

LEGAL AD

INVITATION TO BID

THE COUNTY OF CARBON WILL RECEIVE SEALED BIDS, UNTIL 3:30 P.M. (PREVAILING TIME), MONDAY, JULY 24, 2017 IN THE OFFICE OF THE COUNTY CONTROLLER, COURTHOUSE ANNEX, 2ND FLOOR, P.O. BOX 59, JIM THORPE, PA 18229, FOR THE FOLLOWING:

FOOD SERVICE, AREA AGENCY ON AGING

BID DOCUMENTS MAY BE OBTAINED AT A NON-REFUNDABLE COST OF \$25.00 PER SET, PAYABLE TO THE "COUNTY OF CARBON", FROM THE PURCHASING DEPARTMENT, COURTHOUSE ANNEX, 2ND FLOOR, JIM THORPE, PA, (570) 325-8988. DOCUMENTS MAY ALSO BE VIEWED FREE OF CHARGE.

A MANDATORY PRE-BID CONFERENCE WILL TAKE PLACE AT THE CARBON COUNTY AREA AGENCY ON AGING OFFICE, 401 DELAWARE AVE., 3RD FLOOR, PALMERTON, PA 18071 BEGINNING AT 10:00 A.M. ON JULY 13, 2017.

BIDS WILL BE OPENED AT THE COMMISSIONERS MEETING HELD ON THURSDAY, JULY 27, 2017 AT 10:30 A.M. PREVAILING TIME.

THE AWARD WILL BE MADE, USUALLY WITHIN THIRTY (30) DAYS, TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER SUBMITTING A BID IN CONFORMITY WITH THE SPECIFICATIONS. HOWEVER, THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

CARBON COUNTY BOARD OF COMMISSIONERS

Linda Dopira
Purchasing Manager

Adv. 6/27 & 6/30/17

COUNTY OF CARBON

NUTRITION PROGRAM, AREA AGENCY ON AGING

MINIMUM SPECIFICATIONS

SCOPE OF WORK:

1. It shall be the intent of these specifications to clarify the terms and conditions under which a Vendor shall provide food and beverage to the (5) five Senior Center locations as described in Appendix C of this document through sealed bids and in strict accordance with the annexed general instructions and specifications. Some food will be for congregate consumption at the Centers and some will be packaged at the Centers for transport to individuals in their own homes. Some will be prepackaged frozen meals.

SERVICE DEFINITION:

2. The Vendor will be responsible for the provision of meals for the Senior Center and Home Delivered Meal Program. The meals must be 1/3 RDA, planned by a Registered Dietitian, contracted by the provider. Meals will be therapeutic in nature i.e. low fat, low sodium and low cholesterol.

PRE-BID CONFERENCE:

3. A mandatory pre-bid conference will take place at the Carbon County Area Agency on Aging Office, 401 Delaware Avenue, Third Floor, Palmerton, PA 18071 on Thursday, July 13, 2017 beginning at 10:00 A.M. Only attendees of the meeting will qualify as eligible bidders.

QUANTITIES:

3. It is understood and agreed upon by all bidders that the quantities listed are estimates only based on annual consumption. Quantities ordered may be increased or decreased in accordance with actual needs and the County, in accepting any bid, will pay only for the goods actually received.
4. There is an average of four hundred and fifty (450) hot meals served per week. An estimated five hundred and sixty (560) frozen meals will be delivered to the centers one time per week; the day will vary based on delivery area. These frozen meals with components are to be delivered in packs of four (4), six (6) and seven (7). Exact counts will be provided to the Vendor each week.
5. Components accompanying meals for home delivery will be delivered pre-packaged to the centers. Components for meals served at the centers will be delivered in bulk.

MENU COMPOSITION:

6. Each hot lunch, frozen meal and cold packaged meal shall include at least one-third (1/3) the daily Recommended Dietary Allowance (RDA) requirements as established by the National Academy of Science - National Research Council.
7. All milk must be delivered in 1/2 pint containers.

8. The Agency shall be given advance notice of any substitutions to the daily menu.
9. The Vendor shall provide special holiday menus as requested by the Agency.
10. The Vendor shall provide bag lunches for special occasions as requested by the Agency.
11. The Vendor shall supply all paper, plastic utensil packets, Home Delivered Meal Foil Containers and any other containers essential to the meal program. Paper products are to be environmentally safe and biodegradable.

TEMPERATURES:

12. Each meal at time of delivery must be not less than 135 degrees Fahrenheit for hot foods and not more than 41 degrees Fahrenheit for cold foods (excluding frozen products such as ice cream which shall not be more than 10 degrees Fahrenheit). The provider must keep a daily record of food temperatures after food preparation, and just prior to packaging food for delivery.

DELIVERY:

13. Deliveries are to be made on a five (5) day a week basis, Monday through Friday, with the exception of National Holidays, Presidential Directives, weather conditions sufficiently severe to close schools in the area, or at the discretion of the Program Supervisor, for a total of two hundred fifty (250) days per full year.
14. Transport equipment shall be any system that has been designed, installed and operated in accordance with the criteria set forth by the National Sanitation Foundation, Automatic Merchandising Health - Industry Council, Baking Industry Sanitation Standards Committee, the Committee for 3-A Sanitary Standards (Dairy Equipment), and any other nationally recognized testing laboratories.
15. Food delivered must maintain safe food temperatures as noted for hot and cold foods. If frozen, food temperature must be -10 degrees Fahrenheit to 0 degrees Fahrenheit during transportation and delivery. Provisions must be made for maintenance of equipment at all times.
16. Delivery for all five (5) serving centers must be completed between the hours of 8:30 A.M. and 11:30 A.M. each day.
17. The County reserves the right to change the location of the five (5) Project Sites:
 - a) with (2) weeks written notice to the Company
 - b) without notice in the event of an emergency or if the Project Site becomes temporarily or permanently uninhabitable
 - c) or to add to or eliminate Project Sites by giving two (2) weeks' notice to Company

CONTRACT TERM:

18. The contract resulting from this Invitation to Bid shall be for a three-year period commencing on September 1, 2017 with an additional 2-year automatic renewal for a final termination date of

August 31, 2022.

TERMINATION OF CONTRACT:

18. The County of Carbon reserves the right to cancel this contract at any time for unsatisfactory service or noncompliance of any part of these specifications by giving the Vendor thirty (30) days written notice. Additional factors which may cause early termination are: excessive use of pre-packaged foods, inconsistent quality, poor taste or any other factor deemed unsatisfactory by the Agency.

VENDOR DEFAULT:

19. In the event the Vendor fails to deliver meals and supplies, or delivers meals which are inedible, or fails to meet specifications in quantity, quality, temperature, type of food item and all other areas as listed in the document, of which the Agency shall be the sole judge, the following procedures may be followed:

- a) The Agency will notify the Vendor of items below specification.
- b) The Vendor shall replace all items failing to meet specification, or Agency will procure these items elsewhere.
- c) If the Agency procures the food and supplies elsewhere, the Vendor will reimburse the cost of the replacement food and supply items, plus any expense incurred by the Agency in procuring such items;

OR

- d) If the Vendor does not replace items, the unit cost of the entire meal(s) not meeting specification will be deducted from the Vendor's invoice.

20. The Agency shall promptly notify the Vendor in writing of any claims against the Agency, and in the event of a suit being filed, shall promptly forward to the Vendor all papers in connection therewith. The Agency shall not incur any expense or make any settlement without the Vendor's consent.

21. The Vendor shall carry General Liability insurance, including products coverage, in the amount of at least \$2,000,000 Bodily Injury and Property Damage, naming both Carbon County and the Carbon County Area Agency on Aging as an additional insurers.

REGULATORY COMPLIANCE:

22. The Vendor must comply fully with all State and Federal regulations regarding maintenance of proper sanitation and health standards in all aspects of food procurement, productions, delivery and service as described in attachment.

THERAPEUTIC DIETS:

23. The Vendor shall at no extra charge provide for preparation and delivery of physician recommended therapeutic diets as requested by the Agency. All gravy bases and sauces shall be low-sodium. All foods shall be prepared with a minimum of salt and fat.

DIETICIAN SERVICES:

24. The Vendor shall make available the services of a qualified Dietitian for up to 30 hours of service per contract year, as may be required by the County.

BILLING/PAYMENT TERMS:

25. The Vendor shall invoice the Agency on a summary basis monthly. The itemized billing must include delivery date, location and quantity of meals delivered at each location.

26. Billing cycle will be the first day of each month through the last day of each month. Monthly invoice must be received no later than the 10th day of the following month. All invoices on a summary basis must show credits within the monthly billing cycle, using instant credits.

27. Payments will be made to the Vendor within thirty (30) days of the Agency's receipt of undisputed monthly statement.

MISCELLANEOUS:

28. The Vendor may be asked to provide raw food costs for each type of meal (frozen, cold meal and hot meal).