

Older Adult Food Access Program Bid Information

Department of Sanitation

July 15, 2020



GetFood NYC
COVID-19 Emergency Food Distribution

Older Adult Food Access Program

The City of New York, through DSNY, is seeking to continue to provide food delivery services to vulnerable older adults in New York City with an economic need or without access to reliable options of obtaining food.

The Emergency Older Adult Food Access Program will provide and deliver freshly prepared meals to older adults at their homes within each of the five boroughs of New York City. This Solicitation seeks to fill demand for general food types, as well as specialty food types, including certified Glatt Kosher, certified Halal, Pan-Asian, Latin, Spanish, and vegetarian.

Bid Details

Contract Term:

The contract will end on January 4, 2021 and the Department of Sanitation has the option to renew the contract until June 30, 2021.

Basis of Award:

DSNY intends to award one or more contracts to the lowest responsive and responsible bidders.

Subcontracting:

Subcontracting is permitted under the contract. The subcontractor must be approved by the Department of Sanitation prior to commencing any work.

Required Documents for Bid Submission

Checklist:

- Bidder Information Form- page 3 of the solicitation
- Schedule of Prices- page 7 of the solicitation
- Signature Page & Affidavit- page 8 of the solicitation
- Affirmation of Non-Debt (Tax Affirmation)- page 9 of the solicitation
- Iran Divestment Act- Bidder's Certification- page 11 of the solicitation
- Certificates of Insurances as per Schedule A- page 12 of the solicitation
- Certification by Insurance Broker or Agent- page 14 of the solicitation
- Meal Description and Worksheet- Addendum #1 Attachment
- References to demonstrate prior work and to demonstrate successfully meeting the capacity of this contract

Schedule of Prices

SCHEDULE OF PRICES – MEAL PACKAGES

Please Note: Vendors are not required to bid on all line items to be considered for award

Col 1 Bid Item Number	Column 2 Description of Goods	Column 3 Estimated Number of Units	Column 4 Unit price	Column 5 Total Bid Amount [Column 3 x Column 4]
1	* Meal Package	_____ 6-Meal Packs (minimum 1,200 6-meal packs per week)	\$ _____ Per 6-Meal Package	\$ _____
2	* Meal Package (Glatt Kosher)	_____ 6-Meal Packs (minimum 1,200 6-meal packs per week)	\$ _____ Per 6-Meal Package	\$ _____
3	* Meal Package (Halal)	_____ 6-Meal Packs (minimum 1,200 6-meal packs per week)	\$ _____ Per 6-Meal Package	\$ _____
4	* Meal Package (please fill in either Pan- Asian, Latin, Spanish, Vegetarian, or other)	_____ 6-Meal Packs (minimum 1,200 6-meal packs per week)	\$ _____ Per 6-Meal Package	\$ _____

* Meal Packages must include 2 daily meals (lunch and dinner) for 3 days (6 total meals).

Please Note: All unit prices must include overhead, profit, and delivery costs

Reminders:

- Vendors must bid on at least one meal type.
- Vendors are not required to bid on all meal types to be considered for an award.
- Vendors can bid on more than one meal type. Please make sure to complete all rows for the meal type(s) being bid on.
- Meal packages must include 2 daily meals (lunch and dinner) for 3 days (6 total meals), with variety across the lunches and dinners.

Meal Description

- The contractor must provide meal descriptions for the lunches and dinners to be provided for weeks 1 and 2.
- These descriptions can be simple; please see samples 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

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>			
PROTEIN <ul style="list-style-type: none"> 0-2 oz or equivalent per meal 4 oz equivalents per day 			<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> <p><i>Whole fruits and vegetables are encouraged.</i></p>
FRUIT/VEGETABLE <ul style="list-style-type: none"> 2 cups or equivalent per meal 4 cups or equivalent per day Must include at least 1 cup equivalent each of non-starchy vegetables and fruit 			
GRAIN/WHOLE GRAIN <ul style="list-style-type: none"> 2 oz or equivalent per meal 6 oz or equivalent whole grains per box or 6 meals 	<input type="checkbox"/> Check if whole grain	<input type="checkbox"/> Check if whole grain	<i>Use of all whole grains is encouraged for every meal</i>
DAIRY <ul style="list-style-type: none"> 0-1 cups or equivalent per meal 1 cup or equivalent per day Dairy cannot be used to meet protein requirement 			<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>
SODIUM <ul style="list-style-type: none"> 500-800 mg per meal Not to exceed 1,600 mg per day 			
CALORIES <ul style="list-style-type: none"> Minimum 600 calories per meal not to exceed 750 calories per meal 			
SATURATED FAT <ul style="list-style-type: none"> < 10% of total calories 			
FIBER <ul style="list-style-type: none"> ≥ 20g per day 			

Senior Meal Nutrition Requirements Guide: Daily Nutrition Report Template. Last updated June 26, 2020.

Meal Plan Worksheet

Bidders must complete 12 worksheets for the bid submission, representing the 24 meals proposed for weeks 1 and 2. Each worksheet fits 1 dinner and 1 lunch. There should be 6 worksheets for week 1 and 6 worksheets for week 2.

There should be variety across the 6 meals. Vendors should try to avoid meal repetition within each week.

The New York City Department of Health & Mental Hygiene (DOHMH) will review the meal plan worksheets for compliance with the Program's nutrition standards.

Meal Plan Worksheet

Please note if the completed Meal Plan Worksheets are not submitted as part of a bid along with meal descriptions, the bid may be deemed non-responsive.

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.

After the commencement of service, the Contractor is required to provide an additional 2 weeks of meal descriptions and meal plan worksheets on a date to be designated by DSNY/DOHMH.

Meal Plan Worksheet Example 1

Meal Plan Worksheet/Daily Nutrition Report – COMPLIANT EXAMPLE 1

Vendor Name: [XYZ Catering](#)

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

Delivery Week/Day: [Week of July 27th – Monday](#)

Nutrition Minimum Requirements	LUNCH Description of Component Included (Amount and Type)	DINNER Description of Component Included (Amount and Type)	Notes and Additional Information
Name of Item/Dish	Black Bean & Veggie Grain Bowl	BBQ Chicken with Collard Greens and Cornbread	
PROTEIN <ul style="list-style-type: none"> 0-2 oz or equivalent per meal 4 oz equivalents per day 	Black beans, 1/2 cup (2 oz-equiv)	BBQ Chicken breast, 3 oz	<p>Recommend no processed meat</p> <p>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)</p> <p>Recommend no more than 1 beef protein per box</p>
FRUIT/VEGETABLE <ul style="list-style-type: none"> 2 cups or equivalent per meal 4 cups or equivalent per day Must include at least 1 cup equivalent each of non-starchy vegetables and fruit 	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)	Whole fruits and vegetables are encouraged.
GRAIN/WHOLE GRAIN <ul style="list-style-type: none"> 2 oz or equivalent per meal 6 oz or equivalent whole grains per box or 6 meals 	<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)	Use of all whole grains is encouraged for every meal
DAIRY <ul style="list-style-type: none"> 0-1 cups or equivalent per meal 1 cup or equivalent per day Dairy cannot be used to meet protein requirement 	Queso fresco, 1.5 oz (1 cup-equiv)	Low-fat milk, 1 cup	<p>Recommend 2 cup equivalents per day</p> <p>Recommend use of unsweetened, low-fat dairy</p> <p>See additional requirements below if serving milk (dairy or soy)</p>
SODIUM <ul style="list-style-type: none"> 500-800 mg per meal Not to exceed 1,600 mg per day 	632 mg	719 mg	
CALORIES <ul style="list-style-type: none"> Minimum 600 calories per meal not to exceed 750 calories per meal 	622 calories	660 calories	
SATURATED FAT <ul style="list-style-type: none"> < 10% of total calories 	8.7% of calories (6 g)	9.5% of calories (7 g)	
FIBER <ul style="list-style-type: none"> ≥ 20g per day 	25 g	15 g	

Meal Plan Worksheet Example 2

Meal Plan Worksheet/Daily Nutrition Report – COMPLIANT EXAMPLE 2

Vendor Name: [XYZ Catering](#)

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

Delivery Week/Day: [Week of July 27th - 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>	Mediterranean Chickpea Salad	Tofu & Veggie Lo Mein	
PROTEIN <ul style="list-style-type: none"> 0-2 oz or equivalent per meal 4 oz equivalents per day 	Chickpeas, 1 cup (4 oz-equiv)	Tofu, diced, ½ cup (2 oz-equiv)	<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>
FRUIT/VEGETABLE <ul style="list-style-type: none"> 2 cups or equivalent per meal 4 cups or equivalent per day Must include at least 1 cup equivalent each of non-starchy vegetables and fruit 	Apple, large (1 cup-equiv) Cucumbers, chopped, ½ cup Tomatoes, chopped, ½ cup	Broccoli, 1 cup Bell pepper, ½ cup Cabbage, chopped, ½ cup Strawberries, diced, ½ cup	<i>Whole fruits and vegetables are encouraged.</i>
GRAIN/WHOLE GRAIN <ul style="list-style-type: none"> 2 oz or equivalent per meal 6 oz or equivalent whole grains per box or 6 meals 	<input checked="" type="checkbox"/> Check if whole grain Bulgur, 1 cup (2 oz-equiv)	<input checked="" type="checkbox"/> Check if whole grain Brown rice noodles (2 oz-equiv)	<i>Use of all whole grains is encouraged for every meal</i>
DAIRY <ul style="list-style-type: none"> 0-1 cups or equivalent per meal 1 cup or equivalent per day Dairy cannot be used to meet protein requirement 	Low-fat milk, 1 cup	Plain low-fat Greek yogurt, 1/2 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>
SODIUM <ul style="list-style-type: none"> 500-800 mg per meal Not to exceed 1,600 mg per day 	664 mg	745 mg	
CALORIES <ul style="list-style-type: none"> Minimum 600 calories per meal not to exceed 750 calories per meal 	615 calories	678 calories	
SATURATED FAT <ul style="list-style-type: none"> < 10% of total calories 	5.8% of calories (4 g)	6% of calories (5 g)	
FIBER <ul style="list-style-type: none"> ≥ 20g per day 	24 g	14 g	

Important Dates

Last Day of Questions-

Friday, 7/17/20 at 12pm EST

NYCFood@dshny.nyc.gov

Bid Submission Date-

Monday, 7/27/20 at 12pm EST

NYCFood@dshny.nyc.gov

Resources

- Frequently Asked Questions # 1 & # 2
- Addendum #1 and Addendum #2

These documents can be found on the websites below:

GetFood NYC:

<https://www1.nyc.gov/assets/dshny/contact/services/COVID-19FoodAssistance.shtml>

Department of Sanitation:

<https://www1.nyc.gov/assets/dshny/site/home>

If you have any questions or concerns, please feel free to reach out to us via email by July 17, 2020 at 12pm EST. We want to hear from you.