

OTTAWA COUNTY SENIOR SERVICES LEVY

APPLICATION
FOR OTTAWA COUNTY SENIOR CENTER CONGREGATE
AND HOME DELIVERED MEAL PREPARATION PROGRAM

FOR PROGRAM PERIOD

JANUARY 1, 2010 – DECEMBER 31, 2010

ADMINISTERED BY:

OTTAWA COUNTY SENIOR RESOURCES
8200 W. St. Rt. 163
Oak Harbor, OH 43449
419-898-6459
dmortensen@co.ottawa.oh.us

In Conjunction with the Ottawa County Board of Commissioners

Steven Arndt, Board President
Dianne Martin Mortensen, Executive Coordinator of Senior Resources

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GENERAL INSTRUCTIONS

1. Bidders shall complete all applicable forms and information as requested on bid forms provided. If additional space is required for response, continue on separate sheet.
2. Bidders shall submit, with their bid, the following completed forms: "EXHIBIT ORC" Affidavit in Compliance with Sections 3517.13, 9.24, and 5719.042 of the Ohio Revised Code; the Ohio Department of Public Safety Homeland Security Terrorism Form; the "Non-Collusion" Affidavit; and the Hold Harmless Form.
3. Bidder shall submit one original and one copy of the bid information, forms and attachments.
4. Sealed Bids will be received by the Board of Ottawa County Commissioners at their office located at 315 Madison Street, Ottawa County Courthouse, Port Clinton, Ohio 43452 until 10:00 a.m. E.S.T. on November 19, 2009 and immediately thereafter publicly opened and read aloud for the OTTAWA COUNTY SENIOR CENTER CONGREGATE AND HOME DELIVERED MEAL PREPARATION PROGRAM.
5. Pre-bid conference will be held at the Ottawa County Senior Resource conference room on Thursday, November 5 @ 3:00 pm. During this time, interested parties may tour the kitchen facilities.
6. Successful bidder shall be required to furnish current Workers Compensation Certificate and Certificate of adequate insurance coverage.
7. Term of agreement will be for the period of January 1, 2010 – December 31, 2010 with a one-year renewal term.

INVITATION TO BID

SEALED BIDS will be received for:

“OTTAWA COUNTY SENIOR CENTER CONGREGATE AND HOME DELIVERED MEAL PREPARATION PROGRAM”

together with the filing of required reports and related items. The Board of County Commissioners will receive said SEALED BIDS at their office in the Ottawa County Courthouse, 315 Madison Street, Port Clinton, Ohio until

10:00 a.m. E.S.T.
November 19, 2009

at which time bids received will be publicly opened and read aloud.

Copies of the contract document and specifications are on file and may be obtained from the office of the Ottawa County Senior Resources, 8200 West State Route 163, Oak Harbor, OH, 43449.

A pre-bid conference will be held on November 5, 2009 at 3:00 PM at the Ottawa County Senior Resources conference room for interested parties. During this time, interested parties may tour the kitchen facilities.

Unit price bids must be stated on the blanks provided on the bid form and signed and submitted in a sealed envelope marked:

OTTAWA COUNTY SENIOR CENTER CONGREGATE & HOME DELIVERED MEAL PREPARATION PROGRAM

And must be addressed to the Board of County Commissioners, Ottawa County, Ohio and contain the full name of every person interested therein.

Bidders shall submit, with their bid, the following completed forms: “EXHIBIT ORC” Affidavit in Compliance with Sections 3517.13, 9.24, and 5719.042 of the Ohio Revised Code; the Ohio Department of Public Safety Homeland Security Terrorism Form; the “Non-Collusion” Affidavit; and the Hold Harmless Form.

Bids received after the scheduled bid opening date and time will not be considered.

The Ottawa County Commissioners reserve the right to reject any or all bids, and to waive any irregularities in any bid, or to accept that bid which, in the judgment of proper officials, is to the best interest of the County.

No bidder may withdraw his bid for a period of 60 days after the scheduled closing time for the receipt of bids.

In accordance with Ohio Revised Code Section 307.87 this shall serve as notification that this notice is available on Ottawa County’s internet web site on the world wide web by logging onto www.co.ottawa.oh.us and going to the legal notices/bids link – click on main page and you will be able to view the notice in PDF format.

BY THE ORDER OF THE BOARD
COUNTY COMMISSIONERS, OTTAWA COUNTY, OHIO
RHONDA SLAUTERBECK
CLERK/ASSISTANT ADMINISTRATOR

Publish: October 30, 2009 (one time)

Ottawa County Board of Commissioners

SIGNATURE SHEET

For

TITLE III-C NUTRITION SERVICES
January 1, 2010- December 31, 2010

Submitted by: _____

(legal name of organization)

(street address/P.O. box)

(city)

(state)

(zip)

(telephone number)

(incorporation date)

Bid prepared by: _____

(name)

(title)

Contact Person: _____

(name)

(title)

(telephone number)

THE NAME, SIGNATURE, AND TITLE OF THE PERSONS AUTHORIZED TO COMMIT THE ORGANIZATION TO THIS AGREEMENT IS PROVIDED BELOW:

Executive Director's Signature:

(Signed)

(Typed)

BID FORM

This bid is for the congregate meal preparation and home delivered meal services required by the Nutrition Program as stated in the Bidding Documents, and represents the organization, capacity, service capabilities, financial solvency, compliance capabilities and experience/performance capabilities of _____(name of Bidder Organization).

Having read the Bidding Documents we propose to furnish nutrition services and meals as indicated on the enclosed menus in Ottawa County at the stated direct unit rates.

All meals shall have menus developed and provide meals, which comply with all ODA policy and procedures applicable to menus, and all current ODA Meal Service/Specifications/Guidelines. PASSPORT meals shall meet the specifications as set forth in Chapter 173-39-02.14 (E) for Home Delivered Meal Service. All meals will be prepared utilizing the Meals with Appeals menus from the Area Office on Aging.

The unit price listed below for each category is all-inclusive, which includes all food, equipment, labor costs, facility costs, administrative costs, meal delivery costs, packing materials, paper products, and expenditures for special events and themed meal activities, and any training as required. This unit price includes all requirements as mandated by the Area Office of Aging of Northwestern Ohio, Inc. The unit price should also include (if applicable) the cost of the kitchen facilities rental, which is paid on a monthly basis.

The bidder will invoice at the following unit prices per meal – per month. All invoices will be billed based upon the per meal cost listed below:

An estimated number of meals for the year including special events are 60,000 (sixty thousand) to 70,000 (seventy thousand).

| | |
|---|----------------------|
| Congregate Meals with delivery to one senior center. (Danbury) | \$_____ per meal |
| Home Delivered Meal | \$_____ per meal |

These prices per meal can be the same amount for both the Congregate Meals and Home Delivered Meals.

Would you be willing to deliver meals to client's homes for an additional charge that would be negotiated at a later time? YES or NO

Bidder acknowledges review of the Area Office on Aging's Nutrition Service Provider Policy and Procedure Manual located at www.areaofficeonaging.com (click on senior centers) and click on the link to the manual.

Please sign here acknowledging review of manual _____

CONDITIONS OF PARTICIPATION

It is understood and agreed by the undersigned organization, as a condition of receiving funds from the Ottawa County Board of Commissioners, that the undersigned organization is in full compliance with requirements as codified in the Meal Preparer's Conditions of Participation, as summarized herewith:

The information in this packet is not the entire policy as it appears in the Service Provider Policy and Procedures Manual provided by the Area Office on Aging. This is an overview of some of the requirements. It is the responsibility of the bidder to know and understand the requirements that will be placed on the successful bidder.

Condition 1: Agency Structure

The Meal preparer must be a formally organized business or service agency that is currently operating at the point of application and is in compliance with all required elements of this condition.

Condition 2: Physical Facility

The Meal preparer must have a physical facility from which to conduct business and is in compliance with all required elements of this condition. **Physical facility is currently available for lease at department location for rental fee of \$1100 per month.**

Condition 3: Administrative Policies

The Meal preparer must have written procedures supporting the operation of business and service and is in compliance with all required elements of this condition.

Condition 4: Personnel Policies

The Meal preparer must have written personnel policies that support personnel practices and is in compliance with all required elements of this condition.

Condition 5: Service Delivery

The Meal preparer must deliver services in compliance with service specifications and is in compliance with all required elements of this condition.

Condition 6: Compliance

The Meal preparer must comply with all contract requirements, conditions of participation, relevant service specifications and monitoring and reporting requirements of the Area Office on Aging and is in compliance with all required elements of this condition.

Condition 7: Use of Funds and Reporting

Expenses charged against the funds included here shall not be incurred by the contractor except during the period of the Nutrition Services Agreement / Notice of Contract Award. All expenses allocated must be reasonable, using an acceptable method and supported by appropriate worksheets and/or time studies. All expenses incurred or obligated for the approved program must be supported by signed contracts, payroll records, purchase orders, requisitions, bills or other evidence of liability consistent with the grantees established procurement procedures. Meal preparer shall have a system in place to document services delivered, billed, and reimbursed that complies with service specifications.

Condition 8: Requirements

Meal preparer has read and understands the Area Office on Aging's Policy and Procedures for Nutrition Services (and the PASSPORT Conditions of Participations 5101:3-31-09 E for HDM Service Specifications. All meal procurement/production and delivery functions shall be in compliance with all food sanitation regulations and food service and health requirements established by local, state, and federal boards of health. The meal preparer shall comply with the Ohio Uniform Food Safety Code (Chapter 3717-1 of the Ohio Administrative Code revised March 2005) and 9 Code of Federal Regulations (CFR) 303.1(d) Retail Stores and Restaurants (Caterers and/or Central Kitchens). All foods shall be thoroughly insulated and protected from spoilage, rodents, insects, chemicals and other sources of contamination. All food shall be selected, stored, prepared, packaged and transported in such a way to ensure the maximum nutrient content and safety of the food. Food preparers who do not serve meals directly to participants must label meals with a production date. All equipment, including food storage, used in the production of meals shall meet the standards of the Ohio Uniform Safety Code.

Congregate Meal Program

Meals will be delivered to each site in Ottawa County on the following days of operation at least one half hour prior to the scheduled meal time or as designated by the Executive Coordinator. Meal preparer will follow the written procedure for emergency closing of congregate meal sites prepared by the Executive Coordinator of Senior Resources. Site hours are as follows:

Genoa:
514 Main St.
Genoa, OH 43430
Monday, Wednesday, Friday Lunch served at 11:30 AM

Elmore:
19225 Witty Rd.
Elmore, OH 43416
Tuesday and Thursday Lunch served at 12 PM

Oak Harbor:
8180 W. State Rt. 163
Oak Harbor, OH 43449
Monday and Wednesday Lunch served at 11:45 AM

Port Clinton:
320 E. Third St.
Port Clinton, OH 43452
Tuesday, Thursday, and Friday Lunch served at 11:30AM

Danbury:
8470 E. Harbor Rd.
Marblehead/Lks, OH 43440
Monday through Friday Lunch served at 11:30AM
Tuesday Evening Meal – served at 5:00 PM

Service Provision

The following list including weekends MEALS WILL NOT need prepared: New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day and the day following, Christmas Eve and Christmas Day. These holidays may not fall on the actual day, but the day observed.

Please list other dates you are not able to prepare meals:

Senior Dining Site Meal Delivery

The following procedures shall be used in the delivery of bulk food to senior dining sites:

- (a) Meals shall arrive at each dining site facility at least ½ **(one half) hour** prior to the scheduled mealtime.
- (b) A Dining Site Delivery Schedule Report shall be kept recording temperature at time of packing, the time food left the production site, and temperature and time of arrival at dining site and temperature at serving.
- (c) The person in charge shall be responsible for inspecting bulk foods prior to departure and documenting required departing temperatures and times on the Dining Site Delivery Schedule Report.
- (d) There shall be no more than **60 minutes** between the time food leaves the production site and reaches the dining site.
- (e) The delivery schedule shall allow site personnel sufficient time for inspection and set-up after food is delivered so that the meal can still be served on time
- (f) The site manager or representative accepting delivery at the Dining site shall be responsible for signing the Dining Site Delivery schedule form.
- (g) Dining Site Delivery Schedule Reports shall be kept on file and made available to Area Office on Aging upon request.
- (h) Upon arrival at dining sites, food shall be placed immediately in steam tables or in similar hot food or cold food holding facilities to maintain safe temperatures until serving time.

Home Delivered Meals Program

Hot home delivered meals are prepared Monday through Friday following the minimum standards set forth by the Area Office on Aging. Frozen meals are delivered to a client throughout the week for weekend and evening meals as well as the last day of delivery before a holiday that occurs.

Meals must be ready to be packaged by the meal preparer no earlier than **9:30 am**. Packaging of meals shall take place until approximately **11:00 am**. The first pick up for home delivered meals by the transportation contractor is approximately **10:15 am**.

Home delivered meals shall be packed at the central kitchen or at pre-approved satellite sites as follows:

Hot foods for HDM's shall be prepackaged, at production or satellite site, plastic microwave/oven safe compartmentalized containers having a seal that can be tightly shut. These individual meals can be placed in insulated food carriers; which close tight and use some heating method to maintain required temperatures, or place directly on Hot Shot trays and place directly into the heated section of the Hot Shot vehicles.

Cold foods shall be packaged in 5 ½ ounce and 8 ounce plastic soufflé cups or other appropriate containers with corresponding tight-fitting lids. These individual cold food containers or prepackaged cold foods, such as margarine, can either be placed in a larger insulated carrier/cooler with insulated lids, which close tightly and packed with "Blue Ice" or some other method able to maintain required temperatures; or placed on a Hot Shot tray and placed directly into the refrigerated section of the Hot Shot vehicles. All cold items can be placed in individual bags with HDM client's name on it and placed in an approved cold carrier or Hot Shot vehicle refrigeration section.

Bread, bread alternate and other prepackaged foods, which do not require refrigeration, shall be placed in individual bags. Items for clients that receive special diets, such as No Concentrated Sweets or No Added Salt shall be clearly identified. These items do not need to be placed into a food carrier, but it is recommended to place these items with the cold foods.

Other Meals

The chosen bidder will also be the preparer of the Spring Senior Day, Senior Day at the Ottawa County Fair, and Fall Spring Day. These special events will involve the preparation of 300-400 meals per event. Any other events as agreed upon by the Executive Coordinator and bidder.

Required Menu Pattern

The meal preparer shall be able to procure, produce and deliver meals that implement the 2005 U.S. Dietary Guidelines for Americans and meet 1/3 of the daily RDAs (Recommended Dietary Allowance) and DRIs (Dietary Reference Intakes) for vitamins and elements as adopted in 1998 by the Food and Nutrition Board of the National Academy of Science National Research Council for a person 51 years of age or older for each meal. The highest value for each individual nutrient will be used for nutrient calculations. When changes in DRIs occur, the new values shall be adopted for menu planning. Area Office nutrition staff will notify providers or changes in nutrient values.

- Regular Meals – each meal must include the five food groups, the Vitamin C requirement, and two additional required items and when appropriate, meal accompaniments to enhance meal palatability.
- PASSPORT Meals – each meal must meet the Required Menu Pattern as stated in the PASSPORT Home Delivered Meal Service Rule 173-39-02.14, E

Food Procedures and Nutrient Requirements

The Meal preparer shall serve a variety of foods and meal patterns to enhance the nutrient content of meals on a weekly basis and increase participant satisfaction. The procedures shall be incorporated into the menu planning and food preparation: **All procedures and nutrient requirements are accessible at www.areaofficeonaging.com** Area Office on Aging's Nutrition Service Provider Policy and Procedure Manual - click on senior centers and click on the link to the manual.

The Meal Preparer is required to use the menu from the Area Office on Aging's *Meals with Appeal* with revisions from the Ottawa County Senior Nutrition Board. The Executive Coordinator of Senior Resources once each quarter will approve any modification to these menus.

General Information

Meal Preparer shall have a written procedure for reporting and documenting all incidents including significant changes that affect service delivery or imminent health or safety risks and policy on recall of food products;

Meal Preparer may need to participate in Emergency / Disaster situations by offering services and expertise, as deemed necessary by the Ottawa County Senior Resources. This may include the provision of additional nutritional services, manpower, supplies, and equipment.

Meal Preparer will allow access to Ottawa County, ODA, Area Office on Aging, and other representatives with a need to access the Meal Preparer's facilities, equipment, vehicles, storage areas, policies, procedures, records, and other documents related to the provision of Title III Services. Access may be requested prior to awarding the contract and during the contract period.

Meal Preparer shall be in full compliance with all of the requirements of all applicable federal, state, and local laws, regulations and established guidelines which are incorporated by reference herein, including but not limited to:

1. Older Americans Act of 1965, as amended;
2. Civil Rights Act of 1964, as amended;
3. Sec. 504 of the Rehabilitation Act of 1973, as amended;
4. The Equal Rights Act of 1964;
5. Federal Labor Standards Act of 1938, as amended;
6. Americans with Disabilities Act of 1988;
7. Drug Free Work Place Act of 1988;
8. State and local health, fire, safety, zoning, and sanitation codes;
9. All applicable Federal, State, Local, and USDA labeling laws;
10. Criminal Background Investigations (R.C. 119.03);
11. Memorandum of Understanding between the Ohio Department of Agriculture and the Ohio Department of Aging on Food Safety and Quality Assurance for Meal Providers.

It is of utmost importance that there is clear communications between the Meal preparer's staff and the staff of Ottawa County. All must be a team player to ensure the senior's of Ottawa County obtain the best service we can provide.

Describe the CONGREGATE TRANSPORT SYSTEM to be used.

1. List vehicles/vans that will be used to transport food from preparation site to dining site. Include the year and mileage.

| Vehicle Make and Year | Vehicle Model | Mileage per year | Specific Use |
|-----------------------|---------------|------------------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |

2. Describe:

a. Packaging system for hot food.

b. Transport carriers/containers to be used to carry food to dining sites.

c. Capacity of carriers.

d. How acceptable temperatures will be maintained.

3. Describe:

a. Packaging system for cold food.

- b. Transport carriers/containers to be used to carry food to dining sites.

 - c. Capacity of carriers.

 - d. How acceptable temperatures will be maintained.
4. State how personal automobiles used by drivers will be deemed safe and clean for delivery of food.

COMPLIANCES

THE FOLLOWING INFORMATION IS TAKEN DIRECTLY FROM THE AOoA POLICIES AND PROCEDURES MANUAL. FOR A FULL OUTLINE OF ALL PROCEDURES, PLEASE REFER TO THE AOoA'S WEBSITE.

FOOD PRODUCTION PROCEDURES

Procedure A. Compliance With All Food Service and Health Requirements

1. **Compliance**—Meal procurement/production and delivery functions shall be in compliance with all food service and health requirements established by local, state and federal boards of health.
 - a. Meal preparer must comply with the Ohio Uniform Food Safety Code Chapter 3717-1 Ohio Administrative Code (revised March 2005); and 9 Code of Federal Regulations (CFR) 303.1 (d) Retail Stores and Restaurants (Caterers and/or Central Kitchens).
 - b. Meal preparer shall ensure a current copy of the Ohio Uniform Food Safety Code is readily accessible at all food production sites for reference.
2. **Licenses/Permits**—Meal preparer shall ensure that they and their food production/delivery subcontractors have obtained all the necessary licenses, permits and food handler's permits required by law.
 - a. Food service operator's license shall be current and posted in the production area or dining area.
 - b. Meal preparer shall submit to Ottawa County, within five days of receipt, a copy of food service license(s) annually upon renewal.
 - c. A copy of all licenses and permits shall be kept on file and made available to Ottawa County and/or Area Office on Aging upon request.

Procedure B. Management and Personnel

1. **Supervision/Person in Charge (PIC)**—Meal preparer shall designate a person or persons in charge of each food production site(s) and shall ensure that the person in charge has applicable food service knowledge and are present at the food production site(s) during all hours of operation.
 - a. Based on the risks of food borne illness inherent to the food service operation, the person(s) in charge **shall at all times** be able to demonstrate the applicable knowledge of food borne disease prevention and application of the Hazard Analysis and Critical Control Point (H.A.C.C.P.) principles.
 - b. Any staff member who is in a food service management position, is designated a person in charge (responsible for directing HDMs and/or senior dining site meal programs) or is responsible for food service monitoring/inspections shall have successfully completed the Applied Food Service Sanitation Course (NIFI) sanctioned and certified by the Education Foundation of the National Restaurant Association (NRA), either through ODA or local colleges, universities or technical schools offering the course.

- (1) Meal preparer shall maintain documentation of course completion and certification and shall keep on file copies of certification of all required staff.
 - (2) Meal preparer shall ensure all required staff has current Applied Food Service Sanitation Course certification.
 - (3) All supervisors/ PIC shall be required to complete the Applied Food Service Sanitation Refresher Course re-certification at least every five years.
- c. The person in charge shall ensure that:
- (1) Employees/volunteers are effectively cleaning their hands, by routinely monitoring the staff/volunteers' hand washing.
 - (2) Employees are properly receiving, storing and preparing foods, especially potentially hazardous foods.
 - (3) Employees are preventing cross-contamination of foods.
 - (4) Employees are not having direct hand contact with ready-to-eat foods.
 - (5) The food service operation is maintained in a clean, safe condition, and the facility and equipment is in good repair.
 - (6) Employees/staff/volunteers are properly trained in food safety as it relates to their assigned duties.
 - (7) All employees/staff/volunteers report disease or medical conditions that are transmissible through food.
2. **Training**—Nutrition contractor shall develop, implement and document a training plan, in addition to the orientation required by the Conditions of Participation (COP), for all employees, staff and volunteers who participate in food preparation, service and/or delivery.
 3. **Employee/Volunteer Health and Hygiene**—Employee/volunteer cleanliness, health, and hygienic practices shall be enforced: The Meal preparer shall ensure all employees and volunteers engaged in the preparation and service of food shall be instructed in and monitored for employing good sanitary work practices.

Procedure C. Physical Facility

1. **Floors, walls and ceilings**—The floors, walls and ceilings shall be designed, constructed and installed so they are smooth and easily cleanable, except anti-slip floor coverings or applications, which are used for safety reasons. These surfaces shall be kept clean, in good repair and free of grease and debris. Mats shall be removable and easily cleaned. Any holes or gaps along the floors, walls or ceiling shall be filled or closed in. Attachments to walls or ceilings such as light fixtures, vent covers, wall mounted fans, decorative items and other attachments shall be easily cleanable and kept clean and free of debris.

2. **Lighting**—Light bulbs shall be shielded, coated or otherwise shatter-resistant in areas where there is exposed food, equipment, utensils or linens. Lighting shall be adequate in all food production areas or equipment areas as a safety factor.
3. **Heating, ventilating and air conditioning system vents**—Heating, ventilating and air conditioning systems shall be designed and installed so that air intake and exhaust vents do not cause contamination of food, food-contact surfaces, equipment or utensils. Hood filters and fans shall be clean and free from grease and contamination.
4. **Windows and Doors**—Windows shall be closed and tight fitting. Doors shall be solid, self-closing and tight fitting. Screens shall be used on any window open for ventilating and air curtains can be installed at heavily used doors to prevent entry of insects and rodents.
5. **Insect Control Devices**—Insect control devices that are used to electrocute or stun flying insects shall be designed to retain the insect within the device. Insect control devices shall be installed so that the devices are not located over food production area and dead insects and insect fragments are prevented from being impelled onto or falling on exposed food, equipment, utensils or linens.
6. **Restrooms**—Restroom facilities shall not open directly into the food preparation or dishwashing areas. Toilet facilities shall be accessible to employees. Restroom facilities shall have running hot and cold water, a supply of toilet tissue, hand washing soap, sanitary towels or hand drying device and at least one waste receptacle. A sign or poster that notifies food employees to wash their hands shall be clearly visible and provided at all hand washing lavatories used by food employees.
7. **Hand washing Sink in Production Area**—At least one hand-washing sink shall be available in the production area. A sign or poster showing the proper hand washing technique shall be posted at the hand-washing sink. This sink shall be used exclusively for hand washing and no food shall be cleaned or prepared in this sink.

Procedure D. Equipment

1. **Food service equipment** used in the production of meals shall meet the standards of the State of Ohio Uniform Food Safety Code.
2. **Multiuse utensils and food contact surfaces**—Materials that are used in the construction of utensils and food-contact surfaces of equipment may not allow the migration of deleterious substances or impart colors, odors or tastes to food and shall be safe, durable, easily cleaned and resistant to pitting, chipping, crazing, scratching, scoring, distortion and decomposition.

Procedure E. Purchase of Food and Supplies

1. **Food**—all foods contributed for use in meals served or financed under federal or state funds shall meet those standards of quality, sanitation or safety that apply to foods purchased commercially. Meal preparer shall ensure that all food is purchased/donated from an approved source and produced in plants, which meet federal and state sanitation requirements.
 - a. Food shall be wholesome, in sound condition, and be free from spoilage and foreign objects.

- b. Specific types of potential contributions shall be handled in the following manner for all meals prepared at the central kitchen:
 - (1) Home-canned or preserved foods shall not be accepted or used.
 - (2) Foods cooked or prepared in an individual's home shall not be used or accepted.
 - (3) Road-killed deer and road-killed game shall not be used or accepted.
 - (4) Wild game donated by hunters shall not be accepted or used.
 - (5) Fresh or fresh-frozen fish donated by sportsmen shall not be accepted or used.
 - (6) Fresh fruit and fresh vegetables grown in a personal garden or local farm may be accepted and used.
2. **Supplies**—Meal preparer shall purchase supplies to meet the Meal Service Procedures as listed on the Area Office on Aging website. Meal preparer is encouraged to participant in-group purchasing to help reduce the overall cost per meal by buying supplies in bulk.
3. **Deliveries and Inventory Control**—Meal preparer shall ensure all preparation kitchens use appropriate receiving practices and inventory cost control.

Procedure F. Storage

1. **Dry Food Storage**—All dry food and food supplies shall be stored in a clean, dry location where it is not exposed to splash, dust or other contamination. Dry food may not be stored in locker rooms, restrooms, dressing rooms, garbage rooms, mechanical rooms or under sewer lines that are not shielded to intercept potential drips, under leaking water lines, including leaking fire sprinkler heads, under water lines on which water has condensed, under open stairwells or under other sources of contamination.
2. **Cold Food Storage**—All cold foods shall be stored at the proper temperatures in such a way to prevent the growth of food borne illness bacteria, prevent cross contamination of foods and prevent condensation or drippings onto foods stored in the refrigerator or freezer.
3. **Food-Contact Equipment Storage**—All food-contact equipment shall be stored in a sanitary manner.
4. **Chemical Storage**—All chemicals and toxic materials shall be stored separately from each other and in a place used solely for no other purpose and away from all food or food-contact equipment storage.

Procedure G. Food Handling Procedures

1. **Standardized Recipes**—Standardized recipes shall be made available and used in the development, production, portion control and costing of meals.

- a. One approved source of standardized recipes is “Food for Fifty”.
 - b. Recipes shall verify the appropriate serving sizes as they appear on the weekly production spreadsheets/menus.
 - c. Standardized recipes shall be kept on file in the food production area and be available to the production personnel.
 - d. Standardized recipes shall be checked and approved by a registered-licensed dietitian.
2. **Defrosting**—Defrosting shall be done in the refrigerator at 41°F or less, under cold running water (completely submerged at a water temperature of 70°F or less) or part of a conventional cooking process.
- a. Cold foods shall be removed from cold storage only in the quantities that can be used immediately.
 - b. Products shall be kept frozen or refrigerated and not held at room temperature under any circumstances.
3. **Prep Work and Cooking**—All foods shall be prepared in a method, which protects against potential contamination and unacceptable microbial growth.
- a. Meal preparer shall ensure their food production sites follow a HACCP (Hazard Analysis Critical Control Point) or S.A.F.E. (Sanitary Assessment of the Food Environment) food safety program.
 - b. Meal preparer shall ensure contamination from hands is prevented.
 - c. Meal preparer shall ensure contamination from food surfaces, equipment and utensils are prevented.
 - d. Meal preparer shall ensure proper techniques and temperatures are followed when preparing or cooking foods.
4. **Serving**—All foods shall be served in a method, which protects against potential contamination and unacceptable microbial growth.
- a. The production site or central kitchen shall prepare a “test” meal, date label it and place it in the refrigerator for two days to be used for testing if a potential food borne illness has been reported.
 - b. Meal preparer shall ensure employees and volunteers are using the proper serving utensil(s) to provide the proper serving size as indicated on the production menu.
 - (1) A portion size chart of all foods used/served shall be posted in the food production and serving areas at all senior dining sites.

- (2) The chart shall indicate serving size to be served and the proper utensil to be used to provide that serving size.
 - (3) The portion size chart, including any changes to the chart, shall be approved by a registered-licensed dietitian prior to posting in all serving/production areas.
 - c. Meal preparer shall ensure all serving utensils are touched only by the handles. If the hands are in direct contact with the food, Meal preparer shall also ensure food servers are using single-use gloves.
 - d. Meal preparer shall ensure silverware is pre-wrapped in a napkin or is placed in the silverware container with the handles facing up; therefore, participants or servers touch only the handles.
 - e. Meal preparer shall ensure all employees and volunteers handle cups, glasses, bowls and plates (reusable or disposable) without touching the inside surfaces or surfaces that contact users' mouths.
 - f. Condiments, seasonings and dressings for counter use and self service shall be provided in individual packages or from dispensers with the exception that ketchup and mustard can be served in original container or in a pour-type dispenser.
 - g. Any food on display shall be protected from consumer contamination by use of packaging or a protected display case.
5. **Leftovers**—Meal preparer shall take appropriate measures at the production site to minimize food left over.
- a. Foods, as a result of overproduction, may be incorporated in the next day's menus only if it has been promptly refrigerated **immediately after preparation** and it has not been on the steam table or serving counter. It must be reheated to 165°F.
 - b. Leftover bulk food that has been allowed to remain on a steam table or serving counter at the preparation site or senior dining site for more than 60 minutes shall be discarded. Food remaining longer than 60 minutes, or if the temperatures fall below 140°F, shall be discarded.
 - (1) Leftover food at senior dining sites shall be either discarded or sent back to the production kitchen where it will be discarded. Exceptions are fresh fruit, packaged cookies, crackers, bread, and juice, and unopened cartons of milk that have been properly refrigerated.
 - (2) Leftover food shall not be used to extend future meals (i.e., leftover vegetables that have been on the steam table may not be used for vegetable soup.)
 - c. Leftover food shall not be used in the packaging of frozen meals or home delivery.
 - d. A detailed written policy on leftovers, approved by the registered-licensed dietitian, shall be posted in the food production and serving areas.

Procedure H. Meal Delivery and Transport Procedures

1. **Packaging**—All bulk foods and home delivered meals shall be packed in such a manner to ensure the maximum nutrient content, safety and quality of the food.
 - a. Temperatures at time of packaging shall be documented and be as follows:
 - (1) Hot HDMs and hot bulk senior dining site meals shall be packed at a temperature of at least 160°F.
 - (2) Cold foods shall be packed at a temperature of 41°F or below.
 - (3) Frozen foods shall be packed at a temperature of 32°F or below.
 - (4) Products which are not potentially hazardous and do not need to be held above 140°F or below 41°F are exempt.
 - b. Preheat Hot Shot vehicles or warm up the heat stones used to maintain required temperatures in food carriers.
 - c. Bulk foods and supplies for delivery to senior dining sites shall be packed as follows:
 - (1) Hot bulk foods prepared in stainless steel pans shall be covered with parchment paper (to prevent discoloration resulting from interaction of steam and aluminum foil) and covered with aluminum foil. These serving pans shall be placed in insulated food carriers with insulated covers which latch in place prior to transport.
 - (2) Cold bulk foods prepared in stainless steel pans shall be covered with aluminum foil or plastic wrap and placed in insulated food carriers/coolers with insulated covers, which latch in place.
 - (3) Milk, juice and individually wrapped or prepared cold foods shall be placed in insulated food carriers/coolers.
 - (4) Compartmentalized trays, serving utensils and tableware shall be placed in plastic bags for safe transportation.
2. **Meal Transport System**—Meal preparer shall be responsible for and ensure prompt delivery of safe nutritious meals to the senior dining sites.
 - a. **Maintaining Temperatures**—Meal preparer shall ensure all bulk dining site food and HDM meals are transported in a system capable of maintaining the food at the following temperature at point of **consumption**:
 - (1) Frozen foods at a temperature of 32°F or below.
 - (2) Cold foods at 41°F or below.
 - (3) Hot foods at 140°F or above

- b. A delivery schedule shall be kept recording temperature and time meals left production site.
 - c. **Documenting Temperatures**—Meal preparer shall monitor and document temperatures of food in transit. Documentation shall be kept on file and made available to Area Office on Aging upon request.
 - (1) Temperature of foods shall be taken and recorded at time of packing meals.
 - (2) Temperature of bulk dining site foods shall be taken and recorded upon receipt of the food and just prior to serving to ensure proper temperatures are maintained.
3. **Delivery Equipment**—all equipment used to transport food and supplies shall meet the standards of the Ohio Uniform Food Safety Code and be in compliance with all food service and health requirements established by local, state and federal boards of health.
- (1) Meal preparer shall be responsible for obtaining and properly maintaining, repairing and replacing all components of the tray/carrier/meal transport system.
 - (2) All equipment used to transport food and supplies shall be clean and in good repair.
- a. **Delivery Vehicles**—all vehicles used in the delivery of food shall meet the standards of the Ohio Uniform Food Safety Code and be in compliance with all food service and health requirements established by local, state and federal boards of health.
 - b. **Transport Procedures**—The prompt safe delivery of all bulk dining site meals shall be ensured.
 - (1) Dining site and HDM delivery schedules shall be posted in the production area and at each dining site.
 - (2) Meals that are consistently late/early in reaching the dining site or the HDM client may cause the Meal preparer to be in violation of the contract.
 - (a) Consistently early/late meals are defined as over 15 minutes early/late more than once a week or more than three times in a month under normal weather conditions.
 - (b) A delivery time log report of all meal deliveries to the dining sites shall be well documented, kept on file, and be available to the Area Office on Aging upon request.

Procedure I. Changes In Food Production, Service, or Delivery

- 1. Any changes in the current nutrition program (meal preparation, service or delivery method) require discussion with and written approval from Ottawa County and the Area Office on Aging prior to any changes being made.
- 2. Changes from or to the following methods require prior approval by Ottawa County and Area Office on Aging and ODA:

- a. Central kitchen preparation,
 - b. On-site preparation,
 - c. Catered meal service, and
 - d. Frozen meal service.
3. In the event of an anticipated change in meal production, procurement, service or delivery, the provider shall make a written request to Ottawa County indicating assurance of continued quality service at the same unit cost regardless of the change.
- a. Failure to provide a written request prior to any changes can be considered grounds to withhold payment of funds or grounds for termination of contract.
 - b. Provider shall make every attempt to give written notice, at a minimum, of 60 days in advance.

MONITORING AND INSPECTION PROCEDURES

Procedure B. Health Department Inspections

- 1. On-site and central kitchen/food production and serving facilities shall receive a good to excellent rating from the local health department.
- 2. Meal preparer shall furnish to Ottawa County a copy of each Food Service Operation Inspection Report within five working days of receipt from the inspecting agent.
- 3. Meal preparer shall furnish to Ottawa County a copy of any follow-up report of critical violations.
- 4. Facilities receiving a less than good rating or any violations shall be inspected immediately by the Meal preparer.
- 5. Meal preparer shall take immediate action to improve any practices or procedures found out of compliance.
 - a. Immediate corrective action shall be taken with follow-up in one week.
 - b. Ottawa County/Meal preparer shall submit a completed report on corrective actions to the Area Office on Aging.
 - c. Failure to correct the problem(s) may result in temporary or permanent closing of the facility.

Procedure C. Area Office on Aging, ODA and USDA Monitoring

- 1. Meal preparer shall be assessed/monitored on their performance by the Area Office on Aging, USDA and ODA. The performance shall meet, at a minimum, all assessment/monitoring requirements by ODA and Area Office on Aging. Area Office on Aging shall monitor at least annually, or more often as needed. ODA and USDA shall monitor as needed.
- 2. **Annual Area Office on Aging Monitor Procedure:**

- a. Ottawa County will be given at least thirty days' notice of the monitor visit.
- b. Ottawa County shall be notified informally, via a telephone contact to secure a date and formally, in writing with the date and time of the monitor visit. A monitoring tool shall be provided in advance of the monitoring. Meal preparer shall have all necessary documentation readily available for monitoring.
- c. The Area Office on Aging will cancel a monitor visit only if the provider is ill or has encountered any circumstances that the Area Office on Aging deems beyond their control. A cancellation will be made only with the understanding that a reschedule must be submitted. If Ottawa County wishes to cancel a monitor visit they must do so by an initial telephone contact and then follow with written correspondence stating the reason for the cancellation and date of reschedule. This must be received by the Director of Nutrition within 30 days of the original monitor visit.
- d. The Area Office on Aging reserves the right to cancel a monitor visit with verbal notification at least one hour before the scheduled visit. Any cancellation made by the Area Office on Aging will be done with the understanding that a reschedule will occur and will be formalized within 30 days of the original monitor date.
- e. Area Office on Aging Nutrition Department shall monitor the central kitchen or a prearranged production site and a predetermined senior dining site on the day of monitoring. Monitoring will also take place at the Meal preparer 's main office to obtain additional required information.
 - (1) The Area Office on Aging shall use the monitoring tool and monitor Meal preparer against the Policy and Procedures for Nutrition Services and the Ohio Uniform Food Service Code.

INFORMATION ON ORGANIZATION

A. Organization:

1. Bidder(s) is/are a: _____ Sole Proprietorship
_____ Partnership
_____ For-Profit Corporation
_____ Non-Profit Corporation
_____ Public
_____ Other--Please Specify:

2. Complete if a Corporation (For-Profit or Non-Profit):

- a. State of Corporation _____
- b. Date of Incorporation _____
- c. Name of President _____
- d. Name of Chief Executive Officer _____
- e. Is Corporation qualified to do business in the State of Ohio:
_____ Yes _____ No
- f. Employer Identification Number _____

3. Complete if a Partnership:

- a. State of Organization _____
- b. Date of Organization _____
- c. Name and address of all Partners and whether each is a general or limited partner: _____

4. Complete if other than a Corporation or Partnership:

- a. Type of Organization _____
 - b. Date of Organization _____
- Name and Address of Principal(s) _____

NON-COLLUSION AFFIDAVIT

State of _____

County of _____

BID IDENTIFICATION _____

CONTRACTOR _____,

Being first duly sworn, deposes and says that he is _____

_____ (sole owner, a partner, president, secretary, etc.) of

_____,

(Name of Company)

the party making the foregoing BID; that such BID is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such BID is genuine and not collusive or sham; that said BIDDER has not directly or indirectly or indirectly induced or solicited any other BIDDER to put in a false or sham BID, and has not directly or indirectly colluded, conspired, connived, or agreed with any BIDDER or anyone else to put in a sham BID, or that any one shall refrain from bidding; that said BIDDER has not in any manner, directly or indirectly, sought by agreement, communication or conference with any one to fix the BID price of said BIDDER or of any other BIDDER, or to fix any overhead, profit, or cost element of such BID price, or of that of any other BIDDER, or to secure any advantage against the OWNER awarding the contract or anyone interested in the proposed contract; that all statements contained in such BID are true; and further, that said BIDDER has not, directly or indirectly, submitted his BID price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, BID depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said BIDDER in his general business.

Signed: _____

Subscribed and sworn to before me this _____ day of _____, 20__

Notary Public

Seal:

EXHIBIT ORC

Affidavit in Compliance with Sections 3517.13, 9.24 and 5719.042 of the Ohio Revised Code

STATE OF OHIO

SS:

COUNTY OF _____

Personally appeared before me the undersigned, as an individual or as a representative of _____ (Vendor) for a contract for _____ (Type of Product or Service) to be let by the County of Ottawa, who, being duly cautioned and sworn, makes the following statement with respect to prohibited activities constituting a conflict of interest or other violations under Ohio Revised Code (O.R.C.) Sections 3517.13, 9.24 and 5719.042, and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the Vendor:

1. That none of the following has **individually** made after April 4, 2007, and that, if awarded a contract for the purchase of goods or services with a cost aggregating more than \$10,000.00 in a calendar year, none of the following **individually** will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, as an individual, one or more campaign contributions totaling in excess of \$1,000.00, to any member of the Ottawa County Board of Commissioners or their individual campaign committees:
 - a. myself (if applicable);
 - b. any partner or owner or shareholder of the partnership (if applicable);
 - c. any owner of more than 20% of the corporation or business trust (if applicable);
 - d. each spouse of any person identified in (a) through (c) of this section;

- e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section (only applicable to contributions made on or after January 1, 2007).
2. That none of the following have **collectively** made after April 4, 2007, and that, if awarded a contract for the purchase of goods or services with a cost aggregating more than \$10,000.00 in a calendar year, none of the following **collectively** will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, one or more campaign contributions totaling in excess of \$2,000.00, to any member of the Ottawa County Board of Commissioners or their individual campaign committees:
 - a. myself (if applicable);
 - b. any partner or owner or shareholder of the partnership (if applicable);
 - c. any owner of more than 20% of the corporation or business trust (if applicable);
 - d. each spouse of any person identified in (a) through (c) of this section;
 - e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section;
 - f. any political action committee affiliated with any person identified in divisions (a) through (c) of this section.
 3. This representation applies if the contract is estimated to exceed \$25,000.00 or if the aggregate of multiple contracts between Ottawa County and Vendor exceed \$50,000.00 within the fiscal year prior to the fiscal year within which this contract is being entered.

The Vendor affirmatively represents and warrants to Ottawa County that it is not subject to a finding for recovery under O.R.C. 9.24, or that it has taken appropriate remedial steps required under O.R.C. 9.24 or otherwise qualifies under that section. The Vendor agrees that if this representation or warranty is deemed to be false, the Agreement shall be void *ab initio* as between the parties to this Agreement, and any funds paid by Ottawa County hereunder immediately shall be repaid to Ottawa County or an action for recovery immediately may be commenced by Ottawa County for recovery of said funds.

4. This representation applies to any contract let by competitive bid (O.R.C. 5719.042).

Vendor was not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of Ottawa County.

5. Vendor understands that Ottawa County includes the Ottawa County Board of Commissioners or any other public official having ultimate responsibility for the award of the contract.

Vendor

by: _____
Signature

Typed/Printed Name and Title

Sworn to before me and subscribed in my presence this _____ day of _____, 20____.

Notary Public

HOLD HARMLESS AGREEMENT

KNOW ALL MEN BY THESE PRESENTS, that we,

(Firm Name)

(Address)

as principal, shall indemnify and save harmless Ottawa County, Ohio from all suits and actions of every name and description brought against the Owner for or on account of any injury or damage to persons or property arising from or growing out of the construction of the work in said agreement, specified to be done, or the doing of any work therein described.

Witness our signature(s) for the above agreement this _____ day of _____, 20__.

PRINCIPAL _____

BY _____

TITLE _____

SIGNED IN PRESENCE OF

ATTEST _____