nutrition provider shall assure that congregate meal participants are offered all the food items needed to meet the menu requirements.
2. Consistent refusal of menu items should be investigated to determine why a participant is declining menu items.
3. Assistance should be provided to assure that adequate nutrition intake is maintained by the participant (for example, providing smaller serving portions, substitutions when feasible or serving the participant first).
4. AoA reimbursement is not affected when a participant declines menu items.

XVII. Foods Taken from Nutrition Sites

1. Unserved leftover foods shall not be taken from kitchens or sites by employees, volunteers, or participants.
2. Safety of the food after it has been served to a participant and when it has been removed from the congregate site is the responsibility of the recipient and may be consumed as that participant deems appropriate. Providers shall post signs that warn participants of the health hazards associated with removal of food from the congregate nutrition site.

XVIII. Food Borne Illness Complaint Reporting Requirements

1. In the event that a nutrition service provider receives a complaint or report of symptoms of food borne illness, the nutrition provider shall:

- a. Notify the local health department immediately to initiate an investigation; and
 - b. Notify the Area Agency on Aging within 24 hours of the investigative procedures in progress.
2. The Area Agency on Aging shall notify the Department within three working days of a reported food borne illness. Thereafter, periodic updates shall be provided regarding the progress and findings of the investigation.

XIX. Food Service Requirements

Nutrition service providers must comply with 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.

1. Training

- a. Training in fire and safety regulations must be provided during the orientation of staff new to the program and, at a minimum, once a year thereafter. The training will include but not be limited to: rules for safe work, and fire and safety regulations. Where feasible or possible, state or local officials should be involved in the development of training materials and programs. In situations where regulations do not exist, or their applicability is questioned, the provider shall contact the appropriate State agency that establishes fire or safety standards (e.g., State Fire Marshall, etc.).
- b. Food Service Sanitation Manager Certification: The meal site supervisor or designee must successfully complete the Illinois Department of Public Health's Food Service Sanitation Manager certification training, and have a current registration.
This is a Department on Aging requirement, and is also required by the Illinois Department of Public Health.
Congregate meal sites are classified as "Category I Facilities" due to the type of population served by the congregate meal site (e.g., immuno-compromised individuals such as the elderly comprise the majority of the consuming population).
Based on guidance from the Illinois Department of Public Health, the only exception for a meal site supervisor to not be required to have successfully completed the above certification training is when food is prepared in a different location within the facility and served in that same facility. An example would be a congregate meal site located in a long term care facility. Under these circumstances, the site supervisor would be supervised by a certified food service sanitation manager in the preparation area of the facility. Note: Local public health departments do not have the authority to waive this requirement.
- c. Food Handlers: Due to the requirements of the Food Handling Regulation Enforcement Act (410 ILCS 625), all food handlers employed by the nutrition provider (where the nutrition site is not located in a restaurant), other than someone holding a food service sanitation manager certificate, must receive or obtain training in basic food handling principles by July 1, 2018. New employees shall receive training within 30 days after employment. All food handlers must renew their training every three years.
Proof that a food handler has been trained shall be available upon reasonable request by the Illinois Department of Public Health or a local health department inspector and may be in electronic format.

Nutrition sites volunteers performing food handling duties are not required by the Illinois Department of Public Health to receive the required training as outlined in the Food Handling Regulation Enforcement Act; however, the Illinois Department on Aging strongly encourages that nutrition programs require their volunteers to obtain such training. If the volunteers do not obtain the training based on the Food Handling Regulation Enforcement Act, the nutrition program must provide training to volunteers that will include but not be limited to: safe food handling, food borne illnesses, hygienic practices of personnel, equipment sanitation, dishwashing procedures, and facility sanitation.

The food handling training must comply with the requirements of the Illinois Department of Public Health's administrative rules. Note: Restaurants must comply by July 1, 2018.

The Department on Aging will provide nutrition service providers with additional information about this specific requirement when the Illinois Department of Public Health finalizes its administrative rules for the Food Handling Regulation Enforcement Act.

- c. All staff working in the food preparation and food serving area shall be under the supervision of a person who will ensure the application of hygienic techniques and practices in food handling, preparation, service and delivery.

3. Food Temperatures

- a. Food temperatures at the time of service and at the time of delivery must be no less than 140° F for hot foods and no more than 41° for cold foods.
- b. For congregate meals, the temperature of the food should be checked and documented daily at the time of service and in the case of catered food, at the time of food arrival and at the time of service.
- c. For home delivered meals, the temperature of the food should be checked and documented daily both at the end of production and at the time of packaging; and on a regular basis, not less than one time per month, at the end of the delivery route requiring the longest delivery time.
For delivery routes less than two hours, the temperature of the food should be checked and documented at the end of the delivery route requiring the longest delivery time on a regular basis, not less than one time per month.
If a nutrition service provider has meal delivery routes that are longer than two hours, the nutrition service provider must check temperatures on a weekly basis at the end of these delivery routes. This specific requirement does not apply if the nutrition service provider uses a temperature controlled oven, freezer and refrigerator equipped vehicles that have digital temperature displays or provides frozen meals.

Frozen prepackaged meals are not acceptable. All foods must be prepared daily. Textured vegetable protein products will not be accepted as a meat extender.

XX. MEAL COST

All applicant agencies are required to detail the cost of the meals they intend to provide according to the instructions in the Grant Application. Please ensure pricing of meal packaging materials are included in cost per meal. All applicant agencies are required to use the format provided in the Grant Application to present their meal cost breakdown.

XXI. OTHER PROVISIONS FOR FOOD SERVICE PROVIDERS

Meal Site Menu Substitutions

In the event that the food service provider fails to provide meals in quantities ordered or if meals do not meet prescribed requirements, the nutrition site must contact the food service provider and the food service provider must provide for a satisfactory remedy.

Availability of Food Service Provider Staff

Management staff of the food service provider must be available to handle complaints and problems. Staff will also be asked to participate in menu planning, Project Council meetings and other meetings as appropriate. Staff of the food service provider must be available to the Grantee up to 12:00 p.m., Mon. – Fri. to ensure expedition of all meals.

Any additional information the food service provider wishes to make available regarding proposed service delivery and meal costs will be reviewed by The Western Area Agency on Aging.

XXII. ADDENDUM MENUS FOR TITLE III – C1 AND C2

The following pages of information contain the 12 week menu cycle that applicant agencies are to use when completing the budget sections of the Grant Application.

XXIII. CATERERS ACCOUNTING RECORDS, AUDITS, AND REPORTS

- A. Auditors representing Project NOW and the Elderly Nutrition Program will have free access to all books and records maintained by the caterer relative to the contract.
- B. The Lessee agrees that the records are to be kept in a manner specified by auditors representing the Elderly Nutrition Program and the Illinois Department on Aging, and that failure to follow written instructions as to record keeping requirements will be cause for cancellation of the contract agreement.

XXIV. INSURANCE

The Lessee will provide compensation insurance and see that compensation is paid to all employees of their company sustaining injury (including death) as a result of employment at, on, or in, any structure, device, apparatus, enclosure, or any activity, by reason of this agreement, such compensation is made in accordance with the “Illinois Worker’s Compensation Act.”

The Lessee will maintain Public Liability Insurance in an amount sufficient to protect against all risks for damage or injury, including death, to persons or property, wherever located, resulting from any action or operation under the contract or in connection with the work. Minimum coverage for Public Liability shall be:

| | |
|-------------------------------------|-------------|
| <u>BODILY & PERSONAL INJURY</u> | |
| Each person | \$ 500,000 |
| Each occurrence | \$1,000,000 |

PROPERTY DAMAGE

Each occurrence \$ 500,000
Aggregate \$1,000,000

The Lessee will maintain Automobile Liability Insurance, including property damage, covering all owned or rented equipment used in connection with the work. Minimum coverage for Public Liability shall be:

BODILY & PERSONAL INJURY

Each person \$ 500,000
Each occurrence \$1,000,000

PROPERTY DAMAGE

Each occurrence \$ 100,000
Aggregate \$ 100,000

All insurance policies are to be issued by companies authorized to do business under the laws of the State of Illinois, and certificates of insurance must be available to Project NOW for review.

Project Liability shall be included under Public Liability and specifically identified in the Insurance Contract.

XXV. INSTRUCTIONS TO BIDDERS

All forms must be fully and accurately completed and signed by the applicant. **The application and sealed bid are to be submitted to the Project NOW, Inc. Finance Director by 10:00 A.M. C.S.T. FRIDAY, JULY 13, 2018.**

Beginning immediately after the above date, Project NOW will carefully and objectively review all properly completed applications received within the time specified and will notify each said applicant as promptly as possible thereafter as to the result of the review process.

Bids will be publicly opened and tabulated **FRIDAY, JULY 13, 2018, at 10:15 AM, C.S.T.**, at Project NOW, Inc., CAA, 418 19th Street, Rock Island, Illinois 61201.

MAILING INSTRUCTIONS:

Bids must be marked **SEALED BID** and mailed to:

Michelle Ingersoll
Finance Director
Project NOW, Inc.
418 19th Street, P.O. Box 3970
Rock Island, Illinois 61204-3970

APPLICATION FORMS

All of the forms in this package must be completed and signed by the individual or individuals who will execute the contract if so awarded.

Note:

It is a condition of these bid specifications that the Project NOW Elderly Nutrition Program has authority to verify any and all information submitted on these forms.

Please break down the cost per meal as follows: **Home Delivered Meals**

RAW FOOD _____

LABOR _____

ADMINISTRATION _____

OTHER COSTS (commodity, storage, supplies, meal packaging materials, etc)

DELIVERY COSTS _____

ANTICIPATED PROFIT _____

Please break down the cost per meal as follows: **Congregate Meals**

RAW FOOD _____

LABOR _____

ADMINISTRATION _____

OTHER COSTS (commodity, storage, supplies, etc) _____

DELIVERY COSTS _____

ANTICIPATED PROFIT _____

Unless otherwise specified, portions for products listed below are:

| <u>PRODUCT</u> | <u>SERVING</u> |
|----------------|----------------|
| Soups (Chili) | 8 oz |
| Casseroles | 6 oz |
| Chicken | 1 qtr cut |
| Pies (10 inch) | 10 cut |
| Sheet Cakes | 2" x 2" |

MEAL PROGRAM FOR OLDER PERSONS IN MERCER COUNTY, IL.

PROJECT NOW, INC.
418 19TH Street P.O. Box 3970
Rock Island, Illinois 61204-3970
(309)793-6391

1. General Information — (If additional space is needed, attach schedule)

A. By whom is the Catering Lease to be executed (if awarded)?

1. Individual? Name: _____

Address: _____

2. Partnership? _____ Corporation? _____

(List names, addresses, titles, and percent of ownership)

Name: _____ Title _____

Address: _____ %Ownership _____

Name: _____ Title _____

Address: _____ %Ownership _____

Name: _____ Title _____

Address: _____ %Ownership _____

Name: _____ Title _____

Address: _____ %Ownership _____

B. Have you (or your authorized agent) inspected the present sites and reviewed all pertinent operating and maintenance records with the Project Director? _____ Date of Inspection _____

Conducted by: (Name & Title) _____

Address: _____ Telephone: _____

C. Have you thoroughly investigated all Local, State, and Federal laws, and *DOA rules and regulations governing the operation of this contract and, if selected as it's Caterer, do you agree to operate the Contract in full accordance therewith: _____

*Department on Aging

II. Personal Information – (One completed copy required for each individual named in Form 1, Part A-1, or A-2)

Principal's Name _____

Business Address _____

City _____ State _____ Telephone _____

Home Address _____
City _____ State _____ Telephone _____
Present Occupation _____
Name of Principal's Bank _____
Bank Address _____
Type of Account: Saving _____ Checking _____
Marital Status _____ No. of Children _____

Any catering or restaurant experience? (Please furnish a few particulars)

Do you have a fraction or whole ownership in catering real estate at present? If so, please offer the following information: (If more space needed, attach schedule)

Name _____ % Ownership _____
Address _____

Name _____ % Ownership _____
Address _____

Give three (3) bank and/or business references:

Name _____ Address _____
Name _____ Address _____
Name _____ Address _____

Give three (3) personal references:

Name _____ Address _____
Name _____ Address _____
Name _____ Address _____

THE PRINCIPAL'S FINANCIAL STATEMENT MUST ACCOMPANY THIS APPLICATION.

The statements contained in this application are true and complete and nothing has been suppressed affecting my moral and credit stability.

Applicant's Signature _____

WITNESS _____

Dated this _____ Day of _____ 20__ .

MEAL PROGRAM FOR OLDER PERSONS IN MERCER COUNTY, IL

**PROJECT NOW, INC.
418 19TH STREET P.O. BOX 3970
ROCK ISLAND, ILLINOIS 61204-3970
(309) 793-6391**

SUBMITTED BY: _____ **Date** _____

NAME _____

ADDRESS _____

Street City State Zip Code

To: Project NOW, Elderly Nutrition Program

Having carefully examined all bid documents as well as the Program's records and existing sites, the undersigned proposes to furnish **each meal** for the sum of:

Congregate Meals:

Dollar (\$ _____)

Home Delivered Meals:

Dollar (\$ _____)

In addition to the original three (3) pages of necessary bid forms, we are including _____ pages of additional documentation, and request that these pages be considered as part of our documentation.

Included with the additional pages is our "Sample Menu".

The undersigned agrees that he can start said service on or before

COMPANY _____

SIGNATURE _____

(Seal)

TITLE _____

TELEPHONE _____