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**Kathryn Garcia**  
Commissioner

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**Kirk Eng**

Agency Chief Contracting Officer

44 Beaver Street  
Room 201  
New York, NY 10004  
kieng@dny.nyc.gov  
212.437.5048

**- NOTICE TO PROSPECTIVE BIDDERS –  
ISSUED July 8, 2020  
ADDENDUM #1**

**OLDER ADULT FOOD ACCESS PROGRAM**

This Addendum is issued for the purpose of amending the Bid Booklet for the above project. It is hereby made a part of said Bid Booklet to the same extent as if originally included therein.

**Bid Booklet for an Emergency Purchase of Goods - Section 3(b) – The Meal Plan Worksheet**

Section 3 on page 4 of the Bid Booklet provides a list of the required documents that a bidder must complete and submit with its bid to avoid being deemed non-responsive. Section 3(b) states that a bidder must include the “[f]irst two weeks of menus, including the description of the meals and a breakdown of the meals within the Meal Plan Worksheet.”

Attached herein to this Addendum #1 is an editable “Meal Plan Worksheet” that is required to be completed by bidders and submitted along with descriptions of the meals. To assist potential bidders in completing the Meal Plan Worksheet, this Addendum #1 also includes five examples of lunch meal descriptions and five examples of dinner meal descriptions for informational use only. Two of the example lunch meals and two of the example dinner meals are broken out on the Meal Plan Worksheets to provide all bidders with examples of compliant meals within the Meal Plan Worksheets.

***If the completed Meal Plan Worksheet is not submitted as part of a bid along with meal descriptions, the bid may be deemed non-responsive. As such, all bidders that have already submitted their bids without the two weeks of menus broken into Meal Plan Worksheets must re-submit their bids with the completed Meal Plan Worksheets included.***

**Exhibit 1: Scope of Services, Section 1 - Schedule of Prices (Quantities, Capabilities, and Per Meal Price)**

This Addendum #1 amends the second paragraph of text under the Schedule of Prices (Quantities, Capabilities, and Per Meal Price) on page 2 of the Scope of Services to add the following text (new text in italics):

*The bidder can propose to exceed the minimum delivery requirement of 6-meal packs to 600 residents, twice a week (1,200 weekly 6-meal packs/7,200 meals weekly minimum) by bidding to: (1) deliver to more than 600 recipients on each of the two days and/or (2) increase the number of delivery days from 2 days to either 4 days or 6 days. Bidders must bid in 2-day increments and indicate the number of days (either 2, 4, or 6) that they are seeking to provide meals.*

*The Older Adult Food Access Program requires that vendors deliver in 2-day sequences as follows: Monday/Thursday, Tuesday/Friday, or Wednesday/Saturday (Wednesday/Sunday for Glatt Kosher vendors). Bidders may indicate their preference of delivery days.*

All Bidders must acknowledge receipt of this Addendum below and return it as a part of their respective Bids. By signing below, the Bidder's authorized representative states that he/she has read the Addendum in its entirety.

By: Kirk Eng  
Kirk Eng  
ACCO

\_\_\_\_\_  
(Print name of bidder)

\_\_\_\_\_  
(Signature of individual authorized to execute binding documents on behalf of the bidder)

\_\_\_\_\_  
(Print date of execution)

(If a corporation, affix a corporate seal below)

## Examples of Older Adult Meal Menu Items

### Lunch Meal Menu Examples

- Black Bean and Veggie Grain Bowl (*See Compliant Example 1 below*)
- Mediterranean Chickpea and Bulgur Salad (*See Compliant Example 2 below*)
- Tuna Salad Sandwich with Side Salad and Fruit
- Moroccan Chicken with Roasted Vegetables and Couscous
- Baked Chicken with Broccoli, Peppers, and Brown Rice

### Dinner Meal Menu Examples

- BBQ Chicken with Collard Greens and Whole Grain Cornbread (*See Compliant Example 1 below*)
- Tofu and Veggie Lo Mein (*See Compliant Example 2 below*)
- Garlic Shrimp with Sautéed Vegetables and Brown Rice
- Roasted Chickpeas with Quinoa and Butternut Squash
- Curry Chicken with Vegetables and Brown Rice

## Meal Plan Worksheet/Daily Nutrition Report – COMPLIANT EXAMPLE 1

Vendor Name: [XYZ Catering](#)

Date of Submission: [July 6th](#)

Delivery Week/Day: [Week of July 27<sup>h</sup> - Monday](#)

Nutrition Minimum Requirements	LUNCH Description of Component Included (Amount and Type)	DINNER Description of Component Included (Amount and Type)	Notes and Additional Information
<i>Name of Item/Dish</i>	Black Bean & Veggie Grain Bowl	BBQ Chicken with Collard Greens and Cornbread	
<b>PROTEIN</b> <ul style="list-style-type: none"> <li>0-2 oz or equivalent per meal</li> <li>4 oz equivalents per day</li> </ul>	Black beans, 1/2 cup (2 oz-equiv)	BBQ Chicken breast, 3 oz	<p><i>Recommend no processed meat</i></p> <p><i>Recommend at least one protein per day is plant-based and features minimally processed plant food such as beans, lentils, peas, nuts, seeds, or soy (e.g. edamame, tofu)</i></p> <p><i>Recommend no more than 1 beef protein per box</i></p>
<b>FRUIT/VEGETABLE</b> <ul style="list-style-type: none"> <li>2 cups or equivalent per meal</li> <li>4 cups or equivalent per day</li> <li>Must include at least 1 cup equivalent each of non-starchy vegetables and fruit</li> </ul>	Bell pepper, ½ cup Corn, ½ cup Tomatoes, ½ cup Orange, small (½ cup-equiv)	Collard greens, cooked, 1 cup Apple, large (1 cup-equiv)	<p><i>Whole fruits and vegetables are encouraged.</i></p>
<b>GRAIN/WHOLE GRAIN</b> <ul style="list-style-type: none"> <li>2 oz or equivalent per meal</li> <li>6 oz or equivalent whole grains per box or 6 meals</li> </ul>	<input checked="" type="checkbox"/> Check if whole grain Brown rice, 1 cup (2 oz-equiv)	<input checked="" type="checkbox"/> Check if whole grain Cornbread, medium (2 oz-equiv)	<p><i>Use of all whole grains is encouraged for every meal</i></p>
<b>DAIRY</b> <ul style="list-style-type: none"> <li>0-1 cups or equivalent per meal</li> <li>1 cup or equivalent per day</li> <li>Dairy cannot be used to meet protein requirement</li> </ul>	Queso fresco, 1.5 oz (1 cup-equiv)	Low-fat milk, 1 cup	<p><i>Recommend 2 cup equivalents per day</i></p> <p><i>Recommend use of unsweetened, low-fat dairy</i></p> <p>See additional requirements below if serving milk (dairy or soy)</p>
<b>SODIUM</b> <ul style="list-style-type: none"> <li>500-800 mg per meal</li> <li>Not to exceed 1,600 mg per day</li> </ul>	632 mg	719 mg	
<b>CALORIES</b> <ul style="list-style-type: none"> <li>Minimum 600 calories per meal not to exceed 750 calories per meal</li> </ul>	622 calories	660 calories	
<b>SATURATED FAT</b> <ul style="list-style-type: none"> <li>&lt; 10% of total calories</li> </ul>	8.7% of calories (6 g)	9.5% of calories (7 g)	
<b>FIBER</b> <ul style="list-style-type: none"> <li>≥ 20g per day</li> </ul>	25 g	15 g	

## Meal Plan Worksheet/Daily Nutrition Report – COMPLIANT EXAMPLE 2

Vendor Name: [XYZ Catering](#)

Date of Submission: [July 6th](#)

Delivery Week/Day: [Week of July 27<sup>th</sup> - Thursday](#)

Nutrition Minimum Requirements	LUNCH Description of Component Included (Amount and Type)	DINNER Description of Component Included (Amount and Type)	Notes and Additional Information
<i>Name of Item/Dish</i>	<a href="#">Mediterranean Chickpea Salad</a>	<a href="#">Tofu &amp; Veggie Lo Mein</a>	
<b>PROTEIN</b> <ul style="list-style-type: none"> <li>0-2 oz or equivalent per meal</li> <li>4 oz equivalents per day</li> </ul>	<a href="#">Chickpeas, 1 cup (4 oz-equiv)</a>	<a href="#">Tofu, diced, ½ cup (2 oz-equiv)</a>	<p><i>Recommend no processed meat</i></p> <p><i>Recommend at least one protein per day is plant-based and features minimally processed plant food such as beans, lentils, peas, nuts, seeds, or soy (e.g. edamame, tofu)</i></p> <p><i>Recommend no more than 1 beef protein per box</i></p>
<b>FRUIT/VEGETABLE</b> <ul style="list-style-type: none"> <li>2 cups or equivalent per meal</li> <li>4 cups or equivalent per day</li> <li>Must include at least 1 cup equivalent each of non-starchy vegetables and fruit</li> </ul>	<a href="#">Apple, large (1 cup-equiv)</a> <a href="#">Cucumbers, chopped, ½ cup</a> <a href="#">Tomatoes, chopped, ½ cup</a>	<a href="#">Broccoli, 1 cup</a> <a href="#">Bell pepper, ½ cup</a> <a href="#">Cabbage, chopped, ½ cup</a> <a href="#">Strawberries, diced, ½ cup</a>	<i>Whole fruits and vegetables are encouraged.</i>
<b>GRAIN/WHOLE GRAIN</b> <ul style="list-style-type: none"> <li>2 oz or equivalent per meal</li> <li>6 oz or equivalent whole grains per box or 6 meals</li> </ul>	<input checked="" type="checkbox"/> Check if whole grain <a href="#">Bulgur, 1 cup (2 oz-equiv)</a>	<input checked="" type="checkbox"/> Check if whole grain <a href="#">Brown rice noodles (2 oz-equiv)</a>	<i>Use of all whole grains is encouraged for every meal</i>
<b>DAIRY</b> <ul style="list-style-type: none"> <li>0-1 cups or equivalent per meal</li> <li>1 cup or equivalent per day</li> <li>Dairy cannot be used to meet protein requirement</li> </ul>	<a href="#">Low-fat milk, 1 cup</a>	<a href="#">Plain low-fat Greek yogurt, 1/2 cup</a>	<p><i>Recommend 2 cup equivalents per day</i></p> <p><i>Recommend use of unsweetened, low-fat dairy</i></p> <p>See additional requirements below if serving milk (dairy or soy)</p>
<b>SODIUM</b> <ul style="list-style-type: none"> <li>500-800 mg per meal</li> <li>Not to exceed 1,600 mg per day</li> </ul>	<a href="#">664 mg</a>	<a href="#">745 mg</a>	
<b>CALORIES</b> <ul style="list-style-type: none"> <li>Minimum 600 calories per meal not to exceed 750 calories per meal</li> </ul>	<a href="#">615 calories</a>	<a href="#">678 calories</a>	
<b>SATURATED FAT</b> <ul style="list-style-type: none"> <li>&lt; 10% of total calories</li> </ul>	<a href="#">5.8% of calories (4 g)</a>	<a href="#">6% of calories (5 g)</a>	
<b>FIBER</b> <ul style="list-style-type: none"> <li>≥ 20g per day</li> </ul>	<a href="#">24 g</a>	<a href="#">14 g</a>	

## Meal Plan Worksheet/Daily Nutrition Report Template

Vendor Name: \_\_\_\_\_ Date of Submission: \_\_\_\_\_ Delivery Week/Day: \_\_\_\_\_

Nutrition Minimum Requirements	LUNCH Description of Component Included (Amount and Type)	DINNER Description of Component Included (Amount and Type)	Notes and Additional Information
<i>Name of Item/Dish</i>			
<b>PROTEIN</b> <ul style="list-style-type: none"> <li>0-2 oz or equivalent per meal</li> <li>4 oz equivalents per day</li> </ul>			<p><i>Recommend no processed meat</i></p> <p><i>Recommend at least one protein per day is plant-based and features minimally processed plant food such as beans, lentils, peas, nuts, seeds, or soy (e.g. edamame, tofu)</i></p> <p><i>Recommend no more than 1 beef protein per box</i></p>
<b>FRUIT/VEGETABLE</b> <ul style="list-style-type: none"> <li>2 cups or equivalent per meal</li> <li>4 cups or equivalent per day</li> <li>Must include at least 1 cup equivalent each of non-starchy vegetables and fruit</li> </ul>			<p><i>Whole fruits and vegetables are encouraged.</i></p>
<b>GRAIN/WHOLE GRAIN</b> <ul style="list-style-type: none"> <li>2 oz or equivalent per meal</li> <li>6 oz or equivalent whole grains per box or 6 meals</li> </ul>	<input type="checkbox"/> Check if whole grain	<input type="checkbox"/> Check if whole grain	<p><i>Use of all whole grains is encouraged for every meal</i></p>
<b>DAIRY</b> <ul style="list-style-type: none"> <li>0-1 cups or equivalent per meal</li> <li>1 cup or equivalent per day</li> <li>Dairy cannot be used to meet protein requirement</li> </ul>			<p><i>Recommend 2 cup equivalents per day</i></p> <p><i>Recommend use of unsweetened, low-fat dairy</i></p> <p>See additional requirements below if serving milk (dairy or soy)</p>
<b>SODIUM</b> <ul style="list-style-type: none"> <li>500-800 mg per meal</li> <li>Not to exceed 1,600 mg per day</li> </ul>			
<b>CALORIES</b> <ul style="list-style-type: none"> <li>Minimum 600 calories per meal not to exceed 750 calories per meal</li> </ul>			
<b>SATURATED FAT</b> <ul style="list-style-type: none"> <li>&lt; 10% of total calories</li> </ul>			
<b>FIBER</b> <ul style="list-style-type: none"> <li>≥ 20g per day</li> </ul>			