



Thank you so much for your interest in responding to this Request for Proposals (RFP) for meals for the ADRC-CW Senior Nutrition Program, Wood County service areas.

Included below for this RFP:

- 1) "Nutrition Program Meal Service Proposal" form
- 2) "Proposal Administration and Assurances" – including the submission requirements
- 3) "Nutrition Program Meal Specifications" - describing the service requirements

The contract period sought is three years, with possible extensions to the contract for a fourth and fifth year. The ADRC-CW Board wants potential providers to know that we are looking for a long term commitment for service. The proposal should include rates for the three-year contract period.

If you have any questions about the proposal or the process for responding, you may contact:

Steve Prell, Fiscal Services Director – 715-261-6070

Steve.Prell@adrc-cw.org

If you have any questions about the nutrition program specifications or requirements, you may contact:

Ronda James, Nutrition Program Director – 715-261-6070

Ronda.James@adrc-cw.org



NUTRITION PROGRAM MEAL SERVICE PROPOSAL FORM

The Aging and Disability Resource Center of Central Wisconsin is requesting proposals for the preparation of meals for the Nutrition Program in the Wood County service area as outlined in the attached Request for Proposals.

Proposals must include this completed four-page Proposal form with the other supporting information delivered in a sealed envelope clearly marked on the outside with the name and address of the responding company and the statement "SEALED PROPOSAL - NUTRITION PROGRAM MEAL SERVICE" clearly marked on the left hand corner.

**SEALED PROPOSALS MUST BE RECEIVED BY 4:30 PM LOCAL TIME
ON MONDAY October 3, 2022**

Prospective providers may submit alternate proposals for consideration by the ADRC-CW if they meet the Nutrition Program specifications

Provider Company Name _____

B. NUTRITION PROGRAM MEAL SERVICE PROPOSAL - OTHER SUPPORTING INFORMATION

See PROPOSAL ADMINISTRATION AND ASSURANCES 1.19 Proposal Contents.

All Proposals must Include the following supporting information:

1. A copy of sample Menu Plans for three months.
2. The Provider name, address, type of business, contact names and numbers, and person legally responsible for entering into a contract
3. A description of the Provider's experience in senior nutrition services
4. The location and description of the kitchen that will be preparing the food
5. The staffing pattern
6. A narrative that describes how the provider will meet the program specifications as outlined in this proposal

The following materials are not required, but may be submitted in support of a proposal:

1. References attesting to the ability to provide senior meals or other performance factors
2. Any documentation attesting to meal quality
3. Copy of lease agreement or Proof of Ownership
4. Photos of proposed food preparation and delivery equipment
5. Copy of Current site/local Food Processing Inspection Report
6. Any other pertinent information relevant to Provider performance or that demonstrates how the Provider can meet the needs of the ADRC-CW Senior Nutrition Program

C. NUTRITION PROGRAM MEAL SERVICE PROPOSAL - SIGNATURE

To: Aging and Disability Resource Center of Central Wisconsin
2600 Stewart Avenue, Suite 25
Wausau, Wisconsin 54401

In compliance with your inquiry and Request for Proposals for the preparation of meals for the Aging and Disability Resource Center of Central Wisconsin, having examined the specifications and being familiar with all terms and conditions of the proposed procurement, I hereby propose the enclosed proposal for said services in accordance with all terms, conditions, and specifications in this proposal.

I understand that the ADRC-CW reserves the right to accept or reject any or all proposals submitted.

I hereby certify that all statements submitted with this proposal are made on behalf of:

(Name of Corporation, Partnership, or Person) *Please print or type*

A Corporation organized and existing under the laws of the State of _____;

or a partnership consisting of _____; or an

Individual trading as _____:

Of the city/village of _____, State of _____, and that

I have carefully prepared this Proposal from the terms, conditions, and specifications and that all information is true and correct.

Signature: _____

Title: _____

Date: _____

Company Address: _____

Contact phone: _____

Contact email: _____

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN

**REQUEST FOR PROPOSALS – CONGREGATE AND MEALS ON WHEELS FOR
WOOD COUNTY SERVICE AREA**

PROPOSAL ADMINISTRATION AND ASSURANCES

1.1 Purpose

The Aging and Disability Resource Center of Central Wisconsin (ADRC-CW) is requesting proposals for the preparation of **CONGREGATE AND MEALS ON WHEELS FOR WOOD COUNTY SERVICE AREA**, as defined in the Nutrition Program Meal Service Specifications included in this Request for Proposals. Meal service coordination will be conducted by the ADRC-CW. We are requesting the most advantageous and economical option(s) that will meet the stated Nutrition Program Meal Service Specifications and the requirements of the Older Americans Act (OAA.)

1.2 Issuing Agency

This Request for Proposal (RFP) is issued for the ADRC-CW. The ADRC-CW is the sole point of contact for this RFP.

1.3 Proposal Submission

The Aging and Disability Resource Center of Central Wisconsin will accept sealed proposals up to **4:30 PM, local time, Monday October 3, 2022.**

Sealed proposals are to be received at the following address:

**Aging and Disability Resource Center of Central Wisconsin
Attention: Ronda James, Nutrition Program Director
2600 Stewart Avenue, Suite 25
Wausau, Wisconsin 54401**

The sealed envelope containing the proposal must show the provider name and must be clearly marked in the lower left hand corner:

SEALED PROPOSAL - NUTRITION PROGRAM MEAL SERVICE.

Any proposal received not properly and clearly marked, and therefore inadvertently opened, will be rejected.

Proposals must include the Nutrition Program Proposal Form, included in this Request for Proposals, signed in ink, and cannot be faxed. Legibility, clarity, and completeness are essential for a successful proposal. Proposals must be signed by person(s) authorized to legally bind the proposal(s) and shall contain a statement that the proposal and the prices contained therein shall remain firm for a specified period. More than one proposal may be submitted.

1.4 Proposal Opening

Proposals will be opened at **9:00 AM, Tuesday October 4, 2022** by Aging and Disability Resource Center of Central Wisconsin Executive Director or Finance Director and the Nutrition Program Director. Proposal awards, if awarded, will be made as soon as possible thereafter.

1.5 Proposal Acceptance

The successful provider will be notified of the Proposal Acceptance by the ADRC-CW Nutrition Program Director. A written contract for requested service will be forthcoming upon notification of Proposal Acceptance.

1.6 Proposal Rejection

The ADRC-CW reserves the right to reject any and all proposals. Any proposal which is incomplete or not clear may be rejected. The ADRC-CW reserves the right to reject any proposal if service funding is not authorized or available or for any other reason as determined by the ADRC-CW.

1.7 ADRC-CW Assurances

The ADRC-CW openly solicits the best possible value on all "Requests for Proposals," openly soliciting proposals from all qualified providers. Only responsible providers who possess the resources and ability to meet the specific terms and specifications of this "Request for Proposals" will be considered. The ADRC-CW reserves the right to accept or reject any or all proposals, in whole or in part, as deemed in the best interest of the ADRC-CW Nutrition Program.

- a. This proposal request does not commit the ADRC-CW to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The submitted proposals will become part of the ADRC-CW's records without any obligation on the ADRC-CW's part.

c. The provider shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the ADRC-CW for any purpose.

d. The ADRC-CW has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to the award, to waive any or all irregularities or technical errors, or to re-advertise with either an identical or revised specification.

e. The ADRC-CW reserves the right to request clarifications for any proposal.

f. The ADRC-CW reserves the right to select elements from different individual proposals and combine and consolidate them in any way deemed to be in the best interest of the ADRC-CW Nutrition Program.

1.8 Firm Offer

The proposal shall be firm for acceptance for sixty (60) days from the date of proposal opening.

1.9 Proposal Evaluation Criteria

The successful vendor will demonstrate the ability and capacity to meet the meal specifications as outlined in the "Nutrition Program Meal Service Specifications" in the most cost effective way that ensures a high quality and nutritious meal for our customers. The successful vendor will demonstrate knowledge and experience in meeting the specific dietary guidelines as required in the Older Americans Act. The successful vendor will demonstrate the ability to develop a good working relationship with the ADRC-CW staff, which includes Nutrition Drivers, Site Managers, Nutrition Coordinator, Nutrition Supervisor, Nutrition Program Director, and Aging & Wellness Services Director. In addition, the successful vendor will demonstrate a willingness to positively respond to feedback from our Nutrition Program customers and our Nutrition Advisory Council.

Proposals will be evaluated based on the following criteria:

Meal Cost - 30%

Menu, Food Variety, and Food Quality - 30%

Experience in Meeting OAA Dietary Guidelines - 10%

Provider's proposed kitchen location and delivery system - 10%

Menu planning process - 10%

Proposal Best Fits Senior Nutrition Program Needs - 10%

1.10 Taxes

The ADRC-CW is exempt from payment of all federal excise and all state and local sales tax under Wisconsin Statute Section 77.54 (9a) (b). Such taxes shall not be added or quoted as part of the proposal. Providers may not purchase raw materials from their suppliers for the completion of this proposal using the ADRC-CW's tax exemption.

1.11 Deviations and Exceptions

Any deviations from the standard conditions of proposal or specifications or expectations taken shall be described fully and appended to the Proposal Form on the provider's letterhead over the signature of the person signing the Proposal Form. The proposal shall be accepted in strict compliance with all terms, conditions, and specifications in which the providers shall be liable thereafter.

1.12 Licensure and Standards Requirements

The Provider shall assure that where state or local public jurisdiction requires licensure, the agency shall be licensed or meet licensure requirements. The Provider must operate in accordance with all applicable standards requiring fire, health, and safety standards. The Provider must comply with all requirements imposed by ADRC-CW.

1.13 Insurance and Indemnity Requirements

Prior to entering into a contract to provide Nutrition Program services, the successful Provider must demonstrate proof of the following insurance:

<u>Coverage</u>	<u>Minimum Limit</u>
Worker's Compensation	Statutory
Comprehensive General Liability	\$1,000,000 & \$2,000,000 aggregate
Professional Liability	\$1,000,000 & \$2,000,000 aggregate
Automotive Liability	\$1,000,000 & \$2,000,000 aggregate
Excess liability	\$1,000,000

Policies must be issued by a company or companies authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Commissioner.

1.14 Provider Assurances

The Provider must comply with the following:

- a. All staff having contact with program participants must submit to a Criminal Background check in accordance with the Caregiver Background Check law.
- b. Provider shall comply with the provisions of the Fair Labor Standards Act.
- c. Provider will insure staff will be given confidentiality training to insure confidentiality for program participants.

1.15 Appeal Process

An aggrieved Provider who wishes to request reconsideration of proposal acceptance action shall notify the ADRC-CW Executive Director within ten (10) days following receipt of the notice of proposal rejection. The basis for the grievance should be submitted in writing. The ADRC-CW Board will hear the grievance at a scheduled meeting and the grievant will be notified of the meeting date, time, and place. The Board will vote whether or not to reconsider. The grievant will be notified of the Board's decision within ten (10) days of the action.

1.16 Non-discrimination

All reports and correspondence written under the auspices of the Respondent shall not imply language that could be construed as discriminatory based on age, race, color, creed, religion, handicap, sex, sexual preference or national origin. The successful Provider awarded a contract as a result of this inquiry shall adhere to all non-discriminatory provisions as set forth in Wisconsin Statutes Section 16.765(1) and (2) (a)

1.17 Status of Proposal

All providers submitting a proposal by the deadline will be notified of the proposal status in writing.

1.18 Proposal Discussions

Discussions may be conducted with responsible Providers who submit proposals determined by ADRC-CW to be reasonably susceptible to being selected for award for the purpose of clarification to assure full understanding and conformance to the solicitation requirements. Providers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offer. In conducting

discussions, there shall be no disclosure of the information derived from proposals submitted by competing Providers.

1.19 Proposal Contents

Proposals submitted in reply to the RFP shall respond to the specifications stated herein. Failure to respond to the specifications may be a basis for a Respondent being eliminated from consideration during the selection process. The Purchaser reserves the right to reject any or all proposals and any part of a given proposal.

All Proposals must Include the following supporting information:

1. A copy of sample Menu Plans for three months.
2. The Provider name, address, type of business, contact names and numbers, and person legally responsible for entering into a contract
3. A description of the Provider's experience in senior nutrition services
4. The location and description of the kitchen that will be preparing the food
5. The staffing pattern
6. A narrative that describes how the provider will meet the program specifications as outlined in this proposal

The following materials are not required, but may be submitted in support of a proposal:

1. References attesting to the ability to provide senior meals or other performance factors
2. Any documentation attesting to meal quality
3. Copy of lease agreement or Proof of Ownership
4. Photos of proposed food preparation and delivery equipment
5. Copy of Current site/local Food Processing Inspection Report
6. Any other pertinent information relevant to Provider performance or that demonstrates how the Provider can meet the needs of the ADRC-CW Senior Nutrition Program

1.20 Procurement Policy

All aspects of this Request for Proposal will be in accordance with the Marathon County Procurement Policy, Sections 3.01 through 3.16 of the General Code of the County of Marathon. A copy of the Procurement Policy is available at the office of the Marathon County Clerk, Marathon County Courthouse, at 500 Forest Street, Wausau, Wisconsin 54403. This Procurement will also be in accordance

with Wisconsin Statutes, Chapter 46, and the provisions of the Wisconsin Administrative Code referenced herein.

1.21 Incurring Costs

The ADRC-CW is not liable for any costs incurred by any Respondent in replying to this RFP.

1.22 Cancellation

The ADRC-CW reserves the right to cancel this solicitation; any or all proposals may be accepted, modified or rejected in whole or in part, and ADRC-CW further reserves the right to accept the proposal most advantageous to the ADRC-CW.

1.23 Proposals Content/Contractual Obligations

All aspects of the proposal from a successful Respondent will become a contractual obligation. The ADRC-CW reserves the right to negotiate the award amount and budget items with the selected Respondent prior to entering into a contract. The contract may be modified only by written amendment duly executed by all parties. Justifiable modifications may be made in the course of the contract only through prior consultations with and written approval from the ADRC-CW. Failure of the successful Respondent to accept these obligations in the contractual agreement may result in cancellation of the contract.

1.24 Withdrawal of Proposals

Proposals may be withdrawn prior to opening by written notice. The Respondent or his/her authorized representative may withdraw proposals in person, providing that his/her identity is made known and he/she signs the receipt for the proposal.

1.25 Proprietary Rights

The Request for Proposals and all responses thereto shall become public record after the award of the contract.

1.26 ADRC-CW Contacts

All requests for further information should be directed as follows:

Meal Service Specifications/Nutrition Program Requirements

Ronda James, Registered Dietitian, Nutrition Program Director
Ronda.James@adrc-cw.org or 715-261-6070

Questions About the RFP Process

Steve Prell, Fiscal Services Director
Steve.Prell@adrc-cw.org or 715-261-6070

Aging and Disability Resource Center of Central Wisconsin
2600 Stewart Avenue, Suite 25
Wausau, Wisconsin 54401
(715) 261-6070

NUTRITION PROGRAM MEAL SERVICE SPECIFICATIONS

2.1 General Description of Service

The Aging and Disability Resource Center of Central Wisconsin will be accepting proposals for the preparation of meals for the Elderly Nutrition Program as regulated by the Older Americans Act. The meals will be provided to customers at congregate meal sites, as specified below, and to customers in their home through the Meals on Wheels program. Meals are provided Monday through Friday, or as designated below.

2.2 Service Area and Meals Served in the Wood County Area

Senior Dining Site	Days of Service	Approximate Number of Hot Meals/Day
Cedar Rail Apartments 601 South Cedar Avenue Marshfield, WI 54449	Monday-Friday	15-20
2nd Street Community Ctr 211 East Second Street Marshfield, WI 54449	Monday-Friday	15-25
Centralia Center 220 3rd Avenue South Wisconsin Rapids, WI	Monday-Friday	20-30
Huntington House Apts 2521 10th Street South Wisconsin Rapids, WI	Monday-Friday	10-15
Nekoosa Community Ctr 416 Crestview Lane Nekoosa, WI 54457	Tues & Thurs	25 * reopening in 2023

Meals on Wheels Distribution Locations	Days of Service	Approximate Number of Hot Meals / Day <i>Frozen Meals needed daily</i>
Marshfield <i>(packaged by ADRC-CW @ Cedar Rail)</i>	Monday-Friday	45-55
Wisconsin Rapids <i>(packaged by ADRC- CW @ Centralia)</i>	Monday-Friday	60-70

Type of Meal	Total number of meals Based on Actual Numbers: August 1, 2021 to July 31, 2022
Senior Dining (Hot)	14,624 meals
Meals on Wheels (Hot)	27,714 meals
Meals on Wheels (Frozen)	17,603 meals
Grand total number of meals	59,941 meals

The successful provider would need to respond to fluctuations in meal numbers and would need to have the capacity to respond to a possible 25% increase in the annual number of meals in the Wausau/Marathon County service area.

2.3 Service

The Provider will be responsible for preparation (in the Provider’s kitchen) of one meal per day to be served for Senior Dining & Meals on Wheels, Monday through Friday, excluding holidays as determined by ADRC-CW (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and day after, Christmas Eve Day, Christmas Day and New Year's Eve Day; plus one day in summer/early autumn for All-Staff Training, and one day in autumn for Nutrition Staff training).

The Provider will accommodate frozen meals as requested by ADRC-CW for weekends, holidays, and days of service closure. Frozen meals will meet the same nutritional requirements as outlined in Menu/Meal Specifications as hot meals, and will exclusively include foods served on ADRC-CW approved menus. The Provider will choose only foods that are acceptable quality after freezing and reheating.

The Provider will package, date label, & freeze frozen meals using the Oliver sealing system for the hot portion of the frozen meal, and ADRC-CW approved disposable packaging for the cold portion of the frozen meal . The ADRC-CW will inform the Provider of frozen meal quantities needed each week. The Provider will then assemble requested frozen meals prior to delivery to the ADRC-CW by placing meal components in plastic bags.

The Provider is responsible for delivering bulk food and frozen meals to Marshfield locations, and ADRC-CW is responsible for delivering bulk and frozen meals to Wisconsin Rapids locations.

2.4 Contract Period

Successful proposals will be awarded for a three-year contract period from January 1, 2023 to December 31, 2025, with extensions for a fourth and fifth year, subject to mutual agreement of both parties.

Any contract awarded may be amended during the contract period by mutual consent of the ADRC-CW and the Provider. Any contract between the ADRC-CW and the successful Provider may be terminated if the terms, conditions, and specifications thereof are not met; termination shall only occur by the terminating party giving thirty (30) days written notice to the other party of the intention to terminate.

2.5 Menu Cycle

ADRC-CW staff will submit preliminary menus to the Provider thirty (30) days prior to meal inception. All meals must meet Older Americans Act Nutrition Program and Wisconsin Nutrition Program Operations policy menu standards as outlined in this document. Menus will be created based upon OAA Nutrition requirements, nutritional value, menu variety and attractiveness, and consumer feedback. Approved menus will be provided to the Nutrition Program participants by the ADRC-CW. Suggestions made by the ADRC-CW Nutrition Program Director will be in the best interest of the Nutrition Program participants, ADRC-CW staff, and the Provider.

The ADRC-CW shall have access upon request to Provider recipes, food ordering records, purveyor's list, etc. or any other documentation ensuring conformance with the required menu standards. The ADRC-CW Nutrition Director also may have on-site access to the Provider's kitchen to monitor quality of meals.

The Provider must prepare menus based on a minimum of two (2) menu cycles each year. A change in menu cycles does not consist of minor changes made to an existing menu cycle. Menu cycles will differ in that they will offer greatly varied food options and combinations, which may be based on seasonal items. Each menu cycle will be 6 weeks in length.

The Provider must have a back-up plan to substitute any food items that may be burnt or unacceptable for serving according to Meal Service specifications. Substitutions must be authorized by the ADRC-CW Nutrition Program Director, Nutrition Supervisor, or Director of Aging & Wellness prior to meal service. The Provider also must inform the ADRC-CW meal site staff regarding any substitution.

Proposals must include copies of sample Nutrition Program menus for three months.

2.6 Menu/Meal Specifications

The Provider will be required to meet the Nutrition Standards of the Older Americans Act and WI Senior Nutrition Program, which requires that meals comply with the current Dietary Guidelines for Americans, published by the Department of Health and Human Services and the Department of Agriculture and, must meet one-third Dietary Reference Intakes (DRI) as follows:

Meal Component Specifications for Older Americans Act Nutrition Program

Meal Component & Minimum # of Servings	Description & Serving Size Examples* (This is not an all-inclusive list)
Grains – 1 Serving Half of all grains offered will be whole grain. When refined grains are offered, they should be enriched.	1 regular slice bread, ½ cup cooked (Rice, Pasta, Noodles, Barley, Oatmeal, etc.), 1 cup ready-to-eat cereal, 1- 6" tortilla, ½ regular size bun, 1 biscuit, 1 muffin, ½ English muffin, ½ c. stuffing/dressing, 5-7 crackers
Vegetable and/or Fruit – 3 Servings (Combined Daily Total) 1 serving equals: ½ cup cooked or fresh, 1 cup raw leafy greens, ½ cup 100% juice, or ¼ cup dried fruit. Soup is typically an 8 oz. (1 cup) serving; however, the portion size should be noted on the menu by the person approving the menus. The list below is NOT comprehensive.	
<ul style="list-style-type: none"> • Dark Green: At least 1 serving per week** 	Beet greens, Bok choy, Broccoli, Collard greens, Dark green leafy lettuce,

	Endive or escarole, Kale, Mustard greens, Parsley, Romaine lettuce, Spinach, Turnip greens, Watercress
<ul style="list-style-type: none"> ● Red/Orange: At least 2 servings per week** 	Beets, Carrots, Pumpkin, Red peppers, Sweet potatoes, Tomatoes, Tomato juice, Winter squash (acorn, butternut, Hubbard) Apricots, Cantaloupe, Cranberries, Grapefruit, Guava, Mango, Nectarines, Oranges, Orange Juice, Papaya, Raspberries, Strawberries, Tangelo or Tangerine, Watermelon
<ul style="list-style-type: none"> ● Beans/Peas: At least 1 serving per week** 	Black beans, Black-eyed peas (mature, dry), Garbanzo beans (chickpeas) Great northern beans, Kidney beans, Lentils, Mung beans, Navy beans Pink beans, Pinto beans, Red beans, Soybeans, Split peas, White beans
<ul style="list-style-type: none"> ● Starchy: At least 2 serving per week** 	Corn (yellow or white), Green lima beans, Green peas, Parsnips Potatoes, Water chestnuts
<ul style="list-style-type: none"> ● Other Veggies 	Bean Sprouts, Cabbage, Cauliflower, Celery, Cucumbers, Green or Wax Beans, Green Peppers, Iceberg or Head Lettuce, Mushrooms, Onions, Summer Squash, Zucchini
Fluid milk- 1 serving	8 fluid ounces or 1 cup (Skim or 1% is preferred and can be white or chocolate)
Protein foods- 3 ounces Each meal must include a total of 3 edible ounces of protein.	3 oz of meat, fish, cheese, ¾ cup cottage cheese, 1 ½ cup Bean soup, ¾ cup cooked beans/legumes. Or Use a combination of any of the following to equal 3 ounces: 1 ounce cooked meat, poultry, fish = 1-ounce protein 1 egg = 1-ounce protein, 1-ounce cheese = 1-ounce protein 2 Tablespoons hummus = 1-ounce protein 1 ounce peanuts, tree nuts, or soy nuts = 1-ounce protein
Fats and oils – 1 serving	1 teaspoon served on side or used in cooking.
Dessert – 1 serving (optional)	½ cup - Fruit or vegetable offered as a dessert or contained in a dessert may count toward the fruit or vegetable component, respectively. 2"x2" cut (about ½ cup) of dessert, 1/8th of pie, 1 cookie, 2"x2" fruit gelatin, ½ cup fresh or canned fruit, ½ cup pudding or ice cream

** Veggies and fruits of various colors will be offered to customers each week based on above requirements.

Minimum Nutrition Standards for Average of Weekly Menu

Energy	675 calories or more
Protein	19 g or more
Dietary Fiber	9 g or more
Saturated Fat	<10% of calories
Calcium	400 mg or more
Sodium	1200 mg or less
Potassium	1565 mg or more
Magnesium	110 mg
Zinc	4 mg
Vitamin A	275mg RAE
Vitamin B6	0.6 mg
Vitamin B12	0.8 mcg
Vitamin C	30 mg
Vitamin D	120 IU
Folate/Folic Acid	135 mcg

MEAL COMPONENTS

Protein Foods

At least 3-oz. equivalent of protein foods must be offered as part of each meal.

Examples:

- 3 oz. cooked meat (3 oz. = 1 small steak or hamburger)
- 3 oz. cooked poultry, 1 sandwich slice of deli meat (3 oz. = 1 small chicken breast)
- 3 oz. cooked fish or seafood (3 oz. = 1 small salmon steak or trout)
- 6 oz. frankfurter
- 3 large egg
- ¾ cup cooked dry beans or peas, 1½ cup split pea soup, 1½ cup lentil soup, 1½ cup black bean soup, 3 falafel patties (2 ¼" across)*
- ¾ cup tofu
- 3 oz. cooked tempeh
- 6 Tablespoons hummus
- ¾ cup cottage cheese (3 oz equivalent)
- 3 Tablespoon nut/seed butter

Items that can be added on days with casseroles or when additional protein is needed:

- ½ oz. nuts, 12 almonds, 24 pistachios, 7 walnut halves = (1 oz. equivalent)
- ½ oz. seeds = (1 oz equivalent)
- ¼ cup ricotta cheese = (1 oz equivalent)
- 1 oz. cheese (hard or soft)
- 2 oz. processed cheese food or cheese spread = (1 oz. equivalent)
- ½ cup yogurt, Greek yogurt, or soy yogurt (plain, flavored, sweetened, unsweetened) = (1 oz. equivalent)
- *Because of their high nutrient content, beans/peas can be counted as either a vegetable or protein food **but not both in the same meal.***

● **Guidelines for protein foods:**

- Fillers or breading used in preparation are not to be counted as part of the portion weight.
- Meat portions weigh less after cooking. Plan to allow for shrinkage.

- Take into account the inedible parts, such as bone, skin, and sometimes fat, which will not count as part of the portion.
- Select some fish and seafood that are rich in omega-3 fatty acids, such as salmon, trout, sardines.
- Casserole entrées are cost-effective. However, because it can be difficult to meet the protein food requirement, recipes can be adjusted accordingly by supplementing the meal with additional protein-rich products.

● **Reduce fat by:**

- Preparing protein foods with little or no fat. Using oil instead of solid fat.
- Choosing low-fat prepared foods
- Choose lean or low-fat meat and poultry.
- Most cheese offered should be reduced fat or low fat.
- Most yogurt offered should be fat free or low fat.

● **Reduce sodium by:**

- Lessening salt in recipes
- Make soups or stews from scratch without purchased soup base, use reduced sodium soup base for soups and stews, or dilute high sodium soup base.
- Choosing protein foods which are relatively low in sodium.
- Limit processed meats such as ham, bacon, sausage, frankfurters, and luncheon or deli meats.
- Fresh chicken, turkey, and pork that have been enhanced with a salt-containing solution also have added sodium. Check the product label for statements such as "self-basting" or "contains up to ___% of ___", which mean

that a sodium-containing solution has been added to the product.

- Choose unsalted nuts and seeds.
- Prepare meat, poultry, and fish without breading
- Choose lower sodium cheeses
- Any item labeled with the wording “imitation” cheese or cheese “product” does not meet the nutrient

requirements and cannot be counted as a protein food.

- Cheese must be pasteurized and soft cheeses such as feta, brie, camembert, blue-veined cheeses, and queso fresco should be used with extreme caution, as they are at increased risk for contamination with *Listeria monocytogenes*.

Grains

Examples of serving sizes for some foods in this group are as follows:

- ¼ large bagel or 1 mini bagel
- 1 biscuit, 2 inches across
- 1 regular slice bread, 1 small slice French bread, 4 snack size slices
- ½ cup cooked grains (barley, bulgur, rice, pasta, noodles)
- 1 piece of cornbread, 2½-in. x 1¼” x 1¼”
- 7 crackers (square or round), 5 whole wheat crackers
- ½ English muffin
- 1 muffin, 2½ in. across
- ½ cup cooked oatmeal, 1 packet instant oatmeal
- 1 pancake (4½” across), 2 pancakes (3” across)
- 1 cup ready-to-eat cereal (flakes, rounds), 1¼ cup puffed
- 1 flour or corn tortilla (6” across)
- ½ regular size bun
- ½ cup dressing/stuffing
-

● Guidelines for offering grains:

- **Half of all grains offered will be whole grain. This means the first listed ingredient will use the word “whole”.**
- Refined grains must be enriched.
- Offer a variety of low-fat, whole-grain, wheat, bran, or rye bread, as well as cereal products.
- **Limit high-fat bread and bread-alternate** selections such as biscuits, quick bread, muffins, cornbread, dressings, croissants, fried hard tortillas and other high-fat crackers.
- Potatoes do not count as a grain meal component, they are a vegetable.
- **Reduce sodium by:**
- Not adding salt to cooking water for pasta or rice.
- Choosing lower sodium sandwich breads, rolls, bagels, and buns.

Fruit

Serving sizes are generally as follows:

- ½ cup of fresh, frozen, or canned fruit, cooked or raw
- ¼ cup dried fruit
- ½ cup of 100% fruit juice
- 1 small piece fresh fruit
- 16 grapes
- Guidelines for offering fruit:

- No more than one serving per meal may come from fruit juice.
- Prepare fruit without added fat or sugar whenever possible.
- Use fresh, frozen, or canned fruits; packed either in their own juice, or in light syrup, or without sugar.
- For people with diabetes, the most commonly recommended dessert is fruit, which should be fresh, frozen or canned; without added sugar or packed in natural juice.
- Jell-O salads can count as a fruit/vegetable serving if the recipe is modified so that each serving contains a serving of fruit/vegetable.
- Fruits make meals attractive and offer variety in color, flavor, texture and shape.
- Some fresh fruit may need to be cut, sliced, or peeled for easier chewing.

Vegetables

Serving sizes are generally as follows:

- ½ cup of fresh, frozen, or canned vegetables, cooked or raw
- ½ cup mashed vegetables, cooked
- ½ cup cooked beans/peas
- 1 cup of raw leafy greens
- ½ cup of 100% vegetable juice
- 1 medium carrot, approximately 6 baby carrots
- 1 small bell pepper
- 1 small raw whole tomato (2¼" across), 1 medium canned tomato
- ½ large baked sweet potato (2¼" across)
- Approximately ½ acorn squash
- 1 small ear of corn (about 6" long)
- ½ medium white potato (2 ½" to 3" across)
- 1 large stalk of celery (11" to 12" long)

*Based on their nutrient content, vegetables are organized into **5 subgroups: dark green vegetables, red/orange vegetables, starchy vegetables, beans and peas, and other vegetables.** Listed below are samples of commonly-eaten vegetables found in each of the required vegetable subgroups. The list is not all-inclusive.*

Guidelines for offering vegetables:

- No more than one serving per meal may come from vegetable juice.
- Jell-O salads can count as a vegetable serving if the recipe is modified so that each serving contains a serving of vegetable.
- Potatoes count as a vegetable. Instant or dehydrated potatoes must be enriched with vitamin C.
- Green peas and green (string) beans are not considered to be beans/peas. Green peas are similar to other starchy vegetables and are grouped with them. Green beans are considered "other" vegetables because their nutrient content is similar to those foods.
- Noodles, pasta, spaghetti, rice or dressing are grains, not vegetables.
- Vegetables make meals attractive and offer variety in color, flavor, texture and shape.
- Some vegetables may need to be cut, sliced, or peeled for easier chewing.
- Offer fiber-rich vegetables (including raw and cooked).
- Offer fresh or frozen vegetables whenever possible.

Reduce fat by:

- Preparing vegetables with little or no fat.

- Steaming, baking or boiling vegetables rather than frying

Reduce sodium by:

- Not adding salt to cooking water for vegetables.
- Using canned vegetables rarely.
- Preparing potatoes without added salt.
- Serving low sodium vegetable juice.
- Choosing lower sodium canned tomato products
- Noodles, pasta, spaghetti, rice or dressing are grains, not vegetables.
- Vegetables make meals attractive and offer variety in color, flavor, texture and shape.
- Some vegetables may need to be cut, sliced, or peeled for easier chewing.

Molded salads can count as a vegetable serving if the recipe is modified so that each serving contains a serving of vegetables. However, there must be at least 1/8 of a cup offered that can count toward the total. For example, ¼ cup raisins + ¼ cup carrots in carrot raisin salad = ½ cup serving OR 1/8 cup dried fruit in a salad plus ¾ cup lettuce = 1 serving of the required 3 fruit/veggie combinations.

- Potatoes count as a vegetable. Instant or dehydrated potatoes must be enriched with vitamin C.
- Green peas and green (string) beans are not considered to be beans/peas. Green peas are similar to other starchy vegetables and are grouped with them. Green beans are considered “other” vegetables because their nutrient content is similar to those foods.

Five Required Vegetable & Fruit Categories- Commonly served vegetables & fruits			
Dark Green Vegetables	Vegetables (Red/Orange)	Starchy Vegetables:	Beans/Peas:
Beet greens	Beets	Cassava (yucca)	Black beans
Bok choy	Carrots	Corn (yellow or white)	Black-eyed peas (mature, dry)
Broccoli	Pimentos (cherry pepper)	Green bananas	Garbanzo beans (chickpeas)
Chicory	Pumpkin	Green lima beans	Great northern beans
Collard greens	Red peppers	Green peas	Kidney beans
Dark green leafy lettuce	Sweet potatoes	Jicama	Lentils
Endive or escarole	Tomatoes	Parsnips	Mung beans
Grape leaves	Tomato juice	Plantains	Navy beans
Kale	Winter squash (acorn, butternut, Hubbard)	Potatoes	Pink beans
Mustard greens	Fruits: (Red/Orange)	Water chestnuts	Pinto beans
Parsley	Apricots	Other Vegetables	Red beans
Romaine lettuce	Cantaloupe	Bean Sprouts	Soybeans
Spinach	Cranberries	Cabbage	Split peas
Turnip greens	Grapefruit	Cauliflower	White beans
Watercress	Guava	Celery	
	Mango	Cucumbers	
	Nectarines	Green or Wax Beans	

	Oranges Orange Juice Papaya Raspberries Strawberries Tangelo or Tangerine Watermelon	Green Peppers Iceberg or Head Lettuce Mushrooms Onions Summer Squash Zucchini	
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** Because of their high nutrient content, beans/peas can be counted as either a vegetable or protein food, but not both in the same meal.*

Fluid Milk

Serving size is generally 8 fluid ounces (1 cup).

The following are all allowable foods for the milk component as long as they are fortified with vitamin D:

- skim or nonfat milk, if possible (white or chocolate)
- cocoa or hot chocolate **that is made from fluid milk only**
- lactose-reduced milk
- lactose-free milk
- soy milk fortified with calcium and Vitamins A and D

- low-fat or fat-free buttermilk
- goat's milk (must be pasteurized)
- powdered and/or shelf-stable milk

Guidelines for offering milk:

- Most fluid milk products offered should be 1% or skim.
- Cream, sour cream, and cream cheese are not included as allowable foods for the milk component because they are low in calcium.
- Butter is considered a fat/oil.

Fats and Oils

Serving size is generally one teaspoon. Most oils are high in monounsaturated or polyunsaturated fats, and low in saturated fats. Foods that are mainly oil include mayonnaise, certain salad dressings, and soft (tub or squeeze) margarine with no trans fats.

Solid fats are fats that are solid at room temperature, like butter and shortening. Solid fats come from many animal foods and can be made from vegetable oils through a process called hydrogenation. Some common fats are: butter, milk fat, beef fat (tallow, suet), chicken fat, pork fat (lard), stick margarine, shortening, and partially hydrogenated oil. A few plant oils, including coconut oil, palm oil, and palm kernel oil, are high in saturated fats and for nutritional purposes are considered to be solid fats.

Guidelines for offering fats and oils:

- When bread is not a part of the menu, fats and oils used in cooking can be counted for the one teaspoon in the meal pattern.
- Fats and oils may be offered as a spread, dip, or topping for a menu item.
- Wisconsin law requires that customers (i.e. participants) be told which spread is margarine and which one is butter.

- Reduce consumption of saturated fat and cholesterol by:
- Substituting polyunsaturated margarine for butter, lard and saturated fats whenever possible.
- Using food-preparation methods which add as little fat as possible.
- Increasing food-preparation use of monounsaturated and polyunsaturated vegetable oils, such as olive, peanut, corn, safflower, canola, cottonseed and soybean oils.
- Eliminating palm oil in food preparation.

- **Reduce sodium by:**

- Making salad dressings from scratch without added salt.
- Use “low sodium” or “reduced sodium” salad dressing
- Make sauces from scratch without purchased soup base or use reduced sodium soup base for sauces.
- Using olive oil, vegetable oil, and unsalted butter in cooking rather than salted butter.
- Serving salad dressing on the side.
- Gravies and sauces are a key component for temperature control in home delivered meals; they are often a necessity. Numerous recipes and mixes for low-fat and low-sodium gravies and sauces are available for use in entrées.
- To successfully implement these suggestions with meal providers, review ingredients of

ready-prepared products and make changes when possible.

Dessert

Serving size is generally ½ cup.

Fruit or vegetable offered as a dessert or contained in a dessert may count toward the fruit or vegetable component, respectively. However, there must be at least 1/8 of a cup offered that can count toward the fruit/vegetable component. ex. (1/8 cup raisins + 1/8 cup raisins + 1/8 cup raisins + 1/8 cup apples all in an apple crisp recipe = 1 ½ servings fruit/vegetable) OR (1/8 cup raisins in a salad + 1/8 cup raisins in an oatmeal cookie = 1 fruit/vegetable serving) OR ¼ cup raisins + ¼ cup carrots in carrot raisin salad = 1 ½ fruit/vegetable servings).

Guidelines for offering dessert:

- Increase consumption of fruits and complex carbohydrates to provide adequate fiber and to lower fat and cholesterol.
- Low-sugar or sugar-free desserts can be made available to individuals who request them for health reasons.
- Increase nutrients and reduce fat by preparing desserts with little or no fat. Consider substituting applesauce, mashed banana, mashed or pureed beans, shredded carrots, zucchini, etc... into recipes
- Limit frequency of desserts high in sugar and fat.
- Offer plain cookies, angel food cake, gingerbread, pudding, yogurt, cakes without frostings, or pies made with recipes altered to provide less sugar and less fat.
- Because ice cream is high in saturated fat, offer it only occasionally, or as a small amount of topping on a fruit dessert. Ice milk, sherbet, sorbet as good alternatives.
- Offer low-fat milk and calcium-containing desserts such as frozen yogurt, low-fat custards and low-fat pudding, yogurt parfait, etc.
- To successfully implement these suggestions with meal providers, review ingredients of ready-prepared products and make changes when possible.

Other Meal Requirements

- (1) No salt is added when cooking. Pepper is available on dining tables.
- (2) No deep fat fried foods are allowed.
- (3) No peanut or coconut oils, lard, or other animal fats are allowed in meal preparation.
- (4) Provider must insure entrée tenderness.
- (5) Meals must be prepared in a manner to preserve optimum flavor, color, texture, size, shape, and appearance while retaining nutrients and food value.
- (6) Food should be prepared with enriched or whole grain flour.
- (7) Food temperatures must meet the following requirements: Hot foods must remain above 140° F, Cold foods must be below 41° F, and frozen foods below 32°F. All foods shall not be packed and held longer than four (4) hours prior to meal service. If food is not received within the temperature guidelines, the food will be rejected by ADRC-CW staff.

Condiments:

Condiments required for the planned menu must be supplied.

Other Meal Requirements

1. No salt is added when cooking. Pepper is available on dining tables.
2. No deep fat fried foods are allowed.
(No peanut or coconut oils, lard, or other animal fats are allowed in meal preparation.)
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7. Provider must deliver One (1) extra meal daily, free of charge, over the number of meals ordered for quality sampling and to offset meal count error.

2.7 Equipment and Supplies

Equipment

The Provider shall provide all necessary food service preparation equipment. All kitchen equipment must be maintained in good working order to insure the highest quality standards. The Provider shall utilize preparation equipment to maximize a standard portion control and minimize waste. The Provider must comply with all federal, state, and local regulations governing the purchasing, preparing, and handling of food. The Provider shall maintain the highest possible standards of sanitation in compliance with state, federal, and local health department standards relative to premises, personnel, and the handling, preparation, packaging, storage, and delivery of food and supplies.

The Provider is responsible for all maintenance costs associated with operating the food preparation kitchen. For delivery of Marshfield area meals, the Provider must supply the necessary food delivery equipment and transport carriers for food delivery.

The ADRC-CW shall clean and sanitize all food service pans and lids each day of operation. Pans and lids will be picked up by the Provider the next business day. The Provider shall wash and sanitize all food service pans, lids, and transport carriers prior to the next day's meal preparation.

The ADRC-CW may inspect the Provider's food preparation kitchen at any time and may observe food handling practices to determine the adequacy of the Provider's sanitation regarding cleaning, maintenance, and food preparation practices.

Proposals must include a description of the necessary food delivery equipment and transport carriers for food delivery.

Proposals may include a Food Processing Establishment Inspection Report and a Lease Agreement or Proof of Ownership with the Proposal. If not submitted with the Proposal, these items are required before the successful Provider will be offered a contract.

Supplies

All raw food and other food preparation supplies, paper and cleaning supplies necessary for a sanitary operation, and all other supplies necessary in the efficient operation of the food preparation kitchen, must be supplied by the Provider.

Margarine/butter, condiments (salt, pepper, sugar/sweetener packets, and other condiments as listed on the menu), and milk will be included as part of the meal by the Provider. The Provider must also supply all condiments required in the approved menu cycle.

The ADRC-CW is responsible for purchasing the disposable packaging needed for hot Meals on Wheels. Some additional supplies may be ordered through the Provider, for which the ADRC-CW will be billed separately (examples include paper products, chemical supplies, etc.). Provider is responsible for purchasing disposable packaging needed for frozen Meals on Wheels.

2.8 Performance

In the event of failure on the part of the Provider, due to its own negligence, to complete delivery in accordance with the terms, conditions and specifications, the ADRC-CW shall not be held liable for payment and shall have the right to purchase elsewhere and at the market price the number of meals it deems necessary at any delivery point, and the increased cost, if any, for such purchases and their delivery, shall be charged to the Provider. However, that Provider shall not be required to perform under this agreement when such performance is affected by food or supply unavailability, fire, flood, or other events beyond the control of the Provider.

The Provider will follow ADRC-CW Frozen Meal Policy to assure proper cooling & food safety procedures are followed.

If the meals are delivered late (unexplained delay of more than one hour) the ADRC-CW shall have the right to deny payment.

If prepared meals do not meet the specification requirements, payment shall be denied.

In the event that the menu, as approved by the ADRC-CW, is not furnished complete, the price of the missing items shall be deducted. If the entree is omitted, the entire price of the meal shall be deducted.

The deduction from the contracted per-meal cost will be calculated by using the following percentages:

Bread & Butter	5%
Condiments	5%
Potatoes or Starch	10%
Gravy or Sauces	10%
Vegetables, Fruit, or Salad	10%
Milk	10%
Dessert	25%
Entrees	100%
Full Meal Shortage	100%

Unauthorized menu substitutions shall be deducted from the per-meal cost.

Servings not meeting food temperature requirements will be deducted from meal payment.

Provider is responsible for checking & recording temperatures of all foods prior to leaving Provider's kitchen to be delivered to ADRC-CW's locations. This documented information will be accessible to ADRC-CW and/or local health departments as needed.

The Provider shall not subcontract any portion of the contract to another food service company without prior written authorization of the ADRC-CW.

2.9 Emergency Procedures

The Provider shall develop an emergency procedure for delivering food in the case of a vehicle breakdown. If the public schools are closed for inclement weather, the nutrition centers will be closed. It shall be the responsibility of the ADRC-CW and the Provider to notify each other by 6:00 AM if meals will be canceled due to hazardous weather. Any food already prepared will be promptly frozen or refrigerated, and if appropriate, that day's menu will be substituted for the following day's menu. It shall be the responsibility of the ADRC-CW and the Provider to provide each other with home and/or cell phone numbers for emergency use only.

2.10 Ordering and Delivery of Meals

The Provider shall be flexible regarding the number of meals to be provided at each site from day to day. The ADRC-CW shall notify the Provider by 1:30 PM of each serving day the number of meals required for the next serving day. This shall constitute a purchase

order which will cover the billing for that order. The ADRC-CW will give the Provider the names of persons who have authority to make a change in the number of daily meals. The ADRC-CW and the Provider shall verify meals ordered on a weekly basis. Provider will bill ADRC-CW weekly, bi-monthly, or monthly. ADRC-CW will pay the Provider within thirty (30) days of billing for all services provided under this agreement.

The Provider is responsible for delivering bulk food and frozen meals to Marshfield locations, and ADRC-CW is responsible for delivering bulk and frozen meals to Wisconsin Rapids locations.