

County of Somerset New Jersey

PO Box 3000 – 20 Grove Street
COUNTY ADMINISTRATION BUILDING
SOMERVILLE, NJ 08876-1262

PURCHASING DIVISION
KAREN L. MCGEE, RPPO, QPA
Purchasing Agent



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NOTICE TO BIDDERS

Sealed bids will be received by the Purchasing Agent for the County of Somerset on **October 22, 2015** at **2:30pm** prevailing time in the Purchasing Division, County Administration Building, 20 Grove St., Somerville, NJ 08876 at which time and place bids will be opened and read in public for:

Senior Nutrition Meals
Contract #CC-0114-16

Proposals must be made on the standard proposal forms, be enclosed in a sealed package bearing the name and address of the bidder and the "BID TITLE NAME & CONTRACT" on the outside, addressed to Karen L. McGee, Purchasing Agent at the address above.

Specifications and instruction to bidders may be obtained at the Purchasing Office or the County website at www.co.somerset.nj.us *

* All Bid Addenda will be issued on the website. Therefore, all interested respondents should check the website from now through bid opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

Surety in the form of a Bid Bond, Certified Check or Cashier's Check in the amount of 10% of total bid, but not to exceed \$20,000.00, made payable to the Somerset County Treasurer, must accompany each proposal. The successful bidder shall be required to furnish a Performance Bond in the amount of 100% of the total bid.

Bidders shall comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17-27 et seq.

Karen L. McGee, QPA
Purchasing Agent

NOTICE- RESULTS OF ALL BIDS ARE POSTED ON THE COUNTY WEB SITE.

**COUNTY OF SOMERSET
GENERAL INSTRUCTIONS**

1. SUBMISSION OF BIDS

- A. Sealed bids shall be received in accordance with public advertisement as required by law, a copy of said notice being attached hereto and made a part of these specifications.
- B. Each bid shall be submitted on the proposal form attached, in a sealed envelope
 - (1) addressed to the Purchasing Agent
 - (2) bearing the name and address of the bidder on the outside
 - (3) clearly marked "BID" with the name of the item(s) being bid. Provide One (1) Original & One (1) copy of the bid.
 - (4) We now store all responses electronically; therefore submit all pages of the response on a CD in addition to the printed copies.
- C. It is the bidder's responsibility to see that bids are presented to the Purchasing Agent on the hour and at the place designated. Bids may be hand delivered or mailed; however, the County disclaims any responsibility for bids forwarded by regular or express mail. If the bid is sent by express mail, the designation in B. above must also appear on the outside of the express company envelope. Bids received after the designated time and date will be returned unopened.
- D. The County reserves the right to postpone the date for presentation and opening of bids and will give written notice of any such postponement to each prospective bidder as required by law.
- E. Multiple Bids Not Accepted
More than one bid from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.
- F. The Somerset County Park Commission is to be considered an agency of the County entitled to participate in the contract(s) resulting from this bid.

2. BID SECURITY

The following provisions, if indicated by an (x), shall be applicable to this bid and be made a part of the bidding documents:

A. **BID GUARANTEE**

Bidder shall submit with the bid a certified check, cashier's check or bid bond in the amount of ten percent (10%) of the total price bid, but not in excess of \$20,000, payable unconditionally to the County.

When submitting a Bid Bond, it shall contain Power of Attorney for full amount of Bid Bond from a surety company authorized to do business in the State of New Jersey and acceptable to the County.

The check or bond of the unsuccessful bidder(s) shall be returned as prescribed by law. The check or bond of the bidder to whom the contract is awarded shall be retained until a contract is executed and the required performance bond or other security is submitted.

The check or bond of the successful bidder shall be forfeited if the bidder fails to enter into a contract pursuant to statute. Failure to submit required guarantee shall be cause for rejection of the bid.

B. **CONSENT OF SURETY**

Bidder shall submit with the bid a Certificate (Consent of Surety) with Power of Attorney for full amount of bid price from a Surety Company authorized to do business in the State of New Jersey and acceptable to the County stating that it will provide said bidder with a Performance Bond in the full amount of the bid. This certificate shall be obtained in order to confirm that the bidder to whom the contract is awarded will furnish Performance and Payment bonds from an acceptable surety company on behalf of said bidder, any or all subcontractors or by each respective subcontractor or by any combination thereof which results in performance security equal to the total amount of the contract, pursuant to statute.

Failure to submit this shall be cause for rejection of the bid.

C. **PERFORMANCE BOND**

Successful bidder shall simultaneously with the delivery of the executed contract, submit an executed bond in the amount of one hundred percent (100%) of the acceptable bid as security for the faithful performance of this contract.

3. QUOTATIONS, BIDS AND FORMS

- A. (1). The County of Somerset is exempt from any local, state or federal sales, use or excise tax. Somerset County will not pay service charges such as interest and late fees.
(2). The County of Somerset or any of its offices and divisions will not complete credit applications as a result of contract(s) resulting from award based on these specifications. The County is rated by:
Standard & Poor's Ratings Group: AAA
Moody's Investors Services: Aaa
Dun and Bradstreet
- B. Bids must be signed in ink by the bidder; all quotations shall be made with a typewriter/computer or pen and ink. Any quotation showing any erasure alteration must be initialed by the bidder in ink. Unit prices and totals are to be inserted in spaces provided.
- C. Failure to sign and give all information in the bid may result in the bid being rejected.
- D. *Estimated Quantities* (Open-Ended Contracts, Purchase as Needed) The County has attempted to identify the item(s) and the estimated amounts of each item bid to cover its requirements; however, past experience shows that the amount ordered may be different than that submitted for bidding. The right is reserved to decrease or increase the quantities specified in the specifications pursuant to Statute. *NO MINIMUM PURCHASE IS IMPLIED OR GUARANTEED.*
- E. Insert prices for furnishing all of the material described. Prices shall be met including all transportation charges fully prepaid by the contract F.O.B. destination and placement as designed by the County. No additional charges will be allowed for any transportation costs resulting from partial shipments made at vendors' convenience when a single shipment is ordered.
- F. Any bidder may withdraw his bid at any time before the time set for receipt of bids. No bid may be withdrawn in the 60 day period after the bids are received.
- G. All forms shall be completed and attached to the bid proposal. *BIDDER IS ALERTED TO THE BID DOCUMENT CHECK LIST PAGE.*

4. INTERPRETATIONS AND ADDENDA

- A. The bidder understands and agrees that its bid is submitted on the basis of the specifications prepared by the County. The bidder accepts the obligation to become familiar with these specifications.
- B. Bidders are expected to examine the specifications and related documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be promptly reported in writing to the Purchasing Agent. In the event the bidder fails to notify the County of such ambiguities, errors or omissions, the bidder shall be bound by the bid.
- C. No oral interpretation of the meaning of the specifications will be made to any bidder. Every request for an interpretation shall be in writing, addressed to the Purchasing Agent. In order to be given consideration, written requests for interpretation must be received as least ten (10) days prior to the date fixed for the opening of the bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective bidders, in accordance with Statute. All addenda so issued shall become part of the contract documents, and shall be acknowledged by the bidder in the bid. The County's interpretations or corrections thereof shall be final.
- D. 1. If the amount shown in words and its equivalent figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used.
2. In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the County of the extended totals shall govern.

5. BRAND NAMES, STANDARDS OF QUALITY, PATENTS

- A. Only manufactured and farm products of the United States, wherever available, shall be used on this contract in accordance with prevailing statutes.
- B. Brand names and or descriptions used in this bid are to acquaint bidders with the type of commodity desired and will be used as a standard by which alternate or competitive materials offered will be judged. Competitive items must be equal to the standard described and be of the same quality of work. Variations between materials described and the materials offered are to be fully explained by the bidder on a separate sheet and submitted with the proposal form. Vendor's literature will not suffice in explaining exceptions to these specifications. In the absence of any changes by the bidder, it will be presumed and required that materials as described in the proposal be delivered.
- C. It is the responsibility of the bidder to demonstrate the equivalency of item(s) offered. The County reserves the right to evaluate the equivalency of a product which, in its deliberations, meets its requirements.
- D. The contractor shall hold and save harmless the County, its officers, agents, servants, and employees, from any liability of any nature and kind for or on account of the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention or article furnished or used in the performance of this contract.
- E. Wherever practical and economical to the County, it is desired that recycled or recyclable products be provided. Please indicate when recycled products are being offered.

6. AWARD OF BID

- A. The County reserves the right to accept or reject any or all bids, to waive identified irregularities and technicalities, and to award in whole or in part to the lowest responsible bidder, if it is in the best interest of the County to do so. Without limiting the generality of the foregoing, any bid which is incomplete, obscure, or irregular may be rejected, any bid having erasures or corrections in the price sheet may be rejected; any bid in which unit prices are omitted, or in which unit/total prices are unbalanced, may be rejected; any bid accompanied by any insufficient or irregular certified check, cashier's check or bid bond may be rejected.
- B. The County further reserves the right to award each item separately to the lowest responsible bidder meeting specifications or to make an award based on the total bid to the bidder whose total sum is the low bid meeting the specifications, whichever in the awarding authorities' opinion is in the best interest of the County. Without limiting the generality of the foregoing, the County reserves the right to award a contract based on either option that may be described in the bid proposal or based on any combination thereof.
- C. The County reserves the right to award equal or tie bids at their discretion to any one of the tie bidders.
- D. Should the bidder, to whom the contract is awarded, fail to enter into a contract, the County may then, at its option, accept the bid of the next lowest responsible bidder.
- E. The effective period of this contract will be two years unless otherwise noted in the specifications. Continuation of the terms of this contract beyond the fiscal year is contingent on availability of funds in the following year's budget. In the event of unavailability of such funds, the County reserves the right to cancel this contract.
- F. Government entities are not private business/consumer clients; therefore, separate company agreements are not honored. Terms of the specifications/bid package prevail unless otherwise noted by the vendor as exceptions.

7. NEW JERSEY PREVAILING WAGE ACT (When Applicable)

Pursuant to N.J.S.A. 34:11-56.25 et seq., contractors on projects for public work shall adhere to all requirements of the New Jersey Prevailing Wage Act. The contractor shall be required to submit a certified payroll record to the owner within ten (10) days of the payment of the wages. The contractor is also responsible for obtaining and submitting all subcontractors' certified payroll records within the aforementioned time period. The contractor shall submit said certified payrolls in the form set forth in

N.J.A.C. 12:60-6.1(c). It is the contractor's responsibility to obtain any additional copies of the certified payroll form to be submitted by contacting the New Jersey Department of Labor and Workforce Development, Division of Workplace Standards. Additional information is available at www.state.nj.us/labor/lssse/lspubcon.html.

8. THE PUBLIC WORKS CONTRACTOR REGISTRATION ACT

N.J.S.A. 34 :11-56.48 et seq. requires that a general or prime contractor and any listed subcontractors named in the contractor's bid proposal shall possess a certificate at the time the bid proposal is submitted. After bid proposals are received and prior to award of contract, the successful contractor shall submit a copy of the contractor's certification along with those of all listed subcontractors. All non-listed subcontractors and lower tier sub-subcontractors shall be registered prior to starting work on the project. It is the general contractor's responsibility that all non-listed sub-contractors at any tier have their certificate prior to starting work on the job.

Under the law a "contractor" is "a person, partnership, association, joint stock company, trust, corporation or other legal business entity or successor thereof who enters into a contract" which is subject to the provisions of the New Jersey Prevailing Wage Act (N.J.S.A. 34 :11-56.25, et seq.) It applies to contractors based in New Jersey or in another state.

The law defines "public works projects" as contracts for "public work" as defined in the Prevailing Wage statute (N.J.S.A. 34 :11-56.25(5)). The term means:

- 1 "Construction, reconstruction, demolition, alteration, or repair work, or maintenance work, including painting and decorating, done under contract and paid for in whole or in part out of the funds of a public body, except work performed under a rehabilitation program.
- 2 "Public work" shall also mean construction, reconstruction, demolition, alteration, or repair work, done on any property or premises, whether or not the work is paid for from public funds... "
- 3 "Maintenance work" means the repair of existing facilities when the size, type or extent of such facilities is not thereby changed or increased. While "maintenance" includes painting and decorating and is covered under the law, it does not include work such as routine landscape maintenance or janitorial services.

To register, a contractor must provide the State Department of Labor with a full and accurately completed application form. The form is available online at www.state.nj.us/labor/lssse/lspubcon.html. N.J.S.A. 34:11-56.55 specifically prohibits accepting applications for registration as a substitute for a certificate or registration.

9. NON-COLLUSION AFFIDAVIT

The Non-Collusion Affidavit, which is part of these specifications, shall be properly executed and submitted intact with the proposal.

10. NON-DISCRIMINATION

There shall be no discrimination against any employee engaged in the work required to produce the commodities covered by any contract resulting from this bid, or against any applicant to such employment because of race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States, or nationality. This provision shall include, but not be limited to the following: employment upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor shall insert a similar provision in all subcontracts for services to be covered by any contract resulting from this bid.

11. MANDATORY EEO/AFFIRMATIVE ACTION EVIDENCE

NO FIRM MAY BE ISSUED A CONTRACT UNLESS THEY COMPLY WITH THE EEO/AFFIRMATIVE ACTION REGULATIONS OF P.L. 1975, c. 127, AS AMENDED FROM TIME TO TIME, AND THE AMERICANS WITH DISABILITIES ACT

A. Procurement, Professional and Service Contracts

All successful vendors must submit prior to an award of the contract one of the following:

1. A photocopy of their Federal Letter of Affirmative Action Plan Approval, or
2. A photocopy of their State Certificate of Employee Information Report, or
- (3) A photocopy of completed Affirmative Action Employee Information Report:
AA302- Available on-line at www.state.nj.us/treasury/contract_compliance

B. Construction Contracts

All successful contractors must submit prior to signing of the contracts an Initial Project Manning Report (AA201-available on-line at www.state.nj.us/treasury/contract_compliance for any contract award that meets or exceeds the bidding threshold.

12. WORKER AND COMMUNITY RIGHT TO KNOW ACT

The manufacturer or supplier of chemical substances or mixtures shall label them in accordance with the N.J. Worker and Community Right to Know Law (N.J.S.A. 34: 51 et seq., and N.J.A.C 5:89-5 et seq.).

All direct use containers shall bear a label indicating the chemical name(s) and Chemical Abstracts Service number(s) of all hazardous substances in the container, and all other substances which are among the five most predominant substances in the container, or their trade secret registry number(s). (N.J.A.C. 8:59-5) or adhere to the requirements of The Globally Harmonized System of Classification and Labeling of Chemicals (GHS) and the U.S. Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) as outlined in the Federal Register / Vol. 77, No. 58 / Monday, March 26, 2012 / Rules and Regulations as adopted in final rule by DEPARTMENT OF LABOR, Occupational Safety and Health Administration, 29 CFR Parts 1910, 1915, and 1926, [Docket No. OSHA-H022K-2006-0062, (formerly Docket No. H022K)], RIN 1218-AC20, Hazard Communication. Further, all applicable documentation must be furnished.

13. STATEMENT OF CORPORATE OWNERSHIP

In accordance with N.J.S.A. 52:25-24.2, no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, shall be awarded a contract, unless prior to the receipt of the bid or accompanying the bid of the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, subchapter S corporation or sole proprietorship, there is submitted to the County a statement setting forth the names and addresses of all stockholders who own 10% or more of the stock, of any class or of all individual partners who own a 10% or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder and individual partner, exceeding the 10% ownership criteria established in this act has been listed. This form shall be signed and submitted with the bid/proposal whether or not a stockholder or partner owns less than 10% of the business submitting the bid. Failure to comply requires mandatory rejection of the bid/proposal.

14. ACQUISITION, MERGE, SALE AND/OR TRANSFER OF BUSINESS, ETC.

It is understood by all parties that if, during the life of the contract, the contractor disposes of his/her business concern by acquisition, merger, sale and/or transfer or by any means convey his/her interest(s) to another party, all obligations are transferred to that new party. In this event, the new owner(s) will be required to submit, when required, a performance bond in the amount of the open balance of the contract.

15. INSURANCE AND INDEMNIFICATION

If it becomes necessary for the contractor, either as principal or by agent or employee, to enter upon the premises or property of the owner in order to construct, erect, inspect, make delivery or remove property hereunder, the contractor hereby covenants and agrees to take use, provide and make all proper, necessary and sufficient precautions, safeguards, and protection against the occurrence of happenings of any accident, injuries, damages, or hurt to person or property during the course of the work herein covered and be his/her sole responsibility

The contractor further covenants and agrees to indemnify and save harmless the owner from the payment of all sums of money or any other consideration(s) by reason of any, or all, such accidents, injuries, damages, or hurt that may happen or occur upon or about such work and all fines, penalties and loss incurred for or by reason of the violation of any owner regulation, ordinance or the laws of the State, or the United States while said work is in progress.

The contractor shall maintain sufficient insurance to protect against all claims under Workers Compensation, General Liability and Automobile and shall be subject to approval for adequacy of protection and certificates of such insurance shall be provided with the owner named as additional insured.

A. Insurance Requirements

Worker's Compensation and Employer's Liability Insurance

This insurance shall be maintained in full force during the life of this contract by the bidder covering all employees engaged in performance of this contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6. Minimum Employer's Liability \$1,000,000.00.

General Liability Insurance

This insurance shall have limits of not less than \$3,000,000.00 any one person and \$3,000,000.00 any one accident for bodily injury and \$3,000,000.00 aggregate for property damage, and shall be maintained in force during the life of the contract.

Automobile Liability Insurance

This insurance covering bidder for claims arising from owned, hired and non-owned vehicles with limits of not less than \$3,000,000.00 any one person and \$3,000,000.00 any one accident for bodily injury and \$3,000,000.00 each accident for property damage, shall be maintained in force during the life of this contract by the bidder.

B. Certificates of the Required Insurance **Yes** **No**

Certificates as listed above shall be submitted along with the contract as evidence covering Comprehensive General Liability, Comprehensive Automobile Liability, and where applicable, necessary Worker's Compensation and Employer's Liability Insurance. Such coverage shall be with acceptable insurance companies operating on an admitted basis in the State of New Jersey and shall name the OWNER as an additional insured.

Self-insured contractors shall submit an affidavit attesting to their self-insured coverage and shall name the OWNER as an additional insured.

C. Indemnification

Successful respondent shall indemnify and hold harmless the OWNER from all claims, suits or actions and damages or costs of every name and description to which the OWNER may be subjected or put by reason of injury to the person or property of another, or the property of the OWNER, resulting from negligent acts or omissions on the part of the bidder, the bidder's agents, servants or subcontractors in the delivery of goods and services, or in the performance of the work under the contract.

Somerset County will not accept Mutual Limitation of Liability terms.

16. PAYMENT

Payment will be made after a properly executed County voucher has been received and formally approved on the voucher list by the Board of Chosen Freeholders at its subsequent regular meeting. The voucher will be certified correct by the department/division head who received the goods or services.

17. TERMINATION

A. DEFAULT

Non-performance of the Contractor in terms of specifications shall be a basis for termination of the contract by the County. The County may terminate the contract upon 30 days' written notice to the Contractor. The County shall not pay for any services and/or materials which are unsatisfactory. The contractor may be

given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

B. UNCONDITIONAL TERMINATION FOR CONVENIENCE:

The County may terminate the resultant contract for convenience by providing sixty (60) calendar days advance notice to the contractor.

C. TERMINATION FOR DEFAULT:

If the Contractor fails to meet deadlines, or fails to provide the agreed upon services, and or material altogether, a termination for default will be issued, but only after the County has determined the Contractor has failed to remedy the problem after being forewarned.

D. TERMINATION BY THE COUNTY:

If the Contractor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the County may terminate this contract. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work of this contract, the County shall give the Contractor fifteen (15) calendar days written notice. Upon receipt of such termination notice, the Contractor shall be allowed seven (7) calendar days to cure such deficiencies.

18. INDEMNIFICATION:

The Contractor agrees to indemnify and save harmless the County, its officers, agents and employees, hereinafter referred to as indemnities, from all suits, including attorney's' fees and costs of litigation, actions, loss damage, expense, cost of claims, of any character or on account of any act, claim or amount arising or recovered under Workers Compensation law, or arising out of failure of the Contractor or those acting under Contractor to conform to any statutes, ordinances, regulations, law or court decree. It is the intent of the parties to this contract that the indemnities shall, in all instances, except for loss or damage resulting from the sole negligence of the indemnitee, be indemnified against all liability, loss or damage of any nature whatsoever.

19. ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete services to this contract. Should a service requirement be deleted, payment to the Contractor will be reduced proportionally to the amount of service deleted in accordance with the bid price. Should additional services be required, payment to the Contractor will be increased proportionally to the amount of service added in accordance with the bid price.

20. Vendor's literature and/or pricing sheets will not be accepted in lieu of completing the proposal blank(s) set forth in these specifications.

21. Bidders shall not write in margins or alter the official content or requirements of the County bid documents.

22. SPECIFICATIONS

Any prospective bidder who wishes to challenge a bid specification shall file such challenges in writing with the contracting agent no less than three business days prior to the opening of the bids. Challenges filed after that time shall be considered void and having no impact on the contracting unit or the award of contract.

23. OWNERSHIP OF MATERIAL

The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the contractor for the purpose of assisting the contractor in the performance of this contract. All such items shall be returned immediately to the owner at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract.

Ownership of all data, materials and documentation originated and prepared for the owner pursuant to this contract shall belong exclusively to the owner. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the owner upon completion of the project. The contractor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the

owner. All information supplied to the owner may be required to be supplied on CD-ROM media compatible with the owner's computer operating system, windows based, Microsoft Office Suite 2000.

24. AMENDMENTS TO N.J.S.A. 2C: 21-33 et. seq. "TRUTH IN CONTRACTING"

New provisions of law govern false claims and representation. It is a serious crime for the vendor to knowingly submit a false claim and/or knowingly make material misrepresentation. There are enhanced penalties for areas of false claims, bid rigging and bribery, gratuities and gifts; and conflict of interest. Please consult the statute for further information.

25. N.J. BUSINESS REGISTRATION PROGRAM

Certificate required pursuant to C57, PL2004; failure to be registered by time of contract award may cause for rejection. Entities or individuals that need to file for a certificate may do so on-line through the NJ Division of Local Government Services at the following link:
<http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

26. "PAY TO PLAY" – NOTICE OF DISCLOSURE REQUIREMENT – P.L. 2005, Chapter 271, Section 3 Reporting (N.J.S.A. 19:44A – 20.27)

- (1) Any business entity that has received \$50,000 or more in contracts from government entities in a calendar year is required to file an annual disclosure report with ELEC. The instructions and form are available on the ELEC website.
- (2) Annual Disclosures require submission by March 30th of each year covering contracts and contributions for the prior calendar year.
- (3) At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC's website at www.elec.state.nj.us.
- (4) If you have any questions please contact ELEC at:
1-888-313-ELEC (3532) (toll free in NJ) or 609-292-8700

27. NON-ALLOCATION OF FUNDING TERMINATION

Each fiscal year payment obligation of the Owner is conditioned upon the availability of Owner funds appropriated or allocated for the payment of such an obligation. If funds are not allocated and available for the continuance of any services performed by the Contractor hereunder, whether in whole or in part, the Owner at the end of any particular fiscal year may terminate such services. The Owner will notify the Contractor in writing immediately of any services that will be affected by a shortage of appropriated funds. This provision shall not be construed so as to permit the Owner to terminate this Agreement during the term, or any service hereunder, merely in order to acquire identical services from a third party contractor.

28. NON-PAYMENT OF PENALTIES AND INTEREST ON OVERDUE BILLS

Public funds may be used to pay only for goods delivered or services rendered. Somerset County will not pay penalties and/or interest on overdue bills. No employee is authorized to sign a letter of credit or any other document that represents a legal commitment on the part of the County to pay additional fees.

29. FIRM FIXED CONTRACT

This is a firm fixed contract, prices firm, FOB County locations. No price escalation. The vendor shall void the contract and permit the County to solicit open market pricing should any price increase or surcharge be imposed.

30. W-9

Successful bidder/respondent shall complete W-9 Form and submit to Purchasing prior to contract award. The form is available at the following link: www.irs.gov/pub/irs-pdf/fw9.pdf

31. HIPAA (If Applicable)

Both parties agree to comply with all requirements of the Federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") as maybe amended from time to time, and the corresponding HIPAA regulations for the confidentiality and security of medical information.

The Contractor shall:

- 4 Not use or disclose protected health information other than as permitted or required by law
- 5 Use appropriate safeguards to protect the confidentiality of the information
- 6 Report any use or disclosure not permitted

The contractor, by execution of the contract, shall thereby indemnify and hold the County harmless from any and all liabilities, claims, actions, costs and penalties which may be incurred as the result of the failure of the contractor to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) or any other statute or case law protecting the privacy of persons using its services.

32. PUBLIC EMERGENCY

In the event of a Public Emergency declared at the Local, State or Federal Level, if the County opts to extend terms and conditions of this bid, the contractor agrees to extend the terms and conditions of this bid, whether existing, expiring or expired no longer than six months, for goods and/or services for the duration of the emergency. In the event the original contractor cannot meet this requirement, the County may solicit the goods and/or services from any bidder on this contract.

33. SOURCE OF SPECIFICATIONS/BID PACKAGES

Official County bid packages for routine goods and services are available from www.co.somerset.nj.us at no cost to the vendor. All addenda are posted on this site. Potential bidders are cautioned that they are bidding at their own risk if a third party supplied the specifications that may or may not be complete. The County is not responsible for third party supplied specifications

34. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

P.L. 2012, c.25 prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran.

Introduction

This is a three-year contract to furnish and deliver countywide meals for the Somerset County Nutrition Program, as noted below. Meals are served in a congregate setting at senior centers and Adult Day Care centers to people age 60 and above and are delivered to Meals on Wheels (homebound) clients.

The Somerset County Nutrition Program shall hereinafter be designated and referred to as the **Project**.

Year One through Three: Delivered Meals

Monday through Friday each location has the option of ordering up to 4 different menus per day. (See Appendix for sample menus).

- a) Meat-Based and Vegetarian (**hot meal**)
- b) Meat-based and Vegetarian **boxed lunches** (which may include sandwich or salad entrees).

Note: Meat based hot meals have a pureed menu alternative.

All meal types have a **reduced concentrated sweet/reduced fat alternative** designated as a **DIET** meal.

Monday through Friday six locations deliver meals to homebound clients. These six locations may order the following types of meals:

- c) **Fresh Hot Meal:** Meat Based , Meat – Based Pureed and Vegetarian
- d) **Fresh Cold Meal:** Meat Based and Vegetarian Boxed Lunches (which may include sandwich or salad entrees)
- e) **Frozen Meals:** Meat Based, Vegetarian and Meat – Based Pureed meals **with fresh cold bags**
- f) **Shelf Stable Frozen Meals:** Meat Based, Vegetarian and Pureed Frozen meals **with shelf stable cold bags** for Emergency Preparedness or advance holiday ordering

Based on an annual analysis of meals ordered in 2014, typically, these four types of meals are ordered at the approximate percentages seen below:

- | | |
|--|------------------------------------|
| 1. Fresh Hot Meals: | 82% of the total meal order |
| 2. Fresh Cold Meals (i.e., Boxed lunches) | 7% of the total meal order |
| 3. Frozen Meals (w/fresh cold bags): | 8% of the total meal order |
| 4. Shelf Stable Frozen meals (w/ shelf stable cold bags): | 3% of the total meal order |

Total **100%**

Based on a random analysis of 2014 meal orders, **Vegetarian meals** comprise approximately **4.8%** of the total day's meal order and can be fresh, frozen or boxed lunches.

Pureed meals comprise approximately **1 to 3%** of the total day's meal order and can be fresh or frozen meals.

See Appendix for Sample Daily Meal Order sheet

County Representative for this Solicitation

Please direct all questions in writing to:

Karen L. McGee, QPA
Voice: (908) 231-7053
Fax: (908) 575-3917
Email: mcgee@co.somerset.nj.us

Submitting Bid

Please submit One (1) Original & Three (3) copies, each bound in a three ring binder.

Using Department Information

Department of Human Services, Office on Aging & Disability Services

Joanne Fetzko, Executive Director, Office on Aging & Disability Services
(908) 704-6346

SCOPE OF WORK - SPECIAL INSTRUCTIONS TO BIDDERS

It is to be understood by the bidder that this bid is submitted on the basis of specifications prepared by the County and the fact that any bidder is not familiar with these specifications or conditions will not be accepted as an excuse.

The County reserves the right to reject the proposal of any bidder who fails to present satisfactory evidence that the bidder has performed work or delivery of materials of the type and character for which the proposals are invited, or who is not fully prepared with the necessary capital and equipment to begin immediately after notification to proceed and complete the work in accordance with specifications.

The Vendor's meal production facility must be a United States Department of Agriculture (USDA)–inspected facility by **December 15, 2015** and must submit evidence of this on page 1 of the bid response.

No proposal will be considered from Vendors:

- Whose facilities are not or will not be under USDA inspection by December 15, 2015
- Who supply **only** “pre-plated” food or **only** frozen meals
- Whose business has provided catering services for **less than** five years

Bidders must have a minimum of one year's experience in high volume meal service similar to the Nutrition Project for the Elderly (NPE) catering of equal or greater size and specifications (i.e., 700 to 1200 meals per day). Note: The higher meal count reflects double meal days when regular + holiday or emergency meals are delivered. “Similar experience” is defined as a Vendor who has provided meals based on specification menus, recipes, schedules, etc. that are directed by an outside entity. (Examples are: School Lunch Meals, Summer Food Program, etc.).

Award will be on the basis of lowest responsible and responsive bidder whose proposal complies in all respects with the requirements stated herein. Late or incomplete proposals will not be accepted (See checklist at end of document including “**Additional Items to Submit with Bid Response**” for required submissions).

In submitting the bid response, each bidder will provide written information of the following to demonstrate their ability to fulfill the contract as specified herein:

- A statement of how long the bidder has been in the food service business
- Documentation to verify that the Vendor's production facilities are owned and operated by the Vendor
- List of client references from Senior Nutrition programs or similar programs to include names, addresses, phone numbers, number and type of meals provided per day
- A brief description of the operations of programs, presently served by the bidder or for which the bidder is under contract
- The contract time period for each contract
- A brief description to provide evidence of capability (as shown in physical structure, layout and skill) to provide meals appropriate for consumption by older people, such as demonstrated by previous experience
- A list of **food service equipment** that will be used in this program. (Indicate which equipment is on hand and which will be purchased). For equipment on hand, indicate **the quantity** available, the **type** and **capacity** or as otherwise requested below.

The food service equipment list should include, but is not limited to the following:

- Electric mixers
 - Steam kettles
 - Steamers and pressure cookers (specify capacity in gallons)
 - Ovens (number, type and capacity of convection ovens, rotating ovens, rethermalization ovens and standard ovens)
 - Burners
 - Refrigerators (number and square feet of storage of each that will be specifically available to this Project)
 - Freezers (type and number of square feet of storage of each that will be specifically available to this Project)
 - Meal sealing machines (i.e., Oliver or similar) with a variety of templates to allow sealing of 2 and 3 compartment trays
 - Thermal insulated carriers for transport of soups, gravies, etc. (Indicate number of carriers available for use in this Project; Note: Vendor will need minimally 18 carriers/day + a second set of equal quantity to cover meals on two consecutive days in which soup and a gravy are specified for all 9 locations).
 - Thermal insulated Cambros to maintain food temperatures of panned foods (Indicate number of carriers available for use in this Project)
 - Dry storage space (number of square feet that will be specifically available to this Project)
 - Labeling systems for creating adhesive labels for meals Note: The Project requires meal labels for various types of meals including but not limited to frozen meals, emergency meals and pureed meals; labels will list such things as ingredients, cooking directions, preparation and/or expiration dates and Vendor name. The Vendor will have the capability of providing meal labels in languages other than English (i.e., Spanish, Mandarin and Hindi).
 - Vacuum Tumbler - Note: The use of a Vacuum Tumbler is **under consideration** by the Project. A vacuum tumbler incorporates a special solution into meats to help maintain moisture and tenderness and impart flavor. This is beneficial to meats served by the Project as they are subject to long exposure to heat necessary for food safety, due to their heated transport from the Vendor to Project locations and subsequent heated transport of meals to clients. **Vendors submitting bid responses must be willing to obtain at their cost, a vacuum tumbler at the request of the Project. The Project reserves the right to work with the Vendor regarding vacuum tumbling solutions so as to comply with Federal and State nutritional guidelines of the Nutrition Program.**
-
- List of **Transportation vehicles** that will be used in this program. See “**Delivery Vehicles**” section for details on acceptable transportation equipment. **Note: The Vendor must include records with the bid response that show the purchase date and current mileage for all vehicles used to transport food/supplies to any location involved in the Project. Vehicles with more than 60,000 miles at the start of the contract are not acceptable.**
 - Bonds required for this solicitation;
 - Organizational chart showing company staff that will be involved with operation of the contract. One person may have more than one of the responsibilities listed below. Indicate when a supervisor also has direct task responsibilities. For example, indicate if the person supervising food packaging also packs food.

- For items “a” through “k” listed below, indicate which staff persons will have the following responsibilities in the Vendor’s facility:
 - a) Purchasing supplies
 - b) Purchasing food
 - c) Supervising billing
 - d) Supervising sanitation and maintenance of commissary and food service equipment
 - e) Supervising food preparation
 - f) Supervising food packaging
 - g) Supervising packing of meals/supplies in delivery trucks
 - h) Supervising stocking of supplies for sites
 - i) Supervising delivery of food to sites
 - j) Site visitation
 - k) Overall responsibility for program (includes scheduled meetings with Project participants and staff)

Indication of the number of meals and/or number of other contracts, at which point additional staff hours will be added to cover responsibilities of this Project.

A copy of the most recent local or State Health Inspection (FULL REPORT), USDA inspection report, the most recent microbiological analysis report from a certified laboratory of a food sample and equipment/surface swab, which may not contain any major violations.

If available, the Vendor may also submit a **Safe Quality Food Institute (third party audit report)**.

If the Vendor’s production facility is located in another State, the Vendor must be inspected by that state’s Department of Health and a copy of the certificate of approval must be submitted with the bid response .

NOTE: If the Vendor prepares some food **out of state**, and also operates a **NJ-based** kitchen for the remaining food designed for the Project, the Vendor must submit reports and certificates for both out of state **and** NJ facilities.

Documentation of a HACCP program in place for the entire production facility to show its implementation from the receipt of ingredients through production, storage and delivery; description must include the following:

- a) How procurement staff ensure that its vendors follow good sanitation and safe handling practices
- b) Sanitation Standard Operating Procedures followed by staff involved in the receipt of ingredients through production, storage and delivery to protect food from contamination, minimize microbial growth, and ensure the proper functioning of equipment
- c) Procedures to minimize the presence of any non – food or inedible substances in delivered food (i.e., metal particles, string, bay leaves, etc.)
- d) Records that are maintained to reflect food temperature monitoring during preparation, cooling, storage and transport
- e) Procedures used to ensure maximum nutrient retention of food
- f) Preparation, holding and delivery practices that ensure retention of food quality (i.e., color, flavor, texture)
- g) A copy of internal monitoring records that demonstrate the Vendor’s maintenance of strict quality control, safety and sanitation standards for food product handling including raw vs. cooked products
- h) Records that reflect adequacy/frequency of the following: equipment cleaning, facility cleaning (i.e., refrigerators, stoves, floors, walls, ceilings, etc.), and operational sanitation
- i) Staff Training records (i.e., staff names: printed name and signature/plus training

dates including year) for staff who would be involved in the Project, to provide evidence of staff's participation in Food Safety Training that included sanitation, measures for receiving, storage, cooking, holding procedures, employee hygiene, and clean/safe temperature monitoring principles

- Description of the Vendor's **cook–chill method** for cooking and cooling
- Description of the contingency plan that would ensure uninterrupted service under this contract, in the event of a natural or manmade disaster, power or equipment failure (i.e., food service or delivery equipment) or staffing emergency (i.e., employment strike)

Note: The Project reserves the right to request evidence of any of the above at any time during the contract period.

The County reserves the right, before accepting the bid or awarding the contract, to determine through an onsite inspection, that the bidder has facilities, equipment, staff, vehicles and sanitation practices to prepare and deliver the food so as to satisfy federal and state specifications/regulations and the specifications set forth herein.

The bidder will be required to sign a contract prepared by County Counsel, such contract will be conditioned and contingent upon the bidder and Contractor strictly complying with all federal, state, county, local and municipal standards and requirements as to health and quality. Violations of the standards, regulations, requirements and specifications will constitute a breach of contract.

The County reserves the right, in its absolute discretion, to terminate the contract with no further obligation to the Contractor in the event the Contractor violates the standards and does not correct them, or they continue after notice to the Contractor. The Contractor will be liable for any and all damages sustained by the County.

The Project shall not be obligated to receive or pay for any meals or other food:

- If by notice to the Vendor, the Project requested that such meal or other food **not** be delivered
- If food does **not** follow meal/bid specifications and guidelines
- If the Project Director or designated individual has **not** given approval for any food substitutions made by the Vendor
- If food is delivered too late considering time needed at sites to portion, package and/or reheat meals
- If items are missing or not delivered
- If, after Project staff notifies the Vendor of a food service issue, the Vendor fails to **finalize** a corrective action plan with Project staff
- if the Vendor informs the Project Director to use **back up canned food** because the Vendor is unable to replace rejected or missing menu items with freshly made food within required timeframes (discussed later in this document).

The contract is expressly made contingent upon adequate Federal, State, local funding and in the event that adequate funding shall not be made available to enable the nutrition projects to continue this program, then the County shall have the option to terminate this contract by giving the Contractor five (5) day's written notice.

COUNTY OF SOMERSET

SPECIFICATIONS

FOR FURNISHING OF FOOD AND FOOD RELATED PRODUCTS

I. **INTENT**

This bid proposal is prepared by the County of Somerset for preparing, furnishing and delivering approximately 700 to 1200 meals per day (the higher number reflecting double meal days when regular + holiday or emergency meals are delivered) on an average of 245 days per year to the Somerset County Nutrition Program for a total of 180,000 meals per year. The County of Somerset reserves the right to purchase either more or less in **quantity and service days** than shown in the proposal estimate, and the purchase will be based on the actual requirements.

AGREEMENT IMPLEMENTATION

The successful bidder must be prepared to implement the Project by **January 4, 2016** and continue through **December 31, 2016**. Specific times and meal schedules will be made available to bid awardee. The Contract shall be effective for one (1) year with the option of the Board of Chosen Freeholders to renew the terms of the Contract annually for a total of three years.

SPECIFICATIONS

The Vendor shall prepare/deliver meals and other food/supplies to the following Project sites. Deliveries are made directly into the kitchen areas of each location.

LOCATION # S1**

Raritan Senior Center - 614 First Avenue, Raritan, NJ

LOCATION # S2

Quail Brook Senior Center - 625 New Brunswick Road, Somerset, NJ

LOCATION # S3

Warrenbrook Senior Center - 500 Warrenville Road, Warren, NJ

LOCATION # S4

Hillsborough Senior Center - 339 South Branch Road, Hillsborough, NJ

LOCATION # S5 **

Manville Senior Center - 20 South Third Avenue, Manville, NJ

LOCATION # S6 *

Somerset County Senior Wellness Center – 202 Mount Airy Rd., Basking Ridge, NJ

LOCATION # S7 *

Somerset Hills Adult Day Center - 200 Mount Airy Road, Basking Ridge, NJ

LOCATION #S8

Adult Day Center – 872 East Main Street, Bridgewater, NJ

LOCATION # S9

Montgomery Senior Center - 356 Skillman Road, Skillman, NJ

Notes:

- * Locations 6 and 7 are located on the same property.
- ** In late 2015, s1 and s5 will merge. The new location is on the same campus as s8 on East Main Street, Bridgewater, NJ
Project locations may be changed, added or consolidated by the Project.

The Vendor shall indemnify and save harmless the Project, its officers, agents and servants and each and every one of them against all suits or costs of every name and description and from any loss or damage (including attorney's fees and other costs of litigation) caused by the Vendor's negligent act or omission, theft by the Vendor's employees, or the negligent acts or omissions of the Contractor's agents or employees. The Vendor shall defend any suit against the Project alleging personal injury or property damage out of the transportation of meals or other food to the Project locations or any suit alleging personal injury, sickness or disease arising out of the consumption of the meals or other food delivered to the Project locations.

The Project will promptly notify the Vendor in writing of any claims against the Vendor or the Project and in the event of a suit being filed, shall promptly forward to the Vendor all papers in connection therewith. The Project shall not incur any expense or make any settlement without the Vendor's consent. However, if the Vendor refuses or neglects to defend any such suit, the Project may defend, adjust or settle any such claim and the cost of such defense, adjustment or settlement, including reasonable attorney's fees, shall be charged to the Vendor.

All records of the Vendor bearing upon food purchase to include raw food and labor costs, storage, food preparation, number of meals prepared and transported, supplies directly related to the meals and other food delivered under these specifications, including the records of receipt and storage, shall be made available to the Project Director upon request. The Project Director, State Agency and the auditors of the Department of Health & Senior Services and the U.S. General Account Office, upon request, shall have access to all such records for audit or review at a reasonable time and place.

The Vendor shall supply a meal count summary on Company letterhead for payment. The delivered meal count summary must include:

- a. Total daily number of each type of meal (i.e., regular, frozen, boxed lunch, shelf stable, etc.) delivered to each site with unit and extended prices listed for each meal type
- b. Total cost of all meals provided

Any invoices that are not accurate will be returned for corrections. The Project reserves the right to withhold all payment(s) until a correct invoice is presented and approved by the Project.

The Project shall make payment to the Vendor at approximately **8 weeks** from the date the Project receives and reconciles any discrepancies on the Vendor's invoice. If the Vendor fails to submit an invoice within 3 months of the date of meal order, the Project may not be obligated to pay for meals. December invoices must be submitted no later than January 31 of the new calendar year.

II. NUTRITION STANDARDS

Meals shall be prepared under properly controlled temperatures, and shall meet all applicable Federal, USDA, State and Local laws and regulations governing the preparation, handling, transporting and serving of foods including, but not limited to Chapter 24, NJ State Sanitary Code. The Vendor shall procure and keep in effect all necessary licenses, permits and food handler's cards as required by law, and shall post licenses, permits and cards in a prominent place within meal preparation areas as required. The Vendor shall comply with all applicable Federal, State and Local laws and regulations pertaining to wages and hours of employment.

Somerset County uses a 6-week cycle menu that provides four menus per day (2 meat-based and 2 vegetarian meals daily (described below). (See Appendix for sample of cycle menus including daily Boxed Lunch Menus). Cycle menus will be revised seasonally and will include modifications for special events and holidays.

The Vendor guarantees that the meals will strictly follow specification menus provided by the Project, so that they conform to the following state and federal nutritional requirements:

- **Older Americans Act** - stipulates that meals meet one third the Daily Recommended Intake - Recommended Dietary Allowance (DRI/RDA) for persons aged 60 years and above) for the nine-indicator nutrients (i.e., Protein, Vitamin A, Vitamin C, Thiamine, Riboflavin, Niacin, Calcium, Iron and Phosphorus) and dietary energy.

- **USDA Dietary Guidelines** as detailed below:

Averaged Weekly:

- a) The caloric content of the meal should be minimally 700 calories.
- b) The fat content should not exceed 30% of the total meal calories.
- c) The meal should not exceed approximately 1,200 milligrams of sodium. No additional sources of sodium, such as sodium sulfite and monosodium glutamate shall be used in any food prepared/supplied for the Project without prior approval by the Project Director.

Food shall be attractive and palatable and **free of foreign objects**.

Foods produced in the Vendor's kitchen and/or local bakeries (for dessert items) are preferred to **commercially** made foods. The Vendor shall submit with the bid response, a completed **Food List of Items to be Prepared Homemade from Scratch form** (See Appendix) which will indicate which items the Vendor would make from scratch and for desserts, which would be made fresh by the Vendor or local bakery.

All gravies/sauces and soups will be homemade and made of a low sodium base.

Foods/condiments containing shellfish/nuts or seafood juices (i.e., clam juice) are NOT permitted.

No canned vegetables will be used.

Desserts must be "bakery quality." Commercially made cookies and cakes (i.e., Little Debbie or equivalent) are **NOT** allowed.

Menu Components

Each meal shall include the following:

- 1 – 6 oz. serving of soup (as specified on menu) +crackers with unsalted tops or 4 oz. of juice
- 1 - 3 oz. serving of cooked **edible portion** of meat (off bone)/meat alternative
- 1 – ½ cup serving of vegetable
- 1 – ½ cup serving of salad (vegetable or fruit-based) + ½ **ounce** (individual serve) salad dressing (**reduced sodium/reduced fat**)

- 1 – ½ cup serving of starch/starchy vegetable
- 1 - 2 or 3 oz. serving of gravy/sauce/condiment where applicable and as specified
- 1 piece of bread
- 1 teaspoon of butter or margarine
- 1 – ½ cup serving/piece of dessert item (to include but not limited to: fresh or canned fruit, pudding, yogurt, cake, cookie, pie, frozen dessert or **sugar free or reduced sugar/reduced fat** items)
- 1 - 8 oz. container of 2% low fat or skim milk
- **Congregate clients only:**
 - Decaffeinated Coffee
 - Black and Green Tea (decaffeinated and regular varieties)
 - Creamers

(Note: Home delivered meal clients will receive juice in lieu of soup and fruit in lieu of ice cream/sherbet/frozen yogurt upon request.)

Food Product Detail

Meat/Meat Alternative: One serving equals three (3) ounces cooked (edible portion) of meat. Molded or pressed meats may **not** be used, (i.e., turkey roll). The use of cured or processed items must first be cleared with the Project Director and nutrient analysis provided upon request. Seven (7) grams of protein is equivalent to one ounce of cooked meat. **Note: The weight of cooked, edible portion of meat or alternate must NOT include the weight of breading and fillers).** Omelets, which can serve as a meat alternate, shall consist of two (2) eggs per serving.

Chicken Breast: Only boneless chicken breast meat is used. **For salads and other menu items that include chicken strips, *random cut chicken breasts* shall be grilled and sliced. No canned or frozen, shredded or sliced chicken pieces, processed chicken cubes/ strips shall be used.**

Cheese When used as a meat-alternate, cheese cannot **also** be counted as a milk-alternate. **Artificial/imitation cheese or cheese food products cannot be served as a meat or milk alternate.**

Cheese: Must be **reduced fat and reduced sodium**, (i.e., 1% low fat cottage cheese, part skim ricotta and part skim mozzarella cheese, reduced fat cheddar, reduced fat Swiss, reduced fat Goat cheese, etc.); Vendor will need Project approval prior to using full fat cheese varieties when reduced fat/reduced sodium versions are not available.

Pizza: **Plain** pizza shells must be available to allow more control over healthy toppings; shells may be frozen or fully baked and delivered defrosted to Project locations

Pasta: A variety of pastas shall be available, such as: spaghetti, ziti, bow tie, elbow, fusilli, etc. as specified.

When served as a side dish, one serving equals ½ cup

When served as a main entrée, one serving is as follows:

- Stuffed shells: 2 ea. (approx. 5.22 ounces per serving)
- Manicotti:
 - If served with 2 oz. meatballs, 1 serving equals 1 manicotti (minimally 2.75 oz.)
 - If served without meatballs, 1 serving equals 2 manicotti (total of 5.5 oz.)
- Spaghetti: 6 ounces (cooked portion weight)
- Lasagna: 8 oz. cooked portion weight

Vegetables/Fruits: One serving equals ½ cup. Fresh and/or frozen vegetables must be used.

- Canned fruit must be packed in **fruit juice (not syrup or light syrup)** with **no sugar added**.
- Canned vegetables may **not** be used.
- Instant mashed potatoes must be enriched with Vitamin C.
- **Note: Grapefruit must never be used.**

- **Juices:** One serving equals 4 fluid ounces packaged in individual containers. Includes varieties such as (orange, apple, apple – cranberry, orange - pineapple, grape, **reduced sodium** vegetable juice blends (i.e., V- 8 juice), and 100% juice blends). All fruit juices must be full strength, with no added sweeteners. **Note: Grapefruit Juice must never be used.**

Enriched or Whole Grain Bread: One serving equals one (1) slice or one individual sized item weighing minimally 1 (one) ounce per unit. Breads should be made from enriched or whole grain flour; Breads include: biscuits, muffins, rolls, sandwich buns, cornbread and other sliced breads (i.e. rye, whole wheat, pumpernickel, multi grain, Italian, pita, naan, etc.). Breading on meat, poultry or fish is **not** counted as a bread serving. **Note: End slices of bread loaves must NOT be counted as a slice.**

Margarine/Butter: One serving equals 1 teaspoon. Must be **TRANS FAT FREE**.

Desserts: One serving equals ½ cup for the following types of items: Includes all fresh or canned fruits (**packed in juice**) and simple desserts (i.e., ice cream, frozen and fruited yogurt (reduced fat and/or sugar free), pudding (regular and **sugar free**), custards, flan, cakes, cookies, pies, **sugar free** gelatin - with fruit added if specified on menu).

One serving of cake (dimensions: 2 ¼ inches X 2 ½ inches X 2 inches high exclusive of frosting.

One serving of pie = one individual serve pie (____oz.) or 1/8 of an 8 inch diameter pie

Dessert Notes:

- Desserts that contain fruit (for example, cobblers or pie) do not constitute a serving of fruit.
- **Bakery quality** desserts (including homemade desserts by Vendor) will be provided for special occasions, holiday menus and monthly for *Cake or Pie of the Month* (described in more detail below). Examples of bakery quality desserts include but are not limited to: miniature cream puffs, miniature éclairs, miniature cheesecakes, specialty chocolate cakes, etc. (See list of holidays in separate section of bid specification package).
- *Cake of the Month/Pie of the Month:* One time per month, the Vendor will supply a special cake and a special pie (bakery quality). Examples include but are not limited to: Strawberry-Rhubarb Pie, Apple-Cranberry Pie, German Chocolate Cake, Black Forest Cake, etc. See Appendix/Food Purchasing Specifications/Bread & Bakery Products for details on Pie requirements
- When freshly baked desserts (i.e., brownies, quick breads, cakes, etc.) are sliced into portions, they will yield even slices of consistent thickness. Products with sloped edges (i.e., from the edges of the baking pan) must **not** be delivered. The Vendor must account for this waste when calculating amounts needed to satisfy meal counts.
- Individually-wrapped **Sugar Free** Desserts must be **individually labeled** as “Sugar Free.”

Milk: One serving equals one half pint packaged in individual containers. Milk on delivery shall be no less than 35 degrees Fahrenheit or no more than 41 degrees Fahrenheit.

Note: Milk shall not be served in bulk (i.e., gallon containers, milk dispensers or reconstituted). Fresh milk must have an expiration date not less than three days beyond the date of delivery to Project locations; The expiration date of Shelf stable-treated milk (i.e., Parmalat) must not be less than 6 months from the date of delivery to Project sites. Milk not adhering to these standards will be rejected.

III. MEAL VARIETY

Ethnic Influence in Meat-based and Vegetarian Meals

The Vendor will be able to prepare/ ethnic meat – based and vegetarian meals as indicated on the specification menus supplied by the Project. Such menus will include but not be limited to Latino, African American, East Indian and Asian-inspired foods. Because foods common to these ethnic groups tend to be high in fat and/or sodium, the Vendor must adjust the recipes so that **fat and sodium reduction** is possible while still maintaining the basic ethnic flavor and appearance of the menu item. **Note: Any pre-prepared ethnic items must be pre-approved by the Project prior to their use and nutrition labels must be provided to facilitate the approval process.**

Vegetarian Meals

Culturally diverse vegetarian meals will be available five days per week to accommodate those who for religious, ethnic or health reasons prefer to avoid meat-based entrees. **The Vendor must submit a list of at least fifteen (15) culturally diverse vegetarian entrees with the bid proposal as evidence of the ability to satisfy this component of the bid specifications. Minimally five of these items must represent the East – Indian culture.**

When designing meat-based and vegetarian menus for the same day, the Project makes every effort to keep the juice/soup, dessert and milk items the same. At times, this coordination may not be feasible.

Example of Coordinated Meat-Based and Vegetarian Menus:

Meat-Based Menu:

- 4 oz. Pineapple Juice
- 8 oz. Chicken Chop Suey (3 oz. sliced strips of Chicken + 3 oz. Carrots, Snow Peas, Onions, Celery, Mushrooms, Baby Corn & Water Chestnuts + 2 oz. **Reduced Sodium** Asian Sauce (with Egg Whites Mixed in Sauce)
- ½ c. Brown Rice
- ½ c. Asian Sesame Greens
- ½ c. Tropical Fruit Salad – **No Grapefruit**
- 1 oz. Crispy Noodles
- 2 ea. Almond Cookies (**for all**)
- 8 oz. 2% or Skim Milk

OR

Vegetarian Menu:

- 4 oz. Pineapple Juice
- 8 oz. **Reduced Sodium** Chick Pea Curry
- ½ c. Brown Rice
- ½ c. Asian Sesame Greens
- ½ c. Tropical Fruit Salad – **No Grapefruit**
- 1 ea. Naan (East Indian Bread) - Margarine
- 2 ea. Almond Cookies (**for all**)
- 8 oz. 2 % or Skim Milk

Diet Meals

The following menu modifications are available to clients to accommodate special diet needs:

- a. Skim milk in lieu of low fat milk (2%)
- b. Dietetic desserts: In lieu of high fat/high concentrated-sweet desserts), the Vendor will supply the following types of reduced fat/reduced sugar items as specified on the menus: fresh fruit, sponge cake, graham crackers, sugar free pudding, sugar free ice cream, sugar free fruit tarts, sugar free fruit sauces as toppings, sugar free and reduced fat cakes/cookies
- c. Pureed Meals - The Vendor will be able to supply Pureed Meals on an as - needed basis. The Project reserves the right to specify which foods will be used as substitutes for those that do not puree to a completely smooth consistency (i.e., pureed beans cannot be used because **bean skins** do not puree completely and are a choking hazard). (See Sample Cycle Menus for Pureed Meal specifications).

The Vendor will submit to the Project Director, sample pureed meals for taste testing and approval prior to their use.) (**Note: Currently, Somerset County orders approximately 14 – 20 pureed meals per day. This amount may increase during the three year period.**)

Pureed meals are to be delivered to meal sites portioned, packed in Oliver (or equivalent) trays and chilled. Individual meals must include a 14 point font label to:

- List food contents (i.e., chicken/broccoli/sweet potatoes)
- Meal production date
- Reheating Directions for standard and microwave ovens

Note: The label on a pureed meal allows clients consuming them to identify foods that are appropriate or not appropriate as per their special diet or medication-based restrictions.

Pureed meals will be provided at no additional cost to the project.

The Vendor will supply 6 lb. **white** bags (as opposed to **brown** - 6 lb. Bags) for packaging the cold portion of “diet meals.” This will help delivery personnel easily identify the meal bags needed by diet meal customers.

Frozen Meals

The Vendor must be able to provide pre – plated, blast or flash-frozen meals, **customized to the Project’s menus and specifications** and inspected by the United States Department of Agriculture (USDA). The Vendor must be able to accommodate all meal requests within 24 hours on an as-needed basis except for large quantities (i.e., 400 meals) in which approximately two weeks advance notice is provided.

Preparation/Packaging Standards for Frozen Meals

Frozen meals must meet the following criteria: The Project will approve any frozen meals the Vendor provides to insure they meet the following criteria:

- As with daily fresh meals, the frozen entree + other meal components (i.e., juice, bread, dessert and milk) will follow a pre - set menu supplied by the Project and will therefore meet all nutrient requirements as the hot meal.
- Only **freshly prepared** foods can be used (NO LEFTOVERS). Frozen meals must be cooked/frozen **less than 2 weeks** prior to their projected delivery date.
- Meals must be blast or flash frozen.
- Meals shall be prepared without added salt.
- Meals shall be prepared with ingredients that meet the quality standards described in this document and produced under USDA inspection.
- Frozen meal entrees must be packaged in dual – ovenable containers with clear seals (i.e., Oliver tray). Meals whose seals are not intact upon delivery will be rejected. The cold portion of the frozen meal (i.e., juice, milk, bread, dessert) must be delivered fully assembled in a clear plastic (sealed/tied) bag.
- Processing must adhere to the HACCP principles.
- Upon delivery to Project sites, meals will be fully frozen; partially frozen meals will be rejected.
- Meals must be labeled with food contents, production date and cooking directions for regular and microwave ovens, in 14-point font.

Frozen Meals must include the following components:

- 4 oz. Fruit Juice
- Frozen entrée of 3 oz. meat/meat alternative + ½ cup vegetables + ½ cup starch
- 1 slice bread/1 pat margarine
- ½ cup dessert or fresh fruit or specified “pc” item
- 8 oz. 2% or Skim milk

Foods to be EXCLUDED from Frozen Menus

The following foods are to be **excluded** from frozen menus as their high water content or other characteristics do not allow the foods to rethermalize well which leads to an inferior cooked product:

- Asparagus
- Broccoli
- Rice
- Sugar snap peas
- Yellow squash
- Zucchini

Frozen Meal Types

The Vendor will supply **meat-based, meat-based- pureed and vegetarian** frozen meals as requested by the Project. Frozen meals are used in the following instances:

1. To accommodate Meals on Wheels clients with unique delivery schedule needs (See Assorted Frozen Meal Packages section)
2. Holiday Meals for **Most Frail** Clients: The Project recognizes fifteen (15) holidays per year. Prior to 5 of these holidays, frozen meals are sent out to the **most frail** clients ONLY participating on the Meals on Wheels program (approx. 50 clients) as described below under Small Quantity Frozen Meals.
3. Holiday Meals for all Meals on Wheels Clients: For ten (10) holidays, large quantities of frozen meals are delivered to all homebound clients as also detailed below.
4. Meals for Emergency Preparedness/Back Up Supply Frozen Meals: The Project orders and delivers frozen meals for Meals on Wheels clients so they are prepared in the event of any emergency (i.e., weather or other natural disasters, operational, local (i.e., road) emergencies, client housing access problems, Vendor or Project ordering/delivery errors, etc.)

Frozen meal orders may take any of the following forms:

- Assorted Frozen Meal Packages
- Small Quantity Frozen Meals
- Large Quantity Frozen Meals
- Snow/Emergency/Back Up Frozen Meals

Assorted Frozen Meal Packages

The Project uses Assorted Meal Packages for clients who cannot accept face to face deliveries on each service day. Such meal packages must be composed of up to five **different** frozen meals per week and are available as meat based, vegetarian and pureed. If multiple days' worth of frozen meals are being delivered to clients, the Vendor must supply 12 lb. Bags, to accommodate multiple days' cold meal components (i.e., juice, bread, salad item, dessert and milk). In this instance the cold meal components must be **assorted varieties** as well.

For assorted frozen meals intended for the current week's consumption, expiration dates for cold bag items must be dated no sooner than the Wednesday of the week after the meals will be consumed. For example, if the Project orders 1 hot meal + 4 assorted frozen meals to be delivered on Monday August 13 and to be consumed by August 17 cold bag food items must not be dated PRIOR to Wednesday, August 22.

Small Quantity Frozen Meals

Small quantity frozen meals will be made available on an "as needed" basis. The frozen entrees are accompanied by a **shelf stable** cold bag. These meals are ordered for use by the **most frail** Meals on Wheels clients on the following holidays: New Year's Day, Memorial Day, Independence Day, Thanksgiving Day and Christmas Day, as these clients have no guaranteed caregiver to assist them on such holidays.

Large Quantity Frozen Meals

Large quantity frozen meals will be made available to **all** Meals on Wheels clients for use on selected holidays or for emergency preparedness. Depending on the meal's intended use, some large quantity frozen meals will be accompanied by a **shelf stable** cold bag and others will be ordered with a regular fresh cold bag.

The frozen meal menu for an upcoming holiday is different from the menu for the current day's fresh hot meal.

An estimated meal order for large quantity frozen meals will be given approximately two weeks in advance of the delivery date with a final order provided by 11:00 am, one business day prior to delivery.

Note: The Project will indicate a special delivery date for Large Quantity Frozen Meals. However, the delivery date for a portion of the Large Quantity Frozen Meal order needs to be in advance of the special delivery date. This will allow the Project to deliver meals to clients who may not be scheduled to receive a meal on the special date selected for the large quantity delivery.

Example: A client is routinely scheduled to receive meals Monday, Wednesday and Friday. The large quantity special delivery date is scheduled for a Tuesday. Therefore, the above client will miss the special delivery. Therefore, this client's frozen meal will be ordered for Monday to accommodate the client's regular delivery schedule.

Snow/Emergency and Back Up Frozen Meals

A Snow Emergency or Back up frozen meal consists of a **frozen entrée** plus a **shelf stable cold bag**. These meals must be available as meat-based, vegetarian and pureed.

- Snow/Emergency meals are used by Meals on Wheels clients when due to weather or other circumstances, their meals cannot be delivered. Typically, all home delivered meal clients receive two to four such meals for emergency preparedness per year.
- Back up Frozen Meals are used when (due to a **Vendor delivery error**), a center that ordered frozen meals or boxed lunches did not receive them and the Vendor does not have sufficient time to redeliver the meals prior to their leaving the center for Meals on Wheels deliveries (i.e., 10:30 am). There is no charge for these meals when initially ordered, as they are paid for when used in the emergency situation.
- Back up Frozen Meals are also used when, due to a **Project ordering**

error, a center(s) uses one or more back up meals. In such instances, the Project amends the meal order so the correct bill, reflecting the use of back up frozen meals, can be generated by the Vendor.

Snow Emergency and Back Up Frozen Meals must include the following components:

- Frozen entrée of 3 oz. meat/meat alternative +½ cup vegetables +½ cup starch
- Fruit (i.e., 2 individual serve boxes of dried fruit or 4 oz. serving of **(shelf stable)** canned fruit – juice pack)
- 6 oz. **Shelf-stable** Fruit Juice
- 1 pckg. Crackers or Melba Toast
- 8 oz. **Shelf-Stable Liquid Milk**

Note: The shelf-stable cold bag of foods for these meals must have an expiration/best used by date at least 6 months later than the date they are delivered to Project locations.

Boxed Lunches

Boxed lunches will be made available to all Project locations **daily** according to a pre-set, 8 menu rotating cycle supplied by the Project and will therefore meet all nutrient requirements as the hot meal. (See Appendix for sample menus and rotating schedule).

As with frozen meals, the Project may also order boxed lunches in small or large quantities for home delivered holiday meals. The **entrée** must be packaged in an Oliver tray or equivalent (unless bulk delivery is specified by the Project Director) and the **side-dish portion** of the meal (i.e., salads, bread, juice, milk and dessert) must be packaged in a clear plastic (sealed/tied) bag.

Boxed lunches must contain the following components:

- 4 oz. Fruit Juice
- 3 oz. **Reduced Sodium** meat and/or cheese + lettuce/tomato/onion upon request
- Sandwich Roll (appropriately sized for sandwich filling) or 2 slices bread
- 1 condiment packet
- ½ cup Salad (vegetable or fruit)
- ½ cup Dessert or Fresh Fruit or specified “pc” item
- 8 oz. 2% or skim milk

Due to the high moisture content of salad sandwich fillings (i.e., chicken, tuna and egg) the filling shall be packaged separately in a lidded cup, the lettuce and tomato/onion packed separately and the bread wrapped individually.

Full Shelf-Stable Meals

Full shelf-stable meals will be made available to all Project locations on an “as needed” basis. The Vendor must deliver full shelf-stable meals assembled in a **one-unit** package.

As with daily fresh meals, foods selected must follow a pre - set menu supplied by the Project so they meet all aforementioned nutritional requirements. Full shelf stable meals must have an expiration date six (6) months or more **after** the day of their delivery to Project locations.

Full Shelf Stable Meals must include the following components:

- 8 oz.) Entrée (i.e., Canned Meat Ravioli, Chili, Stew, Macaroni & Cheese, etc.)
- 8 oz. Canned Vegetables (pop top lid)
- Canned or Dried Fruit (i.e., 2 individual serve boxes of dried fruit or 4 oz. serving of canned fruit – juice pack – no syrup or sweeteners) (pop – top lid)
- 6 oz. Fruit Juice
- 1 pckg. Crackers or Melba Toast
- 8 oz. Shelf Stable **Liquid** Milk

Notes:

- **Full Shelf-stable meals shall be priced the same as all other meals.**
- **Shelf stable fruit beverages must be 100% fruit juice, (preferably Vitamin C fortified) or those that naturally are sources of Vitamin C (i.e., orange juice).**
- **Powdered milk is not acceptable.**

Cold Bag Items

Occasionally, the Project may order “cold bag items” **only** (i.e. milk, juice, bread, dessert) to supplement previously ordered frozen meals whose cold bag items are no longer fresh. In such instances, the Vendor will follow the pro-rated cold bag cost indicated as part of this bid package.

Note: Cold bag items may be ordered as fresh or shelf stable.

Bulk Canned and Frozen Emergency Back Up Food

One day’s worth of emergency and shelf stable food is to be stored at each Project location. The volume is based on the largest number of meals that a site would need to serve to congregate and home delivered meal clients on the highest volume day. Project sites must have necessary quantities of the following foods listed below at all times:

#10 Can Varieties:

- Beef Stew
- Cheese Ravioli
- Beets
- Mixed Vegetables
- Red Cabbage
- Instant Mashed Potatoes
- Canned Whole or Diced Potatoes
- Applesauce (unsweetened)
- Peaches/Fruit Cocktail (in juice)
- Pudding (Regular and Sugar Free)

Frozen Meals:

- Back up **Frozen Meat-based** Meals (based on the typical number of meat-based homebound clients receiving regularly delivered weekday frozen meals). These meals consist of a frozen entrée + shelf stable cold bag.
- Back up **Frozen Vegetarian** Meals (based on the typical number of vegetarian congregate and homebound clients served weekly). These meals consist of a frozen entrée + shelf stable cold bag.
- Back up **Frozen Pureed** Meals (based on the typical number of pureed meal congregate and homebound clients served weekly). These meals consist of a pureed frozen entrée + a shelf stable cold bag of pureed foods.

Other:

- Fruit Juice (100% Juice/no sugar added) (5.5oz. individual-sized cans with pull-tab)
- Brown (beef and chicken) Gravy (**Reduced Sodium**)
- Cornstarch (1 box)

Emergency food in the “canned” and “other” categories above, shall be delivered **prior to the first day of the contract period**. Canned goods supplied shall be new and free of damage (i.e., rust, dents, bulges and/or cracks). Canned goods supplied shall be **Grade A quality** and must be **Products of the USA**.

When used, emergency/back up food must be replaced within two (2) business days.

In the event the Vendor fails to maintain the minimum required one – day supply inventory and the supplies are not available on the day they are needed, the Vendor shall purchase a replacement item approved by the Project Director locally and deliver it according to the acceptable time schedule discussed herein. If the Vendor is unable to supply the necessary item(s) within that day’s acceptable delivery time period, the Project will:

- Procure the necessary item(s) locally (as authorized by the Project Director) and charge the Vendor the cost of the replacement item(s)

and will

- Take a credit according to the Price Deduction Schedule based on the number of meals and food items impacted by the incident.

Project staff will submit receipts for any emergency purchases to the Vendor’s driver and the Vendor must reimburse the site within one (1) business day.

Food Product Rotation of Back up Food

Each Project site will rotate back up food when the specific food item appears on the menu. For example, when the Project’s menu of the day calls for canned peaches, staff will use “back up” cans of peaches first, and date and store the newly received can(s). This will reduce food waste. For contracts that continue beyond one year, canned goods, which, based on the delivery date, have been stored at sites for 8 months, **will be discarded** by Project staff and the Vendor will deliver replacement canned goods as per a special Project order.

Note: There are no separate charges for back up foods.

MENU POLICY

The Vendor must follow specification menus supplied by the Project so as to comply with the nutrition standards for the Nutrition Program for the Elderly. The Project will maintain nutritional analyses of all menus. The Vendor shall use and maintain standardized recipes for the Project’s meals to control quality and quantity and to ensure that meals served match the nutritional analyses for those meals.

Note: Project menus shall remain the property of the Somerset County Office on Aging & Disability Services – Nutrition Program and shall be for the sole use of providing meals at Project locations and for Meals on Wheels clients served

through Somerset County. The Vendor may NOT share the Project's Menus with any other entity and may NOT use them for any business or other endeavor.

Menu Changes: Changes in approved menus may be made **ONLY with prior approval from the Project Director or designated Project individual.** "Prior approval" is defined as no later than 30 minutes before the first delivery of the day. **Alternative foods/menu items must provide similar nutritional value to be acceptable.**

For example, if the peaches received at the Vendor's facility that morning are unsatisfactory, the Vendor must notify the Project no later than 7:45 AM (assuming that the first delivery of the day is at 8:15). This policy is in effect for all meal types (i.e., fresh, frozen, boxed lunches, shelf stable, etc.). This notification time will allow Project staff sufficient time to notify sites of approved changes. In such an instance, the Vendor will suggest alternate foods to replace the unsatisfactory food(s). The Project Director or designated staff will provide guidance to the Vendor as to which foods are nutritionally acceptable (i.e., in this example, fruits that are excellent sources of Vitamin A such as nectarines, cantaloupe or apricots, but not pineapple, apples or bananas which are poor sources of this key nutrient).

If the Vendor delivers meals, or portions of meals, which deviate from the menu without the aforementioned approval, the Vendor shall reimburse the Project in accordance with the Price Deduction Schedule. (See Price Deduction Schedule under the Food Service Emergencies section).

The Project reserves the right and authority to:

- Request samples of food items for tasting prior to use
- Request recipes of products prepared from scratch in the Vendor's facility and nutrition labels from ready – made foods for the purpose of accurate nutritional analysis; recipes/labels should be supplied to the Project within ten (10) business days of the request for review and product approval prior to use.
- Not approve certain ready-made foods or Vendor recipes for use in Project menus based on their flavor, quality or nutritional profile, (i.e., high fat, high sodium, etc.)
- Review the Vendor's purchase records bearing upon the food purchased for the Project, for audit, as necessary
- Inspect food and supplies delivered to determine compliance with Project and Department of Health requirements, and to withhold payment for meals not meeting prescribed requirements
- Inspect at any time without prior notice, the Vendor's facility, and automotive vehicles used in transporting prepared meals and other food to the Project, to determine the adequacy of the Vendor's practices (i.e., cleaning, food safety, sanitation, maintenance, etc.); such inspections will allow the Project to determine ongoing compliance with this agreement and ability of the Vendor to continue to meet standards for Project services
- Reject food not meeting specifications as described in this document

Holiday/Special Events/Menus: The Project will plan special holiday, special event and picnic menus that follow the customary meal plan described in this document. Special holiday meals for all locations are expected as part of the menu policy and shall be supplied at no additional cost. Special holiday menus include but are not limited to: New Year's Day, Valentine's Day, St. Patrick's Day, Easter, Mother's Day, Father's Day, 4th of July, Picnic, Oktoberfest, Halloween, Thanksgiving, and Diwali, Christmas/Hanukkah.

Special Food Events with a corresponding menu will be scheduled at individual locations. Events involving a special menu will occur with a frequency of not more than one special event per week (Project wide), with the exception of during December when the seven senior centers' annual holiday parties are generally held within a 10-day period of time.

Note: On special food event days, the center hosting the themed event will serve the unique menu while menus for all other locations and Meals on Wheels clients will follow the cycle menu for that day.

Examples of **special food events** include but are not limited to: Omelet to Order Day, Make Your Own Pizza Day, Burrito Day, Pancake Breakfasts, Chinese Food (Wok) Day, Vegetarian Hors'd'oeuvre Tasting Day, etc.

The Vendor may be asked to supply one (1) staff person plus grills/griddles/ or other food equipment to prepare/demonstrate cooking techniques, serve food at picnics and special food events at no additional charge.

Dates when special meals are to be served will be provided by the Project.

Food and Supply Purchase Specifications

See Food Purchasing Specifications - Appendix

American vs. Imported Products: The Vendor must buy American products only unless given prior approval by the Project Director.

Disposables

All disposable items used are subject to the approval by the Project Director. If any items are not acceptable, the Vendor will find an alternate item. The Vendor shall devise a Supply Order Form for use by Project sites to obtain needed supplies. Vendor's supply order forms shall list quantities of supplies available per package (i.e., 500/package).

As with back up food, the **first delivery** of disposables + coffee/tea/condiments and spice bar items, for use within the contract period, must be made **prior to the first day of the contract period**. Thereafter, all disposable items must be supplied to Project locations within **two (2) business days** of their request. If the item(s) are not supplied, the Project will purchase the needed items locally and charge the Vendor the cost of the item(s).

The Vendor will provide the following disposables:

- Paper placemats measuring a minimum of 10 inches X 14 inches (assorted colors, scalloped edge - preferred)
- **Three (3) compartment** 9" plates, paper laminated or other sturdy weight, (i.e., Fonda Firmware or equivalent)
- **Non – compartmentalized** 9" paper laminated or other sturdy weight plates for serving "one dish" menus (i.e., stew)
- **Note: Disposable dinnerware must be of a quality which is sturdy to**

prevent buckling and spillage, non – porous to prevent leakage and must be sanitary and attractive

- *****Note: s1, 5 and 6 will have transitioned to glass plates/flatware in 2016 which will reduce our reliance on disposable items in the congregate setting, except during instances of equipment failure (i.e., broken dishwasher, etc.)**
- 6” bread/salad/dessert plates (**Styrofoam**)
- 6 oz. Styrofoam squat cup/corresponding lid (to package bulky salads for MOW)
- 5 oz. Bowls for salads/desserts
- 8 oz. Bowls for soup served at project sites
- 8 oz. Styrofoam coffee cups
- 2 ounce condiment cups with lids
- Plastic sandwich bags for bread/cookies (7 X 7 X 1.5 Flip top) (Wax bags are not to be used unless specifically requested by the Project)
- Utensil kits (i.e., plastic fork, knife, spoon and napkin combined in one individually wrapped package – NO SALT/PEPPER ADDED) **Note: Utensils must be of a quality to prevent melting, bending, or splintering under normal use, i.e., medium weight polypropylene**
Dimensions: fork/knife – minimally 7 inches, spoon – minimally 6 inches with 13 x 16 inch folded napkin
- Loose utensils (forks/teaspoons) (as needed)
- Plastic Soup spoons (medium weight polypropylene); Spoons must be of a quality that ensures smooth edges. Dimensions: Minimum acceptable size: 5.5 inches
- Loose napkins (for Somerset County Senior Wellness Center where stainless flatware is used and/or as needed)
- Coffee stirrers (7 inches)
- Coffee filters (varying sizes to accommodate each location’s coffee pot/coffee system)
- Straws, wrapped, 6”, straight, a minimum of ¼ inch in diameter
- Oliver tray – two (2) and three (3) - compartment trays with film (#51659) + individual serve soup containers (8 oz.)
- For rethermalization sites: Paper-backed Oliver tray with **perforated film** (#75-OL-2)
- Lunch bags (6 lb. and 12 lb. (white and brown) such as Duro #6 - EL 42C (for white bag) or equivalent, and Duro #6 - EL 29C for brown bag, or equivalent
- Aluminum foil 18" x 1000 feet
- Plastic wrap 18" x 1000 feet
- Parchment Paper – roll or sheets to fit full sheet pan
- Polypropylene white disposable aprons - full size bib type 28 X 46 inches (minimum of 1.5 mil in thickness) (i.e., LD Polywhite Apron or equivalent)
- Garbage bags 55 gallon (2.0 ml. Gauge) (38” X 60”)
- Vinyl single use, disposable gloves (i.e., Dura – tough or equivalent, **powder – free** vinyl gloves which contain no rubber/latex) (Medium and Large sizes)
- Slip cardboard that the Project will use to help cushion meals in thermal bags (used at two locations for bulk drop deliveries at senior housing facilities)
- Hair nets
- Salt/Pepper Shakers – HOUSEHOLD SIZE-described in “Other Supplies/Spice Bar” below; prefer **refillable** style. Shakers must dispense salt through a “shaker” – **not** a “pour” spout, which would dispense too high a quantity at once.

Other Supplies

Coffee/Tea: An average of 1.5 (8 ounce) cups of decaffeinated coffee per meal per day (suitable for brewing) will be provided to all Project locations. Creamers will be provided at an average of 1.5 per cup. Regular and decaffeinated black and green tea will also be supplied.

Condiments: The following items are to be supplied to each Project location on an "as needed basis:" and the following **individually packaged** items: crackers (served on soup days), Chinese Crispy Noodles, ketchup, mustard, honey-mustard, tartar sauce, cranberry sauce, sugar/sugar substitute, lemon juice, mayonnaise, parmesan cheese and a variety of individual – serve salad dressings as listed in the Food Purchasing Specifications/Fats & Oils section of this document. Homemade specialty sauces/spreads may be requested on occasion (i.e., sweet onion spread).

“Spice Bar” - To appeal to the county’s culturally diverse clientele whose flavor preferences vary significantly, the Vendor will supply and replace as needed at each location, a “spice bar,” to include **household-sized** items of the following: Salt and Pepper shakers, **reduced sodium** soy sauce, red wine vinegar, paprika, cinnamon, horseradish, cayenne pepper and **reduced sodium** hot sauce. Other items may be requested.

Birthday Cakes: The Vendor will supply decorated birthday cupcakes or birthday cakes sufficient in size to feed all participants at each Project location upon request at no additional cost. When cake is served, each site will receive the number of pieces equal to the day’s meal count; the portion size will be 2 ¼ inches X 2 ½ inches X 2 inches high exclusive of frosting. Frosting on cake will not exceed ¼ inch.

IV. MEAL ORDERING

The number of meals specified for delivery to any and all Project locations is subject to change and may be increased or decreased at any time during the term of the agreement. The Project may cancel orders without penalty up to 6:30 AM on the day of the scheduled delivery. The Project will notify the Vendor by 11:00 AM each day, of the meals required for the next delivery day.

The meal order is complex due to the large variety of meals that can be ordered. (See Appendix for Sample Daily Meal Order Sheet). Therefore, the Vendor must develop practices that will allow for an accurate delivery. **Note: Meals designated as “congregate” are consumed at the senior centers or Adult Day Centers. All “meat based” meals are listed as “regular” on the meal order sheet. Vegetarian-pureed meals are not available at the present time. Meals listed on the order sheet as “HDM” refer to home delivered meals for Meals on Wheels clients.**

V. FOOD DELIVERY

Food Packaging for Home Delivered Meals (Meals on Wheels)

Meals for homebound clients will be packaged using dual-ovenable two and/or three compartment trays (as directed by the Project Director) with clear sealing film (i.e., Oliver Meal Packing System or equivalent). The Vendor will supply equipment/related supplies at all meal-packing locations (**Model #1308** or better) at no additional charge to the Project.

The Project uses regular and rethermalization ovens which have different food packaging requirements as detailed below.

Note: When the new center is in operation, which will consolidate two and eventually up to three centers, rethermalization oven usage will impact a significant quantity of client meals.

Rethermalization site:

As of this writing, the Raritan Senior Center has a rethermalization oven in place. By January 2016, the new senior center in Bridgewater will require the same delivery as outlined below.

Meals shall be delivered to this location as follows:

- Home Delivered Meals - Deliver individual, pre-packed entrees according to specification menus, in Oliver trays or equivalent, sealed with **perforated film, chilled**; deliver salad/dessert items **chilled**, in bulk, except for “pc” items approved by Project
- Congregate Meals – Bulk Delivery: entrée, salad/dessert items, **chilled**; deliver vegetables, **chilled/uncooked** in bulk, except for “pc” items approved by Project;

Traditional sites (which do **not** have rethermalization ovens):

Delivery for the following locations: Quail Brook, Warrenbrook, Hillsborough, Manville, Somerset Hills Adult Day Center/ (Basking Ridge), Senior Wellness Center, Adult Day Center/ (Bridgewater) and Montgomery Senior Center

- Home Delivered Meals – Deliver all components of the entrée in bulk/**hot** (except for vegetables at Warrenbrook and Manville Senior Centers), which should be delivered **chilled and uncooked**)
- Congregate Meals – Deliver Meat and starch components of the entree in bulk/**hot**; deliver vegetables, **chilled/uncooked**; deliver cold meal components in bulk except for “pc” items approved by Project

Food Storage Containers

- Unless otherwise specified by the Project Director, food shall be packaged so there will be a minimum of spills in the Vendor’s transport vehicle.
- Bulk food shall be transported in stainless steel pans no larger than 4 inches deep (unless otherwise specified by the Project Director), with fitting covers.
- Disposable aluminum pans must **not** be used for any hot food or salad/dessert items composed of or containing liquids.
- Containers such as black plastic dish containers may **not** be used for food unless they are lined with disposable aluminum pans, deep enough to prevent food from coming in direct contact with the black plastic pan.

Note: If the Vendor can only obtain certain food items in bulk that are needed at the sites in small quantities, the Vendor may deliver them in smaller containers as long as a copy of the full ingredient label with expiration date and country of origin, is attached to the container at all

locations. Similarly, if the Vendor supplies vacuum-packed or other foods to sites whose large volume packaging displays the label, but whose individual – sized packages are not labeled, the Vendor must enclose a copy of the full ingredient label, expiration date, country of origin, along with the type of packaging (i.e., vacuum – packed) which will allow Project staff to determine appropriate storage.

Thermal Insulated Carriers

- All liquids (i.e., Soups/Sauces/Gravies, bulk cold beverages, bulk salad dressings, etc.) must be delivered in **fully sealed** thermal insulated carriers **in good repair** (i.e., with fully operational clasps and intact seals/gaskets).
- Foods delivered in cambros/carriers in poor repair (i.e., broken clasps or ill-fitting covers/degraded gaskets) will be rejected.

Pan/Commercially Packaged Food Labeling/Best Used By & Expiration Dates

All bulk food delivery containers will be clearly labeled to indicate the following:

- Project Location Name or Number (i.e., S1, S2, etc.)
- Number of Servings per pan; net pan weight (food contents only)
- Portion size (which should match the amounts listed on the specification menu)

Commercially pre – packaged foods including but not limited to milk, juice, bread, desserts, crackers, salad dressings and other condiments, must be delivered to sites individually labeled or in boxes labeled with “Best Used By” or “Expiration” dates.

The Project reserves the right to reject products delivered without such labels or whose expiration dates do not comply with the following guideline which refers to foods delivered for regular weekday consumption:

Best Used By/Expiration Dates must be three (3) days or more after the intended consumption date; in other words, a meal to be consumed on May 1, must have components whose Best Used By or Expiration Dates are May 4th or later.

Miscellaneous Food Delivery Notes

Juice/Milk crates and pans of food delivered to Project locations, must not exceed 35 pounds.

General Delivery Information

All **hot** foods must be received at Project sites at a minimum temperature of **135** degrees Fahrenheit, and a maximum of **41** degrees for **cold** items (or as specified in the current NJ food sanitation code).

At **Traditional sites**, temperatures will be taken of **every** bulk pan of food upon arrival at each Project location and documented. Any pans of food not meeting the aforementioned food – safe temperatures **will be discarded onsite** and the food service emergency procedure described later in this document will be implemented.

At **Rethermalization sites**, the Vendor will supply two meals packaged individually (i.e., Oliver tray or equivalent) for temperature testing (at no additional charge to the Project). If the test meal does **not** meet the appropriate temperature standards, Project staff will **reject and discard all pre – plated meals that match the test meal menu**. The Project

will notify the Vendor of the problem at which time the Vendor will recommend a correction plan. The Project reserves the right to reject the Vendor's recommendation. (See Food Service Emergencies for details).

The Vendor shall issue daily Delivery Invoices to each Project location, which indicate the following information:

- Departure temperatures from Vendor's facility
- Number of meals ordered by type (i.e., boxed lunch, frozen meal, congregate **meat-based** meal, congregate **vegetarian** meals, home delivered **meat-based** meal, home delivered **vegetarian** meals, cold bag only, pureed meals, shelf stable meals, etc.)

The Vendor shall deliver all foods in the following manner:

Delivery Personnel

Individuals delivering food to sites shall have a neat and clean appearance and be capable of communicating clearly in English. Delivery staff should communicate courteously at all times.

Delivery Vehicles

For each delivery route, if the delivery from the Vendor's facility to the **last** Project location **exceeds 80 minutes** (including time spent delivering food/supplies into sites and considering typical early morning traffic patterns), the Vendor must deliver food in temperature-controlled vehicles (i.e., trucks with **electronically maintained** refrigerated and heated compartments). An acceptable vehicle would be the Omnivan Delivery System, Hot Shot Delivery System or equivalent.

For each delivery route, if the delivery from the Vendor's facility to the last facility takes **less than 80 minutes** (including time spent delivering food/supplies into sites and considering typical early morning traffic patterns), food may be delivered in thermal insulated carriers that maintain temperatures as specified under General Delivery Information.

The interior of the delivery vehicle must be clean and free of food debris and spills. The exterior of the vehicle must also be clean.

If foods delivered in thermal insulated carriers show a pattern of unacceptable food temperatures (i.e., three temperature problem reports in a one-month period), the Project maintains the right to **require** the Vendor to use vehicles that control temperatures electronically as described above.

If foods being delivered in a temperature-controlled vehicle (i.e., Hot Shot Truck) show a pattern of unacceptable food temperatures (i.e., three temperature problem reports in a one-month period), the Project maintains the right to **require** the Vendor to shorten the routes by adding additional delivery vehicles.

The Vendor must be able to provide **backup vehicles/drivers** to allow for uninterrupted service caused by the need to correct delivery shortages, replace unacceptable items, respond to vehicle breakdowns, staff illness etc.

Food pans, supply boxes and milk crates may not be placed directly on the floor of the delivery truck. Food pans must be put in/on floor risers or bread racks. The bottoms of pans and cartons must not touch the truck floor because these items are intended for placement in/on clean ovens, worktable surfaces and refrigerators in Project kitchens.

The Vendor may send out separate vehicles to deliver non - food supplies.

Delivery Route

The route the Vendor will use to deliver the food to all locations is subject to approval by the Project. Minimally, two (2) trucks/drivers must be used.

Delivery Times

Food may not arrive **earlier** than 8:00 A.M. unless approved by the Project Director.

- Centers **with** rethermalization ovens which serve Meals on Wheels clients must receive food no later than 9:15 am
- Centers **without** rethermalization ovens which serve Meals on Wheels clients, must receive food no later than 9:45 am
- Centers **without** rethermalization ovens which do not serve Meals on Wheels clients must receive food no later than 11:00 am

These delivery requirements will allow staff time to heat/portion and/or pack homebound meals, which must leave each senior center **promptly** by 10:30 am. and for centers only serving congregate clients, heat and/or portion foods which must be ready to serve by 11:45 am.

Notes:

In the event any issue delays the departure of delivery trucks from the catering facility, the Vendor must notify the Project no later than 7:45 am.

In the event a food delivery problem results in the need to redeliver meals, re – deliveries must be made by 10:00 a.m. if the meals are intended for Meals on Wheels clients.

In the event a food delivery problem results in the need to re deliver meals intended for congregate clients only, re-deliveries must be made by 11:30.

These time frames allow senior center staff sufficient time to portion and/or package meals without delaying Transportation services which otherwise could lead to extended route times resulting in the need to pay county staff overtime charges.

Redeliveries of food to be served hot must be delivered hot at all locations as there would be insufficient time for cooking or rethermalization.

If there is a consistent pattern of late deliveries/redeliveries resulting in late food deliveries/service, the Project reserves the right to charge the Vendor for the overtime costs incurred by the county.

When the Vendor is correcting food service problems, to facilitate timely **re – deliveries** and when feasible based on the food(s) needed, the delivery person may purchase necessary items at a local food market and deliver them to the Project location(s) in need, as long as the **re – delivery** times meet the time constraints listed above.

If the Vendor cannot deliver meals to correct the problem that meets the above time schedule, the Project reserves the right to refuse late deliveries and will use back up food or other sources of food. If canned back up food is used, a credit according to rates listed on the Price Deduction Schedule (below) will be made on the bill.

Drivers **must** have cellular phones available so that the Vendor can communicate in emergency situations. The driver shall telephone the Vendor to provide notification of

traffic or other issues that may cause a delivery delay of 15 minutes or more to Project locations. The Vendor in turn will notify each Project location that will be impacted and the Project Director or other assigned Project staff.

Delivery Process

The Vendor's delivery staff will transfer food/supplies from the delivery truck directly into Project kitchens as directed by site staff. Delivery staff must provide the site representative sufficient time to take temperatures of **all pans** of potentially hazardous foods, count food items/meals, check in supplies and check food appearance to determine product acceptability. The delivery schedule shall allow minimally 15 minutes per site for the check-in process, and longer for sites serving 100 or more meals. Additional check in time will also be needed on **double meal days** (i.e., regular meal + a frozen holiday meal).

At rethermalization sites, staff will take temperatures of "test meals along with any bulk foods as described above.

Site staff must **record** temperatures of **every** bulk pan of food (or of test meals for centers receiving pre – plated meals to be rethermalized) on the Vendor's Delivery Invoice, and indicate any discrepancies between the number or type of meals ordered and the number/type of meals received. The site representative will sign the Vendor's Delivery Invoice on each delivery day. The Project and Vendor will establish a system that allows for follow up documentation for instances in which food service emergencies occurred.

The Vendor shall not leave food at a site unless there is a site representative available to perform the aforementioned check – in procedure and store food in appropriate locations to maintain safe food temperatures.

VII. **FOOD QUALITY**

In addition to verifying that the correct types and quantities of foods have been delivered, Project staff will examine food quality.

Food delivered with any of the following problems will be **rejected**:

- Burnt or spoiled food
- Poor quality food (i.e., runny gelatin, over/undercooked foods, excessively fatty products, improperly spiced foods, spoiled fruit, foreign object in food, etc.)
- Food delivered at unsafe temperatures (as defined previously in this document)
- Packaged foods in which the expiration date has been removed/ expired or missing
- Non domestic food (unless pre – approved by the Project Director due to unavailability of items from US sources)
- Food substitutions not pre – approved by Project Director
- Food delivered late (See explanation under "Delivery Times")

Food Service Emergencies

When the Project rejects food, when an incorrect quantity has been delivered or when the Vendor has not delivered ordered supplies, the Project will immediately notify the Vendor of the problem(s). The Vendor must immediately determine the correction plan, which must be approved by the Project Director (or other authorized Project individual) prior to implementation.

The Vendor will redeliver the food and/or supplies with items of necessary quantity and quality, as specified in the “Delivery Times” section of this document, to the appropriate location(s).

It is essential for all Vendor delivery or re - delivery staff to have the capability of making local food store purchases (i.e., Vendor Debit card, \$50 cash, store accounts, etc.) that may be needed to address food shortages, food temperature or quality problems. Purchases may be made locally when time constraints prevent a re – delivery from the Vendor’s facility, the item to be replaced is readily available and the Project Director has approved the incident correction plan.

If the Vendor cannot supply necessary food(s) or supplies to meet acceptable time constraints, the Project reserves the right to rectify the situation in one of the following ways:

- Procure food(s), meal(s) at local food establishments (i.e., food stores, restaurants, etc.) or
- Use canned back up food to make up for the shortage

In either case, the Vendor will:

- Not be paid for the rejected food or food that is replaced late
- Reimburse the Project within one (1) business day for any food costs they have incurred as a result of local purchases made by site staff
- Be penalized according to the Price Deduction Schedule below if back up canned food is used
- Replace any canned back – up food used within two (2) business days

The deduction from the per-meal price will be calculated by using the following percentages rounded up to the nearest whole dollar/cent figure:

PRICE DEDUCTION SCHEDULE

Entrée	80% of meal cost
Vegetable/Starch	7% of meal cost
Fruit/Juice	7% of meal cost
Soup/Salad	7% of meal cost
Milk	7% of meal cost
Bread	3% of meal cost
Dessert	7% of meal cost
Condiments/Margarine/Gravies	2% of meal cost
Coffee/Creamers/Disposables	2% of meal cost

After the close of each week, the Vendor will furnish an invoice of meals ordered by the Project on Vendor letterhead. When a new month falls within a week, the Vendor must record the days of the new month on a separate week’s invoice.

Quality Assurance

- Upon notification of contract award, the Vendor shall provide a list of staff to which the Project Director can speak, to review new food items, discuss food quality issues, etc.
- Vendor staff assigned to this contract must participate in food sanitation training, minimally once every two years. **The Vendor shall provide documentation of the most recent food sanitation training for staff to be involved in the execution of this contract, and submit it with the bid response.**
- The Vendor's Food Service Manager shall hold a valid ServSafe Food Protection Manager certification as evidenced by completion of the ServSafe Program developed by the National Restaurant Association Educational Foundation and shall **submit the certificate with the bid response.** The Vendor shall maintain documentation of course completion and supply it upon request to the Project.
- The Vendor will submit copies of Full Health Inspection and USDA inspection reports minimally once per year.
- The Vendor must also provide the Project with a copy of corrective action plans taken regarding any issues identified during Health Dept. or USDA monitoring/inspections.
- Upon request from the Project, the Vendor will deliver one of any type of meal per day for taste testing at the Main Office. These test meals should be included in the weekly invoice.

Lab Testing

The Vendor shall keep daily food samples of meals for five working days after the day of preparation, in order to expedite epidemiological study in the event of food borne illness reports. These foods should be placed in food lock storage bags, labeled with the date of preparation, sealed and frozen and should not be re-opened except by the Health Authority's designated laboratory.

The Vendor must have a microbiological analysis program in place and evidence of this service must be submitted with the bid response. Beginning January 2016, lab testing must be done by a certified laboratory on a monthly basis for the first six (6) months of the contract. If the results show a pattern of acceptable test results, then, upon notification by the Project Director, the Vendor will be required to have testing done quarterly for the duration of the contract. Subsequently, in the event of one unsatisfactory lab test result, the Project Director has the right to require the Vendor to change the lab testing frequency back to monthly until three consecutive reports are satisfactory. The Project Director would then notify the Vendor that lab testing could be resumed on a quarterly basis.

Lab samples shall be taken from a random selection of cooked meats (i.e., roast pork, stewed chicken, baked meatloaf, etc.) **and** cold products (i.e., chicken salad, egg salad). Lab testing must also include kitchen surface testing (i.e., slicers, counters, etc.).

The results must show an absence of pathogens (i.e., salmonella, Shigella, e – coli (0157H7), Listeria M and Coagula Pos Staphylococcus).

Note: The Project reserves the right to engage the services of a certified food laboratory for the purpose of testing questionable food items.

VIII. PROFESSIONALISM

- The Vendor agrees to refrain from entering into any private catering or other service agreements with Project staff at any time during the contract period.
- The Vendor will not use the Project to promote commercial or brand name products, including its own name.
- Any Vendor publicity or release mentioning the Project or any individual site, participant or staff member must first be approved by the Project.
- The Vendor will refrain from visiting Project sites without approval from the Project Director.
- Should a pattern of inappropriate Vendor behavior of any kind occur toward any Project staff, the Project reserves the right to request a change in Vendor personnel that must be accomplished within 10 business days.

IX MISCELLANEOUS

Provision of Crushed Ice for Weekly Thermometer Calibration: As indicated on the Specification Menu, every Monday, the Vendor will deliver a small quantity of crushed ice to Project locations without ice machines, for the purpose of testing thermometer accuracy and calibrating thermometers.

Specification Menu Format

The Project generates specification Menus in **Word 2010**. Any adjustments needed to facilitate production at the Vendor's facility are the Vendor's responsibility.

Sterilization

The Vendor will be responsible for sterilizing bulk food pans, Cambros and thermal insulated or other carriers at their facility: (i.e., quantity food pans, thermal soup/gravy carriers, etc.) Project staff will exchange these items clean but not sterilized, with the Vendor's delivery person the morning after they are used at each Project location.

The Vendor must use a daily process such as a Rapid Protein Residue Test, by which they can determine the absence of allergens on pots/pans/storage containers. The Vendor must submit a description of the specific allergen testing process used at their facility (including its frequency of use), and must also submit sample records showing such usage, with this bid application. An example of an acceptable allergen screening tool is: PRO-Clean/AllerSnap or equivalent.

Communication

The Vendor will provide a **toll free number** for use by the Project. During food service emergencies, if Project staff cannot make human contact with the Vendor using the toll free number and must use a non toll free line, the Vendor will accept phone charges, or adjustments will be made on subsequent bills.

The Vendor **must** have e – mail access, fax machines and key staff (i.e., food service managers) must provide cell phone numbers to facilitate communication about such things as food service emergencies.

Vendor Transition Period between Contracts

When a contract period is completed and a new Vendor has won the bid, the incumbent Vendor will accommodate transition activities (i.e., route observations, delivery of the new

supply of back up foods, etc.) as requested and scheduled by the Project. The Project will provide advance notice to the incumbent Vendor of any scheduled activities on the part of a new Vendor.

Demonstration Meal

Vendors submitting bids for the first time will be asked to demonstrate their food preparation capability to a team of evaluators from the county by preparing a variety of meat-based **and** vegetarian meals (hot and cold) according to bid specifications provided by the Project. This on site evaluation will be used as part of the determination of the bidder's ability to perform as per specifications described in this document.

Vermin Control

The Vendor's facility must use a vermin control service provided by a State Certified Pesticide Applicator. Use of this service shall result in a progressive improvement in reducing insects and rodents from the initial inspection report to subsequent inspections. By the third inspection, the vermin problem shall be eliminated. Thereafter, routine vermin control shall be effectuated to prevent a re - infestation. Vermin control shall also be immediately complemented by exterior and interior insect and rodent proofing. Three 2015 consecutive vermin treatment reports must be submitted with the bid response to demonstrate the level of vermin control at the Vendor's facility.

APPENDIX

Contents:

- Sample Daily Meal Order Sheet
- Food Purchasing Specifications
- Meat Based & Vegetarian Menu Samples
- Boxed Lunch Rotating Schedule Sample
- Boxed Lunch Meat Based & Vegetarian Menu Samples
- Food List of Items to be Prepared Homemade from Scratch
- Additional Items To Submit with Bid Response
- Proposal Pricing

****Sample Daily Meal Order Sheet on last page of Bid Document****

FOOD PURCHASING SPECIFICATIONS

PROHIBITED: Foods from home kitchens, hermetically sealed containers of food not processed in an approved food facility; unpasteurized milk or milk products; any food from a source not in compliance with State and Local health department or other regulations.

MEAT/MIXED MEAT ENTREES/POULTRY/FISH

All meat and meat products, including meats used in the manufacture of sausage products, shall have been slaughtered, processed, manufactured and packaged in plants under a USDA inspection program and bear the appropriate seal. Meats and meat products shall be of a "choice" or better grade. PROCESSED BEEF – NOT PERMITTED.

Adequate amounts of all meat, fish and poultry shall be purchased to allow 3 ounce cooked edible meat, excluding bone, breading and fillers, per serving delivered. Institutional Meat Purchase Specifications from the National Association of Meat Purveyors (IMPS/NAMP) specifications must be met where referred to. Portion control meats are to be 100% meat.

The amount of breading in breaded items shall not exceed ten percent (10%). Breaded items include, but are not limited to: meatballs, croquettes, meatloaf, fish patties, veal cutlets and pork chops.

No preservatives, tenderizers or coloring agents may be added to any fresh meat or fresh meat products. Imported fresh or frozen meat products are prohibited for any purpose. Canned back up meats (i.e., Beef Stew should be Dintz Moore brand or equivalent.)

Beef, ground, Regular, fat content 18-20% IMPS/NAMP #136

Beef, roast, U.S. Choice or better grade, top round (split or whole) or top sirloin. (These specifications apply to roast beef used as a dinner entrée or cold sliced for sandwiches and salads). Maximum fat thickness 1/4 inch IMPS/NAMP 169. Pot Roast shall be bottom round or equivalent; **Processed beef – NOT PERMITTED**

Beef, cubed, top sirloin tip or top round tip beef for; Cubed beef shall be of high quality, with minimum gristle and fat; **Processed beef – NOT PERMITTED**

Beef-stew, shoulder, chuck or rib cap of beef **Processed beef – NOT PERMITTED**

Beef, diced/corned, U.S. Choice grade or better, brisket or flat. IMPS/NAMP 169/ not more than 1/4" fat along any surface; Julian Freirich Brisket (first cut) or equivalent **Processed beef – NOT PERMITTED**

Beef-Salisbury Steak, homemade preferred - MaidRite or equivalent

Beef Strips – (for recipes such as salads and Asian styled meals, etc.) – lean, sliced, U.S. Choice grade or better, beef shall be of high quality, with minimum gristle and fat **Processed beef – NOT PERMITTED**

Bratwurst, Patuxent Farms or equivalent

Ham, boneless, water added, fully cooked, cured. (NOT "ham and water product"). No variety meats, fillers, extenders, non-fat milk solids or cereal allowed; Thin & Trim (98% Fat Free/ or equivalent; 130 mg of sodium per ounce of ham)

Hotdogs, 2 oz. per serving – **100% beef**, skinless (i.e., Hebrew National) – **Reduced sodium**

variety, **less than 30% fat content**; no variety meats, fillers, extenders, non-fat milk solids or cereal allowed

Kielbasa, Patuxent Farms or equivalent

Pork, chops, 6% center cut #1 - 1/4" surface fat, yield 3 ounces cooked meat/serving, USDA. Number 1 **Processed pork – NOT PERMITTED**

Pork, roast, 17-22 lb. wt. range, loin – center cut, strap off, boneless, tied acceptable, USDA. Number 1 Farmland or equivalent **Processed pork – NOT PERMITTED**

Pork, spareribs, 3" USDA. Number 1/MaidRite or equivalent

Turkey Sausage, high commercial grade, natural casings, 4-5" length (yield - 6 to a pound) (Maglio Brand or equivalent)

Veal, boneless, shoulder or leg roast, U.S. Choice grade, wt. range 5-10 lbs.
Veal Roulade or patty – Patuxent Farms or equivalent

Lamb, boneless leg, U.S. Choice grade, maximum fat thickness 1/4 inch, wt. range 5 - 10 lbs.

Pork – for Chow Mein, - pork cubes commercially cut from loin or freshly sliced from loin by Vendor; **Processed pork – NOT PERMITTED**

Meatloaf- Meatballs, must be homemade, no salt added or low sodium

Vegetable Lasagna, - Stouffer's or equivalent - 12 cuts per pan; prefer homemade

Stuffed Cabbage, Fancy Lady or equivalent; prefer homemade

Stuffed Pepper, Fancy Lady, Stouffers or equivalent

Vegetarian Stuffed Pepper, prefer homemade

Eggplant Roulettes, Celentano or equivalent; prefer homemade

POULTRY

Chicken, boneless, skinless, random cutlets; **Processed chicken - NOT PERMITTED; Note: Chicken used for cold salads (i.e., grilled chicken strips, must be made from fresh chicken, not a frozen, sliced or cubed, processed product)**

Chicken, broiler or fryer, prepared from USDA Grade A raw, fresh, quartered, unbreaded, cut from 2-1/4 - 2-1/2 lb. birds, yield 6-7 oz. total weight/serving

Chicken, breaded chicken filet - Tyson

Turkey (roast), cooked from U.S. Grade A fresh turkey (Not "Turkey Breast") **Processed turkey – NOT PERMITTED**

Turkey-Ham, (**reduced sodium**) **95% fat free**, tavern shaped, maximum of 1.25% sodium (**Hillshire Farms, Thin & Trim or equivalent**)

FISH

Note: Frozen fish shall be manufactured under continuous inspection of the United States Department of Commerce – Grade A.

No menu shall include seafood (i.e., clams, lobster, crab, mussels, etc. or the juice of these items, in any recipe including soups, gravies and sauces).

Fish portion, 4 oz. raw IQF, unbreaded, boneless, skinless, I.S. Grade A, cod, halibut, haddock, sole, tilapia, Pollack acceptable

Tuna, canned, packed in water, solid or chunky pack, white or light only

Battered Fish, oven-ready batter, cod, whiting, haddock, Pollack - light batter, boneless and skinless; 1-2 per serving, according to edible protein weight, French-cut triangle or square, no fish sticks

Fish filet w/broccoli and cheese, 4% fish filet - Viking

BREAD AND BAKERY PRODUCTS

All bread and bakery products shall be delivered to Project locations strictly fresh, not more than 24 hours after production for rolls and bakery products, and not more than 48 hours after production of sliced bread. AMERICAN PRODUCTS ONLY.

Shall be made from enriched ingredients fortified with Thiamin, Riboflavin, Niacin and Iron as prescribed by USDA

Cakes/Cookies/Pies - Little Debbie or equivalent, not allowed.

Sugar Free individually wrapped desserts must be each labeled “sugar free.”

Hamburger Rolls, fresh, made from unbleached enriched flour

Bread, fresh, approximately 1 ounce per slice, made from unbleached, enriched flour with ground wheat, oats, bran or rye as specified by menu, no artificial preservatives, must contain 1.5 grams dietary fiber/slice. To include whole wheat, oatmeal, rye, pumpernickel, multi grain and white. Can include English muffins and bagels. Serving size = 1 whole bagel (i.e., 2 halves) or 1 whole English muffin (i.e., 2 halves)

Rolls, fresh, dinner, soft or hard, white, rye or whole wheat, as specified by menu; Rolls shall be approximately 1 ounce each and shall be made from enriched flour and whole grains. Baking powder biscuit must be 3" in diameter

Cake, fresh-baked, ready-to-eat, sheet or layer, made from enriched flour and high quality ingredients, frosted or unfrosted (as specified in menu), includes but not limited to: white, chocolate, yellow, lemon, applesauce-raisin, banana, carrot, orange, spice. When freshly baked desserts (i.e., brownies, quick breads, cakes, etc.) are sliced into portions, they will yield **even slices of consistent thickness**. Products with sloped edges (i.e., from the edges of the baking pan) must **not** be delivered. Sheet cake Yield: 32 servings/1 inch high for all pieces; individual cake slices will weigh between 3.75 to 4 ounces each; brownie squares will weigh approximately 2 ounces

Note: Sugar Free cake must also be available as requested and delivered with individual Sugar Free labels.

Cheesecake, commercial prepared product approved by Project

Cookie, fresh, 2 ounce minimum weight, Variety as specified by menu, bakery or homemade; **Sugar Free** Varieties may be sourced from Murray or equivalent

Crackers, soda, **unsalted** tops, 10% maximum fat content, Grade #1 square, 2 per individually wrapped package

Pies, **two crust**, fruit filled, 60% fruit, fresh-baked, ready to eat, **prefer individually wrapped**; for 9" pies, filling weight 32-ounce minimum, total weight 47-ounce minimum. Variety as specified by menu, 8 servings per pie; Individual serve pies are prepared in pie shells measuring 2.5 inches in diameter; pie filling + crust will weigh approximately 3.5 ounces

Pies, **one crust**, soft filled, fresh baked, ready to eat, **prefer individually wrapped**; For 9" pies, filled weight 28 ounce minimum, total weight 42 ounce minimum. Variety as specified by menu; Individual serve pies are prepared in pie shells measuring 2.5 inches in diameter; pie filling + crust will weigh approximately 2.75 to 3 ounces

DAIRY PRODUCTS

All dairy products shall be United States Department of Agriculture – Grade A, where applicable, and shall be rBGH-free. All products must meet freshness codes. Cheese food or cheese spreads are not permitted.

The Expiration Date for milk/milk products (including whipped cream) must be minimally 3 days after the intended consumption date.

Cheese, cottage, small or large curd, creamed, not more than 1% milk fat content

Cheese, grated, Parmesan, 6 gram individual serving bag. No imitation products

Cheese, (i.e., Swiss, Cheddar, Provolone, Goat Cheese, American, Provolone, Monterey Jack, Pepper Jack, Muenster, etc.) - natural, U.S. Grade A, Alpine Lace or equivalent as available

Cheese, part skim ricotta and part skim mozzarella

Custard, made with fresh eggs and milk, or from Delmark or Jello brand mix or equivalent

Eggs, fresh, whole, pasteurized, chilled or frozen for use in cooking; USDA or State Grade A

Eggs, shell, fresh, U.S. Grade A, medium

Egg Substitute, EggBeaters or equivalent

Flan, prefer homemade; Knorr's – Crème Caramel Flan (individual serve) or equivalent

Reduced Fat Ice Cream, (regular and sugar free) 4 ounce individual containers, plain or flavored, as specified by menu. Bulk ice cream available upon request
(26 – 32% of calories from fat)

Low fat Yogurt, cultured product, contains not less than .5 % of 2% milk fat and not less than 8.25% milk solids

Reduced Fat Frozen Yogurt, individual serve (4 oz.) cups

Milk, low fat, pasteurized or ultra-pasteurized 2% milk, homogenized, contains 8.25% milk solids - not fat, U.S. Grade A - fortified with Vitamins A and D, 8 ounce carton; fresh and ultra-high temperature (UHT) milk allowed

Milk, skim, pasteurized or ultra pasteurized, less than 0.5% milk fat, contains 8.25% milk solids - not fat, U.S. Grade A - fortified with Vitamins A and D, 8 ounce carton; fresh and ultra-high temperature (UHT) milk allowed

Milk, nonfat, dry, instant, for use in cooking **only**, U.S. Extra Grade

Pudding, canned product or made from mix using above milk products as approved by Project. Varieties to include: tapioca, rice, vanilla, chocolate, butterscotch, as specified by menu; some special flavor variations will be requested i.e., pumpkin pudding, made by adding pumpkin puree + vanilla pudding

Rice Pudding, Cozy Shack or equivalent - may be individual ½ cup serving or delivered in bulk

FATS AND OILS

All oils must be polyunsaturated or monounsaturated.

Note: Vendor will supply butter/margarine in a quantity of 50% for each item.

Butter, “pc” individual self-contained butter cups with pull tab; unsalted; 1 teaspoon per serving

Margarine, individually packaged, self-contained cups with pull tab; made from corn oil and manufactured from whole or skim milk; shall contain a minimum of 15,000 units of Vitamin A per pound as prescribed by USDA; unsalted; Fleischman or Glenview brand or equivalent. **No trans-fat; 1 teaspoon per serving**

Salad Dressings, ½ fluid ounce individual package, low calorie, reduced sodium, high commercial grade, Creamy Italian, French, Thousand Island, or Blue Cheese or other, as specified by menu

Whipped Cream Topping, high commercial grade of 30 to 36% percent milk fat, free from all off-odors and off-flavors, aerosol can is acceptable or whipped, ready to use; **NON Dairy Whipped Topping - Not Acceptable**

FRUIT JUICES

All fruit juices shall be supplied in four ounce, individual sealed containers unless otherwise noted. AMERICAN PRODUCTS ONLY. NOTE: Juices must be 100% fruit juice – no sugar added. Fruit juice blends that are 100% juice are acceptable. Individual-serve shelf stable canned juices (100% juice) shall also be supplied for back up emergency supplies.

Apple Juice, fresh, U.S. Grade A (Fancy), clear, unsweetened, single strength, fortified with Vitamin C

Orange Juice, single strength, U.S. Grade A (Fancy), unsweetened

Pineapple Juice, U.S. Grade A (Fancy), unsweetened, single strength fortified with Vitamin C

Cranberry Juice or Cran – apple Juice, U.S. Grade A (Fancy), unsweetened, single strength, fortified with Vitamin C (other combinations acceptable as long as no sugar or sugar substitute added)

Lemonade, must be 100% juice-based and NOT made from some or all artificial ingredients. Frozen concentrated 100% juice is acceptable; no powdered fruit DRINKS acceptable.

V-8 Juice, U.S. Grade A (Fancy), 5.5 ounce can - **reduced sodium only**

MIXED SALAD AND VEGETABLE ITEMS

All mixed vegetable and salad items must provide ½ cup volume of vegetables as served. They should contain a minimum of preservatives and sodium. May not contain MSG or sulfite agents. AMERICAN PRODUCTS ONLY/LATEST SEASON PACKED ONLY.

Salads shall be prepared daily with fresh vegetables, handled and properly stored under refrigeration. Fruit or vegetable salads in gelatin shall contain ¼ cup of fruit or vegetables in addition to the sugar free gelatin base. Salads are generally delivered in bulk form and maintained at 35 - 41 degrees Fahrenheit.

Three bean salad, prefer homemade; high commercial equivalent, green, wax and kidney beans used. Kidney beans should be 1/3 of total vegetables

Tossed salad, to contain well cut lettuce, fresh tomatoes and **peeled, thinly sliced** cucumbers. (Lettuce varieties to include Romaine, red and green leaf, iceberg and spinach from U.S Grade A products)

Cabbage coleslaw, prefer homemade; fresh, top quality produce, addition of finely chopped/shredded carrots, apples, or pineapple as specified; prefer **reduced fat** mayonnaise

Stewed tomatoes, U.S. Grade A canned tomatoes, 15% filler may be added to stabilize

Carrot-raisin salad, finely grated carrots, 1/8 raisins; prefer homemade; carrots and raisins must be U.S. Grade A; prefer **reduced fat** mayonnaise

Fruited and vegetable gelatin, must be made so as to contain ¼ cup of fruit or vegetables per ½ cup serving; gelatin must be **sugar free** variety **for all servings**

Mashed Potatoes, white, prefer fresh; if using Instant mashed flakes, high commercial grade, (i.e., U.S. Extra Rich Potato Pearls, Dehydrated or equivalent); varieties used must have added milk solids and a minimum of sodium NOT TO EXCEED 60 mg. per ½ cup serving; Vitamin C enriched ; **off color potatoes upon delivery will be rejected**

Potato salad, prefer homemade; potatoes must be thoroughly cooked, should contain celery, eggs, and other seasonings; potatoes must be U.S. Grade A; prefer **reduced fat** mayonnaise

Marinated vegetable salad, prefer homemade; must contain ½ cup of the following vegetables per serving: cauliflower, broccoli, tomato or similar combination approved by Project with addition of **reduced sodium** marinade, pitted, black olives and celery/ingredients must be U.S. Grade A products

Pasta salad/pasta vegetable salad, prefer homemade; must contain 1/8 cup of fresh vegetables per ½ cup serving; prefer **reduced fat** mayonnaise for salads with mayonnaise-base

FRESH, CANNED & FROZEN FRUIT/ FRESH, CANNED & FROZEN VEGETABLES/ CANNED ENTREES

Fresh Fruit: United States, Fancy or #1 Grade, and size must provide at least ½ cup fruit (edible) or as specified below

Canned or Frozen Fruits: United States - Grade A Fancy – must comply with standards of identity for the product and provisions of the Food, Drug and Cosmetic Act, and must be packed in water, or 100% fruit juice (NO SYRUP); no imported fruit of any kind is allowed (unless the Project approves its use because a domestic brand is not available).

Canned Juices shall be United States, Fancy (Grade A) without added sugar. NOTE: Fruit punch (i.e., fruit-flavored beverage that is less than 100% fruit juice) is NOT acceptable. Vitamin C fortified juices or those that naturally are sources of Vitamin C (i.e., orange juice) are preferred.

Fresh Vegetables: Must be ready for consumption as per U.S. Food Buying Guide; U.S. No 1 Grade.

Frozen Vegetables: United States, Grade A, Fancy IQF frozen vegetables, shall provide color, flavor, and texture similar to fresh vegetables upon reheating of meal from zero (0) degrees Fahrenheit frozen state.

Canned Vegetables, United States, Grade A (reduced sodium); may be used ONLY to prepare sauces and for back up food supplies.

Canned Entrees, United States, Grade A; may be used ONLY for back up food supplies.

Frozen/Canned Produce

AMERICAN PRODUCTS ONLY - LATEST SEASON PACKED ONLY

Applesauce, canned, U.S. Grade A Fancy, natural unsweetened

Artichoke Hearts, U.S. Grade A, frozen – quartered

Asparagus, frozen, U.S. Grade A, spears/stalks, tips/cut spears, or cuts and tips acceptable (75% tips minimum)

Beans, Black – Eyed Peas, U.S. Grade A, canned

Beans, Cannelini, U.S. Grade A, canned

Beans, **Reduced Sodium** baked, B & M oven baked brand or approved equivalent

Beans, Garbanzo, U.S. Grade A, canned

Beans, Green US Grade A, 1" minimum cut or French style, frozen

Beans, Kidney, U.S. Grade A, canned

Beans, Lima, U.S. Grade A, frozen

Beans, Pinto, U.S. Grade A, canned

Beans, Wax, U.S. Grade A, canned, 1" minimum cut

Beans, White, U.S. Grade A, canned in tomato sauce **without** pork

Beets, U.S. Grade A, canned, sliced or diced, deep red

Broccoli, U.S. Grade A, (75% florets minimum) frozen chopped or florets as specified

Brussels Sprouts, U.S. Grade A, frozen

Carrots, U.S. Grade A, frozen, sliced or diced, as specified

Carrots, canned, U.S. Grade A, Baby Belgium – for back up food only

Cherries, Bing, U.S. Grade A, pitted, dark sweet, 100% juice pack, no added sugar

Chop Suey Vegetables, U.S. Grade A, frozen - to include: baby corn, water chestnuts, bok choy
– **NO bamboo shoots**

Corn, whole kernel or cream style as specified, U.S. Grade A, frozen

Crabapples, spiced, Choice, canned, (peeled/sliced, water packed, no added sugar)

Fruit Cocktail, U.S. Grade A, canned, juice pack, no added sugar,

Greens, U.S. Grade A, frozen, Varieties to include: Collard, Mustard, Kale, Swiss Chard, Bok Choy or Turnip Greens, whole leaf or chopped as specified

Mangoes, cubed or sliced – for use in salads, desserts and sauces, US Grade A, frozen

Olives, green, black, pitted, or stuffed with pimiento - for use in salads and sauces: “Salad olives or Broken Salad olives” acceptable

Oranges, canned mandarin, sections, juice pack, U.S. Grade A, no added sugar

Papayas, cubed or sliced – for use in salads, desserts and sauces, US Grade A, frozen

Parsnips, U.S. Grade A, frozen

Peaches, canned, yellow clingstone, U.S. Grade A, 35-40 count, juice pack, no added sugar, halves or sliced as specified (1 half or ½ cup slices per serving)

Pears, canned, U.S. Grade A, 35-40 count, halves or sliced, peeled, juice pack, no added sugar, (1 half or ½ cup slices per serving)

Peas and Carrots, US Grade A, frozen

Peas, U.S. Grade A, frozen

Peppers, U.S. Grade A, frozen, green or red, diced

Pineapple, U.S. Grade A, canned, juice pack, no added sugar, slices, chunks, No 1 size or better, tidbits, or crushed as specified (2 slices or ½ cup per serving)

Plantains, U.S. Grade A, frozen/sliced

Plums, U.S. Grade A, halves, pitted, juice pack, no added sugar, (2 or 3 plums or ½ cup per serving)

Potatoes, U.S. Grade A, frozen hash browns, tater tots, whole, Ore Ida or Simplot brand or equivalent

Potatoes, U.S. Grade A, canned, for back up food only

Sauerkraut, U.S. Grade A, canned, **Reduced Sodium**, shredded

Spinach, US Grade A, chopped, frozen

Squash, U.S. Grade A, frozen, mashed, cubed fall and winter

Squash, U.S. Grade A, frozen, sliced summer

Strawberries, U.S. Grade A, frozen, sliced or whole (for use in sauces/toppings only)

Succotash, U.S. Grade A, frozen, 50% lima beans and 50% whole kernel corn

Sweet Potatoes, U.S. Grade A, canned, light syrup pack or vacuum pack

Tomatoes, U.S. Grade A, canned, whole or almost whole tomatoes, minimum drained weight 66% of the capacity of the container

Turnips, U.S. Grade A, frozen

Zucchini, sliced, U.S. Grade A, frozen

Vegetables, U.S. Grade A, mixed frozen, mixture of lima beans, green or waxed beans, carrots, corn, green peas

Vegetables, U.S. Grade A, frozen, various mixes: winter, oriental, etc., as approved by the Project

Fresh Produce - AMERICAN PRODUCTS ONLY

Apples, fresh U.S. Fancy Grade, size 113 ct., Red Delicious, Golden Delicious, Cortland, Macintosh, or Stayman acceptable

Banana, fresh U.S. No. 1 Grade, 6" minimum length, Color No. 6 (delivered to sites – yellow – **not** over ripe)

Blueberries, fresh, U.S. No. 1 Grade, Size large or better

Cabbage, fresh, U.S. No. 1 Grade

Cantaloupe, fresh, U.S. No. 1 Grade; delivered sanitized, peeled, halved, seeds removed

Carrots, fresh, U.S. No. 1 Grade

Celery, fresh, Pascal, U.S. No. 1 Grade

Cherries, fresh light sweet or dark sweet, U.S. No. 1 Grade

Cucumbers, fresh, U.S. No. 1 Grade

Fruit Salad, U.S. Grade A, prefer freshly cut fruit (no grapefruit) to include berries, melons, seedless grapes, tropical fruit (as indicated on menu),

Grapes, fresh, U.S. No. 1 Grade, Tokay, Perlette, Red Seedless, Thompson, Emperor or Muscat varieties in season

Honeydew Melons, fresh, US No. 1 Grade; delivered sanitized, peeled, halved, seeds removed

Lettuce, fresh, U.S. Fancy or No. 1 Grade, table ready, chopped or large leaf as indicated by menu; varieties to include: Mixed Dark Leafy Greens, Romaine, Red Leaf, Baby Greens, Iceberg and Spinach

Mushrooms, fresh, U.S. No. 1 Grade; portabella and button (whole or sliced, as specified in menus)

Nectarines, fresh, U.S. Fancy or Extra No. 1 Grade; 56 – 72 count

Onions, U.S. No. 1 Grade, Spanish yellow and red

Oranges, fresh, U.S. No. 1 Grade, 113 count, Valencia, Navel or Temple varieties, firm, heavy,

well-shaped

Peaches, fresh, U.S. Fancy Grade, Clingstone or Freestone, size 120 count, mature, yellow, ready to eat

Pears, fresh, U.S. No. 1 Grade, Bartlett, Anjou, Du Comice, Bosenelis varieties in season, size 120

Peppers, sweet, fresh, U.S. No. 1 Grade, California Wonder variety or equivalent, bell or bull nose type, green, red, yellow or orange,

Plums, fresh, U.S. No. 1 Grade, 110 count

Potatoes, fresh, U.S. No. 1 Grade, white or sweet, baking type, size 110

Potatoes, fresh, U.S. No. 1 Grade, white, peeled, whole, sliced or diced as indicated by menu

Potatoes, fresh, U.S. No. 1 Grade red, B size, skin on,

Potatoes, fresh, U.S. No. 1 Grade, Yukon, B size, skin on,

Radishes, fresh, U.S. No. 1 Grade red, medium size

Squash, fresh, ripe, free of bruises or spoilage

Strawberries, fresh, ripe, free of bruises or spoilage, U.S. No. 1 Grade

Tangerines, fresh, U.S. No. 1 Grade, 56 – 72 count

Tomatoes, fresh, U.S. No. 1 Grade, 5 by 6 size, red, fully ripened

Tomatoes, fresh, cherry, U.S. No. 1 Grade, red, fully ripened

Tomatoes, fresh, grape, U.S. No. 1 Grade

Tossed Salad, fresh, chopped: brown or wilted lettuce is unacceptable, must contain two other vegetables (15% of total) in addition to lettuce

Watermelon, fresh, U.S. No. 1 Grade, ripe, **seedless**, 14 lb. minimum to 25 lbs. maximum, delivered sanitized, quartered

MISCELLANEOUS

Condiments, **individual-serve**, high commercial grade; varieties to include **reduced sodium** soy sauce, lemon juice, ketchup, mustard, honey-mustard, mayonnaise, cranberry sauce, tartar sauce, creamers, parmesan cheese, Chinese Crispy Noodles, sugar/sugar substitute, variety of salad dressings and others as specified by menu; Homemade specialty sauces/spreads may be requested on occasion (i.e., sweet onion spread).

Condiments, **household-sized containers for “spice bar,”**: high commercial grade, paprika, cinnamon, **reduced sodium** hot sauce and soy sauce, red wine vinegar, olive oil, horseradish and cayenne pepper

Pepper and Iodized Salt, supplied to all Project locations as needed in **refillable** (household – sized) shakers. Diamond Crystal Salt Co: Alberger fine flake iodized salt and bacteria treated ground black pepper

Pierogis, (cheese or potato filled) Mrs. T’s or equivalent

Vegetable Wontons, (1 oz.) Royal Dragon or equivalent

Vegetable Dumplings, Chef One or equivalent

Stuffed Shells, Roselli or equivalent

Tea Bags, Orange Pekoe and Green, individually wrapped, (regular and decaffeinated)

Lacking any written indication of intent to quote an alternate brand, your bid will be considered as a quotation in complete compliance with the specifications as listed in the bid form.

Sample Menus

Week 1 Meat Based - Monday (Send Crushed Ice for Thermometer Calibration)

- 4 oz. Assorted Juices
- 6 oz. Veal Parmigiana (3 oz. Veal Patty) + 1 oz. **Reduced Fat** Mozzarella Cheese + 2 oz. **Reduced Sodium** Tomato Sauce (**Send Extra Sauce Separately**) **Puree: Veal with Tomato Sauce**
- ½ c. Cubed Parsley Potatoes **Puree: Mashed Potatoes**
- ½ c. Sliced Carrots **Puree: Carrots**
- ½ c. Hearts of Palm, Roasted Red Pepper & Cannellini Bean Salad **Puree: Hearts of Palm & Roasted Red Pepper**
- 1 sl. Italian Bread – Butter/Margarine
- ½ c. Canned, Sliced Peaches – **Juice Pack** **Puree: Canned Peaches**
- 8 oz. 2% or Skim Milk

Tuesday

- 4 oz. Assorted Juices
- 12 oz. Beef Stew (3 oz. Lean Beef Cubed + ½ c. Quartered, Peeled White Potatoes + ½ c. Mixed Vegetables + 3 oz. **Reduced Sodium** Brown Gravy) **Puree: Beef Patty with Brown Gravy/Mashed Potatoes/Green Beans**
- ½ c. Spinach/Lettuce 50/50 Mix with Red Onion – Salad Dressing **Puree: Tomatoes**
- 1 sl. Whole Wheat Bread – Butter/Margarine
- 1 ea. Fresh Pear **Puree: Canned Pears**
- 8 oz. 2% or Skim Milk

Wednesday

- 4 oz. Assorted Juices
- 1 ea. (3 oz.) Center Cut Pork Roast with Balsamic Glaze **Puree: Pork with Balsamic Glaze**
- ½ c. Oven Fried Potatoes **Puree: Mashed Sweet Potatoes**
- ½ c. Beets L 'Orange **Puree: Beets L 'Orange**
- ½ c. Unsweetened Applesauce
- 1 sl. Rye Bread – Butter/Margarine
- ½ c. Butterscotch Pudding/**Sugar Free Pudding – Diabetic**
- 8 oz. 2% or Skim Milk

Thursday - Alternate Stuffed Pepper or Stuffed Cabbage – See Schedule

- 6 oz. **Reduced Sodium** Vegetarian Split Pea Soup – **No Crackers**
- 1 ea. Stuffed Pepper or Stuffed Cabbage + 2 oz. **Reduced Sodium** Special Tomato Sauce (**Send Extra Sauce Separately**) **Puree: Ground Beef**
- ½ c. Mashed Potatoes
- ½ c. Corn **Puree: Zucchini No Skin**
- ½ c. Mixed Green Salad with Tomatoes & Cucumbers – Salad Dressing **Puree: Cucumbers Remove Seeds**
- 1 sl. White Bread – Butter/Margarine
- 1 ea. Fresh Banana **Puree: Banana**
- 8 oz. 2% or Skim Milk

Friday

- 4 oz. Pineapple Juice
- 8 oz. Chicken Chop Suey (3 oz. Sliced Strips of Chicken + 3 oz. Carrots, Snow Peas, Onions, Celery, Mushrooms, Baby Corn & Water Chestnuts (With Egg Whites Mixed in Sauce) + 2 oz. **Reduced Sodium** Asian Sauce **Puree: Chicken**
- ½ c. Brown Rice **Puree: Couscous**
- ½ c. Asian Sesame Greens **Puree: Spinach**
- ½ c. Tropical Fruit Salad – **No Grapefruit** **Puree: Unsweetened Applesauce**
- 1 oz. Crispy Chinese Noodles
- 2 ea. Almond Cookies (**For All**) **Puree: Sugar Free Ice Cream**
- 8 oz. 2% or Skim Milk

Week 1 Vegetarian Monday (Send Crushed Ice for Thermometer Calibration)

- 4 oz. Assorted Juices
- 6 oz. Eggplant Parmigiana (3 oz. Eggplant) + 1 oz. **Reduced Fat** Mozzarella Cheese + 2 oz. **Reduced Sodium** Tomato Sauce
- ½ c. Cubed Parsley Potatoes
- ½ c. Sliced Carrots
- ½ c. Hearts of Palm, Roasted Red Pepper & Cannellini Bean Salad
- 1 sl. Italian Bread – Butter/Margarine
- ½ c. Canned, Sliced Peaches – **Juice Pack**
- 8 oz. 2% or Skim Milk

Tuesday

- 4 oz. Assorted Juices
- 12 oz. Vegetarian Moroccan Stew with Onion, Garlic, Butternut Squash, Red Potatoes, Garbanzo Beans, Diced Tomatoes, Pitted, Green Olives & Couscous
- ½ c. Spinach/Lettuce 50/50 Mix with Red Onion – Salad Dressing
- 1 sl. Whole Wheat Bread – Butter/Margarine
- 1 ea. Fresh Pear
- 8 oz. 2% or Skim Milk

Wednesday

- 4 oz. Assorted Juices
- 12 oz. (6 oz.) Fusilli Pasta + 2 oz. Raisins and Baby Spinach Leaves + 2 oz. Kidney Beans + 2 oz. Goat Cheese
- ½ c. Beets L'Orange
- ½ c. Unsweetened Applesauce
- 1 sl. Rye Bread – Butter/Margarine
- ½ c. Butterscotch Pudding/**Sugar Free Pudding – Diabetic**
- 8 oz. 2% or Skim Milk

Thursday – Alternate Stuffed Pepper or Stuffed Cabbage – See Schedule

- 6 oz. **Reduced Sodium** Vegetarian Split Pea Soup – **No Crackers**
- 1 ea. Vegetarian Stuffed Pepper or Vegetarian Stuffed Cabbage (**NO TVP**) + 2 oz. **Reduced Sodium** Special Tomato Sauce
- ½ c. Mashed Potatoes
- ½ c. Corn
- ½ c. Mixed Green Salad with Tomatoes & Cucumbers – Salad Dressing
- 1 sl. White Bread – Butter/Margarine
- 1 ea. Fresh Banana
- 8 oz. 2% or Skim Milk

Friday

- 4 oz. Pineapple Juice
- 8 oz. 3 oz. Vegetables (Onion, Garlic, Carrots, Green Pepper, Corn, Bok Choy & Mushrooms) + 3 oz. Tofu + 2 oz. **Reduced Sodium** Sauce
- ½ c. Brown Rice
- ½ c. Tropical Fruit Salad – **No Grapefruit**
- 1 oz. Crispy Chinese Noodles
- 2 ea. Almond Cookies (**For All**)
- 8 oz. 2% or Skim Milk

Week 2 Meat Based Monday (Send Crushed Ice for Thermometer Calibration)

- 6 oz. **Reduced Sodium** Navy Bean Soup – **Crackers** **Puree: Strained Navy Bean Soup**
- 3 oz. Sauerbraten + 2 oz. **Red' Sodium** Gingersnap Gravy + **Extra Gravy** **Puree: Beef Patty**
- ½ c. Mashed Potatoes
- ½ c. Mixed Vegetables **Puree: Zucchini No Skin**
- ½ c. Red Cabbage (**Deliver Cold**) **Puree: Red Cabbage**
- 1 sl. Pumpnickel Bread – Butter/Margarine
- 1 ea. Spice Cake – **No Icing (For All) + Tuesday's Frozen Dessert** **Puree: Sugar Free Pudding**
- 8 oz. 2% or Skim Milk

Tuesday

- 4 oz. Assorted Juices
- 3 oz. Boneless Chicken Thigh + 2 oz. **Red'd Sodium** Country Gravy **Puree: Chicken**
- ½ c. **Reduced Sodium/Reduced Fat** Macaroni & Cheese **Puree: Cheesy Mashed Potatoes**
- ½ c. Okra/Tomato/Yellow Onion Medley **Puree: Tomatoes**
- ½ c. Five Spice Apples **Puree: Unsweetened Applesauce**
- 1 ea. Corn Bread – Butter/Margarine
- 4 oz. Raspberry Sherbet/**Sugar Free Ice Cream** – **Diabetic/ALL MOW'S Dessert: Sugar Free Cookies**
Puree: Sugar Free Ice Cream
- 8 oz. 2% or Skim Milk

Wednesday

- 8 oz. **Reduced Sodium** Carrot & Ginger Soup – **No Crackers** **Puree: Carrot & Ginger Soup**
- 8 oz. "Turkey-Sausage" & Peppers: 3 oz. Turkey Sausage + ½ c. (2 oz.) Green Peppers/Onions
3 oz. **Reduced Sodium** Tomato Sauce **Puree: Turkey**
2 ea. (3.5 oz.) Whole, Roasted Potatoes **Puree: Broccoli Florets/Mashed Potatoes**
- ½ c. Tossed Salad + 4 Artichoke Quarters – Salad Dressing **Puree: Cucumbers Remove Seeds**
- 1 ea. 4 Inch Hoagie Roll
- 4 oz. Fruited Yogurt/**Sugar Free Plain Gelatin** – **Diabetic** **Puree: Sugar Free Plain Gelatin**
- 8 oz. 2% or Skim Milk

Thursday

- 4 oz. Assorted Juices
- 3 oz. Center Cut Pork Roast + 2 oz. Wine Sauce (**Send Extra Sauce Separately**) **Puree: Pork**
- ½ c. Black Eyed Peas **Puree: Mashed Turnips**
- ½ c. Spinach **Puree: Spinach**
- ½ c. Canned, Sliced Peaches – **Juice Pack** **Puree: Canned Peaches**
- 1 ea. Onion Roll – Butter/Margarine
- 2 ea. Oatmeal Cookies/**Sugar Free Cookies** – **Diabetic** **Puree: Yogurt**
- 8 oz. 2% or Skim Milk

Friday

- 4 oz. Assorted Juices
- 6 ea. (3 oz.) Swedish Meatballs + 2 oz. **Reduced Sodium** Gravy + **Extra Gravy Separately**
Puree - Ground Beef
- ½ c. Egg Noodles **Puree: Couscous**
- ½ c. Broccoli Florets **Puree: Broccoli Florets**
- ½ c. Corn, Green & Red Pepper, Onion, Garlic & Parmesan Cheese Salad **Puree: Tomatoes**
- 1 ea. Grainery Roll – Butter/Margarine
- 1 ea. Fresh Pear **Puree: Canned Pears**
- 8 oz. 2% or Skim Milk

Week 2 Vegetarian

Monday (Send Crushed Ice for Thermometer Calibration) Send Tuesday's Frozen Dessert

- 6 oz. **Reduced Sodium** Navy Bean Soup – **Crackers**
- 1 ea. **(Platter)** 3 sl. Tomato + 2 oz. **Reduced Fat** Muenster Cheese + 6 pc. Baby Spinach & 3 Mushrooms
- ½ c. Red Cabbage **(Deliver Cold)**
- 2 sl. Pumpnickel Bread **(Pack Pumpnickel Bread Separately)**
- 1 ea. Spice Cake – **No Icing (For All) + Tuesday's Frozen Dessert**
- 8 oz. 2% or Skim Milk

Tuesday

- 4 oz. Assorted Juices
- 8 oz. (6 oz.) **Reduced Sodium/Reduced Fat** Macaroni & Cheese + 2 oz. Garden Peas
- ½ c. Okra/Tomato/Yellow Onion Medley
- ½ c. Five Spice Apples
- 1 ea. Corn Bread – Butter/Margarine
- 4 oz. Raspberry Sherbet/**Sugar Free Ice Cream – Diabetic/ MOW'S Dessert: SF Cookies**
- 8 oz. 2% or Skim Milk

Wednesday

- 8 oz. **Reduced Sodium** Carrot & Ginger Soup – **No Crackers**
- 8 oz. Vegetarian "Sausage" & Peppers: 3 oz. Vegetarian Sausage + ½ c. (2 oz.) Green Peppers/Onions (**Large Slices**) + 3 oz. **Reduced Sodium** Tomato Sauce
- 2 ea. (3.5 oz.) Whole, Roasted Potatoes
- ½ c. Tossed Salad + 4 Artichoke Quarters – Salad Dressing
- 1 ea. 4 Inch Hoagie Roll
- 4 oz. Fruited Yogurt/**Canned Fruit Cocktail – Diabetic**
- 8 oz. 2% or Skim Milk

Thursday

- 4 oz. Assorted Juices
- 14 oz. (6 oz.) Penne Pasta + 2 oz. Zucchini + 2 oz. Plum Tomatoes + 2 oz. Kidney Beans + 2 oz. **Reduced Fat** Roasted Garlic Sauce (**No Cream**)
- ½ c. Kale Sauteed in Garlic and Olive Oil
- ½ c. Canned, Sliced Peaches
- 1 ea. Onion Roll – Butter/Margarine
- 2 ea. Oatmeal Cookies/**Sugar Free Cookies – Diabetic**
- 8 oz. 2% or Skim Milk

Friday

- 4 oz. Assorted Juices
- 6 ea. (3 oz.) Vegetarian Swedish Meatballs + 2 oz. **Reduced Sodium** Gravy
- ½ c. Egg Noodles
- ½ c. Broccoli Florets
- ½ c. Corn, Green Pepper, Red Pepper, Celery, Green Onion, Garlic & Parmesan Cheese Salad
- 1 ea. Grainery Roll – Butter/Margarine
- 1 ea. Fresh Pear
- 8 oz. 2% or Skim Milk

Week 3 Meat Based Monday (Send Crushed Ice for Thermometer Calibration)

- 4 oz. Assorted Juices
- 3 oz. Ginger Chicken Breast + 2 oz. **Red'd Sodium** Lemon Ginger Sauce Puree: Chicken
- ½ c. Mashed Sweet Potatoes
- ½ c. Bok Choy with **Reduced Sodium** Asian Sauce Puree: Zucchini No Skin
- ½ c. Ratatouille – **Chilled** Puree: Ratatouille
- 1 sl. Whole Wheat Bread – Butter/Margarine
- ½ c. SF Fruited Gelatin (Yield = ¼ c. Fruit (**Juice Pack**) Mixed with Gelatin) Puree: SF Gelatin
- 8 oz. 2% or Skim Milk

Tuesday

- 8 oz. **Red'd Sodium** Vegetable Soup (No Beans/ Rice) – Crackers Puree: Vegetable Soup
- 3 oz. Pot Roast + 2 oz. **Red' Sodium** Mushroom Gravy +**Extra Gravy** Puree: Roast Beef
- 2 ea. (3.5 oz.) Whole, Roasted Potatoes Puree: Mashed Potatoes
- ½ c. Succotash (Corn and Lima Beans 50/50 Mix) Puree: Mashed Turnips
- ½ c. Tossed Salad – Salad Dressing Puree: Cucumbers Remove Seeds
- 1 ea. Dinner Roll – Butter/Margarine
- ½ c. **Cozy Shack** Rice Pudding/**Sugar Free Pudding – Diabetic**
- 8 oz. 2% or Skim Milk

Wednesday

- 4 oz. Assorted Juices
- 3 oz. Meatloaf + 2 oz. **Red'd Sodium** Brown Gravy (+ **Extra Gravy**) Puree: Beef Patty
- ½ c. Mashed Potatoes
- ½ c. Sliced Carrots Puree: Carrots
- ½ c. Beet Salad Puree: Beets
- 1 ea. Grainery Roll – Butter/Margarine
- 1 ea. Brownie/**Sugar Free Brownie – Diabetic** Puree: Canned Pears
- 8 oz. 2% or Skim Milk

Thursday – Deliver Friday's Frozen Dessert

- 6 oz. **Red'd Sodium** Butternut Squash Soup – **No Crackers** Puree: Butternut Squash Soup
- 3 oz. Roast Turkey (Dark/White Meat Mixed) + 1 pc. Cranberry Sauce + 2 oz. **Red'd Sodium** Turkey Gravy (**Send Extra Gravy Separately**) Puree: Turkey
- ½ c. Bread Stuffing Puree: Bread Stuffing
- ½ c. Garden Peas & Pearl Onions Puree: Pearl Onions
- ½ c. Spinach Salad – Salad Dressing Puree: Tomatoes
- 1 sl. Rye Bread – Butter/Margarine
- 1 ea. Fresh Apple + **Friday's Frozen Dessert** Puree: Unsweetened Applesauce
- 8 oz. 2% or Skim Milk

Friday

- 4 oz. Assorted Juices
- 3 oz. Bratwurst + 2 oz. **Reduced Sodium** Onion Gravy Puree: Pork
- ½ c. Oven Fried Potatoes Puree: Mashed Potatoes
- ½ c. Red Cabbage (**Deliver Hot**) Puree: Red Cabbage
- ½ c. Tossed Salad + 1 Tbsp. Dried Cranberries + Dressing Puree: Cucumbers Remove Seeds
- 1 sl. Pumpernickel Bread – Butter/Margarine
- 4 oz. Orange Sherbet/**Sugar Free Ice Cream – Diabetic/ MOW'S Dessert: SF Cookies**
Puree: Sugar Free Ice Cream
- 8 oz. 2% or Skim Milk

Week 3 – Vegetarian

Monday (Send Crushed Ice for Thermometer Calibration)

- 4 oz. Assorted Juices
- 2 c. Mixed Salad Greens with 6 ea. Cherry Tomatoes + 2 oz. Chick Peas + 1 Tbsp. Cucumbers + 1 Tbsp. Shredded Carrots + 1 Tbsp. Green Pepper + 1 tbsp. Red Onion + 1 oz. **Reduced Fat Shredded Cheddar Cheese & 1 tsp. Slivered Almonds – 2 Salad Dressings (Send Slivered Almonds Separately)**
- 1 sl. Whole Wheat Bread – Butter/Margarine
- ½ c. Fruit Cocktail (**Juice Pack**)
- 8 oz. 2% or Skim Milk

Tuesday

- 8 oz. **Reduced Sodium** Garden Vegetable Soup (**No Beans or Rice**) – **Crackers**
- 1 ea. Vegetable Napoleon with 3 oz. Goat Cheese + 2 oz. Zucchini & Roasted Red Pepper + 3 pc. Basil Leaves + 1 oz. Spanish Onion
- ½ c. Tossed Salad – Dressing
- 1 ea. Dinner Roll – Butter/Margarine
- ½ c. **Cozy Shack** Rice Pudding/**Sugar Free Pudding – Diabetic**
- 8 oz. 2% or Skim Milk

Wednesday

- 4 oz. Assorted Juices
- 3 oz. Vegetarian Meatloaf + 2 oz. **Reduced Sodium** Brown Gravy
- ½ c. Mashed Potatoes
- ½ c. Sliced Carrots
- ½ c. Beet Salad
- 1 ea. Grainery Roll
- 1 ea. Brownie/**Sugar Free Brownie – Diabetic**
- 8 oz. 2% or Skim Milk

Thursday - Deliver Friday's Frozen Dessert

- 6 oz. **Reduced Sodium** Paraguayan Butternut Squash Soup – **No Crackers**
- 8 oz. (6 oz.) Roasted Eggplant/Corn/Red Pepper/Potato Casserole + 2 oz. **Reduced Fat/Reduced Sodium** Provolone & Monterey Jack Cheeses
- ½ c. Spinach Salad – Salad Dressing
- ½ ea. Pita Bread (**6.5 Inch Diameter**) (**Send Pita Bread Separately**)
- 1 ea. Fresh Apple + **Friday's Frozen Dessert**
- 8 oz. 2% or Skim Milk

Friday

- 4 oz. Assorted Juices
- 7 oz. (3 oz.) Portabella Mushroom + 3 oz. **Reduced Fat** Mozzarella Cheese + 1 oz. **Reduced Sodium** Tomato Sauce (**Platter**)
- ½ c. Tossed Salad + 1 Tbsp. Dried Cranberries – Salad Dressing
- 1 sl. Pumpernickel Bread – Butter/Margarine
- 4 oz. Orange Sherbet/**Sugar Free Ice Cream – Diabetic/All MOW'S Dessert: Sugar Free Cookies**
- 8 oz. 2% or Skim Milk

Week 4 Meat Based Monday (Send Crushed Ice for Thermometer Calibration)

- 6 oz. **Red? Sodium** Cream of Mushroom Soup – **No Crackers** **Puree: Cream of Mushroom Soup**
- 6 oz. Chili Con Carne (**With Beans**) **Puree: Ground Beef**
- ½ c. Elbow Noodles **Puree: Butternut Squash**
- ½ c. Sugar Snap Peas **Puree: Spinach**
- ½ c. Cucumber, Tomato & Fresh Tarragon Salad **Puree: Tomatoes**
- 1 ea. Dinner Roll – Butter/Margarine
- ½ c. Ambrosia/**Canned Pears** – **Juice Pack** – **Diabetic** **Puree: Canned Pears**
- 8 oz. 2% or Skim Milk

Tuesday

- 8 oz. **Reduced Sodium** Minestrone Soup – **Crackers** **Puree: Minestrone Soup**
- 6 oz. Veal Patty & Mushroom Marsala (3 oz. Veal/ 1 oz. Mushrooms /2 oz. Marsala Sauce)
Extra Marsala Sauce Separately **Puree: Veal Marsala**
- ½ c. Oven Fried Potatoes **Puree: Mashed Potatoes**
- ½ c. Herbed Green Beans **Puree: Carrots**
- ½ c. Portuguese Chick Pea Salad **Puree: Cucumber Remove Seeds**
- 1 ea. Grainery Roll – Butter/Margarine
- ½ c. Canned, Sliced Peaches – **Juice Pack** **Puree: Canned Peaches**
- 8 oz. 2% or Skim Milk

Wednesday

- 4 oz. Assorted Juices
- 3 oz. Kielbasa with Layer of Sauerkraut and Water to Keep Moist **Puree: Ham**
- 2 ea. Pierogis (Potato) with 2 oz. Caramelized Spanish Onion **Puree: Pierogis**
- ½ c. Sauerkraut **Puree: Sauerkraut**
- ½ c. Tossed Salad (50/50 Romaine/Green Leaf) + Red Onion + Dressing **Puree: Tomatoes**
- 1 sl. Pumpernickel Bread – Butter/Margarine
- 1 ea. Fresh Banana **Puree: Banana**
- 8 oz. 2% or Skim Milk

Thursday

- 4 oz. Assorted Juices
- 1 ea. “Arroz Con Pollo” (3 oz. Boneless Chicken Thigh + Rice) + 2 oz. “Salsa Verde”
(Send Extra Sauce Separately) **Puree: Chicken**
- ½ c. Brown Rice (**Included in Entrée Above**) **Puree: Mashed Turnips**
- ½ c. Mixed Vegetables **Puree: Green Beans**
- ½ c. Pineapple/ Mand. Oranges/Coconut; **Puree: Mand. Oranges/ Pineapple + Dry Pudding**
- 1 sl. French Bread – Butter/Margarine
- 1 ea. Pie of the Month/**Sugar Free Cake** – **Diabetic** **Puree: Sugar Free Pudding**
- 8 oz. 2% or Skim Milk

Friday

- 4 oz. Assorted Juices
- 7 oz. Hearty White Fish (+ Tomato, Onion, Gr, Pepper, Mushrooms/ Pimiento) **Puree: Fish**
- ½ c. Mashed Potatoes
- ½ c. Okra **Puree: Zucchini No Skin**
- ½ c. Oaxaca Bean Salad **Puree: Tomatoes**
- 1 sl. Rye Bread – Butter/Margarine
- 4 oz. Fruited Yogurt/**Sugar Free Pudding - Diabetic**
- 8 oz. 2% or Skim Milk

Week 4 – Vegetarian

Monday (Send Crushed Ice for Thermometer Calibration)

- 6 oz. **Reduced Sodium** Cream of Mushroom Soup – **No Crackers**
- 6 oz. Vegetarian Chili (50% TVP (**Chunky Texture**) + 50% Beans)
- ½ c. Elbow Noodles
- ½ c. Sugar Snap Peas
- ½ c. Cucumber, Tomato & Fresh Tarragon Salad – Vinaigrette Dressing
- 1 ea. Dinner Roll – Butter/Margarine
- ½ c. Ambrosia/**Canned Pears – Juice Pack – Diabetic**
- 8 oz. 2% or Skim Milk

Tuesday

- 8 oz. **Reduced Sodium** Minestrone Soup – **Crackers**
- 1 ea. (4 oz.) Roasted Eggplant, Red Onion, Tomato + 2 oz. Muenster Cheese + 1 oz. **Reduced Sodium** Artichoke Cheese Spread (**Sandwich**)
- ½ c. Portuguese Chick Pea Salad
- 1 ea. Pita Bread (**4 Inch Diameter**) (**With Entrée**) (**Pack Pita Bread Separately**)
- ½ c. Canned, Sliced Peaches – **Juice Pack**
- 8 oz. 2% or Skim Milk

Wednesday

- 4 oz. Assorted Juices
- 1 ea. Vegetarian Stuffed Cabbage + 2 oz. **Reduced Sodium** Tomato Sauce (**Send Extra Sauce Separately**)
- 2 ea. Pierogis (Potato) with 2 oz. Caramelized Spanish Onions
- ½ c. Spinach
- ½ c. Tossed Salad (50/50 Romaine & Green Leaf Lettuce) with Red Onion – Salad Dressing
- 1 sl. Pumpnickel Bread – Butter/Margarine
- 1 ea. Fresh Banana
- 8 oz. 2% or Skim Milk

Thursday

- 4 oz. Assorted Juices
- 12 oz. Grain Salad (Made with 5 oz. Brown Rice+ 4 oz. Garlic, Shallots & Tomatoes + 2 oz. Kidney Beans 1 oz. Lemon Juice & Ginger)
- ½ c. Pineapple Chunks, Mandarin Oranges and Grated Coconut
- 1 sl. French Bread – Butter/Margarine
- 1 ea. Pie of the Month/**Sugar Free Cake – Diabetic**
- 8 oz. 2% or Skim Milk

Friday

- 4 oz. Assorted Juices
- 8 oz. Cheesy Zucchini/Corn Medley with Pimiento, Garlic & Herbs (**Use Reduced Fat/Reduced Sodium Provolone Cheese**)
- ½ c. Mashed Potatoes
- ½ c. Oaxaca Bean Salad
- 1 sl. Rye Bread – Butter/Margarine
- 4 oz. Fruited Yogurt/**Sugar Free Pudding**
- 8 oz. 2% or Skim Milk

Week 5 Meat Based Monday (Send Crushed Ice for Thermometer Calibration)

- 4 oz. Assorted Juices
- 3 oz. **Reduced Sodium** Ham + 2 oz. **Reduced Sodium** Brown Gravy (**Deliver HOT – Send Extra Gravy Separately**) **Puree: Ham**
- ½ c. Mashed Turnips
- ½ c. Spinach **Puree: Spinach**
- ½ c. Five Spice Apples **Puree: Unsweetened Applesauce**
- 1 ea. Onion Roll – Butter/Margarine
- 1 ea. Fig Bar/**Sugar Free Cookie** – **Diabetic** **Puree: Sugar Free Ice Cream**
- 8 oz. 2% or Skim Milk

Tuesday

- 4 oz. Assorted Juices
- 3 oz. Salisbury Steak/ 2 oz. **Red'd Sodium** Gravy (+**Extra Gravy**) **Puree: Beef Patty**
- ½ c. Mashed Butternut Squash
- ½ c. Brussels Sprouts **Puree: Brussels Sprouts**
- ½ c. Tossed Salad + 1 Tbsp. Black Olives – Salad Dressing **Puree: Tomatoes**
- 1 sl. Pumpernickel Bread – Butter/Margarine
- 1 ea. Cake of the Month/**Sugar Free Cake** – **Diabetic** **Puree: Sugar Free Plain Gelatin**
- oz. 2% or Skim Milk

Wednesday

- 8 oz. **Reduced Sodium** Tomato Soup – **No Crackers** **Puree: Tomato Soup**
- 1 ea. (3 oz.) Tarragon Chicken Breast/ 3 oz. **Red'd Sodium** Tarragon Sauce **Puree: Chicken**
- ½ c. Sliced Plantains **Puree: Mashed Potatoes**
- ½ c. Sliced Zucchini **Puree: Zucchini No Skin**
- ½ c. Mixed Greens w/ Tomatoes, Cucumbers/Red Onion –Dressing **Puree: Cucumbers w/o Seeds**
- 1 sl. Italian Bread – Butter/Margarine
- ½ c. Flan/**Sugar Free Pudding** –**Diabetic**
- 8 oz. 2% or Skim Milk

Thursday – Alternate Pot Roast or Pizza – See Schedule

- 4 oz. Assorted Juices
- 3 oz. Apple & Onion Pot Roast/ 2 oz. **Red'd Sodium** Apple Gravy/ **Puree: Pot Roast**
- ½ c. Mashed Potatoes
- ½ c. Sliced Carrots **Puree: Sliced Carrots**
- ½ c. Beet Salad **Puree: Beets**
- 1 ea. Dinner Roll – Butter/Margarine
- 1 ea. Fresh Orange **Puree: Mandarin Oranges + Dry Pudding Mix**
- 8 oz. 2% or Skim Milk

Friday

- 4 oz. Assorted Juices 8 oz. **Red'd Sodium** Jambalaya (Made with 2 oz. Chicken + 1 oz. Turkey “Sausage”) **Puree: Pork**
- ½ c. Dirty Rice **Puree: Mashed Potatoes**
- ½ c. Cajun Green Beans (**Lightly Spiced**) **Puree: Mashed Turnips**
- ½ c. Creamy Cucumber Salad **Creamy Cucumber Salad Remove Seeds**
- 1 sl. French Bread – Butter/Margarine
- 1 ea. Fresh Banana **Puree: Banana**
- 8 oz. 2% or Skim Milk

Week 5 – Vegetarian

Monday

- 4 oz. Assorted Juices
- 1 ea. Cheese Omelet
- ½ c. Mashed Turnips
- ½ c. Spinach
- ½ c. Five Spice Apples
- 1 ea. Onion Roll – Butter/Margarine
- 1 ea. Fig Bar/**Sugar Free Cookie – Diabetic**
- 8 oz. 2% or Skim Milk

Tuesday

- 4 oz. Assorted Juices
- 3 oz. Vegetarian Salisbury “Steak” + 2 oz. **Reduced Sodium** Onion Gravy
- ½ c. Mashed Butternut Squash
- ½ c. Brussels Sprouts
- ½ c. Tossed Salad + 1 Tbsp. Black Olives – Salad Dressing
- 1 sl. Pumpnickel Bread – Butter/Margarine
- 1 ea. Cake of the Month/**Sugar Free Cake – Diabetic**
- 8 oz. 2% or Skim Milk

Wednesday

- 8 oz. **Reduced Sodium** Tomato Soup – **No Crackers**
- 1 ea. Black Bean Burrito (Filling: 3 oz. Black Beans + 2 oz. Spanish Rice + 1 oz. **Reduced Fat** Cheddar or Pepper Jack Cheese) + 2 oz. **Reduced Sodium** Spanish Sauce
- ½ c. Sliced Plantains
- ½ c. Mixed Green Salad with Tomatoes, Cucumbers & Red Onion – Salad Dressing
- 1 ea. Tortilla (**With Entrée**)
- ½ c. Flan/**Sugar Free Pudding –Diabetic**
- 8 oz. 2% or Skim Milk

Thursday –

- 4 oz. Assorted Juices
- 6 oz. Breaded Eggplant Parmigiana (3 oz. Breaded Eggplant) + 2 oz. **Reduced Sodium** Mozzarella Cheese + 1 oz. **Reduced Sodium** Tomato Sauce
- ½ c. Sliced Carrots
- ½ c. Beet Salad
- 1 ea. Dinner Roll – Butter/Margarine
- 1 ea. Fresh Orange
- 8 oz. 2% or Skim Milk

Friday

- 4 oz. Assorted Juices
- 8 oz. **Reduced Sodium** Soy Jambalaya (Made with 3 oz. Tofu)
- ½ c. Dirty Rice
- ½ c. Cajun Green Beans (**Lightly Spiced**)
- ½ c. Creamy Cucumber Salad
- 1 sl. French Bread – Butter/Margarine
- 1 ea. Fresh Banana
- 8 oz. 2% or Skim Milk

Week 6 Meat Based Monday (Send Crushed Ice for Thermometer Calibration)

- 4 oz. Assorted Juices
- 1 ea. (3 oz.) Chicken Thigh+ 2 oz. **Red'd Sodium** Garlic Sauce + **Extra Sauce** **Puree: Chicken**
- ½ c. Mashed Butternut Squash
- ½ c. Broccoli Florets & Cauliflower Medley **Puree: Broccoli Florets & Cauliflower**
- ½ c. Tabouleh Salad **Puree: Tabouleh Salad**
- 1 ea. Corn Bread – Butter/Margarine
- ½ c. Tapioca Pudding/**Sugar Free Pudding – Diabetic**
- 8 oz. 2% or Skim Milk

Tuesday

- 4 oz. Assorted Juices
- 3 oz. **Center Cut** Roast Pork / 2 oz. **Red'd Sodium** Brown Gravy + **Extra Gravy** **Puree: Pork**
- ½ c. Mashed Potatoes
- ½ c. Corn & Red Pepper Medley **Puree: Spinach**
- ½ c. Mixed Green Salad with Tomatoes & Cucumbers – Salad Dressing **Puree: Tomatoes**
- 1 ea. Onion Roll – Butter/Margarine
- 1 ea. Fresh Apple **Puree: Unsweetened Applesauce**
- 8 oz. 2% or Skim Milk

Wednesday

- 8 oz. **Red'd Sodium** Egg Drop Soup– **No Crackers** **Puree: Egg Drop Soup**
- 8 oz. Beef & Broccoli (3 oz. Beef Strips + ½ c. (3 oz.) Broccoli Florets & Onions + 2 oz. **Reduced Sodium** Asian Sauce **Puree: Roast Beef/Broccoli**
- ½ c. Brown Rice **Puree: Mashed Potatoes**
- ½ c. Gingered Carrots, Snow Peas and Water Chestnuts **Puree: Gingered Carrots**
- ½ c. Thai Noodle Salad **Puree: Cucumbers Remove Seeds**
- 1 oz. Crispy Chinese Noodles
- ½ c. Pineapple + Mandarin Oranges in Juice; **Puree: Pineapple & Mand. Oranges +Pudding Mix**
- 8 oz. 2% or Skim Milk

Thursday – Alternate Stuffed Shells or Spaghetti/Meatballs – See Schedule

- 4 oz. Assorted Juices
- 2 ea. Stuffed Shells with Tomato Sauce + **Extra Sauce**; **Puree: Ham/Mashed Potatoes**
- ½ c. Zucchini, Tomato & Basil Medley **Puree: Zucchini No Skin, Tomato & Basil Medley**
- ½ c. Fresh Fruit Salad – **No Grapefruit** **Puree: Unsweetened Applesauce**
- 1 sl. Italian Bread – Butter/Margarine
- 4 oz. Fruited Yogurt/**Sugar Free Plain Gelatin – Diabetic** **Puree: Sugar Free Plain Gelatin**
- 8 oz. 2% or Skim Milk

Friday

- 6 oz. **Reduced Sodium** Lentil Soup – **No Crackers** **Puree: Lentil Soup**
- 6 oz. Beef Stroganoff (3 oz. Beef Cubes + 3 oz. **Reduced Sodium** Gravy **Puree: Beef Patty**
- ½ c. Bowtie Pasta **Puree: Bowtie Pasta with Reduced Sodium Gravy**
- ½ c. Garden Peas & Pearl Onions **Puree: Asparagus**
- ½ c. Beet Salad **Puree: Beets**
- 1 ea. Dinner Roll – Butter/Margarine
- 1 pc. Angel Food Cake (**For All**) **Puree: Sugar Free Ice Cream**
- 8 oz. 2% or Skim Milk

Week 6 Vegetarian

Monday (Send Crushed Ice for Thermometer Calibration)

- 4 oz. Assorted Juices
- 12 oz. Vegetable Stew (**7 oz. Vegetables**) including Roasted Tomato, Green Pepper, Garlic, Red Onion, Broccoli Florets) + 3 oz. Cannellini Beans + 2 oz. **Reduced Sodium** Vegetable Sauce
- ½ c. Tabouleh Salad
- 1 ea. Corn Bread – Butter/Margarine
- ½ c. Tapioca Pudding/**Sugar Free Pudding – Diabetic**
- 8 oz. 2% or Skim Milk

Tuesday

- 4 oz. Assorted Juices
- 10 oz. (8 oz.) Broccoli Florets, Grape Tomatoes, Yellow Squash, Green Peppers & Cubed Potatoes +2 oz. **Reduced Sodium** Cheese Sauce
- ½ c. Mixed Green Salad with Tomatoes & Cucumbers – Salad Dressing
- 1 ea. Onion Roll – Butter/Margarine
- 1 ea. Fresh Apple
- 8 oz. 2% or Skim Milk

Wednesday

- 8 oz. **Reduced Sodium** Egg Drop Soup (**With Scallions**) – **No Crackers**
- 8 oz. 3 oz. Vegetables (Gingered Carrots, Baby Corn, Bok Choy, Snow Peas & Water Chestnuts) + 3 oz. Tofu + 2 oz. **Reduced Sodium** Sweet & Sour Sauce
- ½ c. Brown Rice
- ½ c. Thai Noodle Salad
- 1 oz. Crispy Chinese Noodles
- ½ c. Canned Pineapple & Mandarin Oranges – **Juice Pack**
- 8 oz. 2% or Skim Milk

Thursday

- 4 oz. Assorted Juices
- 2 ea. Stuffed Shells with **Reduced Sodium** Tomato Sauce
- ½ c. Zucchini, Tomato & Basil Medley
- ½ c. Fresh Fruit Salad – **No Grapefruit**
- 1 sl. Italian Bread – Butter/Margarine
- 4 oz. Fruited Yogurt/**Sugar Free Ice Cream - Diabetic**
- 8 oz. 2% or Skim Milk

Friday

- 6 oz. **Reduced Sodium** Lentil Soup (**No Rice or Pasta**) – **No Crackers**
- 6 oz. Vegetable Dumpling Stroganoff (3 oz. TVP Vegetable Dumplings + 3 oz. **Reduced Sodium** Gravy)
- ½ c. Bowtie Pasta
- ½ c. Garden Peas & Pearl Onions
- ½ c. Beet Salad
- 1 ea. Dinner Roll – Butter/Margarine
- 1 pc. Angel Food Cake (**For All**)
- 8 oz. 2% or Skim Milk

Boxed Lunches

There are eight (8) Meat based plus eight (8) Vegetarian Boxed Lunches that rotate according to the date they are needed. Below is an example of the month of June. If a person wishes to order a boxed lunch on June 9, for example, he/she would select from the two #5 boxed lunches (ham & cheese menu or spinach, tomato & cheese menu). See menus beneath schedule

Boxed Lunch Rotating Schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Boxed Lunch #7	2 Boxed Lunch #8	3 Boxed Lunch #1	4 Boxed Lunch #2	5 Boxed Lunch #3	6 Boxed Lunch #4
7	8 Holiday	9 Boxed Lunch #5	10 Boxed Lunch #6	11 Boxed Lunch #7	12 Boxed Lunch #8	13 Boxed Lunch #1
14	15 Boxed Lunch #2	16 Boxed Lunch #3	17 Boxed Lunch #4	18 Boxed Lunch #5	19 Boxed Lunch #6	20 Boxed Lunch #7
21	22 Boxed Lunch #8	23 Boxed Lunch #1	24 Boxed Lunch #2	25 Boxed Lunch #3	26 Boxed Lunch #4	27 Boxed Lunch #5
28	29 Boxed Lunch #6	30 Boxed Lunch #7	31 Boxed Lunch #8	Notes:		

Meat Based Boxed Lunches

Menu 1

- 4 oz. Assorted Fruit Juices
- 3 oz. Turkey + 1 Large Lettuce Leaf + 2 sl. Tomato
- ½ c. Corn with Black Beans + Red & Green Pepper Salad
- 2 ea. Pumpernickel Bread – 1 pkt. Mayo
- 1 ea. Fresh Fruit
- 8 oz. 2% or Skim Milk

Menu 2

- 4 oz. Assorted Fruit Juices
- 2 oz. Roast Beef (**Deli Thin Slice**) + 1 oz. **Alpine Lace** Swiss Cheese + 1 Large Lettuce Leaf + 2 sl. Tomato (**Please Pack Tomato Slices in Separate Compartment**)
- ½ c. Bowtie Pasta
- 1 ea. Club Roll – 1 pkt. Mustard
- 2 ea. Fresh Fruit
- 8 oz. 2% or Skim Milk

Menu 3

- 4 oz. Assorted Fruit Juices
- 3 oz. Chicken Breast (**Sliced Fresh**) + 1 Large Lettuce Leaf + 2 sl. Tomato
- ½ c. Hearts of Palm Salad
- 1 ea. Kaiser Roll – 1 pkt. (**1/2 oz.**) Honey Mustard
- 1 ea. Fresh Fruit
- 8 oz. 2% or Skim Milk

Menu 4

- 4 oz. Assorted Fruit Juices
- 3 oz. Tuna Fish Salad (**In a Cup**) + 1 Large Lettuce Leaf + 2 sl. Tomato
- ½ c. Taboulleh Salad (**made with 75% tomatoes, 25% quinoa, lemon juice, parsley, mint & olive oil**)
- 1 ea. **Sliced** Soft Roll
- 1 sl. Angel Food Cake (**for all**)
- 8 oz. 2% or Skim Milk

Menu 5

- 4 oz. Assorted Fruit Juices
- 2 oz. **Reduced Sodium** Ham + 1 oz. **Alpine Lace** Cheddar Cheese + 1 Large Lettuce Leaf + 2 sl. Tomatoes (**Please Pack Tomato Slices in Separate Compartment**)
- ½ c. Carrot/Raisin Salad
- 1 ea. Sandwich Roll – 1 pkt. Mustard
- 1 ea. Fresh Fruit
- 8 oz. 2% or Skim Milk

Menu 6

- 4 oz. Assorted Fruit Juices
- 3 oz. Cranberry Chicken Salad (**diced chicken, dried cranberries, mustard seed, black pepper, garlic & reduced fat mayonnaise**)
- ½ c. Oaxaca Bean Salad
- 1 ea. Portuguese Roll
- 1 ea. Fresh Fruit
- 8 oz. 2% or Skim Milk

Menu 7

- 4 oz. Assorted Fruit Juices
- 2 oz. Roast Beef (**Deli Thin Slice**) + 1 oz. **Alpine Lace** Provolone Cheese + 1 Large Lettuce Leaf + 2 sl. Tomato (**Please Pack Tomato Slices in Separate Compartment**)
- ½ c. Fresh Fruit Salad – **No Grapefruit**
- 1 ea. Kaiser Roll – 1pkt. Mustard
- 2 ea. **Sugar Free** Cookies (**For All**)
- 8 oz. 2% or Skim Milk

Menu 8

- 4 oz. Assorted Fruit Juices
- 3 oz. Grilled Chicken Strips on:
- 2 c. Mixed Salad Greens + 8 sl. Mandarin Oranges (**Juice Pack**) + 1 Tbsp. Red Onion + 1 Tbsp. Cubed Red Pepper + 6 pc. Cubed Artichoke Hearts – 2 Salad Dressings
- 1 ea. Dinner Roll
- 1 ea. Fresh Fruit
- 8 oz. 2% or Skim Milk

Vegetarian Boxed Lunches

Menu 1

- 4 oz. Assorted Fruit Juices
- 1 ea. (4 oz.) Roasted Eggplant, Zucchini, Red Onion, Tomato & Artichoke Hearts + 2 oz. Muenster Cheese + 1 oz. Sweet Onion Spread (**Wrap**)
- ½ c. Corn with Black Beans + Red & Green Pepper Salad
- 2 ea. Pumpernickel Bread
- 1 ea. Fresh Fruit
- 8 oz. 2% or Skim Milk

Menu 2

- 4 oz. Assorted Fruit Juices
- 1 ea. (**3 oz. Weight**) Portabella Mushroom/Roasted Red Pepper + 1 oz. Goat Cheese (**Sandwich**)
- ½ c. Bowtie Pasta Salad
- 1 ea. Club Roll
- 2 ea. Fresh Fruit
- 8 oz. 2% or Skim Milk

Menu 3

- 4 oz. Assorted Fruit Juices

- 3 oz. **(Sandwich)** Egg Salad + 1 Large Lettuce Leaf + 2 sl. Tomato
- ½ c. Hearts of Palm Salad
- 1 ea. Kaiser Roll
- 1 ea. Fresh Fruit
- 8 oz. 2% or Skim Milk

Menu 4

- 4 oz. Assorted Fruit Juices
- 1 ea. **(3 oz. Weight)** Eggplant, Red Pepper & Zucchini + 2 oz. Seasoned Tofu **(Sandwich)**
- ½ c. Tabouleh Salad **(made with 75% tomatoes, 20% quinoa, onion, lemon juice, parsley, mint & olive oil)**
- 1 ea. **Sliced** Soft Roll
- 1 sl. Angel Food Cake **(for all)**
- 8 oz. 2% or Skim Milk

Menu 5

- 4 oz. Assorted Fruit Juices
- 1 ea. **(Sandwich)** 1 oz. Baby Spinach + 2 sl. Tomato + 2 oz. Alpine Lace Cheese + 1 oz. White Bean Spread **(Please Pack Tomato Slices in Separate Compartment)**
- ½ c. Carrot/Raisin Salad
- 1 ea. Sandwich Roll
- 1 ea. Fresh Fruit
- 8 oz. 2% or Skim Milk

Menu 6

- 4 oz. Assorted Fruit Juices
- 1 ea. Roasted Vegetables (6 oz. Zucchini, Portabella Mushrooms, Tomatoes & Red Onion) + 2 oz. Hummus Spread **(Sandwich)**
- ½ c. Oaxaca Bean Salad
- 1 ea. Portuguese Roll
- 1 ea. Fresh Fruit
- 8 oz. 2% or Skim Milk

Menu 7

- 4 oz. Assorted Fruit Juices
- 1 ea. **(Sandwich)** 2 oz. **Reduced Fat** Mozzarella Cheese + 2 sl. Tomato + 1 Large Romaine Lettuce Leaf + 1 oz. Pesto Spread **(Please Pack Tomato Slices in Separate Compartment)**
- ½ c. Fresh Fruit Salad – **No Grapefruit**
- 1 ea. Kaiser Roll
- 2 ea. **Sugar Free** Cookies **(for all)**
- 8 oz. 2% or Skim Milk

Menu 8

- 4 oz. Assorted Fruit Juices
- 2 c. Mixed Salad Greens + 8 sl. Mandarin Oranges (**Juice Pack**) + 1 Tbsp. Red Onion
+ 1 Tbsp. Cubed Red Peppers + 6 pcs. Cubed Artichoke Hearts +
2 Tbsp. **Reduced Fat** Shredded Cheddar Cheese + 2 Tbsp. Kidney Beans
- 2 Salad Dressings
- 1 ea. Dinner Roll
- 1 ea. Fresh Fruit
- 8 oz. 2% or Skim Milk

Food List of Items to be Prepared Homemade from Scratch

Please indicate which of the following foods your company would make homemade from scratch in your facility in the quantities needed for the Somerset County Nutrition Program. All items below are to be Reduced Sodium/Reduced Fat. If Vendor cannot make any food item listed below in own facility and does not have an outside source for the product, indicate “not feasible:”

Submit this sheet with bid response.

Food Item	Check if will be homemade from scratch in Bidding Vendor's facility
<u>Entrée items:</u>	
Roast Pork	
Roast Chicken	
Roast Turkey	
Stuffed Peppers	
Vegetarian Stuffed Peppers	
Stuffed Cabbage	
Vegetarian Stuffed Cabbage	
Hamburger Patties	
Vegetarian Burgers (Veggie burgers)	
Salisbury Steak	
Vegetarian Salisbury Steak	
Meatloaf	
Vegetarian Meatloaf	
Meatballs, Swedish Meatballs, Sweet & Sour Meatballs	
Vegetarian Meatballs	
Chili	
Vegetarian Chili	
Pot Roast and Sauerbraten	
Roast Ham	
<u>Stuffed Fish (i.e., ricotta and red pepper)</u>	
Vegetarian Sausage & Peppers	
Turkey-Sausage & Peppers	
Lasagna	
Stuffed Shells	
Frittatas/Omelets	
Vegetable Fajitas	
Vegetarian Chop Suey	
Chicken Chop Suey	
Chick Pea or Lentil Curry	
Chinese Beef & Broccoli	
Beef Stew	
Vegetarian Stew	
Beef Stroganoff	
Vegetable Stroganoff	
Chicken Parmigiana	

Chicken piccata, marsala, francaise, etc.	
Jambalaya (made with chicken + turkey-sausage)	
Soy Jambalaya	
Veal Parmigiana	
Eggplant Rollatini or rollette	
Eggplant Parmigiana	
Vegetable Napoleon (with goat cheese, zucchini, roasted red pepper, onions)	
Black Bean Burritos	
Chilled Grilled Chicken strips for salads (indicate if cut from whole chicken cutlets or purchased already sliced/frozen)	
<u>Sauces:</u>	
Fruit Sauces (i.e., Sauce with Pineapple/Red Peppers/Cilantro; Zesty Orange Sauce for Ham; Polynesian Sauce, etc.)	
Savory Sauces: Tomato, Curry, Moroccan, Tarragon, etc.)	
Sugar Free Barbecue Sauce	
<u>Soups:</u>	
All flavors meat based	
All flavors vegetarian	
<u>Side Dishes:</u>	
Mashed Potatoes (indicate if using fresh, peeled or instant)	
Macaroni & cheese	
Baked Beans	
<u>Salads:</u>	
Egg Salad	
Bean Salads	
Potato Salad	
German Potato Salad	
Fruit Salad (indicate if cut fresh or purchased already cut/sliced)	
Couscous, Barley or Quinoa-based salads	
Carrot Raisin Salad	
Tuna fish Salad	
Chicken Salad	
Macaroni Salad	
Pasta Primavera	
Cole Slaw	
Ratatouille	
Tabouleh	
Hummus	
<u>Desserts:</u>	<u>From Bakery or Homemade?</u>
Brownies	
White and Chocolate Sheet Cakes/decorated birthday cakes	
Lemon Cake	

Marble Cake	
Angel Food Cake	
Carrot or Spice Cake	
Cookies: Chocolate Chip, Lemon, Oatmeal, Peanut Butter, etc. including Sugar Free Varieties	
Miniature Pastries: Cream puffs, éclairs, low fat cheese cakes, etc.	
Fruit and Custard Pies	
Flan	
Bread Puddings	
Spiced Apples	

Additional Items To Be Submitted with Bid Response

USDA Certificate	
Client references (i.e., name/address/phone number/number and type of meals served per day; description of service and contract time period); Provide brief description of operations for present contracts similar in scope to Somerset County’s nutrition program (See Scope of Work)	
Statement on length of time bidder has been in Food Service business (See Scope of Work)	
Description of physical structure, layout and skill (See Scope of Work)	
List of food service and transportation equipment (specifying quantity of each item, type, capacity, which is on hand and which needs to be purchased (See Scope of Work)	
Purchase date and mileage records for delivery vehicles for proposed use in this contract) (See “Scope of Work)	
Organizational chart with staff responsibility (See “Scope of Work)	
Statement regarding at what number of meals/contracts, additional staff hours would be added (See “Scope of Work)	
Most recent local and State Health Department and USDA Food Sanitation Inspection reports; a third party audit report (i.e., Safe Quality Food Institute Audit may also be submitted if available) (See Scope of Work)	
For Out-of-State Vendors, Copy of Certificate of Approval; if Vendor’s main facility is out of State where some food is prepared and Vendor operates a corresponding NJ kitchen for remaining food, submit reports for both facilities (See Scope of Work)	
Documentation to provide evidence of a HACCP program in place (Items “a” through “i”); description of and documentation to provide evidence of Sanitation Standard Operating Procedures (SSOP’s) in place at Vendor facility(ies) (See Scope of Work)	
Description of cook – chill methods (See Scope of work)	
Description of contingency plan in the event of a disaster, food service equipment failure , delivery equipment failure or employee strike or other issue causing employee shortage (See Scope of Work)	
Food List of Items to be prepared homemade from scratch	
List of minimally 15 culturally diverse Vegetarian Entrees for proposed use in this contract (See Vegetarian Menus section)	
Documentation of Vendor’s staff Food Sanitation Training	
Serv Safe Program Certificate for Vendor’s Food Service Manager (See Quality Assurance section)	
Results of microbiological analysis program test (on a food sample and equipment surface) from certified laboratory (See Scope of Work)	
Description of allergen testing process and records showing use/frequency of the process	
Three (3) consecutive vermin control treatment reports from 2015 from all Vendor facilities to be used to serve Somerset County	

EXCEPTIONS:

(IF NONE SO STATE)

**COUNTY OF SOMERSET
BID DOCUMENT CHECKLIST**

Required With Bid		Read, Signed & Submitted Bidder's Initial
A. FAILURE TO SUBMIT ANY OF THESE ITEMS IS MANDATORY CAUSE FOR REJECTION OF BID		
<input checked="" type="checkbox"/>	Stockholder Disclosure Certification	_____
<input checked="" type="checkbox"/>	Acknowledgement of Receipt of Addenda (To be Completed if Addenda are Issued)	_____
<input checked="" type="checkbox"/>	Required Evidence EEO/Affirmative Action Regulations Questionnaire	_____
<input checked="" type="checkbox"/>	Non-Collusion Affidavit	_____
<input checked="" type="checkbox"/>	Bid Guarantee (bid bond or certified/cashier's check) (with Power of Attorney for full amount of Bid Bond)	_____
<input checked="" type="checkbox"/>	Consent of Surety (Certificate from Surety company)	_____
<input type="checkbox"/>	Surety Disclosure Statement and Certification	_____
<input checked="" type="checkbox"/>	Performance Bond	_____
<input type="checkbox"/>	Maintenance Bond	_____
<input type="checkbox"/>	License(s) or Certification(s) Required by the Specifications	_____
<input type="checkbox"/>	Other:	_____
B. MANDATORY ITEM(S), REQUIRED NO LATER THAN TIME PERIOD INDICATED		
<input checked="" type="checkbox"/>	Business Registration Certificate – Bidder, (Preferred with response, but effective at contract award)	_____
<input checked="" type="checkbox"/>	Business Registration Certificate – Designated Subcontractor(s), (Preferred with response, but effective at contract award)	_____
<input type="checkbox"/>	Public Works Contractor Registration Certificate(s) for the Bidder and Designated Subcontractors (Preferred with response, but effective at contract award)	_____
<input checked="" type="checkbox"/>	Disclosure of Investment Activities in Iran	_____
C. FAILURE TO SUBMIT ANY OF THESE ITEMS AT TIME OF BID <u>MAY</u> BE CAUSE FOR REJECTION		
<input checked="" type="checkbox"/>	List of client references from Sr Nutrition Programs or Similar Programs	_____
<input type="checkbox"/>	Authorization for Background Check	_____
<input type="checkbox"/>	Catalog/Price List	_____
<input type="checkbox"/>	Product Samples	_____
<input checked="" type="checkbox"/>	Other: Requirements covered under the Scope of Work	_____
<input checked="" type="checkbox"/>	Other: CD with PDF of Bid Response along w/Printed Copies (ref page 1)	_____
D. READ ONLY		
	Americans With Disability Act of 1990 Language	_____
E. OPTIONAL ITEM(S)		
<input type="checkbox"/>	County Cooperative Contract Option	_____

This checklist is provided for bidder's use in assuring compliance with required documentation; however, it does not include all specifications requirements and does not relieve the bidder of the need to read and comply with the specifications.

Name of Bidder: _____ Date: _____

By Authorized Representative:

Signature: _____

Print Name & Title: _____

COUNTY OF SOMERSET
BID PROPOSAL FORM/SIGNATURE PAGE

TO THE COUNTY OF SOMERSET
BOARD OF CHOSEN FREEHOLDERS:

The undersigned declares that he/she has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the bid and agrees, if this bid is accepted, to furnish and deliver services per the following:

Senior Nutritional Meals CC-0114-16		Year 1 (2016)			Year 2 (2017)		Year 3 (2018)	
		Annual Estimate	Cost Per Unit	Extended Cost Year 1	Cost Per Unit	Extended Cost Year 2	Cost Per Unit	Extended Cost Year 3
1	<i>Delivered Meals</i> - All meal types including those with shelf stable foods. Include all food items as well as disposables and decaffeniated coffee and tea	180,000	\$	\$	\$	\$	\$	\$
2	Cold bag items (i.e. milk, juice, bread, salad, dessert)		\$		\$		\$	

The undersigned is a _____ (Corporation)
 _____ (Partnership) under the laws of the State of _____ having its
 _____ (Individual)
 Principal office at _____.

 Company Federal I.D. # or Social Security #

 Address

 Signature of Authorized Agent Type or Print Name

 Title of Authorized Agent Date

 Telephone Number Email Address

 Fax Number

**COUNTY OF SOMERSET
STOCKHOLDER DISCLOSURE CERTIFICATION
N.J.S.A. 52:25-24.2 (P.L. 1977 c.33)**

**FAILURE OF THE BIDDER TO SUBMIT THE REQUIRED
INFORMATION IS CAUSE FOR AUTOMATIC REJECTION**

CHECK ONE:

- I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.
- I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Legal Name of Bidder Business: _____

Check which business entity applies:

- Partnership Corporation Sole Proprietorship
- Limited Partnership Limited Liability Partnership Limited Liability Corporation
- Subchapter S Corporation Other _____

Complete if the bidder/respondent is one of the 3 types of Corporations:

Date Incorporated: _____ Where Incorporated: _____

Business Address:

STREET ADDRESS CITY STATE ZIP

TELEPHONE # FAX # EMAIL

Listed below are the names and addresses of all stockholders, partners or individuals who own 10% or more of its stock of any classes, or who own 10% or greater interest therein.

NAME HOME ADDRESS

NAME HOME ADDRESS

CONTINUE ON ADDITIONAL SHEETS IF NECESSARY: Yes No

Signature: _____ Date: _____

Printed Name and Title: _____

**COUNTY OF SOMERSET
NON-COLLUSION AFFIDAVIT**

State of _____
County of _____

ss:

I, _____ of the City of _____

in the County of _____ and State of _____ of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(Title or position) (Name of firm)

the bidder making this Proposal for the above named project, and that I executed the said proposal with full authority so to do; that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the County of Somerset relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide employees or bona fide established commercial or selling agencies maintained by _____.
(name of contractor)

(N.J.S.A. 52:34-25)

Subscribed and sworn to

before me this _____ day

of _____, _____.

Signature

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____.

A.
EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

All successful bidders are required to submit evidence of appropriate affirmative action compliance to the County and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the County files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the County, prior to execution of the contract, one of the following documents:

Goods and General Service Vendors

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the County and the Division. This approval letter is valid for one year from the date of issuance.

Do you have a federally-approved or sanctioned EEO/AA program? Yes No
If yes, please submit a photostatic copy of such approval.

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the County as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

Do you have a State Certificate of Employee Information Report Approval? Yes No
If yes, please submit a photostatic copy of such approval.

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the County. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website www.state.nj.us/treasury/contract_compliance.

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

(REVISED 4/10)

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at ww.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

COUNTY OF SOMERSET

AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The Contractor and the Owner, do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

October 20, 2004

Revised Contract Language for BRC Compliance

Goods and Services Contracts (including purchase orders)

** Construction Contracts (including public works related purchase orders)*

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) the contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- *2) subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- 3) prior to receipt of final payment from a contracting agency, a contractor must submit to the contacting agency an accurate list of all subcontractors and suppliers* or attest that none was used; and,
- 4) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

**ALERT
FAILURE TO POSSESS A
NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
MAY BE CAUSE FOR REJECTION OF YOUR BID RESPONSE**

COUNTY OF SOMERSET

THESE ARE **SAMPLES** OF THE **ONLY** ACCEPTABLE
BUSINESS REGISTRATION CERTIFICATES.

FAILURE TO POSSESS A NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
MAY BE CAUSE FOR REJECTION OF YOUR BID RESPONSE

REGARDLESS OF THE FACT THAT A COPY MAY ALREADY BE ON FILE WITH THE
COUNTY OF SOMERSET


STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT
TRADE NAME: CLIENT REGISTRATION
TAXPAYER IDENTIFICATION#: 970-097-382/500
SEQUENCE NUMBER: 0107330
ADDRESS: 847 ROEBLING AVE
TRENTON NJ 08611
ISSUANCE DATE: 07/14/04
EFFECTIVE DATE: 01/01/01
FORM-BRC(08-01)

John S. Tully
Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

**STATE OF NEW JERSEY**
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT
Trade Name:
Address: 847 ROEBLING AVE
TRENTON, NJ 08611
Certificate Number: 1093907
Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533

Division of Purchasing
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Solicitation Number: _____ **Bidder/Offeror:** _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, **AND**

is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Division of Purchase under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

NAME: _____ Relationship to Bidder/Offeror _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date: _____

Bidder/Offeror Contact Name _____ Contact Phone Number _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that Somerset County is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with Somerset County, New Jersey and that the County at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print) _____ Signature: _____
Title _____ Date: _____

COUNTY OF SOMERSET

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

ADDENDUM NUMBER	DATE	ACKNOWLEDGE RECEIPT (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

FORM NOT REQUIRED IF NO ADDENDA ISSUED

SERVICE DAY:	Friday										DATE:	4/10/2015										SOMERSET COUNTY NUTRITION PROGRAM																											
	Cong REG	Cong VEG	Cong PUREED	DIET for Cong	SKIM for Cong	Cong Box Lunch	Cong Box Lunch VEGGIE	DIET/SKIM for Cong S/L	CONG TOTAL	Hdm REG	Hdm VEG	Hdm PUREED	DIET/SKIM for Hdm	HDM B/L REG	HDM B/L VEG	DIET/SKIM for HDM Box Lunch	Frozen REG	Frozen VEG	Frozen PUREED	SKIM for Frozen	Sav/Holiday Frozen REG	Sav/Holiday Frozen VEG	Sav/Holiday Frozen PUREED	SKIM for Sav/Holiday Frozen	Snow/Energy Frozen REG with S.S Bag	Snow/Energy Frozen VEG with S.S Bag	Snow/Energy Frozen PUREED with S.S Bag	HDM TOTAL	GRAND TOTAL	2% MILK TOTAL	SKIM MILK TOTAL	SOUP TOTAL	JUICE TOTAL	B up REG Frozen with S.S Bag	B up VEG Frozen with S.S Bag	B up PUREED Frozen with S.S Bag	Other Types of Meals	INITIAL											
S-1 Raritan	30				15			30	72	1	1	21	11	1	4	4			4									90	120	66	36	102																	
S-2 Quail Brook	18	3			10			21	60	1	1	20	8		2				4		7							77	98	48	30	78																	
S-3 Warrenbrook	10	1			4			11	34			9	3		1					5								42	53	31	13	44																	
S-4 Hillsborough	16				3	11		27	40	1		12	1							4								46	73	41	15	56																	
S-5 Manville	10				5	8		18	47		2	10	4					1										54	72	42	15	57																	
S-6 Wellness Center	17	1			8			18	41			12	1		1										1			43	61	38	20	58																	
S-7 Somerset Hills ADC	16				3			16																				0	16	13	3	16																	
S-9 FINDERNE ADC	62		5		18			67																				0	67	44	18	62																	
S-10 Montgomery 27 Warren	18				4			22																				0	22	0	0	0																	
Total	197	5	5	0	66	23	0	1	230	294	3	4	84	28	1	8	4	0	1	4	16	0	0	8	1	0	0	352	582	323	150	0	473	0	0	0	0												
Meal Recap																																																	
special notes	<p>4 Frozen please make assorted. Send meals in bulk & chilled. 1 test meal cold in oliver tray (only entrée)</p>																																																
S-1 Raritan	S1																										S-1	30	74	0	12	4	0	120															
S-2 Quailbrook	S2																										S-2	21	62	0	8	7	98																
S-3 Warrenbrook	S3																										S-3	11	34	0	3	5	53																
S-4 Hillsborough	S4	Please send special "Luau Menu". Send Cong. vegetables COLD & HDM vegetables HOT.																									S-4	16	41	11	1	4	73																
S-5 Manville	S5	Please send congregate meals to S4-Hillsborough & insure to send "Special Luau" menu.																									S-5	10	49	8	4	1	72																
S-6 Wellness Center	S6																										S-6	18	41	0	1	0	61																
S-7 Somerset Hills ADC	S7																										S-7	16	0	0	0	0	16																
S-9 FINDERNE ADC	S-9																										S-9	67	0	0	0	0	67																
S-10 Montgomery 27 Warren	S10	DO NOT send juice or milk. Please send all entrees, starch & vegetables cold.																									S-10	18	0	4	0	0	22																
																											27	0	0	0	0	0	0																
																											North	0	0	0	0	0	0																
																											Total	207	301	23	29	21	1	582															
																											Price	\$ 1,345.50	\$ 1,896.30	\$ 149.50	\$ 182.70	\$ 132.30	\$ 6.30	\$ 3,712.60															
																											CONG	\$ 1,495.00																					
																											HDM	\$ 2,217.60	\$ 3,712.60																				