

August 24, 2022

The Appalachian Agency for Senior Citizens is seeking proposals for Frozen Meals and Shelf Stable Meals. Contract for frozen and shelf stable meals may be awarded to separate vendors. Please bid accordingly. Vendor selection will be based on the ability to meet DRI specifications, price, delivery schedule, food quality, taste and packaging. Price will be taken into consideration, but is not the sole determining factor. Specifications for bids, and the terms and conditions of the resulting contract, shall comply with service standards as established by the Virginia Department for the Aging. All bid documents can be obtained from the Appalachian Agency for Senior Citizens website at www.aasc.org listed under the "bids" tab and clicking on Home Delivered Meals.

Enclosed please find Frozen Meal and Shelf Stable Meal Specifications, Requested Vendor Information, Vendor Check List, and Vendor Selection-Evaluation Criteria.

Proposals must be received by the Appalachian Agency for Senior Citizens Office, P.O. Box 765, Cedar Bluff, Virginia 24609 by 4 P.M. on Friday, September 16, 2022. All proposals must be submitted in a sealed envelope marked "Sealed Bids – Home Delivered Meals".

The contract period for which proposals are solicited is October 1, 2022 – September 30, 2023. Renewal option possible.

Delivery of damaged, non-compliant, or deficient meals in excess of five percent may result in immediate contract termination as provided under Appalachian Agency for Senior Citizens Contract and Procurement Policies.

For additional Information, please contact, Leah Call at (276) 964-4915. Appalachian Agency for Senior Citizens reserves the right to reject any and all bids if it deems it in the best interest of the agency.

Enclosures

SPECIFICATIONS
FROZEN MEALS and SHELF STABLE MEALS

1. Shelf stable meals are to be delivered to Appalachian Agency for Senior Citizens (AASC) Swords Creek Warehouse between the hours of 8:00 a.m. to 12:00 noon. Nutrition Director must be notified 24 hours prior to delivery.
2. Frozen meals are to be delivered to the AASC Central Office Mon-Fri between the hours of 8 a.m. to 4:30 p.m.
3. Meals must be available for delivery within two weeks of ordering.
4. Meals are to be transported to the delivery site using sanitary procedures approved by the State Health Department.
5. Frozen Meals must be delivered in compartmentalized trays that are ready for oven or microwave heating, pre-portioned with a meat or meat entree plus two vegetables. A fruit dessert is preferred.
6. Each meal must meet the 1/3 Recommended Dietary Reference Intakes (DRIs) established by the Food and Nutrition Board of the National Academy of Science. (including bread, fruit, juice and milk)- A nutrient analysis of each type meal must accompany proposal. Included in the analysis must be sodium (not to exceed 1200 mg.), calories, protein, fat, vitamin A, vitamin C, vitamin B6, vitamin B12, calcium, magnesium, zinc, and fiber.
7. Products must be United States agricultural commodities and other food of US origin.
8. Menus must include a reasonable variety of foods palatable to the elderly. Consistently low ratings by program participants will be considered due cause to terminate any purchase agreement.
9. Meals must be packaged in transportable containers with easy to read menus enclosed in each case.
10. Cases must be composed as follows:

FROZEN MEALS

Case Type 1-14 Meals per Case	Case Type 2-5 Meals per Case
All Lunch	All lunch
Regular (variety in menus)	Regular (variety in menus)

SHELF STABLE MEALS

Case Type 1-14 Meals per Case	Case Type 2-5 Meals per Case
14 Lunch	All lunch
Regular (variety in menus)	Regular (variety in menus)

(NO GRAPEFRUIT JUICE PLEASE)

11. A price list for each type must be submitted. Rebates (based on quantity ordered) should be noted. Estimated quantity of frozen food ordered annually is 110,000 meals. Estimated shelf stable meals ordered annually is 20,000.
12. **AASC Staff will not be responsible for unloading the truck.**
13. Price must include transportation cost.

REQUESTED VENDOR INFORMATION
FROZEN MEALS and SHELF STABLE MEALS

Description of Organization

Give a brief description of your organization, length of time in operation, insurance, past experience in food catering, etc. Also, give a description of the product and services that are provided through your organization.

Current Health Inspection

Current Health Inspection for our organization required.

Sample Menus

Submit sample menus for review.

Service Delivery Information

Please explain the procedures utilized to package and transport food to delivery site, which guarantees that food handling safety and sanitary procedures are met, as required by the State Health Department. Indicate the number of meals in a package/box, and the weight and size of container(s).

Letters of Recommendation

Please include three (3) letters of recommendation/references for review and consideration.

APPALACHIAN AGENCY FOR SENIOR CITIZENS
Home Delivered Meals Program
Vendor Check-List
(FY October 1, 2022 – September 30, 2023)

PLEASE PROVIDE THE FOLLOWING INFORMATION

1. Meals available for delivery within two weeks of ordering. Yes_____ No_____
2. Indicate price for each type of meal requested.

Shelf Stable Meals – Once a month delivery

Case Type 1 (14 Lunch Pack)
Regular - Variety in Menus \$_____

Case Type 2 (5 Lunch Pack)
Regular – Variety in Menus \$_____

Frozen Meals – Twice a month delivery

Case Type1 (14 Lunch Pack)
Regular – Variety in Menus \$_____

Case Type 2 (5 Lunch Pack)
Regular – Variety in Menus \$_____

Case Type 3 (20 Lunch Pack)
Regular (Same Menu) \$_____

3. Note any exceptions or additions:

Nutrient Analysis

The table that follows represents the most current DRIs that include the RDA and AI nutrient values for use when planning and evaluating meals. Values are provided for one meal a day for the average older adult population served by the program. For programs serving two meals a day, the values in the compliance range must be doubled, and for three meals per day, the values are tripled.

Menus that are documented as meeting the nutrient requirements through nutrient analysis software must provide the following:

Nutrient	Target Value Per Meal ⁽¹⁾	Compliance Range ⁽²⁾
Calories (Kcal)	685	600-750
Protein (grams)	23 gm	Minimum of 14 gm pro in the entrée/protein portion of the meal
Fat (% of total Calories) (grams)	23 gm	23-27 grams
Vitamin A (ug) ⁽³⁾	300 ug or 1000 I.U.	> 300 ug or 1000 I.U. averaged over one week
Vitamin C (mg)	30 mg	
Vitamin B6 (mg)	0.57 mg	
Vitamin B12 (mg) ⁽⁴⁾	0.79 ug	
Calcium (mg)	400 mg	
Magnesium (ug)	140 mg	> 110 mg
Zinc (mg)	3.1 mg	
Sodium (mg)	800 mg	< 1,200 mg ⁽⁵⁾
Fiber (gm)	10 gm	> 8 gm

(1)Target Value: This value represents one-third the Dietary Reference Intake

(2)Compliance Range: This range represents acceptable minimum or maximum values as specified by the state to allow for menu flexibility and client satisfaction.

(3)Vitamin A content should be for vegetable (carotenoid) sources,

(4)Fortified foods may be used to meet vitamin B12 needs.

(5)Sodium is liberalized based on the information from the Mathematica study that demonstrated that for many participants the meal provides close to 40-50% of the participants daily intake and to allow for menu flexibility and client satisfaction.