

# **Washington County Council on Aging Request for Proposals for the Provision of Food Services**

## **GENERAL**

### **Overview**

It is the intent of Washington County, Utah, to obtain proposals from qualified food service vendors who can provide competent food service and quality meals for the following Washington County Facilities:

St. George Senior Center  
245 N. 200 W.  
St. George, UT 84770

Hurricane Senior Center  
95 N 300 W  
Hurricane, UT 84737

Enterprise Senior Center  
165 S 100 E  
Enterprise UT 84725

The St. George Senior Center serves an average of 6200 meals per month from Tuesday – Friday. Vendor will provide these services as outlined in this RFP and the resulting contract.

The Hurricane Senior Center serves an average of 2800 meals per month from Monday – Thursday. Vendor will provide these services as outlined in this RFP and the resulting contract.

The Enterprise Senior Center serves an average of 400 meals per month on Tuesday, Wednesday and Friday. Vendor will provide these services as outlined in this RFP and the resulting contract.

The requirements listed herein must be met by all Vendor proposals. Failure to meet these requirements may be cause for rejection of the Vendor's proposal at the County's discretion. The contents of this solicitation that are not modified, altered, or waived by the County, and the Vendor's response, when submitted to and accepted by the County, must become an integral part of the contract agreed upon between Vendor and County.

## **Description of Services**

General Purpose: Performs a variety of general administrative duties related to the planning, organizing and coordinating of the nutrition program for the Council on Aging Senior Citizen Centers.

Contract Administration Received: Work with the Program Director and the general supervision of the Senior Center Supervisor. Must coordinate meals with the State Nutritionist.

Supervision Exercised: Provides supervision over all vendors own employees and communicates with center supervisor on scheduling County volunteers to help in the kitchen, if needed.

Essential Functions: Plans, organizes, and directs the preparation of meals for Congregate meals and Home delivered meals.

Is responsible for the preparation of all meals using proper nutritional guidelines and standards. Recommends special menus for clients requiring special diets.

Vendor shall prepare congregate meals which they will serve cafeteria style at the congregate sites in St George and Hurricane. Food will be plated and served in Enterprise.

Food will be prepared for congregate and home delivered meals at St. George and Hurricane site. Food may be prepared at St. George or Hurricane site for Enterprise.

Pays for and oversees food supply and inventory to ensure timely delivery from vendors. Coordinates with Five County Association of Governments in planning meals related to budgetary restraints.

Directs work of vendor's employees and/or county volunteers in meal preparation, operation of all kitchen equipment, and general management of kitchen facilities. Cleans kitchen daily and keeps it neat and orderly. Cleans equipment on a regularly scheduled basis. Is responsible for cleaning and washing all pots and pans.

Attends required meetings, seminars and workshops in order to keep abreast of nutritional and kitchen safety guidelines.

Obtains and keeps current any necessary licenses and/or permits.

Performs related duties as required.

## **Schedule**

December 6, 2021: Delivery and publication of RFP

January 14, 2022: Proposal Response Deadline (end of business day)

January 17, 2021: Opening of Proposals

January 24-28, 2021: Interviews with Vendors

January 31, 2021: Award of Contracts

## **Proposal Submission**

Each Vendor must prepare a written response which must include the following:

1. Letter of intent
2. Resume detailing experience in food service
3. Professional references (at least 3)
4. Contact Information
5. Insurance documentation
6. Business license

These documents must be **received** by email by 4:00 pm on January 14, 2021 to [Jacob.browning@washco.utah.gov](mailto:Jacob.browning@washco.utah.gov) using the subject line;

Washington County COA Request for Proposals of Food Services

## **MINIMUM QUALIFICATIONS AND EXPERIENCE**

### **Experience**

Two (2) years or more responsible experience in food service administration and preparation and institutional cooking and nutrition management.

### **Special Qualifications**

- Must obtain and maintain Workers Compensation coverage
- Must obtain a \$500,000 General Liability Insurance Policy which would include instances of food poisoning
- Must obtain and maintain Business License
- Must have or be able to obtain Serve Safe Safety Certificate
- Must be able to pass background check
- Must abide by contract with Washington County

## **SPECIFIC REQUIREMENTS**

### **Compensation**

Vendor must work on a per plate basis which is calculated based on an agreement between Washington County and Five County Association of Governments and costs incurred by Washington County Council on Aging. The price per plate will be:

- St. George \$5.22
- Hurricane \$5.34
- Enterprise \$5.64

Prices may be increased or decreased throughout the term of this Agreement by Five County Association of Governments.

### **Insurance**

Vendor must obtain and provide a Certificate of Insurance showing that a valid worker's compensation policy exists and provides coverage of at least the Utah statutory limits for Vendor, employees of Vendor, any Subcontractors employed by Vendor, and any employees of a Subcontractor employed by Vendor. Vendor must also obtain and provide a Certificate of Insurance showing \$500,000 General Liability Insurance which provides coverage for food poisoning. The County must be named as an additional insured.

### **Vendor Employees**

Vendor may hire people to assist Vendor in providing the services contracted herein. However, if Vendor hires persons under the age of 18, Vendor must comply with all state and federal requirements, specifically including, but not limited to, the Fair Labor Standards Act, as regulated under 29 C.F.R. 570, and state law on the employment of minors under Utah Code Annotated, §34-23-201 *et seq.*

### **Required Certifications**

Vendor must obtain and maintain a current Safe Serve Certificate during the term of this Agreement. Vendor, and all employees of Vendor that prepare and/or handle food at the Senior Center, must obtain and maintain a current **Food Handlers Permit**, and must comply with all applicable local, state and federal law and regulations.

## Health and Safety Requirements

Vendor must comply with the attached Southwest Health Department Inspection form. Vendor must also comply with the following:

- Wearing of gloves is required when handling and preparing raw foods and whenever else it is appropriate.
- Eating in the kitchen is not allowed, regardless of whether the person is employed by Vendor or otherwise.
- The Senior Center kitchen is not a gathering place or a place to bring friends, family or other persons. There are to be no unauthorized persons in the kitchen. The Vendor only has the authority to permit Vendor staff and volunteers who are providing the services contracted herein to access or enter the kitchen. This authority is only applicable to the times that Vendor is engaged in providing the services contracted herein and does not extend to allowing persons to enter the kitchen during irregular hours and/or for other business.
- Catering from the Senior Center kitchen is not allowed. This includes using any Senior Center facilities for personal or other business use.

## Dietary Meal Requirements

Vendor must meet certain dietary meal requirements, as follows:

- Meals must be provided over at least a one hour period. As required by the Utah State Division of Aging and Adult Services, meals must comply with the Dietary Guidelines for Americans (including good variety and color, reduced fat per meal and low in saturated fat and cholesterol, fresh fruit when possible, nutrient dense and high fiber vegetables and grains, salt and sodium in moderation).

### MEAL PATTERN

- *Meat or Alternate*

Three (3) ounces cooked edible portions of meat or meat alternate.

- *Vegetables and fruits*

Two (2) ½ cup servings of vegetables and one (1) ½ cup serving of fruit

- *Enriched or whole grain bread or alternate*

Two (2) servings (1 cup pasta or rice; 2 slices of bread \*1 oz. each) or equivalent combination

- *Butter or margarine*

One teaspoon

- *Dessert*

Desserts will be served at least one (1) Times a week. Cake will be served on the first Thursday of each month to celebrate birthday “Thursday” for all clients. For congregate meals only.

- *Milk*

One (1) cup

- *Optional Beverage*

As desired

## **Condiments**

Appropriate condiments are to be served where customarily expected. Condiments do not need to be included in the nutrition analysis. These include salad dressing with salad, ketchup, mustard. Tartar sauce with meat and fish as appropriate.

All meal components will include an appropriate condiment. Sandwiches should include fresh lettuce and tomato slice (no less than 1/8” thickness).

## **Salad Bar**

Vendor must provide a salad bar at the St. George and Hurricane Senior Centers during congregate meals.

Food found in one group may not be substituted for food in another group, although it may always be used as an additional item in the meal. This prescribed variety is to assure that the foods will provide at least one-third of the recommended daily dietary allowances. The total amounts recommended must be offered.

- Leftover food cannot be substituted for regular planned menu items. Leftover food may, however, be offered in addition to regular menu items.
- Meals on Wheels clients must be served the same menu as the congregate clients unless pre-approved by the nutritionists.

- Vendor must ensure that proper food temperatures are maintained. Hot food must be maintained at 140 degrees Fahrenheit, and cold food kept at 40 degrees Fahrenheit or below.
- Vendor must be responsible for keeping kitchen equipment and facilities clean and sanitary and otherwise in accordance with all applicable health, safety, and sanitation standards and regulations. The Senior Center Supervisor or designee will monitor temperature and food sanitary practices on an ongoing basis.
- Vendor must develop and supply dietetic consultant with menus by the first day of the month prior to the month in which the menu starts. Departures from approved menus must be cleared and approved through the dietetic consultant at least twenty- four (24) hours prior to preparation. Vendor must supply menus, recipes and food labels to Five County Association of Governments.

## **Cleaning Requirements**

The kitchen of the senior center must be cleaned as follows:

Everyday cleaning:

- All items used that day, including carts and the sealer for the home delivered meals, and the floor of the kitchen;
- Bread slicer/mixer and meat slicer (if used).

Weekly cleaning: One of the following pieces of equipment must be cleaned each week until all of said equipment has been cleaned within a five (5) week period:

- Steam table;
- Range and hoods and hood filters;
- Convection Ovens;
- Fryer; and
- Proofer/oven

Monthly cleaning:

- Walk-in floors (cooler - freezer).

## **Supplies**

Vendor must supply disposable trays with multiple compartments for Home Delivered meals.

## **Inspections**

Senior Center Supervisor or designee will periodically inspect all equipment and areas to ensure that they are clean. If there are issues, Vendor will correct them immediately. The Vendor must follow all the guidelines from the attached Semi-Annual Self-Assessment Site Monitoring Report.

### **Days of Service**

Meals must be provided on the weekdays that have not been designated as holidays by the COUNTY. If Vendor is not able to provide the Contracted Services, Vendor must find a substitute to provide said services, which substitute must be approved by the Senior Center Supervisor or designee in advance.

### **Drug Free Work Environment Requirements**

Vendor must provide the services solicited herein without being, or permitting hirelings to be, under the influence of illegal drugs, alcohol or any substance that impairs the ability to work safely. Vendor must execute Exhibit A – Drug Testing Release Form (attached) and to give the COUNTY an original of Exhibit B – Drug Testing Employee Release Form (attached) executed by each person who assists in providing the services contracted herein. Vendor agrees that any violation under this paragraph constitutes cause for immediate termination of any resulting contract.

### **Equipment**

COUNTY will, at its own expense, maintain on the Senior Center premises kitchen equipment and fixtures that may be used by Vendor to provide the Contracted Services. In the event that Vendor breaks or damages Senior Center equipment due to misuse or neglect, Vendor must pay COUNTY the cost of repairing or replacing at the market value the piece of equipment broken or damaged, taking into account the depreciation and condition of said piece of equipment prior to the misuse or neglect by Vendor.

### **Contract Term**

The resulting contract will terminate on February 28, 2023. However, either party may terminate the contract upon thirty (30) days written notice to the other party, or either party may immediately terminate the contract for cause or bad faith performance by giving written notice to the other party.

### **Basis of Agreement**



Vendor will be an independent contractor and neither Vendor nor any agent, employee, or servant of Vendor may be deemed an agent, employee or servant of the COUNTY.

This resulting contract will be for food Vendor services and Vendor is not an employee of COUNTY and is not entitled to the benefits provided by the COUNTY to its employees. Vendor solely controls the method and manner of delivering the services required by this Agreement.

**Assignment**

This resulting contract will not, nor will any interest in the resulting contract, be assignable, as to the interest of the Vendor, without prior written consent of the COUNTY.

**Indemnification and Hold Harmless Provision**

Vendor must indemnify and hold COUNTY harmless from any and all liability that may accrue or arise out of any resulting contract.

**Amendment**

The resulting contract may be amended upon the mutual agreement and consent of both parties and when the change is in the best interest of the residents of COUNTY.