

**EAST BATON ROUGE
COUNCIL ON AGING
AREA AGENCY ON AGING**

5790 FLORIDA BOULEVARD
ADDRESS

BATON ROUGE, LOUISIANA 70806
CITY

**SOLICITATION FOR PROPOSALS
SPECIFICATIONS FOR ELDERLY NUTRITION PROGRAM**

FY 2019 to 2023

SPECIFICATIONS FOR ELDERLY NUTRITION PROGRAM

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SPECIFICATIONS FOR ELDERLY NUTRITION PROGRAM

DEFINITIONS

Area Agency on Aging: also called AAA, responsible for contracting for the Elderly Nutrition Program, through a competitive process and in compliance with GOEA guidelines, with a Food Service Provider (FSP) to furnish congregate and home delivered meals. A primary responsibility of the Agency is improving the nutritional status of persons 60 years or older, with emphasis on those persons with the greatest social and economic needs, especially low-income minority individuals, individuals residing in rural areas and those with severe disabilities.

Congregate Meal: a meal provided at an Older American Act (OAA) Title III-C Program "nutrition site." Congregate meals may be hot, cold or a combination of both. Must be provided at least once a day, five or more days a week, but not less than 250 days per year, except at sites located in rural areas where such frequency is not feasible and a lesser frequency is approved by the GOEA. May be referred to as C-I meal.

Home Delivered Meals: a meal served in the home to an individual who meets the criteria established by Section 1223.B.2.a, of the Louisiana State GOEA Policy Manual. Home delivered meals (HDMs) may consist of hot, cold, frozen, dried, canned or medical foods. HDMs shall be available to participants five or more days a week, but not less than 250 days per year, except in rural areas where such frequency is not feasible and a lesser frequency is approved by the GOEA. HDM may be referred to as C-2 meal.

Managed Meals: Vendor provides management and staff for Home Delivered Meals.

Food Service Provider (FSP): an entity awarded a contract by an Area Agency to furnish congregate and/or home delivered meals under the Area plan; also called Vendor.

ABBREVIATIONS

AAA	Area Agency on Aging; also called Contractor
OAA	Older Americans Act
ENP	Elderly Nutrition Program
FSP	Food Service Provider; also called Vendor
GOEA	Governor's Office of Elderly Affairs
RDA	Recommended Dietary Allowances
AI	Adequate Intake
C-1 Meal	Meals served at congregate site
C-2 Meal	Meals delivered to home of qualified individuals; also called HDM
LDN/RD	Licensed Dietitian/Nutritionist; Registered Dietitian
HACCP	Hazard Analysis Critical Control Point
USDA	United States Department of Agriculture

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SOLICITATION FOR PROPOSALS

Specifications for Elderly Nutrition Program in Baton Rouge, Louisiana

1.0 INTRODUCTION

- 1.1 The East Baton Rouge (name) Area Agency on Aging (AAA), pursuant to requirements of the **Older Americans Act; Office of Management and Budget Circular A-102, A -110, A-122, A-128; Federal Procurement Circular 74-4; Governor's Office of Elderly Affairs Policy Manual**, sub-chapter B, section 1143, sub-chapter D, section 1201, sub-chapter E, section 1223, and as advertised in the Advocate (name of publication), **will receive sealed proposals for the provision of goods and services under the Title III-C Elderly Nutrition Program provisions of the Older Americans Act and as described in these specifications.** Area Agencies in Louisiana are governed by regulations and statutes of the U.S. Department of Health and Human Services, the U.S. Department of Agriculture, and the Office of Public Health in addition to the above listed regulations.
- 1.2 The East Baton Rouge (name) Area Agency on Aging (AAA), pursuant to requirements of the **Older Americans Act; Office of Management and Budget Circular A-102, A -110, A-122, A-128; Federal Procurement Circular 74-4; Governor's Office of Elderly Affairs Policy Manual**, sub-chapter B, section 1143, sub-chapter D, section 1201, sub-chapter E, section 1223, and as advertised in the Advocate (name of publication), **will receive sealed proposals for the provision of goods and services under the Title III-C Elderly Nutrition Program provisions of the Older Americans Act and as described in these specifications.** Area Agencies in Louisiana are governed by regulations and statutes of the U.S. Department of Health and Human Services, the U.S. Department of Agriculture, and the Office of Public Health in addition to the above listed regulations.

The Title III-C Elderly Nutrition Program operates under provisions of the Older American Act. This information is provided to Food Service entities desiring to submit a proposal for furnishing meals and related supplies and services for the Elderly Nutrition Program administered by the East Baton Rouge Area Agency. The successful bidder must provide documented evidence of its ability to successfully implement and maintain the services required for the Elderly Nutrition Program administered by the AAA.

Bids must be received by 9:00 am (time) on May 28, 2019 at 5790 Florida Blvd (address of office where bids are to be submitted) and **(must be accompanied by a Bid Guaranty Bond equal to five percent (5%) of the bid.)**

The term of any award made as a result of this process will be for 12 months, beginning July 1, 2019 (date) and ending June 30, 2020 (date). This award is contingent upon receipt of funds for the purpose of providing services described herein. East Baton Rouge AAA will contract for four years with the option to renew **annually** for the time period equal to the term of the Area Plan. 670,000 (total number of) meals served during the prior Fiscal Year.

2.0 BIDDING REQUIREMENTS

- 2.1 Bid prices offered by any entity seeking a contract as a result of this process must be submitted on the Bid Quotation Sheet (Attachment 1).** Bid prices shall reflect the total cost of the delivered meal, for congregate and home-delivered meals, and shall specifically list costs for: raw food, labor, supplies (non-edibles) and transportation. Bid prices for meals shall be exclusive of all state/local taxes. East Baton Rouge AAA is exempt from all state and local taxes. Failure to submit **Bid Quotation Sheet** is cause for, and may result in, disqualification of the bid. Bids **must be submitted** in a sealed envelope with the words “**Food Service Bid**” written clearly on the outside.
- 2.2** Bids will be opened on May 31, 2019 at 5790 Florida Blvd (place) at 9:00 am (time). Bids received after the deadline to submit proposals will not be considered.
- 2.3** AAA awards contract/send denial letters for services on June 7, 2019.
- 2.4** All bids shall be subject to review and acceptance by the East Baton Rouge AAA Board of Directors, or its designee, and the Louisiana Governor’s Office of Elderly Affairs (GOEA).
- 2.5** Bid evaluation will be in accordance with criteria described on the Meals Bid Evaluation Form (**Attachment 2**). A low bid will not necessarily be the deciding factor. East Baton Rouge AAA reserves the right to reject any and all bids.
- 2.6** Questions or inquiries relative to submission of the bid should be referred to Shontell LeBeouf (name) at 225.317.0086 (contact number) at AAA.
- 2.7** An Area Agency on Aging cannot award a contract until GOEA has approved the bid.
- 2.8 A vendor who is denied the contract to provide service has the right to request a hearing by the Area Agency on Aging. When all the hearing procedures at the Area Agency on Aging have been exhausted, the vendor can request a hearing at the Office of Elderly Affairs. (At this point the AAA states hearing procedure for those vendors not awarded the contract.)**
- 2.9 A vendor whose services are terminated has the right to a hearing by the Area Agency on Aging. When the hearing procedures at the Area Agency on Aging has been exhausted a hearing at the Office of Elderly Affairs can be requested. (At this point the AAA states hearing procedure for terminating the contract to the vendor.)**
- 3.0 Scope of Elderly Nutrition Program administered by East Baton Rouge AAA.**
*In this section, the AAA can provide a descriptive summary of the scope of the project, including, but not limited to, information regarding the fact that sites are located within a single parish or that services are required within a multi-parish area. Additionally, the fact that the number and/or location of the designated sites are subject to change by the AAA should be included. Any other general summary statements that assist potential **Food Service Providers** in understanding the project scope can also be included here. In the event the AAA intends to be responsible for picking up the meals from the **FSP**, for example, information should be included in this section. Any additional assistance and/or support to be assumed by the AAA may be described here.*

Approximately 1,000 HOT meals served 5 days per week; and, 1,153 Frozen meals served 7 days per week, average number of meals served 365 days each year. The number of meals per month ranges from a minimum of 34,974 to a maximum of 45,000.

4.0 TERMS OF CONTRACT

4.1 The **FSP** awarded a contract as a result of this process shall be capable of implementing services within 30 days (July 1, 2019) of the date on which contract is signed. Said **FSP** shall not subcontract any portion of the contract to another food service entity or to any other agency without prior written approval of the **Contractor**.

4.2 Should the **Food Service Provider** fail to adhere to the terms and conditions of the contract awarded as a result of this process, the **AAA** may terminate the contract by providing written notice not less than 30 days prior to anticipated termination date.

4.3 The **AAA** reserves the right to cancel any contract awarded as a result of this process, without notice, under the following conditions:

4.3.1 Outbreak of food borne illness traced to **Food Service Provider**;

4.3.2 Revocation of operating permit by Department of Health; or

4.3.3 Failure to maintain insurance as required by contract.

4.4 Should the **FSP** desire to cancel the contract, the **AAA** must be notified, in writing, not less than 120 days prior to anticipated cancellation date.

4.5 Should funds not be appropriated to support continuation of the contract awarded as a result of this process, the contract shall be terminated. When the contract is terminated under these conditions, no additional funds shall be paid to the **FSP** as a result of such action (LA. R.S. Title 39, Sec. 1615).

4.6 No part of this agreement shall be waived or altered except by written amendment by both parties to the contract. All amendments shall be carried out in accordance with policies and procedures announced by the Area Agency, and shall be required whenever there is any change in the approved project period and effective date of obligation herein, or whenever there is any change in State and/or Federal funding.

4.7 During the term of a contract awarded as a result of this process, failure to meet required standards may result in sanctions imposed by the **Contractor** or in revocation of the contract. Such deviations may include, but not be limited to:

- Failure to furnish copy of inspection report from Department of Health.
- Failure to correct **critical** violations cited in inspection report from Department of Health.
- Failure to maintain project manager's staff position as specified in SFP.
- Failure to maintain safe food handling procedures and/or techniques.
- Failure to submit menus for review/approval as specified in SFP.
- Failure to adhere to food purchasing standards as listed in **Section 13** of SFP.

5.0 Documentation Required With Bid; **Food Service Providers** who submit bids must provide documented evidence of their ability to successfully implement and maintain the services required for the Elderly Nutrition Program administered by the East Baton Rouge **AAA**.

5.1 All bids shall be accompanied by the following documentation:

Address and description of current food preparation site(s) and storage areas. Include a complete description of storage (dry, cold, and freezer) and production areas. Attach a floor plan including kitchen equipment.

- 5.2 Production Center** shall be located within a 10 mile radius of the East Baton Rouge AAA Office that is at 5790 Florida Blvd (address).
- 5.3** A complete description of current food service and management staff. Staff must include a full-time food service manager with a current Serve-Safe Certificate who will devote the necessary time to the execution and maintenance of this contract. Staff must have access to a registered dietitian (RD), licensed by the State of Louisiana, who is available for menu planning, HACCP, and consultation with the AAA LDN/RD and Nutrition Program Manager. Additionally, the LDN/RD employed by the **FSP** shall be available, upon request, to provide assistance with nutrition education. Include name of individual responsible for primary management of the project, credentials, and experience relative to this type of service and any relevant special training and/or certifications.
- 5.4** GOEA recommends a sixty-day rotation cycle menu for hot and a separate menu for frozen shall include the following: nutrition analyses for each daily menu including specifications for food items to be used in sample cycle menu, including condiments. Include a description of current procurement procedures ensuring that products meet specifications and established quality standards.
- 5.5** Provide nutritional analysis for sample 20 (30)-day menu.
- 5.6** A detailed description of the HACCP program currently in place. Include specific procedures for purchasing/procurement, including receiving/storage; preparation; cooking; cooling and reheating as they pertain to:
- (a) poultry and meat,
 - (b) soup/stews/sauces/gravies,
 - (c) produce, and
 - (d) salads.
- 5.7** A description of food transporting equipment, to be used in making deliveries, including food containers and delivery vehicles, if applicable. Include number and type of vehicles. All vehicles must be equipped with a cell phone to allow for immediate communication with the driver.
- 5.8** A description of the maintenance schedule and sanitation procedures /schedules for delivery vehicles.
- 5.9** A list of specifications for single-service (disposable) eating utensils, napkins, straws, food trays, drinking cups/lids, fruit/dessert cups/lids, soup/stew bowls and lids, sandwich bags, etc. for ENP meals. Other items such as: garbage bags, disposable gloves, food storage bags, etc, may be included. (For additional information, refer to **Attachment 6.**)
- 5.10** Most recently audited financial statement.
- 5.11** Provide copies of the current operating permit and the last three sanitation reports from DHH Environmental Services for the last two years. Provide a copy of all current licenses and Serve-Safe certificates.
- 5.12** Describe past experience, which demonstrates expertise in the operation of a food service which can successfully implement and consistently sustain all of the services required by a contract entered into as a result of this process. Provide the names of at least two current references.
- 5.13** Describe the procedure utilized for frozen meals, if provided. List the procedure followed at the kitchen from preparation to transporting the frozen meals. See **Attachment 10.**

5.14 The alternate vendor contact information for each meal site.

5.15 A description of the method which will be used to provide meals after a disaster. This description shall include: where the meals will be obtained, the type of meal that will be provided, and the method of delivery of the meals.

6.0 **INSURANCE REQUIREMENT** **Food Service Provider** awarded a contract as a result of this process shall obtain insurance to include liability, property, food preparation, worker's compensation and bonding and professional practice as required to protect the interest of all parties of the contract entered into as a result of this process.

6.1 **Insurance coverage** carried by the **FSP** shall be not less than:

- Worker's Compensation**.....\$1,000,000 Employer's Liability
- Comprehensive** (including Products).....\$1,000,000 Combined Single Unit
- Automotive or other vehicle Liability**.....\$1,000,000 Combined Single Unit(if applicable)

6.2 The **FSP** shall provide evidence of ability to furnish Performance Bond equal to the following: estimated number of meals to be served per day x 65 days x \$ 4.79. Performance Bond must accompany bid. Performance bond furnished shall be written by a surety or insurance company currently on the U.S. Department of Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an **A rating** in the latest printing of the A.M. Best Key Rating Guide to write individual bonds up to ten percent of policy holders' surplus as shown in the A.M. Best Key Rating Guide or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds. The bonds will be provided to the AAA within 15 days after the contract award. It is estimated that approximately 2,153 meals (hot/cold/frozen) will be served per day.

7.0 **INDEMNIFICATION** The **FSP** as an entity separate and apart from the East Baton Rouge AAA, shall assume full liability for and shall indemnify, defend and hold the AAA harmless from and against all claims, demands and causes of action of any kind or any liability whatsoever which may be incurred by the actions of the **FSP** or any subcontractor, their employees, agents or representatives. The **FSP**, at a minimum, will submit the following guarantees:

7.0.1 Hold the AAA, its agents and employees and the State of Louisiana harmless against any liability for negligent acts or omissions by the **FSP**.

7.0.2 Hold the AAA its agent and employees and the State of Louisiana harmless against any liability for infringement of any copyright or patent arising from performance of this contract.

7.0.3 Protect the AAA and the State of Louisiana against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit. Protection shall include improper food preparation, storing and transporting of meals by the **FSP**.

7.0.4 Pay for any necessary permits, licenses and fees, and give all notices and comply with all laws, ordinances, rules and regulations of the cities and/or towns where the services are to be rendered, and to the State of Louisiana.

8.0 MEAL PRICE GUARANTEE

The **FSP** issued a contract as a result of this process will guarantee the price of the meals for the first twelve months of the contract. A request to adjust the rate per meal must be submitted by the **FSP** to the East Baton Rouge AAA **on or before each March 1 for subsequent years of the contract term.**

- 8.1** Requests for an adjustment must be accompanied by written justification to support the basis for the request. Increases in the U.S. Producer Price for Food Away From Home, or the U.S. Consumer Price Index for All Items, whichever is less, as reported in December immediately preceding the March 1 deadline, or the most recent data available will be used to evaluate requests for an increase in the price per meal. The request for increased meal cost cannot exceed 4% of the previous bid.
- 8.2** **FSP** shall submit invoices monthly to the East Baton Rouge AAA on or before the 5th working day (date) of each month. Invoices must specify the number of congregate, hot HDMs, and frozen meals, if applicable, delivered each day of the month to each site. The AAA following verification of information and reconciliation with records submitted by each site, will process and forward payment to **FSP**. The AAA will deduct any and all alternate vendor bills for missing meals and/or meal components, and any and all alternate vendor expenses incurred by the **Contractor** in replacing meals and/or meal components, and provide **FSP** with appropriate documentation in support of said deductions.

9.0 NUTRIENT REQUIREMENTS FOR ELDERLY NUTRITION PROGRAM

(Core requirements, all of which **MUST** be met)

All meals, whether congregate or home-delivered, hot, chilled or frozen, must provide a minimum of one-third of the Recommended Dietary Allowances (**RDAs**) as per most currently revised recommendations for men over 51 years or Adequate Intake (**AI**) for men either 50 to 70 years of age or 70+, whichever is the higher requirement as established by the Food and Nutrition Board of the National Academy of Sciences-National Research Council. Additionally, meals shall comply with the latest revised Dietary Guidelines for Americans published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture.

- Caloric content of meals must offer not less than 685 kilocalories per meal. The nutrient analyses must follow the “Dietary Guidelines for Americans” (most recent edition) published by the U.S. Departments of Health and Human Services and Agriculture.
- The following may be average for the week:
 1. The fat content, based on total average calories per week, must not exceed 35% of the calories, and
 2. The sodium content of the daily meal may not exceed 1300 milligrams of sodium, and
 3. The fiber content of the meal shall average 7 grams, and
 4. Vitamin A content of the meal shall average 300 ug/day Vitamin A content, and
 5. At the end of each week’s nutrition analyses the % of fat calories, % of sodium, Vitamin A and Fiber must be averaged for the serving week, and
 6. Menus provide no more than three special holiday menus per month. The menus will provide the nutrients as stated. The sodium and the percentage of fat caloric restriction will not be required.

9.1 Meat or Meat Alternative Group:

A serving shall consist of three (3) ounces of cooked, edible meat, fish or fowl; eggs; or cheese. Meat alternates, such as cooked, dried beans are encouraged in order to increase fiber and lower fat content of meals. One-fourth (1/4) cup of cooked beans or peas may replace (1) ounce of cooked, edible meat, fish or fowl, eggs or cheese.

9.2 Vegetable and Fruit Group:

Two one-half (1/2) cup servings, drained weight or volume, of all fruits and vegetables shall be provided. A four (4) ounce serving of full strength fruit or vegetable juice may be substituted for one of the servings. Fruit used as a dessert should not be counted toward the suggested two servings of vegetables and fruits.

9.3 Bread or Bread Alternate Group:

One serving shall be provided of whole grain or enriched bread, biscuits, muffins, rolls, sandwich buns, cornbread or other hot breads. Bread alternates may include enriched or whole grain cereals or cereal products, such as grits, macaroni, spaghetti, variety of rice, dumplings, pancakes and waffles.

9.4 Dessert Group:

One serving of at least one-half (1/2) cup shall be provided. All fruits, full strength fruit juices as well as simple desserts, such as puddings, gelatin desserts, ice cream, ice milk and sherbet, yogurt, either frozen or custard style (with or without added fruit), cakes, pies, cookies and similar foods may be included for variety and client satisfaction.

9.5 Milk Group:

One-half pint of milk with a butterfat content of no more than two (2) percent (fluid only) shall be provided for hot or frozen meals. Buttermilk or flavored milk is not allowed.

9.6 Other Items

One additional servings of one half cup shall be provided which may include enriched or whole grain cereals or cereal products, such as grits, macaroni, spaghetti, variety of rice, dumplings, pancakes and waffles.

10. MENU AND SERVICE REQUIREMENTS

To help assure that menus address nutritional requirements but also flavor, appearance, texture, acceptability and cultural preferences of the elderly being served, menu meetings should be held regularly, but not less than four times a year. Representatives of the AAA including the RD/LDN, will meet with a designated representative of the FSP, the RD/LDN representing the FSP, and where possible, clients willing and able to participate in the process. Written meal evaluations solicited from clients should be considered in assessing meal satisfaction and acceptability. New products must be presented for sampling prior to their incorporation into the menu, and all substitutions that deviate from approved items must be authorized prior to their use.

10.1. The menu shall include:

10.1.a Regional favorites, such as red beans/sausage with rice, jambalaya, gumbo, white beans or black eye peas and rice/ham, brown gravy (optional, white) etc. based on client included preferences. (see **Attachment 9**)

10.1.b Special menu suggestions (see **Attachment 10**). Special events will be determined by the AAA.

10.1.c FSP may be asked to serve non-meat entrees on Ash Wednesday and each Friday during the Lenten season.

10.1.d Any additional requirements may be added as needed.

10.2 FSP awarded a contract as a result of this process will be required to provide the meals on the menus that were submitted as part of the bid package for the 2020 Summer Cycle. Subsequently, proposed menus must be submitted by the **FSP** to the AAA for consideration **two (2) months prior** to implementation.

10.3 Menus submitted to the AAA for review must be accompanied by nutrient calculations using computer software based on “Food Values of Portions Commonly Used” by Bowes and Church or USDA Handbook #8 or other appropriate nutrient database. Additionally, these menus must be certified, in writing, by the licensed dietitian/nutritionist whose services are utilized by the **FSP**, as meeting one-third of the current RDAs or DRI for men over 51 years of age.

10.4 Menu planning in general should incorporate a commitment to offer a wide variety of foods consistent with recommendations of Dietary Guidelines. Whole grain products and foods high in fiber should be emphasized. Foods containing significant amounts of sugar, saturated fat and sodium must be minimized. The **FSP** should emphasize the use of **homemade (prepared from scratch)** foods, such as soups, stews, casseroles and desserts whenever possible. Menu items that deteriorate dramatically in color, flavor, texture and appearance when subjected to extended holding times at 140° F. or above should be avoided. Menu items which deteriorate to the point that they are rendered unpalatable when held for long time periods shall not be included on the menu. Entrees which contain significant amounts of moisture should be emphasized. They tend to maintain palatability when held for long periods of time at temperatures mandated for food safety.

10.5 To the extent possible, menus shall include seasonally appropriate fresh fruits and vegetables given to the incorporation of frozen fruits/vegetables in lieu of the canned products. [Canned vegetables may contain excessive amounts of sodium, and may lose their integrity (texture, color, etc.) when subjected to long holding times.]

10.6 Only 2 %, fluid only milk is allowed . Non-fat dry milk is not acceptable.

10.7 For number of meals required at each site, see Attachment 5. FSP shall allow for flexibility in the number of meals to be provided to each site. **The AAA** shall be expected to provide reasonable notice in order to permit **FSP** to adjust production schedules; provide toll-free telephone service to AAA for this purpose when necessary.

FSP shall allow for fluctuations in the number of meals resulting from the AAA availability of funds and for client population changes, as well as for changes in sites where HDMs and/or congregate meals are delivered. (Elderly Nutrition Program funding is from federal and state appropriations, as well as monies from other public sources, therefore subject to change.)

10.8 FSP shall prepare and deliver hot and/or chilled meals to each designated site as described in **Attachment 5**. All foods delivered to each site will be “ready to eat” and **shall meet safe food handling temperatures at time of arrival at each site**. **Hot meals** shall be prepared fresh daily and maintained at required temperatures to ensure food safety (**140° F. or higher**). Meal components requiring refrigeration must be maintained at a temperature of **40° F. or below**. Frozen meals shall be maintained at a temperature of **30° F. or below**. All condiments (include salt/pepper for congregate meals; exclude for HDMs) shall be furnished as appropriate and specific to menu

items, such as portion-controlled salad dressing, mustard, ketchup, mayonnaise, etc. for all ENP meals.

10.9 The maximum allowable time interval between preparation and delivery to participants shall be six (6) hours for hot (congregate).

10.10 **FSP** shall be expected to adhere to delivery time schedules specified for each meal site on **Attachment 8**. Delivery personnel shall be appropriately dressed and wear proper identification. **Contractor** and **FSP** will work cooperatively to develop most effective and cost-efficient delivery route.

10.10.a Meals not received at designated sites within thirty (30) minutes of scheduled delivery time shall be considered late. The AAA reserves the right to exercise the following option(s):

10.10.b Refuse all meals, in which case, site manager will attempt to use alternate vendor, and **FSP** will be responsible for all charges from alternate vendor; or

10.10.c Accept late delivery and assess **FSP** an amount equal to fifty (50) percent of the cost of the meals PLUS any and all costs incurred by the AAA in order to ensure service to clients despite late delivery, such as additional compensation for staff, transportation, etc.

10.10.d Late-delivery assessment may be waived in the event of a legitimate emergency (weather, emergency road closures, power failure, etc.) that is beyond the control of the **FSP** provided that AAA is notified that delivery schedule will not be met. The AAA reserves the right to assess or waive late delivery fees.

10.11 All menus shall be served as planned. When substitutions or complete exchanges of menus (one day's menu exchanged for another day's) are necessary, a written request should be faxed/mailed to the AAA for approval prior to implementation. The AAA must approve all substitutions. Unauthorized menu substitutions shall be at the expense of the **FSP**.

10.12 Retain an eight ounce (8 oz.) sample of each batch of temperature controlled foods under refrigeration for 72 hours following the time of actual service. The samples must be properly dated and labeled with contents, time cooked, time chilled. These samples may be required should there arise questions concerning allegations of food borne contaminants or illness.

10.13 **FSP** shall be responsible for typing and distribution of the menu to the AAA and to each meal site no later than the first day of the month. The menu to be posted at the site shall be in size 18 font.

10.14 **FSP** shall provide serving size guide sheets to the AAA for review and approval thirty (30) days prior to implementation of the approved menus.

10.15 Every quarter the **FSP** shall send to the AAA a list of menu items that contain the following 8 most allergenic food:

**milk, soybeans, eggs, wheat, peanuts,
fish, tree nuts-almonds, pecans,
walnuts, etc, shellfish-crabs or shrimp.**

11 TECHNICAL REQUIREMENTS

FSP awarded a contract as a result of this process **shall**:

- 11.1** Direct all correspondence and/or other communications related to contract resulting from this process to the East Baton Rouge AAA;
- 11.2** Comply with Title VI and Title VII of the Civil Rights Act of 1964;
- 11.3** Comply with Section 504 of the Rehabilitation Act of 1973, as amended;
- 11.4** Comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 STAT.975 approved December 31, 1976;
- 11.5** Comply with requirements of the Drug Free Work Place Act (1988)
- 11.6** Comply with the Americans with Disabilities Act of 1990 (ADA);
- 11.7** Prepare and package food for the ENP in facilities that comply with all local and State requirements of the Louisiana Sanitary Code Part 23, Title 51-Retail Food Establishments, Feb. 20, 2002 and which operate under permits issued by the Louisiana State Department of Health. If production facility is located outside of Louisiana, the **FSP** shall comply with all applicable local and State sanitary codes, rules and regulations governing food service in the State in which it is licensed to operate.
- 11.8** Retain an eight ounce (8 oz.) sample of each batch of temperature controlled foods under refrigeration for 72 hours following the time of actual service. The samples must be properly dated and labeled with contents, time cooked, time chilled. These samples may be required should questions arise concerning allegations of food borne contaminants or illness.
- 11.9** Maintain a staff of competent food service professionals trained in food handling techniques and practices that preserve food quality and minimize the opportunity for contamination or spoilage. **FSP** must have at least one staff member who has earned a food safety certificate as required by the Department of Health. A copy of each inspection report from the Department of Health shall be forwarded to the AAA within five (5) working days of the inspection.
- 11.10** Permit members of the food service management team, or other staff members designated by the **FSP**, to be available to participate, when requested, in various nutrition program activities held throughout the service area. Representatives of the **FSP** are encouraged to visit each congregate site to determine the quality of service and acceptability of food by participants.
- 11.11** Ensure that all equipment used in preparation and/or delivery of food for the ENP meets standards established by the Louisiana DHH Environmental Health Services and the National Sanitation Foundation (NSF) and any other applicable sanitation standards as may be required by the **AAA**. All equipment must be maintained in good working condition.
- 11.12** Implement a Hazard Analysis Critical Control Point Food Safety Program (HACCP). Reports must be submitted to the AAA, the GOEA or the Louisiana DHH Environmental Health as requested. The AAA reserves the right to review and/or modify the Food Service Provider's HACCP program when necessary.

- 11.13** Maintain safe holding temperatures for hot (140°F or above) and refrigerated foods (40°F or below) and frozen foods (30°F or below) throughout delivery process.
- 11.14** Transport and deliver food in properly sanitized and fully enclosed containers and vehicles.
- 11.15** Package and transport all food items in containers that prevent leakage/spillage, crushing, bruising or other damage that compromises the integrity and quality of the product. Stainless steel counter pans are required for all HOT food items.
- 11.16** Package bulk foods in such a manner that no food is spilled during transportation. **FSP** shall implement whatever means required, including, reducing fill levels, and covering pans with stretch film, and/or heavy duty aluminum foil, and stainless steel lid to prevent spillage. Total weight of food and serving pan shall not exceed 20 pounds. Chilled and frozen foods shall be transported in carriers with a minimum of one (1) eutectic lid. Additional eutectic lids may be necessary to ensure that specified food holding temperatures are maintained during transportation to sites and clients. Food transport carriers designed to accommodate required number of servings of food for each site will be furnished by the **FSP**.
- 11.17** Develop an emergency disaster plan to ensure uninterrupted delivery of services. Procedures shall include provisions for power outages, floods, hurricanes and other disasters. Disaster plan must be submitted to East Baton Rouge AAA within 30 days of awarding of contract.
- 11.18** Furnish and maintain/repair the following commercial food service utensils for use at congregate sites. (If meals are pre-plated this section should be omitted.)
- 11.19** At a minimum, the following items are required:
- Spoodle, solid, 4 oz. 2 (specify number required)
 - Spoodle, solid, 8 oz. 1 (specify number required)
 - Spoodle, perforated, 4 oz. 2 (specify number required)
 - Tongs, stainless steel, 6 or 9-inches 2 (specify number required)
 - Spatula 1 (specify number required)
 - Ice cream scoops, stainless steel, #8 size 4 (specify number required).
Recommendation: request style that can be used with either right or left hand.
- 11.20** Furnish all components required for meal service, including, but not limited to: disposable plates, bowls, lids cutlery, napkins, straws and garbage bags for all congregate meal sites **AND** microwave disposable plates, bowls and cups with lids, sandwich bags and plastic storage bags that can be sealed for HDMs (hot, cold, frozen). Maintain a one week's supply of single-service items required by each site as determined by the estimated number of participants as shown on **Attachment 5**. Refer to **Attachment 6** for additional information regarding single-service items.
- 11.21** Maintain complete and accurate procurement records related to the contract. All such records shall be kept on file for a minimum of three (3) years after the end of the federal fiscal year to which they pertain or any other period which the East Baton Rouge AAA may require. The **FSP** must make the above-listed records available to auditors and/or those authorized by the AAA upon request. The AAA reserves the right to visit and inspect at any time during regular production, business, or service hours, announced or unannounced, the facilities and storage units at commercial storage facilities operated by the **FSP** for the purpose of monitoring and evaluating activities and services provided under the terms of any contract that may be awarded as a result of this process.

11.22 Be responsible for all fees, licenses and taxes (including all applicable Louisiana sales tax) required to fulfill the provisions of the contract awarded as a result of this process.

12.0 Special Menu Considerations AAA picks and chooses which of these suggested special meals, Holiday Meals, Lenten, Shelf Stable, Special Events.

12.1 Picnic in the Park: At least once per year, in each parish (may vary based on needs of AAA) the **FSP** shall provide an outdoor event for the congregate program. **FSP** is required to assist with set-up, serving, removal of serving equipment and other duties as may be requested by the AAA. Refer to **Attachment 10** for suggested menus. Where facilities permit, on-site cooking may be requested. The **FSP** may be asked to furnish charcoal to cook the entree item. These meals shall be reimbursed at the same rate as regular hot meals.

12.2 Shelf-Stable Meals: The **FSP** shall maintain, at all times, a supply of shelf-stable meals equal to one day's average number of meals to be used in the event of a disaster. The **FSP** shall be capable of providing approved shelf-stable meals a maximum of ten (10) days per year for both congregate and home delivered meals at each site as requested. At a minimum, the **Contractor** shall require two (2) such meals per participant per year to be reimbursed at the same rate as regular hot meals; additional shelf-stable meals shall be negotiated, as required. Distribution dates for these meals shall be provided by the AAA.

12.3 Meals for Special Events: The **FSP** shall furnish meals for special events (see **Attachment 10**). Events may include, but not be limited to: Annual Meeting for East Baton Rouge AAA; Fair Days; Special Night Events; Meal Site Bus Trips, etc. These meals shall be reimbursed at the same rate as regular hot meals.

12.4 Discretionary Holiday Meal: Meals will not be required on the dates listed as annual holidays on **Attachment 7**. Additionally, one discretionary holiday meal per year may be requested by the AAA. Said meal will ordinarily require the **FSP** to deliver components for a sandwich lunch or shelf stable meal which meets all of the nutritional requirements stated herein (**Section 8**) one day prior to the discretionary holiday.

13.0 Failure To Deliver Meals As Ordered

Should the **FSP** fail to deliver meals or any of the components that comprise the meal, or any required supply items, or furnish meals that fail to comply with standards of quality, temperature, taste, type of menu item, sanitation and/or safe food handling techniques, the following procedures will apply:

13.0.a Meal site personnel are to notify the AAA of missing items or of items that fail to meet the established standards. Site personnel will obtain necessary items from an approved alternate vendor.

13.0.b. The **FSP** shall be responsible for authorizing local food outlets or grocery stores located closest to the site to furnish, at the request of the AAA, a meal which is equivalent to the meal which had been ordered, but was not delivered **OR** the components that are required to complete a meal with missing components.

13.0.c The **FSP** shall be responsible for all charges incurred by site managers and/or AAA's designee as a result of replacing complete meal(s) or parts of meal(s). Additionally, the **FSP** will be responsible for reimbursement of travel expenses (at current State travel rate) incurred as a result of replacing meals or parts of meals.

13.0.d The AAA will furnish copies of receipts from alternate vendors and travel vouchers to **FSP** for verification. Expenses incurred as a result of replacing meals/parts of meals shall be deducted from the payment due the **FSP** in the month following the incident.

13.1 In the event that meal site personnel are unable to secure replacement meals, and/or replace missing meal components, the **FSP** shall reimburse the AAA in accord with the recommended following schedule:

<u>Missing Component</u>	<u>Percent of Contracted Meal Price</u>
Entree	100 percent
Milk	24 percent
Fruit or Fruit Juice	22 percent
Dessert, except fruit	20 percent
Vegetables or Soup	20 percent
Bread Group	8 percent
Condiments	3 percent
Margarine	3 percent

13.2 In the event of a civil or chemical emergency or disaster (rain, flood, fire, tornado, etc.) at one or more of the sites, the AAA will be held harmless. The **FSP** is expected to provide meal services despite natural disaster unless public highways to the site(s) are impassable/closed or unless otherwise instructed by the AAA. The AAA shall notify **FSP** immediately upon determining that meal services must be suspended, allowing sufficient time for **FSP** to adjust production schedules to minimize waste and/or spoilage.

14.0 FOOD PURCHASING REQUIREMENTS/STANDARDS

All food purchased for use in ENP meals must meet established standards of quality, sanitation and safety applicable to commercially processed foods. No foods canned or frozen at home shall be used. No food items whose shelf life has expired (as evidenced by product expiration date) shall be used in the preparation of meals for the ENP.

Raw foods purchased for use in ENP meals shall meet or exceed the following standards:

- 14.1 Frozen vegetables** **US Grade A or better**
- 14.2 Canned fruits, packed in light syrup or fruit juice** **US Grade A or better**
- 14.3 Canned vegetables** **US Grade A or better**
- 14.4 Fresh fruits and vegetables** **US No.1 or Fancy and appropriately ripened**

Requirements: apples, Red or Golden Delicious or Gala-size 125; oranges-size 125/138; pears, Bartlett or D’Anjou size 120; bananas, 90% free of defects, size 6” minimum. Seasonal fruit as appropriate: satsumas, navel oranges, tangerines peaches, plums, nectarines, grapes, seedless, red or green; cantaloupe, watermelon, etc.

Note: When served raw, in salads, cabbage and carrots, must be chopped/shredded very finely; coarsely grated products are not acceptable.

14.5 Eggs and dairy products -----USDA Grade A or better

14.6 Reduced Fat or Fat-free, 2% butterfat content or less, milk-fluid only

14.7 Beef, Roast USDA Choice or better, fully cooked (specify degree of doneness: medium, medium well); shall be free of water and isolated soy protein additives; equal to or better than Manda Item #451.

- 14.8 Beef Patties**, to be all beef, except that if TVP is added, not more than 3% may be used; fat content may not exceed 25%; cooked weight of patty shall be not less than three (3) ounces.
- 14.9 Meatloaf or Salisbury Steak**-these menu items must be freshly prepared in the FSP's production facility, from scratch, using ground beef that is 75% lean; may include up to 3% TVP; if ground poultry is combined with ground beef, poultry may not exceed 30%.
- 14.10 Pork** (to be No.)1; must be lean, well-trimmed of visible fat; tender when cooked.
- 14.11 Ham** (pork only, no turkey ham); boneless, buffet style, offered as whole meat entree; shall be at least 95% fat free; equal to or better than Reliance Brand by Sysco.
- 14.13 Sausage, smoked, fully cooked:** to be made from pork or pork/beef blend without addition of poultry products; fat content shall not exceed 30%; equal to or better than Manda's Rope Style #308.
- 14.14 Frankfurters, fully cooked:** 100% 4 ounces each.
- 14.15 Chicken quarters:** USDA Grade A Chicken: must be cut from 2.5 lb. fryer, such that the resulting fully-cooked edible portion (breast quarter w/wing or leg quarter) served client is not less than 3 oz.
Option: serving pans must contain approximately one-half of each: breast quarters/leg quarters.
Option: serving pans may contain only leg quarters. **Note:** Frozen meals use leg and thigh only.
- 14.16 Chicken patties and/or boneless chicken:** offered as entrees must contain 100% breast meat.
- 14.17 Turkey breast, whole muscle:** offered as meat entree, must contain 100% breast meat; equal to or better than Sysco Classic. (Turkey roll not acceptable) Three ounce portion shall not exceed five (5) slices.
- 14.18 Skinless fish- cod, halibut, catfish** fillets may be offered provided that integrity of menu item is preserved during extended holding time.
- 14.19 Margarine and cooking oils must not contain transfats.**

15.0 STANDARDS FOR FROZEN MEALS

The AAA may elect to offer frozen home-delivered meals to some/all clients. Bidders will be required to submit a price to provide frozen HDMs for the contract period when such service is identified on the bid request. **Food Service Providers** may be requested to provide delivery of additional frozen meals during the life of the contract OR to substitute hot meals for the frozen meals, depending on client needs. The AAA proposes to submit change request to **FSP** not less than 30 days prior to effective date of change.

15.a Frozen meals must meet all the nutrition requirements described herein, **Section 8**. Meals must be packaged in a three-compartment tray sealed with film approved by the AAA. Meals must be identified by production date on outside of lid. Immediately following packaging, meals shall be **chilled** (to minimize formation of ice crystals) prior to sealing and freezing. Following sealing, meals shall **immediately** be stored in a freezer maintained at zero degrees F. or colder, such that the internal temperature of the meal shall reach 40 degrees F. or below within two hours and reach 32 degrees F within four (4) hours. Meals shall be stored at zero degrees F. or colder and stored not more than thirty (30) days from production date.

15.b Meals for one five(5) day week and/or one (7) day week shall be packaged together using heavy duty rubber bands or heavy-duty strapping tape/plastic wrap or bagged such that clients receive one pack with five/seven meals.

15.c Frozen meals must be transported in insulated carriers/chests (not Styrofoam) to maintain a hard frozen state and a temperature of not less than 32 degrees F.

15.d Each client who receives frozen meals must be issued one copy for heating instructions to include procedures for heating meals in a regular oven, a toaster oven, and a microwave oven when receiving first frozen meal. Upon request, instructions shall be provided in Braille for visually impaired clients. Instructions must be updated annually.

15.5.0 FSP must provide the following to each participant receiving a weekly supply of frozen meals:

15.5.1 Bread, sliced, commercially baked, packaged, labeled.

15.5.2 Milk, reduced fat (1%, 2% butterfat) or fat-free, commercially sealed in waxed/plastic container; one quart plus one 1/2 pint for clients receiving five meals/week; one-half gallon container for clients receiving seven meals/week. Maintain at required temperature of not more than 40 degrees F.

15.5.3 Other items such as individually wrapped cookies, crackers and fresh fruit must be packaged separately in containers labeled with the number of items per container. Fragile items must be packed to prevent damage during transportation/handling such as crushing, bruising, mashing. etc.

Technical Requirement option(s)_to be determined by AAAs; may be added to Section 10, as applicable:

- **FSP** is required to pre-plate and seal meals for home-delivery, and pack into insulated carriers labeled for designated delivery sites as determined by AAA. Hot food shall be not less than 180° F. when plated and sealed and shall be immediately loaded into insulated carriers; carriers shall be latched closed in order to maintain required temperature.
- **FSP** is required to prepare and package food for pick up by AAA at specified time and designated location.
- At specified congregate sites, **FSP** is required to deliver menu items in bulk form (hot and cold) for plating by staff provided by East Baton Rouge AAA.
- The East Baton Rouge AAA will furnish, sanitize and maintain food holding equipment used by the **FSP** to store/transport **hot meals** for home delivery. The East Baton Rouge AAA will furnish, sanitize and maintain food holding equipment used by the FSP to store/transport **cold foods** for home delivery.
- The East Baton Rouge AAA will furnish and maintain vehicles used to transport congregate and home delivered meals.

BID QUOTATION FORM

COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

AUTHORIZED CONTACT PERSON: _____
(type or print)

FISCAL YEAR: _____

	Hot Meals Bulk	Hot Meal Pre-Plated	Frozen Meals	Home Delivered Managed Meals
Raw Food Cost				
Labor Cost				
Transportation Cost				
Cost of Supplies:				
Flatware OptionA				
Flatware OptionB				
Total Price				

Signature of Company Representative Authorized to Submit Bid

TOTAL PRICE PER MEAL: (quantity discount)

A. more than _____ meals

	Hot Meals Bulk	Hot Meal Pre-Plated	Frozen Meals	Home Delivered Managed Meals
Raw Food Cost				
Labor Cost				
Transportation Cost				
Cost of Supplies				
Flatware OptionA				
Flatware OptionB				
Total Price				

TOTAL PRICE PER MEAL: (quantity discount)

B. more than _____ meals

	Hot Meals Bulk	Hot Meal Pre-Plated	Frozen Meals	Home Delivered Managed Meals
Raw Food Cost				
Labor Cost				
Transportation Cost				
Cost of Supplies				
Flatware OptionA				
Flatware OptionB				
Total Price				

Signature of Company Representative Authorized to Submit Bid

BID EVALUATION FORM

Date: _____

FOOD SERVICE PROVIDER NAME: _____

I. TECHNICAL MERIT

<u>Criteria Awarded</u>	<u>Possible Points</u>	<u>Points</u>
A. Proposal package is well organized and complete; sample menus meet nutritional requirements	10	_____
B. Production facility, equipment, storage are adequate to meet program requirements.	25	_____
C. Experience, credentials, training of staff responsible for project are appropriate for ENP requirements	25	_____
D. Experience and expertise in elderly and/or institutional food service demonstrates ability to implement and sustain required services.	20	_____
E. Performance based on current or prior contracts and/or documentation from references.	20	_____

I. TECHNICAL MERIT SCORE	100	
(I.) FSP SCORE:		_____

II. PRICE PROPOSAL SCORE:

(unit cost = weighted average unit cost)

Lowest unit cost-	50 points
Second lowest unit cost-	40 points
Third lowest unit cost-	30 points
Fourth lowest unit cost -	20 points
All other unit costs-	10 points

(II.) FSP SCORE: _____

FOOD SERVICE PROVIDER'S TOTAL SCORE: _____
 (sum of I. + II.)

AAA CHECKLIST TO EVALUATE NARRATIVE PROPOSAL, SECTION 4, SFP:

Evaluation of documentation furnished by **Food Service Provider** in response to bid specifications,
Section 4:

This can be used as a basis for awarding points on Bid Evaluation Form, Attachment 2, if desired.
(10 points each; total possible score = 150 points)

___ Description of food preparation site indicates adequacy to comply with Area Agency requirements.

___ FSP employs staff with experience, credentials and training to successfully produce and package congregate and home delivered meals for the Area Agency

___ FSP employs LDN/RD responsible for menu development and nutritional requirements compliance.

___ Sample menu submitted by FSP meets nutritional analyses which exceeds requirements as listed in **Section 8**

___ Sample menu reflects client preferences.

___ Specifications for food items consistent with Area Agency standards

___ Specifications for single-service items consistent with Area Agency standards

___ Past 3 kitchen inspections report copies signed by the Sanitarian(s) from DHH Environmental Services.

___ A copy of detailed HACCP program.

___ Copy of current operating permit from health department is provided.

___ Food transport equipment meets Area Agency requirements for holding food at safe temperatures

___ Schedule for maintenance and cleaning for delivery vehicles is acceptable and reflects FSP's understanding of the importance of clean and safe vehicles.

___ Financial statement reflects financial stability and viability of FSP.

___ Past experience and expertise in the operation of commercial/institutional food service demonstrates ability to implement and sustain services required by Area Agency.

ENP WORKSHEET FOR BID PRICE EVALUATION

_____ Area Agency on Aging

Date: _____

- A = Home delivered meals per day (estimated)** _____
- B = Congregate meals per day (estimated)** _____
- C = Frozen meals per day (estimated)** _____
- D = Total estimated meals required per day** _____
- H =** _____
- E = 250 service days per year, minimum**
- # = number**

Food Service Provider	Vendor: (Name)	Vendor: (Name)	Vendor: (Name)
F = unit price, Home delivered meal			
G = unit price, Congregate meal			
H = unit price, Frozen meal			
A (# of HDMs) <i>times</i> E (unit price of HDM) = [a]			
B (# of congregate meals) <i>times</i> G (unit price, congregate meal)= [b]			
C (# of frozen meals) <i>times</i> H (unit price of frozen meal)= [c]			
J = TOTAL MEAL COST PER DAY [add a + b + c]			
E = NUMBER OF SERVICE DAYS	250	250	250
K = GRAND TOTAL COST, MEALS PER YEAR [J times E]			
L = TOTAL NUMBER OF MEALS PER YEAR [D times E]			
AVERAGE UNIT COST PER MEAL [divide K by L]			

ESTIMATED NUMBER OF MEALS REQUIRED PER DAY

CONGREGATE Site Delivery Address	C-1 Meals	C-2 Meals	Frozen Meals	Week End Meals (C-2)	Special Instructions
Antioch Senior Center 7140 East Antioch Rd. Baton Rouge, La. 70817					
Baker Senior Center 3334 Jefferson Avenue Baker, La 70714					
Leo S. Butler Senior Center 950 E. Washington Street Baton Rouge, La 70802					
Catholic Presbyterian Apts 655 North Street Baton Rouge, La 70802					
Central Senior Center 6923 Oak Cluster Drive Central, La 70739					
Chaneyville Senior Center 13211 Jackson Rd. Jackson, La. 70791					
OLOL Senior Residential Living Nutritional Site 7545 Bishop Ott Drive Baton Rouge, La. 70806					
Ben Burge Center 9350 Antigua Drive Baton Rouge, La.					
Foster Rd. Senior Center 11333 Foster Rd. Baton Rouge, La. 70811					
Zachary Senior Center 3541 Highway 19 Zachary, La. 70791					
Greater King David Senior Center 131 Elmer Avenue Baton Rouge, La. 70807					
Sharlo Terrace I & II 4915 Alvin Dark Drive Baton Rouge, La. 70820					
Highland Rd. Senior Center 14024 North Amis Dr. Baton Rouge, La. 70810					
Homewood Aquatic Senior Center 3654 Granada Drive Baton Rouge, La. 70810					
Jewel J. Newman Senior Center 2013 Central Rd. Baton Rouge, La. 70707					
Pearl George Center/ MLK 4000 Gus Young Ave. Baton Rouge, La. 70802					
Flanacher Senior Center 864 Flanacher Rd. Zachary, La. 70791					
Turner Plaza Apartments 4546 North Street Baton Rouge, La. 70806					
Perkins Road Senior Center 7122 Perkins Rd. Baton Rouge, La. 70808					
Florida Blvd. Center 5790 Florida Blvd. Baton Rouge, La. 70806					
Dumas House Senior Center 1313 North Sherwood Forest Baton Rouge, La. 70815					
Charles R. Kelly 3535 Riley Stree Baton Rouge, La. 70805					
Charlie's Place 3772 North Street Baton Rouge, La. 70806					

ATTACHMENT 6

REQUIREMENTS FOR SINGLE-SERVICE ITEMS

On the basis of the number of participants shown on Attachment 5, FSP is required to furnish the following items.

(A one week's supply of these items shall be on hand at all times at each site.)

FOR CONGREGATE MEALS:

Meal Tray- Five compartment tray, 10 1/2-in. x 8 1/4-in. non-absorbent polystyrene, FDA approved for **congregate** meals; one per day/person

- **Bowls-** Able to contain **one cup** (8 oz.) of gumbo, soup, chili, or other hot item **plus one-half cup** rice with at least one-half inch headspace to bowl rim when filled (used for **congregate** meals). **Contractor** reserves the right to designate menu items requiring bowls.
- **Flatware, Napkins, Straws-**
Option A: **Bulk, (individually wrapped/unwrapped) flatware:** Plastic knives, forks, spoons, napkins, wrapped straws, salt and pepper packets shall be delivered to sites as needed for **congregate meals**. Pre-packaged flatware shall be sent for special events, i.e., picnics, annual meetings, etc.

Option B: Pre-packaged flatware which includes knife, fork, spoon, napkin, salt, pepper and straw shall be delivered to sites as needed for **congregate meals**. Pre-packaged flatware shall be sent for special events, i.e. picnics, annual meetings, etc.

Recommend: specify minimum length, and define light, medium or heavy gauge plastic for flatware, and recommend specify size of napkin desired.

Option C: stainless forks, knives, soup spoons.

Garbage bags- Plastic bags at least 1/5 mil. thickness; 30 gallon capacity or larger.

Provide at congregate sites as follows:

30 meals/site or less-1 bag per service day;

31-60 meals/site-- 2 bags per service day;

61 or more meals/site- 3 bags per service day.

Gloves, polyethylene, disposable- six (6) pair of gloves per site per service day;
size: ___Large ___Extra-large ___One size fits all

Aprons, polyethylene- four (4) per site per day.

Hair restraints or hair caps, disposable- four (4) per site per day.

FOR HOT/FROZEN HOME-DELIVERED MEALS:

Meal Tray w/lid -Three (3) compartment tray, aluminum (gauge .0004), with laminated lid or micro-safe 3 compartment plates tightly sealed; with high dividers; compartment capacity: 13.3 fl. oz; 5.8 fl. oz; 5.8 fl. oz.; height of dividers: 1 1/4 in; equal to or better than Reynolds Item #750. (One per each meal.)

Soufflé Cup/lid- Plastic portion cup with tight-fitting lid; 4-ounce capacity; equal to or better than Solo Item P400, and Item 57L. (used for cold food items, salads, etc.)

Container/lid- Able to contain **one cup** (8 oz.) of gumbo, soup, chili, or other hot item **plus one-half cup** rice with at least one-half inch headspace to top of container when filled.
Lid must **seal** container to prevent leakage, spillage, during transport.
Contractor reserves the right to designate menu items requiring these containers.

Sandwich bags- Waxed, translucent bag, size 6 1/2 inches square, with 1/2” fold over flap; equal to or better than Maret 130.

Plastic bag- Plastic food storage bag with closure that **seals** product against leakage, spillage; one-half pint capacity or larger (used for freshly cut fruit, i.e. melon, grapefruit, etc.)

HOLIDAY SCHEDULE
July 1, 2019 to June 30, 2023

AAA HOLIDAYS	YEAR	YEAR	YEAR	YEAR
Independence Day				
Labor Day				
Thanksgiving Day				
Day after Thanksgiving				
Christmas Eve				
Christmas Day				
New Year's Eve				
New Year's Day				
Martin Luther King, Jr. Day				
Mardi Gras				
Good Friday				
Memorial Day				
Other				

SAMPLE DELIVERY ROUTE SCHEDULE*

Schedule to be devised by AAA in conjunction with **FSP**; will vary based on needs of each AAA.

ROUTE	PAN UP TIME	TIME OF ARRIVAL
#1 Highland	9:00 am	9:35 am
Perkins	9:00 am	9:45 am
Ben Burge	9:00 am	9:55 am
Homewood	9:00 am	10:05 am
Sharlo	9:00 am	10:15 am
Leo S. Butler	9:00 am	10:30 am
# 2 Charlie's Place	9:00 am	9:35 am
Turner	9:00 am	9:45 am
MLK	9:00 am	9:55 am
Catholic Presbryterian	9:00 am	10:10 am
Charles R. Kelly	9:00 am	10:20 am
Jewel J. Newman	9:00 am	10:35 am
#3 Antioch	9:00 am	9:45 am
Foster Road	9:00 am	10:25 am
Central	9:00 am	10:35 am
Dumas	9:00 am	10:50 am
LOLO	9:00 am	11:15 am
#4 Florida Blvd	9:00 am	9:10 am
Chaneyville	9:00 am	9:35 am
Zachary	9:00 am	9:55 am
Flanacher	9:00 am	10:15 am
Baker	9:00 am	10:25 am
Greater King David	9:00 am	10:40 am

MENU GUIDELINES/PORCTIONS

The AAA requires that the following lists/guidelines be used in developing cycle menus. Each cycle, menu items should be, in accord with the information specified herein. **FSP** is encouraged to regularly present to the AAA for consideration, new menu items that add variety to menus without adding additional costs. At any time during the life of the contract, AAA may request unsatisfactory items be deleted from the menu.

MEAT OR MEAL ALTERNATE GROUP: (refer to 8.1)

Note: Entrees featuring **ground beef**, as the main ingredient should be served no more than 2 times in a 7 day cycle.

LIST A

3 ounce cooked seafood per edible portion: Shrimp Gumbo (without added fish), Catfish

Leg quartered fryers: (refer to 14.15)

6 ounce edible portion: Beef Tips with Peppers

3 ounce sliced, cooked edible portion:

LIST B

8 ounce (1 cup) edible portion: Chicken and Sausage Gumbo, Chicken and Sausage Jambalaya

4 ounce edible portion: *Tuna, Chicken or Turkey Salad (sandwich), Barbeque Beef on Bun

3 ounce edible portion: Baked/grilled Fish, Salmon Patty with sauce, Baked Chicken Patty, **Meatloaf,

** Salisbury Steak, *Baked/grilled all-beef Hamburger Patty

*Sandwiches: to consist of two (2) ounces meat and one (1) ounce cheese

*Chef's Salad, meat/alternate requirement: two(2) ounces meat, 1/2 ounce cheese, 1/2 oz. hard-cooked egg (not sliced or chopped)

LIST C

8 ounce (1 cup) combination with non-meat per edible portion:

Meat Sauce with Spaghetti, Black Eye Peas with/Ham, Ham or sausage, two (2) ounces plus 6 ounces of white, green Lima, pinto or red beans

4 ounce edible portion:

*Sloppy Joe

3 ounce edible portion:

Meatballs (2 or 3) in Gravy, Tomato Sauce, Barbeque Sauce, Sausage patties or links used at breakfast,

Pepper Steak Beef Patty, Beef Liver and Onions

Frankfurters and Chili- two (2) ounces of frankfurters and one (1) ounce chili

**** Suggestion: Meat preparation from scratch with mixture of seventy (70%) percent ground beef and thirty (30) percent ground turkey**

*** Not used in frozen meals; substitution required. See substitutions listed herein.**

VEGETABLE AND FRUIT GROUP: (refer to 8.2)

Two (2) selections required per meal

Fruit offered as **dessert** shall be in addition to the **two selections** from this group.

Four (4) ounces or 1/2-cup edible portion of vegetables listed:

***Salad Items:**

***Fruit Items:**

Seasonal fresh fruit, such as melons, grapes, satsumas, navel oranges, peaches, pears, nectarines, plums, pink grapefruit shall be featured at least once each week during peak availability.

BREAD/BREAD ALTERNATE GROUP: (refer to 8.3)

One (1) serving of bread must be served daily;

DESSERT GROUP: (refer to 8.4)

One (1) selection per meal; variety contingent on meeting requirements for essential nutrients, including fiber, or to enhance color, palatability and client satisfaction. **Note:** Shelf-stable pudding shall be included with frozen meals at least once a month, or for variety, 4 oz. custard-style yogurt with fruit.

For frozen meals: use sealed, individually packaged, baked items or fruit as substitute.

MILK GROUP

One-half pint of milk with a butterfat content of no more than two (2) percent. Fluid milk only with frozen meals.

ACCOMPANIMENTS:

- Gravy, as required by menu.....At least one (1) ounce per serving.
- Portion-controlled packets of oleomargarine (1) are required for congregate meals only.
- Portion-controlled packets of salt (iodized) and pepper are required.
- Portion-controlled packets of mayonnaise, mustard, salad dressing, catsup, etc. are required when appropriate for menu items, **and are to be listed on menu by LDN/RD** when writing menus; additionally, portion-controlled **jelly packets (1)** should accompany biscuits.
- Sandwich entrees must be accompanied by shredded lettuce, sliced tomato, sliced pickle; mayonnaise/mustard packet, except: Tuna/Chicken/Turkey salad sandwiches require shredded lettuce and sliced tomato, only.

Frozen Food Production Information

The procedure for the frozen meals has been jointly developed with the Louisiana Department of Public Health. Any Area Agency on Aging kitchen providing frozen meals must document temperatures using the Frozen Food Time and Temperatures Form. This form must be completed monthly for a single item entree, a stew-like entree and a casserole. Keep these records at the kitchen. The LDN must review, sign and date each Frozen Food Time and Temperature Form during their quarterly kitchen assessment.

A form containing the attached information as in the attached Frozen Food Time and Temperature form must be utilize.

FROZEN FOOD TIME & TEMPERATURES

ITEM DATE:	FINISH COOKING TEMPERATURE	140E TIME	2 HOURS TEMPERATURE	4 HOURS TEMPERATURE	COMMENTS
ENTREE TYPE(T): Single ____ Stew-like ____ Casserole ____ List: _____					
VEGETABLE /STARCH: List: _____					
VEGETABLE/ FRUIT DESSERT: List: _____					
GRAVY:					

I verify the above times & temperatures to be truthful and accurate.

 Name & Title

Date _____

Kitchen Location _____