

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 provided a monthly average of 1,350 congregate meals and 3,505 home-delivered meals in 2024. Meals are served Tuesday through Friday, with home-delivered meals doubled on Fridays. The selected vendor will be responsible for preparing and/or serving meals in accordance with the specifications outlined in the RFP and the resulting contract.

The Hurricane Senior Center provided a monthly average of 765 congregate meals and 1,650 home-delivered meals in 2024. Meals are served Monday through Thursday, with home-delivered meals doubled on Thursday. The selected vendor will be responsible for preparing and/or serving meals in accordance with the specifications outlined in the RFP and the resulting contract.

The Enterprise Senior Center provided a monthly average of 245 congregate meals and 180 home-delivered meals in 2024. Meals are served Tuesday, Wednesday and Friday, with home-delivered meals doubled on Fridays. The selected vendor will be responsible for preparing and/or serving meals in accordance with the specifications outlined in the 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 sites. Meals for the Enterprise center may be prepared at the St. George site, or the vendor may utilize the on-site kitchen at the Enterprise Center.

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

January 9, 2025: Delivery and publication of RFP

January 22, 2025: Proposal Response Deadline (5:00 p.m. end of business day)

January 23-25, 2025: Vendor review and evaluation of submitted RFPs

January 30, 2025 (on or before): Award of Contract

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. Contact Information
4. Insurance documentation
5. Include the cost per meal for each center in the RFP

These documents must be **received** by email by January 22, 2025 5:00 p.m. (MST) to 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 includes coverage for 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 enter into and 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 must remain competitive with current and future marked rates.

Prices may be adjusted annually, throughout the term of the contract, based on the published Consumer Price Index (CPI) rate and the availability of funding from the Five County Association of Governments. As this funding is grant-based, it is subject to fluctuations and may decrease over time.

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.**

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 laws and regulations.

Health and Safety Requirements

Vendor must comply Southwest Health Department Inspection form.

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, and 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 each 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, or the price must be adjusted to reflect the absence of vendor providing trays.

The vendor must provide and maintain all employee uniforms, including aprons, as well as supply cleaning rags and cleaning products.

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 be a three year term.

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.

The 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

The resulting contract will not be assignable by the Vendor, nor will any interest in the resulting contract be assignable, 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 in writing and when the change is in the best interest of the residents of COUNTY.