



BID SPECIFICATIONS

AND

REQUIREMENTS

For:

DUPLIN COUNTY SERVICES FOR THE AGED

TITLE III OLDER AMERICANS ACT
HOME AND COMMUNITY CARE BLOCK GRANT
CONGREGATE NUTRITION & HOME DELIVERED MEALS NUTRITION
PROGRAM

For the period of
July 1st 2023-June 30th 2024 (1-year contract – option to renew)

All questions should be addressed in writing to:

Melisa S. Brown, Director
Duplin County Services for the Aged
Post Office Box 928; 213 Seminary Street
Kenansville, NC 28349
Phone (910) 296-2140

REQUEST FOR PROPOSAL

July 1st 2023-June 30th 2024 (1year contract)

FOOD SUPPLIER

INTRODUCTION

The purpose of this Request for Proposals (RFP) is to give specifications for the Duplin County Services for the Aged meal programs (congregate nutrition meals (five locations) and home delivered (frozen) meals.

The congregate hot meals are delivered daily in pre-plated plates to five established locations within Duplin County. The meals are received and served at each location by designated staff and volunteers. Seniors that are able to travel to these locations are served Monday – Friday at 12 noon.

The home delivered frozen meals are delivered each Monday to the seven established locations within Duplin County. An eligible homebound senior will receive five meals each Monday delivered by a volunteer or staff member. In the event that the office is closed on a Monday, arrangements will be made in advance to adjust the meal delivery.

PURPOSE

The purpose of the Title III Nutrition Program is to provide one nutritious noon meal per serving a day with 1/3 of the minimum recommended daily allowances (a minimum of 700 calories) for older adults.

SCOPE OF WORK

Each day's menu must provide one-third (1/3) of the recommended daily dietary allowance, National Research Council, and the meal pattern requirement set forth below:

- a. The menu will be a 4-6-week cycle to be used approximately three to six months as scheduled. Menus along with the nutritional analysis must be submitted to Duplin County Services for the Aged bearing the signature of a registered dietitian along with a copy of the dietitian's current credentials. This will ensure that the federal regulations stipulating nutritional standards for older adults have been satisfied. Final approval of said menus will come from contracting agency consulting registered dietitian.
- b. Menus will be changed seasonally, at **least twice per year**. **Holiday menus** selected by Duplin County Services for the Aged will be utilized for special events held during Older Americans Month, Volunteer Celebration Recognition, and annual Christmas event. In addition, once a month (the last Friday of the month) to include a birthday cake for the birthday celebrations at each location.
- c. Each meal on the certified signed menu must be served. Any deviation from the certified menu **must be documented by a menu change form received on the date of delivery**. The specific food substitution should be listed and approved by the registered dietitian within 90 days of the change and not later than July 31st, if the change occurs close to the end of the fiscal year. The Food Service Vendor may use menus provided by the Senior Center, **or** provide their own menus which are approved by a **Certified Dietician**, and include the **Nutritional Analysis**. These menus are to be served as written. Should the Caterer wish to make **Permanent Changes** to a Menu, it is the **Caterer's Responsibility** to provide a copy of the Changed Menu, approved and signed by a Certified Dietician, including a detailed nutritional analysis, to the Senior Center. Any **costs associated** with changes to the Menu will be paid by the Food Service Vendor

MEAL PRICE

The meal price will include:

- a. All food requirements for Title III Nutrition Program at the Congregate Site as indicated in the "Menu Pattern" below and in accordance with North Carolina Division of Aging Service Standards, Volume I, Congregate & Home Delivered Nutrition.
 - b. Condiments such as pepper, vinegar, mustard, catsup, salad dressings, mayonnaise, tartar sauce and others appropriate to the meal being served.
 - c. Disposables: **CONGREGATE MEALS**
 - If received in (bulk) five-sectioned, laminated, heavy duty plates, able to hold 4 ozs. of food each, without spillage, and one section large enough to hold entree of 10 ozs. If received pre-plated, three compartment- microwaveable paper or plastic tray, with large compartment to hold at least 10 oz of an entrée, and two compartments 4 oz. each, to be securely sealed with a machine that heat seals the plastic microwaveable film over the food.
 - Soup/salad/dessert dishes as needed; fruit cups; milk carton; juices, etc.
 - Heavy duty knives, forks, spoons, napkins – pre-packaged
 - Cake on the last day of the month for Congregate Birthday Celebrations
- Disposables: **HOME DELIVERED FROZEN MEALS**
- Three compartment- microwaveable paper or plastic tray, with large compartment to hold at least 10 oz of an entrée, and two compartments 4 oz. each, to be securely sealed with a machine that heat seals the plastic microwaveable film over the food.
 - Leak proof containers for refrigerated cold foods (fruit cups; milk carton; juices) that do not need to be frozen.
 - Box or insulated bag for weekly food distribution
- d. **Transportation** of meals to the established locations in Duplin County.
 - e. The meal price **should not include** the cost of lost serving days because of inclement weather.

Food Procurement and Preparation

Fresh and frozen vegetables should be used as much as possible. When canned vegetables are used, salt should not be added.

The form of vegetable used or fruit used (**fresh, frozen, dried, or canned**) must be indicated on the menu for nutrient analysis.

All food served must be prepared in a Grade A kitchen. All food used must meet standards of quality, sanitation, and safety applying to foods that are processed in a commercially licensed establishment.

Food prepared, frozen, or canned **in the home** shall not be served at the site.

Food from unlabeled, rusty, leaking, or broken containers or cans with side dents, rim dents, or swells must not be used.

All meat and poultry, fresh or frozen, used in the meals must be inspected by USDA or State officials, from Federally or State inspected plants, and must bear inspection stamps on the box or package.

All foods used in the meals must be from approved sources; be in compliance with applicable state and local laws, ordinances, and regulations; and be clean, wholesome, free from spoilage, free from adulteration and mislabeling, and safe for human consumption.

Fresh raw fish must bear the PUF (Packed under Federal Inspection) Shield.

Fresh fruits and vegetables of good quality may be donated and incorporated into the menu. Prior to use, all fruits and vegetables shall be washed to remove dirt or insecticide residues.

All food must be stored, prepared, held, and served in a manner to preserve optimum flavor and appearance, while retaining nutrient content.

Staff preparing and serving food must use good hygiene techniques and practices in all handling of the food.

All hot food must be maintained at ***135 degrees Fahrenheit or above*** throughout all processes from cooking to serving, and ***all cold food*** must be maintained at ***41 degrees Fahrenheit or below*** during all processes through serving. The use of heat stones for heat retention in hot foods should be provided as necessary. Each congregate nutrition provider must abide by food safety and sanitation practices required in "Rules Governing The Sanitation of Restaurants and Other Food Handling Establishments" (15A NCAC 18A. 2600) and other applicable state and local ordinances and regulations. All materials used in food delivery carriers must be guaranteed to be safe for food contact. All carriers must be sanitized daily by the food service caterer.

Each meal must contain United States produced commodities or other foods at least equal in value to the USDA per meal cash entitlement. Donated foods should be used to the maximum extent feasible and comply with all USDA regulations related to donated food and cash reimbursement.

OTHER REQUIREMENTS

- a. If due to negligence of the vendor the meals do not meet the meal pattern requirements (either through shortages, damage, or inadequate temperatures), ***Duplin County will not be obligated to pay for meals which do not meet the requirements of this contract.***
- b. The food service vendor must follow standard weight measures (pound, ounce) in determining quantities of food to give correct yield of prepared food as required. Liquid (to prevent burning or drying) must be added after food is weighed.
- c. Duplin County Services for the Aged will be responsible for notifying the food service vendor by ***3:00 p.m. on Thursday of each week*** of the number of meals to be delivered for congregate and home delivered programs ***by email or phone.***
- d. In case of inclement weather, the Senior Center Director and the Caterer, prior to 6:30 A.M., will monitor the situation and determine if meals will be served on that day.
- e. Menu substitutions should be limited to ***no more than 3 per month***, and must be

submitted on the day the Substitution is made. Menu substitutions must be signed by a Licensed Dietician. This will be the Caterer's Responsibility.

- f. Provide dessert item/cake for the Congregate Nutrition Site participants on the last Friday of the month for the Congregate Birthday Celebration.

CONTRACT PERIOD

The contract period will be a (12) month period July 1st 2023-June 30th, 2024 contingent upon funding from the N.C. Division of Aging. The service must be available for the entire 12-month period with the option to renew.

PREPARATION, DELIVERY AND TRANSPORTATION BY FOOD SERVICE VENDOR

- a. All food shall be packaged and transported in a manner to protect against potential contamination including dust, insects, rodents, unclean equipment and utensils, and unnecessary handling. Packaging and transport equipment must maintain appropriate food temperatures. Records of all temperature checks shall be kept on file for audit.
- b. Transportation of the food to the designated sites will be the responsibility of the Food Service Vendor.

The Food Service Vendor shall follow an established delivery schedule for the site to ensure the service of meals at the given time. ***Vendors that choose to deliver Congregate Meals at same time as Home Delivered Frozen Meals must assure that the meals can be kept out of the food danger zone during transport to the established locations through the use of insulated containers or an approved food warmer.*** In case of an emergency, the vendor must immediately notify the site of the delay in transport.

- c. The loading and unloading of the insulated containers from the vehicle into and out of the site shall be the responsibility of the food service vendor.
- d. If serving food in bulk containers, sanitized stainless steel serving utensils, (i.e., solid spoons, slotted spoons, tongs, spatulas and scoops) shall be provided. All "panned-foods" such as cornbread, cake, and meatloaf must be scored or indicated for proper serving size. All food transport equipment and serving utensils shall be sanitized daily by the food service vendor.
- e. The food service vendor will be responsible for purchasing, maintaining and replacing the hot/cold, insulated units used for transporting bulk, and *individual cold carry bags or boxes for frozen meals.*
- f. A Food Delivery Ticket completed by the Food Service Vendor, is to accompany each Delivery including: *Date, Site Name, Number of Meals, End Prep Times, Arrival Time, List of Foods, and Signature of Food Production Manager*

SPECIAL CONDITIONS

- a. Duplin County Services for the Aged staff will monitor the food service vendor's food preparation and transportation.
- b. Thirty days prior notice will be given to the food service vendor for the opening of a new site and/or the closing of current site.

- c. The food service vendor's representative will make at least four (4) visits per year to the meal site to monitor food quality.
- d. Duplin County Services for the Aged may terminate the food service contract if any of the conditions described herein are not met.
- e. Food service vendor must have access to a registered dietitian for menu planning. The food service vendor will supply Duplin County Services for the Aged with the dietitian's credentials as part of the bid packet.
- f. Any contract under this bid is null and void if funds are reduced or become unavailable.
- g. Any contract under this bid may be cancelled by food service vendor with providing the food service vendor with thirty (30) days written notice to Duplin County Services for the Aged.
- h. The Contractor will defend any suit against the program (including cost of litigation and attorneys' fees) alleging injury or property damage during the transporting of food or as a result of consumption of meals. The Contractor shall maintain workers compensation liability insurance with North Carolina Statutory limits and Employers liability limits of \$100,000.00 and Comprehensive General (Public) liability coverage of \$500,000.00 a combined single limit for bodily injury and property damage. Copies of these policies shall be provided to the contractor with the signed contract.
- i. All records relevant to the contract must be maintained for three (3) years and three (3) months or until after the federal audit.
- j. Duplin County Services for the Aged reserves the right to make unannounced inspections of food preparation sites, and all related equipment to examine food preparation methods and transporters for compliance with meal standards.
- k. Duplin County Services for the Aged requires copies of the vendors past year sanitation reports from its county sanitation inspector and a letter from that inspector that states the food vendor has the capacity of handling 65 or more meals per day, including *capacity for up to 68 frozen meals per day*.
- l. If both parties (food service vendor and Duplin County Services for the Aged) agree, the contract can be extended for two or more years pending written agreement from the two parties and with no increase in per meal price.

BILLING

- a. The food service vendor will invoice on a weekly basis for meals delivered under this contract. Invoices will be submitted by the food service vendor, to Duplin County Services for the Aged, each Friday by 5:00 p.m.

Menu Planning Requirements

Each meal served must contain at least one-third of the current daily recommended dietary allowances established by the Food and Nutrition Board, National Academy of Science - National Research Council (Tenth Edition). Portions of meals or snacks may not be counted even when such snacks cumulatively equal one-third of the daily recommended dietary allowances. Agencies providing congregate nutrition and home delivered meals services must use and follow

the "Menu Pattern" below:

- All foods must be identified in order to calculate nutrient value.

All meals must meet the following specifications: Calorie content must be a minimum of 700 calories per day. The fat content should be no more than 30% of total calories. The sodium content shall not exceed 1,300 mg per meal.

- Each category of the "Menu Pattern" outlined on *Page (7-8)* must be served to each participant.

MENU PATTERN

1. Protein Category

The total protein content of each meal must be no less than twenty-one grams. Of this, fourteen grams must be a "complete protein" in the form of 2 oz. edible meat, fish or poultry, exclusive of fat, bone, or gristle.

One-half cup cooked drained dried beans, peas, or lentils may be used as a substitute for 1 oz. of meat. One cup of dried beans may be used twice in one 20-day cycle as a substitute for 2 oz. meat, however, a "complimentary" protein source must be served at the same meal with the 1 cup dried beans in order to serve a complete protein (i.e., rice, corn, or cornbread).

Other protein sources such as 1 egg or 2 tablespoons peanut butter may also be substituted for 1 oz.- meat.

Ground meat may be used in entrees no more than twice in one week. Casseroles or other mixed dishes must have ingredients specified on the menu to facilitate nutrient analysis

2. Complex Carbohydrate Category

Each meal must contain 2 servings of a whole grain or enriched grain product, such as one-half cup rice, grits, or pasta; 6 saltine crackers; cornbread (2 1/2" square x 1 1/2" high); 1 roll, biscuit, or muffin; or 1 slice of bread. Breads, rolls or muffins must weigh at least 1 ounce. These may be served as separate items or incorporated into the main entree as a mixed dish in the amount specified below. Alternate: 1 serving of bread product listed above and 1/2 cup serving of starchy vegetable may be provided in place of 2 servings of grain or bread product. Examples of starchy vegetable are: one-half cup sweet or white mashed potato (or 1 medium potato), lima beans, green peas, or one-third cup corn. (Starchy vegetables may not be used to satisfy both the complex carbohydrate requirement and the vegetable requirement listed below.)

3. Vegetable/Fruit Category

Each meal must contain 2 servings of different fruits and/or vegetables. A serving consists of 1/2 cup canned fruit (drained) or 1/2 cup cooked vegetable (drained), 1 piece of fresh fruit, or 4 oz. 100% fruit juice (orange, grapefruit, orange-grapefruit, or other 100% A fruit juice fortified with vitamin C to meet one-third daily recommended dietary allowances for vitamin C, or Vitamin C fortified cranberry juice cocktail), 1/2 cup coleslaw, or 1 cup tossed mixed flesh vegetable salad. When salad is served it must be placed in a separate compartmental tray to avoid mixing with other foods or be served in a separate salad bowl. A serving of juice may fulfill no more than 1/2 of the

fruit/vegetable requirement for any one meal.

One serving of vitamin C-rich cold food must be served twice per week. Fruit or vegetables used in gelatin or soups or main entrees may be counted as one serving if 1/2 cup of fruit or vegetables is used per serving. Vegetable or fruit sauces may not be identified as a fruit/vegetable requirement (i.e., tomato sauce for spaghetti, however, applesauce may be counted as fruit).

4. Fat Category

One teaspoon of butter or fortified margarine in an individual covered package chip or container may be used if it adds palatability to the menu (i.e., as on roll, bread, baked potato, or other vegetable). The menu must identify whether margarine or butter is used when served. Salad dressings, mayonnaise, gravies, and white sauces may be used to enhance menu palatability, but care should be taken not to exceed the 30% fat level of total calories per meal.

5. Calcium-Rich Food Category

Each meal must contain a total of no less than 400-mg. calcium. This may be obtained by one serving of 8 ounces of whole, low fat, skim, buttermilk, chocolate (not chocolate drink), sweet acidophilus milk, or Ultra High Temperature (UHT) milk, fortified with vitamins A & D in an individually sealed carton, or other foods high in calcium

6. Dessert Category

Dessert may be provided as an option. Desserts may include: fruit, puddings, fruited or plain gelatin, ice cream or ice milk frozen yogurt, sherbet, cake (frosted or with fruit sauce), cobblers, cookies, or pies (or pie squares), etc. Care should be taken not to exceed the 30% fat level of total calories for the meal. If fruit is used as a dessert, it can be counted as one serving of the fruit/vegetable category. If any calcium rich foods are used as dessert, they may be counted as part of the total calcium content of the meal.

EQUAL EMPLOYMENT OPPORTUNITY

The food service vendor will not discriminate against any participant, employee or applicant for employment in any program operated under this contract because of race, religion, color, national origin, age or handicap. The food service vendor will act to ensure that applicants are afforded equal opportunities throughout the recruitment, examination, certification, selection, referral, retention, and promotion procedures; and that employees are treated during their employment without regard to their race, religion, color, national origin, age or handicap.

BIDDING PROCEDURAL REQUIREMENTS

1. **Bids must be received at the Duplin County Services for the Aged Office by 5:00 p.m. on Monday, April 17th, 2023 and must be on the form attached to the specifications. Bids should be addressed to Duplin County Services for the Aged, P. O. Box 928, Kenansville, N.C. 28349; Attention: Melisa S. Brown, Director**
2. Duplin County Services for the Aged reserves the right to reject any and all bids.
3. Duplin County Services for the Aged will solicit opinions of people and/or agencies with which the food service vendor has fulfilled similar contracts if the food service vendor has no experience with Duplin County.

4. Completion of bids

The bidder must submit two (2) copies of the completed bids to the Duplin County Services for the Aged -Attention Melisa S. Brown, no later than 5:00 p.m. on Monday April 17th, 2023. The envelope should be clearly labeled, **“SEALED BID – FOOD SERVICES – DO NOT OPEN”** and state the company’s name. Responses received after the date and time listed will be considered non-responsive.

5. Cognizance of Service Requirements

In responding to the bids the company recognizes that it is fully cognizant of requirements pursuant to:

- * Title III of the OAA of 1965, as amended in 1992, (P.L. 102-375), or specific state legislation authorizing the service being bid upon and the NC Division of Aging Service Standards
- * Title VI of the Civil Rights Act of 1964
- * Section 504 of the Rehabilitation Act of 1973, as amended, and Americans with Disabilities Act
- * Equal Opportunity Employment Act

6. Appeal Procedure

Bidders who are not selected and desire to appeal the decision of Duplin County Services for the Aged must adhere to the following appeal process:

- a. The appeal must be made directly to the Duplin County Services for the Aged Director by making a written request stating the exact nature of the complaint. The appeal must be received by Duplin County Services for the Aged within ten (10) calendar days from the date of the selection. The appeal should be addressed to the Duplin County Services for the Aged, P. O. Box 928, Kenansville, N.C. 28349 ATTN: Director. The Senior Center Director will advise the person filing the complaint of the date and time that they are scheduled to present the case. Sufficient time will be allowed for presentation of the complaint and the person appealing may be requested to answer questions. Duplin County Services for the Aged will render a decision regarding the complaint within ten (10) days following the hearing via certified mail.
- b. The appellant bidder will have ten (10) calendar days from the date that an adverse decision has been rendered to make the next appeal. The next appeal must be made to the East Carolina Council of Government Area Agency on Aging and must be in written form stating the exact nature of the complaint to that agency with a copy sent to Duplin County Services for the Aged. The Area Agency will inform the person filing the complaint of its appeal procedures and will inform Duplin County Services for the Aged that a complaint has been filed. Procedures thereafter will be determined by the appeals process of the Area Agency. East Carolina Council Area Agency on Aging address: East Carolina Council of Government Area Agency on Aging, PO Box 1717, New Bern, North Carolina 28563-1717.

7. Bid Negotiations

Prior to the award of the contract, Duplin County Services for the Aged reserves

the right to negotiate specific terms in the bids. Duplin County Services for the Aged reserves the right to accept or reject any and all bids, in whole or part, and waive irregularities that do not affect substantial rights of the contracting agency. The bids response time may be extended if responses are rejected and additional advertisements for bids are made. Duplin County Services for the Aged reserves the right to request additional information from the agency at any time during the bids process or prior to contract execution.

Acceptance of the bids, or portion thereof, is contingent upon receipt of funding from the NC Division of Aging and compliance with any statutory revisions affecting the funds.

8. Indemnity and Insurance

The agency responding to the bids agrees to indemnify and save harmless Duplin County, its representatives and employees from and against any and all loss, cost, damage, expense, and liability caused by an accident or other occurrence causing bodily injury, including death, sickness, and disease to any person, or damage or destruction to property, real or personal, which may arise from operations, products or services rendered under this contract.

The agency, at its own expense, shall purchase and maintain for the duration of this contract automobile insurance, comprehensive general liability and Worker's Compensation for the amounts required under State Law.

NOTE: The successful contractor must provide Duplin County Services for the Aged with a copy of the policy or certificate of insurance which provides proof of the above coverage for the contracted service(s). The effective policy date can be no later than the inception date of the contract for the Home and Community Care Block Grant funded service(s). Failure to provide this coverage prior to the inception date of the contract may result in the dissolution of the offer to contract.

9. Accounting Procedures

The agency shall follow the general recognized accounting practices outlined in Federal Regulations Title 45 CFR part 92 for all funds including client contributions (cost sharing).

10. Policy Manual Requirements

The agency shall comply with the requirements listed in the North Carolina Division of Aging Home and Community Care Block Grant Manual and the Policy and Procedures Manual of the North Carolina Division of Aging.

11. Assessment and Monitoring

The company agrees that if its proposal is accepted it will be evaluated and monitored by Duplin County throughout the contract period for the purpose of providing assistance to the agency and to assure that the contract is being implemented appropriately.

The result of the programmatic and fiscal assessment of the Home and Community Care Block Grant funded programs by the AAA will be the primary factor in determining if a contract can be extended.

12. Subcontracting

There will not be subcontracting for services using federal or state funds administered through Duplin County unless services cannot otherwise be provided.

13. Record Retention

Contractor must maintain books and records for accountability and audit purposes for a period of not less than three (3) years from date of the end of the contract. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the 3-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3-year period, whichever is later.

14. E-VERIFY Auditor shall comply with the requirements of NCGS Chapter 64

Article 2. Further, if Auditor utilized any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

15. IRAN DIVESTMENT ACT CERTIFICATION

Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to NCGS 143-6A-4. Contractor shall not utilize any subcontractor that is identified on the List.

**IDENTIFICATION OF CONGREGATE NUTRITION SITE &
FROZEN HOMEBOUND MEALS - FY 23-24**

Site and Address	Congregate Meals (Hot)		Frozen Meals Homebound (Cold)	
	Days	Range of Meals	Day	Range of Meals
Congregate Nutrition Site(s) Beulaville Presbyterian Church 205 E. Main St., Beulaville, N.C. Faison Wellness & Recreation Center 184 Park Circle, Faison, N.C. Duplin County Services for the Aged – Senior Center 213 Seminary St., Kenansville, N.C. Wallace Parks & Recreation Campbell Center 513 S. E. Railroad St., Wallace, N.C. Warsaw Community Building 309 Memorial Dr., Warsaw, N.C. Home Delivered Meals Each Monday, five meals for each homebound meal client will be left at the congregare nutrition site location for volunteers to deliver to home of senior. In addition to the established congregare nutrition site locations, two additional pick up locations include: <ul style="list-style-type: none"> • Greenevers Town Hall, 316 E. Charity Rd., Rose Hill • Rose Hill Town Hall, 103 S. Railroad St., Rose Hill 	M-F	65-75 Meals A Day	M	Five Meals Delivered Each Monday, Per Client 65-70 Clients
Special Senior Community Events – May, December				600 meals
Congregate Nutrition Site Hot Meals				18,675 meals
Home Delivered Frozen Meals				18,200 meals
Grand total of meals anticipated for the agency				37,475 meals

**Meal count will depend on the cost of the meal, available funding; the meal quantity can increase/decrease each week. A holiday schedule will be provided to contacted vendor.*

BID SUBMITTAL FORM FOR DUPLIN COUNTY SERVICES FOR THE AGED

The undersigned bidder declares that he/she has examined the "Instruction and Specifications for bidding" and fully understands the general terms and conditions and agrees that if his/her bid is accepted, all services as required under these specifications, as attached herein, will be billed at the price set below:

Cost of Congregate Meal (Basis for Award):

PER MEAL

*Includes food, labor, transportation (delivery), disposables (pre-plated-heat sealable microwave trays); in the event bulk meals are provided (Styrofoam, paper, and plastic items), overhead, and profit

Sales Tax _____

Total Cost of Congregate Meal including sales tax

PER MEAL

Cost of Frozen Meal (Basis for Award):

PER MEAL

*Includes food, labor, transportation (delivery), disposables (Heat Sealable Microwave Trays, and plastic items), overhead, and profit

Sales Tax _____

Total Cost of Frozen Meal including sales tax

PER MEAL

Bidder must submit a 4-6-week menu with a nutritional analysis bearing the signature of a registered dietitian along with a copy of the dietician's current credentials.

Name of Company _____

Address _____

Landline(Business) _____ (Mobile) _____

Fax _____ (Email) _____

As (title) _____ of the company named above, I hereby submit the above listed bid to Duplin County Services for the Aged.

Printed Name

Signature

Date

List all contractual experience during the past three (3) years of any like or similar services include name of contracting party and contact name and phone number. Use a separate page if necessary.

Name of Reference _____

Address _____

Landline(Business)_____ (Mobile)_____

Name of Reference _____

Address _____

Landline(Business)_____ (Mobile)_____

Name of Reference _____

Address _____

Landline(Business)_____ (Mobile)_____