

**LMMSS**

**LifePath, Making Opportunity Count,  
Minuteman, SeniorCare, and Springwell**

**Senior Nutrition Program**  
**BID PROPOSAL SPECIFICATIONS 2025**

**MAY 29, 2025**

**LifePath, Making Opportunity Count, Minuteman, SeniorCare, and Springwell (LMMSS)**

**NOTICE TO BIDDERS**

SEALED PROPOSALS ARE HEREBY SOLICITED FOR THE PREPARATION OF A DAILY AVERAGE OF FIVE THOUSAND TWO HUNDRED (5200) MEALS PER DAY AND FOR THE TITLE IIIC NUTRITION PROGRAM OF LMMSS. See Appendix 1.

Bid specifications can be obtained from: Dalia Cohen, Springwell, 33 Boston Post Rd. W, Marlborough, MA 01752 phone: 617-972-5653 e-mail: dcohen@springwell.com

**BID PROPOSALS MUST BE SUBMITTED ALONG WITH THREE (3) COPIES AND ENCLOSED IN A SEALED ENVELOPE MARKED "SEALED BID PROPOSAL" AND ADDRESSED TO:**

Dalia Cohen  
Director of Nutrition  
Springwell  
33 Boston Post Rd. W, Marlborough, MA 01752

Please also submit an electronic copy to dcohen@springwell.com.

**LMMSS**

**The Commonwealth Bidders Conference will be held from 10:00 a.m. - 2:00 p.m. Thursday, May 29, 2025 at Agespan, Inc., 280 Merrimack Street Suite 400, Lawrence, Massachusetts.**

**Bid Proposals will be accepted up to 4:00 p.m. on Friday, June 20, 2025 at Springwell, 33 Boston Post Rd. W, Marlborough, MA 01752.** Bid Proposals received after that date and time will not be considered. Bid Proposals that are incomplete, not properly endorsed or signed, will be rejected.

**Bid Proposals will be opened at 4:00 p.m. on Friday, June 20, 2025 at Springwell. See Appendix 3 for Bidders Timetable.**

**FACTORS IN SELECTING THE PROVIDER**

**Demonstrated ability to provide consistent high-quality meals and accurate service, including:**

- a) Meal Cost Analysis
- b) Type of services offered
- c) Experience and reputation of Provider
- d) Contract history for the past 10 years (e.g. termination, cancellation)
- e) Financial stability of bidder
- f) Degree of staff supervision
- e) Location of Food Production Facility
- f) Record of past 5 years LBOH report
- g) Ability to perform according to the requirements set forth
- h) Ability to use USDA Commodity Foods

(\*See Appendix 18 for LMMSS enhancement)

LMMSS RESERVES THE RIGHT TO REJECT ANY BID PROPOSALS IF IT DETERMINES THAT SUCH A REFUSAL IS IN THE PUBLIC INTEREST.

### **SPECIFICATIONS FOR LMMSS**

In accordance with the goals and purposes of the Title IIIC Elderly Nutrition Program established under the Comprehensive Older Americans Act Amendments of 1992, LMMSS has been established to meet the needs of older adults within its service areas. LMMSS, Inc. hereafter referred to as "LMMSS", has principal responsibility to provide nutritionally sound meals to those in the greatest economic and social need. These meals are served in strategically located centers, such as community centers, senior centers, elder housing, churches, etc. They are also served to homebound elders within the service areas. In addition to promoting better health among participants through improved nutrition, LMMSS aims at reducing the isolation of older Americans by providing these meals in a congregate setting whenever possible.

### **SPECIFIC INFORMATION**

LMMSS is soliciting Bid Proposals on its food service contract for the nutrition program. Bidders may propose for all/partial meal types specified in this Request for Proposal. Providers may bid on a single Aging Services Access Point organization (ASAP) or the full consortium. Bid pricing should reflect economies of scale across specified volume ranges. Pricing tables shall be submitted per the structure outlined in Appendix 6.

All Bid Proposals shall be subject to review and acceptance by LMMSS and the Board of Directors of each agency. The Executive Office of Aging and Independence of the Commonwealth of Massachusetts shall have the right to review and comment upon all Bid Proposals received. LMMSS reserves all rights and, in particular, the right to reject any Bid Proposals where there are sound business reasons in the best interest of LMMSS for such rejection. Awards shall be made to the Provider whose Bid Proposal is responsive to the solicitation and is most advantageous to the nutrition project, meal quality, meal cost, and other factors set forth on the previous page. Contracts shall be made only with responsible Providers who possess the potential ability to perform successfully under the terms and conditions of the procurement. A LOW BID WILL NOT NECESSARILY BE THE DECIDING FACTOR.

For meal types proposed, Bid Proposals shall include evidence of ability and qualifications to deliver prepacked hot and frozen Asian meals, bulk and pre-packed regular chilled meals, cold supper, cold breakfast, medically tailored meals, frozen weekend and holiday meals in adequate quantity on a consistent, regular basis. This evidence includes prior and/or existing similar contracts as well as a copy of the Provider's most recent financial statement that reflects the capability of maintaining satisfactory operations for the contract period. A copy of the Provider's most recent annual report must also be included as documentation.

These Bid specifications, including the sections on Nutrition Standards, Kitchen Food Handling and Sanitation Requirements, Menu Policies, Food Purchase Specifications and attached appendices, will constitute the basic substance of the contract terms between the Provider and LMMSS.

## **QUALITY OF THE MEAL AND TASTE TEST (see Appendix 18 for LMMSS Enhancements)**

LMMSS reserves the right to require bidders to provide samples of their products as part of the proposal review process. If LMMSS decides that sample taste testing is in its best interests, 10 days' notice and specific details of the taste test will be provided to all eligible bidders. Tentative date for Providers to participate in a quality taste test is at 11:30 a.m. -1:00 p.m., Wednesday, June 25, 2025 at Springwell 33 Boston Post Rd W, Marlborough, MA (see Appendix 18 for LMMSS enhancement).

## **PERFORMANCE BOND**

Within thirty (30) days of the effective date of the contract, the provider shall procure, submit to the nutrition project and maintain a performance bond in the amount of one hundred thousand (\$100,000) dollars for the three-year contract life. If the contract is renewed, such bond shall be extended for the appropriate period. If the contract amount is for less than \$150,000 for the three-year period, the minimum face amount of the performance bond shall be ten percent (10%) of the contract price rounded to the nearest thousand dollars. This bond shall be payable to compensate the nutrition project for its costs in selecting another provider if and when the provider terminates this agreement for any reason, other than the projects' substantial failure to comply with the agreement with at least sixty (60) days advance written notice given, within the three year contract period and any extensions.

## **TIMETABLE AND BASIS FOR CONTRACT AWARD**

Due to the existence of potential contract termination provisions which may adversely affect the delivery of meals to elders, no caterer contract shall be awarded to a winning bidder prior to sixty (60) calendar days before October 1<sup>st</sup>, the beginning of the Federal Fiscal Year. Unless a more specific provision is set forth herein, any contract entered into between a Nutrition Project and Caterer shall be consistent with and subject to the Commonwealth Terms and Conditions for Contracts and dependent on federal Title III allocations.

## **CONTRACT DURATION AND TERMINATION**

The term of the contract is for a period of three years, from October 1, 2025 through September 30, 2028. This Agreement shall be renewable for two (2) additional one (1) year terms upon agreement of both parties. Contract price rate increases shall be subject to the CPI index to a maximum of three percent (3%) over the most current pricing matrix.

Subject to Federal and/or State regulations, the contract shall not be cancelled by either party for the first thirty (30) days, and may be cancelled after that time by either party, with material cause, at the end of the calendar month by a notice in writing not less than thirty (30) days prior to the termination date.

The Provider will not engage in solicitation of other programs during the contract period without prior notification of LMMSS if plans are to contract out of the same kitchen. If the Provider enters into additional contracts with other programs during the contract period, LMMSS has the opportunity to renegotiate the terms of the contract.

If LMMSS determines that any noncompliance with the terms of this Agreement on the part of the Provider endangers the life, health, and safety of any recipients of services under this Agreement, it shall terminate this Agreement by orally notifying the Provider of termination

followed by the making of written notification, return receipt requested, setting forth the following of the oral notification. Termination pursuant to this subsection shall take effect upon the furnishing of the oral notification.

LMMSS may terminate this Agreement, for reasons other than those constituting a noncompliance that endangers the life, health, and safety of recipients of service, if the Provider has failed to comply with the provisions of the Agreement in whole or in part. However, prior to terminating this Agreement pursuant to this subsection, LMMSS shall notify the provider, in writing, of the specific area of noncompliance. The provider shall restore compliance within thirty (30) days of the date of the notice. If the Provider has not restored compliance within the thirty (30) day period, LMMSS may terminate this Agreement by furnishing the Provider with written notice at least thirty (30) days prior to the effective date of termination. These two thirty day periods would constitute the required sixty (60) days prior notification of termination by LMMSS.

The Provider may terminate this Agreement prior to its expiration date, if LMMSS fails to comply with a material provision of this Agreement. The Provider shall furnish LMMSS with written notice of termination at least forty-five (45) days prior to the effective date of termination.

Upon termination, with at least forty-five (45) days' notice, the Provider shall be entitled to compensation for services rendered in the satisfactory performance of this Agreement; provided that the provider shall submit properly completed invoices to LMMSS covering services rendered not later than sixty (60) days after the date of termination. LMMSS may reclaim, upon the expiration of this Agreement, all equipment paid for by LMMSS.

If the Provider shall terminate this Agreement with less than forty-five (45) days written notice or with no written notice to LMMSS, LMMSS reserves the right to retain as a penalty an amount otherwise payable to the Provider as compensation for services rendered. Such amount shall be that owed to the provider by the project for the calendar month that preceded the effective date of the Provider's termination. The Executive Office of Aging and Independence shall approve the use of these funds by LMMSS to offset the costs incurred by LMMSS in the transition to a new provider on short notice.

Either party may terminate the Contract without cause upon provision of written notice to the other at least sixty (60) calendar days before its effective date. Whether or not cause to terminate exists under any other provision, a party may elect to terminate without cause.

## **NEGOTIATION**

LMMSS in its sole discretion may negotiate with some or all Providers prior to executing a Contract. The designation as the Provider is contingent upon successful negotiation of Contract terms. Should LMMSS and any selected Provider fail to reach an agreement of Contract terms, LMMSS in its sole discretion may negotiate with and award a Contract to any other Provider it selects.

## **PROPOSAL REVISIONS**

LMMSS may at its discretion determine that any noncompliance with the requirements of the RFP is insubstantial and can be corrected. In such cases, the evaluation committee may seek clarification, correction, or further explanation from a Provider. The Provider must submit any clarifications to the proposal in the period specified by the evaluation committee.

## **NON-DISCRIMINATION OF SERVICE DELIVERY**

The Provider shall not deny any services to or otherwise discriminate in the delivery of services against any person who otherwise meets the eligibility criteria for the program as determined by LMMSS on the basis of race, color, religion, sex, age, national origin, ancestry, physical or mental handicap or because such person is a recipient of Federal, State or local public assistance or housing subsidies. The Provider shall comply with all applicable provisions of:

- a) Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.) - prohibits discrimination on the basis of race, color, or national origin, in programs receiving Federal financial assistance; and
- b) Section 504 of the Rehabilitation Act of 1973, (29 USC 794) and the regulations promulgated thereunder, (45 CFR Part 84) - prohibits discrimination against qualified handicapped individuals on the basis of handicap in any program or activity receiving or benefiting from Federal Financial assistance and requires programs and activities, when viewed in their entirety, to be readily accessible to handicapped persons; and
- c) G.L. c.151B sec. 4(10) prohibits discrimination in furnishing services on grounds that an individual is a recipient of Federal, State or local public assistance- or housing subsidies.
- d) The Provider shall comply with all applicable provisions of the Americans with Disabilities Act.

### **Non-Discrimination in Employment**

The Provider shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, gender identity, religion or physical or mental handicap. The Provider shall comply with all applicable provisions of:

- a) Title VII of the Civil Rights Act of 1964 (42 USC 2000e et seq.) - prohibits discrimination in employment on the basis of race, color, religion, sex or national origin; and
- b) M.G.L. c.151B, S4 (1) prohibits discrimination in employment on the basis of- race, color, sex, religion, creed, national origin, ancestry, age, or handicap.
- c) The Executive Office of Aging and Independence Regulations 651 CMR 8.00: Discrimination Based On Age in Agencies and Organizations in Receipt of Funds from the Executive Office of Aging and Independence.
- d) Section 504 of the Rehabilitation Act of 1973 (29 USC 794) and the regulations promulgated pursuant thereto (45 CFR Part 84) prohibits discrimination against qualified handicapped on the basis of handicap and requires employers to make reasonable accommodations to known physical or mental limitations or otherwise qualifies handicapped applicants and employees.
- e) The Provider shall give written notice of its commitments under this Article to any labor union, association or brotherhood with which it has a collective bargaining or other agreement.
- f) The Provider shall notify minority, handicapped, and women contractors, and associations of such contractors, that it is the policy of the Commonwealth to prohibit discrimination in employment practices by Providers, subcontractors, and suppliers of goods and services as set forth in Executive Order 11246.
- g) The Provider shall comply with all applicable provisions of the Americans with Disabilities Act.

#### Affirmative Action

The Provider shall develop and adhere to a policy of affirmative action in all aspects of employment under this Agreement. In addition, if the maximum compensation paid to the term of this Agreement, from agencies acting pursuant to contracts with the Executive Office of Aging and Independence, is fifty thousand dollars (\$50,000) or more, the Provider shall develop and maintain an affirmative action plan in accordance with the applicable requirements of Executive Order 116 and transmit a copy to LMMSS.

The Provider as an organization receiving federal funding shall take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are utilized in the subcontracts in accordance with 45 CFR Part 92.36(e). Affirmative steps shall include: placing qualified small and minority businesses and women's business enterprises on solicitation lists; and assuring that small and minority businesses, and women's business enterprises are solicited whenever they are appropriate for the type of goods or services contracted for.

#### **ACCOUNTABILITY**

The Provider shall comply with all applicable Federal, State, and local government laws and regulations pertaining to wages and hours of employment. Particular reference is made to Title 45 Code of Federal Regulations Part 74 Administration of Grants Subpart P Procurement by Grantees and Subgrantees Appendix H Paragraph 4 which is applicable to all providers and specifies particular provisions that must be included in the prospective contract. Particular attention is drawn to sub paragraph 4(l) which requires that all provider contracts contain a provision allowing LMMSS, the Area Agency on Aging, the State Executive Office of Aging and Independence, the Administration on Aging or any of their duly authorized representatives to have access to any books, documents, papers and records of the contractor which are directly pertinent to the specific program for the purpose of making audits, examinations, excerpts and transcriptions. The Provider shall retain all such books, records, documents, and property for six years after final payment hereunder.

The Provider shall carry and furnish evidence of public liability insurance including bodily injury and property damage coverage, as well as product liability insurance. Certificates of Insurance are to be provided with the bid proposal.

The Provider shall indemnify LMMSS against any loss and/or damage (including attorney fees and other costs of litigation) caused by negligence or omission, theft by their employees, or the negligent acts or omissions of the Provider's agents or employees.

The Provider shall defend any suit against LMMSS alleging personal injury or property damage out of the consumption of the meals prepared by the Provider and served by LMMSS.

#### **CONFIDENTIALITY**

With regard to personal data maintained pursuant to this Agreement, the Provider is a holder of personal data as that term is used in MGL c. 66A, the Fair Information Practices Act, and in the regulations of the Executive Office of Aging and Independence, governing the safeguarding, use of, and access to personal data, 651 CMR 2.00 et seq.

## **METHOD OF PAYMENT SCHEDULE**

The Provider will furnish LMMSS a weekly invoice for each week of service. The invoice will include an itemized breakdown of the meals provided for each ASAP in the consortium. Billing statements will calculate cost for all meals served on a weekly average basis according to the total meals prepared in the week divided by the number of service days in the week. The total meals prepared by the Provider will include all meals prepared for LMMSS, including any special, emergency and holiday meals as well as non-bulk frozen meals distributed by the Provider to LMMSS. Meals served for any special elderly functions will have their number of meals included towards the volume discount.

LMMSS may request copies of a detailed statement of operation no later than one week following each week of service. The detailed statement of operations is to include the total costs of the operation with a breakout of raw food cost and other related meal costs. The Provider's accounting periods shall correlate with each contract year, from October 1 through September 30.

Payment by LMMSS shall be due for each calendar month upon the expiration of thirty (30) days after the receipt by LMMSS of a proper invoice from the Provider. The Provider will specify any early payment options that are available to LMMSS. If payment is not made in or within the due date, the Provider may, so long as such non-payment shall continue, terminate this Agreement as to the further providing of meals herein only by the giving of thirty (30) days advance notice in writing to LMMSS of its intention to do so, and provided that, said non-payment shall continue for such thirty (30) day period after the giving of such notice, then this Agreement shall, upon the expiration of such thirty (30) day period, terminate, otherwise it shall continue in full force and effect.

All billing is final after 45 days. Any billing errors or miscalculations not identified in this 45-day period will not be adjusted. The Provider will use a template that was mutually agreed upon for weekly billing

## **COMMODITY CREDIT SCHEDULE**

On a quarterly basis, LMMSS reserves the right to reconcile commodity reimbursements from the Provider against statements from the commodity distribution agency. Any adjustments agreed upon will be made on the subsequent invoice.

Providers shall credit LMMSS for USDA commodity foods at their full fair market value and maintain records sufficient for auditing by LMMSS and the Executive Office of Aging and Independence.

## **PERSONNEL**

All management-level employees shall be employed by the Provider, who shall specify the number of such employees and their titles. A summary of the qualifications of the foodservice personnel shall be submitted with the Bid Proposal, making note of which foodservice personnel have been certified as completing an Applied Foodservice Sanitation Course and/or ServSafe Certification. The Provider's organizational chart shall accompany the bid, along with a proposed kitchen-staffing plan of all applicable foodservice personnel. The following are minimum standards (or equivalent) for personnel staffing:



1. Food Service Manager- The Provider shall maintain a competent, full-time food service manager/supervisor whose responsibility is the execution of the meal service program. The manager must be free to visit meal sites frequently and be available daily and responsive to monitor food service-related problems and concerns. If the Provider uses multiple sites for meal preparation, the Provider must maintain a manager at each separate preparation site. The food service manager must be available to LMMSS between the hours of 8:00 a.m. to 2:00 p.m.
2. Nutritionist- the Provider shall maintain on its staff a qualified nutritionist/RD. The nutritionist may be shared with other provider foodservice programs, but must be available for menu and standardized recipe development and any other menu related matters. The Nutritionist must also be available for any other matters concerning the caterer's kitchen operation, such as, but not limited to, portion control, sanitation training, and quality control.
3. Executive Chef or a Production Manager who monitors quality improvement and meal quality through all phases of meal production and delivery.
4. The Provider must maintain an adequate amount of foodservice personnel in order to meet all of the specifications and responsibilities of the submitted Bid in an orderly, punctual, and reliable manner.
5. Provider's personnel shall always present themselves in a clean and professional appearance. The use of uniforms is encouraged.
6. The Provider shall ensure management coverage for the Foodservice Manager during vacations or extended absences provided.
7. All personnel having physical access to clients or client information must pass CORI checks that are kept on file by the Provider.
8. All personnel who are responsible for the delivery of the meals to LMMSS must have a current driver's license and have an acceptable motor vehicle driving record, with documentation available to LMMSS upon request.

### **QUALITY BENCHMARKS**

LMMSS maintains a performance-tracking log of the Provider with the expectation that the provider meets established Quality Benchmarks. Evaluated is meal quality (freshness and texture of food, prepared appropriately to temperature serving requirements and to preserve maximum nutrient content), recipe compliance, substitutions, shortages (that were not re-delivered), high and low temperatures, delivery issues (including re-delivered shortages, defined as anything requiring LMMSS to communicate with the Provider regarding a shortage or damaged delivery). The table below provides details on monthly benchmarks established by LMMSS. If issues exceed benchmarks, LMMSS reserves the right to require compensation from provider and re-evaluate any rate increases. Benchmarks will be reviewed at each menu meeting.

<b>Issue</b>	<b>Benchmark</b>
Quality	4
Recipe Compliance	2

Substitutions (without notifications)	4
Delivery issues (including re-delivered)	5
High Temps	3
Low Temps	3
Cleaning	3
Late deliveries (30 minutes with no notification)	3

## **TRANSPORTATION OF FOOD**

LMMSS shall furnish the Provider with a list of all delivery sites with addresses and the following: days of operation, number of congregate meals and home-delivered meals, by meal type. The current LMMSS list is attached as Appendix 4.

At the beginning of the contract year, LMMSS and the Provider will set up an agreed delivery schedule. It is the Provider's responsibility to assure that meals arrive at the drop-off locations at the correct time and proper temperatures specified within this Agreement, and LMMSS's responsibility to maintain temperatures after the food is delivered to the specified drop-off. LMMSS reserve the right to add or remove delivery sites as necessary during the contract period.

Providers shall submit with their Bid Proposal, information concerning the type, number, model, year, truck body size and condition of the vehicles to be used for delivery to LMMSS. The information should also indicate whether these vehicles are capable of transporting all delivery equipment. The Provider shall also submit a sample delivery schedule with their Bid Proposal. See Appendix 5.

Regular scheduled delivery times will vary by location. ASAPs delivery schedule listed in Appendix 4.

LMMSS Food shall be delivered for use at congregate sites in bulk or individual meals. It shall be packaged and handled so that there will be a minimum of spills in the carrier equipment. The Provider shall take any necessary measures including, but not limited to, reducing fill level, and covering pans with stretch plastic, aluminum foil and/or metal lids. Prepackaged individual home-delivered meals, cold packs and frozen meals will be delivered in the appropriate insulated containers. The Provider should take all necessary measures for the protection of the food in the cold packs, by use of heat seal packaging and/or wax lunch bags, etc. The Provider will use packaging containers that will not leak or crush and that are acceptable to LMMSS.

When providing bulk meals, LMMSS shall have the option of having congregate meats and gravies shipped in separate pans, with the meats properly sliced and pre-portioned for reheating. Individual meal sites shall have the option of receiving frozen vegetables and/or uncooked pasta to be prepared on site.

All vehicles used must be approved by LMMSS for their suitability in transporting insulated meal containers. Vehicles must be able to maintain temperature integrity and be clean, sanitary, and properly maintained.

## **EQUIPMENT AND SUPPLIES**

Adequate preparation (i.e. pans) and hot and cold insulated delivery equipment and supplies shall be owned and supplied by the Provider. The Provider will be responsible for proper sanitation and cleaning of all preparation and delivery equipment. Foil pans shall only be used in an emergency for back up, when stainless steel pans are unavailable, to ensure proper meal delivery and service. At the termination of operations, all equipment owned by the Provider and LMMSS shall be returned in acceptable condition to the appropriate party.

A standard par level of equipment and supplies shall be developed jointly at the start of the contract period and will be used as the minimum standard for inventory purposes. The equipment and supply list shall include, but not be limited to: Keeper Thermal Bags, Nutrasystems, congregate Cambros, soup Cambros, coolers, and Cambro dollies (see Appendix 18 for additional enhancement).

The Provider will maintain the equipment in good working order and perform any possible maintenance repairs that they or LMMSS identify as being below standard. The Provider will be responsible for proper sanitation and cleaning of all delivery equipment. The Provider will be responsible for discarding old/damaged equipment taken out of inventory once a LMMSS member representative has approved it.

Foil pans shall only be used in an emergency for back up, when stainless steel pans are unavailable, to ensure proper meal delivery and service.

Adequate hot and cold food delivery equipment (i.e.: insulated bags) shall be purchased and owned by LMMSS for delivering meals to the individual clients. At the termination of operations, all equipment owned by the Provider and LMMSS shall be returned in acceptable condition to the appropriate party.

LMMSS and the Provider will jointly establish a capital equipment inventory plan. Equipment used for transport may be jointly funded and shall be inventoried and evaluated at the start of the contract year and annually thereafter.

## **RESERVATION SYSTEM**

LMMSS will furnish the Provider with final meal counts for regular meals (including congregate, HDM regular, cold HDM suppers, HDM breakfast, frozen, and holiday) and HDM Asian hot and frozen meals, by 3 P.M. of the day prior to meal service. LMMSS will furnish these counts no earlier than 12:30 P.M. of the day prior to regular meal service. Approximate counts for special scheduled meals with greater than 100 people will be given by LMMSS to the Provider one week in advance, with the final count due by 3 P.M. two days before the scheduled special. A specific schedule system for the daily meal order will be established by agreement with the Provider and LMMSS.

## **EMERGENCY PROCEDURES**

The Provider shall provide reimbursement for any out-of-pocket- expenses incurred by LMMSS when replacing part or all of a meal that is not delivered or is not safe. The Provider will supply congregate meal sites with a backup emergency frozen or shelf-stable food supply in the event any part or all of a meal is not delivered or safe to serve. Examples of the shelf-stable supplies are: canned fruits, canned vegetables (low sodium if available), canned red sauce, dry

pasta, wrapped desserts, canned beef stew, or ravioli. Examples of frozen foods are: meatballs, frozen vegetables. LMMSS may request a credit from the Provider if it is determined that part or all of a meal served is not safe, or if the emergency supply is used to replace all or part of a meal due to a delivery issue.

### **MEAL CANCELLATION**

It is the responsibility of LMMSS to notify the Provider prior to 6:30 a.m. of a closing due to hazardous weather or an emergency. LMMSS will make all efforts to notify the Provider of any meal delivery cancellation as early as possible. Any food already prepared will be promptly refrigerated, and if appropriate, that day's menu will be substituted for the following day's menu. If LMMSS cancels meals on Friday, it reserves the right to request a fresh meal for Monday. If food is lost due to closing, the financial burden lies with the Provider. The Provider must make available a phone number and personnel for early morning emergency cancellation calls.

In the event of meal cancellation, list A entrees which are cancelled will be replaced by a comparable List A entree in the current or following menu cycle. See Appendix 11.

### **LOCATION OF FOOD PREPARATION KITCHEN**

In addition to evaluation of all other criteria, LMMSS shall review whether the Provider's kitchen(s) for preparing food under this Agreement is/are located within sixty (60) miles of the furthest location at which such foods shall be served to program participants in each particular nutrition project area. If such kitchen(s) are beyond such sixty (60) mile distance, and that Provider is selected to receive the contract, LMMSS must be prepared to justify to the Executive Office of Aging and Independence for the reasons for selection of such Provider.

### **MEAL COST ANALYSIS**

The bid must submit a pricing matrix delineating the range of meals per day utilizing the attached Pricing Matrix form and Meals Cost Analysis form provided within this document.

The number of meals category will range from approximately one hundred (100) meals below the project's current rate to one hundred (100) meals above the current rate. The number of daily meals, which a project anticipates over the duration of the contract, should take into account possible fluctuations in funding levels from state, federal, and other sources.

The project may issue either a single bid or a consortium bid with another project(s) or both. However, a project may not issue a bid request which allows bidders to elect the type of bid (i.e., joint or single) they shall respond to. This stipulation is intended to avoid circumstances wherein a project cannot properly compare submitted bid proposals due to varying assumptions on the number of meals to be provided and other requirements that would differ between joint and single bids.

Unanticipated expansion of meal sites or other factors that may increase the number of meals, or events which cause the unanticipated decrease in the number of meals shall be accommodated by the provider and the price per meal shall be adjusted, by negotiation with the project, to consider these changes.

The Provider must submit a separate cost breakdown for each meal type (congregate, HDM hot/chilled meals, HDM frozen, HDM Chinese hot and frozen meals, vegetarian, supper,

breakfast and medically tailored meals) on the Meal Cost Analysis Forms provided in this document, for a range of meals per day. See Appendix 6.

Number of Meals:

Congregate (regular and choice menu), home-delivered (both trayed and bulk), supper, breakfast, medically tailored, and separate cold pack cost will be priced separately per meal category. Frozen meals ordered from a commercial supplier will **not** be included in the total daily meal count.

During an average week in April 2025, the AVERAGE DAILY MEAL COUNT FOR LMMSS was as follows:

**LifePath:**

16	Congregate trayed daily
45	Congregate bulk daily
185	HDM Supper daily
460	HDM Bulk daily
20	MTM Frozen Weekly
50	MTM daily
360	Frozen GA Meals weekly

**Minuteman:**

100	Congregate Bulk
500	Regular Hot HDM
30	Asian
60	Chilled Supper
250	MTM (Hot and Frozen)
35	GA Frozen

**MOC:**

50	Congregate Bulk
650	Regular Hot HDM (M/W/F)
175	Regular Hot HDM (Tu/Th)
70	Chilled Supper (M/W/F)
40	MTM (Hot and Frozen) (M/W/F)
25	MTM (Hot and Frozen) (M/W/F)
35	GA Frozen/day

**SeniorCare:**

80	Congregate Bulk
25	Grab & Go
373	Regular Hot HDM
162	MTM
151	Chilled Supper
39	GA Frozen

**Springwell:**

211	Congregate (trayed)
12	Congregate bulk
45	Congregate cold
828	HDM chilled

266 HDM Supper  
16 Congregate Breakfast (weekly)

The following factors must be taken into account in determining costs:

1. Raw Food Cost: All menu specifications as listed, including condiments. This item is the same for the congregate and home-delivered meals.
2. Labor Cost: Production, Preparation, Service, Packaging, Food Service Management, Nutritionist and Transportation Labor (drivers). (Note: home-delivered meals cost analysis forms include a separate item for home-delivered meal packaging labor.)
3. Administration: Administrative Salaries, Travel, Fees, Insurance, Office Supplies, Postage, Printing, Rent, Utilities, Telephone, Maintenance, Equipment Repairs, Small Equipment, Garbage Collection, Extermination, Training. This item is the same for the congregate and home-delivered meals.
4. Transportation: Gas, Oil, Truck Maintenance, Depreciation, Insurance (Vehicle). This item is the same for congregate and home-delivered meals.
5. Profit: This item should be the same for the congregate and home-delivered meals.
6. Disposables: Provider will include their own cost for HDM tray, lid, and cold pack paper products.
7. HDM Cold Pack: Individual LMMSS packaged cold packs (milk, wrapped slice of bread, margarine, and dessert). The cost of the separate cold pack, disposable items shall be proposed on the Home-Delivered Meals Cost Analysis Form, in Appendix 6.
8. Medically Tailored Meals: Complete the Meal Cost Analysis Form, using one single sheet for all specified types of medically tailored meals. See Appendix 6.
9. Menu Cost Analysis: The Provider will complete and submit the menu cost analysis in Appendix 7. Providers will indicate the market brand and price per menu item to be used. Commodity food pricing cannot be used in this analysis.

## **DISPOSABLE PRODUCTS**

The cost of the disposable products used to package the home-delivered meals is a separate item on the Meal Cost Analysis Form. Providers may choose to bid on the home-delivered disposables or not. The hot home-delivered meals must be packaged in a plastic, or poly-film lined tray with high dividers. The specification for the type of tray to be used will be pre-agreed upon between the Provider and LMMSS after the contract has been awarded. The bread must be individually wrapped and included on a tray sealed with clear plastic over-wrap that also contains the milk and dessert. Some programs may require that the milk, bread and dessert be sent in bulk to the delivery site. It is preference of LMMSS to have the cold packs, and supper items packaged so that there is no leakage, spillage or crushing of the products, such as by using the shrink wrap machine to package these items. Samples of the actual disposable products to be used in packaging the home-delivered meals and the cost associated with each item shall be submitted along with the Bid Proposal if Providers are submitting this as part of their Bid.

LMMSS may order paper supplies from a paper supplier of their choice and be billed

directly. Paper orders can either be delivered to the Provider by the paper supplier on a bi-weekly basis for distribution to the individual meal sites, or be shipped directly from the paper supply to the individual meal sites at the discretion of LMMSS member. LMMSS currently uses various vendors for the purchasing of disposables used at the meal sites; however the paper vendor may change based on current market conditions. LMMSS member may also opt to purchase paper supplies directly through the Provider and be billed separately for these items. The handling fee for the Provider to receive and distribute these disposable supplies on a weekly basis is not to exceed 5% and must be specified along with the Bid Proposal.

### **LMMSS'S RIGHT TO SELF-PURCHASE**

LMMSS reserves the right to self-purchase individual meal products, such as frozen meals, ethnic meals, hot beverages, disposables and site supplies, directly from another purveyor instead of from the Provider. If purchased direct from a purveyor, the Provider will be responsible for receiving, storing, securing and distributing products to meal sites. Storage and distribution cost is separate from the base cost. The handling fee for disposable products and shelf stable meals will not exceed five percent (5%) of the purchase price. The handling fee for the distribution of individual frozen meals to the sites will not exceed ten percent (10%) of the purchase price. There will be no handling fee if shelf stable meals are made and purchased from the Provider. LMMSS reserves the right to expand the home delivered meals program to self purchase frozen meals. Handling cost will be calculated using a price evaluator.

### **MISCELLANEOUS**

The Provider shall not disseminate, reproduce, or publish any report, information, data, or other documents produced in whole or in part pursuant to the terms of this Agreement without the prior written consent of LMMSS, nor shall any such report, information, data or other document be the subject of an application for copyright by or on behalf of the Provider without the prior written consent of LMMSS.

The Provider shall not assign or subcontract any interest in this Agreement without the prior written consent of LMMSS, provided that, claims for money due or to become due to the Provider from LMMSS under this Agreement may be assigned to a bank, trust company, or other financial institution without such consent and that notice of any such assignment is furnished promptly to LMMSS. The Provider shall not knowingly employ, compensate, or arrange to compensate any employee of the member agencies of LMMSS during the term of this Agreement without the prior written approval of the member agency of LMMSS.

LMMSS shall have the right and authority to have access to the Provider's purchase records, bearing upon the food purchased for LMMSS, for review and audit, as necessary.

This Agreement may be amended only by written document signed by persons authorized to bind in contract LMMSS and the Provider. All amendments must be attached to this Agreement.

Unless otherwise specified herein, any notice, approval, request or demand hereunder from either party to the other shall be in writing and all be deemed to have been given when either delivered personally or deposited in a United States mailbox in a postage prepaid envelope addressed to the other.

All appendices to this Agreement are deemed to be part of this agreement. The entire Agreement of the parties is contained herein, and this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter contained herein.

The Provider shall not subcontract food preparation or service functions under this contract without prior written approval from LMMSS.

The Provider will certify they will not exceed their kitchen's validated capacity, as confirmed by a kitchen audit.

## **NUTRITION STANDARDS**

The Federal Regulations governing the Nutrition Program for the Elderly require that: each meal served must contain at least one third of the current Dietary Reference Intake (DRI's) for males 51+ years as established by the Food and Nutrition Board, Commission on Life Sciences, National Research Council, and must meet the nutrition standards and menu policies as outlined by the Executive Office of Aging and Independence (AGE).

- The caloric range per meal must fall between 700 and 800 calories.
- The fat content, based on total calories, must not exceed 30% - 35%.
- The sodium content of the meal must fall within the range of a NO ADDED SALT DIET (3-4 grams/day).

Meals may be provided hot, chilled, cold, frozen, dried, canned or in the form of supplemental food. Menus must comply with the Executive Office of Aging and Independence (AGE) Menu Policies and Nutrition Standards, which incorporate the Dietary Guidelines of the U.S.D.A./Health and Human Services and the Surgeon General's Report on Nutrition and Health.

Good food sources of Vitamins A and C are required within the menu policy. A "good source" of a nutrient must contain 20% or more of the DRI. Foods high in fiber are additionally required. A high fiber bread is a bread/bread alternate which provides at least 2 grams of dietary fiber per one ounce serving; a high fiber vegetable/fruit shall contain at least 2 grams of dietary fiber per serving.

Religious, ethnic, cultural, or regional dietary requirements or preferences of a significant portion of the elderly population within LMMSS's service area should be reflected in the meals served. Where feasible and appropriate, individual dietary needs may also be met.

LMMSS will collaborate with the provider to ensure that the State Nutrition Standards and Menu Policies have been met. The Provider must clear any menu changes with LMMSS 24 hours in advance of delivery to ensure the nutritional adequacy and quality of the substitution. See Appendix 17 for current LMMSS menu planning procedure.

LMMSS may request Nutrition Analysis from the Provider. Requirements for complete nutritional analysis are as follows:

- A complete nutritional analysis of the menu shall contain a minimum of calories, Macronutrients: carbohydrates, protein, fat (including the percentage of total calories from fat); vitamins: A, B-6, B-12, C and D, thiamin, riboflavin, niacin, and folate, Minerals: sodium, calcium, iron, Zn, and Mg, Others: cholesterol and dietary fiber. The state nutritional analysis form or equivalent computer analysis sheet should be used for the



submission of nutrition analysis. Nutrition projects are encouraged to utilize the nutritional information of the actual food products used. However, if sources of food products vary, an “average” nutritional analysis may be used (i.e.: USDA Handbook No. 8).

- If a second (and third) meal is provided to any clients for consumption on the same day as the meal(s) mentioned above, nutrient analysis shall be performed on the same nutritional analysis form. For example, if an evening, multiple meal, or breakfast menu is provided to clients in addition to a noon, regular meal, the second (and third) meal(s) are considered limited selection.
- The specific meal(s) that are analyzed may be chosen by the Nutrition Project. Different meals should be selected each quarter. (i.e.: Analyzed meals may not be identical to those chosen previously.)
- Nutritional analysis and/or full product descriptions for individual items used within Title IIIC meals must be provided or made available by the Provider.

LMMSS shall have the right and authority to develop and supply to the Provider, prior to the beginning of operations, under this Agreement, specifications for food, which the Provider is to use in the meals, and other food prepared by the project. LMMSS shall have the right and authority to inspect such food to determine compliance with the specifications for the food that the Provider is to use in the meals and other food prepared for the project.

LMMSS shall have the right and authority to have access to the Provider’s purchase records, bearing upon the food purchased for the project, for review and audit as necessary.

LMMSS shall have the right and authority to supply and approve the menus and recipes for meals and other food to be delivered so as to ensure compliance with the Department of Health and Human Services; to inspect the meals delivered to determine compliance with the Department of Health and Human Services’ and the Executive Office of Aging and Independence’s meal type requirements; and to withhold payment for meals not meeting prescribed requirements.

## **KITCHEN FOOD HANDLING AND SANITATION REQUIREMENTS**

### **Minimum standards**

The Provider shall comply with all Federal, State, and local laws and regulations governing the preparation, handling, and transporting of food, shall procure and keep, in effect, all necessary licenses, permits, and food handler cards as required by law, and shall post such licenses, permits, and cards in a prominent place within the meal preparation area, as required during the term of the contract period. This includes all requirements stipulated within the Massachusetts Department of Public Health, Minimum Sanitation Standards for Food Establishments (State Sanitary Code: Chapter X).

The Provider shall maintain all food preparation areas and delivery facilities over which it has control in clean and sanitary condition. All kitchen storage and delivery facilities, including equipment, utensils, ventilating equipment (including filters), door cabinets, counters, and the like, shall be clean and sanitary.

The Provider shall, as part of the Bid Proposal, provide the project, a written kitchen audit by an independent qualified sanitarian, validating the safe maximum meal production load for the Provider’s kitchen facility(ies). No Provider receiving payment under this Agreement shall enter

into any Title-IIIC nutrition contract in which it exceeds the safe maximum meal production load for its kitchen facility(ies).

The Provider shall maintain written documentation of a formal sanitation program which meets or exceeds the minimum requirements of State, Federal, municipal or other agencies authorized to inspect or accredit the food of LMMSS at the latter's discretion. The Provider shall provide twice per year, documented in-services regarding sanitation and food handling for its employees involved in the preparation, handling, and storage of food. Additionally, the Provider or their nutritionist shall present no fewer than two (2) trainings per year for each LMMSS member's staff and/or volunteers, as designated by LMMSS member agency, regarding sanitation and food handling issues. The Provider shall submit as part of its Proposal a summary of the systems for meeting HACCP requirements and training for foodservice employees.

The Provider will report the location of its current or proposed food preparation sites in Massachusetts or adjacent states and submit a copy of the most recent inspection report by State or local health departments of the preparation sites to be utilized under the proposed contract.

Cook/Chill or Cook/Chill/Rethermalization systems may only be used if the kitchen location is within Massachusetts.

Each meal served must contain the required one-third of the current Recommended Dietary Allowances as established by the Food and Nutrition Board, Commission on Life Sciences, National Research Council and must meet the STANDARDS AND POLICIES FOR THE MASSACHUSETTS ELDERLY NUTRITION PROGRAM outlined by the Executive Office of Aging and Independence.

LMMSS reserves the right to withhold payment for meals that fail to meet established nutrition, safety, or menu specifications as defined under AGE guidelines.

### **Inspections**

Every kitchen utilized for the preparation of Title IIIC meals shall be inspected twice per year by LMMSS using the Executive Office of Aging and Independence kitchen inspection form. Inspections shall occur at approximate six-month intervals. Completed assessments are forwarded to the Executive Office of Aging and Independence and the Provider. Follow-up on issues that are found to be out of compliance must be clearly defined and rectified promptly, especially if emergent to the health and safety of the clients being served. LMMSS shall have the right and authority to inspect, at any time, the Provider's food preparation, packaging, and storage areas to determine the adequacy of the cleaning, sanitation, and maintenance practices.

### **Food Temperatures**

Temperatures of hot and cold foods must be taken and documented daily for each delivery route before food leaves the kitchen. The Provider will keep a separate daily temperature log for congregate and home-delivered meals.

- Temperatures must be 140 F or above for hot food and 40 F or below for chilled food during transportation of the food.

- Hot foods shall be cooked to and packed at a temperature of at least 165 F and delivered in temperature-retaining containers. Containers must include hot packs to maintain temperature.
- Temperatures must be 40 F or below for chilled food during transportation of the food. Containers must include cold packs to maintain temperature.
- All cold foods and potentially hazardous foods that are to be served cold must be transported pre-chilled and held at a temperature of 40 F or below.
- Frozen foods shall be kept frozen and held at air temperatures of 0 F or below during packing, transportation, and storage, except for defrost cycles and brief periods of loading or unloading.
- Both cold and frozen foods shall be delivered in insulated temperature-retaining containers with ice or an equivalent chilling material.
- Raw uncut fruits and vegetables may be held at room temperature.

Temperatures should be taken after packaging, as close to the time when the food leaves the kitchen, and not as food is removed from the oven or while it is in a steam table. At the delivery location, temperatures of the food will be taken by LMMSS staff and/or the Provider and hot meals below 140 F will be reheated to 165 F within 2 hours of receipt and cold meals above 40 F will not be accepted. The Provider will be contacted immediately and will redeliver depending on the specific Nutrition Program requirement. The Provider will follow HACCP guidelines for food handling procedures to ensure proper food safety standards. Temperatures and Provider vehicle condition will be subject to the daily checks by LMMSS's staff and the Providers failure to comply with these requirements will result in returned food.

### **Frozen Meals**

LMMSS currently uses the GA Foods line of frozen meals, distributed through Original Pizza of Boston (GA Foods, 12200 32<sup>nd</sup> Court North, St Petersburg, FL 33716, 1-800-852-2211). See Appendix 9. The Provider in conjunction with AGE shall order the frozen meals according to a specific menu rotation prepared by LMMSS and the Provider. The Provider will be reimbursed for the cost of the frozen meal plus a handling fee. The handling fee for the distribution of individual frozen meals to the sites will not exceed ten percent (10%). Enter percentage for these services on the Meal Cost Analysis Addendum Sheet, in Appendix 8.

LMMSS may order the frozen meals with or without a cold pack (milk, bread/margarine and dessert). LMMSS's frozen meal order will specify an assortment of frozen meals (from two to seven meals), to be delivered with an assortment of breads and desserts in the cold packs.

The Provider may also propose to prepare frozen meals in their own kitchen, but must also demonstrate ability to properly prepare and freeze these meals according to guidelines provided by the Executive Office Aging and Independence. It will be up to the discretion of LMMSS if they choose to purchase frozen meals prepared by the Provider. Frozen meals must be provided with complete nutrient analysis information and meet the State Nutrition Standards. Frozen meals must be individually dated, labeled, and include instructions for storage and reheating. If the Provider has an alternate supplier or produces their own frozen meals, detailed information and price shall be supplied with the proposal. See Appendix 8.

### **Suspected Outbreaks of Foodborne Illness**

If food spoilage or contamination is suspected at a congregate meal site or as meals are delivered to homebound clients, the food should not be served or delivered. The Provider shall conduct an internal investigation, including the verification of spoilage/contamination through laboratory analysis. The Provider will work closely with LMMSS to develop written procedures for handling suspected food spoilage. LMMSS shall not be charged in an instance when food spoilage or contamination is suspected and delivery is cancelled.

LMMSS shall promptly initiate investigations by local health authorities whenever complaints occur involving two or more persons who manifest the symptoms of foodborne illness within a similar time frame after consuming meals prepared by the caterer. LMMSS shall document and keep on file a record of investigative actions taken and the findings of the investigation.

### **Sample Meals**

Each day the Provider kitchen(s) shall freeze samples of congregate and all types of home-delivered meals (dated and labeled) which shall be retained for a period of one week.

An extra sample meal will be provided to each LMMSS at no additional cost, for the purpose of testing meal quality, taste and temperature. LMMSS will inform the Provider of where they would like the daily meal sample delivered. The Provider will receive a copy of the test meal results and will respond to any issues noted.

### **Packaging Meals**

All trayed meals should be labeled with delivery date and type of menu at least. The Provider and LMMSS will discuss label details. Hot, Chilled meals, Milk and other potentially hazardous foods transported chilled or frozen (regular meals, dairy, desserts, cold salads, meats, etc.) shall be packaged in coolers with ice or another appropriate chilling material throughout the year, with extra ice during the summer months (even if transported in refrigerated trucks). Hot meals must be packaged in heat-retaining transport containers. The meal temperature regulations and guidelines outlined above shall meet the standards for the time between packing the meals for transport and the final delivery drop-off by the Provider.

### **Food Storage**

Food storage systems shall ensure a "First In, First Out" use of foods. All refrigerated and frozen foods shall be dated and labeled. LMMSS shall have the right and authority to determine the adequacy of the Provider's storage and record keeping practices to ensure the safekeeping of all food, including the food denoted for the use of LMMSS as USDA commodity food, and in connection therewith to have ready access to the related food inventory control records of the Provider.

### **Canned Foods**

Canned foods must be purchased in hermetically sealed containers from a licensed establishment. No home-canned foods shall be used. No canned vegetables shall be used, unless they are low sodium commodity items, or emergency backup canned supplies for congregate meal sites.

### **MENU POLICIES**

#### **Eligible Title IIIC Meals**

Meals served to eligible participants must provide one-third of the Dietary Reference Intake (DRI's) and meet the Executive Office of Aging and Independence Nutrition Standards and Menu Policies. "Seconds", snacks, or portions of meals may not be counted towards meeting the 1/3 DRI.

The following eligibility requirements need prior approval from the State Nutrition Department. The combined nutritional content is utilized to determine the number of eligible meals, which may be counted for statistical purposes:

- Less than 1/3 DRI : not eligible
- 1/3 DRI or more, but less than 2/3 DRI (for one or two meals served): one eligible meal
- 2/3 DRI or more, but less than 100% DRI (for two or three meals served): two eligible meals
- 100% DRI or more (for three meals served): three eligible meals

### **Menu Submission**

LMMSS will work with the Provider to develop a two-month menu cycle that meets program specifications. LMMSS may approve or decline the menus or recipes if inappropriate for LMMSS's consumers. LMMSS shall have the right and authority to supply and approve the menus and recipes for meals and other food to be delivered so as to ensure compliance with the Executive Office of Aging and Independence to inspect the meals delivered to determine compliance with the Executive Office of Aging and Independence meal type requirements, and to withhold payment for meals not meeting prescribed requirements. No complete meal shall be repeated within the menu cycle and efforts should be made to avoid duplicating any entrée.

The Provider will bring requested samples of recipes to the menu meeting. LMMSS reserves the right to request special meals for holidays and congregate events. Meals should be planned to contain variety in the areas of color, texture, and food choices to enhance nutritional adequacy and participant acceptance.

The Provider will present cost analysis, menu production issues, new product ideas and/or availability issues to LMMSS during all the steps in the menu planning process. The Provider will provide recipes in the standard format for all new items used in the menus, by the time the menus are finalized. LMMSS will generate the nutrient analysis.

All medically tailored meals substitutions require approval by LMMSS Dietitians.

### **Vitamin/Mineral Supplements**

Vitamin or mineral supplements (i.e.: multivitamin tablets) may not be provided with Title IIIC funds and may not be counted towards meeting the 1/3 DRI.

### **Additions to Meals**

The following foods/beverages may not be added to the Title IIC meals: Alcoholic beverages, canned foods which have not been commercially canned, and potentially hazardous foods, such as meat, eggs, fish, chicken, milk or dairy products, etc. which are not directly provided by the caterer.

## **Participant Input**

Participants' input shall be incorporated into the menu design process. Regular discussions with participants, site manager meetings, and observance of plate waste are several methods of receiving participation input concerning the meals. LMMSS shall perform formal questionnaires and/or surveys at least once per year with an attempted 50% return rate for the congregate and home-delivered meal participants. The results of the annual survey and other forms of participant input will be communicated to the Provider for the purposes of increased participant satisfaction, with a written response from the Provider addressing any issues noted.

## **Substitutions**

Substitutions may be made from the final approved menu due to shortages or problems with food delivery to the kitchen or meal site. The Provider will notify LMMSS preferably twenty-four (24) hours in advance of any substitution to the menu including an explanation for the change. The substitutions should be as similar to the originally planned food(s) as feasible and kept to a minimum. At the beginning of the contract, LMMSS Nutritionists and Nutrition Project Directors should design with Providers a substitution list or guidelines for making substitutions. Substitutions should take into consideration the commodity usage of the originally planned meal, the nutrient content of the food(s), and the type of entree (from List A or List B) which must be replaced. See Appendix 11.

Substitutions may only be performed by the Provider prior to the meals leaving the kitchen. No substitutions may be made at any site other than the kitchen unless there is concern over food spoilage/ contamination or a shortage has occurred, at which time LMMSS member must be notified immediately to evaluate whether any item(s) within the Title IIIC meal require substitution.

## **Special Holiday Meals**

Special meals will be served according to the following minimum schedule and must include enhanced entree and dessert. Schedule subject to change. Providers should submit complete sample menus for the following special holiday meals along with their bid proposal:

January	Winter Special
February	Valentine's Day Special
March	St. Patrick's Day Special
April	Spring Special
May	Mother's Day Special
June	Father's Day Special
July	Independence Day Special
August	Summer Special
September	Labor Day Special
October	Halloween / Autumn Special
November	Thanksgiving Special
December	Holiday Special

## **Summer BBQ's**

During the summer months (June-August) each congregate meal site will be able to schedule at least one BBQ meal in place of the regular menu at the regular congregate meal price. Additional BBQ's will be negotiated between the program and the Provider. The BBQ

meal menu shall be a choice of BBQ chicken or hamburgers and hot dogs, coleslaw, potato salad, lettuce & tomato for the hamburgers, roll and margarine, watermelon, dessert and milk, lemonade or iced tea. An alternative menu may also be served if agreed upon by the Provider and nutrition program.

The entrée will be barbecued on site by the provider. In case of rain, meals can be sent pre-cooked to be re-heated on site using an outdoor grill. The Provider's Food Service Manager should be available to attend the BBQ's and LMMSS and Provider will arrange the schedule together before the spring each contract year.

### **Traveling Chef**

The Provider will have a chef attend a meal site to cook/prepare a meal special in front of the participants. The specials can range from a Roast Beef carving, making Panini sandwiches to order and preparing a special dessert in view of the participants to the meal site. If an agency chooses to participate these "Traveling Chef" specials will occur at a minimum of one site per agency per month. The Provider will submit a list of potential special events as part of the bid proposal.

### **Holiday Meals Required When LMMSS Is Closed**

LMMSS: If an agency chooses to provide frozen holiday meals, a frozen meal is provided to clients who receive the weekend frozen meals and to clients deemed at high nutritional risk. For holidays that fall on a Friday or Monday, frozen meals will be ordered in sets of three with cold packs. Additional frozen meals will be ordered for clients that do not fall into this category.

### **Menu Standards and Requirements**

Condiments shall be sent regularly according to the following list and will be specified on the menu.

- knockwurst/hot dogs - mustard, relish, and ketchup
  - Turkey- cranberry sauce
  - meatloaf - gravy
  - green salad - light salad dressing
  - cold salad entree- light salad dressing
  - Soups - crackers
  - Pasta - grated cheese (1/2 oz serving p/c)
  - Sandwiches- light mayonnaise or mustard
  - Fish - tartar sauce and/or lemon
  - Jello/pudding/crisps - whipped topping
  - Margarine tubs
- a) Garnishes of fresh parsley, orange slices, radish slices, carrot slices, chopped scallions or other suitable garnishes shall be available on a regular basis at the request of LMMSS. Each serving of green salad shall have a minimum garnish of two (2) slices of cucumber, and two (2) slices of tomato or cherry tomatoes.

- b) Condiments can be sent in bulk for the congregate meals but individual packaged or pre-portioned servings are required for home-delivered meals, except for gravies and sauces which can be bulk packed with any bulk meal.



## **MEAL TYPES AND STANDARDS**

### **1.) REGULAR MEAL – (No Added Salt)**

The regular Title IIIC meal is part of a No Added Salt diet (3-4 grams of sodium per day). These meal standards are used for the congregate and home-delivered meals. It contains no more than 1200 milligrams of sodium. Two days per month, Nutrition Projects may offer a meal that contains up to 1500 milligrams. The approved State Nutrition Department Meal Pattern for the Title IIIC Nutrition Program for the Elderly is described as follows:

#### **Regular Meal Pattern:**

<u>FOOD GROUPS</u>	<u>AMOUNT TO USE</u>
Meat/meat alternate	2.5* 3 oz. cooked
Vegetables/fruits	2 servings of 1/2 cup each
Bread/bread alternate	1 serving (1 oz. - 1/2 c.)
Butter/margarine	One teaspoon or tub (trans fat free)
Dessert	One serving, 1/2 cup
Milk	8 ounces

\*List B entrees must contain a 2.5 ounce minimum. (Appendix 11)

\*List A entrees must contain at least 3 ounces of meat/meat alternate. (Appendix 11)

A food provided within a Title IIIC meal may be counted as only one Food Group. For example, juice served as one of the Fruit/Vegetable servings may not also count as a fruit serving for dessert.

### **A. Special Meal Changes**

LMMSS may order from the Provider changes in the regular meals according to the following guidelines.

- Changes in entrees.
  - LMMSS may order a lower sodium entrée on the days when higher sodium meals are served, in order to provide a meal with no more than 1200 milligrams of sodium.
  - Up to three times a month, an alternate entree may be ordered for the congregate meals. These alternate entrees will be specified in the final menu. Generally, these alternate entrees will be available when liver, fish, or egg entrees are scheduled.
- Changes in milk. LMMSS shall have the option of ordering skim milk, 2%, or whole milk instead of the 1% milk that is generally used. Extra milk portions can also be ordered.
- Changes in dessert. LMMSS may order from the Provider fresh or water-packed fruit or other dietetic desserts instead of the regular dessert. Ordering these items for dessert will meet the standards for a no concentrated sweets (diabetic) diet.
- Changes in fruit. The meal sites shall have the option to order canned fruit in place of fresh fruit.

- Modified for Diabetic meal – Regular meal with a sugar free or low-sugar dessert, fresh and canned fruit, when served, will be the same for all types

## **B. Meat or Meat Alternate**

Three (3) ounces of cooked edible portion of meat/meat alternate must be served for all List A items (see Appendix 11, Menu Specifications, Entrees, List A). List A items must contain a minimum of 21 grams of protein. Casserole, processed, and ground meat items (see Appendix 11, Menu Specifications, Entrees, List B) such as Italian dishes, macaroni and cheese, breaded fish squares etc. may contain a minimum of 2.5 ounces of meat/meat alternate. The meat/meat alternate shall provide a minimum of fifteen (15) grams of protein per serving. The following meat alternates may replace one (1) ounce of meat (poultry, beef, veal, pork, & fish):

- 1 egg (maximum of 2 eggs per entree)
- 1 ounce cheese or 1 ounce tofu
- 1/2 cup cooked dried beans, peas, or lentils
- 1 tablespoon peanut butter
- 1/4 cup cottage cheese

Lower fat entrees are standard in the meal pattern, such as poultry and fish products and lean meats. When ham is used, it will be reduced-sodium and/or low-fat turkey ham. Cold meat salads such as turkey salad, seafood salad, or tuna salad, will be prepared fresh by the Provider using no more than 17% mayonnaise. All mayonnaise used for these salads will be reduced-fat mayonnaise.

When meat alternates are planned, sources of iron and other nutrients such as zinc, vitamin B6 and magnesium will be provided elsewhere in the meal. For example, planning an enriched or whole grain bread/bread alternate and iron rich vegetables or fruits with a meat alternate entree will contribute toward attaining the 1/3 DRI for iron.

All gravies (and soups) shall be made using a low sodium soup base and roux.

Ground beef entrees will be made of a mix of 100% ground beef unless commodity turkey is available. If commodity turkey becomes available, the mix is 60% beef to 40% turkey and may be used for ground beef entrees such as meatloaf, Salisbury steak, and stuffed pepper/cabbage. The Provider will prepare meatloaf, Salisbury steak and stuffed peppers from scratch.

Lemon (either whole, wedged, sliced or in a packet) shall be offered with all non-breaded fish entrees.

The menu pattern contains 20 entrees per twenty-day cycle. Entrees are categorized in the following way:

- Menus must include at least two A list meats per week with a total of eight A list meats per twenty-day cycle. Ground, molded, or pressed meats may not be used, e.g., turkey roll. Chicken types (i.e.: boneless and bone-in breast, thigh, leg) will be appropriately rotated based on availability through the state purchasing program and the Provider's purchasing program.
- Twelve entrees may be B list meats in a twenty-day cycle.

**C. Vegetables and Fruit:** Two servings of one half cup each per meal (drained).

A good source of vitamin A should be served three times per week.

A good source of vitamin C should be served daily. Instant mashed potatoes must be enriched with vitamin C. (Appendix 11)

A variety of frozen vegetables shall be used in each monthly menu, including kale, Swiss chard and spinach.

Pasta, rice, or stuffing may be served in place of a vegetable on occasion, preferably no more than twice per week.

Lettuce alone shall not count towards a vegetable/fruit serving (e.g., 1 cup of lettuce and tomato, or tossed salad may be served each as one vegetable/fruit).

Vegetable or fruit sauces, such as tomato sauce, do not count towards meeting the vegetable/fruit requirement. Fresh or frozen vegetables shall be used. Vegetable cooking may occur on-site as desired by the Nutrition Project, in which case the vegetables will be sent frozen to the site.

A minimum of one high fiber vegetable a week, i.e., peas, corn, raw vegetables must be served.

All soups freshly prepared by the caterer must use low sodium soup bases. The serving size for all soups will be 8 ounces. During the winter months, from November through March, soup will be served five times a week for congregate sites and three times a week for home-delivered meals, and from April through October, it will be served three times per week for congregate and once per week for home-delivered meals. Chicken and beef soups will contain one ounce of the respective protein and this will not affect the three ounces of protein in the entrée.

Mashed potatoes and baked beans shall be prepared and served in 5 oz. portions.

Only full-strength fruit or vegetable juices may be used as a vegetable/fruit. Cranberry juice cocktail, enriched with vitamin C, may be served.

An extra vegetable/fruit (soup, juice, or vegetable) may be served up to 3 times per week, preferably on casserole or pasta menus or days when soup is on the menu for congregate.

The shred size on coleslaw, carrot-raisin salad, etc., shall be finely grated.

Fresh and canned fruit, when served, will be the same for all meal types.

**D. Enriched or Whole Grain Bread or Alternate:** One serving per meal.

Enriched or whole grain bread, biscuits, muffins, rolls, sandwich buns, cornbread, and other hot breads are included. Twice per month a bakery type bread item such as a muffin or cornbread shall be served. When a starchy vegetable is planned into the menu as a bread alternate, it may not also count towards meeting the vegetable/fruit requirement.

Whole-grain, high fiber breads must appear at least three times per week (12 times per 20-day cycle).

Bread/bread alternates include:

- 1 slice bread
- 1 roll, muffin, biscuit
- 1 piece cornbread (2-1/2" x 2-1/2" x 1-1/2")
- 5 saltines
- 1 sandwich bun
- 1 tortilla
- 1 ounce ready-to-eat fortified cereal
- 6-8 ounces cooked cereal, cornmeal, grits, macaroni, noodles, rice
- 1 waffle, pancake, or slice of French toast
- 4 ounces starchy vegetable

**E. Desserts:** One serving of one half (1/2) cup drained.

The Provider shall offer similar desserts for the regular and non-sweetened dessert menus. For example, when gelatin or pudding is on the regular menu, a no-sugar gelatin or pudding will be served as the modified alternate for the No Concentrated Sweets (diabetic) meal.

- a) Fresh or canned fruits shall be served a total of twelve (12) times per twenty-day cycle and at least three times a week. Fresh fruit will be served once per week. Seasonal fresh fruits such as melon shall be served at least once a week during the summer months. Individual sites shall be able to order canned fruit in place of fresh fruit.
- b) Bakery products, cakes, cookies, gelatin desserts may be served four times per twenty-day cycle and no more than two times per week. Cookies can be purchased through the State's Group Purchasing Program. If cookies are not available through the Purchasing Program, the cookies will need to meet the serving size of 2 cookies or 25 grams. Baked desserts will be sent individually wrapped for home-delivered meals, frozen meals, and separately ordered cold packs. Gelatin shall always be served with fruit. However, a 1/2-cup serving of fruited gelatin may not be counted as a "fruit" for dessert. Dessert cannot be included in pre pack.
- c) Desserts containing a good source of calcium (to include puddings) must be served four times per twenty-day cycle and a minimum of one time per week.
- d) Once a month each congregate meal site will have the option of ordering frosted/decorated cakes in place of the regular desserts. Cakes are used as part of a monthly birthday party at the sites.
- e) Pudding will be Jell-O- Brand quality or better. The fat content must be no more than 5 grams fat per serving.
- f) Once a week, HDM and congregate will receive an in-house baked dessert.

- F. **Margarine:** One teaspoon, trans fat free, unless otherwise noted.  
The menu shall include one individual packaged teaspoon of trans fat free tub margarine with each congregate and home-delivered meal. An extra margarine tub shall accompany each baked potato when served.
- G. **Milk/Milk Alternate:** One eight- (8) ounce serving.  
One half pint 1% or 2% fat milk fortified with Vitamins A and D per program requirement  
Provider will use non-fat dry milk or skim milk in all recipes. Milk Alternates: 1 cup yogurt; 2 cups cottage cheese; 8 ounces tofu (processed with calcium salt)
- H. **Modified for Diabetic Meal** – Regular meal with a sugar-free or low-sugar dessert.

2.) **CHOICE CONGREGATE MENU**

Currently, some congregate sites receive trayed meals and some receive bulk. LMMSS reserves the right to offer a choice menu at meal sites.

The congregate choice menu consists of the regular hot meal and a second choice of sandwich and salads. The choice menu is offered five days per week. Soup and dessert are not choice items on the menu and are served to all participants. The second choice is typically the menu from the cold supper menu.

This menu follows the same outlined nutritional standards as the regular meal type. See Appendix 10 for the sample choice menu.

Example Choice of:

a) Soup, Hot entrée, potato, vegetable, dessert, bread, and milk

Or

b) Soup, Sandwich, salad(s), dessert, and milk

3.) **ADDITIONAL MEAL TYPES**

Delivery of additional meal types are generally done at the regular delivery time and do not typically require a separate delivery.

**A. Supper Meals**

LMMSS may choose to provide supper meals for congregate or home-delivered meal clients. A two-month menu cycle will be developed by LMMSS and Provider, following the meal standard guidelines, as previously specified. A sample supper menu is attached in Appendix 10.

Cold foods are used for the home-delivered supper meals and packaged on a foam tray or in a paper boat and sealed in plastic. These meals are ordered and delivered along with the regular noon hot HDM meals, unless otherwise specified.

A congregate site may require a supper menu. This will be based either on the congregate noon menu (sent chilled for re-heating at the site) or the cold supper home-delivered meal menu. The sample choice menu is in Appendix 10. Pricing for the supper menu shall be included on the separate Meal Cost Analysis form, in Appendix 6, which will include any additional transportation costs. These transportation costs should be a one-time cost, not a “per-drop” cost.

Menu Standards for the Cold Supper Meal Pattern shall include:

- Meat: "A" list meat, 3 oz. portion, twice a week  
"B" list meat, with at least 2.5 oz. meat, three times/week.  
Meat salads shall contain 75% meat, and no greater than 17% reduced-calorie mayonnaise, and/or 8% celery.  
Sliced luncheon meats must be reduced-fat, low sodium and a 3-ounce portion (either 3 oz of meat or 2oz meat and 1 oz cheese).
- Bread: 2 slices or a 2-oz. roll.  
High fiber bread such as whole-grain (2 or more grams of fiber per serving) shall be served at least 3 times per week.
- Salad/Veg: Two (2), 1/2-cup servings.  
Dressing as appropriate.  
Soup may be substituted for one serving daily.
- Milk: 8-oz. carton of 1% or skim milk.
- Dessert: Canned fruit two (2) times per week. Fresh fruit will be served once per week. Once a week, an individually packed baked dessert will be served. Once a week, a high-calcium, low-fat dessert such as a pudding may be served.
- Condiments: Items that complement the meat, i.e. cranberry sauce for turkey, ketchup for meatloaf, reduced calorie mayonnaise for roast beef, tartar sauce for breaded fish etc.

**B. Breakfast Meals**

LMMSS may choose to provide a breakfast meal for congregate or home- delivered meal participants. A four-week breakfast cycle menu is developed by LMMSS and the Provider (see Appendix 13 for sample), using the following nutritional guidelines:

Menu Standards for Breakfast meal pattern shall include:

- Meat and meat alternate: 1 serving (egg, cheese, peanut butter, etc.)
- Bread: 1 to 2 servings (i.e.: pancake, muffin, waffle, bagel, English muffin, sliced bread)
- Cereal: 1 serving of dry or cooked cereal
- Fruit: 1 to 2 - 4 ounce servings of fruit or fruit juice
- Butter/ Trans Fat Free Margarine: 1 serving (1 tsp)
- Milk: 8 ounce 1% milk
- Condiments: As appropriate per menu item, such as syrup, jelly, etc.

Other menu plans may be used, however, to count as “one meal”, the breakfast menu must provide 1/3 DRI. Breakfasts provided to home-delivered meal participants must receive prior approval from the State Nutrition Department before they may be counted as an eligible meal. Pricing for the breakfast menu shall be included on the separate Meal Cost Analysis form, in Appendix 6.

LMMSS may opt to serve a weekend congregate breakfast meal, which utilizes the weekday menu items. Currently, weekend meals are delivered on Friday.

### **C. Medically Tailored Meals**

The Provider will work with LMMSS to offer medically tailored Meals that meet 1/3 of the DRI and are based on the regular monthly menu, but are modified to meet the following additional nutritional standards. See Appendix 14 for a sample menu and Appendix 16 for average meal counts. These meals shall be priced on a separate Meal Cost Analysis Form, with one form used for all medically tailored meal types. See Appendix 6. The No Concentrated Sweets (diabetic) diets will be accommodated by the regular menu using a water-packed fruit, diet dessert, or low sugar cookie and will not be billed as a medically tailored meal, but as a regular meal.

If medically tailored meals are provided through an alternate source, the Provider may submit a handling charge with their Proposal, to not exceed ten percent (10%) and the proposal must include detailed information of the alternate source. In this instance, re-thermalization may be required as part of the handling system to ensure adequate temperatures for delivery.

LMMSS uses frozen medically tailored meals for clients who require weekend meals. LMMSS uses shelf-stable medically tailored meals for emergency purposes. Additional diet types may be added by agreement between LMMSS and Provider.

#### **Medically tailored Diet types currently used by LMMSS**

- Cardiac: Cholesterol no more than 100-150 mg, fat between 20-25% of calories, saturated fat less than 10% of calories, 2 gram sodium (Average 700 -800 mg/meal). The fat shall be a non-trans fat, such as Promise Margarine, <20g carbohydrates per serving (for dessert)
- Carb Control: Average 60-80g carbohydrates per meal, no refined sugars, includes whole grains for better blood glucose control.
- Renal: Three ounces of protein, low potassium (<=1g/meal, 3g per daily guidelines), include 4oz of 100% juice, low phosphorous (less than 400mg per meal), no concentrated sweets, low sodium (as in the above cardiac diet).
- Low Lactose: Low lactose milk or appropriate commercial shakes used. Dairy products not used in meal or dessert preparation, unless low lactose dairy is used.
- Chopped/Soft: entrée and vegetable are cut up; starch and dessert are diced, chopped or a soft consistency. A commercial nutritional supplement is included.

- Ground: entrée is ground consistency, vegetables are diced / chopped, starch and dessert are diced or a soft consistency. A commercial nutritional supplement is included.
- Pureed: all meal components are a blended consistency. A commercial nutritional supplement is included. Extra sauce (4 oz) is provided.

#### **D. Emergency Meals**

LMMSS orders and delivers emergency shelf-stable meals to clients in the event of meal service cancellation due to weather or emergency. These meals may or may not be purchased through the Provider. The Provider may be asked to assist in receiving and delivering these meals to the various home-delivered meal drop sites. This process may be repeated during the winter months if meal service is cancelled and clients require an additional delivery of shelf stable meals.

Each emergency meal pack generally consists of either one or two meals worth of food and called a single or double pack, which will be stored with the caterer. If emergency meals are purchased from the Provider, pricing will depend on the items selected and negotiated at the time of the order. In the event of a snow day, the emergency meal count is added into the total volume of meal served for the week.

The emergency meal items should match the regular menu pattern as closely as possible. Dessert items may be dried or canned fruit. Low sodium items should be used, when available.

LMMSS may also order emergency meals throughout the year for delivery in the event of emergency. This may involve storage of these meals on the Provider's part during the year.

#### **Example emergency meal package (single day):**

- 1 can Beef Stew, 2 pkg. Ritz crackers
- 1 box raisins, 1 can apple juice
- 1 pkg. nonfat dry milk

#### **E. Congregate Special Meals and Luncheons**

If an agency chooses to participate, the Provider's Food Service Manager will be available to LMMSS on a first-come first-served basis at least 2 times per year if special congregate meals are served. Special meals will be scheduled by LMMSS in consultation with the Provider. The following are examples of specials that LMMSS suggests, but should be agreed upon with input from the Provider:

- Baked Stuffed Chicken Dinner
- Salad Bar
- Stir-Fry Menu
- Pasta Bar
- Baked Potato Bar
- Chicken Fajitas
- BBQ's (if requested in addition to the one per site standard)

The Provider shall submit a list of special meals available to LMMSS and associated costs with its Proposal.



LMMSS may make special arrangements with the Provider for special meals/catering for events such as volunteer recognition, annual meetings, etc. The pricing and delivery arrangements for these special meals will be negotiated between the Provider and LMMSS member. All elder meals served at these events will be included in the total meal volume for the week.

Chilled boxed lunch: LMMSS may occasionally order a box lunch as a substitute for the regular menu for the congregate meal sites. The typical boxed lunch may consist of a sandwich, salad, low sodium chips, fruit, dessert, milk, and individual packaged utensils/napkin. The boxed lunch is the same price as the regular congregate meal plus the cost of paper and disposable products.

#### **F. Weekend Meals**

LMMSS may offer weekend meal service either in the congregate or home-delivered meal setting.

##### Congregate Weekend Meals

LMMSS serves weekend meals at congregate meal sites. The weekend meals are delivered with the regular Friday food delivery, hot/chilled/frozen ready for reheating. Weekend deliveries will also include meals for Monday holidays. The Provider and LMMSS will develop a menu that complements the weekday menu. This menu is planned during the regular menu-planning schedule and follows the regular menu nutrition standards specified in these Bid Specifications. In some sites, LMMSS serves hot noontime meals. These meals will be delivered chilled to the meal sites. Additional sites may opt to provide this service in the future.

Bidders shall specify in their proposal how congregate weekend meal service will be delivered and serviced. See Appendix 4 for LMMSS weekend meal count information.

##### HDM Weekend Meals

LMMSS currently serves frozen meals to clients requiring a home-delivered weekend meal. The average total weekend frozen meal order for LMMSS is approximately 1330 regular and 420 medically tailored meals per week with cold packs. See Appendix 4 for LMMSS average weekend frozen meal counts.

#### **G. SUPPLEMENTAL CONSIDERATIONS**

##### Additional and Ethnic Meals

Providers who can offer congregate and/or home-delivered additional meal types and ethnic meals are encouraged to provide sample menus along with the Meal Cost Analysis Forms with their Proposal. See Appendix 6. The ethnic meals shall follow the nutrition standards as closely as possible outlined for the regular meal type.

USDA-Inspected Frozen Meals – LMMSS may look at the optional service of providing frozen meals as their home delivered meal. These meals would need to be produced in and follow the regulations of a USDA inspected facility. These frozen meals would be incorporated into the total volume of meals served. If the Provider is able to produce this type of frozen meal, pricing shall be included on the Meal Cost Analysis Form, in Appendix 6.

## **FOOD PURCHASE SPECIFICATIONS**

Poultry, eggs, dairy products - US Grade A; Chicken parts: IQF

Lamb, beef, veal - USDA Choice, Hamburger 80/20 lean: fat

Pork - USDA #1

Fish - no more than 41% breading.

Vegetables – Frozen, Canned - U.S. Grade A

Fresh Produce - U.S. #1

Fruit - U.S. Grade A

Milk - Homogenized Grade A-Milk in individual containers.

(See Appendix 11, Menu Specifications table for additional information)

### **USDA Commodity Foods**

The Provider shall receive, handle, store, and utilize USDA commodities made available for Title IIIC, in accordance with State Policy and Procedure for Distribution and Control of Commodity Foods. The Provider agrees to comply with these Regulations around the proper use, storage, loss or damage of commodities, and recording/accounting procedures involved. The Provider will be responsible to LMMSS and the State Distributing Agency in the outlined areas of responsibility.

The Provider shall allow LMMSS a credit equal to the value of the USDA commodities for those commodities that are furnished to the Provider for use in LMMSS menu. The credit shall be allocated on the weekly invoice and LMMSS reserves the right to implement an average commodity cost per meal.

The Provider recognizes the following responsibilities to be its own:

- a) The Provider will make use of available USDA Commodity Foods made available by LMMSS. The Provider shall submit monthly credit vouchers for commodity foods received. LMMSS reserves the right to work with the Provider to identify commodity food items that should be used.
- b) The Provider will confer with LMMSS in the ordering of commodities in accordance with an accepted utilization rate and to work with LMMSS in designing menus to incorporate the available commodities. LMMSS will have final approval of which commodity items are to be used, based on quality.
- c) The Provider will properly store and mark for easy identification all commodity foods.
- d) The Provider will sign for receipt of shipment of commodities and notify LMMSS of such in writing on a monthly basis.
- e) The Commodities to be credited will be the total value of the Commodities received. Credit will be made at the end of the month that the commodities are received.
- f) When commodity ground beef and/or commodity ground turkey is available, the Provider shall use these products to make meatloaf and Salisbury steak and stuffed peppers, using a proportion of 60% ground beef to 40% ground turkey.

- g) The Provider will work with LMMSS to develop new recipes using USDA commodity foods.
- h) LMMSS will approve all substitutions of commodity items. A list of approved substitutions for commodity items will be developed and agreed upon by the Provider and LMMSS.

#### **Group Purchasing Program**

The Provider shall participate in the Executive Office of Aging and Independence Group Purchasing Agreement Program for the procurement of raw food and disposables, unless a written exemption is granted. This means that the Provider will utilize the Group Purchasing Agreement Program's foods to the extent and frequency set forth by the Executive Office of Aging and Independence. Standards and Policies for the Massachusetts Elderly Nutrition Program which are incorporated herein by reference.

The Provider shall make payment directly to the commercial distributor designed by the Executive Office of Aging and Independence under the Group Purchasing Agreement Program within thirty (30) days of receiving shipment. In the event that the Provider cannot or does not make payment within thirty (30) days of receiving shipment, either the Commercial Distributor or the Provider shall notify LMMSS and the Executive Office of Aging and Independence of this fact as soon as possible. (Please note that this is an important factor that may affect the status as a meal provider.)

**BID SPECIFICATION LIST OF APPENDICES**

<b>Appendix #</b>		<b>PAGE #</b>
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<b>2</b>	<b>CHECKLIST OF REQUIREMENTS FOR BID PROPOSALS</b>	<b>40-42</b>
<b>3</b>	<b>BID TIMETABLE AND REQUEST FOR PROPOSAL</b>	<b>43</b>
<b>4</b>	<b>DELIVERY SITES (congregate &amp; HDM), DAYS OF OPERATION, AND DAILY MEAL COUNT BY MEAL TYPE</b>	<b>44-51</b>
<b>5</b>	<b>SAMPLE LMMSS ROUTING SCHEDULE: LOCATIONS &amp; DELIVER TIMES</b>	<b>52-58</b>
<b>6</b>	<b>MEAL COST ANALYSIS FORMS: CONGREGATE &amp; HOME DELIVERED REGULAR MEALS, THERAPUTIC HOME DELIVERED MEALS, HOME DELIVERED COLD SUPPERS, HOME DELIVERED COLD BREAKFAST, ETHNIC MEALS, AND USDA INSPECTED FROZEN MEALS</b>	<b>59-69</b>
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<b>8</b>	<b>MEAL COST ANALYSIS ADDENDUM: PROPOSED HANDLING FEES FOR FROZEN MEALS &amp; DISPOSABLES</b>	<b>74</b>
<b>9</b>	<b>FROZEN MEAL PROVIDER INFORMATION</b>	<b>75</b>
<b>10</b>	<b>SAMPLE MENU: CONGREGATE, CONGREGATE CHOICE, HOME DELIVERED MEALS &amp; SUPPER – 1 MONTH CYCLE</b>	<b>76-80</b>
<b>11</b>	<b>MENU SPECIFICATIONS PER STATE NUTRITION GUIDELINES: VIT C AND VIT A “GOOD” SOURCES, LIST A MEATS &amp; LIST B MEATS.</b>	<b>81-84</b>
<b>12</b>	<b>SAMPLE VEGETARIAN MENU - 6 WEEK CYCLE</b>	<b>85-87</b>
<b>13</b>	<b>SAMPLE BREAKFAST MENU FOR HOME DELIVERED MEALS</b>	<b>88</b>
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<b>16</b>	<b>AVERAGE MEDICALLY TAILORED MEALS COUNTS</b>	<b>93</b>
<b>17</b>	<b>LMMSS MENU PLANNING PROCEDURE</b>	<b>94</b>
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<b>19</b>	<b>BID COVER SHEET</b>	<b>98</b>

## **APPENDIX 1**

### **LMMSS CONTACT INFORMATION**

#### **Springwell Inc.**

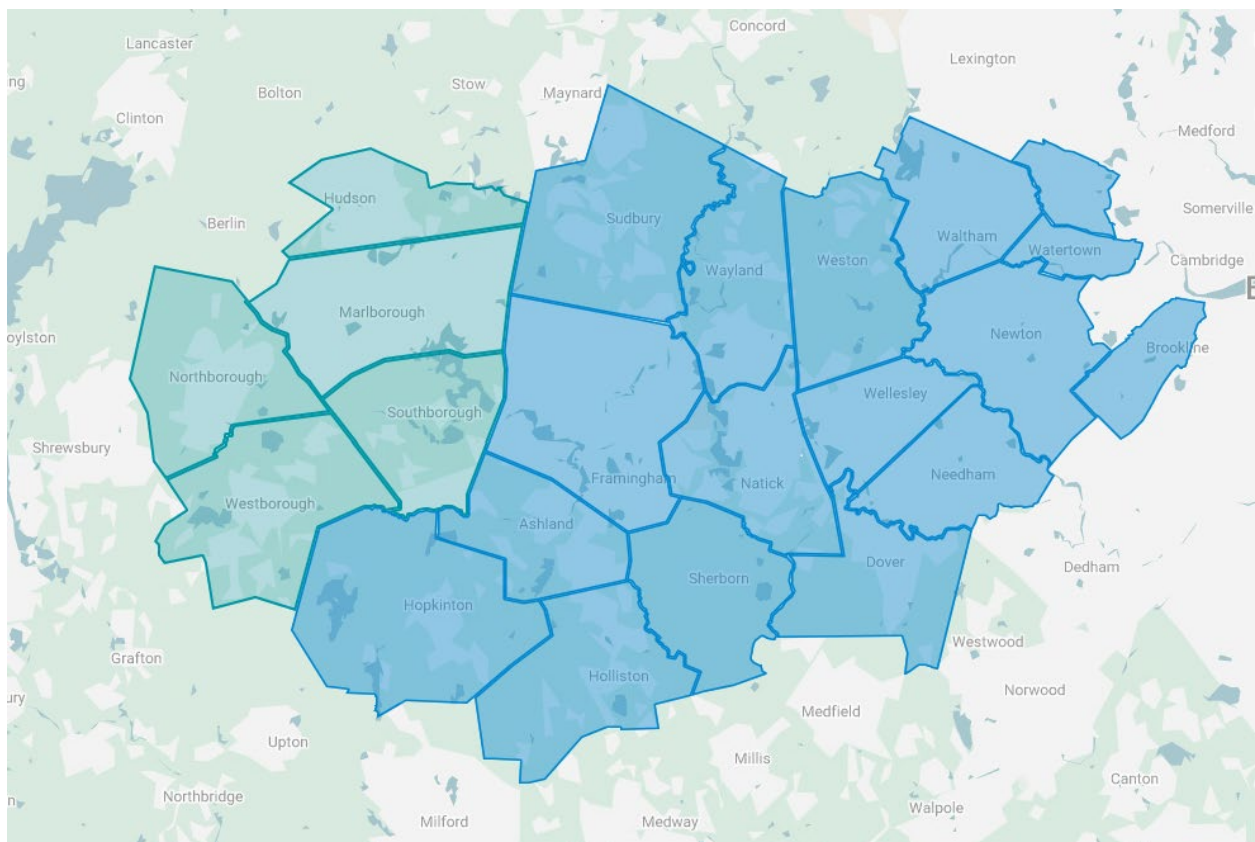
33 Boston Post Rd W

Marlborough, MA 01752

(617) 926-4100 (Main line)

Nutrition Project Director: Dalia Cohen MS RD LDN

Service Area: Ashland, Belmont, Brookline, Dover, Framingham, Holliston, Hopkinton, Hudson, Marlborough, Natick, Needham, Newton, Northborough, Sherborn, Southborough, Sudbury, Waltham, Watertown, Wayland, Wellesley, Westborough, and Weston



## **APPENDIX 1 (cont.)**

### **LifePath**

101 Munson St. Suite 201

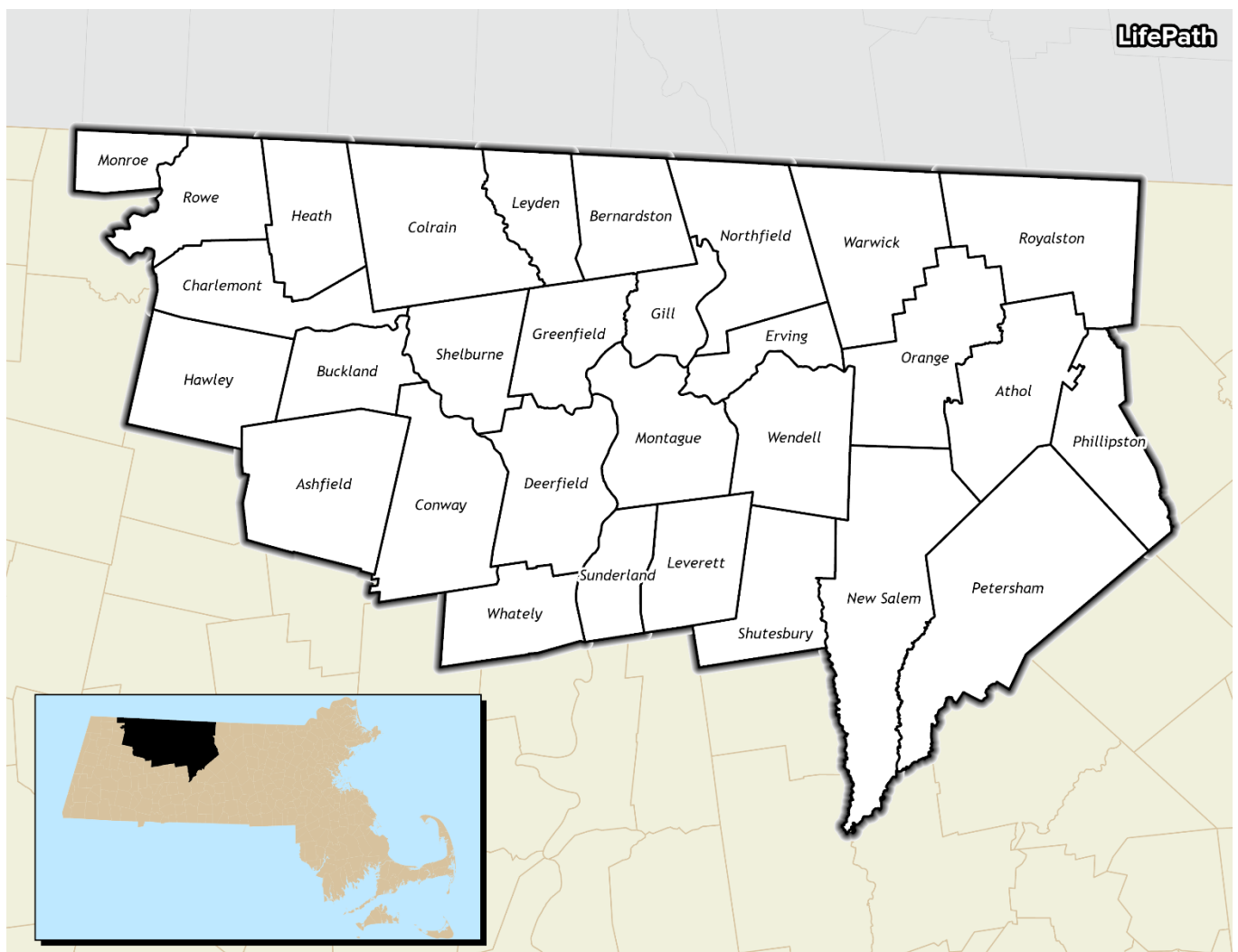
Greenfield, MA 01301

413-773-5555 (Main line)

Nutrition Program Director: Jane Severance

[jseverance@lifepathma.org](mailto:jseverance@lifepathma.org)

Service Area: Leverett, Shutesbury, Whately, Greenfield, Ashfield, Athol, Phillipston, Bernardston, Buckland, Charlemont, Colrain, Conway, Deerfield, Erving, Heath, Lake Pleasant, Millers Falls, Monroe Bridge, Montague, Gill, New Salem, Northfield, Orange, Petersham, Rowe, Royalston, Shelburne Falls, South Deerfield, Sunderland, Turners Falls, Warwick, Wendell.



## **APPENDIX 1 (cont.)**

### **Minuteman Senior Services**

1 Burlington Woods Drive, Suite 101

Burlington, MA 01803

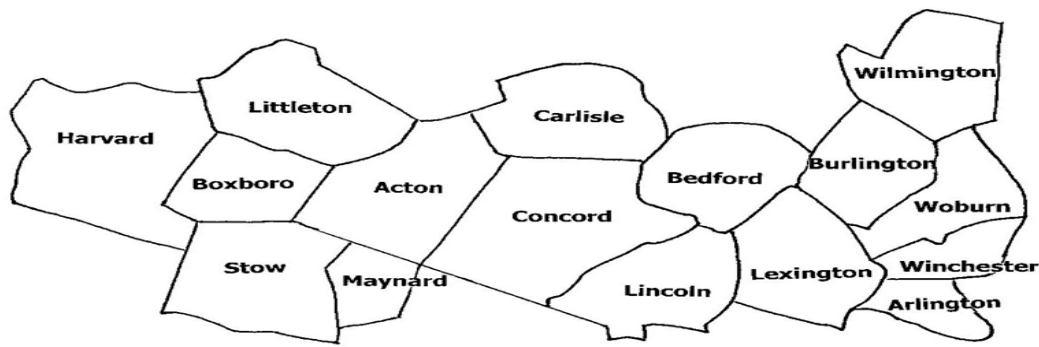
781-221-7056 direct

888-222-6171 toll free 781-229-6190 fax

**Nutrition Program Director:** Jennifer Stiff

[j.stiff@minutemansenior.org](mailto:j.stiff@minutemansenior.org)

Service Area: Acton, Arlington, Bedford, Boxborough, Burlington, Carlisle, Concord, Harvard, Lexington, Lincoln, Littleton, Maynard, Stow, Wilmington, Winchester, Woburn



## **APPENDIX 1 (cont.)**

### **SeniorCare Inc**

49 Blackburn Center

Gloucester, MA 01930

978-865-3552 Direct

978-281-1750 Main x-552

978-282-1594 Fax

**Director of Nutrition:** Melinda Troensegaard

[Melinda.troensegaard@seniorcareinc.org](mailto:Melinda.troensegaard@seniorcareinc.org)

**Service Area:** Beverly, Essex, Gloucester, Hamilton, Ipswich, Manchester, Rockport, Topsfield, and Wenham





## **APPENDIX 1 (cont.)**

### **Making Opportunity Count**

601 River Street

Fitchburg, MA 01420

Director of Nutrition Services: Alex Welch

Mobile: 978-868-6081 F: 978-477-0443

AWelch@MOCInc.org

Service Area: Ashburnham, Ashby, Ayer, Berlin, Bolton Clinton, Fitchburg, Gardner, Groton, Hubbardston, Lancaster, Leominster, Lunenburg, Pepperell, Princeton, Shirley, Sterling, Templeton, Townsend, Westminster, and Winchendon

## APPENDIX 2

### CHECKLIST OF REQUIREMENTS FOR BID PROPOSALS

	PROPOSAL REQUIREMENTS	PAGE #
□	<b>Notice to Bidders:</b> Bid Proposals including cover sheet (see Appendix 19) must be submitted along with three (3) copies and enclosed in a sealed envelope marked "Sealed Bid Proposal".	1
□	<b>Notice to Bidders:</b> LMMSS Caterer's Forum will be held at Springwell (Marlborough office) on June 5, 2025 between 11:00 a.m. -1:00 p.m.	1
□	<b>Notice to Bidders:</b> Sealed Bid Proposals will be accepted up to 4:00 p.m. on Friday, June 13, 2025 at Springwell (Marlborough office)	1
□	<b>Specific Information:</b> Bids must be proposed for all or partial meal types specified in this request for proposal.	2
□	<b>Specific Information:</b> For meal types proposed, all Bid Proposals shall include evidence of ability and qualifications to deliver prepacked hot and frozen Chinese meals, and bulk and pre-packed chilled, and hot regular, cold supper, cold breakfast, medically tailored, weekend & frozen weekend meals in adequate quantity on a consistent, regular basis.	2
□	<b>Specific Information:</b> For meal types proposed, bid proposals shall include evidence prior and/or existing similar contracts as well as a copy of the Provider's most recent financial statement that reflects the capability of maintaining satisfactory operations for the contract period.	2
□	<b>Specific Information:</b> A copy of the Provider's most recent annual report must also be included as documentation.	2
□	<b>Quality Taste Test:</b> Providers submitting a bid proposal will participate in a quality taste test at 11:30 a.m. Wednesday, June 25 at Springwell (Marlborough office)	3 & 43
□	<b>Performance Bond:</b> Within thirty (30) days of the effective date of the contract, the provider shall procure, submit to the Executive Office of Aging and Independence and maintain a performance bond in the amount of one hundred thousand (\$100,000) dollars for the three-year contract life.	3
□	<b>Accountability:</b> The Provider shall carry and furnish evidence of public liability insurance including bodily injury and property damage coverage, as well as product liability insurance. Certificates of Insurance are to be provided in the bid proposal.	6
□	<b>Personnel:</b> All management level employees shall be employed by the Provider, who shall specify the number of such employees and their titles. A summary of the qualifications of the foodservice personnel shall be submitted with the Bid Proposal, making note of which foodservice personnel have been certified as completing an Applied Foodservice Sanitation Course and/or ServSafe Certification.	7-8
□	<b>Personnel:</b> The Provider's organizational chart shall accompany the bid, along with a proposed kitchen-staffing plan of all applicable foodservice personnel.	7-8
□	<b>Benchmarks:</b> LMMSS maintains a performance tracking log of the Provider with the expectation that the provider meets established Quality Benchmarks	8-9
□	<b>Transportation of Food:</b> Providers shall submit with their Bid Proposal, information concerning the type, number, model, year, truck body size and condition of the vehicles to be used for delivery to LMMSS. The information should also indicate whether these vehicles are capable of transporting all delivery equipment.	9
□	<b>Transportation of Food:</b> The Provider shall also submit a sample delivery schedule with their Bid Proposal.	9
□	<b>Equipment and Supplies:</b> If the Provider plans to purchase existing pans, they shall negotiate a fair price to purchase existing pans in current inventory by the start of the contract date. See Appendix 18.	10

<input type="checkbox"/>	<b>Meal Cost Analysis:</b> The Provider must submit a separate cost breakdown for each meal type (congregate, HDM, supper, breakfast, medically tailored, regular, Chinese, Vegetarian) on the Meal Cost Analysis Forms provided in this document, for a range of meals per day. <u>See Appendix 6.</u>	11-13
<input type="checkbox"/>	<b>Meal Cost Analysis:</b> The cost of the separate cold pack, disposable items shall be proposed on the Home-Delivered Meals Cost Analysis Form, in <u>Appendix 6.</u>	11-13
<input type="checkbox"/>	<b>Meal Cost Analysis: Medically Tailored Meals:</b> Complete the Meal Cost Analysis Form, using one single sheet for all specified types of medically tailored meals. (i.e.: Cardiac, Renal, Low Lactose, Carb Control, Mechanical Soft, Ground, and Pureed). <u>See Appendix 6.</u>	11 & 59
<input type="checkbox"/>	<b>Disposable Products:</b> Samples of the actual disposable products to be used in packaging the home-delivered meals and the cost associated with each item shall be submitted along with the Bid Proposal if Providers are submitting this as part of their Bid.	13-14
<input type="checkbox"/>	<b>Disposable Products:</b> The handling fee for disposable products and shelf stable meals will not exceed five percent (5%). The handling fee for the distribution of individual frozen meals to the sites will not exceed ten percent (10%). Enter percentage for these services on the Meal Cost Analysis Addendum Sheet, in <u>Appendix 8</u>	13-14
<input type="checkbox"/>	<b>Kitchen Food Handling and Sanitation Requirements:</b> The Provider shall comply with all Federal, State, and local laws and regulations governing the preparation, handling, and transporting of food, shall procure and keep, in effect, all necessary licenses, permits, and food handler cards as required by law, and shall post such licenses, permits, and cards in a prominent place within the meal preparation area, as required during the term of the contract period.	16-18
<input type="checkbox"/>	<b>Kitchen Food Handling and Sanitation Requirements:</b> The Provider shall, as part of the Bid Proposal, provide the project, a written kitchen audit by an independent qualified sanitarian, validating the safe maximum meal production load for the Provider's kitchen facility(ies).	16-18
<input type="checkbox"/>	<b>Kitchen Food Handling and Sanitation Requirements:</b> The Provider shall maintain written documentation of a formal sanitation program which meets or exceeds the minimum requirements of State, Federal, municipal or other agencies authorized to inspect or accredit the food of LMMSS at the latter's discretion.	16-18
<input type="checkbox"/>	<b>Kitchen Food Handling and Sanitation Requirements:</b> The Provider shall submit as part of its Proposal, a summary of the systems for meeting HACCP requirements and training for foodservice employees.	16-18
<input type="checkbox"/>	<b>Kitchen Food Handling and Sanitation Requirements:</b> The Provider will report the location of its current or proposed food preparation sites in Massachusetts or adjacent states, and submit a copy of the most recent inspection report by State or local health departments of the preparation sites to be utilized under the proposed contract.	16-18
<input type="checkbox"/>	<b>Frozen Meals:</b> If the Provider has an alternate supplier or produces their own frozen meals, the information and price shall be supplied with the proposal.	18
<input type="checkbox"/>	<b>Special Holiday Meals:</b> Providers should submit complete sample menus for the following special holiday meals along with the bid proposal	21-22
<input type="checkbox"/>	<b>Supper Meals:</b> Pricing for the supper menu shall be included on the separate Meal Cost Analysis form, in <u>Appendix 6.</u>	27
<input type="checkbox"/>	<b>Breakfast Meals:</b> Pricing for the breakfast menu shall be included on the separate Meal Cost Analysis form, in <u>Appendix 6.</u>	28
<input type="checkbox"/>	<b>Medically Tailored Meals:</b> If medically tailored meals are provided by another source, the Provider may submit a handling charge with the Bid, to not exceed ten percent (10%).	29
<input type="checkbox"/>	<b>Congregate Special Meals:</b> The Provider shall submit a list of special meals available to LMMSS and associated costs with its Proposal.	30
<input type="checkbox"/>	<b>Ethnic Asian Pricing</b> for the Asian menu shall be included on the separate Meal Cost Analysis form, in <u>Appendix 6.</u>	31

<input type="checkbox"/>	<b>Vegetarian Meals-</b> Pricing for the vegetarian menu shall be included on the separate Meal Cost Analysis form, in <u>Appendix 6</u> .	68
<input type="checkbox"/>	<b>Weekend Meals:</b> Bidders shall specify in their proposal how congregate weekend meal service will be delivered and serviced. See <u>Appendix 4</u> for LMMSS weekend meal information.	31
<input type="checkbox"/>	<b>Menu Cost Analysis:</b> The Provider will submit a menu cost analysis using the sample menu in Appendix 7. Costs will be provided along with brand name of products for the exact menu listed in this appendix.	70-73

### **APPENDIX 3**

#### **Bid Timetable and Request for Proposal**

##### **Fiscal Years 2025-2028**

##### **LMMSS**

- 5-10-2025 (Saturday) Legal Notice in Boston Globe
- 5-29-2025 (Thursday) AGE Bidder Conference 10:00 a.m. – 2:00 p.m.  
  
Location: AgeSpan  
280 Merrimack St. Suite 400  
Lawrence, MA 01843
- 6-05-2025 (Thursday) Caterer's Forum (11:00 a.m. - 1:00 p.m.)  
  
Location:  
Springwell  
33 Boston Post Rd. W  
Marlborough, MA 01752  
  
The purpose of this forum is to give equal opportunity for clarification of specifications to all potential bidders.
- 6-20-2025 (Friday) Bid Proposals due by 4:00 p.m.  
Bid Proposal opening at Springwell (Marlborough)
- 6-25-2025 (Wednesday) Quality Taste Test at Springwell (Marlborough)  
(11:30 a.m. – 1:00 p.m.)
- 7-8-2025 (Tuesday) Board of Directors Vote
- 8-14-2025 (Thursday) Contract Award Announced
- 10-1-2025 (Wednesday) Contract Begins

#### **APPENDIX 4**

<b>SPRINGWELL</b>												
<b>SITE LOCATION / ADDRESS</b>	<b>Days of Operation</b>	<b>Hot Chinese</b>	<b>Frozen Chinese</b>	<b>Congregate (trayed)</b>	<b>Congrega te (bulk)</b>	<b>Congregate (cold)</b>	<b>HDM</b>	<b>Supper</b>	<b>Weekend Cold</b>	<b>HDM Medically Tailored Meals</b>	<b>HDM Regular Frozen (<u>PER WEEK</u>)</b>	<b>HDM Medically Tailored Frozen (<u>PER WEEK</u>)</b>
Natick Senior Center, 117E Central St	M-F	3					82	10	2	2	73	28
Framingham Park St, 46 Park St	M-F						74	12	6	7	59	15
Framingham RKL, 1 Rose Kennedy Lane	M-F	3	2	8			70	12	6	4	66	16
Ashland Senior Center 162 West Union St	M-F						65	9	2	5	58	7
Westborough Senior Center, 4 Rogers Rd	M-F				14		43	4	4	4	26	2
Northborough Housing Authority, 26 Village Dr.	M-F			2							4	
Marlborough Housing Authority, 250 Main St	M-F						83	18	6	7	97	12
Hudson Senior Center, 29 Church St	M-F			4		1	50	3	2	3	27	6
Hudson Housing Authority, 8 Brigham Circle	M-F			6							12	
Sudbury, 676 Boston Post Rd	M-F	3					43	3	6	5	34	10
<b>DAILY TOTAL:</b>		<b>9</b>	<b>2</b>	<b>20</b>	<b>14</b>	<b>1</b>	<b>510</b>	<b>71</b>	<b>34</b>	<b>37</b>	<b>456</b>	<b>96</b>

SPRINGWELL											
SITE LOCATION / ADDRESS	Days of Operation	Chinese	Congregate (trayed)	Congregate Cold	HDM	HDM Supper	Weekend Cong	HDM Breakfast	HDM Medically Tailored Meals	HDM Regular Frozen (PER WEEK)	HDM Medically Tailored Frozen (PER WEEK)
Morse, 90 Longwood Ave	M-F		13					16			
61 Park St, Brookline	M-F	38			56	31			23	62	10
Needham Senior Center, 300 Hillside Ave, Needham	M-F				47						
Newton Senior Center, 20 Hartford St, Newton	M-F		24	2							
Arthur Clark Apartments, 48 Pine St, Waltham	M-F		8								
Waltham COA, 488 Main St, Waltham	Wednesday		22	10							
Woodland Towers Apartments, 55 Waverly Ave, Watertown	M-F	44	13		86	50			28	88	10
Weston Community Center, 20 Alphabet Ln, Weston	M-F										
The Brooke School Apartments, 44 School St, Weston	Monday		7	5	8	7			1	10	2
The Hut, 81 Tyler Terrace, Newton	M-F	88			125	55			38	168	28
Brookline Senior Center, 93 Winchester St, Brookline	M-F		40								
Beech Street Center, 266 Beech St, Belmont	M-F	17	56	15	25	18			6	18	2
<b>DAILY TOTAL:</b>		<b>187</b>	<b>183</b>	<b>32</b>	<b>347</b>	<b>161</b>	<b>0</b>	<b>16</b>	<b>96</b>	<b>346</b>	<b>52</b>

<b>MOC Site Location</b>	<b>Days</b>	<b>Cong</b>	<b>HDM</b>	<b>HDM C.Supper</b>	<b>HDM MTM</b>	<b>HDM Reg Frozen/wk</b>	<b>HDM MTM Fzn/wk</b>
BERLIN: 23 Linden Str	TU/TH	0	8	2	0	50	10
Clinton 23 Church Str	M - F	0	20	2	2	10	2
Lancaster 695 Main Str #7	M - F	0	15	0	0	0	0
MOC68 Airport Rd Fitchburg (D/O)	MWF	n/a	M/W/F 345	M/W/F 50	M/W/F 15	M+W+F 400	M+W+F 80
MOC68 Airport Rd Fitchburg (D/O)	T/Th	n/a	Tu/Th 86	Tu/Th 7	Tu/Th 5	Tu+Th 35	Tu+Th 10
Lunenburg, 25 Memorial Dr	M, T,W, TH	0 Delivered Self-cook	16	4	2	50	10
Townsend 16 Dudley Rd	M/ W	0	7	1	0	20	0
MOC HUB (Pick Up)	M - F	n/a	n/a	n/a	n/a	n/a	n/a
Sterling, 36 Muddy Pond Rd	M-F	0 Delivered Self-cook	10	0	3	16	4
Westminster, 64 Main Street	M-F	8 Bulk	6	0	0	25	5
Hubbardston, 7 Main Str (Rt side of HPD)	TU/TH	0	10	0	1	10	0
Princeton, 206 Worcester Rd	TU	0	2	2	0	2	0
Gardner HA 116 Church Str-	M - F	13 Bulk	13	0	2	19	6
Winchendon, 52 Murdock Ave	M - F	35-Bulk	38	6	4	50	15
Ashburnham 32 Main 2nd Fl rear of bldg	M/W/TH	10	0	2	0	6	0
Pepperell, 37 Nashua Rd	M- F	0 Delivered Self-cook	11	0	1	20	5
Groton, 163 West Main	M-F	0	13	0	1	19	6
Shirley. 9 Parker Road	M - TH	0	15	1	2	22	6
Ayer, 18 Pond Str	M/TU/TH	0 Delivered Self-cook	8	0	1	16	4



## MINUTEMAN SENIOR SERVICES

Site Location/Address	Days of Operation	Bulk Daily	HDM Regular	HDM Medically Tailored	HDM Frozen Medically Tailored	Evening Chilled	Weekend Chilled
Acton Senior Center 50 Audubon Drive, Acton/Maynard 781-221-7085	M-F	10-15	60	30	2	10	35
Arlington Senior Center 27 Maple Street, Arlington 781-316-3423	M-F	15	65	28	5	8	10
Hauser Building 37 Drake Road, Arlington 781-221-7081	M-F	8-10	55-60	20-25	6	10-20	8
Bedford Town Center (Carlisle Meals delivered from this site) 12 Mudge Way, Bedford 781-221-7054	M-F	40	30	8	2	6	12
Burlington Senior Center 61 Center Street, Burlington 781-221-7094	M-F	5-10	50	30	6	5	8
First Parish in Lincoln 15 Bedford Rd. Lincoln/Concord 781-454-5765	M-F	35-45	25	8	0	8	6
Harvard Senior Center 16 Lancaster County. Rd., Harvard 978-456-4120	T-TH	25	10	2	2	10	10
Lexington Senior Center 39 Marrett Rd. Lexington 781-861-0194	M-F	3-40	28	0	16	0	
Littleton Senior Center 33 Shattuck Street, Littleton 781-221-6010	M-F	25	0	0	0	4	
Stow 509 Great Road, Stow 781-221-7048	T,TH	11	5	0	0	0	
Jenks Senior Center 109 Skillings Road, Winchester	M	0	0	0	0	0	

Veterans Memorial Senior Center 144 School Street, Woburn 781-221-7084	M-F	0	101	0	34	25	
Wilmington Senior Center 130 Main St. Wilmington	M-F (Tues- cong.)	50	70	10	0	0	
Cooperative Elder Services 37 Broadway, Arlington 781-641-1018	M-F	50	0	0	0	0	
Cooperative Elder Services 30 Sudbury Rd., Suite 1, Acton	M-F	50	0	0	0	0	

## LifePath

LifePath Site Location/Address	Days of Operation	Latest Del. Time	Bulk Ave. Daily	Pre-Pack Ave. Daily	HDM Frozen Weekly	HDM Hot Therapeutic Daily	HDM Frozen Therapeutic Weekly	Evening/Cold Supper Meal Daily
Athol Senior Center 82 Freedom St. Athol, MA 01331	Tues and Wed	Night Before	13					
Bernardston Sr. Center 20 Church St. Bernardston, MA 01337	Mon thru Friday	Night before	14 Tues, Wed, Thurs	10 Mon & Friday				
Charlemont Luncheon 175 Main St. Charlemont, MA 01339	Wed	Night Before	18					
Greenfield Sr. Center 35 Pleasant St. Greenfield, MA 01301	Mon thru Thurs	Night Before	22					
New Salem Luncheon Town Hall South Main St. New Salem, MA 01355	2 <sup>nd</sup> and 4 <sup>th</sup> Friday	Night Before	32					
Petersham Luncheon Town Hall Petersham, MA 01366	Wed	Night Before	11					
Phillipston Luncheon The Common Phillipston, MA 01331	1 <sup>st</sup> and 3 <sup>rd</sup> Tues	Night Before	12					
Royalston Luncheon Town Hall Royalston, MA 01368	Wed	Night Before	20					
Shelburne Senior Ctr. 7 Main St. Shelburne, MA 01370	Thurs	Night Before	13					
South County Sr. Ctr. 22 Amherst Rd. Sunderland, MA 01375	Mon thru Friday	Night Before		8				8 Meals Once a Month
Home Delivered Meal kitchen 1 River St. Erving, MA 01344	Mon thru Friday	Night Before	460		360	53	30	180

SENIORCARE INC								
Two (2) routes/delivery trucks required.								
SITE	DAYS	DELIVERY TIME	CONGREGATE	GRAB & GO	HOT HDM	COLD SUPPER	HOT HDM / MTM	HDM FROZEN
Beverly (COA) 90 Colon Street Beverly, MA 01915	M – F	8 – 8:15	25 (10-80/day)	10	150	39	61	44
Garden City Towers 20 Sohier Rd Beverly, MA 01915 Congregate Only	M-F	8:30-9:30	5 (4-10/day)		N/A	N/A	N/A	N/A
Essex Senior Center 17 Pickering Street Essex, MA 01929 G&G only	Th	Before 11:15	N/A	30	N/A	N/A	N/A	N/A
Rose Baker Center 6 Manuel Lewis Ave Gloucester, MA 01930	M – F	8:30 – 8:45	35 (15-50/day) M-Tu-W	5	85	23	22	13
PACE/Element Care Emerson Ave Gloucester, MA Congregate Only	M - F	9:15 – 9:30	20 (15-25/day)	N/A	N/A	N/A	N/A	N/A
McPherson Park 31 Prospect Street Gloucester, MA 01930	M - F	9:30 – 10:30	10 (8-12/day)	N/A	8	0	2	2

Hamilton Senior Center 299 Bay Road, Hamilton, MA	HDM: M-F  Congr: Tu-Th  G&G: W	10:00 –10:30	8 (6-10/day)	25-35  Packed to be transported to the Wenham COA	29	4	12	0
Caroline Ave Apartments 6 Caroline Ave Ipswich, MA 01938	M – F	9:15 – 10:00	3 T&Th	2 M-W-F	47	15	18	21
Ipswich Senior Center Green Street Ipswich, MA 01938 <i>Congregate only</i>	1-2 x/ month  Serves at noon	Before 11:15	80 (70-90/day)	N/A	N/A	N/A	N/A	N/A
Manchester 7 The Plains Manchester-by-the- Sea, MA 01944 <i>HDM Only</i>	M – F	9:00 – 9:15	N/A	N/A	51	15	19	18
Rockport Senior Center 58 Broadway Rockport, MA 01966	M- F	9:00 – 9:15	5 (2-35/day)	3	44	5	16	10
Topsfield COA Town Hall  8 West Common Street  Topsfield, MA 01983	M – F  Congregate  1-2 x/ month	9:30 – 10:15	20	N/A	21 (packed in 3 totes by route)	1	8	16
SENIORCARE's DAILY AVERAGE:			80	25	535	98	162	39

**APPENDIX 5**

**SAMPLE LMMSS ROUTING SCHEDULE**  
**USING 14 FOOT BOX TRUCKS PER ROUTE**  
**LMMSS reserves the right to add or remove stops as needed**

<b>3a.</b>	<b>Springwell</b>	<b>Woodland Towers Apts.</b>	<b>9:00 am</b>	Cong + HDM	55 Waverly Ave, Watertown
		<b>Beech St Center (Belmont)</b>	<b>9:30 am</b>	Cong + HDM	266 Beech St, Belmont
		<b>Clark Apts</b>	<b>10:00 am</b>	Cong	48 Pine St, Waltham
		<b>Waltham COA</b>	<b>10:30 am</b>	Cong	488 Main St, Waltham
		<b>HDM Equipment pick up Watertown/Belmont</b>	<b>10:30- 11:30 am</b>		55 Waverley Ave, Watertown 266 Beech St, Belmont
<b>3b.</b>	<b>Springwell</b>	<b>61 Park St</b>	<b>9:00 am</b>	HDM	61 Park St, Brookline
		<b>Brookline Senior Center</b>	<b>9:30 am</b>	Cong	93 Winchester Street, Brookline
		<b>Morse Apts</b>	<b>10:00 am</b>	Cong	90 Longwood Ave, Brookline
		<b>HDM Equipment Pick up</b>	<b>10:30 am</b>		61 Park St, Brookline
<b>4</b>	<b>Springwell</b>	<b>The "Hut", Newton Center</b>	<b>9:00 am</b>	HDM	81 Tyler Terrace, Newton
		<b>Newton Senior Center</b>	<b>9:30 am</b>	Cong	20 Hartford St, Newton
		<b>Weston Community Center</b>	<b>10:00 am</b>	HDM	20 Alphabet Lane, Weston
		<b>Needham Center at the Heights</b>	<b>10:30- 11:00 am</b>	Cong	300 Hillside Avenue, Needham
		<b>HDM Equipment pick-up</b>	<b>12:00 pm</b>		81 Tyler Terrace, Newton

<b>A.</b>	<b>Springwell</b>	<b>Natick</b>	<b>7:00am</b>	HDM	117 E Central St, Natick
		<b>Framingham - Park St</b>	<b>7:25am</b>	HDM	46 Park St, Framingham
		<b>Framingham - RKL</b>	<b>7:45am</b>	Cong + HDM	1 Rose Kennedy Lane, Framingham
		<b>Ashland</b>	<b>8:15am</b>	HDM	162 West Union St, Ashland
<b>B.</b>	<b>Springwell</b>	<b>Westborough Senior Center</b>	<b>8:00am</b>	HDM + Cong	4 Rogers Rd, Westborough
		<b>Northborough Housing Authority</b>	<b>8:25am</b>	Cong	26 Village Dr, Northborough
		<b>Marlborough Housing Authority</b>	<b>8:55am</b>	HDM + Cong	250 Main St, Marlborough
		<b>Hudson Senior Center</b>	<b>9:15am</b>	HDM + Cong	29 Church St, Hudson
		<b>Hudson Housing Authority</b>	<b>9:35am</b>	HDM	6 Brigham Circle, Hudson
		<b>Sudbury American Legion</b>	<b>10:00am</b>	HDM	676 Boston Post Rd, Sudbury

MOC Site Location	Days	Arrival	Meals
<b>Route 1</b>			
BERLIN: 23 Linden Str	TU/TH	7:00	HDM
Clinton 23 Church Str	M - F	7:15	HDM
Lancaster 695 Main Str #7	M - F	7:35	HDM
MOC68 Airport Rd Fitchurg (D/O)	MWF	8:00 AM	HDM
MOC68 Airport Rd Fitchurg (D/O)	T/Th	8:00 AM	HDM
Lunenburg, 25 Memorial Dr	M, T, W, TH	10:00	HDM
Townsend 16 Dudley Rd	M/W	10:15	HDM
MOC HUB (Pick Up)	M - F	10:30	
<b>Route 2</b>			
Sterling, 36 Muddy Pond	M-F	7:45 AM	HDM
Westminster, 64 Main Street	M-F	8.10 am	HDM + Cog
Hubbardston, 7 Main Str (Rt side of HPD)	TU/TH	8.35 am	HDM
Princeton, 206 Worcester	TU	8.00 am	HDM
Gardner HA, 116 Church Str- Tower	M - F	8:35	HDM + Cong
Winchendon, 52 Murdock Ave	M - F	9:15	HDM + Cong
Ashburnham 32 Main 2nd Fl rear of bldg	M/W/TH	9:30	HDM
Pepperell, 37 Nashua Rd	M- F	10.20 am	HDM
Groton, 163 West Main	M-F	10.45 am	HDM
Shirley, 9 Parker Road	M - TH	11.00 am	HDM
Ayer, 18 Pond Str	M/TU/TH	11:10 AM	HDM



**Minuteman 5A**

<b>STOP #</b>	<b>LOCATION NAME</b>	<b>LOCATION ADDRESS</b>	<b>DAYS</b>	<b>DELIVERY TIME</b>
1	WOBURN	144 SCHOOL STREET Woburn, MA. 01801 Side Entrance Door #11	M to F	8:00am
2	BURLINGTON SENIOR CENTER	61 CENTER STREET Burlington, MA 01803	M to F	8:30am
3	BEDFORD	12 MUDGE WAY Bedford MA. 01730	M to F	9:00am
5	CONCORD COA HARVEY WHEELER CENTER	HARVEY WHEELER CENTER 1276 MAIN STREET Concord, MA 01742	WEDNESDAY ONLY	10:00am
6	WINCHESTER		MONDAYS ONLY	11:00am

**Minuteman 5B**

<b>STOP #</b>	<b>LOCATION NAME</b>	<b>LOCATION ADDRESS</b>	<b>DAYS</b>	<b>DELIVERY TIME</b>
1	CONCORD / LINCOLN	14 Bedford Road. First Parish in Lincoln	M-F	8:15am
2	ACTON MAYNARD	30 Sudbury Road, Acton, MA 01720	M to F	8:45am
7	MAYNARD	30 POWDER MILL CIRCLE	M to F	By 9.30 am
3	CESI C	30 Sudbury Rd, Suite #1, Acton, MA. 01720	M-F	9:00am
4	LITTLETON ELDER Service Center	33-39 SHATTUCK St. Littleton, MA. 01460	M to F	9:30am
5	STOW Council on Aging	511 GREAT ROAD Stow, MA 01775	Tue, Thu	10:00am
6	HARVARD	16 Lancaster County Road Harvard, MA 01451	Tue, Thu	11:00AM

**MINUTEMAN 7**

<b>STOP #</b>	<b>LOCATION NAME</b>	<b>LOCATION ADDRESS</b>	<b>DAYS</b>	<b>DELIVERY TIME</b>
<b>1</b>	<b>ARLINGTON CENTER</b>	<b>27 Maple St. Arlington MA</b>	<b>M to F</b>	<b>8:00am</b>
<b>2</b>	<b>CESI-Arlington</b>	<b>37 Broadway, Arlington 02474</b>	<b>M-F</b>	<b>8:30am</b>
<b>3</b>	<b>ARLINGTON HEIGHTS</b>	<b>37 DRAKE ROAD, Arlington, MA</b>	<b>M to F</b>	<b>8:45 AM</b>
		<b>(Rear of HAUSER Building) Behind Highrise Apts.</b>		
		<b>BEHIND HIGHRISE APT.</b>		
<b>4</b>	<b>LEXINGTON SENIOR CENTER</b>	<b>39 MARRETT ROAD</b>	<b>M to F</b>	<b>9:15am</b>
		<b>Lexington, MA 02421</b>		
	<b>Lex Asian AND Arlington Asian</b>			
<b>5</b>	<b>WILMINGTON</b>	<b>130 Main Street, Wilmington, MA</b>	<b>Tuesday</b>	<b>10:30AM</b>

<b>SeniorCare Truck #1</b>		
<b>Site Location/Address</b>	<b>Days of Operation</b>	<b>Delivery Window (a.m.)</b>
Beverly 90 Colon Street Beverly, MA	M – F	8 – 8:15
Garden City Towers 20 Sohier Rd Beverly, MA 01915	M-F	8:30-8:45
The Plains Manchester by the sea, MA 01944	M – F	9:00 – 9:15
Hamilton Senior Center 299 Bay Road Hamilton, MA	M - F	9:15-9:45
6 Caroline Ave Apartments Whittier Manor Ipswich, MA 01938	M - F	9:45-10:00
Topsfield COA Town Hall 8 West Common Street Topsfield, MA 01983	M – F Congregate 1 x month	10-10:30
Nike Village Boston Road Topsfield, MA 01983	M- F	10-10:30
Ipswich Senior Center Green Street Ipswich, MA 01938	2 x month Serves at noon	Before 11:15
Essex Senior Center 17 Pickering Street Essex, MA 01929 <b><i>Could work on route 1 or 2</i></b>	Thursday Serves at noon	Before 11:15

<b>SeniorCare Truck #2</b>		
<b>Site Location/Address</b>	<b>Days of Operation</b>	<b>Delivery Window (a.m.)</b>
Rose Baker Center 6 Manuel Lewis Ave Gloucester, MA 01930	M - F	8:30 – 8:45
Rockport Senior Center 58 Broadway Rockport, MA 01966	M- F	9:00 – 9:15
PACE/Element Care Emerson Ave Gloucester, MA 01930	M - F	9:15 – 9:30
McPherson Park 31 Prospect Street Gloucester, MA 01930	M - F	9:30 – 10:30
Essex Senior Center 17 Pickering Street Essex, MA 01929 <b><i>Could work on route 1 or 2</i></b>	Thursday Serves at noon	Before 11:15

**APPENDIX 6****REGULAR BULK CONGREGATE MEAL COST ANALYSIS\***

Raw Food	
Commissary Labor	
Administration	
Transportation	
Profit	
Total	

**\*INCLUDES CHOICE MENU FOR CONGREGATE SITES, WEEKEND CONGREGATE  
(CURRENTLY DELIVERED ON FRIDAY)**

**APPENDIX 6 (cont.)****REGULAR CHILLED HOME DELIVERED MEAL COST ANALYSIS**

Raw Food	
Commissary Labor	
Administration	
Transportation	
Profit	
Subtotal	
HDM Packing Labor	
Disposables (include cost of tray, lid, and cold pack disposable)	
Total	

**SEPARATE COST OF SINGLE COLD FOOD PACK:**

Assembled and packed individually (1 milk, 1 bread, 1 dessert) = \$\_\_\_\_\_ each  
(without Disposable)

Assembled and packed individually (1 milk, 1 bread, 1 dessert) = \$\_\_\_\_\_ each  
(with Disposable)

**SEPARATE COST OF DOUBLE COLD FOOD PACK (FOR WEEKENDS):**

Assembled and packed individually (2 milk, 2 bread, 2 dessert, 1 large tray) = \$\_\_\_\_\_ each  
(without Disposable)

Assembled and packed individually (2 milk, 2 bread, 2 dessert, 1 large tray) = \$\_\_\_\_\_ each  
(with Disposable)

**APPENDIX 6 (cont.)****REGULAR HOT HOME DELIVERED MEAL COST ANALYSIS**

Raw Food	
Commissary Labor	
Administration	
Transportation	
Profit	
Subtotal	
HDM Packing Labor	
Disposables (include cost of tray, lid, and cold pack disposable)	
Total	

**SEPARATE COST OF SINGLE COLD FOOD PACK:**

Assembled and packed individually (1 milk, 1 bread, 1 dessert) = \$\_\_\_\_\_ each  
(without Disposable)

Assembled and packed individually (1 milk, 1 bread, 1 dessert) = \$\_\_\_\_\_ each  
(with Disposable)

**SEPARATE COST OF DOUBLE COLD FOOD PACK (FOR WEEKENDS):**

Assembled and packed individually (2 milk, 2 bread, 2 dessert, 1 large tray) = \$\_\_\_\_\_ each  
(without Disposable)

Assembled and packed individually (2 milk, 2 bread, 2 dessert, 1 large tray) = \$\_\_\_\_\_ each  
(with Disposable)

**APPENDIX 6 (cont.)****BULK HOME DELIVERED MEAL COST ANALYSIS**

Raw Food	
Commissary Labor	
Administration	
Transportation	
Profit	
Subtotal	
HDM Packing Labor	
Disposables (include cost of tray, lid, and cold pack disposable)	
Total	

**SEPARATE COST OF SINGLE COLD FOOD PACK:**

Assembled and packed individually (1 milk, 1 bread, 1 dessert) = \$\_\_\_\_\_ each  
(without Disposable)

Assembled and packed individually (1 milk, 1 bread, 1 dessert) = \$\_\_\_\_\_ each  
(with Disposable)

**SEPARATE COST OF DOUBLE COLD FOOD PACK (FOR WEEKENDS):**

Assembled and packed individually (2 milk, 2 bread, 2 dessert, 1 large tray) = \$\_\_\_\_\_ each  
(without Disposable)

Assembled and packed individually (2 milk, 2 bread, 2 dessert, 1 large tray) = \$\_\_\_\_\_ each  
(with Disposable)



## **APPENDIX 6 (cont.)**

### **MEDICALLY TAILORED CHILLED HOME DELIVERED MEAL COST ANALYSIS**

(USE ONE FORM TO PRICE ALL MEDICALLY TAILORED MEAL TYPES:  
CARB CONTROL, CARDIAC, RENAL, LOW LACTOSE, GROUND, CHOPPED/ SOFT, &  
PUREE)

Raw Food	
Commissary Labor	
Administration	
Transportation	
Profit	
Subtotal	
HDM Packing Labor	
Disposables (include cost of tray, lid, and cold pack disposable)	
Total	

#### **PROPOSAL FOR SEPARATE COST OF SINGLE MEDICALLY TAILORED COLD FOOD PACK:**

Assembled and packed individually (1 milk, 1 bread, 1 dessert) = \_\_\_\_\_ each  
(without Disposables)

Assembled and packed individually (1milk, 1 bread, 1 dessert) = \_\_\_\_\_ each  
(with Disposables)

#### **PROPOSAL FOR SEPARATE COST OF DOUBLE MEDICALLY TAILORED COLD FOOD PACK (FOR WEEKENDS):**

Assembled and packed individually (2 milk, 2 bread, 2 dessert) = \_\_\_\_\_ each  
(without Disposables)

Assembled and packed individually (2 milk, 2 bread, 2 dessert) = \_\_\_\_\_ each  
(with Disposables)

**APPENDIX 6 (cont.)****MEDICALLY TAILORED HOT HOME DELIVERED MEAL COST ANALYSIS**

(USE ONE FORM TO PRICE ALL MEDICALLY TAILORED MEAL TYPES:  
CARB CONTROL, CARDIAC, RENAL, LOW LACTOSE, GROUND, CHOPPED/ SOFT, &  
PUREE,)

Raw Food	
Commissary Labor	
Administration	
Transportation	
Profit	
Subtotal	
HDM Packing Labor	
Disposables (include cost of tray, lid, and cold pack disposable)	
Total	

**PROPOSAL FOR SEPARATE COST OF SINGLE MEDICALLY TAILORED COLD FOOD  
PACK:**

Assembled and packed individually (1 milk, 1 bread, 1 dessert) = \_\_\_\_\_ each  
(without Disposables)

Assembled and packed individually (1milk, 1 bread, 1 dessert) = \_\_\_\_\_ each  
(with Disposables)

**PROPOSAL FOR SEPARATE COST OF DOUBLE MEDICALLY TAILORED COLD FOOD  
PACK (FOR WEEKENDS):**

Assembled and packed individually (2 milk, 2 bread, 2 dessert) = \_\_\_\_\_ each  
(without Disposables)

Assembled and packed individually (2 milk, 2 bread, 2 dessert) = \_\_\_\_\_ each  
(with Disposables)

**APPENDIX 6 (cont.)**

**COLD SUPPER HOME DELIVERED MEAL COST ANALYSIS**

Raw Food	
Commissary Labor	
Administration	
Transportation	
Profit	
Subtotal	
HDM Packing Labor	
Disposable (include cost of tray, lid, and cold pack disposable)	
Total	

**APPENDIX 6 (cont.)**

**COLD BREAKFAST HOME DELIVERED MEAL COST ANALYSIS**

Raw Food	
Commissary Labor	
Administration	
Transportation	
Profit	
Subtotal	
HDM Packing Labor	
Disposable (include cost of tray, lid, and cold pack disposable)	
Total	

**APPENDIX 6 (cont.)**

**ASIAN MEAL COST ANALYSIS**

Raw Food	
Commissary Labor	
Administration	
Transportation	
Profit	
Subtotal	
HDM Packing Labor	
Disposable (include cost of tray, lid, and cold pack disposable)	
Total	

**PROPOSAL FOR SEPARATE COST OF SINGLE ASIAN COLD FOOD PACK:**

Assembled and packed individually (1 milk, 1 bread, 1 dessert) = \_\_\_\_\_ each  
(without Disposables)

Assembled and packed individually (1milk, 1 bread, 1 dessert) = \_\_\_\_\_ each  
(with Disposables)

**APPENDIX 6 (cont.)**

**VEGETARIAN MEAL COST ANALYSIS**

Raw Food	
Commissary Labor	
Administration	
Transportation	
Profit	
Subtotal	
HDM Packing Labor	
Disposable (include cost of tray, lid, and cold pack disposable)	
Total	

**APPENDIX 6 (cont.)**

**USDA-INSPECTED FROZEN MEAL COST ANALYSIS – Optional Service**

Raw Food	
Commissary Labor	
Administration	
Transportation	
Profit	
Subtotal	
HDM Packing Labor	
Disposables (include cost of tray, lid, and cold pack disposable)	
Total	

**SEPARATE COST OF SINGLE COLD FOOD PACK:**

Assembled and packed individually (1 milk, 1 bread, 1 dessert) = \$\_\_\_\_\_ each  
(without Disposable)

Assembled and packed individually (1 milk, 1 bread, 1 dessert) = \$\_\_\_\_\_ each  
(with Disposable)

**SEPARATE COST OF DOUBLE COLD FOOD PACK (FOR WEEKENDS):**

Assembled and packed individually (2 milk, 2 bread, 2 dessert, 1 large tray) = \$\_\_\_\_\_ each  
(without Disposable)

Assembled and packed individually (2 milk, 2 bread, 2 dessert, 1 large tray) = \$\_\_\_\_\_ each  
(with Disposable)

## APPENDIX 7

### Menu Cost Analysis

<u>Week 1</u>	<u>Item</u>	<u>Portion</u>	<u>Brand</u>	<u>Cost</u>
<b>Monday</b>	Baked Chicken Breast	1 each (3 oz meat)		
	Gravy	2 oz		
	Cranberry Sauce	1 Tbsp		
	Sweet Potatoes	½ cup		
	Corn	½ cup		
	Oatmeal Roll	1 each		
	Butterscotch Pudding & Topping	½ cup		
	Milk	8 ounces		
	Margarine	1 pat		
	<b>Total</b>			
<b>Tuesday</b>	Crumb Topped Macaroni and Cheese	10 oz. portion		
	Baked tomato half	½ tomato		
	Dinner Roll	1 each		
	Apple	1 each		
	Milk	8 ounces		
	Margarine	1 pat		
	<b>Total</b>			
<b>Wednesday</b>	Roast Turkey	3 ounces meat		
	Gravy	2 oz		
	Oven Brown Potatoes	½ cup		
	Carrots	½ cup		
	Whole Grain Bread	1 slice		
	Fresh Orange	1 each		
	Milk	8 ounces		
	Margarine	1 pat		
	<b>Cranberry Sauce</b>	1 Tbsp		
	<b>Total</b>			



<b>Thursday</b>	Minestrone Soup with Crackers	1 cup & 1 pkt
	Baked Meatloaf	4 ounces
	Mushroom Gravy	2 oz
	Spinach	½ cup
	Roasted Potatoes	½ cup
	Wheat Bread	1 slice
	Pineapple	½ cup
	Milk	8 ounces
	Margarine	1 pat
	<b>Total</b>	
<b>Friday</b>	Baked Breaded Fish	3.5 ounces
	Tartar Sauce	1 pkt
	Red roasted Potatoes	½ cup
	Green Beans	½ cup
	Multigrain Roll	1 each
	Brownie	1 each
	Milk	8 ounces
	Margarine	1 pat
	<b>Total</b>	

**APPENDIX 7 (cont.)****Menu Cost Analysis (cont.)**

<b><u>Week 2</u></b>	<b><u>Item</u></b>	<b><u>Portion</u></b>	<b><u>Brand</u></b>	<b><u>Cost</u></b>
<b>Monday</b>	Chicken Stew	6 oz portion total		
	Diced Chicken	3 ounces meat		
	Peas & Carrots	½ cup		
	Red Bliss Potatoes	½ cup		
	Biscuit	1 each		
	Mixed Citrus Fruit Cup	½ cup		
	Milk	8 ounces		
	Margarine	1 pat		
	<b>Total</b>			
<b>Tuesday</b>	Tomato Vegetable Soup & Crax	1 cup & 1 pkt		
	Pot Roast	3 ounces		
	Gravy	2 oz		
	Italian Green Beans	½ cup		
	Mashed Potatoes	½ cup		
	Multigrain Bread	1 slice		
	Pudding w/ Topping	½ cup		
	Milk	8 ounces		
	Margarine	1 pat		
	<b>Total</b>			
<b>Wednesday</b>	Baked Sliced Low Sodium Ham	3 ounces		
	Raisin Sauce	2 oz		
	Au Gratin Potatoes	½ cup		
	Carrots	½ cup		
	Multi-Grain Dinner Roll	1 each		
	Birthday Cake	1 each		
	Milk	8 ounces		

	Margarine	1 pat
	Total	
<b>Thursday</b>	Swedish Meatballs w/ Sauce	3 ounces meat, 2oz sauce
	Mashed Potatoes	½ cup
	Tossed Salad	½ cup
	Light Salad Dressing/Packet	.75 ounce
	Dinner Roll	1 each
	Peach Crisp with Topping	½ cup
	Milk	8 ounces
	Margarine	1 pat
	Total	
<b>Friday</b>	Cream of Butternut Squash soup w/Crax	1 cup & 1 pack
	WG Breaded Alaskan Pollock	3 ounces
	Tartar Sauce	1 packet
	Whip Sweet potatoes	½ cup
	Mix vegetables	½ cup
	Whole Wheat Bread	1 slice
	Pears	1 each (large) or ½ c if canned
	Milk	8 ounces
	Margarine	1 pat
	Total	

## **APPENDIX 8**

### **MEAL COST ANALYSIS ADDENDUM SHEET**

#### **FROZEN MEAL HANDLING FEE:**

Partial cases, sets or individual meals ordered from commercial supplier (currently GA Food).  
Handling fee covers Provider's cost of receiving, storing and sorting meals through delivery to sites.

\_\_\_\_\_ % (not to exceed 10%)

#### **DISPOSABLE HANDLING FEE:**

Enter Percentage for Disposable Handling fee:

\_\_\_\_\_ % (not to exceed 5%)

## APPENDIX 9

### FROZEN MEALS CURRENT PROVIDER INFORMATION

ORIGINAL PIZZA OF BOSTON  
Cheryl Diagnault  
PO Box 304  
Lincoln, RI 02865-0304

Ph 800-255-4256  
Fax 401-3334785



Account  
Name:

	ITEM #	DESCRIPTION	delivery	delivery	delivery	delivery	delivery
C/S/H	29044	MEATLOAF W/STEWED TOM					
R/H	29894	MEATBALL, ORG SAUCE, RIC					
H/S/L	29565	PASTA BOLOGNESE					
H/C/R	29712	HAMBURGER W/POTATO					
R/L	29763	BEEF PATTY TERIYAKI					
H/C/R	29861	MEATBALLS & PASTA					
C/S/L	29859	THREE BEAN BEEF CHILI					
R/H/L	29880	CHICKEN W/ITL SCE					
R/H/C/L	29564	THAI GINGER CURRY CHICKEN					
H/C/R	29766	CHICKEN W/GRAVY					
C/L	29878	HONEY MUSTARD CHIC					
H/C/R	29119	OMELET / SAUS / POT					
S/H/R	29857	EGG PATTY / POT / SAUSAGE GRAVY					
R/S	29876	WSTN OMELET / POT / STRBRY APL					
C	29654	PORK CHOP PATTY W/GRAVY					
L/H/R	29768	SWEET & SOUR PORK					
H	29863	BBQ PORK RIBLET					
R/H/C/S	29097	FISH NUGGET, BATTER DIP					
H/L	29865	CREOLE-STYLE FISH					
R/V/S	29853	THREE CHEESE MACCARONI					
R/C/S/V	29877	MANICOTTI ALFREDO SAUCE					
R/H/V	29107	TWISTED MAC & CHEESE					
S/V/R/H	29856	GARDEN EGG / POT / CRAN APPLES					

C=Carbohydrate Controlled/Diabetic  
R=Renal  
H=Heart Healthy  
S=Soft  
V=Vegetarian  
L=Low Lactose

## APPENDIX 10

### SAMPLE 1-MONTH MENU

INCLUDES HDM, SUPPER, CONGREGATE AND CONGREGATE CHOICE MENU- open to menu /recipe suggestions

<p>May 6, Monday Sloppy Joe-28 (<u>ground beef</u>) Sweet Potato Wedges-51 Broccoli &amp; Cauliflower-1 (fresh) Hamburger Roll LS <b>Mandarin Oranges</b></p>	<p>May 7, Tuesday Salmon (PP) 4 oz. Teriyaki Sauce-33 Lo mein noodles -26 Asian blend veg-53 (fresh broccoli, green beans, onions, mushrooms, red peppers) LS multigrain bread <b>Tapioca Pudding w/Topping (no margarine)</b></p>	<p>May 8, Wednesday Pot Roast Beef Burgundy-1 Mashed Potatoes-6 Zucchini (fresh) Dinner Roll <b>Mixed Fruit</b></p>	<p>May 9, Thursday <b>Mothers' Day Special</b> <b>Cr. of Butternut Squash Soup Crx-12</b> Chicken with gravy Apple Bread stuffing-44(stuffing will be ½ cup serving) Cranberry sauce Jardiniere Style Veg-50 Whole Wheat Bread <b>Ambrosia</b></p>	<p>May 10, Friday Broccoli Egg Bake -3 Italian Roasted Red Bliss Potatoes-5 Stewed Tomatoes-40 Wheat Dinner Roll <b>Fresh Fruit</b></p>
<p><b>Cold Choice/supper:</b> 3.5oz Egg Salad Root Vegetable Salad-48 (fresh butternut squash, carrots, turnips) Macaroni Salad-22 LS Wheat Bread (2) <b><u>Supper Dessert:</u></b> <b>Pears</b></p>	<p><b>Cold Choice/supper:</b> 3.5 oz. Chicken Salad Lettuce leaf Italian Pasta Salad-19 Mediterranean Salad-15 Multigrain Bread (2) <b><u>Supper Dessert:</u></b> <b>Fresh Fruit</b></p>	<p><b>Cold Choice/Supper:</b> 2 oz. Turkey 1 oz. Swiss Cheese Lite Mayo Lettuce Leaf Potato Salad-29 Squash, Zucchini, Red Onion Salad-54 (fresh zucchini) LS Wheat Bread (2) <b><u>Supper Dessert:</u></b> <b>Diet Chocolate Pudding/Topping</b></p>	<p><b>Cold Choice/Supper:</b> 3.5 oz Tuna Salad-11 Lettuce Leaf Broccoli Feta Orzo Salad-55 Tossed Garden Salad-44 Lite Italian Dressing LS Wheat Bread (2) <b><u>Supper Dessert:</u></b> <b>Peaches</b></p>	<p><b>Cold Choice/Supper:</b> 2 oz. Roast Beef 1 oz. Provolone Cheese Lite Mayo Lettuce Leaf Greek Pasta Salad-18 Tomato Zucchini Salad-43 (fresh) Multigrain Bread (2) <b><u>Supper Dessert:</u></b> <b>Lorna Doones</b></p>

<p>May 13, Monday (2 compartment tray) American Chop Suey-11 <u>(ground beef, tomato sauce)</u> Tuscany Blend veg.-46 (fresh celery &amp; cauliflower, green beans, carrots) Wheat dinner roll <b>Peaches</b></p>	<p>May 14, Tuesday <b>Cream of Tomato Soup-8/crx</b> Spinach &amp; Red Pepper Frittata-10 Potato Wedges Brussels Sprouts-3 LS Wheat Bread <b>Vanilla Pudding/Topping</b></p>	<p>May 15, Wednesday (2 compartment tray) Chicken Marsala-25 Over Buttered Noodles-25 Scandinavian Vegetables35 (fresh zucchini, peas, carrots, green beans) LS Wheat Bread <b>Fresh Fruit (vit C)</b></p>	<p>May 16, Thursday Pot Roast w/gravy-43 Mashed potatoes-6 Carrots LS Multigrain Bread <b>Chocolate Chip Cookie</b></p>	<p>May 17, Friday Potato Crunch Pollack (PP) Lemon Wedge Quinoa Pilaf-36 Spinach &amp; mushrooms-37 LS Wheat Bread <b>Mandarin oranges</b></p>
<p><b>Cold Choice/ Supper:</b> 3.5 oz Egg Salad-7 Summer Squash Salad-40 (fresh zucchini) Italian Pasta Salad-19 LS Wheat Bread (2) <b><u>Supper Dessert:</u></b> <b>Diet Vanilla Pudding/Topping</b></p>	<p><b>Cold Choice/Supper:</b> 3.5 oz. Tuna Salad Lettuce Leaf Riviera Salad-34 Ziti Broccoli Salad-46 (fresh broccoli) Multigrain bread (2) <b><u>Supper Dessert:</u></b> <b>Lorna Doones</b></p>	<p><b>Cold Choice/Supper</b> 2 oz. Roast Beef 1 oz. Provolone Cheese Lite Mayo Lettuce Leaf Garden Shell Pasta salad-27 Root Veg Salad-48 LS Wheat Bread (2) <b><u>Supper Dessert:</u></b> <b>Mixed Fruit</b></p>	<p><b>Cold Choice/Supper:</b> 2 oz. Turkey 1 oz. Swiss Cheese Lettuce Leaf Lite Mayo Potato Salad-29 Squash, Zucchini, Red onion Salad-54 (fresh zucchini) Multigrain Bread (2) <b><u>Supper Dessert:</u></b> <b>Fresh Fruit</b></p>	<p><b>Cold Choice/Supper</b> 3.5 oz Chicken Salad-6 Lettuce Leaf Barley Raisin Salad-56 Beet Salad-4 LS Wheat Bread (2) <b><u>Supper Dessert:</u></b> <b>Peaches</b></p>

May 20, Monday (2 Compartment Tray) Chicken Scallopini-36 over Buttered Noodles-25 (in scaloppini sauce to sites) Green Beans LS Wheat Bread <b>Chocolate  Pudding/topping</b>	May 21, Tuesday (2 compartment tray) <b>Vegetable soup  w/chicken-52 /Crx.</b> Unstuffed Pepper Casserole-45 Italian Blend Veg-24 (fresh zucchini & broccoli, carrots, green beans, lima beans) Wheat Dinner Roll <b>Orange (vitamin C)</b>	May 22, Wednesday Roast Turkey w/Gravy-12 Mashed Potatoes-6 Carrots-59 LS Wheat <b>Pears</b>  <b>Deliver MVES holiday  meals- #29766 20 count</b>	May 23, Thursday (2 compartment tray) 11 oz. Macaroni & Cheese-5 Broccoli & Cauliflower LS Multigrain Bread <b>Peaches</b>	May 24, Friday Alaskan Pollack Lemon Wedge Herbed Rice-16 Brussels Sprouts-3 LS Multigrain bread <b>Cupcake</b>  <b>Deliver Springwell  holiday Meals</b>
<b>Cold Choice/Supper:</b> 2 oz Turkey 1 oz Swiss cheese Lite Mayo Summer Squash Salad-40 (fresh zucchini & cauliflower, carrots) Orzo Veg. Salad-23 LS Wheat Bread (2) <b><u>Supper Dessert:</u>  Peaches</b>	<b>Cold Choice/Supper:</b> 3.5 oz. Tuna Salad Lettuce Leaf Italian Pasta Salad-19 Cole Slaw-10 Multigrain bread (2) <b><u>Supper Dessert:</u>  Lorna Doones</b>	<b>Cold Choice/Supper</b> Vegetarian Chef Salad Italian Dressing Barley Raisin Salad-56 Snack Loaf Muffin (PP) <b><u>Supper Dessert:</u>  Diet Chocolate  Pudding/Topping</b>	<b>Cold Choice/ Supper:</b> 2 oz. Roast Beef 1 oz. Provolone cheese Lite Mayo Lettuce Leaf Broccoli slaw-47 (fresh broccoli) Garden Shell Pasta Salad-27 LS Multigrain bread (2) <b><u>Supper Dessert:</u>  Mixed Fruit</b>	<b>Cold Choice/Supper:</b> 3.5 oz. Chicken Salad Lettuce Leaf Potato Salad-29 Riviera Salad-34 LS Wheat Bread (2) <b><u>Supper Dessert</u>  Orange (Vit. C)</b>



May 27, Monday <b>Memorial Day</b>	May 28, Tuesday (2 compartment tray) Stuffed Shells-11 (2) 3 oz. <u>Tomato Sauce</u> 1 Chicken Meatball Cauliflower Florets-8 (fresh) LS Wheat Bread <b>Vanilla Pudding/topping</b>	May 29, Wednesday (2 comp tray) Chicken w/Sauté veg-52 Jasmine Coconut Rice-12 Whole Wheat Roll <b>Brownie</b>	May 30, Thursday <b>Minestrone Soup-26/crx</b> Salmon with dill sauce-18 Orzo Pilaf-23 Broccoli & Carrots-71 LS Wheat <b>Pears</b>	May 31, Friday (2 compartment tray) Hot Dog Old Neighborhood-(PP) <u>Baked Beans-39</u> Cole Slaw-10 (in cold pack) Hot dog roll (reg. white) Relish, Mustard <b>Peaches</b> <b>(no margarine)</b> <b>HIGH SODIUM DAY</b>
<b>Cold Choice/Supper</b>	<b>Cold Choice/Supper:</b> 3.5 oz. Egg Salad Potato Salad-29 Beet Salad-4 LS Wheat Bread (2) <b><u>Supper Dessert:</u></b> <b>Fresh Fruit (vit C)</b>	<b>Cold Choice/Supper:</b> 2 oz. Roast Beef 1 oz. Provolone Cheese Lite Mayo Lettuce Leaf Macaroni Salad-22 Spinach Mandarin Orange salad-38 LS Wheat Bread (2) <b><u>Supper Dessert:</u></b> <b>Lorna Doones</b>	<b>Cold Choice/Supper</b> 3.5 oz California Chicken Salad Lettuce Leaf Orzo Veg. salad-23 Coleslaw-10 Multigrain Bread (2) <b><u>Supper Dessert:</u></b> <b>Diet Tapioca</b> <b>Pudding/Topping</b>	<b>Cold Choice/Supper:</b> 2 oz. Turkey 1 oz. Swiss Cheese Lite mayo Lettuce Leaf Quinoa Tabbouleh Salad-59 Carrot Pineapple Salad- -7 LS Wheat Bread (2) <b><u>Supper Dessert:</u></b> <b>Mandarin Oranges</b>

## **APPENDIX 10 (cont.)**

### **Menu Notes:**

- All meals include 8 oz. Milk and 1 tsp. Margarine.
- DB = Diabetic
- LS = low sodium
- w/p = water or juice packed
- Underlined items indicate USDA commodity item to be used if available.
- Gravies and sauces are 3 oz. portion.
- Gravy and sauce are most often delivered on the side for congregate sites.
- Extra sauce is sent on the side when pasta dishes are served.
- A special Birthday Cake is served each month.
- 3 soups served per week on average in winter months.
- Choice congregate menu is offered 5 days per week.
- 2<sup>nd</sup> item on the choice congregate menu is generally the same as the HDM supper menu.
- Portion size for bread for regular menu is one slice, and for second congregate menu choice is always 2 slices.
- Sliced Meats are delivered hot with hot gravy on the side for congregate sites.
- High Sodium Entrees are noted by three stars (\*\*\*)
- Side dish pastas/noodles and quiche may be sent cooked/cold to congregate sites.
- Summer Menu includes 1 cold plate meal per month on average.
- **Notes: salads and sides are ½ cup portion, bread is 2 oz. portion or 2 slices, \*\*\* denotes high sodium entree, portion, desserts are ½ cup portion; milk is 8 ounce 1%. (V) Denotes vegetarian meal**
- **“Light Mayo” is used for all mayonnaise item**

## **APPENDIX 11**

### **MENU SPECIFICATION PER STATE NUTRITION GUIDELINES**

#### **GOOD SOURCES OF VITAMIN A** (per 1/2 c. serving):

Carrots	Apricots
Mixed vegetables	Pumpkin
Winter squash	Spinach
Avocado	Sweet potato

#### **GOOD SOURCES OF VITAMIN C** (per 1/2 c. serving):

Asparagus	Strawberries
Brussels sprouts	Orange
Cabbage	Grapefruit
Cauliflower	Fortified fruit juices
Bean sprouts 3-1/2 oz.	Honeydew melon
Bell pepper	canned pineapple (in juice)
Kohlrabi	Okra
Instant Potato (must be fortified with Vitamin C)	Kiwi
	Mango

#### **GOOD SOURCES OF VITAMINS A AND C** (per 1/2 c. serving):

Cantaloupe	Broccoli
Leafy green, 1-1/2 oz.	Kale
Romaine lettuce, 1 1/2 oz.	Mandarin oranges
Tomatoes	Tomato and vegetable juices

**APPENDIX 11 (cont.)****ENTREE LIST A (Solid Meat)**

BEEF, roast	
	Roast Beef Pot Roast
BEEF, cube	
	Beef Burgundy Beef Tips Beef Stew
LIVER	
PORK, roast	
	Roast Pork
PORK, ham	
	Ham Baked Ham
PORK, diced	
	Sweet & Sour
POULTRY	
	Chicken: Breast, Leg Baked Turkey: Roast Turkey Dinner
FISH	
	Unbreaded Fish Baked Fish

**APPENDIX 11 (cont.)**

**ENTREE LIST B**

**(Casserole dish, ground meats, processed meat, and meatless dishes)**

BEEF, ground	
	Meatballs Meat sauce Meatloaf Salisbury Steak Stuffed Pepper Chili
POULTRY	
	Turkey, ground 60:40 Beef :Turkey  Chicken, diced Chicken stew Chicken A la King Chicken Pot Pie
MEATLESS/CHEESE	
	Vegetable Lasagna Manicotti Ravioli Stuffed Shells Macaroni/Cheese Vegetable/Cheese bake Vegetable primavera
EGGS	
	Omelet Quiche
PROCESSED ENTREE	
	Beef: Beef strip steak Veal Patty  Pork: Pork patty

	BBQ rib Pork breaded steak  Poultry: Chicken patty Chicken nuggets Breaded turkey  Fish: Breaded fish Fish nuggets Pollock fish/cheese Broccoli/cheese fish Lemon pepper fish
MAID RITE PREPARED LINE	Veal roulade Beef Wellington Stuffed pork chop Veal steak

## APPENDIX 12

### SAMPLE VEGETARIAN MENU 6 WEEK CYCLE

Vegetarian Menu 6 Week Cycle - Served with 1% milk				
Monday	Tuesday	Wednesday	Thursday	Friday
<b>6 Two Compartment Lentil Stew</b> <b>4 oz Lentils</b> <b>4oz Celery, Carrots, Garlic &amp; Onions</b> ½ cup mashed potatoes 1pc Biscuit ½ cup tapioca pudding	<b>7 5oz Korean Soy Crumbles</b> <b>w/mushrooms &amp; Soy, Ginger, Garlic &amp; Brown sugar</b> ½ cup Roasted Sweet Potatoes <b>½ cup Green Beans</b> 1pc MG Bread ½ c Pineapple	<b>8 3oz Baked Tempeh</b> <b>2oz Balsamic Glaze</b> ½ cup Parmesan Risotto ½ cup Broccoli 1pc Cookie 1pc Oat Bread	<b>9 3oz Baked Tofu Cubes</b> 2oz Honey Garlic Sauce ½ cup Brown Rice ½ cup Brussels Sprouts 1pc Vienna Bread ½ cup Applesauce	<b>10 Two Compartment</b> 2 pc Breaded Eggplant 4 oz Marinara Sauce 1oz Mozzarella Cheese On tip of ½ cup Pasta ½ cup Zucchini & Summer Squash 1pc LS Wheat Bread ½ cup mandarins
<b>13 3 oz Breaded meatless “chick’n” patty</b> ½ cup Mashed potato ½ cup Green Beans 1 pc WW Bread ½ cup canned Fruit <b>1pc Honey Mustard</b>	<b>14 1pc Cheese Omelet</b> <b>NO Turkey Sausage</b> ½ cup Roasted Potatoes ½ cup Honey Carrots 1pc Fruit Loaf ½ cup Yogurt 1pc Juice (no milk) 1pc Ketchup	<b>15 3oz Baked Tofu Cubes</b> 2oz Teriyaki Sauce ½ cup Asian Vegetables 4oz Vegetable Lo Mein 1pc Pineapple Upside Down Cake 1pc fortune cookie 1pc LS Wheat Bread (HDM)	<b>16 Two Compartment</b> American Chop Suey <b>3oz Soy Crumbles</b> ½ cup pasta 4oz Tomato sauce ½ cup Zucchini 1pc WW Garlic Roll ½ cup mandarins	<b>17 1pc Black Bean Veggie Burger</b> ½ cup Mixed Vegetables ½ cup Berry Crisp 1pc Burger Bun ½ cup Garden Salad 1pc Dressing <b>No Margarine</b>
<b>20</b>  Holiday	<b>21 3pc Baked Tofu Cubes</b> 2oz Sweet and Sour Sauce 4oz Vegetable Rice ½ cup Green Beans 1pc Dinner Roll ½ cup Pineapple	<b>22 1pc “meatloaf” with soy crumbles</b> <b>2oz maple tomato glaze</b> ½ cup Mashed Potatoes ½ cup Peas & pearl onions 1pc Oat Bread 1pc Birthday Cake	<b>23 6oz Chickpea Tikka Marsala</b> ½ cup Quinoa ½ cup Capri Veg 1pc Vienna Bread 1pc Mandarins	<b>24 Two Compartment</b> 3pc Cheese Ravioli 4oz Lemon Basil Butter Sauce 4oz Garlic Spinach ½ cup Chocolate Pudding 1pc MG Bread

<b>27 Tempeh Fajitas</b> <b>3oz Sliced Tempeh</b> 2oz Peppers & Onions ½ cup Spanish Rice ½ cup Black Beans 1pc Tortilla ½ cup canned fruit <b>No Margarine</b>	<b>28 Meatball Sub</b> <b>3 oz Vegetarian Meatballs</b> 4 oz Marinara Sauce ½ cup Corn ½ cup Tater Tots 1pc Sub Roll ½ cup Mandarins <b>No Margarine</b>	<b>29 3oz Meatless Burger Patty</b> <b>2oz vegetarian mushroom sauce</b> ½ cup Mashed Potatoes ½ cup Beets 1pc Cornbread ½ cup gelatin	<b>30 6oz Moroccan Garbanzo Bean Stew</b> 4oz Mashed Sweet Potatoes ½ cup Bread Pudding 1pc Low Sodium Wheat Bread ½ cup Garden Salad 1pc Menu Magic Dressing	<b>31 Two Compartment</b> 10oz macaroni and cheese ½ cup Peas 1 slice Oat Bread 1pc Fresh Orange
<b>3 Two Compartment 8oz Tofu Pad Thai</b> ½ cup <b>Steamed Veggies</b> <b>1pc Dinner Roll</b> 1pc Cookie	<b>4 6oz Coconut Curry Lentils</b> ½ cup Carrots ½ cup <b>Quinoa</b> 1pc WW Bread ½ cup Mixed Fruit	<b>5 Two Compartment 8oz Cheesy Penne Bake with Ricotta, mozzarella</b> ½ cup Capri Blend 1pc WW Dinner Roll ½ cup Mandarins <b>1pc Parm Cheese</b>	<b>6 Two Compartment 8oz Vegetarian Chili</b> ½ cup Green Beans 1pc MG Bread ½ cup Applesauce	<b>7 1pc Broccoli &amp; Cheese Egg Bake</b> ½ cup Roasted Potatoes ½ cup Beets 1pc Fruit Loaf or muffin 1pc Yogurt 1pc Juice (no milk) 1pc Ketchup
<b>10 3 oz Vegetarian Meatballs</b> 2oz Burgundy sauce ½ cup Mashed Potatoes ½ cup Broccoli 1pc MG Bread ½ cup Mixed Fruit	<b>11 1pc Vegetarian Hot Dog</b> ½ cup <b>vegetarian baked beans</b> ½ warm Cinnamon Apples ½ cup Latin Slaw 1pc Hot dog roll 1pc Mustard 1pc Relish <b>No Margarine</b>	<b>12 Cold: 4oz Curried Chickpea Salad</b> ½ cup Garden Salad ½ cup Butternut Salad ½ pc Pita Bread 1pc Menu Magic Dressing 1pc Fresh Fruit (orange) <b>No Margarine</b>	<b>13 Two Compartment Veggie Fried Rice</b> <b>9 oz veggie fried rice with 2 oz tofu, 1 oz eggs, ½ cup rice, 2oz peas &amp; carrots</b> 4oz Capri Blend Vegetables ½ cup Chocolate Berry Mousse 1pc Dinner Roll	<b>14 Two Compartment</b> 12oz Pasta Fagioli: 8oz of White beans & Navy Beans, 4oz carrots, celery, tomatoes, spinach, ditalini Pasta ½ c Cauliflower 1 pc Oat Bread 1pc Brownie cookie 1pc parmesan



## **APPENDIX 12 (cont.)**

**Moroccan Stew** - <https://busybuthealthy.com/moroccan-stew/>

**Vegan Meatloaf Gluten Free** - <https://elavegan.com/vegan-meatloaf-gluten-free-recipe/#recipe>

**White Bean Scampi with Linguini** - <https://www.skinnytaste.com/white-bean-scampi-with-linguine/>

**Coconut Curried Golden Lentils** - <https://minimalistbaker.com/coconut-curried-golden-lentils-20-minutes/>

**Curried Chickpea Salad** - <https://cookingforpeanuts.com/best-curried-chickpea-salad/#recipe>

**APPENDIX 13****SAMPLE HDM BREAKFAST MENU**

Monday	Tuesday	Wednesday	Thursday	Friday
Apple Juice Cheerios Sausage Patty Pancakes Syrup Margarine Milk	Orange/Pine Juice Cream of Wheat LS Ham 2oz Bran Muffin Margarine Milk	Fresh Banana Raisin Bran Cereal Cottage Cheese Rye Bread Margarine Milk	Orange Juice Oatmeal Wheat Bagel Peanut Butter Fresh Fruit Margarine Milk	Cranberry Juice Total Cereal Straw Yogurt Multigrain Bread Margarine Milk
Tomato Juice Raisin Bran Cereal LS Ham 2oz Blue Berry Muffin Margarine Milk	Apple Juice Oatmeal Wheat Bagel Peanut Butter Fresh Fruit Margarine Milk	Citrus Fruit Cup Product 19 Cereal Cottage Cheese Oatmeal Bread Margarine Milk	Orange/Pine Juice Shredded Mini Wheat Cereal Sliced Cheese 1oz LS Ham 1oz English Muffin Margarine Milk	Apple Juice Tst. Oats & Honey Vanilla Yogurt Whole Wheat Bread Margarine Milk
Fruit Cup Product 19 Cereal Cottage Cheese Oatmeal Bread Margarine Milk	Cranberry Juice Oatmeal Boiled Egg Wheat Bagel Cream Cheese Margarine Milk	Tomato Juice Raisin Bran Cereal English Muffin Peanut Butter Margarine Milk	Fresh Orange Cream of Wheat Peach Yogurt Blueberry Muffin Margarine Milk	Fresh Banana Cheerios LS Ham 1oz Sliced Cheese 1oz Croissant Milk
Cranberry Juice Cheerios Cereal LS Ham 2 oz. Raisins Oatmeal Bread Margarine Milk	Fresh Orange Oatmeal Vanilla Yogurt Apple Turnover Milk	Orange/Pine Juice Total Cereal English Muffin Peanut Butter Jelly Fresh Fruit Milk	Tomato Juice Fiber One Cereal Boiled Egg Orange Muffin Margarine Milk	Citrus Fruit Cup Raisin Bran Cereal Cottage Cheese Wheat Bagel Margarine Milk

\*Milk is 1%, 8 oz. portion.

\*Cereal is 8 oz. bowl pack \* Hot Cereal is instant and individually packaged

**APPENDIX 14****SAMPLE MEDICALLY TAILORED MENU**

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
	<b>1</b> Potato Pollock, Lemon Wedge, Quinoa Pilaf, Broccoli & Cauliflower, Multigrain Bread, Oatmeal Raisin Cookie  Calories:814/Sodium: 787mg	<b>2</b> Chicken Meatballs, Tomato Basil Wine Sauce, Penne Pasta, Italian Blend Vegetables, Wheat Dinner Roll, Fresh Fruit  Calories:688/Sodium: 656mg	<b>3</b> Broccoli Egg Bake, Home Fries, Pepper, Mushroom, Onions, Rye Bread, Applesauce  Calories:647/Sodium: 903mg	<b>4</b> Mixed Bean & Vegetable Stew, Brussels Sprouts, Low Sodium Wheat Bread, Applesauce  Calories 601/Sodium 905mg
<b>7</b> Beef Pot Roast w/ Gravy, Mashed Potatoes, Carrots, Dinner Roll, Gelatin w/ Topping  Calories:711/Sodium: 554mg	<b>8</b> Chicken Scallopini, Over Buttered Noodles, Green Beans, Low Sodium Wheat Bread, Fresh Fruit  Calories:673/Sodium: 573mg	<b>9</b> Chicken Rice Bake, Zucchini & Cauliflower, Whole Wheat Roll, Mixed Fruit  Calories:571/Sodium: 713mg	<b>10</b> American Chop Suey, Broccoli, Low Sodium Wheat Bread, Gelatin w/ Topping  Calories:932/Sodium: 739mg	<b>11</b> Chicken Meatballs, Ziti, Low Sodium Beef Gravy, Riviera Blend Vegetables, Multigrain Bread, Peaches  Calories:643/Sodium: 588mg

<p><b>14</b></p> <p><b>Chicken A L'Orange</b></p> <p><b>Lo Mein Noodles,</b></p> <p><b>Stir Fry Vegetables,</b></p> <p><b>Multigrain Bread,</b></p> <p><b>Oatmeal Raisin Cookie</b></p> <p><b>Calories: 707/Sodium: 717mg</b></p>	<p><b>15</b></p> <p><b>Beef Chili</b></p> <p><b>Over Brown Rice,</b></p> <p><b>Zucchini &amp; Cauliflower,</b></p> <p><b>Dinner Roll,</b></p> <p><b>Pears</b></p> <p><b>Calories 621/Sodium 630mg</b></p>	<p><b>16</b></p> <p><b>Chicken Diane,</b></p> <p><b>Over Seasoned Orzo,</b></p> <p><b>California Blend,</b></p> <p><b>Oat Bread,</b></p> <p><b>Lorna Doones</b></p> <p><b>Calories:760/Sodium: 734mg</b></p>	<p><b>17</b></p> <p><b>Roasted Turkey w/ Gravy,</b></p> <p><b>Mashed Potatoes</b></p> <p><b>Root Vegetables,</b></p> <p><b>Low Sodium Wheat Bread,</b></p> <p><b>Fresh Fruit</b></p> <p><b>Calories 680/Sodium 964mg</b></p>	<p><b>18</b></p> <p><b>Pollock "Catch of the Day"</b></p> <p><b>w/ Newburg Sauce,</b></p> <p><b>Over Herbed Rice,</b></p> <p><b>Roman Blend,</b></p> <p><b>Low Sodium Wheat Bread,</b></p> <p><b>Applesauce</b></p> <p><b>Calories:596/Sodium: 782mg</b></p>
<p><b>21</b></p> <p><b>PATRIOTS' DAY</b></p> <p><b>NO MEAL DELIVERY</b></p>	<p><b>22</b></p> <p><b>Lasagna w/ Cheese &amp; Sauce</b></p> <p><b>Tuscany Blend</b></p> <p><b>Garlic Dinner Roll</b></p> <p><b>Peaches</b></p> <p><b>Calories:594/Sodium: 900mg</b></p>	<p><b>23</b></p> <p><b>Pork w/ Apples,</b></p> <p><b>Roasted Sweet Potatoes,</b></p> <p><b>Green Beans,</b></p> <p><b>Dinner Roll,</b></p> <p><b>Pears</b></p> <p><b>Calories 814/Sodium 787mg</b></p>	<p><b>24</b></p> <p><b>Chicken w/Sauteed Vegetables,</b></p> <p><b>Over Jasmine Coconut Rice,</b></p> <p><b>Multigrain Bread,</b></p> <p><b>Gelatin</b></p> <p><b>Calories:632/Sodium: 682mg</b></p>	<p><b>25</b></p> <p><b>Meatloaf w/ Gravy,</b></p> <p><b>Buttered Noodles,</b></p> <p><b>Peas &amp; Carrots,</b></p> <p><b>Low Sodium Wheat Bread,</b></p> <p><b>Chocolate Chip Cookie,</b></p> <p><b>Calories 831/Sodium 589mg</b></p>

<b>28</b> <b>Chicken w/ Bruschetta</b> <b>Sauce,</b> <b>Cavitappi Pasta,</b> <b>Broccoli &amp; Cauliflower,</b> <b>Multigrain Bread,</b> <b>Applesauce</b>  <b>Calories: 573 /Sodium:</b> <b>637mg</b>	<b>29</b> <b>Potato Pollock w/ Lemon</b> <b>Wedge,</b> <b>Whipped Sweet</b> <b>Potatoes,</b> <b>Peas &amp; Mushrooms,</b> <b>Low Sodium Wheat</b> <b>Bread,</b> <b>Mixed Fruit</b>  <b>Calories: 784 /Sodium:</b> <b>749mg</b>	<b>30</b> <b>Beef Burgundy,</b> <b>Garlic Mashed Potatoes,</b>  <b>Root Vegetables,</b> <b>Multigrain Bread,</b>  <b>Gelatin</b>  <b>Calories: 719 /Sodium:</b> <b>597mg</b>		
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- LS = low sodium
- WP = water packed
- Portions on Starch and Vegetables are ½ cup
- Meat Portion is 2 ½ - 3 ½ oz. depending on diet.
- Casserole portions are 10oz
- Meatloaf portion is 4 oz.
- Dessert/Fruit Portions are ½ cup
- “Mighty shake” is used for Puree diets. An equivalent commercial nutritional supplement may be substituted with RD approval.
- Lactaid milk is used for Low lactose diets
- 2 oz. extra sauce in 3<sup>rd</sup> compartment for all casseroles
- 2 oz. extra sauce on the bottom of all pureed meals

## APPENDIX 15

### ASIAN MENU

Asian Menu MAY 2025

Monday	Tuesday	Wednesday	Thursday	Friday
Totals include entrée, sides, dessert, fruit, bread, milk & margarine. Cal = Total Calories, Carb = Total Carbohydrates, Na = Total Sodium (also in parentheses)			<b>1 Honey Garlic Pork (215)</b> Brown Rice (25) Vegetables (25) Dinner Roll (240) Fruit (5)	<b>2 Tofu Pad Thai (500)</b> Vegetables (25) Dinner Roll (240) Fruit (5)
			Cal 760 Carb 105 Na 635	Cal 830 Carb 120 Na 890
<b>5 Orange Chicken &amp; Broccoli (715)</b> Rice (5) Dinner Roll (240) Fruit (5)	<b>6 Pork w/Peppers &amp; Onions (550)</b> Sweet Potato (55) Vegetables (25) Dinner Roll (240) Fruit (5)	<b>7 Tofu w/Tomatoes (515)</b> Lo Mein (50) Vegetables (25) Dinner Roll (240) Fruit (5)	<b>8 Turkey &amp; Brown Rice (700)</b> Green Beans (5) Dinner Roll (240) Fruit (5)	<b>9 Hoisin Fish (400)</b> Coconut Rice(80) Vegetables (25) Dinner Roll (240) Fruit (5)
Cal 820 Carb 135 Na 1090	Cal 840 Carb 105 Na 1000	Cal 650 Carb 110 Na 960	Cal 770 Carb 110 Na 1070	Cal 795 Carb 115 Na 880
<b>12 Meatballs &amp; Sticky Sauce (295)</b> Rice (5) Vegetables (25) Dinner Roll (240) Fruit (5)	<b>13 Vegetable Fried Rice (505)</b> Vegetables (25) Dinner Roll (240) Fruit (5)	<b>14 Cold: Garlic Shrimp (920)</b> Noodles (305) Garden Salad (35) LS Wheat (0) Fruit (5)	<b>15 Chicken Dumplings (235)</b> Veggie Rice (85) Vegetables (25) Dinner Roll (240) Fruit (5)	<b>16 Mongolian Beef &amp; Snap Peas (300)</b> Brown Rice (25) Dinner Roll (240) Fruit (5)
Cal 760 Carb 120 Na 695	Cal 670 Carb 90 Na 900	Cal 575 Carb 90 Na 1390	Cal 595 Carb 105 Na 715	Cal 715 Carb 105 Na 700
<b>19 BBQ Chicken - Wings (510)</b> Yucca (20) Vegetables (25) Dinner Roll (240) Fruit (5)	<b>20 Chili Lime Fish (490)</b> Coconut Rice (80) Vegetables (25) Dinner Roll (240) Fruit (5)	<b>21 Ginger Beef &amp; Peppers (540)</b> Brown Rice (25) Green Beans (5) Dinner Roll (240) Fruit (5)	<b>22 Sesame Chicken (655)</b> Veggie Rice (85) Warm Pineapple (5) Garden Salad (35) Dinner Roll (240)	<b>23 Teriyaki Shrimp &amp; Vegetables (935)</b> Lo Mein (50) Dinner Roll (240) Fruit (5)
Cal 710 Carb 130 Na 925	Cal 900 Carb 130 Na 970	Cal 730 Carb 115 Na 940	Cal 820 Carb 125 Na 1140	Cal 645 Carb 95 Na 1360
<b>26 Holiday No Meals Served</b>	<b>27 Sweet &amp; Sour Chicken (525)</b> Brown Rice (25) Dinner Roll (240) Fruit (5)	<b>28 Pork &amp; Mushrooms (400)</b> Veggie Rice (85) Cabbage (105) Dinner Roll (240) Fruit (5)	<b>29 Cold: Edamame (200)</b> Noodles (200) Garden Salad (35) Dinner Roll (240) Fruit (5)	<b>30 Garlic Ginger Fish (415)</b> Rice (5) Vegetables (25) Dinner Roll (240) Fruit (5)
	Cal 680 Carb 100 Na 805	Cal 845 Carb 115 Na 950	Cal 735 Carb 105 Na 910	Cal 575 Carb 100 Na 815

-To Cancel Meals please call 617-972-5700 at least 48 hours prior to service.  
Menu Subject to Change Without Notice

## **APPENDIX 16**

### **MEDICALLY TAILORED HOME DELIVERED MEAL DAILY COUNT**

Type of MEDICALLY TAILORED meal	CARB CONTROL (pink)	CARDIAC (Brown)	RENAL (Orange)	LOW LACTOSE (Black)	Chopped/Soft (Yellow)	GROUND (Blue)	PUREE (Green)	Totals Per DAY
<b>Springwell</b>	32	65	14	27	29	1	33	<b>201</b>
<b>LifePath</b>	20	10	3	8	12	2	6	<b>61</b>
<b>Minuteman</b>	140	NA	4	23	25	NA	3	<b>195</b>
<b>SeniorCare</b>	61	86	4	1	5	NA	5	<b>162</b>

Note: all medically tailored meals (chilled & frozen) are color coded with colored stickers on both the chilled/frozen entree and cold component.

**Bidder should note which meal type they can produce and which they cannot.**

## **APPENDIX 17**

### **LMMSS Elderly Nutrition Program** **Menu Planning Process**

Menus for the home delivered and congregate meals are developed according to the Massachusetts Executive Office of Aging and Independence (AGE) Nutrition Standards. USDA Commodity foods and State Purchasing program products are incorporated into the menu as much as possible to help defray costs.

The menu planning process included two drafts and a final version for regular, supper and congregate meals. Each member of the consortium provided feedback to the menu and RDs made appropriate changes. The Provider met with RDs and made edits to the menu as well. The menu was then inputted in Computrition to ensure that it complies with AGE's guidelines.

The medically tailored meals menu is a 4-week or 3-month cycle menu and changed every 6 months.

In order for LMMSS to learn about the bidder's menu planning process, bids should include nutrition analysis and production schedule for all meal types including the length of time meals are held prior to delivery.

The caterer will host an in-person tasting every quarter.

A 12-week cycle menu has been developed for regular, cold supper, and therapeutic meals. This is reviewed by RD's and edited for holidays, special meals, etc. each cycle. Once it is updated, a draft is sent out to consortium and caterer requesting any feedback. Caterer provides RD's w/any recipes, nutrient analyses as requested. RD's enter menu into Computrition for analysis. Menu meeting takes place virtually w/RD's, directors, and caterer. Each day is reviewed, changes made if necessary and approved. RD's then make the agreed upon changes to menu and send out as final draft.



## **APPENDIX 18**

### **Supplement to Bid Specifications** **LMMSS Enhancements**

LMMSS reserves the right to enhance the bid specifications by adding the following areas to the bid specifications.

- **Factors in Selecting a Provider (pg. 1)**  
**The Quality of Meals and Food Products will be an additional factor in selecting a Provider.**
- **Quality of the Meal and Taste Test (pg. 2)**

The quality of the meal is of primary importance in the selection of a nutrition Provider. Many factors go into the consideration of quality meals, including the following: appearance; presentation; taste; nutritional value and content; pleasing aroma and texture; proper temperature; consumer satisfaction; proper portion size; consistency of service and food preparation methods; variety of items; menu options; standardized recipes and other factors.

**If determined to be necessary, Providers submitting a bid proposal will participate in a quality taste test at 11:30 a.m., Wednesday, June 25, 2025 at Springwell, 33 Boston Post Rd W, Marlborough, MA 01752**

## **APPENDIX 18 (cont.)**

**Each Provider will prepare the following two (2) menu items using the specifications as follows:**

1. All test meals will be packaged in home-delivered meal containers preferably using the "Oliver HDM Tray" system.
2. Prepare and deliver the following test menu items:

<b>Test Menu # 1 (8 of each)</b>	<b>Cardiac Menu #2 (8 of each)</b>	<b>Vegetarian Menu # 3 (8 of each)</b>	<b>Asian Test Menu #4 (8 each)</b>
BBQ Boneless Chicken Breast Seasoned Oven Roasted Potatoes Spinach Rye Bread & Margarine Frosted Birthday Cake Milk 1%	Chicken Rice Bake, Zucchini & Cauliflower, Whole wheat roll, Mixed fruit	<b>1pc "meatloaf" with soy crumbles</b> <b>2oz maple tomato glaze</b> ½ cup Mashed Potatoes ½ cup Peas & pearl onions 1pc Oat Bread 1pc Birthday Cake	Egg roll Sesame Chicken Fried Rice Sugar snap peas

3. Cold items (milk, dessert, bread, & margarine) will be packaged in a home-delivered fashion also.

4. Chilled meals will be delivered chilled (less than 40 degrees) and hot meals will be delivered hot (above 140 degrees).

5. The sample shall be prepared and reflective of the quality, presentation and preparation standards as meals that would be produced during the terms of a contract if awarded for all meals types.

6. The test meal process is a quality indicator and a factor in the selection process.

7. If a Provider cannot fulfill the above terms of this test meal process due to not having a kitchen preparation facility within two hours drive to the test location must contact LMMSS to make arrangements for an alternate system for the test meal process.

- **Equipment and Supplies (pg. 10):**

Adequate preparation (i.e. pans) and hot and cold insulated delivery equipment and supplies shall be owned and supplied by the Provider.

The Provider will be responsible for proper sanitation and cleaning of all preparation and delivery equipment. Foil pans shall only be used in an emergency for back up, when stainless steel pans are unavailable, to ensure proper meal delivery and service.

At the termination of operations, all equipment owned by the Provider and LMMSS shall be returned in acceptable condition to the appropriate party.

## **Special considerations for each ASAP**

### **LifePath Enhancements**

- LifePath, being at a greater distance from the current kitchen, receives meals delivered between the afternoon/evening before and 5:00 AM the day of meal service as chilled, bulk delivered to a re-thermalization (HDM) kitchen in Erving, MA.
- Bulk and/or trayed meals are also delivered to whichever congregate meal sites are serving the next day also. The same timing would apply.
- The caterer has keys to all the kitchens to make deliveries outside of regular hours.

### **Minuteman Senior Services Special Considerations**

- CESI (Cooperative Elder Services, Inc.) is included in the daily delivery of meals. CESI uses LMMSS menu.
- CESI will coordinate pricing and billing with chosen provider.

### **SeniorCare Special Considerations**

- Due to the location of the sites on both sides of the Route 128 & 1A split at Beverly, MA. two separate delivery routes are required.
- Congregate meals subject to change if provided by a community organization that is not considered a competitor of the caterer.

### **Springwell Special Considerations**

- Springwell prefers that the Asian meal provider will bid on the entire service area. However, we will consider bids on selected towns within Springwell's service area.
- Springwell is interested in exploring new delivery routes that include Greater Boston and MetroWest towns.

## **APPENDIX 19**

### **Bid Cover Sheet**

#### **Bid proposal in response to the LMMSS RFP for the supply of Regular, medically tailored, and/or Asian Meals**

This bid proposal is for (check applicable boxes):

- ☐ Supply of regular meals only
- ☐ Supply of medically tailored meals only
- ☐ Supply of regular and medically tailored meals only
- ☐ Supply of Asian meals only
- ☐ Supply of Asian and medically tailored meals only
- ☐ Supply of regular and Asian meals only
- ☐ Supply of regular, medically tailored and Asian meals only

Provider's Name:

Provider's Address:

Provider's Contact Information:

Name:

Phone number:

Email:

Date: