



ERIE COUNTY

REQUEST FOR PROPOSAL (RFP) TO PROVIDE HOME DELIVERED MEALS UNDER THE ERIE COUNTY ELDERLY NUTRITION SERVICES (ECENS) PROGRAM

**RFP # 2023-031VF
April 24th, 2023**

**Commissioner Angela Marinucci
Erie County Department of Senior Services
EDWARD A. RATH COUNTY OFFICE BUILDING
95 FRANKLIN STREET
BUFFALO, NEW YORK 14202**

| GLOSSARY | |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ACL | Administration on Community Living |
| BLIZZARD BOX | Emergency meal packages that contain 3-day shelf-stable foods which require little or no cooking or minimal preparation. Generally, they are not eligible for reimbursement because they do not meet all the nutritional requirements specified by NYSOFA. |
| COOP | Continuity of Operations Plan |
| CPU | Cost Per Unit |
| ECENS | Erie County Elderly Nutrition Services Program |
| HACCP | Hazardous Analysis Critical Control Points |
| HDM | Home Delivered Meals |
| LOCALLY PRODUCED FOOD | Food produced and/or processed at a facility located within a 50-mile radius of Buffalo |
| MBE/WBE | Minority Business Enterprise/Women's Business Enterprise |
| NYSOFA | New York State Office for the Aging |
| OAA | Older Americans Act |
| PI | Program Issuance |
| RFP | Request for Proposals |
| WIN | Wellness In Nutrition Program |
| TAM | Technical Assistance Memorandum |

COUNTY OF ERIE, NEW YORK
REQUEST FOR PROPOSALS (“RFP”)

RFP# 2023-031VF

**TO PROVIDE HOME DELIVERED MEALS UNDER THE ERIE
COUNTY ELDERLY NUTRITION SERVICES (ECENS) PROGRAM**

I. INTRODUCTION

The County of Erie, New York (the County) is seeking Proposal Statements from qualified entities interested in providing Home Delivered Meals (HDM) under the Erie County Elderly Nutrition Services (ECENS) program. In 2022, ECENS served 746,788 home delivered meals for 2,914 older adults living throughout the County. Proposers interested in providing home delivered meals, beginning January 1, 2024, to eligible older adults living in any or all the municipalities within the County are invited to respond to this request.

Proper nutrition is essential to maintaining independence for everyone as they age. In recognition of this fact, Title III of the Older Americans Act (OAA), along with New York State’s Office for the Aging and Erie County, make a substantial investment in providing support for home-delivered, congregate meals, and other nutrition services for people aged 60 and older.

The purposes of the elderly nutrition program, as stipulated in the Title III of the OAA, are to (1) reduce hunger and food insecurity, (2) promote socialization of older adults, and (3) promote the health and well-being of older adults by assisting them to access nutrition and other disease prevention and health promotion services to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior. ¹To meet these outcome objectives the County supports a variety of nutrition services including nutrition education, nutrition counseling, home delivered meals, and congregate meals.² These services are part of a larger comprehensive service system that is designed to help older adults maintain both their health and their independence as they age. The goal of the Erie County program is to offer older adults of all ages and functional health levels appropriate nutrition services for their circumstances, along with a host of complementary services to help them sustain independence and overall wellness.

¹Congressional Research Service (June 17, 2011) –Older Americans Act: Title III Nutrition Services Program

² A description of each Home Delivered Meal service is provided in Table 1 (Appendix A).

Home Delivered Meals: Home-delivered nutrition services provide meals and related nutrition services to older individuals that are homebound, whether that be from a long-term condition, frailty or a short-term situation resulting from an accident, illness, or other health related incident. These individuals are unable to cook or shop for themselves and lack informal social support to assist with these activities. Often times, these are individuals who are socially isolated due to the lack of ability to leave their homes. Given that, an important characteristic of home delivered meals programs throughout the country is delivery of the meal by a volunteer who provides a source of interaction and friendship to the homebound individual. To complete the three-prong purpose of the OAA Title III Elderly Nutrition Services Program, all homebound meal clients will participate in monthly nutrition education presentations that must allow for participants to interact with the presenter and have the ability to ask questions during the session (Please refer to Table 1 in Appendix A).

Home-delivered meals tend to be the first in-home service that an older adult receives, and the program is a primary access point for other home and community-based services.³ Home-delivered meals are considered one component in a continuum of services to support the homebound elderly in remaining in their own homes. Other components may include personal care, chore, nutrition education/counseling, and transportation services.⁴ Given the eligibility requirements and the likelihood that qualified individuals will eventually need other services, all recipients of ECENS-funded home delivered meals must receive an assessment from an Erie County Department of Senior Services Case Manager⁵ to determine eligibility based on functional status and availability of informal supports. The Case Manager will set up a plan of care that establishes the number of meals to be provided on a weekly basis, and the length of authorization to receive meals.

Targeting: The ECENS program strives to provide service to all eligible older adults within Erie County, while meeting the targeting objectives set forth in the OAA for these services. OAA Title III requires programs to target or prioritize service to older individuals with *the greatest economic and social need*. The OAA defines such need as (1) living below the poverty threshold; (2) having physical or mental disabilities that pose risk for institutional placement; or (3) cultural, social, or geographic isolation, including isolation caused by language, race, or ethnic status.⁶

Overwhelmingly, recipients of home delivered meals are frail older adults with functional impairments that limit their ability to do daily activities such as cooking and grocery shopping.

Details on the descriptive characteristics of clients can be found in Table 2 in Appendix A.

³ Congressional Research Service (2010) –Older Americans Act: Title III Nutrition Services Program

⁴ New York State Office for the Aging (1981) 81-PI-3C-11 —Guidelines for Home Delivered Nutrition Services Manual

⁵ This includes case managers in the employ of subcontracted neighborhood-based agencies in the Erie County EISEP-CSE case management system.

⁶ 42 U.S.C. § 3002(23) and (24). See also Government Accountability Office, *Older Americans Act: Options to Better Target Need and Improve Equity. Report to the Ranking Member, Special Committee on Aging, U.S. Senate.* GAO-13-74. (Washington, D.C.: November 2012).

Service Need: Erie County has a growing older adult population that looks considerably different today than when the OAA was first written. As of 2030 the projected population of adults aged 60 years or older living in Erie County is 313,772 compared to 249,266 in 2023. The City of Buffalo is becoming increasingly racially and ethnically diverse. Ethnic and racial minorities now constitute 20.1% of Erie County's older adult population, compared to just 5.4% in 1970.⁷ Erie County's older adult population requires a network of providers who can deliver service to its residents, wherever they may reside, in a manner which is culturally competent. Details on Older Adult Population by Town can be found in Table 3 in Appendix A.

The County seeks proposals that will meet the nutrition needs of this growing, and increasingly diverse and hard to reach population. To effectively provide service to eligible older adults within Erie County, in particular older individuals with the greatest economic and social need, Erie County seeks to contract with service providers to provide Home Delivered Meals throughout the County in the most comprehensive and cost-effective manner.

Local Intent:

The County intends to support local food production through the purchase of locally sourced products. The County of Erie also intends to support local health initiatives by increasing the amount of fresh fruit and vegetables served in the ECENS program. The County also seeks to provide services with the least amount of waste utilizing as many reusable and environmentally sustainable products as possible while properly maintaining minimum program standards.

It is the County's intent to select the Proposer(s) that provide(s) the best solution for the County's needs. The County may contract with one or more providers who can meet those needs and meet the proposed service area.

The County reserves the right to amend this RFP. The County reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the County. The County reserves the right to request additional information from any proposer. The County reserves the right to award negotiated contracts to one or more proposers.

This RFP is not intended and shall not be construed to commit the County to pay any costs incurred in connection with any proposal or to procure or contract with any firm.

The County will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or any other status protected by New York State and Federal laws.

⁷ ACS Demographic and Housing Estimates, American Community Survey, 2021, 1 Year Estimates, Table DP05

II. PROPOSAL PROCEDURES

A. ANTICIPATED SCHEDULE OF PROPOSAL

The following schedule is for informational purposes only. The County reserves the right to amend this schedule at any time.

Issue RFP: April 24, 2023

Pre-Proposal Web Conference Call: May 9, 2023

Erie County Elderly Nutrition Services Program – Home Delivered Meal Proposal
CONFERENCE CALL INFO: **1:00 pm EST**

Join from the meeting link

<https://erie.webex.com/erie/j.php?MTID=m49a6db696c750d106aba13361763145e>

Join by meeting number

Meeting number (access code): 2496 459 0943

Please obtain your meeting password from your host.

Tap to join from a mobile device (attendees only)

+1716-858-2250,,24964590943## United States Toll (Buffalo)

+1-415-655-0003,,24964590943## United States Toll

Join by phone

+1 716-858-2250 United States Toll (Buffalo)

+1-415-655-0003 United States Toll

[Global call-in numbers](#)

Join from a video system or application

Dial [24964590943@webex.com](tel:24964590943)

You can also dial 173.243.2.68 and enter your meeting number.

Proposals Due: May 26, 2023

Selection Made: Approximately June 2023

Contract Signed: Following all necessary County approvals.

Service Start Date: January 1, 2024

B. GENERAL REQUIREMENTS

1. Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation.
2. One (1) original and one (1) electronic copy shall be submitted. Proposals **MUST** be signed. Unsigned proposals will be rejected.
3. Cost Proposals on the Excel workbook provided must be submitted separately from the proposal in a sealed envelope **AND** as an individual electronic document.
4. One (1) electronic copy must be submitted to: angela.marinucci@erie.gov and erin.mahoney@erie.gov.
5. Submission of the proposals shall be directed to:

Commissioner Angela Marinucci
Erie County Department of Senior Services
95 Franklin St. Buffalo, NY 14202

All proposals must be delivered to the above office on or before Friday, May 26, 2023 at 4:00 p.m. EST. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.

Requests for clarification of this RFP must be written and submitted to Commissioner Angela Marinucci at angela.marinucci@erie.gov and erin.mahoney@erie.gov. Questions may be submitted up until 4:00 p.m. EST on **Friday, May 12, 2023**. Formal written responses will be distributed by the County on a rolling basis, beginning on Monday, May 15, 2023, and will be available at:
<http://www2.erie.gov/purchasing/index.php?q=requests-proposals-amp-construction-bids>

4. NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY REQUEST FOR CLARIFICATION.
5. Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Those proposers will be notified to arrange specific times.
6. No proposal will be accepted from, nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.
7. Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) proposers should include the Erie County certification letter with the proposal.
8. If proposer is a Veteran Owned Business, proposer should include a letter indicating company is 51% or more Veteran-owned.

9. By submitting this proposal, Proposer understands and agrees there must be compliance with federal, state, and local laws in regard to privacy practices and safeguards. Therefore, proposals must include Proposer's privacy practices and procedures i.e., client confidentiality policy. Proposer's practices and procedures must thoroughly address possible breach situations.
10. The proposing agency, company or entity must be based in the United States.

All Proposers submitting proposals must include a cost proposal using the "2024 Home Delivered Meal RFP Excel Price Proposal Workbook" in a separate sealed envelope clearly labeled with the proper name, due date of proposal, proposal name "REQUEST FOR PROPOSAL (RFP) TO PROVIDE HOME DELIVERED MEALS UNDER THE ERIE COUNTY ELDERLY NUTRITION SERVICES (ECENS) PROGRAM RFP# 2023-031VF" and Cost Proposal.

III. SCOPE OF PROFESSIONAL SERVICES REQUIRED

The County will accept proposals for **food preparation and delivery for the home delivered meal program**, using a menu created by Erie County Nutrition staff.

Proposals may include service to any area of Erie County no smaller than a city or town. Proposals must clearly indicate the service area that will be covered within Erie County.

Proposals must include a statement of the degree to which the Proposer(s) may be willing and able to extend its proposed service area in the event that there are no successful proposals for a particular location within Erie County.

Service Period: Services will begin on January 1, 2024. The Contract period will be January 1, 2024, to December 31, 2026. The Contract period may be extended by the County in its sole discretion for up to two additional one (1) year periods, for up to a total of five (5) years.

A. GENERAL NUTRITION PROGRAM REQUIREMENTS

The successful Proposer(s) shall comply with all applicable Federal, State, and Local laws, rules and regulations, including but not limited to those promulgated by the United States Department of Health and Human Services Administration on Community Living (ACL), the New York State Office for the Aging (NYSOFA),⁸ the New York State Department of Health,⁹ and the Erie County Department of Health, in the performance of services, including but not limited to the procurement, storage, handling, preparation, cooking, heating, chilling, transportation and delivery of meals. Proposers shall have written policies and procedures concerning all aspects of the program.

⁸This includes NYSOFA-issued Technical Assistance Memorandums (TAMs) and Program Issuances (PIs).

⁹This includes Hazardous Analysis Critical Control Points ("HACCP") procedures.

B. GENERAL MEAL REQUIREMENTS

All proposers must demonstrate that they are capable of meeting the menu, meal and food preparation requirements described in Appendix B. These include requirements for the menu, quality of food, and ordering time frames.

C. PROGRAM DESCRIPTION - HOME DELIVERED MEAL PROGRAM

All proposals must provide for the following:

1. Proposals must include a plan for (i) preparation and delivery of meals, including specialized meals,¹⁰ to the homes of older persons who are unable to satisfactorily provide for their own nutritional maintenance and who are unable to attend one of the established congregate dining sites operated under Stay Fit Congregate Meal program; (ii) identification and referral of potential clients to the Erie County Department of Senior Services for assessment of eligibility to receive ECENS-funded home delivered meals; (iii) conducting nutritional assessments for persons to whom these meals are delivered (proposers that anticipate serving less than 50,000 meals per year may indicate that they will opt to have these **nutritional assessments** completed by the County); and (iv) recruitment, retention, and training of volunteers and/or paid staff who provide the above service, that ensures participants receive the personal, individual contact and socialization that is required by the ECENS program.¹¹
2. Proposers that anticipate serving more than 50,000 meals per year **must** include a plan for providing nutritional services. Proposals must include the use of appropriate professionals as required by Law, to individuals referred for and provided home delivered meals. Services should generally include:
 - a. Completion of a nutritional assessment and evaluation of all new clients referred by the Erie County case management system to the Home Delivered Meals Program, within a reasonable time of start of service (with a goal of completing such assessment and evaluation within thirty calendar days of start of service).
 - b. Providing clients with nutrition counseling to improve their nutritional health and document findings. Findings/notes must be recorded in the NYSOFA operated client database, PeerPlace.
 - c. Completing a nutrition assessment of home delivered meal recipients annually or upon change in their health, circumstances or with the recommendation of the case manager from the County case management system.
 - d. Working with Case Managers, clients, caregivers, and doctors to ensure proper meals are ordered.
 - e. Providing nutrition education on proper meal handling and different topics and document these services to clients.
 - f. Identifying and qualifying clients who require a modified diet.
 - g. Notifying the County's case manager of any concerns regarding client issues (safety, behavioral, environmental, etc.).

¹⁰The following diets must be available for the home delivered meals program: calorie restricted, bland, renal, and ground. New York State Office for the Aging 90-PI-26 and 82-PI-IIIIC-10.

¹¹ Further details on the requirements of each are provided throughout Section III C.

- h. Providing training on proper food handling and sanitation to the Proposer(s)'s volunteers/staff when applicable.
- i. Meals are provided based on a menu(s) developed by the Erie County Senior Services Nutrition staff. All menus are provided by the County on a 13 week cycle. Cost proposals must be based on the attached sample menu(s). (See Appendix B for all Sample menus)

3. Delivery Standards:

- a. Primary Service availability: The County seeks proposals that include the provision of up to two meals per day, delivered daily for up to five days per week, plus the delivery of frozen weekend meals, depending on client need as established in the client care plan and as authorized by an Erie County authorized Case Manager

The number, frequency, and type of meals an ECENS client receives will be determined during the case management assessment process in which individual needs and sources of available assistance will be identified. Services must be based on the nature of need since circumstances will vary from individual to individual. Where other sources of meals are available to the service recipient, fewer than two meals seven days a week may be appropriate.¹²

To meet the goals of the ECENS home delivered meals program, proposers must be able to provide, at minimum, hot mid-day meals at least five days a week, plus an optional cold supper for those clients with an identified need.

In addition to weekday meals, proposals must include delivery of weekend meals, generally consisting of four frozen meals, to those persons that case managers from the County case management system have identified as in need of such service. **Proposals must clearly indicate if the delivery of frozen weekend meals will be available for appropriate clients.**

All meals are to be delivered to each client by contracted staff and/or volunteers within a two-hour time frame from plating to home delivery to client, Monday through Friday. In addition to the two-hour timeframe, compliance to temperature regulations as outlined in Appendix B is required.

Holiday Service is at the discretion of the provider. The normally observed holidays are: New Year's Day, Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

- b. Alternative service availability: The County seeks proposals that may include the provision of up to 50,000 hot/cold/frozen meals, delivered at regular intervals for service up to seven days per week. Alternative service approval is determined based on client need, including religious beliefs, dietary needs, allergies etc., and as established in the client care plan and as approved by an Erie County authorized Case Manager.

¹² New York State Office for the Aging (1981) 81-PI-3C-11 —Guidelines for Home Delivered Nutrition

The number, frequency, and type of meals an ECENS client receives will be determined during the case management assessment process in which individual needs and sources of available assistance will be identified. Services must be based on the nature of need since circumstances will vary from individual to individual. Where other sources of meals are available to the service recipient, fewer than two meals seven days a week may be appropriate.¹³

All alternative meals are to be delivered to each client on a regular schedule to eliminate any gap in food availability. All proposers must demonstrate the capability to deliver at regular intervals and provide a backup plan.

Proposers must provide a plan to complete wellness or check in calls with alternative meal recipients as recipients will not have the daily visitor associated with traditional Home Delivered Meal services.

Proposals that include partnerships to address wellness checks and/or delivery solutions are encouraged.

- c. Routes and Transport: All proposers must demonstrate the capability of meeting the requirements for Routes and Transport described in Appendix B.
- d. Emergency/Back-up Delivery: Proposals must include a Continuity of Operations Plan (COOP) that includes a backup production method/site and a method of back-up delivery when the normal delivery system is disrupted or inoperable, subject to weather, disaster or other unforeseen circumstances beyond the control of the Agency.

Proposals must demonstrate a willingness and ability to deliver meals on non-service days, under emergency conditions, and under special circumstances, as determined jointly by the proposing entity and the County. The type of meal provided under these conditions will be determined according to NYSOFA guidelines and may include Blizzard Boxes and/or frozen meals as appropriate and feasible.

4. Volunteers/ Delivery Staff

Proposals must provide a detailed description of the plan for maintaining an adequate delivery force to ensure reliable service to ECENS home delivered meal recipients. Where practical, the use of volunteers is highly desired as it furthers the intention of the OAA to encourage volunteerism particularly in relation to meeting critical local needs.¹⁴

- a. Where the use of volunteers is anticipated, proposals must include a description of current volunteer capacity, volunteer training protocols and procedures, as well as a volunteer recognition plan.

¹³ New York State Office for the Aging (1981) 81-PI-3C-11 —Guidelines for Home Delivered Nutrition Services Manual

¹⁴ Older Americans Act Title II, Section 202 (c).

- b. Proposals that include the use of volunteers may include the use of paid delivery staff or paid volunteers in hard to reach areas or where volunteer recruitment may be a challenge.
- c. Proposals should clearly indicate if the proposer will be (1) relying primarily on volunteers, (2) relying primarily on paid staff, or (3) utilizing a mix of volunteers and paid staff.

5. Referral, Eligibility Assessment, and Care Plans

The County's case management staff will be responsible for completing a full assessment and care plan for people sixty and older who are referred for home delivered meals. The successful Proposer(s) will be responsible for delivering home delivered meals as indicated in the care plan provided by the County or its designee. The successful Proposer(s) will follow referral procedures as provided by the County. Primary Service providers will complete referrals to the County through the Statewide Database PeerPlace. The successful Proposer(s) shall comply with all pertinent eligibility requirements and will not serve food or provide services for reimbursement to persons not eligible as beneficiaries of the Nutrition Program under Title IIIC of the Older Americans Act or the Supplemental Nutrition Assistance Program.

6. Location of Services

Proposals must indicate the city or town within Erie County to be served by the Proposer(s). Table 3 provides 2021 Census information and information on the number of meals served in each town in 2022 that can be used to assess potential service needs throughout Erie County.

D. ORGANIZATIONAL CAPACITY AND EXPERIENCE

All proposals must include sufficient information to establish that the proposer(s) have the organizational capacity to provide consistent and reliable service to participants of the ECENS program and understand the requirements of operating an ECENS Home Delivered Meal program.

Proposals must include a description of the applicant organization and any partner organizations, including staff size, operating budget including major funding sources, structure and a general description of services/programs offered, and population(s) served, particularly in relation to the proposed project. Descriptions should include the following:

1. The mission of the organization.
2. The geographic areas the organization currently serves. Be as specific as possible using zip codes, counties, or other appropriate parameters.
3. A description of the organization's experience providing Home Delivered Meals.
4. A description of any current home delivered meal service the organization provides including sources of funding (private pay, municipal funding, Medicaid reimbursement, and others).
5. Credentials and professional references of key personnel, including nutrition staff, pertaining to similar scope of work in the form of names, phone numbers and e-mail addresses.

E. ACCOUNTABILITY AND EVALUATION

It is the expectation that all successful proposers will have the ability, commitment and contractual obligation to rigorously evaluate their performance to ensure that all program criteria is met regarding food preparation and delivery.¹⁵ The successful proposer(s) will work in conjunction with the County to inspect and monitor the meal production and preparation, service and delivery to ensure that food safety, quality, portion control, logistics, as well as all documentation as it relates to food production is in compliance with this agreement.

1. Reporting Requirements:

- a. The successful Proposer(s) must submit monthly invoices to the County reflecting the delivery of and count of meals.
- b. The successful Proposer(s) for the ECENS Home Delivered Meal program must submit client rosters and/or data files that indicate the number of meals served to each registered client at intervals set by the County, but no less frequently than once per month.¹⁶
- c. The successful Proposer(s) must include a method to report the number of nutrition counseling and nutrition education units provided.
- d. The successful Proposer(s) for the ECENS Home Delivered Meal program must work in conjunction with the County to track referrals, service openings and closings, short-term stops in service, and other information deemed necessary and appropriate by the Erie County Case Management system. Tracking, referrals and all other client communication is completed through the confidential and secure client data system, PeerPlace.

2. Outcome Measures: The ECENS program is committed to ensuring a high level of participant satisfaction with the quality and variety of the food that is served, and with other aspects of service that is provided. Participants are surveyed on a regular basis to assess satisfaction with the program. Successful proposer(s) will partner with the County on these efforts by:

- a. Assisting in the distribution and collection of paper surveys.¹⁷
- b. Partnering with the County to review and address issues related to participant satisfaction.
- c. Partnering with the County on quality improvement efforts to identify steps that can be implemented to address dissatisfaction and overall program performance.

¹⁵ Specific requirements are provided in Appendix B.

¹⁶ Format requirements will be provided to successful proposers.

¹⁷ Participants in the ECENS Home Delivered Meals program are surveyed once per year.

3. NYS Department of Health/Erie County Department of Health:
 - a. All facility inspection reports will be shared with the Erie County Department of Senior Services.
 - b. All facility or staff inspection findings that lead to an immediate need for corrective action(s) must be reported to Erie County Senior Services immediately.

Successful applicants should expect site visits by the Erie County Department of Senior Services to review such efforts.

Proposals should include a description of any quality improvement processes that the Proposer(s) currently have in place for existing programs, including how client feedback is incorporated into quality improvement efforts.

F. PRICE PROPOSAL

Proposers must submit their Price Proposal using the “2024 Home Delivered Meal RFP Excel Price Proposal Workbook” included in the application materials of this RFP. The Excel Workbook can be downloaded by going to the County’s Purchasing Department website (Additional Files):

<http://www2.erie.gov/purchasing/index.php?q=requests-proposals-amp-construction-bids>

- On the HDM muni’s tab of the Excel workbook proposers should indicate which municipalities they are bidding to provide service for.
- On the Price Proposal tab of the Excel workbook proposers should enter their per meal price and if applicable the total amount of any applicant match or other income they are willing to contribute to the program to help defray costs.
- The Alternative Service tab of the Excel workbook should be completed by any proposer interested in providing such meals
- The New HDM Area tab of the Excel workbook should be completed by any proposer desiring to provide home delivered meals to a municipality that currently does not participate in the ECENS program

1. COLLECTION OF VOLUNTARY CONTRIBUTIONS

An essential part of the ECENS program is the collection of voluntary contributions from program participants. The suggested voluntary contribution rate is set by the Erie County Department of Senior Services, and the resulting revenue supplements the ECENS program, allowing the program to provide significantly more meals than funding would otherwise allow. Successful Primary Service Proposer(s) for the provision of home delivered meals are responsible for collecting voluntary contributions from program recipients. The monies collected are to be utilized by Proposer(s) to defray program operating costs, and as such, this anticipated revenue is incorporated into the Price Proposal workbook in this RFP.

Proposers must include a plan for collecting home delivered program voluntary contributions. Proposer(s) should include a description of their current capacity, processes, and success rate in collecting voluntary contributions for existing programs they oversee.

Alternative Service Proposers must include a plan for collecting home delivered program voluntary contributions. Proposer(s) should include a description of their current capacity, processes, and success rate in collecting voluntary contributions for existing programs they oversee.

2. EXCESS DEMAND FOR MEALS

Proposers shall have no liability for the delivery of meals beyond the funds budgeted for Meal Costs as set forth in the budget attached to a formally executed agreement if the demand for meals exceeds available funding. The County will implement wait-list protocols in the event of funding shortages or increased demand for meals.¹⁸

¹⁸ In the event that a waitlist becomes necessary for the ECENS home delivered meal program, the Erie County Department of Senior Services will establish a risk-based wait list that prioritizes service for high risk clients based on assessment of functional status and availability of informal supports.

3. FUNDRAISING

Providing nutrition services to the elderly has always been a community effort, not simply a County effort. Funds to support these services have been generously donated by private citizens, foundations, and municipalities within Erie County. It is more important than ever that we strengthen that community effort. There is an increasing recognition of the value of home and community based services like home delivered and congregate meals. That recognition has led to an increasing level of demand for these services. At the same time, federal and state funds for these programs have remained relatively flat and may decline. Given that, maintaining, and strengthening the role of traditional partners in helping to address the nutrition needs of older adults in our community is essential.

Proposals should include a plan for accessing additional revenue, including but not limited to, special fundraising or appeals by the proposers, their related foundations, or other private or public supporters to contribute toward meal costs. The County is particularly interested in proposals that would supplement ECENS funding with other sources of income (municipal support, grants, donations), so that ECENS funds can be used to serve as many vulnerable older adults as possible. Proposals that identify mechanisms for addressing excess demand for meals in the event that they arise, or providing meals to those who are on a waitlist for ECENS-funded meals, are also highly desired.

IV. HOW TO APPLY

Prospective Proposers can view **Request for Proposal (RFP) to Provide Home Delivered Meals Under the Erie County Elderly Nutrition Services (ECENS) Program - RFP #2023 031VF** and download the “2024 Home Delivered Meal RFP Excel Price Proposal Workbook” by visiting Erie County’s Purchasing Departments website:

<http://www2.erie.gov/purchasing/index.php?q=requests-proposals-amp-construction-bids>

Proposals should be of sufficient length to fully address the requirements of the RFP, to a maximum length of 25 pages. This does not include any supplemental materials. Price Proposals must be submitted separately from the RFP Proposal using the Excel Price Proposal Workbook.

STATEMENT OF RIGHTS

UNDERSTANDINGS

Please take notice. by submission of a proposal in response to this request for proposals, the proposer agrees to and understands:

- that any proposal, attachments, additional information, etc. submitted pursuant to this Request for Proposals constitute merely a suggestion to negotiate with the County of Erie and is not a bid under Section 103 of the New York State General Municipal Law;
- submission of a proposal, attachments, and additional information shall not entitle the proposer to enter into an agreement with the County of Erie for the required services;
- by submitting a proposal, the proposer agrees and understands that the County of Erie is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;
- that any and all counter-proposals, negotiations or any communications received by a proposing entity, its officers, employees or agents from the County, its elected officials, officers, employees, or agents, shall not be binding against the County of Erie, its elected officials, officers, employees or agents unless and until a formal written agreement for the services sought by this RFP is duly executed by both parties and approved by the Erie County Legislature, the Erie County Fiscal Stability Authority, and the Office of the Erie County Attorney.

In addition to the foregoing, by submitting a proposal, the proposer also understands and agrees that the County of Erie reserves the right, and may at its sole discretion exercise, the following rights, and options with respect to this Request for Proposals:

- To reject any or all proposals;
- To issue amendments to this RFP;
- To issue additional solicitations for proposals;
- To waive any irregularities in proposals received after notification to proposers affected;
- To select any proposal as the basis for negotiations of a contract, and to negotiate with one or more of the proposers for amendments or other modifications to their proposals;
- To conduct investigations with respect to the qualifications of each proposer;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the proposers;
- To select the proposal that best satisfies the interests of the County and not necessarily on the basis of price or any other single factor;
- To interview the proposer(s);
- To request or obtain additional information the County deems necessary to determine the ability of the proposer; and
- To modify dates.

All proposals prepared in response to this RFP are at the sole expense of the proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the County for the expenses of preparation. The County assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;

While this is a RFP and not a bid, the County reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a proposer is a responsible vendor for the purpose of this RFP process;

The County is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals **MUST** arrive at the place specified herein and be time stamped prior to the deadline.

EVALUATION

The following criteria, not necessarily listed in order of importance, will be used to review the proposals. The County reserves the right to weigh its evaluation criteria in any manner it deems appropriate:

- Proposer's demonstrated capability to provide the services
- Evaluation of the professional qualifications, personal background and resume(s) of individuals involved in providing services
- Proposer's experience to perform the proposed services
- Proposer's financial ability to provide the service(s) and plans to help defray costs of service provisions
- Evaluation of the Proposer's price proposal submitted in the Excel Workbook provided. It should be noted that while price is not the only consideration, it is an important one
- A determination that the proposer has submitted a complete and responsive proposal as required by this RFP
- An evaluation of the proposer's projected approach and plans to meet the requirements of this RFP
- An evaluation of the proposer's projected approach and plans to meet the requirements of this RFP, including policy and procedures for food safety requirements as set forth by the Erie County Department of Health
- The Proposer's plan to incorporate or utilize reusable materials and supplies that cause the least amount of waste while still providing the same quality and safety standards as proposed in this RFP
- The proposer's presentation at and the overall results of any interview conducted with the proposer
- Proposers **MUST** sign the Proposal Certification attached hereto as Schedule A and the Equal Pay Certification attached hereto as Schedule G. Unsigned proposals will be rejected
- Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal
- No proposal will be accepted from, nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County

CONTRACT

After selection of the successful proposer, a formal written contract will be prepared by the County of Erie and will not be binding until signed by both parties and, if necessary, approved by the Erie County Legislature, the Erie County Fiscal Stability Authority, and the Office of the County Attorney. NO RIGHTS SHALL ACCRUE TO ANY PROPOSER BY THE FACT THAT A PROPOSAL HAS BEEN SELECTED BY THE COUNTY FOR SUBMISSION TO THE ERIE COUNTY LEGISLATURE AND/OR THE ERIE COUNTY FISCAL STABILITY AUTHORITY FOR APPROVAL. THE APPROVAL OF SAID LEGISLATURE AND/OR AUTHORITY MAY BE NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE COUNTY.

The term of the contract shall be for a three (3) year period commencing January 1, 2024, and terminating December 31, 2026. The County, in its sole discretion, may extend the agreement beyond its initial term for up to two (2) additional one (1)-year periods at the same prices and conditions. The vendor and the County of Erie have the option of meal cost review (1) time per year (every 12 months) on the anniversary of the date of the signing of the original contract and mutually agreeable to both parties. If a price increase or decrease is warranted it will be based on a Consumer Price Index as determined by the County.

INDEMNIFICATION AND INSURANCE

The proposer accepts and agrees that language in substantially the following form will be included in the contract between the proposer and the County:

In addition to, and not in limitation of the insurance requirements contained herein the Proposer agrees:

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Proposer shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Proposer or third parties under the direction or control of the Proposer; and

(b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto.

Upon execution of any contract between the proposer and the County, the proposer will be required to provide proof of the insurance coverage described in Schedule B.

Insurance coverage in amount and form shall not be deemed acceptable until approved by the County Attorney.

RECORDS

The proposer accepts and agrees that language in substantially the following form will be included in the contract between the proposer and the County:

All records compiled by the Proposer in completing the work described in this Agreement, including but not limited to written reports, source codes, studies, drawings, blueprints, negatives of photographs, computer printouts, graphs, charts, plans, specifications, and all other similar recorded data, shall become and remain the property of the County. The Proposer may retain copies of such records for its own use.

NON-COLLUSION

The proposer, by signing the proposal, does hereby warrant and represent that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York and the County of Erie, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any County employee, officer or official.

CONFLICT OF INTEREST

All proposers must disclose with their proposals the name of any officer, director or agent who is also an employee of the County of Erie. Further, all proposers must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent or more in the firm or any of its subsidiaries or affiliates.

There shall be no conflicts in existence during the term of any contract with the County. The existence of a conflict shall be grounds for termination of a contract.

COMPLIANCE WITH LAWS

By submitting a proposal, the proposer represents and warrants that it is familiar with all federal, state and local laws and regulations and will conform to said laws and regulations. The preparation of proposals, selection of proposers and the award of contracts are subject to provisions of all Federal, State and County laws, rules and regulations.

CONTENTS OF PROPOSAL

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84 et seq., mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law shall:

- a) insert the following notice in the front of its proposal:

“NOTICE

The data on pages ___ of this proposal identified by an asterisk (*) contains technical or financial information constituting trade secrets or information the disclosure of which would result in substantial injury to the proposer’s competitive position.

The proposer requests that such information be used only for the evaluation of the proposal, but understands that any disclosure will be limited to the extent that the County considers proper under the law. If the County enters into an agreement with this proposer, the County shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law.”

and

b) clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page " * **THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.**"

The County assumes no liability for disclosure of information so identified, provided that the County has made a good faith legal determination that the information is not protected from disclosure under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

The contents of the proposal which is accepted by the County, except portions "Protected from Disclosure", may become part of any agreement resulting from this RFP.

EFFECTIVE PERIOD OF PROPOSALS

All proposals must state the period for which the proposal shall remain in effect (i.e. how much time does the County have to accept or reject the proposal under the terms proposed). Such period shall not be less than 180 days from the proposal date.

SCHEDULE "A"

PROPOSER CERTIFICATION

The undersigned agrees and understands that this proposal and all attachments, additional information, etc. submitted herewith constitute merely an offer to negotiate with the County of Erie and is NOT A BID. Submission of this proposal, attachments, and additional information shall not obligate or entitle the proposing entity to enter into a service agreement with the County of Erie for the required services. The undersigned agrees and understands that the County of Erie is not obligated to respond to this proposal nor is it legally bound in any manner whatsoever by the submission of same. Further, the undersigned agrees and understands that any and all proposals and negotiations shall not be binding or valid against the County of Erie, its directors, officers, employees or agents unless an agreement is signed by a duly authorized officer of the County of Erie and, if necessary, approved by the Erie County Legislature and the Office of the County Attorney.

It is understood and agreed that the County of Erie reserves the right to reject consideration of any and all proposals including, but not limited to, proposals which are conditional or incomplete. It is further understood and agreed that the County of Erie reserves all rights specified in the Request for Proposals.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the County of Erie is directly or indirectly a party to or in any other manner interested in this proposal or any subsequent service agreement that may be entered into.

Proposer Name

By: Name and Title

SCHEDULE B

**County of Erie
Standard Insurance Requirements**

**CLASSIFICATION G:
GENERAL PURPOSE OR
PUBLIC ENTITY CONTRACT**

**Vendor Insurance Classification G: General Purpose Contracts or Public
Entity Services For Cities, Villages and Towns, including but not limited to,
Snow Removal,**

**Food & Transportation for the Elderly, Criminal Justice, Youth
Delinquency, and Transportation of Handicapped Persons**

1. The contractor/municipality shall obtain, at its own cost and expense, the following insurance coverages with insurance companies licensed in the State of New York and shall provide a certificate of insurance as evidence of such coverages on the County of Erie Standard Insurance Certificate Form.
 - A. Commercial General Liability - with a minimum combined single limit of liability for Bodily Injury and Property Damage of \$1,000,000 per occurrence and \$2,000,000 general aggregate and \$2,000,000 Products – Completed Operation Aggregate. The coverage shall include:
 - Premises and Operations
 - Products and Completed Operations
 - Independent Contractors
 - Contractual Liability (sufficient to cover all liability assumed under contracts with the County of Erie)
 - B. Automobile Liability - with a minimum combined single limit of liability for Bodily Injury and Property Damage of \$1,000,000 each occurrence. The coverage shall include Owned, Hired, and Non-Owned Autos (Symbol "1" should be designated for Liability coverage on the Business Auto Policy).
 - C. Excess "Umbrella" Liability - with a minimum limit of \$1,000,000 each occurrence / \$1,000,000 aggregate.
 - D. Worker's Compensation and Employer's Liability - providing statutory coverage in compliance with the Worker's Compensation Law of the State of New York (Forms C-105.2; SI-12; GSI-105.2; or U-26.3).
 - E. Disability Benefits - providing statutory coverage in compliance with the New York State Disability Benefits Law (Forms DB-120.1 or DB-155).

**Failure to maintain coverage herein shall constitute a material breach of this contract
and the Contractor shall suspend all work immediately upon such lapse in coverage.**

2. Commercial General Liability, Automobile Liability and Excess "Umbrella" Liability shall name the County of Erie and any Board, Bureau, Commission or Agency thereof as additional insureds on ISO Form CG 2010 1185 Edition. Coverage should be provided on a primary and non-contributory bases. Waiver of Subrogation is required on all lines in favor of Erie County.
3. All policies in which the County of Erie is named as an additional insured shall provide that:
 - A. The insurance company or companies issuing the policies shall have no recourse against the County of Erie for payment of any premiums or for assessments under any form of policy.
 - B. The insurance shall apply separately to each insured (except with respect to the limit of the liability).
4. Prior to cancellation, non-renewal or material change of the above policies, at least forty-five (45) days advance written notice shall be given to the County of Erie, Department of Law, 95 Franklin Street, Room 1634, Buffalo, N.Y. 14202, and the Agency requesting the certificate.
5. All certificates of insurance shall be approved by the Erie County Department of Law prior to the inception of any work.
6. The "ACCORD" form certificate may be used in place of the Erie County Standard Insurance Certificate, provided that all of the requirements set forth in the instructions for the Erie County Standard Insurance Certificate are incorporated into the "ACCORD" form Certificate.



DATE (MM/DD/YYYY)

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ices) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | |
|----------|-------------------------------|----------------|
| PRODUCER | CONTACT NAME: | |
| | PHONE (A/C, No, Ext): | FAX (A/C, No): |
| | E-MAIL ADDRESS: | |
| | INSURER(S) AFFORDING COVERAGE | NAIC # |
| | INSURER A : | |
| INSURED | INSURER B : | |
| | INSURER C : | |
| | INSURER D : | |
| | INSURER E : | |
| | INSURER F : | |

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | | | | EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | | | | <input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Erie County is included as Additional Insured with respects to General Liability, Auto Liability and Umbrella/Excess Liability where required by written contract.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE-DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

Authorized Representative

INSTRUCTIONS FOR COUNTY OF ERIE STANDARD INSURANCE CERTIFICATE

I. Insurance shall be procured and certificates delivered before commencement of work or delivery of merchandise or equipment.

II. **CERTIFICATES OF INSURANCE**

- A. Shall be made to the "County of Erie, 95 Franklin St, Buffalo NY, 14202"
- B. Coverage must comply with all specifications of the contract.
- C. Must be executed by an insurance company, agency or broker, which is licensed by the Insurance Department of the State of New York. If executed by a broker, notarized copy of authorization to bind or certify coverage must be attached.

III. Forward the completed certificate to: County of Erie, (Department or Division) responsible for entering into the agreement for construction, purchase, lease or service.

IV. Minimum coverage with limits are as follows:

| Vendor Classification | A Construction and Maintenance | B Purchase or Lease of Merchandise or Equipment | C Professional Services | D Property Leased To Others Or Use Of Facilities Or Grounds | E Concessionaires Services | F Livery Services | G All Purposes Public Entity Contracts |
|----------------------------------------------|-----------------------------------|----------------------------------------------------|----------------------------------|----------------------------------------------------------------|----------------------------------|----------------------------------|-------------------------------------------|
| Commercial Gen. Liab. | \$1,000,000 per occ. | \$1,000,000 CSL | \$1,000,000 CSL | \$1,000,000 | \$1,000,000 CSL | \$1,000,000 | \$1,000,000 CSL |
| General Aggregate | \$2,000,000 | \$2,000,000 | \$2,000,000 | \$2,000,000 | \$2,000,000 | \$2,000,000 | \$2,000,000 |
| Products Completed Operations Liability | \$2,000,000 | \$2,000,000 | \$2,000,000 | \$2,000,000 | \$2,000,000 | \$2,000,000 | \$2,000,000 |
| Blanket Broad Form Contractual Liability | INCLUDE | | | | | | |
| Contractual Liability | | INCLUDE | INCLUDE | INCLUDE | INCLUDE | INCLUDE | INCLUDE |
| Broad Form P.D. | INCLUDE | | | | | | |
| X.C.U. (explosion, collapse, Underground) | INCLUDE | | | | | | |
| Liquor Law | | | | INCLUDE | INCLUDE | | |
| Auto Liab. | \$1,000,000 CSL | | \$1,000,000 CSL | \$1,000,000 CSL | \$1,000,000 CSL | \$1,000,000 CSL | \$1,000,000 CSL |
| Owned | INCLUDE | | INCLUDE | INCLUDE | INCLUDE | INCLUDE | INCLUDE |
| Hired | INCLUDE | | INCLUDE | INCLUDE | INCLUDE | INCLUDE | INCLUDE |
| Non-Owned | INCLUDE | | INCLUDE | INCLUDE | INCLUDE | INCLUDE | INCLUDE |
| Excess/Umbrella Liab. | \$5,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$5,000,000 | \$1,000,000 |
| Worker's Compensation & Employer's Liability | STATUTORY | STATUTORY | STATUTORY | STATUTORY | STATUTORY | STATUTORY | STATUTORY |
| Disability Benefits | STATUTORY | STATUTORY | STATUTORY | STATUTORY | STATUTORY | STATUTORY | STATUTORY |
| Professional Liability | | | \$5,000,000 | | | | |
| Erie County, To Be Named Add'l Insd. | Gen. Liab., Auto Liab., & Excess | Broad Form Vendors May Be Required | Gen. Liab., Auto Liab., & Excess | Gen. Liab., Auto Liab., & Excess | Gen. Liab., Auto Liab., & Excess | Gen. Liab., Auto Liab., & Excess | Gen. Liab., Auto Liab., & Excess |

Construction contracts require excess Umbrella Liability limits of \$5,000,000.

VI. Coverage must be provided on a primary-noncontributory bases.

VII. Designated Construction Project General Aggregate Limit Per Project Endorsement CG 25 03 is required.

VIII. If the concessionaire is required to have a N.Y.S. license to dispense alcoholic beverages an endorsement for liquor liability is required.

IX. Waiver of Subrogation: Required on all lines unless noted.

X. Transportation of people in buses, vans or station wagons requires \$5,000,000 excess liability.

XI. Workers Compensation: State Workers' Compensation / Disability Benefits Law --- Use Applicable Certificates Below:

XII. The "ACORD" form certificate may be used in place of the County of Erie Standard Insurance Certificate, provided that all of the above referenced requirements are incorporated into the "ACORD" form certificate

Workers Compensation Forms

| | |
|-----------|-------------------------------|
| CE-200 | Exemption |
| C105.2 | Commercial Insurer |
| SI-12 | Self Insurer |
| GSI-105.2 | Group Self Insured |
| U-26.3 | New York State Insurance Fund |

DBL (Disability Benefits Law) Forms

| | |
|----------|--------------|
| CE-200 | Exemption |
| DB-120.1 | Insurers |
| DB-155 | Self Insured |
| | |

SCHEDULE "G"
EQUAL PAY CERTIFICATION

In order to comply with Executive Order 13 date November 6, 2014, we hereby certify that we are in compliance with federal law, including the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, Federal Executive Order 11246 of September 24, 1965, and New York State Labor Law Section 194 (together "Equal Pay Law"). We understand that this certification is a material component of this contract. Violation of the provisions of Executive Order 13, which is attached hereto and made a part hereof, can constitute grounds for the immediate termination of this contract and may constitute ground for determining that a bidder is not qualified in future county contracts.

We have evaluated wages and benefits to ensure compliance with the Equal Pay Law. We certify that we have not been the subject of an adverse finding under the Equal Pay Law within the previous five (5) years and, in the alternative, if we were the subject of an adverse finding under the Equal Pay Law within the previous five (5) years, we have annexed a detailed description of the finding(s). In addition, we have annexed a detailed description of any currently pending claims under the Equal Pay Law in which we are involved.

Signature

Verification

STATE OF _____)
COUNTY OF _____) SS:

A) _____, being duly sworn, states he or she is the owner of (or a partner in) _____, and is making the foregoing Certification and that the statements and representations made in the Certification are true to his or her own knowledge.

B) _____, being duly sworn, states he or she is the Name of Corporate Officer _____, of _____, Title of Corporate Officer Name of Corporation the enterprise making the foregoing Certification, that he or she has read the Certification and knows its contents, that the statements and representations mad in the Certification are true to his or her own knowledge, and that the Certification is made at the direction of the Board of Directors of the Corporation.

Sworn to before me this _____
Day of _____, 20_____.

Appendix A

| TABLE 1: SERVICES OFFERED BY THE ERIE COUNTY ELDERLY NUTRITION SERVICES PROGRAM | |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SERVICE | DESCRIPTION |
| Home Delivered Meals | A hot or other appropriate meal which meets nutritional requirements and is provided to an eligible person for home consumption. |
| Nutrition Counseling | Individualized guidance to individuals who are at nutritional risk because of their health or nutrition history, dietary intake, chronic illnesses, or medications use. Counseling is provided one-on-one by a nutrition professional, who evaluates the person's nutritional needs, develops and implements a nutrition counseling plan, evaluates the client's outcome, maintains documentation and distributes appropriate literature. It is recommended that initial counseling be provided face-to-face at a congregate site, in the home or in an office setting. Follow-up nutrition counseling may be provided face-to-face at a congregate site, in the home, office setting or by telephone. A nutrition professional is defined as a Registered Dietitian (RD). Nutrition counseling services are available to an older individual and/or her/his caregiver upon referral and/or request. |
| Nutrition Education | A planned program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information that is consistent with the current Dietary Guidelines for Americans. Nutrition Education instruction is provided in a group or individual setting and overseen by a registered dietitian. Nutrition Education must allow for participants to interact with the presenter and ask questions during the session. Note: Distribution of written nutrition information or broadcast presentations that do not allow for participants to interact with the presenter are not considered Nutrition Education but Public Information. |

Source: New York State Office for the Aging "Standard Definitions for Service and Units of Service" 22-PI-07

| TABLE 2: 2022 ERIE COUNTY ELDERLY NUTRITION SERVICES | |
|-----------------------------------------------------------------------------------------|----------------|
| Home Delivered Meals | |
| Meals Served¹⁹ | 746,788 |
| Average Per Client | 256 |
| Clients Served | 2,914 |
| 60-74 | 35% |
| 75-84 | 29% |
| 85+ | 36% |
| Female | 61% |
| Lives Alone | 67% |
| Frail | 94% |
| Below 100% Poverty Level | 19% |
| 100-150% Poverty Level | 43% |
| White | 75% |
| Black | 22% |
| Hispanic | 4% |
| Source: Demographic profile compiled from client data collected at time of registration | |

¹⁹ Meals served for Home Delivered Program include both hot lunch and cold supper, which in 2022 were delivered as a 2-meal unit.

| TABLE 3: OLDER ADULT POPULATION BY TOWN | | | | |
|--------------------------------------------------------------------------------------------------------|------------|------------|------------|-----------------------------|
| Town/City* | 60+ | 75+ | 85+ | Meals Served in 2022 |
| Alden | 1466 | 650 | 291 | 0 |
| Amherst | 22420 | 7386 | 4795 | 61,178 |
| Aurora | 3165 | 808 | 432 | 13,784 |
| Boston | 1923 | 516 | 222 | 1,516 |
| Brant | 394 | 122 | 38 | 700 |
| Buffalo | 40917 | 9185 | 4453 | 310,690 |
| Cheektowaga | 16807 | 5572 | 2786 | 72,477 |
| Clarence | 5536 | 2009 | 1153 | 16,094 |
| Colden | 590 | 146 | 28 | 1,836 |
| Collins | 1208 | 306 | 141 | 5,902 |
| Concord | 1746 | 474 | 324 | 10,152 |
| Eden | 1590 | 310 | 272 | 3,942 |
| Elma | 2309 | 714 | 269 | 4,192 |
| Evans | 3444 | 857 | 321 | 17,491 |
| Grand Island | 4299 | 941 | 427 | 0 |
| Hamburg | 11837 | 3424 | 1742 | 57,688 |
| Holland | 676 | 164 | 127 | 3,672 |
| Lackawanna | 3890 | 937 | 438 | 24,106 |
| Lancaster | 9247 | 2571 | 1082 | 41,355 |
| Marilla | 903 | 259 | 108 | 446 |
| Newstead | 1998 | 582 | 130 | 4,918 |
| North Collins | 424 | 185 | 35 | 2,914 |
| Orchard Park | 5967 | 2196 | 979 | 15,744 |
| Sardinia | 502 | 146 | 24 | 1,562 |
| Tonawanda city | 3298 | 786 | 226 | 7,819 |
| Tonawanda town | 14455 | 3123 | 2396 | 15,694 |
| Wales | 737 | 105 | 45 | 1,376 |
| West Seneca | 8463 | 2866 | 1183 | 49,540 |
| *2021 Census data for Erie County Subdivisions. Data on 'Places' can be found on American Fact Finder. | | | | |
| Alden and Grand Island did not participate in the ECENS program in 2022 | | | | |

Appendix B
Meal, Menu, and Service Requirements

A. Hot Meals must be provided based on a menu(s) created by the Erie County Senior Services Nutrition staff. Cold Meals may be provided based on a menu developed by the proposer and approved by the county. (See Hot and Cold sample menus at the end of this Appendix).

B. Home Delivered Meal requirement.

Meals for individual people will be based on such dietary needs (such as calorie restricted, low sodium, bland, ground and renal/calorie restricted) as appropriate. Modified diet meals will parallel as closely as possible the regular meals.

C. For the home delivered meals, the counts will be submitted by Proposer's personnel daily. The Proposer will maintain meal packing in correct route order and accommodate changes in daily meal count, diet category and routes up to 2:00 PM of the day before service; additions will be accommodated up to 9:00 AM on the day of service.

D. Erie County Nutrition staff will meet with awarded vendor(s) bi-weekly or more often, if necessary, to discuss any food preparation, quality, or delivery issues.

GENERAL MEAL REQUIREMENTS:

The Proposer must guarantee that all meals will conform to the requirements of the program. This includes the provision that each complete meal must provide 1/3 of the Recommended Daily Allowance for adults 60 years of age and older, as specified by the Food and Nutrition Board, National Academy of Science, and the National Research Council. The meal must include a good source of Vitamin C every day, a good source of Vitamin A three times per week, and 3 oz. high biological value edible protein every day.

A. Hot Noon Meal

In addition to the entrée, the Hot Noon Meal will include:

Vegetables and fruit (two - ½ cup servings)

Once slice of bread or variant (1 oz.)

Butter (one teaspoon)

Dessert (ex.: one serving of at least ½ cup fruit, or fresh fruit, or iced cake, milk pudding, cookies, etc.)

Milk/Chocolate Milk (½ pint: 1% homogenized low-fat milk (fortified with Vitamin A and D)

Enriched or whole grain products (spaghetti, noodles, rice, stuffing, etc.), one serving as appropriate

- B. Cold Evening Meal
 Meat, fish, poultry, or alternate – 2 oz. protein edible portion (usually in the form of a sandwich or cold plate)
 Bread or variant-2 slices or 2 oz.
 Fruit or Vegetable salad or full-strength juice – ½ cup
 Dessert- 1 serving of at least ½ cup fresh fruit, canned fruit, milk pudding, iced cake, cookies or other acceptable dessert
 Butter-1 teaspoon
 Milk/Chocolate Milk- ½ pint 1% homogenized milk (fortified with vitamin A & D)
- C. Meals must be moderate in sodium (~800 mg. per meal or less), saturated fat and sugar levels. No salt may be used in the cooking process. Low sodium products are to be used in gravies, soups, sauces, etc.
 All meals must be of the highest quality standards and conform to USDA requirements. Meals must be prepared in a manner to preserve optimum flavor, color, texture, size, shape, and appearance while retaining nutrients and food value. Provider(s) must ensure entrée tenderness. Provider(s) must sample food items to ensure high quality and entrée tenderness prior to delivery.
- D. The chosen Provider(s) will be responsible for providing specific recipe information as needed to complete nutritional analysis of all items served for all menus by the county dietitian as required by NYSOFA. Standardized recipes must be used to ensure consistency.

Entrée Specifications:

3 oz. cooked weight serving of edible meat, poultry, seafood, eggs, or cheese.

Meat: USDA Choice/Select

Poultry: USDA Grade A

Pure Ground Beef: USDA Choice/Select 80/20

Eggs: USDA Grade A

Cheese: USDA Grade A

The same entrée type may not be provided more than once per week and on the same day in the next week.

Fillers or breading used in preparation may not be counted as part of the 3 oz. serving.

Fresh, frozen chicken, pork, beef, and fish are recommended.

Meat alternatives must be provided on Ash Wednesday and on Fridays during Lent.

Ground beef entrees (i.e., casseroles, meatballs, meatloaf, hamburger patties, Salisbury steak, etc.) may not be used more than one time per week.

All ham products (i.e., hot dogs, knockwurst, polish sausage and luncheon meats) must be low sodium products.

Luncheon meats must be post-pasteurized.

E. Fruits, Vegetables and Juices

Vegetables and Fruits: Two ½ cup servings-drained

Fresh fruits and vegetables: USDA Number 1

Bananas-150 Petite

Oranges 113 ct. Navel

Apples 120 ct. Ida Red

Frozen vegetables: USDA Grade A Fancy

Canned vegetables: USDA Grade A Fancy

Canned fruit: USDA Grade Choice Light syrup or natural juice packed

Frozen fruits: USDA Fancy

Canned diet fruits: USDA Grade A Fancy

Fruit and vegetable juice: 4 oz. USDA Grade A Fancy 100% juice, pasteurized and Vitamin C fortified.

Individual packaged juice must be provided.

Fresh or frozen vegetables are recommended.

Instant mashed potatoes, if utilized, must be fortified with vitamin C.

F. Butter

One teaspoon Individual packets or pats must be provided.

G. Desserts

Dessert: ½ cup: fruit, fresh fruit, or iced cake, milk-based pudding, cookies, etc.

Dessert variety is recommended.

The same dessert flavor and type must not be provided more than once per week.

A birthday cake may be delivered to all home delivered participants, when appropriate.

Seasonal decorated desserts are highly recommended.

Cakes and cookies must be individually wrapped for all home delivered meals.

Low sugar alternatives must be provided. They must be clearly identified and labeled.

- H. Bread or Variant: 1 oz. serving minimum of enriched whole grain bread, biscuit, roll, muffin, cornbread or bun or variant: enriched and whole grain products such as spaghetti, noodles, rice, stuffing-one standard serving when indicated on menu.

Variety is recommended.

Serving whole grains is highly recommended.

Uniformity and size must be consistent for all servings.

All bread must be individually wrapped unless specified otherwise.

- I. Milk/Chocolate Milk: ½ pint 1% USDA Grade A, pasteurized and fortified with Vitamin A & D.

Individual milk cartons must be provided.

Milk alternatives are allowable periodically and

must be approved by the Erie County Nutrition

staff.

A minimum 5 day lead date for all milk cartons is required.

- J. Holiday Meals

The proposer must be willing to provide meals for special events or holidays. Events such as Easter, Thanksgiving, Christmas, New Year's Eve, or other such festive occasions will be designated by the Erie County Nutrition staff. (See sample Holiday/Special Event menu items at the end of this Appendix).

- K. Food Safety and Sanitation:

Prior to and during meal delivery, the hot meals will be maintained at a temperature of 140° or higher and for no longer than two hours from the time of plating at the food preparation facility to when the meal is delivered (or as otherwise required by Law, including Erie County Health Department and/or NYS Health Department guidelines for time and temperature). If food does not meet the minimum time and temperature standards as required by Law, the food will be rejected and must be discarded. The Proposer must replace the food so rejected.

Cold food items will be maintained at the maximum temperature of 45° degrees or less when the meal is delivered (or as otherwise required by Law, including Erie County Health Department and/or NYS Health Department guidelines for cold food items).

Frozen items must be maintained in their frozen state until received by the client.

The location where the food is prepared, processed, and/or packaged shall be maintained and operated in compliance with Law, including but not limited to Local and/or State Department of Health regulations.

Facilities must establish and implement a food safety system that includes an analysis of hazards and implementation of risk-based preventive controls, including, but not limited to:

- 1) Compliance with New York State Sanitary Code Subpart 14-1, Food Service Establishments
- 2) Consideration/implementation of the recommendations included in the FDA Current Good Manufacturing Practice, Hazard Analysis, and Risk-Based Preventive Controls for Human Food (21 CFR Part 117): Guidance for Industry Small Entity Compliance Guide, for example:
 - A hazard analysis
 - Preventive controls
 - A risk-based supply chain program, if appropriate
 - A recall plan if there are any hazards associated with the food
 - Procedures for monitoring the implementation of the preventive controls
 - Procedures for verifying that preventive controls are consistently implemented and are effectively minimizing or preventing the identified hazards, using procedures such as those identified in the FDA Draft Guidance for Industry: Control of Listeria monocytogenes in Ready-To-Eat Foods

The Proposer is required to comply with all applicable HACCP procedures and to maintain such records as required by the New York State Department of Health and to provide such records to the County upon request. The County reserves the right to inspect all aspects of the Proposer's food preparation, storage, and delivery and to require that food that does not meet HACCP guidelines be discarded.

The Proposer is required to retain a dated test meal in the freezer for a period of three working days or seventy-two hours (or longer if required by Law) after the day of service for all food products served to the clients for the meal. Further, upon appropriate requests by the County, the vendor agrees to submit said test meals for nutritive and/or microbacteriological analysis by a qualified testing laboratory at the Proposer's expense.

All food preparation, storage and distribution facilities, appliances and equipment shall at all times be kept and maintained in a clean and sanitary condition as required by Law and that kitchen appliances and other equipment are kept at all times in good repair for satisfactory operation as required by Law.

L. Delivery Equipment:

All equipment, including automobiles, storage containers, hot boxes, insulated containers, carriers, inserts and other equipment, used by the Contractor for the transport, storage and delivery of meals shall be made available for inspection by the County.

M. Routes:

Meals are to be delivered by routes approved by the County. Generally, no more than 12 meals are delivered in one trip. Routes that go beyond this number, including Double routes, may be submitted for approval by the County provided that the proposer can demonstrate that there is adherence to the temperature and two-hour maximum time limits.

Each route must conduct a time and temperature test meal once a month to ensure proper food safety during delivery. A corrective action plan must be in place to ensure that failed test routes are recognized and corrected immediately. A monthly test report must be shared with Erie County Nutrition staff.

N. Transport:

Proposals must include a description of food transportation containers to be used.

1. Cold and hot food must be packaged separately.
2. Oliver trays or other approved trays may be used for hot food. The lids must provide an airtight seal.
3. Appropriate containers, lids, or covers must be used for cold foods.

Holiday/Special Event Sample Items

Entrée:

Chicken Cordon Bleu

Breaded Chicken Drumsticks

Cabbage Roll w/2oz. meat sauce

Center Cut Bone-In Pork Chops

Corned Beef

Dessert:

Holiday Pies - apple, cherry, sweet potato, chocolate cream, Boston cream, lemon cream, coconut cream, banana cream etc.

Donut

Strawberry ShortCake-1/2 biscuit, #12 scoop strawberries, 1T whipped topping.

Cheesecake

Éclair

Erie County HDM Sample Cold Menu

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Hot Meal | Includes: ½ Pint Vitamin A + D Fortified 1% Milk and 1tsp. Butter * NO MILK RENALS | | | | |
| Meat or Alternate 3oz. Cooked Edible Portion | 4 oz. Sloppy Joe (1) | Roasted Turkey with 2 oz. Gravy | 8 oz. Cheesy Chicken & Broccoli Bake (1) | Lasagna Roll with 3 oz. Tomato Meat Sauce & 0.5 oz. Shredded Mozzarella (1) | 8 oz. Pork Stew |
| Vegetables & Fruits | Tater Tots (2) | Mashed Butternut Squash (1) | Carrots | California Blend Vegetables | Mashed Potatoes |
| 2- (½ Cup) Servings Vitamin C - Daily Vitamin A Daily | AuGratin Spinach (3) | Creamy Cabbage with Dill (2) | Cauliflower | Green Beans | Broccoli Florets |
| Bread - 1 Slice or Alternate - ½ Cup | Hamburger Bun | 1/2 cup Stuffing (3) | Wheat Dinner Roll | Dinner Roll | Biscuit (1) |
| Dessert - ½ Cup | Tropical Fruit (4) | Fresh Apple | Mandarin Oranges (2) | Rice Pudding (2) | Oatmeal Cookies (2) |
| Cold Meal | Includes: ½ Pint Vitamin A + D Fortified 1% Milk and 1tsp. Butter * NO MILK RENALS | | | | |
| Meat or Alternate 2oz. Portion | Chicken Tender | Tuna Salad | Roast Beef with Provolone (3) | Antipasto Salad (3) | Chicken Pasta Salad |
| Bread or Alternate 2 - 1oz. Servings | 2 Slices Multigrain Bread (5) | 1/2 Pita Pocket | 2 Slices Rye Bread (4) | 2 pkgs. Club Crackers | Whole Wheat Dinner Roll (3) |
| Salad or Juice (½ Cup) | Waldorf Salad | Molded Cranberry Salad | Macaroni Salad | Mixed Greens with Spinach (4) | Marinated Broccoli & Tomato Salad (4) |
| Dessert - (½ Cup) | Chocolate Pudding (6) | Mandarin Oranges (4) | Fresh Seasonal Fruit (5) | Fruit Compote (5) | Applesauce |
| Diet Substitutes | 1. Hamburger with Gravy 2. White Rice 3. Green Beans 4. Fruit Cocktail 5. 2 slices White Bread 6. Lorna Doones | 1. Zucchini 2. Plain Cabbage 3. White Dinner Roll 4. Pineapple | 1. Chicken & Broccoli Bake (no cheese) 2. Peaches 3. No cheese 4. 2 slices White Bread 5. Apple | 1. Roast Beef with Gravy 2. Vanilla Wafers 3. Turkey 4. Chef Salad 5. Fruit Cocktail | 1. White Dinner Roll 2. Graham Crackers 3. White Dinner Roll 4. Marinated Cucumber Salad |
| Modified Carb | | | | | 2 |
| Renal | 1,2,3,4,5,6 | 1,2,3,4 | 1,2,3,4,5 | 1,2,3,4 | 1,3,4 |
| Bland | 1 | | | | 4 |

Erie County HDM Sample Cold Menu

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Hot Meal | Includes: ½ Pint Vitamin A + D Fortified 1% Milk and 1tsp. Butter * NO MILK RENALS | | | | |
| Meat or Alternate 3oz. Cooked Edible Portion | 8 oz. Macaroni & Cheese (1) | Ground Beef Taco (3 oz. Taco-seasoned Ground Beef) with 0.5 oz. Cheddar Cheese (1) | Roast Pork with 2 oz. Warm Cinnamon Apples | Grilled Chicken Breast with 2 oz. Pineapple Salsa (1) | Meatloaf with 2 oz. Gravy |
| Vegetables & Fruits | Peas with Red Pepper (2) | Spanish Rice (2) | Mashed Sweet Potatoes (1) | Vegetable Rice Pilaf (2) | Mashed Potatoes |
| 2- (½ Cup) Servings Vitamin C - Daily Vitamin A 3x Week | California Vegetable Medley | Seasoned Corn & Black Beans (3) | Bavarian Red Cabbage (2) | Broccoli Florets | Lima Bean Bake (1) |
| Bread - 1 Slice or Alternate - ½ Cup | Wheat Dinner Roll | Taco Shell | Multigrain Dinner Roll (3) | Dinner Roll | Wheat Bread (2) |
| Dessert - ½ Cup | Rice Krispie Treat | Seasonal Fresh Fruit (4) | Spice Cake with Frosting (4) | Peach Bavarian (3) | Fruit Compote (3) |
| Cold Meal | Includes: ½ Pint Vitamin A + D Fortified 1% Milk and 1tsp. Butter * NO MILK RENALS | | | | |
| Meat or Alternate 2oz. Portion | Turkey with American Cheese (3) | Egg & Olive Salad (5) | Greek Chicken Pasta Salad (5) | Yogurt with 1 oz. Nut Butter (4) | Julienne Deli Plate (Ham, Turkey, Cheese, HB egg) (4) |
| Bread or Alternate 2 - 1oz. Servings | 2 slices Wheat Bread (4) | Wheat Roll (6) | 2 pkgs. Multigrain Crackers (6) | Blueberry Muffin | Dinner Roll |
| Salad or Juice (½ Cup) | Beet & Onion Salad | Carrot Raisin Salad (7) | Grape Juice | Fruit Punch | Mixed Salad Greens |
| Dessert - (½ Cup) | Pineapple | Sugar Cookies | Fruit Cocktail | Fresh Seasonal Fruit (5) | Gelatin |
| Diet Substitutes | 1. Plain Omelet 2. Plain Peas 3. No Cheese 4. 2 slices White Bread | 1. Ground Beef in Gravy 2. White Rice 3. Carrots 4. Fresh Apple 5. Plain Egg Salad 6. White Dinner Roll 7. Fruit Punch | 1. Beef Cubes in Gravy 2. Plain Cabbage 3. Dinner Roll 4. Plain Spice Cake 5. Chicken Pasta Salad (no Feta, no olives) 6. 2 pkgs. Club Crackers | 1. Grilled Chicken Breast with Pineapple only 2. No Peppers 3. Lorna Doones 4. 2 oz. Peanut Butter 5. Fresh Apple | 1. Green Beans 2. White Bread 3. Fruit Cocktail 4. Turkey, HB egg |
| Modified Carb | | | 3 | | |
| Renal | 1,2,3,4 | 1,2,3,4,5,6,7 | 1,2,3,4 | 1,2,3,4,5 | 1,2,3,4 |
| Bland | | 1,2,3 | | 1,2 | 1 |

Erie County HDM Sample Cold Menu

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Hot Meal | Includes: ½ Pint Vitamin A + D Fortified 1% Milk and 1tsp. Butter * NO MILK RENALS | | | | |
| Meat or Alternate 3oz. Cooked Edible Portion | 6 oz. Chicken & Sausage Paella (1) | 8 oz. Beef Macaroni Casserole with 0.5 oz. Shredded Mozzarella (1) | 6 oz. Tortellini with 2 oz. Chicken Tender & 3 oz. Primavera Sauce (1) | LS Ham Steak with 2 oz. Brown Sugar Glaze | Beer Battered Fish with Tartar Sauce |
| Vegetables & Fruits | Corn with Red Pepper (2,3) | Peas & Carrots | Italian Bean Medley (2) | Sweet Potatoes (1) | Tater Tots (1) |
| 2- (½ Cup) Servings Vitamin C - Daily Vitamin A Daily | Pineapple Juice | Grape Juice | Zucchini & Tomatoes (3) | Sauteed Cabbage | AuGratin Broccoli (2) |
| Bread - 1 Slice or Alternate - ½ Cup | 1/2 cup Rice & Black Beans (4) | Multigrain Bread (2) | Dinner Roll | Rye Bread | Multigrain Roll (3) |
| Dessert - ½ Cup | Applesauce | Fruited Gelatin (3) | Fresh Banana (4) | Gingersnap Cookies | Strawberry Bavarian (4) |
| Cold Meal | Includes: ½ Pint Vitamin A + D Fortified 1% Milk and 1tsp. Butter * NO MILK RENALS | | | | |
| Meat or Alternate 2oz. Portion | Cottage Cheese (5) | Cranberry Chicken Salad (4) | Ham & Swiss (5) | Tuna Pasta Salad | Meatloaf |
| Bread or Alternate 2 - 1oz. Servings | 4 pkg. Whole Wheat Crackers (6) | Wheat Roll (5) | 2 slices Rye Bread (6) | 2 pkgs. Club Crackers | 2 slices Multigrain Bread (5) |
| Salad or Juice (½ Cup) | 4 Bean Salad (7) | Vegetable Pasta Salad (6) | Pineapple Slaw (7) | Marinated Cucumber & Tomato Salad (2) | Potato Salad (6) |
| Dessert - (½ Cup) | Peaches & Pears | Fresh Seasonal Fruit (7) | Lorna Doones | Tropical Fruit (3) | Mandarin Oranges (7) |
| Diet Substitutes | 1. Chicken in Gravy 2. Plain Corn 3. Green Beans 4. Plain White Rice 5. Egg Salad 6. 4 pkgs. Club Crackers 7. Marinated Cucumber Salad | 1. Ground Beef with Gravy & Pasta 2. White Bread 3. No Mandarin oranges in gelatin 4. Plain Chicken Salad 5. White Dinner Roll 6. Marinated Pasta with Broccoli & Carrots 7. Fresh Apple | 1. Chicken Breast with Gravy 2. Green Beans 3. Plain Zucchini 4. Peaches 5. Turkey 6. 2 slices White Bread 7. Peaches | 1. Mashed Potatoes 2. Marinated Cucumber Salad 3. Fruit Cocktail | 1. Rice Pilaf 2. Plain Broccoli 3. White Dinner Roll 4. Vanilla Wafers 5. 2 slices White Bread 6. Macaroni Salad 7. Pears |
| Modified Carb | | | | | |
| Renal | 1,2,4,5,6,7 | 1,2,3,4,5,6,7 | 1,2,3,4,5,6 | 1,2,3,4,5 | 1,2,3,4,5,6,7 |
| Bland | 1,3,7 | 6 | 2,3,7 | | |