



## Invitation For Bid

### Food Vendor - Adult Day Center – Fremont, Ohio

The purpose of this Invitation for Bid (IFB) is to select a food service vendor who will provide and deliver complete, safe and nutritious meals as defined by the Child and Adult Care Food Program (CACFP), to an adult day care center in Fremont, Ohio under the administration of Easterseals Northern Ohio

The successful bidder will enter into contract with Easterseals Northern Ohio. By submitting a bid, the bidder agrees to all the terms and conditions in the contract, including the cycle menu. In the event of any conflict or inconsistency between this IFB and the contract, the contract shall govern.

Sealed bids must be delivered no later than 5:00 p.m. on 9/14/2020 to Easterseals Northern Ohio – [lholly@eastersealsnoh.com](mailto:lholly@eastersealsnoh.com)

Any bid received after the exact time specified for receipt will not be considered. The contract will be awarded to the lowest bidder whose bid includes all the material requirements of the IFB and who possesses the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources.

Bidders or their authorized representatives are expected to fully inform themselves about the conditions, requirements and specifications before submitting bids; failure to do so will be at the bidder's own risk.

Bidder (the Vendor) is bidding to be awarded a contract with Easterseals Northern Ohio (the Organization) to provide meals and/or snacks to the following centers:

<b>Name of Center</b>	<b>Address</b>	<b>Number of Lunches</b>
Easterseals Northern Ohio – Fremont	1907 Croghan St. Fremont, Ohio 43420	Approximately 10 to start – with anticipation of growth to 30/day

The contract will be in effect from reopen date of center open (anticipated 9/21/2020) for one year and may be terminated by mutual consent or by either party for reasons of cause with at least 30 days notice.

The Vendor will provide lunches that meet or exceed the CACFP Meal Pattern requirements described in attachment A, as well as policy memos issued by Ohio Department of Education CACFP and USDA. These materials are available from Easterseals and CACFP for reference in food preparation and service .

The number of meals indicated above is only an estimate and not a purchase commitment. The Organization may increase or decrease the number of meals by calling the Vendor.

When an emergency exists, which might prevent the Vendor from delivering a meal component as specified on the approved menu or the entire meal, the Vendor shall notify the Organization immediately so substitutions can be agreed upon or the Organization can make alternative arrangements.

Meals provided will be tasty and appetizing and prepared in a manner that conserves the nutritive quality of foods at all stages of food preparation, delivery and service. Preparation and delivery shall meet all state and local health and sanitation requirements.

The Vendor has a state or local health department permit for any facility in which meals are prepared. The Vendor will maintain this health certification for the duration of the Contract. The Organization has the right to inspect the Vendor's meal preparation facilities and delivery vehicles.

The Organization is not required to pay for meals that:

- a. do not meet CACFP requirements
- b. are spoiled or unwholesome at the time of delivery
- c. have not been prepared or held according to state or local health codes
- d. are delivered later than the specified meal times without permission from the Organization OR
- e. have been changed without agreement by the Organization

In the case of handicapped CACFP participants as defined in 7 CFR 15b, the Vendor will work with the Organization to meet the needs of special diets at no additional cost. In the case of non-handicapped CACFP participants, the Vendor will make an effort to accommodate physician's orders, to the extent practicable, at no additional cost.

The Vendor will provide to the Organization:

- a. daily delivery invoices which indicate the actual food items delivered and the quantity of each item:
- b. a monthly bill which includes the total number of meals delivered and the unit price per meal
- c. monthly menus

The Vendor will comply with all local and state health department regulations concerning site licensing or inspections regarding food storage, preparation, service and sanitation.

To submit a bid, complete the form on attachment B and submit

## Attachment A – CACFP Meal Pattern

Lunch Select All Four Components for a Reimbursable Meal		
1 milk <sup>1</sup>	1 cup	fluid milk
2 fruits/vegetables	1 cup	juice, <sup>2</sup> fruit and/or vegetable
1 grains/bread <sup>3</sup>	2 slices 2 servings 1½ cups 1 cup 1 cup	bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains
1 meat/meat alternate	2 oz. 2 oz. 2 oz. 1 1/2 cup 4 Tbsp. 1 oz. 8 oz.	lean meat or poultry or fish <sup>4</sup> or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butter or nuts and/or seeds <sup>5</sup> or yogurt <sup>6</sup>

<sup>1</sup> Milk served must be low-fat (1%) or non-fat (skim).  
<sup>2</sup> Fruit or vegetable juice must be full-strength.  
<sup>3</sup> Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.  
<sup>4</sup> A serving consists of the edible portion of cooked lean meat or poultry or fish.  
<sup>5</sup> Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch requirement.  
<sup>6</sup> Yogurt may be plain or flavored, unsweetened or sweetened.

**For additional information please refer to:**

<http://education.ohio.gov/Topics/Other-Resources/Food-and-Nutrition/Child-and-Adult-Care-Food-Program-CACFP/CACFP-Adult-Day-Care-Component>

## Attachment B - Bid Form

Company Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

**1. The price per meal, based on the menus, including food, labor, paper products and delivery is:**

Lunch \$ \_\_\_\_\_ each

Total Bid \$ \_\_\_\_\_

**2. The Organization is required to pay the Vendor within:**

≤ 30 days of billing     ≤ 60 days of billing     ≤ other \_\_\_\_\_

**3. The number of meals indicated in the Invitation For Bid is only an estimate and not a purchase commitment. The Organization may increase or decrease the number of meals by calling the Vendor (choose one):**

≤ before \_\_\_\_\_ am/pm the preceding day     ≤ 48 hours in advance     ≤ before \_\_\_\_\_ am/pm on the day of service     ≤ other: \_\_\_\_\_

**4. The Vendor will deliver each meal either:**

≤ individually packaged (unitized)                       ≤ food in bulk

**5. The vendor will deliver Lunch at this time each day:** \_\_\_\_\_

**6. Attach a sample menu**

**7. Attach a list of 2 organizational references for current food service**