



SENIOR SERVICES DIVISION

**REQUEST FOR PROPOSAL
Meal Site Catering**

**PRE-PROPOSAL MEETING:
THURSDAY, SEPTEMBER 2, 2021
2:30PM**

**PROPOSAL DUE DATE
THURSDAY, SEPTEMBER 9, 2021
10:00AM**

Prepared by:
City of Louisville
Date: August 2, 2021

Owner:
City of Louisville
749 Main Street
Louisville, Colorado 80027
303-666-6565

Louisville Recreation & Senior Center
900 W. Via Appia
Louisville, Colorado 80027
Katie Tofte
303-335-4919 ktofte@louisvilleco.gov

Included in this packet:
Request for Proposal
Supplemental Questions to the RFP
Rating Worksheet
Sample Agreement
Sample Menu

Request for Proposal

Meal-Site / Nutrition Caterer for 2022

The City of Louisville operates a congregate meal site Monday – Friday at noon, at the Louisville Recreation & Senior Center, for adults who currently range in age from 60 – 97 (and older) years old. For many of these adults, this meal is their main meal for the day. The menus are prepared and approved by Boulder County’s Registered Dietitian Nutritionist following federal guidelines for healthy dietary requirements and client satisfaction. During the COVID 19 pandemic, from March 2020 to July 2021, we transitioned to serving packaged curbside meals. In 2019, our last full year of Congregate Meals, our average meal attendance was 38, with the range being 20 – 60 meals per day. Many of the participants who attend are physically and socially active at the center. There is also a group of participants who are frail and at risk physically and mentally and are considered vulnerable. We served over 9,000 restaurant quality meals in 2019. In addition to the nutritious meal, the meal site is a great opportunity for the older adults to socialize and make new friends, maintaining independence and avoiding social isolation.

The meal site is funded through grants from the federal government and administered through Boulder County Area Agency on Aging, with additional funding from the City of Louisville. The Older Americans Act (OAA) and federal funding of nutrition programs requires us to adhere to the standards in the current Older Americans Act Nutrition Guidelines. Non-compliance of these health standards may result in termination of this contract.

In addition to the congregate meal site, Senior Services will occasionally order meals for special events. These events may include but are not limited to St. Patrick’s Dinner, Older Americans Month Lunch, Oktoberfest Dinner, Thanksgiving Lunch, and a Holiday Lunch.

Provisions Regarding Congregate Meal Service

- A. The City pays the caterer per meal. The amount is based on the number of actual meals provided daily. Caterer shall submit a detailed invoice and follow the accounts payable schedule established by the City and shall submit the itemized invoice no later than 8 a.m. of the due date. If unable to meet this deadline, prior arrangements must be made two business days in advance.
- B. Transportation of meals from Caterer’s commercial kitchen to meal site and the return of items is the responsibility of the Caterer. The City agrees to pay a daily delivery fee of _____ for congregate meal site and special events, pending meal delivery is on time (11:55 am for Noon meals and as requested for special events). Meals delivered after 11:55 am will not be eligible for the delivery fee.
- C. Caterer agrees to provide congregate meals five days per week, Monday – Friday, excepting the holidays of New Year’s Eve, New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas

Eve, Christmas Day, and other designated days throughout the holiday season; annual maintenance week; and additional days per city's event schedule and closures.

- D. Caterer prepares and packages meals in bulk for delivery to meal site. The City and caterer will set the process for ordering meals. At least three individual insulated food carriers containing the meat portion, vegetable portion and starch portion will be prepared and packaged for delivery. Temperatures of hot foods must be above 140 degrees Fahrenheit. Salad, bread, fruit and/or dessert items will also be prepared and packaged, and as appropriate, must be below 41 degrees Fahrenheit. Meals for special diets (vegetarian salad, chef salad, chicken salad, and low gluten) must be available daily. Kitchen sanitation and food handling are conducted per Colorado Rules and Regulations for Retail Food Service Establishments, most current edition.
- E. Time and temperatures of all food must be taken in the Caterer's kitchen before delivery and a written form with the temps and times must be submitted to the meal site with the delivery. If temperatures at the meal site do not meet requirements, the City may withhold payment.
- F. Substitutions for menu items can only be made by prior approval 48 hours in advance by the Registered Dietitian Nutritionist.
- G. All meals will comply with current Older Americans Act Nutrition Guidelines for nutrient content of entire meal.
- H. Caterer will maintain and make available for inspection, copies of all paid invoices of food purchased that demonstrate each meal served contained U.S. produced commodities of food. City of Louisville, Boulder County, Department of Public Health, Colorado Department of Human Services and/or Administration of Aging may conduct periodic evaluations concerning quality of service and food provided.
- I. Caterer must send the City a copy of each inspection of their facility by the Boulder County Health Department within two weeks of said inspection report.
- J. Caterer must maintain ServSafe Food Manager Certification or equivalent training certification and submit copies of the certificate for the current term.
- K. Caterer must follow these guidelines:
 - Provide all reasonable condiments associated with the meal, i.e. butter, ketchup, salad dressing etc. Spreads and fats must be trans-fat free margarine or butter per current labeling requirements.
 - Foods are to be freshly made. No frozen entrees unless preapproved by Registered Dietitian Nutritionist.
 - Fresh or frozen fruits or vegetables shall be used.
 - Fresh fruit will not be damaged and/or spoiled and will be packaged and delivered in serving sized pieces. Frozen or canned fruit is acceptable when fresh fruit is not in season or is not cost effective.
 - Donated locally grown produce is allowed as long as the program follows BCAA documentation guidelines.
 - A roll or a whole piece of fruit may be served at room temperature.
 - Salad greens should be varied throughout the month with different types of lettuce.
 - Salad dressing is to be made fresh containing no preservatives. Olive or canola oils are preferred and any oil must be trans-fat free.

- All oils used in meal preparation must be trans-fat free.
 - Prepare meals using the cookbooks Menu Solutions and Food for Fifty. Other cookbooks and recipes are permissible, if approved by the Registered Dietitian Nutritionist.
 - Salt will be limited in food preparation. Use of herbs and spices to enhance flavor is encouraged. Lower sodium ingredients such as reduced-sodium soy sauce and stock base should be used whenever feasible.
 - Fifty percent or more of chicken entrees must provide white meat as well as dark meat.
 - Whole muscle meats for entrees with limited use of turkey, beef, chicken, pork which is processed from minced, diced or tumbled meat processes. Lower sodium content preferred without extra additives or preservatives.
 - Seventy five percent of bread provided must be fresh baked daily, using whole grains according to the menu or approved source of purchased finished product.
 - Caterer will be trained by the Registered Dietitian Nutritionist on all standards, recipes, and guidelines within the first two weeks of the contract.
 - Meet with Meal Site Coordinator and the Registered Dietitian Nutritionist a minimum of two times each year to discuss menu changes, additions or concerns. Other meetings may be scheduled as necessary.
 - Menus are planned on a monthly basis. Caterer must review these menus six weeks in advance.
 - Count given to caterer by 1:30 p.m. the day before with additions allowed before 10:30 a.m. each morning.
 - Catering of special events as requested for 50 – 175 meals per event.
 - Average daily lunch count is 38, with a range of 25 - 60 meals.
 - Determination of quality of food will be made by the Senior Services staff. If any food item does not meet the requirements listed above, the City may choose to withhold payment.
 - Person delivering the meal is expected to stay while the food is temped, verified, and authorized by staff.
- L. Non-Compliance/Contractual Penalties will be assessed for the following:
1. Late Delivery - delivery fee forfeited
 2. Shortage of meals- must be reflected on the invoice.
 3. A menu item arrives at a non-compliant food temperature- could be assessed up to \$25 fee per item not at the appropriate temperature.

Please submit proposals including response to questions and agreement to terms to:

Louisville Senior Services

Attention: Katie Tofte

Community Resource Coordinator

900 West Via Appia Way

Louisville, CO 80027

Phone (303) 335-4919

Fax (303) 335-4959

Email: ktofte@louisvilleco.gov

Proposals must be received by 10:00am on Thursday, September 9, 2021

* Submit three written copies of proposal and one electronic copy to

ktofte@louisvilleco.gov .

* City reserves the right to accept or reject all proposals and waive any
informalities or irregularities therein.

* Based on proposals received, a formal bid process may be requested; which includes
preparing a sampling of menu selections for staff and clients for up to seven people.

Louisville Recreation & Senior Center

RFP Caterer 2021 Questions

1. Introduce your company to us and tell us why you are interested in this program.
2. Describe your experience working with a meal site, especially senior meal sites.
3. Share some examples of both positive and negative customer feedback. How did you address negative feedback or constructive criticism?
4. What is your cost per meal? Your delivery fee? Any additional costs?
5. Explain how you will comply with standards in the current Older Americans Act Nutrition Guidelines.
6. Do you agree to the terms outlined in the Request for Proposal?
7. List all of your food handling certifications.
8. What constitutes exceptional customer service?
9. If selected, what will our seniors say about your meals toward the end of your first year with the City of Louisville?
10. Provide three references.
11. Is there any additional information you would like to share?

**AGREEMENT BY AND BETWEEN
THE CITY OF LOUISVILLE**

AND

This Agreement is made and entered this ____ day of _____ by and between the City of Louisville (hereinafter referred to as the City) and _____ (hereinafter referred to as _____) WHEREAS, the City wishes to contract with _____ for the provision of meals for the Congregate Meal Program in Louisville;

NOW, THEREFORE, for and in consideration of the mutual promises and covenants set forth below, the City and _____ agree as follows:

II. Provisions Regarding Congregate Meal Service :

- A. The City pays the caterer \$6.00 per meal. The amount is based on the number of actual meals provided daily. Caterer shall submit a detailed monthly (or bi-monthly) invoice. Caterer shall follow the accounts payable schedule established by the City and shall submit the itemized invoice no later than 8 a.m. of the due date. If unable to meet this deadline, prior arrangements must be made two business days in advance.
- B. Transportation of meals from Caterer's commercial kitchen to meal site and the return of items is the responsibility of the Caterer. The City agrees to pay a daily delivery fee of \$25.00 for congregare meal site and special events, pending meal delivery is on time (11:55 am for Noon meals and as requested for special events). Meals delivered after 11:55 am may not be eligible for the delivery fee.
- C. Caterer agrees to provide congregare meals five days per week, Monday – Friday, excepting the potential holidays of New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day, and other designated days throughout the holiday season; annual maintenance week; and additional days per city's event schedule and closures.
- D. Caterer prepares and packages meals in bulk for delivery to congregare meal site. The City and caterer will set the process for ordering meals. At least three individual insulated food carriers containing the meat portion,

vegetable portion and starch portion will be prepared and packaged for delivery. Temperatures of hot foods must be above 140 degrees Fahrenheit. Salad, bread, fruit and/or dessert items will also be prepared and packaged, and as appropriate, must be below 41 degrees Fahrenheit. Meals for special diets (vegetarian salad, chef salad, chicken salad, and low gluten) must be available daily. Kitchen sanitation and food handling are conducted per Colorado Rules and Regulations for Retail Food Service Establishments, most current edition.

- E. Time and temperatures of all food must be taken in the Caterer's kitchen before delivery and a written form with the time and temps must be submitted to the meal site with the delivery. If temperatures at the meal site do not meet requirements, the City may withhold payment.
- F. Substitutions for menu items can only be made by prior approval 48 hours in advance by the Registered Dietitian Nutritionist.
- G. All meals will comply with current Older Americans Act Nutrition Guidelines for nutrient content of entire meal.
- H. Caterer will maintain and make available for inspection, copies of all paid invoices of food purchased that demonstrate each meal served contained U.S. produced commodities of food. City of Louisville, Boulder County, Department of Public Health, Colorado Department of Human Services and/or Administration of Aging may conduct periodic evaluations concerning quality of service and food provided.
- I. Caterer must send the City a copy of each inspection of their facility by the Boulder County Health Department within two weeks of said inspection report.
- J. Caterer must maintain ServSafe Food Manager Certification or equivalent training certification and submit copies of the certificate for the current term.
- K. Caterer must follow these guidelines:
 - Provide all reasonable condiments associated with the meal, i.e. butter, ketchup, salad dressing etc. Spreads and fats must be trans-fat free margarine or butter per current labeling requirements.
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 - Fresh or frozen fruits or vegetables shall be used.
 - Fresh fruit will not be damaged and/or spoiled and will be packaged and delivered in serving sized pieces. Frozen or canned fruit is acceptable when fresh fruit is not in season or is not cost effective.
 - Donated locally grown produce is allowed as long as the program follows BCAA documentation guidelines.
 - A roll or a whole piece of fruit may be served at room temperature.
 - Salad greens should be varied throughout the month with different types of lettuce.
 - Salad dressing is to be made fresh containing no preservatives. Olive or canola oils are preferred and any oil must be trans-fat free.
 - All oils used in meal preparation must be trans-fat free.

- Prepare meals using the cookbooks Menu Solutions and Food for Fifty. Other cookbooks and recipes are permissible, if approved by the Registered Dietitian Nutritionist.
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 - Seventy five percent of bread provided must be fresh baked daily, using whole grains according to the menu or approved source of purchased finished product.
 - Caterer will be trained by the Registered Dietitian Nutritionist on all standards, recipes, and guidelines within the first two weeks of the contract.
 - Meet with Meal Site Coordinator and the Registered Dietitian Nutritionist a minimum of two times each year to discuss menu changes, additions or concerns. Other meetings may be scheduled as necessary.
 - Menus are planned on a monthly basis. Caterer must review these menus six weeks in advance.
 - Count given to caterer by 2:00 p.m. the day before with additions allowed before 10:30 a.m. each morning.
 - Catering of special events as requested for 50 – 175 meals per event.
 - Average daily lunch count is 35, with a range of 25 - 60 meals for the congregate program.
 - Determination of quality of food will be made by the Senior Services staff. If any food item does not meet the requirements listed above, the City may choose to withhold payment.
 - Person delivering the meal is expected to stay while the food is temped, verified, and authorized by staff.
- L. Non-Compliance/Contractual Penalties will be assessed for the following:
1. Late Delivery - \$25 fee forfeited
 2. Shortage of meals- must be reflected on the invoice.
 3. A menu item arrives at a non-compliant food temperature- could be assessed up to \$25 fee per item not at the appropriate temperature.

This Agreement will be in effect commencing January 1, 2021 and will continue through December 31, 2021. Awarded contract will be for one additional year, renewable annually subject to price guarantee of the award, customer and City satisfaction, subject to annual appropriations by city council or unless sooner terminated in accordance with paragraph III.E, below. _____ understands that this Agreement is made only for the period and for the amounts stated in this Agreement.

III. General Provisions:

- A. _____ and any persons employed by _____ for the performance of work hereunder shall be independent contractors and not agents of the City. Any provision in this Agreement that may appear to give the City the right to direct _____ as to details of doing work or to exercise a measure of control over the work means that _____ shall follow the direction of the City as to the end results of the work only. As an independent contractor, _____ is not entitled to workers' compensation benefits except as may be provided by the independent contractor nor to unemployment insurance benefits unless unemployment compensation coverage is provided by the independent contractor or some other entity. _____ must pay all federal and state income tax on any moneys earned or paid pursuant to this contract relationship.
- B. No modification of this Agreement shall be effective unless it is in writing and executed by each of the parties.
- C. _____ may not subcontract any portion of the services except with advance written permission from the City.
- D. _____ agrees to indemnify and hold harmless the City, and its officers and its employees, from and against all liability, claims, demands and expenses, including court costs and attorney fees, on account of any injury, loss or damage, which arise out of or are in any manner connected with the work to be performed under this Agreement, if such injury, loss or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the act, omission or other fault of _____, any subcontractor of _____, or any officer, employee or agent of _____ or any subcontractor, or any other person for whom _____ is responsible. _____ shall investigate, handle, respond to and provide defense for any defense against any such liability, claims and demands, and bear all other costs and expenses related thereto, including court costs and attorneys' fees. The obligations to this Paragraph II.D. shall not extend to any injury, loss or damage which is caused solely by the act, omission or other fault of the City.
- E. Either party may terminate this Agreement for any reason upon 90 days prior written notice. Such a termination of this Agreement shall be effective thirty (30) days after the Party wanting to terminate this Agreement mails the other Party by certified mail, return receipt requested, a written notice of intent to terminate. All rights and obligations of the Parties under this Agreement shall cease on the effective date of such termination, with the sole exception of any liabilities which _____ may have incurred or be subject to pursuant to Paragraph II.D. above, and all provisions of Paragraph II.D shall survive any termination of this Agreement.
- F. _____ shall procure and maintain, and shall cause each subcontractor of _____ to procure and maintain, the minimum insurance coverages listed below. All coverages shall be continuously maintained to cover all liability, claims, demands and other obligations assumed by _____ pursuant to this Agreement. In the case of any claims-made policy, the necessary retroactive dates and

extended reporting periods shall be procured by _____ to maintain such continuous coverage.

- i. Workers' Compensation insurance as required by the Labor Code of the State of Colorado and Employers Liability Insurance. Evidence of qualified self-insured status may be substituted.
- ii. General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate. The policy shall include the City of Louisville, its officers and its employees, as additional insureds, with primary coverage as respects the City of Louisville, its officers and its employees, and shall contain a severability of interests' provision.

A certificate of insurance shall be completed by _____'s insurance agent(s) as evidence that policies providing the required coverages, conditions and minimum limits are in full force and effect and shall be subject to review and approval by the City prior to commencement of any services under the Agreement. The parties hereto understand and agree that the City is relying on, and does not waive or intend to waive by any provision of this Agreement, the monetary limitations (Presently \$150,000) per person and \$600,000 per occurrence) or any other rights, immunities and protection provided by the Colorado Governmental Immunity Act, §24-10-101 et seq., 10 C.R.S., as from time to time amended, or otherwise available to the City, its officers, or its employees. A current certificate must be on record before payment will be released.

G. For purposes of this Agreement, the address of the parties are:

The City of Louisville

Catering Company

749 Main Street

Louisville, CO 80027

H. _____ shall not assign or delegate this Agreement or any portion thereof, or any monies due to or become due hereunder without the City's prior written consent.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

CITY OF LOUISVILLE

CATERING COMPANY

By: _____

By: _____

Signature

Signature

_____, City Manager

_____, Owner

Date

Date

SAMPLE MENU

Monday

1
Oven Fried Chicken
Mashed Potatoes
Corn, Tomato &
Avocado Salad
Pineapple
Whole Wheat Roll

8
Turkey & Fresh Veggies
in Whole Wheat Tortilla
with Dijon Mustard &
Mayo on the side
Roasted Red Potato
Salad
Zucchini Spears with
Ranch Dressing
Grapes

15
Roast Pork with Gravy
Sweet Potatoes
Mixed Vegetables
Grapes
Whole Wheat Roll

22
Chicken Salad on
Lettuce Leaves
Potato Salad with
Onion & Green Peppers
Fresh Strawberries &
Blueberries
Whole Wheat Roll

29
Grilled Cilantro Lime
Chicken with Avocado Salsa
Squash Medley
Quinoa
Watermelon Slices

Tuesday

2
Beef & Bean Burrito
Smothered Green Chili
Sour Cream &
Guacamole
Lettuce & Tomato
Cheddar Cheese

9
Sweet & Sour
Meatballs
Rice Noodles
Spinach Soufflé
Fresh Apricot

16
Grilled Honey Mustard
Chicken
Wild/Brown Rice Blend
Mixed Greens with
Balsamic Dressing
Pineapple Chunks
Whole Wheat Roll

23
Sweet & Sour Pork
Brown Rice
Oriental Vegetables
Fresh Melon Mix
Whole Wheat Roll

Wednesday

3
Grilled Lime Salmon
w Avocado-Mango
Salsa
Coconut Rice
Stir-fried Asian
Vegetables
Whole Peach

10
Roasted Chicken
Whipped Sweet
Potatoes
Squash Medley
Fresh Strawberries
Whole Wheat Roll

17
Stuffed Cod with
Lemon Brown/Wild
Rice Blend
Green Beans
Fresh Strawberries &
Blueberries
Whole Wheat Roll

24
Bruschetta Chicken on
Angel Hair Pasta
Spinach Salad with Pine
Nuts & Strawberries
with Balsamic Dressing
Fresh Plum

30
Lemon Baked Fish
Potato Wedges
Pea & Cheese Salad
Pineapple Chunks
Whole Wheat Roll

Thursday

4 CLOSED

11
Baked Tilapia
Brown Rice
Tossed Salad with
Balsamic Dressing
Whole Orange
Whole Wheat Roll

18
Baked Chicken Mashed
Potatoes
Stewed Tomatoes
Whole Apple
Whole Wheat Roll

25
Meatloaf
Oven Browned
Potatoes
Broccoli
Fresh Kiwi &
Blueberries

31
Chicken Piccata
Whole Wheat Angel Hair Pasta
Avocado Salad with Tomatoes,
Mozzarella & Basil Pesto
Whole Nectarine

Friday

5 CLOSED

12
Sausage with Grilled
Peppers & Onions on a
Whole Wheat Bun
Potato Salad
Fresh Fruit Medley

19
Beef Cabbage Rolls
Green Beans with
Mushrooms
Seasoned Cottage
Cheese
Whole Orange

26
Battered Fried Fish with
Lemon Wedges &
Tartar Sauce
Spinach Bake
Tomato & Cucumber
Salad
Fresh Apricot