

REQUEST FOR PROPOSAL

EASTERN NEBRASKA OFFICE ON AGING NUTRITION PROGRAM - MEALS FY 2022-2025

The Eastern Nebraska Office on Aging (ENOA) provides meals and supportive services to those older adults attending senior centers, as well as, to older homebound residing in Douglas, Sarpy, Cass, Dodge, and Washington Counties.

The following bid specifications outline the requirements to provide meals to the following programs.:

1. **Congregate Meal Program** - Meals that are delivered in bulk to senior centers at various locations. These meals will be portioned and served by ENOA staff, contractor staff and/or by volunteers at the senior centers.
2. **Metro Meals on Wheels (MOW) Program** - Meals that are pre-plated by the caterer in specified containers and delivered to ENOA staff at caterer's facility. Cold box lunches and/or frozen meals will be provided for weekend and holiday meals.
3. **Fremont Meals on Wheels (MOW) Program** - Meals that are pre-plated by the caterer in specified containers and delivered to Fremont Friendship Center with the congregate meals. Cold box lunches and/or frozen meals will be provided for weekend and holiday meals
4. **Blair Meals on Wheels (MOW) Program** – Meals that are pre-plated by the caterer in specified containers and delivered to a designated location in Blair, Nebraska. Cold box lunches and/or frozen meals will be provided for weekend and holiday meals
5. **Other Rural Meals on Wheels Program** - Pre-plated meals will be delivered along with congregate meals to Arlington or Hooper senior centers when requested.

In order to ensure that the goals of the ENOA Nutrition Program for the Elderly are met, certain policies and standards have been set by the Administration for Community Living of the U.S. Department of Health and Human Services and by the State of Nebraska Health and Human Services Division of Medicaid and Long-term Care. All regulations of Public Law 114-144 and Title IIIC-1 and IIIC-2 of the Older Americans Act, Reauthorization of 2020, must be adhered to in the management of nutrition centers. Copies of these acts and regulations may be obtained from the U.S. Government Printing Office or from ENOA.

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Listed below is the description of the programs included for bidding

Douglas, Sarpy, Cass, Dodge and Washington Counties.

- 1) Congregate Meal Program**
- 2) The Metro MOW Program for Douglas and Sarpy counties**
- 3) Fremont MOW Program**
- 4) Blair MOW Program**
- 5) Other Rural MOW Program**

Bids will be accepted for the following:

- 1st year period beginning July 1, 2022 through and including June 30, 2023
and
- 2nd year period beginning July 1, 2023 through and including June 30, 2024
and
- 3rd year period beginning July 1, 2024 through and including June 30, 2025

The Eastern Nebraska Office on Aging reserves the right to negotiate an additional two-year extension on a year by year basis for the period July 1, 2025 through and including June 30, 2026 and the period of July 1, 2026 through and including June 30, 2027. Should the Eastern Nebraska Office on Aging choose this option, it will notify the caterer of intent to negotiate an additional year by January 15, 2025 and January 15, 2026.

The caterer must be able to provide the following:

For the Metro MOW Program, Fremont MOW Program, Blair MOW Program and Rural MOW Program

- Provide approximately **600-700** hot pre-plated noon meals per day Monday through Friday to ENOA staff at caterer's location.
- Provide and deliver approximately **30-40** pre-plated meals per day Monday through Friday with the congregate meals to Fremont Friendship Center.
- Provide and deliver approximately **20-30** pre-plated meals per day Monday through Friday to designated Blair, Nebraska location.
- Provide approximately **100-110** cold week-end box lunches per day to be delivered on Thursday and Friday to ENOA staff at caterer's location.
- Provide and deliver approximately **2-5** cold week-end box lunches per day delivered on Thursday and Friday to the designated Blair, Nebraska location.

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- Provide and deliver approximately **5-10** cold week-end box lunches per day delivered on Thursday and Friday to the Fremont Friendship Center with congregate meals.
- Provide approximately **225** frozen meals for all MOW programs per holiday for ten holidays to ENOA staff at caterer's location.
- Provide and deliver approximately **1-5** pre-plated noon meals per day with the congregate meals to a rural senior center when requested.
- Meals and delivery to meet the listed specifications under Service Requirements.

For any and all Senior Centers in the Congregate Meal Program

Provide and deliver noon meals to the following locations:

Adams Park Senior Center	Hooper Senior Center
Arlington Senior Center	La Vista Senior Center
Bellevue Senior Community Center	Millard/Montclair Senior Center
Bennington Senior Center	Native American Elders Program
Camelot Friendship Center	Seven Oaks Senior Center
Corrigan Senior Center	
Florence Senior Center	
Fremont Friendship Center	

- Provide and deliver to congregate centers between **150-250** meals each day. (See Appendix B as count will vary depending on number of centers open each day)
- Provide and deliver a select menu Monday through Friday to all congregate centers. Provide daily approximately **20-75** of the alternate selection, the Deli Choice as outlined in # 11. (count will vary depending on number of centers open each day)
- Meals and delivery to meet the listed specification under Service Requirements.

**** see Appendix B** for approximate number of congregate and/or rural HD meals served per day.

**** see Appendix C** for a listing of senior centers, days of operation and addresses.

SERVICE REQUIREMENTS

Any organization wishing to contract for the provision of meals for the Congregate and Meals on Wheels Programs must adhere to the following:

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I. Menus

1. Menus must be planned to ensure that the weekly average provides at least 1/3 of the DRI's and must comply with the most recent Dietary Guidelines for Americans. These menus must be evaluated to meet these standards by a computer-generated analysis. Caterer must provide this analysis to ENOA's Executive Director or designee in adequate time prior to implementation of menus to allow for revision if needed as outlined in #8. Key nutrients to be evaluated are: Calories, Protein, Carbohydrates, Added Sugars, Saturated Fat, Fiber, Calcium, Iron, Folate, Vitamin B12, Sodium, Potassium, Vitamin D, and Vitamin C.
2. All menus must reflect the principles of good menu planning. Menus served during the contracted period should be similar to menus shown in **Appendix "D"**.
3. The following pattern is a guideline that may be helpful when planning menus.

3 ounces of cooked edible meat or alternate
Two 1/2 cup servings of vegetables
1 serving of enriched or whole-grain bread or roll-
1 teaspoon fortified margarine
1/2 cup Fruit/Dessert
1/2-pint milk
4. Fruit to be served for dessert 3 times per week and including fresh fruit (when in season) at a minimum, 2 times per month's menu. All canned fruit will be measured by drained weight only--juice from canned fruit not to be part of the 1/2 cup serving. All canned fruit must be juice or water packed.
5. Casseroles to be served no more than once per week. Pasta can be used in a casserole no more than 2 times per monthly menu.
6. A special menu (i.e., holiday or ethnic meal) to be served once each month. (See **Appendix "D"** for sample menus.)
7. Menus must be strictly adhered to. A portion guide must be sent to the senior centers to indicate the correct portion to be served and recommended utensil to be used. There may be no deviation from portions specified. Menu substitutions must be approved 24 hours in advance of service times by the ENOA Executive Director or designee. Non-notification may result in no reimbursement for part or all of the meal.
8. A monthly menu cycle, changed quarterly that reflects the different seasons, is to be used. The cycle menu for congregate (hot meal and Deli Choice), Meals on Wheels and cold box lunches, along with nutrient analysis and Meals on Wheels

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modified menus, **must** be submitted to ENOA Executive Director or designee for review no later than the following dates (menus to be approved 3-months at a time):

- *Summer Cycle (July, August, September) by **April 15**
- *Fall Cycle (October, November, December) by **July 15**
- *Winter Cycle (January, February, March) by **October 15**
- *Spring Cycle (April, May, June) by **January 15**

9. The caterer to have a registered dietitian (RD) available for the number of hours required to write/review, analyze, and update menus. A copy of the menu computer analysis (Congregate Hot meal, Deli Choice and Meals on Wheels) will be submitted for each new menu cycle prior to menus being finalized.
10. RD and/or Food Service Manager will review menus with ENOA Division Director(s) for any needed changes the menus are finalized and approved.
11. An alternate congregate selection called "Deli Choice" to be offered Monday through Friday to give senior center participants a choice of entrée for the congregate meal program. This alternate entrée to replace the 3 oz. meat and two 1/2 cup servings of fruit and/or vegetables on the regularly planned menu. The "Deli Choice" menu items will be individually packaged to be plated at the senior center. Packaging needs to be approved prior to use. (See **Appendix "D"** for sample menus.)
12. A "diet" dessert will be provided by caterer as an alternate choice on the congregate menus (hot meal and Deli choice) whenever the planned dessert is a high sugar and/or high fat product. Caterer and ENOA's RD will monitor products to ensure proper recipes and products are used.
13. The caterer will provide with each cycle a list with descriptions of the menu items that includes the basic ingredients for each item.
14. The caterer to provide, for the Metro, Fremont and Blair MOW programs, as necessary, modified diets (see **Appendix "A"**) to be prepared in caterer's food service area. Caterer's RD, in conjunction with ENOA's RD, will prepare modified diet menus and ensure proper recipes are being used for such diets. These menus must be submitted with 3-month cycle menus at the times as designated in #8 above. ENOA and/or caterer RD will monitor the MOW's modified diets to ensure they are prepared and served correctly. On-site visits to kitchen may be needed to ensure accuracy of modified diets served.
15. A special menu will be provided with an entrée substitute when poultry, pork or fish are served on the MOW's menus.

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16. Listed below are required food and product specifications:

- a. Frozen vegetables - U.S. Grade A or better
- b. Canned vegetables - U.S. Grade B or better
- c. Fresh fruit - U.S. #1 or better
- d. Canned fruit - U.S. Grade B or better, juice packed only
- e. Fresh vegetables - U.S. #1 or better
- f. Eggs - Government inspected Grade A
- g. Ground meat to contain no more than 20% fat
- h. All cereal products to be enriched
- i. Only full-strength fruit or vegetable juices
- j. Juice to be individually packaged
- k. Reduced sodium product to be used for Ham menu items whenever possible
- l. Only USDA Select Beef or better.
- m. Only USDA Grade A poultry to be used
- n. All fish to be boneless
- o. Ice cream and/or sherbet to be individually packaged
- p. A patty-shaped product to be used no more than twice a week for maximum of five times in the monthly menu cycle.
- q. Any meat patty sent to centers to be heated must be a pre-cooked, oven ready product.
- r. Meat products containing any soy additive or protein extender may be used only when pre-approved by a taste-test panel of Nutrition staff. Approval must be done prior to product being served on the menu.
- s. Gravy, cheese sauce, cream soups, and other sauces to be a reduced sodium and reduced fat product or recipe whenever possible that has been pre-approved by taste-test panel of Nutrition staff. Gravy or sauce portion provided for both Congregate and Meals on Wheels must equal a 2oz/serving.
- t. Salad dressing to be individually portioned and a minimum of 1 oz. per serving.
All MOW's to be served diet dressing, regardless of diet. A larger portion may be required for Chef Salads on the Deli menu.
- u. Milk to be pasteurized, homogenized, fortified Low-Fat (1%) or Fat-Free (Skim) milk. Congregate meal program will be given a choice of milk, either 1% or Skim Milk. All MOW's program will use 1% for all meals. All milk will be served in individual containers.
- v. Cakes, muffins, and cornbread servings to be no smaller than 2 ½ inches square.
- w. Pie to be cut in 8 servings per pie.
- x. Whole grain breads will be used whenever possible. Serve a variety such as Sourdough, Marble Rye, 100% Whole Grain, Multi-Grain etc.
- y. Bread items for MOW's program will be individually packaged. They will only be included in the hot food tray with prior approval from ENOA staff.

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II. Meals on Wheels

1. The caterer must be able to pre-plate in its facility up to **800** meals daily to be transported by ENOA meal drivers to the area's homebound elderly. Cold foods may be pre-plated one day in advance of delivery. Hot foods must be plated the same day they are delivered.
2. A preliminary count for Metro, Fremont and Blair MOW programs to be given by 2:00 p.m. of the preceding day. A final count to be given at 9:00 a.m. on the day of meal service. **This count may fluctuate down no more than 2% and meals may be added with no limit.**
3. Food items for all MOW programs to be heated or chilled so that at time of delivery to ENOA, cold items are 45 degrees F or below and hot foods are 150 degrees F or above. Temperatures to be checked by ENOA staff prior to time of delivery.
4. Hot food for all pre-plated meals are to be packaged in a three compartment Oliver tray or a comparable tray system. The caterer is required to have on hand aluminum trays as a back up to the main system. The caterer is required to have enough aluminum trays on hand to cover at least three serving days. The caterer is to use two lids for each meal when the aluminum trays are needed.
5. Cold food for pre-plated MOW programs to be packaged in disposable plastic containers and **sealed with a leak-proof packaging system.** Box lunches must be packaged in cardboard boxes with dimensions of 9"L x 5"W x 3"H. All packaging to be provided by caterer. Plastic flatware with napkins not required.
6. MOW programs hot and cold foods must be pre-plated and packed by the caterer into appropriate carriers (as provided by ENOA) by 10:30 a.m. for pick-up by ENOA delivery personnel for the Metro MOW meal program.
7. The caterer to provide meal(s) for the MOW programs to be used if meal service is closed due to an ENOA holiday. These meals to consist of the following: A frozen tray that includes 3 oz. meat w/gravy, 1/2 cup potatoes, 1/2 cup vegetable. One roll/margarine, 1 serving dessert or 1/2 cup fruit, and 8oz. 1% milk will also be provided for the holiday meal.
8. ENOA shall provide meal insulated carriers and coolers for all the MOW meals. ENOA will also provide blue ice to be used for cold menus items. Caterer will provide adequate and secure storage and freezer space for ENOA carriers, coolers, and blue ice.

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9. Caterer responsible for cleaning and sanitizing the interior and exterior surfaces of the MOW insulated carriers and coolers on a **daily basis** so as to maintain in a sanitary manner at all times. **If carriers are not adequately maintained, ENOA will clean and charge the additional cost to caterer.**
10. Caterer to provide and maintain a clean office space, telephone, storage space, and adequate and safe loading space for ENOA staff and MOW drivers at caterer's facility.

III. **Congregate Meals**

1. Caterer must be flexible regarding the number of congregate meals to be provided on a day-to-day basis. ENOA to place meal order for congregate (hot meal and Deli Choice) and Rural Meals on Wheels needed for the following day by 1:00 p.m.
2. The congregate meals to be delivered in bulk to each senior center in a ready-to-eat form, prepared fresh daily. The "Deli Choice" will be prepared fresh daily and delivered in an individually portioned, ready-to-eat form.
3. For congregate meals, frozen potatoes, pre-cooked breaded meat items, other pre-cooked meat items and most vegetables to be transported chilled; to be heated at senior centers in their ovens or microwave ovens. (See **Appendix "D"** for examples of such menu items noted on menus with a "**".)
4. All potentially hazardous foods to be delivered to the senior centers at **45 degrees F or below or 140 degrees F or above**. Senior centers are furnished with thermometers by ENOA to ensure temperature requirements are satisfied.
5. Coffee, decaf coffee, tea, sugar, coffee creamer, salt, and pepper to be provided with all congregate meals. Other condiments provided as needed to complete the meal (i.e., soy sauce, vinegar, regular and diet salad dressing, sour cream, taco sauce, catsup, mustard, etc.). Individual portions of catsup, mustard, assorted salad dressings, margarine cups, will be sent out by case to be kept at the senior centers. Vinegar and soy sauce may be sent in 12-16oz containers to be kept at the senior centers.
6. The caterer to provide potato flakes and dehydrated parsley flakes to all senior centers. Gravy mix may be requested to be sent to some senior centers.
7. The caterer to provide the following serving utensils to all senior centers; utensils will remain at the senior centers. The senior centers will be responsible for washing and sanitizing these utensils:

2 - Solid Spoons

1 - Slotted Spoon

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2 - #8 Dipper

1 - #12 Dipper

1 - Set Tongs

1- Cake Server/Spatula

8. All meals in the quantity ordered, to be delivered to the senior centers any time after the center is open but no later than 45 minutes prior to serving time.
9. The caterer shall provide all delivery vehicles, all food transporting equipment, and food service pans and containers for congregate meals. ENOA will provide all food warmers, coffeemakers/pots, and all paper products necessary to serve the congregate meals.
10. Food transporting equipment used in the delivery of the food to congregate centers shall maintain temperatures, prevent food from contamination, and be maintained in a clean and sanitary manner. All food to be delivered in standard steam table pans **with lids; foil is not acceptable as the only cover.** Half pans to be used whenever possible.
11. The caterer to be responsible for the cleaning and sanitizing of all steam table pans, food containers and delivery equipment. All caterer equipment to be picked up by the next day of service. Caterer responsible for its own equipment and food containers.
12. The caterer to be able to provide meals for additional senior center requests by ENOA, (i.e., Special Parties, Supper Clubs, picnic box lunches, special party events etc.). Any additional cost for such meals will be negotiated between ENOA and caterer prior to service.
13. Caterer will provide an alternate menu to senior centers on a regular basis that vary from the regular menus and are served as an evening meal. These meals may be sent out cold prior to service for some preparation and heating by the senior center staff.
 - Arlington Supper Club – twice a month and food items sent with noon meal the day prior to service

Additional special meals for centers may be added during the term of the contract.

14. The caterer may be requested to supply additional items to senior centers, such as cheese trays, vegetable trays, cookie trays, etc. for special events. Additional cost for such items will be negotiated between ENOA and caterer prior to service.
15. The caterer to supply shelf-stable canned goods to rural senior centers in case of a weather emergency or a shortage that cannot be replaced in time by the caterer. These supplies to consist of canned entree, canned vegetable, canned fruit, and

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canned pudding in the appropriate amounts to serve an average day's participation.
If used by centers or outdated, caterer will replace upon request by ENOA staff.
Emergency supplies to be provided to the following rural senior centers:

Arlington Senior Center
Bennington Senior Center
Fremont Friendship Center
Hooper Senior Center

IV. General Specifications

1. The caterer must employ a full-time food service manager who will provide supervision to staff in the preparation and delivery areas. The caterer must provide adequate supervision and staff for both the congregate and MOW programs to ensure timely delivery, consistent service, proper food temperatures and meal quality at all times.
2. If notified by the Nutrition Program staff of shortages and/or poorly prepared food items, the necessary replacements need to be made prior to service for either congregate or MOW programs. If caterer fails to deliver meals or food items to senior centers prior to the agreed upon time of meal service, the Executive Director or designee may procure meals elsewhere and charge the caterer the cost of such replacement meals. Poorly prepared menu items or shortages not replaced will not be paid for and credit for such items given on weekly/monthly billing. An administrative fee equal to 25% of the cost for replacement food may be charged.
3. Invoices may be submitted weekly or monthly to the ENOA Nutrition Program for reimbursement. ENOA shall not be obligated to receive or pay for any meal if the caterer is notified by the ENOA Executive Director or designee before 6:00 a.m. of any day that such meals are not to be delivered. If senior centers close and/or MOWs are cancelled because of weather and the caterer is not notified before 6:00 a.m., ENOA to be given credit for all milk ordered and home delivered meal trays not used and credit to be negotiated on any salvageable food items. Menus may be adjusted to use existing food items.
4. ENOA shall have the authority to withhold all or part of the payments for meals, where determination has been made based upon good sufficient reason that caterer is not in compliance with contract specifications or the submitted menu.
5. Food handling practices must be such as to maintain quality and safety of foods. One full portion of all food items provided to the senior centers and/or MOW must be kept at caterer's facility for a 3-day period. These food samples need to be labeled, dated, and kept under refrigeration. This sample will be used for testing if there is any concern regarding food borne illness.

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6. The facility where food is to be prepared must meet local and state health regulations. All personnel employed by the successful bidder must meet health requirements outlined by Nebraska Department of Agriculture Food Safety and Consumer Protection, Nebraska Food Code. The caterer awarded contract must have a documented current appraisal by the Douglas County Health Department or the State Health Department with a rating of good or better.
7. The caterer to keep full and accurate sales, procurement, and production records related to sales covered by the contract. All such records to be kept on file for a minimum of 5 years after the close of the federal fiscal year to which they pertain. Caterer shall agree that authorized auditors and officials, upon request of ENOA, shall have access to all such records for audit and review. Also, authorized officials shall have the right to conduct on-site reviews of the food service, transportation, storage and handling operations, invoices, stocks, and purveyors.
8. The caterer must be capable of implementing the provisions of these bid specifications by July 1, 2022. The contract, when awarded, shall remain in effect through and including June 30, 2025. However, continuation of the contract for the second and third year shall be contingent upon ENOA receiving sufficient funding from the Administration for Community Living of the U.S. Department of Health and Human Services and the State of Nebraska, Department of Health and Human Services, Division on Medicaid and Long-term Care, State Unit on Aging. The number of senior centers included is also contingent upon ENOA receiving sufficient funding from the Administration for Community Living of the Department of Health and Human Services and the State of Nebraska, Department of Health and Human Services, Division of Medicaid and Long-term Care, State Unit on Aging.
9. The caterer shall obtain insurance coverage and keep it in force during the life of the contract in the following coverages and equal to or greater than the following amounts:

Comprehensive General
Liability

\$2,000,000 combined single limits

Workers' Compensation

Statutory requirements as mandated
by State of Nebraska.

Certificate of Insurance to be furnished to ENOA by successful bidder prior to June 30, 2022. ENOA to be named as additional insured. An updated Certificate of Insurance will be furnished when available throughout the term of the contract.

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10. The caterer will indemnify and hold ENOA, its officers, directors, board members, employees and agents harmless from and against any and all claims arising out of caterer's acts omissions in any way related to or arising out of caterer's obligations and performance and services required herein, Caterer's indemnification shall include indemnifying ENOA for any attorney fees and other costs incurred in responding and /or defending against any claims. Caterer's indemnification shall also include indemnifying ENOA for any theft by the caterer's employees, contractors and any intentional or negligent acts or omissions by the caterer's agents or employees or contractors. The caterer shall defend any suit against ENOA alleging personal injury, sickness or disease or other loss arising out of or in any way related to the consumption of meals delivered to the program and any packaging or container associated with such meals. The caterer shall be responsible for any damage to any senior center or injury to a center participant that was caused by an agent or employee of the caterer.

PROPOSAL CONTENT

The proposed caterer shall submit the following with their bid:

- A firm bid price per contract year is required. All three year's bids must be a specific dollar amount.
- A bid price for a complete, delivered meals based on the monthly menu cycles (See **Appendix "D"**). NOTE: It is not the intention of ENOA that menus served throughout the contract period be restricted to items outlined in **Appendix "D"**. Attached menu cycles are only for the purpose of receiving bids and providing guidance on the type of meal items expected to be served throughout the contract period. Submit a per meal price for:
 - Congregate meal (Hot meal and Deli Choice),
 - Metro MOW (Hot meal, Box Lunch, Frozen Holiday)
 - Fremont MOW delivered to Fremont Friendship Center (Hot Meal, Box Lunch, and Frozen Holiday)
 - Blair MOW delivered to designated Blair, NE location (Hot Meal, Box Lunch, and Frozen Holiday)
 - Rural MOW (Hot Meal) delivered with congregate meals to rural senior centers when requested

-A per meal bid price submitted for each meal type for the first year bid from July 1, 2022 through and including June 30, 2023.

and

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-A per meal bid price submitted for each meal type for the second year bid from July 1, 2023 through and including June 30, 2024.
and

-A per meal bid price submitted for each meal type for third year bid from July 1, 2024 through and including June 30, 2025.

- The cost itemization of each individual food item on the sample monthly menu cycle menu as outlined in **Appendix "D"**.
- Samples of all packaging to be used for congregate Deli Choice meals, MOW meals and box lunches.
- Description of the preparation site, including existing equipment.
- Description of caterer's delivery and food transportation equipment as to type, number, and physical description for delivery to the senior centers.
- Description of any special party ideas, menu alternatives which the caterer will provide in addition to the outlined bid specifications.
- Listing of current businesses served, including name of contact person, address, and phone number
- Description of caterer's qualifications and/or experience in operating catering services.
- A description of current food service and management staff or a description of proposed staff to be procured for purpose of caterer becoming operational by July 1, 2022.
- Organizational chart indicating structure of caterer's agency, person responsible for the conduct of the program, and the relationship of that person to the executive director or administrative head.
- A documented current appraisal of the facility by the Douglas County Health Department or the State of Nebraska Department of Health.
- Formal assurance of compliance with the Civil Rights Act.
- Formal assurance of compliance with all appropriate county and city policies or regulations.

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- A current Affirmative Action Plan.
- Contractor agrees, upon awarding of a contract, to provide a statement assuring that contractor is in compliance with and will continue to comply with fair labor standards in the pursuit of his/her business and in the execution of the contract on which he/she is bidding pursuant to Nebraska Rev. Statute Sections 73-102 to 73-104.

The Governing Board reserves the right to accept or reject any or all bids. Bids are to be submitted in an envelope marked

"Sealed Bid-Congregate/ MOW Meal Programs" and delivered by 4:00p.m., Friday, February 4, 2022 to: ENOA, Attn: Executive Director, 4780 S. 131st Street, Omaha, NE 68137-1822.

Sealed Bids will be opened, and bidders announced at the February Governing Board meeting on Wednesday, February 9, 2022, which meeting will begin at 3:30p.m.

The Governing Board will award the contract at the March Governing Board Meeting on Wednesday March 9, 2022 which meeting will begin at 3:30p.m.

Prospective caterers shall submit their bids based on the meals described in these specifications with the understanding that the contract will conform to this description and cited regulations. The caterer shall also include in the bid any supporting documents and information required. The Governing Board will evaluate the bids based on the following points:

1. Cost per meal
2. Capability to provide services
3. Proven competency
4. Quality of product
5. Location & physical layout of caterer's facility (as it relates to metro home delivered meal drivers additional mileage and staffing)

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The successful bidder **MUST FILE A PERFORMANCE BOND IN THE AMOUNT OF 25% OF THE BID ON OR BEFORE JUNE 30, 2022** based on estimated meals listed below.

	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>
Meals on Wheels			
Metro Meals	160,475 meals	160,475 meals	160,475 meals
Fremont Meals	9,450 meals	9,450 meals	9,450 meals
Blair Meals	<u>5,225 meals</u>	<u>5,225 meals</u>	<u>5,225 meals</u>
Total Estimated Meals	175,150 meals*	175,150 meals*	175,150 meals*
 Congregate Meals	 <u>47,775 meals**</u>	 <u>47,775 meals**</u>	 <u>47,775 meals**</u>
 Total Meals	 <u>222,925 meals</u>	 <u>222,925 meals</u>	 <u>222,925 meals</u>

* Meals on Wheels meal counts include weekly hot meals, week-end box lunches, and holiday meals.

** Congregate meal counts include weekly hot meals and weekly Deli Choice meals

The following modified diets and any combination of the modified diets are to be provided for the MOW meal program. Low Fat (1%) milk will be served with all diets. The caterer and ENOA's dietitian will work together on diet menus to best meet the dietary needs of the home delivered meal clients.

- **Low Sugar/Low Fat:** Based on approximately 550-750 calories per meal omitting concentrated sugar or high carbohydrate foods. Carbohydrate content of meal should be evaluated when starchy vegetables or desserts are served. Breaded meat items may not be appropriate for this diet. Food high in fat may not be appropriate for this diet based on the meal's total fat content.
- **Low Salt:** Based on 1,000 mg sodium or less per meal. Breaded meat items may not be appropriate for this diet.
- **Grounds:**
This diet provides soft foods and ground meats

The Meals on Wheels will provide a substitution option for the weekly hot menus.

- **Specials:** An alternate meat item will be provided when chicken, turkey, fish or pork is served on the menu. The rest of the meal will be the same as written.

Following figures are estimated on an average of meals ordered
Counts will vary throughout the year

CENTERS	CONGREGATE					HOME DELIVERED**				
	M	T	W	TH	F	M	T	W	TH	F
DODGE COUNTY										
Fremont Friendship Center	32	30	42	34	25					
**Hooper Senior Center	--	10	11	10	--	--	2	2	2	--
WASHINGTON COUNTY										
**Arlington Senior Center	10	10	10	10	10	1	1	1	1	1
Arlington Supper Club*		45								
CASS/SARPY COUNTY										
Bellevue Senior Community Center	26	21	34	33	25	--	--	--	--	--
LaVista Senior Cener	10	10	10	10	10	--	--	--	--	--
DOUGLAS COUNTY										
Adams Park Senior Center	10	--	10	--	10	--	--	--	--	--
Bennington Senior Center	--	--	16	--	--	--	--	--	--	--
Camelot Friendship Center	14	19	17	18	18	--	--	--	--	--
Corrigan Senior Center	25	20	21	30	18	--	--	--	--	--
Florence Senior Center	15	28	16	23	19	--	--	--	--	--
Millard/Montclair Senior Center	16	22	15	15	25	--	--	--	--	--
Native American's Elders Program	--	13	13	13	--	--	--	--	--	--
Notre Dame Housing	22	21	22	20	20	--	--	--	--	--

* Arlington Supper Club held twice a month in place of noon meal

**Rural Meals on Wheels delivered with the Congregate Meals only when ordered

**EASTERN NEBRASKA OFFICE ON AGING
NUTRITION PROGRAM SENIOR CENTERS
CASS, DODGE, DOUGLAS, SARPY, WASHINGTON**

ADAM PARK SENIOR CENTER

3230 John Creighton Blvd.
Omaha, NE 68111
Open M, W & F 10am – 3pm
Lunch: 12 noon
Phone: 402-444-3237
Mgr.: Leola Jones

ARLINGTON CENTER

Box 424 • 305 N 3rd Street
Arlington, NE 68002
Phone: 402-478-4774
Lunch served @ 11:30am
Open Mon - Fri 8:30am-1:30pm
Supper Club 1st and 3rd Tues of the Month
Open 12 noon – 8pm - No lunch on these days
Mgr.: Cheryl Abbott

BELLEVUE SENIOR COMMUNITY CENTER

109 W. 22nd Avenue
Bellevue, NE 68005
Phone: 402-293-3041 • Fax: 402-293-2770
Lunch served @ 12 noon
Open M - F 8am-4pm
Mgr.: Kathy Van Den Top

BENNINGTON SENIOR CENTER

322 N. Molley Street
Bennington, NE 68007
Phone: 402-502-9264
Lunch served @ 12 noon
Open Wednesdays 9am-1pm
Mgr.: Elaine Oetjen

CAMELOT FRIENDSHIP CENTER

Camelot Community Center
9270 Cady Avenue
Omaha, NE 68134
Phone: 402-444-3091 • Fax: 402-444-5186
Lunch served @ 11:30am
Open Mon-Fri 10:00am-3pm
Mgr. Barb White

CORRIGAN SENIOR CENTER

3819 X Street
Omaha, NE 68107
Phone: 402-731-7210 • Fax: 402-731-5121
Lunch served @ 12 noon
Open Mon-Fri 8am-3:30pm
Mgr.: Martha Shoemaker

FLORENCE SENIOR CENTER

2920 Bondesson Street
Omaha, NE 68112
Phone: 402-444-6333 • Fax: 402-444-7958
Lunch served @ 12 noon
Open Mon - Fri 9am-1pm
Mgr.: Heather Cuff

FREMONT FRIENDSHIP SENIOR CENTER

1730 W. 16th Street
Fremont, NE 68025
Phone: 727-2815 • Fax: 727-2814
Lunch served @ 11:30am
Open M -TH 9am-3pm, F- 9am-1pm
Mgr: Laurie Harms

HOOVER SENIOR CENTER

208 N. Main Street • Box 349
Hooper, NE 68031
Phone: 402-654-2537
Lunch served @ 11:30am
Open T, W, TH 9:30am-1:30pm
Mgr: Absent

LAVISTA SENIOR CENTER

LaVista Recreation Department
8116 Parkview Blvd.
La Vista, NE 68128
Phone: 402-331-3455 • Fax: 402-331-0299
Lunch served 11:30am
Open M - F 10am-3pm
Mgr.: Kaily Stanley

MILLARD/MONTCLAIR SENIOR CENTER

2304 S. 135th Avenue

Omaha, NE 68144

Phone: 402-546-1270 • Fax: 402-546-1229

Lunch served @ 11:30am

Open Mon-Fri 9am-2pm

Mgr.: Tamara Womack

**NEBRASKA URBAN INDIAN HEALTH
COALITION**

2240 Landon Court

Omaha, NE 68102

Phone: 402-346-0902 (x212) • Cell: 402-306-
1124

Fax: 402-342-5290

Lunch served @ 11:30am

Open T, W, TH 10am-2pm

Mgr.: La Vada Pilcher

SEVEN OAKS SENIOR CENTER

3439 State Street

Omaha, NE 68112-1777

Phone: 402-451-4477

Lunch served @ 12 noon

Open Mon-Fri 10am-2:30pm

Mgr.: Cheryl Poulin

Food Bid Specifications 2022-2025

APPENDIX "D"

The purpose of these monthly menus is to receive comparable bids.

CONGREGATE MEALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Beef Stew With Vegetables Whole Kernel Corn* Biscuit w/Margarine Cherry Crisp Or Mixed Fruit 1% or Skim Milk	BBQ Ribette On A Whole Grain Bun Steak Fries* Green Beans* Fresh Orange 1% or Skim Milk	Chicken* Parmesan Garlic Whipped Potatoes Carrots* Whole Grain Bread Stick /Marg Fruit Cocktail 1% or Skim Milk	Polish Sausage* Whipped Potatoes Sauerkraut* Rye Bread/Margarine Chocolate Pudding Or Diet Pudding 1% or Skim Milk	Beef Chili W/Beans Baked Potato/Sour Cream Tossed Salad/Dressing Cornbread/Marg. Applesauce 1% or Skim Milk
Chicken Fried Steak* w/Country Gravy Whipped Potatoes Orange Glazed Beets Whole Wheat Bread/Marg Banana 1% or Skim Milk	Baked Cod w/ Garlic Cream Sauce Brown Rice Pilaf Mixed Vegetables* Marble Rye/Margarine Sugar Cookie or Diet Cookies 1% or Skim Milk	Swedish Meatballs Baby Red Potatoes Zucchini and Tomatoes* Whole Grain Roll/Marg. Decorated Birthday Cake Or Plain Cake 1% or Skim Milk	Smothered Chicken Breast w/Gravy Whipped Potatoes Broccoli* Multi-grain Bread/Margarine Peaches 1% or Skim Milk	Pork Fritter* w/Gravy Au Gratin Potatoes Roasted Baby Carrots Whole Wheat Roll/Marg. Ambrosia 1% or Skim Milk
Chicken & Rice Casserole Peas w/ Mushrooms* Tossed Salad/Dressing Multi Grain Bread/Marg Blushing Pears 1% or Skim Milk	Hearty Ham & Beans Crinkle Cut Carrots* Cornbread w/Margarine Cinnamon Apples 1% or Skim Milk	Meatloaf w/Gravy Whipped Potatoes Winter Blend Vegetables* Whole Wheat Roll/Margarine Tropical Fruit 1% or Skim Milk	Soft Shell Beef Taco* w/Shredded lettuce, diced tomato & shredded cheese In a 8" Flour Tortilla Mexican Corn Taco Sauce/Sour Cream Glazed Pineapple or Pineapple Tidbits 1% or Skim Milk	Roast Beef W/Gravy Oven Roasted Potatoes Brussels Sprouts* Sourdough Bread/Marg. Lemon Pudding Or Diet Pudding 1% or Skim Milk
Roast Turkey w/Gravy Whipped Potatoes Green Beans* Whole Wheat Bread/Marg Peanut Butter Cookies Or Diet Cookies 1% or Skim Milk *to be sent chilled and heated at the center.	Pasta with Italian Meatballs Cauliflower * Tossed Salad/Dressing Whole Grain Bread Stick/Marg. Chilled Peaches 1% or Skim Milk	Baked Ham* Baked Sweet Potatoes Green Peas* Rye Bread/Margarine Pineapple/Mandarin Oranges 1% or Skim Milk	Breaded Fish Fillet* w/Tartar Sauce Scalloped Potatoes Parsley Carrots* Whole Wheat Roll/Marg. Gelatin Poke Cake or Diet Poke Cake 1% or Skim Milk	Cheeseburger* Deluxe w/Tomato, Lettuce, Pickle Catsup, Mustard On a Whole Grain Bun Baked Beans Apple Crisp or Applesauce 1% or Skim Milk

Food Bid Specifications 2022-2025

Deli Choice menus

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Chef Salad-Assorted Meat/Cheese On Mixed Greens w/Salad Dressing Orange Juice Whole Grain Bread Stick/Margarine Cherry Crisp Or Mixed Fruit 1% or Skim Milk	Garden Turkey Cranberry Salad On Mixed Greens w/Salad Dressing Apple Juice Assorted Crackers -2 pkgs Fresh Oranges 1% or Skim Milk	Shaved Ham & Swiss on a Kaiser Bun w/Lettuce & Tomato Slice Marinated Vegetable Salad Fruit Cocktail 1% or Skim Milk	Tuna Salad on a Whole Grain Bun Lettuce/Tomato Slice Broccoli Salad Chocolate Pudding Or Diet Pudding 1% or Skim Milk	Chef Salad-Assorted Meat/Cheese On Mixed Greens w/Salad Dressing Grape Juice Cornbread/Margarine Applesauce 1% or Skim Milk
Chicken Caesar Salad w/Caesar Dressing on Mixed Greens Orange Juice Assorted Crackers-2 pkgs Banana 1% or Skim Milk	Chef Salad-Assorted Meat/Cheese On Mixed Greens w/Salad Dressing Apple Juice Assorted Crackers -2 pkgs Sugar Cookie or Diet Cookies 1% or Skim Milk	Chicken Salad w/ a Croissant Lettuce/Tomato Slice Fruit Salad Decorated Birthday Cake or Plain Cake 1% or Skim Milk	Shaved Roast Beef On Multi-Grain Bread (2) Lettuce/Tomato Slice Pea Salad Peaches 1% or Skim Milk	Chef Salad-Assorted Meat/Cheese On Mixed Greens w/Salad Dressing Apple Juice Whole Wheat Roll/Margarine Ambrosia 1% or Skim Milk
Chef Salad-Assorted Meat/Cheese On Mixed Greens w/Salad Dressing Grape Juice Assorted Crackers-2 pkgs Blushing Pears 1% or Skim Milk	Tuna Salad on Multi Grain Bread (2) Lettuce/Dill Pickle Marinated Veg. Salad Potato Salad Cinnamon Apples 1% or Skim Milk	Shaved Turkey, Ham & Cheese On a Hoagie Bun Lettuce/Tomato Slice Potato Salad Tropical Fruit 1% or Skim Milk	Ham Pasta Salad Carrot Raisin Salad Pickled Beets Sour Dough Bread/Marg. Glazed Pineapple or Pineapple Tidbits 1% or Skim Milk	Oriental Chicken Chef Salad/Oriental Drsg On Mixed Greens Apple Juice Assorted Crackers – 2 pkgs Lemon Pudding or Diet Pudding 1% or Skim Milk
Shaved Roast Beef & Swiss on a Bun Lettuce/Tomato Slices Broccoli Salad Peanut Butter Cookies or Diet Cookies 1% or Skim Milk	Chicken Club Salad On Mixed Greens w/Salad Dressing Orange Juice Whole Grain Bread Stick w/Margarine Chilled Peaches 1% or Skim Milk	Turkey Pasta Salad Tomato Wedges Coleslaw Dinner Roll w/Margarine Pineapple/Mandarin Oranges 1% or Skim Milk	Chef Salad-Assorted Meat/Cheese On Mixed Greens Pineapple Juice Assorted Crackers – 2 pkgs Gelatin Poke Cake Or Diet Poke Cake 1% or Skim Milk	Chicken Salad On Rye Bread (2) Lettuce & Tomatoes 3 Bean Salad Apple Crisp or Applesauce 1% or Skim Milk

Food Bid Specifications 2022-2025

MEALS ON WHEELS				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
H Beef Stew w/ Vegetables H Whole Kernel Corn H Cherry Crisp C Biscuit/Margarine C 1% Milk	H BBQ Ribette H Steak Fries H Green Beans C Whole Grain Bun C Fresh Orange C 1% Milk	H Chicken Parmesan H Garlic Whipped Potatoes H Carrots C Whole Grain Bread C Stick/Margarine C Fruit Cocktail C 1% Milk	H Polish Sausage H Whipped Potatoes H Sauerkraut C Rye Bread C W/Margarine C Chocolate Pudding C 1% Milk	H Beef Chili w/ Beans H ½ Baked Potato H Applesauce C Tossed Salad/Dressing C Cornbread/Marg C Sour Cream C 1% Milk
H Chicken Fried Steak/ Country Gravy H Whipped Potatoes H Orange Glazed Beets C Whole Wheat Bread/Marg C Banana C 1% Milk	H Baked Cod w/ Garlic Cream Sauce H Brown Rice Pilaf H Mixed Vegetables C Marble Rye/Margarine C Sugar Cookie C 1% Milk	H Swedish Meatballs H Baby Red Potatoes H Zucchini & Tomatoes C Whole Grain Roll C w/Marg C Plain Cake C 1% Milk	H Smothered Chicken Breast/Gravy H Whipped Potatoes H Broccoli C Multi-Grain Bread/Marg C Peaches C 1% Milk	H Pork Fritter W/Gravy H Au Gratin Potatoes H Roasted Baby Carrots C Whole Wheat Roll/Marg C Ambrosia C 1% Milk
H Chicken & Rice Casserole H Peas w/ Mushrooms H Stewed Tomatoes C Multi Grain Bread/Marg C Blushing Pears C 1% Milk	H Ham/Beans H Crinkle Cut Carrots H Cinnamon Apples C Cornbread/Marg C 1% Milk	H Meatloaf W /Gravy H Whipped Potatoes H Winter Blend Veg. C Whole Wheat Roll/Marg C Tropical Fruit C 1% Milk	H Beef Taco Meat H Mexican Corn H Glazed Pineapple C Diced Tomatoes, Lettuce, & Shredded Cheese C 8" Flour Tortilla C Taco Sauce C 1% Milk	H Roast Beef W/Gravy H Oven Roasted Potatoes H Brussel Sprouts C Sourdough Bread C W/Margarine C Lemon Pudding C 1% Milk
H Turkey W/Gravy H Whipped Potatoes H Green Beans C Whole Wheat Bread/Marg C Peanut Butter Cookies C 1% Milk	H Pasta w/ Italian Meat Balls H Cauliflower H Peaches C Tossed Salad/Dressing C Whole Grain Bread C Stick/Marg C 1% Milk	H Baked Ham H Baked Sweet Potatoes H Peas C Rye Beard/Margarine C Pineapple/Mandarin Oranges C 1% Milk	H Breaded Fish Fillet H Scalloped Potatoes H Parsley Carrots C Whole Wheat Roll C W/Margarine C Diet Gelatin Poke Cake C Tartar Sauce C 1% Milk	H Hamburger Patty H Baked Beans H Apple Crisp C Lettuce/Tomato C Whole Grain Hamburger Bun C 1% Milk
*H Indicates Food to Be Packed in Hot Tray	*C Indicated Food to Be Sent Cold			

Food Bid Specifications 2022-2025

HOLIDAY MEALS (Date meal served scheduled on a Wednesday prior to actual Holiday)

Easter

Baked Ham w/Pineapple Glaze
Sweet Potatoes
Peas w/Mushrooms
Dinner Roll w/Margarine
Cheesecake w/Strawberries
1% Milk or Skim Milk

Thanksgiving

Roast Turkey w/Gravy
Dressing (1/3 cup serving)
Whipped Potatoes
Green Beans
Jellied Cranberry Sauce
Dinner Roll w/Margarine
Pumpkin Pie w/ Whipped Topping
1% Milk or Skim Milk

Christmas

Roast Pork w/gravy
Parsley Red Potatoes
Broccoli w/cheese sauce
Dinner Roll w/Margarine
Apple Pie w/Whipped Topping
1% Milk or Skim Milk

New Year's Day, Valentine's Day; St. Patrick's Day; Mother's Day; Father's Day; 4th of July; and Halloween – served on the actual day of the holiday or on the Friday prior if it falls on a week-end.

Special menu such as Corned Beef & Cabbage or a special dessert for the occasion
(i.e. cut-out cookies; decorated cake or cupcakes; cherry crisp; lime sherbet; cherry cake).

Monthly Birthday Party

A decorated Birthday Cake to be provided the second Wednesday of each month to all centers for their monthly Birthday Party.

Food Bid Specifications 2022-2025

MEALS ON WHEELS BOX LUNCH MENUS (These meals will be sent out on Thursday & Friday Prior to the week-end with the hot meals)

Day 1

Roast Beef Sandwich (3 oz meat, 2 slices Bread)
Broccoli Salad
Peaches
Animal Crackers
1% Milk

Day 2

Sliced Turkey Sandwich (3 oz meat, 2 slices bread)
Potato Salad
Fruit Mix
Lorna Doone Cookies
1% Milk

Day 3

Tuna Salad Sandwich (3 oz meat portioned in a cup, 1 Hamburger Bun)
Marinated Green Beans
Pineapple and Mandarin Oranges
Blueberry Muffin Square
1% Milk

Day 4

Ham & Cheese Sandwich (2 oz meat, 1oz Cheese Slice, 1 Hamburger Bun)
Carrot Raisin Salad
Fresh Fruit
Vanilla Wafers
1% Milk

