

**HARNETT COUNTY  
FINANCE/PURCHASING**

**INVITATION TO BID**

**FOOD SERVICES FOR THE**

**HARNETT COUNTY ELDERLY NUTRITION PROGRAM**

**SOLICITED BY**

**HARNETT COUNTY DEPARTMENT OF PUBLIC HEALTH**

**BIDS FOR FOOD SERVICES CONTRACT**

**FOR THE PERIOD OF JULY 1, 2026 THROUGH JUNE 30, 2028**

**DUE DATE: NO LATER THAN 2:00 P.M. MAY 25, 2026**

**QUESTIONS: RENE WARREN-FORD**

**[bid@harnett.org](mailto:bid@harnett.org)**

**SUBJECT LINE: ELDERLY NUTRITION RFP QUESTION**

**FAXES OR E-MAILS ARE NOT ACCEPTED FOR THIS INVITATION TO BID**

**MAIL VIA UPS OR FEDEX OR DELIVER ALL BIDS IN A SEALED ENVELOPE INDICATING “SEALED BID FOR FOOD PREPARATION AND CATERING”, YOUR BUSINESS NAME AND ADDRESS, AND THE OPENING DATE ON THE OUTSIDE OF THE ENVELOPE**

**TO: Harnett County Resource Center and Library  
Attn: Renea Warren-Ford  
Procurement Manager  
455 McKinney Parkway  
Lillington, NC 27546**

**Schedule for bidding Elderly Nutrition Contract 2026**

Advertisement	Friday, April 24, 2026
Deadline for Questions	Monday, May 4, 2026 at 5:00 p.m.
County's Responses to be sent to bidders of record by this date	Tuesday, May 12, 2026 by 5:00 p.m.
Deadline for Receipt of Proposals	Monday, May 25, 2026 by 2:00 p.m. Harnett County Finance Office 455 McKinney Pkwy., Lillington, NC 27546 (FedEx or UPS or <i>in person</i> )
Award of Contract	Monday, June 1, 2026
Effective date for beginning of new contract	Wednesday, July 1, 2026

## **INVITATION TO BID FOR FOOD SERVICES CONTRACT**

The Harnett County Department of Public Health (“Harnett County”) hereby solicits sealed bids for furnishing food services for the Harnett County Elderly Nutrition Program (the “Program”) during the period of July 1, 2026 to June 30, 2028, with options to extend, as hereafter explained, subject to the specifications and provisions set forth herein and attached. Sealed proposals will be accepted until **2:00 p.m. on May 25, 2026** at the **Harnett County Library and Resource Center, Attn: Renea Warren-Ford, 455 McKinney Pkwy, Lillington, North Carolina 27546**. All proposals shall be sealed indicating **“Sealed Bid for Food Preparation and Catering”**, your firm name and address, and due date prominently on the front of each sealed proposal envelope or package. Electronically submitted (e-mail/fax) proposals will not be accepted. Bids received after the stated time will not be considered.

The purpose of the Program is to meet the nutritional needs of individuals aged sixty and older by serving them nutritionally sound meals in strategically located community sites in Harnett County, as listed herein. This bid will be for the period of July 1, 2026 through June 30, 2028, subject to appropriation by the Harnett County Board of Commissioners and receipt of additional government funding, with Harnett County having the unilateral right to extend the agreement under the same terms and conditions for two additional terms of one year each, upon the provisions included in the Contract Specifications and Conditions attached hereto.

Each bidder must submit a Bid Submittal Form and Management Information Questionnaire (the “Submittals”) on the forms provided herein. The bidder shall sign the Submittals, and Submittals may be rejected if they show any omissions, alterations of form, additions not called for, conditional bid, or any irregularities of any kind. Upon signing, the bidder is automatically agreeing to all conditions as listed. Bids must be submitted on the forms enclosed and a response provided to all items as indicated. Bids made otherwise will be subject to rejection. Bidders may provide additional information on extra pages, which bear the bidder’s name and reference to the item being expanded upon. All attachments requested and required herein must also be attached and submitted with the bids.

All prices must be based on delivery at the designated locations in Harnett County for Monday through Friday, each week during the period of this agreement for the Elderly Nutrition Program. Taxes are to be shown as a separate item within the bid.

Harnett County reserves the right to reject any or all bids or to select the bid, which, in the County’s opinion, is in the best interest of Harnett County. Bids must meet all above requirements and those set forth in specifications. The catering service bid proposal received will be submitted to the Harnett County Board of Commissioners for award or rejection of bids. Any contracts awarded will be directly with Harnett County.

Acceptance of the bid and the contract for services is expressly contingent upon receipt of sufficient funds by the Program from Harnett County, Mid-Carolina Council of Governments and other funding sources.

Proposals will be evaluated on the following points:

- Bidder's qualifications (capability to provide service; financial and technical resources)
- Bidder's history of providing the service and past contract performance
- Completeness and accuracy of bid
- Quality of product
- Service unit cost

Harnett County reserves the right to: request additional information or references; accept or reject any or all bids; waive technicalities; accept proposals in whole or in part; negotiate contractual terms with the successful bidder; and to award a contract which, in the opinion of Harnett County, best serves the interest of the Program.

For further information regarding bidding procedures contact:

Renea Warren-Ford  
bids@harnett.org  
Subject Line: Elderly Nutrition RFP Question

Enclosures:

Food Contract Specifications and Conditions

Schedule A—Scope of Services

Schedule B—Special Conditions

Schedule C—Holiday Schedule

Schedule D—Elderly Nutrition Program Meal Pattern Standards

Schedule E—Food Procurement and Preparation Standards

Schedule F—Elderly Nutrition Program's Standards

Schedule G – Elderly Nutrition Program's Official Menu for Fiscal Year 2026-2027

Management Information Questionnaire  
Bid Submittal Form

## **FOOD SERVICE CONTRACT SPECIFICATIONS AND CONDITIONS**

The purpose of the Nutrition Program for the Elderly (Title III-C of the Older Americans Act) (the Program”) is to meet the nutritional needs of individuals aged sixty and older, by serving them nutritionally sound meals at strategically located community sites in Harnett County. The Food Service Provider shall be called “Caterer,” or “Provider” and the County will be considered to be the “Purchaser.”

This bid will be to provide services for the period from July 1, 2026 through June 30, 2028, subject to appropriation by the Harnett County Board of Commissioners. Should the funds for the contract not be appropriated by the Harnett County Board of Commissioners, the contract shall be terminated by Purchaser upon ten (10) days written notice to Caterer. Purchaser shall have the unilateral right to extend the agreement awarded to the successful bidder under the same terms and conditions for two additional terms of one year each upon provision of written notice to Caterer not later than thirty (30) days prior to the expiration of the then-current term. In the event the Harnett County extends this agreement for either or both of the additional terms, the unit price paid by Harnett County to Caterer for such additional term shall be adjusted in amount equal to the percentage change in the Consumer Price Index Table 1-Food Away From Home for all urban consumers, U.S. city average, provided that the unit price shall not increase more than 5% in any given year. The adjusted unit price shall be calculated in accordance with the following computation:

Step 1:  $\text{CPI for Food Away From Home Feb of Current Calendar Year} - \text{CPI-Food Away From Home for Feb. of Previous Calendar Year} = \text{Index Point Difference}$

Step 2:  $\text{Index Point Difference} \div \text{CPI Food Away From Home for Feb. of Previous Calendar Year} \times 100 = \text{Percentage Change}$

Step 3:  $\text{Percentage Change} \times \text{Unit Price} = \text{Unit price change}$

Step 4:  $\text{Unit Price} + \text{Unit Price Change} = \text{Adjusted Unit Price}$

The Program will order meals for Monday through Friday with the exception of approximately ten (10) holidays as outlined in Schedule C attached hereto and hereby incorporated herein, or in the case of shelf stable meals for inclement weather.

Caterer's employees will be provided with applicable policies and procedures pertaining to the operation of the Program and will be expected to follow these procedures as indicated.

A directory of the Program's meal sites, the estimated total number of Program meals, and the estimated daily number of meals for each site are detailed in the attached Schedule A – Scope of Services. Schedule A is considered part of these specifications and conditions and will be a basis for all bids. Additional meals and/or additional sites may be added by the Purchaser, depending upon existing utilization and/or availability of funds, under this same bid. These changes will take effect upon notice to the Caterer by the Purchaser.

The Caterer will be flexible regarding the number of daily meals to be prepared and delivered. Caterer acknowledges that the number of meals indicated in Schedule A represents Purchaser's best estimate of meals required. Purchasers reserve the right to increase or decrease the number of meals depending on demand and available funds. Caterer shall provide any additional meals at the unit price in Caterer's bid. (The Purchaser will notify the Caterer by phone by 2:00 p.m. of each serving day of the number of meals required for the next serving day.) The number of meals requested daily will constitute a purchase order, which will cover the maximum billing for that order. Only the Program Supervisor, Agency Director, or the Director's designee has the authority to make a change in the number of daily meals.

Billing for the program meals shall be conducted as follows:

Caterer will bill Purchaser monthly for meals provided. Caterer's monthly invoice will be provided to Purchaser by the fifth (5<sup>th</sup>) day of each month. After verification of proper billing, Purchaser will pay such invoice within fifteen (15) days of the receipt of the invoice by Purchaser's Finance Office. Any such payment will be conditioned upon receipt of sufficient

funds from Mid-Carolina Council of Governments and other funding sources. Invoices presented to the Purchaser by the Caterer each month must include the following information:

1. daily accounting of the number of meals delivered to each site and the original signed delivery ticket organized by site and then consecutively by date;
2. the amount of USDA credit applied in accordance with this agreement;
3. the total number of meals delivered;
4. the total cost for meals delivered excluding tax (a subtotal must be listed on the invoice);
5. the amount of discount, if any;
6. tax figured on the total cost for meals less any discount; and
7. the amount of total billing

A sample of the form that will be used for billing must be included with the bid.

To afford the best possible meals for the recipients, the time schedule for deliveries shall be as set forth in Schedule B attached hereto and hereby incorporated herein. In the event of late delivery of twenty (20) minutes or more from the times established in Schedule B due to failure by the Caterer or its employees, the cost of such meals so accepted by Purchaser will incur a \$1.00 per meal administrative penalty.

Meals ordered for the Program will be packaged in bulk containers. Food shall be packaged so there is minimum spillage in the hot and cold food carriers (e.g. with plastic film secured over lip of pan before lid is placed on it). If Caterer fails to deliver adequate amounts of food as ordered, the Purchaser may request that any omissions in delivery be provided by the Caterer. If there is insufficient time for Caterer to deliver the omissions on the same day before serving time, then the Purchaser will have the right, but not the duty, to purchase comparable food items from another source and to receive reimbursement from Caterer equal to the Purchaser's expense for obtaining these food items.

If the shortage or omissions cannot be made up by the Caterer by serving time on the same day and if the Purchaser is not able to purchase the needed food items then the shortage or omission of the specific food item (meat, vegetables/fruits, carbohydrates, dessert, or calcium source) will constitute a shortage of entire meals and the unit cost of these meals will be deducted from the Caterer's bill accordingly. The unit cost of these meals is the Program's total cost (cost of meals plus administrative costs of \$1.00 per meal) to provide one meal per participant.

Should the Caterer fail to deliver meals for a meal session or should any person eating meals prepared under this contract become ill as a result of food poisoning attributable to the negligence of the Caterer, as determined by Public Health Officials, then such action shall be deemed non-performance of the contract and shall be justification for immediate cancellation of the contract.

Caterer must assure sufficient staffing for meal preparation at all times during the contract period.

Upon delivery of meals to designated Elderly Nutrition sites, a receipt form, in duplicate, must be provided by the Caterer to be signed by the Purchaser's representative. This form (meal delivery ticket) must include:

- specific foods delivered
- end of production time
- number of meals delivered
- signature of food production manager
- blank for arrival time of meals and signature of site manager
- blank for serving time of meals and signature of site manager
- date and name of site

A sample of the form that will be used as meal delivery ticket must be included with the bid.

If Caterer is notified by 6:00 a.m. not to prepare meals due to inclement weather, no charges will be on the account of Purchaser for that day. If Purchaser provides Caterer with notification after 6:00 a.m., all charges will be made at a pro-rated cost for preparations that have actually been performed by Caterer.

Caterer must assure that a qualified person is in charge of meal preparation and delivery and can be contacted by telephone at any time during normal business hours. The name and title of that individual and the name and title of two alternate individuals to be contacted must be provided to the Purchaser.

Each meal provided by the Caterer must furnish one third (1/3) of the current Daily Recommended Dietary Allowances as established by the Food and Nutrition Board, National Academy of Sciences—National Research Council as detailed in Schedule D attached hereto and hereby incorporated, and must conform to the meal pattern described in the North Carolina Division of Aging Definitions and Service Standards attached hereto as Schedule F and hereby incorporated herein.

Attached menus for the contract period are a part of the bid specifications. These menus should be the basis for costing the bid. See attached Schedule G – Official Bid Menu. In the event the Purchaser invokes its unilateral right to extend this agreement for two additional terms of one year each, the Schedule of Meals for 2026 – 2028 shall repeat for the additional term(s).

All foods shall be prepared on the day to be served and the Caterer will provide meals to the Purchaser as specified in the approved menus. Any deviation from the approved menus must be approved by the Program Supervisor at least twenty-four (24) hours prior to the serving time, and must be documented by a menu change form with the specific food substitutions listed. The menu change form, which will be provided by Program Supervisor, must be dated and signed by the person authorizing the change. Food substitutions shall be approved by the person identified by the Purchaser's Agency on Aging to be responsible for menu review to ensure meals meet one-third (1/3) of the Recommended Dietary Allowances.

Caterer will supply to each Elderly Nutrition Site (“Site”) written serving instructions for each serving day, specifying the utensils to be used and the amount of each food item on that day’s menu to be served to each Program participant in order to ensure that proper portions are provided (hereinafter referred to as the “Serving Guides”). These Serving Guides will cover each twelve week menu cycle, and will be provided for July/August/September (first half of summer/spring cycle); then, for October through March (fall/winter cycles); then again for April/May/June (second half of summer/spring cycles). Caterer will provide two copies of the Serving Guides to the Program Supervisor. The serving guides for July/August/September must be provided no later than June 15, 2026.

Caterer will furnish one decorated birthday cake per month for each Site; cake will be of sufficient size to be served as the dessert for that day. Serving dates are specified on the official menus.

The Program Supervisor or a person designated by the Program Supervisor will examine one meal selected at random from meals supplied by the Caterer each day. This examination will include measurement of component weight, as well as visual examination for color and appearance and a taste testing for texture, and flavor/absence or flavor defects. In addition, the Program Supervisor shall have the option of periodically drawing samples for more detailed analysis in a qualified laboratory.

Caterer will be expected to provide a shelf staple product meal if requested by the Purchaser for use as an emergency meal for inclement weather days and/or the scheduled holidays at the Sites, as listed on Attachment C. A nutritional analysis approved by a certified dietitian will accompany all shelf meal menus.

Each Caterer wishing to be listed among those eligible to submit a bid shall submit his current food preparation facilities to inspection by the local Health Department’s Environmental Health Specialists, on behalf of the Nutrition Program. The Caterer must maintain a Grade “A” sanitation rating from the local Health Department. If the ranking drops below Grade “A” the Purchaser must be notified by the Caterer of the rating change before 5:00 p.m. on the same day

it occurs. Caterer must request a re-inspection from the local Health Department within two (2) working days and that re-inspection must be completed within fifteen (15) working days after the Health Department receives the notification. Caterer must provide proof of the Grade “A” inspection to the Purchaser within three (3) working days after the re-inspection. Failure to meet this requirement will automatically terminate the contract. Caterer must agree that requirements for food handler permits and health examinations are met.

Meals will be prepared under properly controlled temperatures and will be assembled immediately upon completion for departure to the meal sites and for delivery to the program participants. It is required that all hot foods be maintained at 135 degrees Fahrenheit or above throughout all processes from cooking to serving, and all cold food must be maintained at 40 degrees Fahrenheit or below during all processing through serving. The Caterer will be responsible for providing and keeping in good condition equipment (e.g. CresCor heated cabinets or AeroHot steam tables) to maintain these temperatures until serving time at each Elderly Nutrition site. This equipment must be of the correct size and style to be usable at each site.

The loading and unloading of the containers from the vehicle into and out of the Site shall be the responsibility of the Caterer. Caterer must provide all transportation for meal deliveries, and must have back-up vehicles available for the delivery of meals in the event of a breakdown, etc.

Caterer is responsible for sanitizing food carriers, equipment and serving utensils. Project staff will not be liable for loss and/or breakage to food serving equipment or transportation containers left at serving sites. Caterer will provide the following equipment for each Elderly Nutrition congregate site:

- 1) Food carriers, both hot and cold
- 2) Hot cabinets: electrically heated plug-in types
- 3) Food thermometers

All disposable supplies must be approved by Program Supervisor for the Sites. Samples are to be submitted at the time bids are opened. Disposables for each Site are:

- 1) Plastic-ware kits (sealed): durable plastic knives, spoons, forks; napkins (1/4 fold, 13" x 13"); salt and pepper packets;
- 2) Trash can liners: 55 gallon heavy weight, minimum of 18 micron, impervious to liquids and odors;
- 3) Durable disposable plastic gloves (size extra large), hairnets, and aprons;
- 4) Individually wrapped plastic straws;
- 5) Large plastic bags with twist tie closures for breads and cookies and plastic wrap;
- 6) Strong three-compartment heat-retentive containers with each entrée section to hold not less than 10 oz. and each vegetable section to hold not less than 4 oz. for Home Delivered meals, which shall be approved by the Program Supervisor;
- 7) Appropriate individual containers with tight-fitting lids to prevent spillage for cold foods and stews (e.g. six and eight ounce squat cups with lids) for Home Delivered Meal, which cups and lids shall be approved by Program Supervisor; and
- 8) Soup/salad bowls – ten (10) oz.

Condiments will be supplied by Caterer appropriate for each meal. The following condiments must be individually packaged: mayonnaise, mustard, ketchup, vinegar, salad dressing, tartar sauce, and lemon juice. No bulk products will be accepted at any site.

Standards for disposable dinnerware:

- Heavy-weight knives should cut without bending;
- Heavy-weight spoons should not bend, melt, or break;
- Heavyweight fork tines should not break;
- Trays should have the strength to support the weight of the food;
- Trays should have non-absorbing quality so that gravy will not soak into the plates
- Trays should be deep enough to hold the serving of food without spillage

The use of NSIP cash resources at the level determined by the North Carolina Division of Aging must be assured by Caterer. Detailed records must be maintained on NSIP cash resources by the Caterer. These records must also provide documentation to the Purchaser that the cost per meal includes raw food purchases of U.S. grown or produced food equivalent to the current NSIP rate.

The Harnett County Public Health Director or his designee, and officials of Mid-Carolina Council of Governments, the North Carolina Division of Aging, and the North Carolina Department of Agriculture have the right to inspect food production site, recipes, and purchase orders.

Caterer shall keep full and accurate sales records of purchases and billings made in connection with this Program. Caterer will prepare and furnish all reports or other documentation requested by the Purchaser. All such records, reports, and documentation shall be kept on file for five (5) years after the last date covered by the contract. Authorized representatives of the Purchaser, North Carolina Division of Aging, and the United States Department of Health and Human Services shall have access to all Caterer's records for audit and review at a reasonable time and place with advance notice to Caterer.

Caterer will provide the food service training in sanitation, portion control, etc. to Program Supervisors, Site Managers, and volunteers once per year during the contract period. This training is traditionally held in the first quarter of the fiscal year.

### **Indemnity and Insurance**

Caterer shall secure and maintain during the term of this agreement the following insurance issued by a company authorized to do business in North Carolina and satisfactory to Harnett County.

- (a) Commercial general liability insurance with limits of liability not less than two million dollars (\$2,000,000) per occurrence, three million dollars (\$3,000,000) aggregate, combined single limit for bodily injury and property damage, Purchaser, its officers, employees, and agents shall be named as an additional insured on this policy, and such status as additional insured shall be evidenced by a written endorsement to the policy provided to Purchaser.

- (b) Automobile liability insurance for all owned, non-owned and hired vehicles with limits of liability not less than one million (\$1,000,000) combined single limit for bodily injury and property damage.
  
- (c) Workers' compensation in the statutory amounts, (including waiver of subrogation endorsement in favor of Harnett County) unless any claims or liabilities incurred result from Harnett County's negligence and employer's liability insurance in an amount not less than one million dollars (\$1,000,000). The certificate of insurance shall include confirmation of the waiver of subrogation endorsement, or a copy of the endorsement shall be attached thereto.

Prior to commencing work, Caterer shall provide certificates of insurance to Harnett County for each such policy required in subparagraphs (a) through (c). Said certificates shall contain the provision that the County will be given thirty (30) days written notice of any intent to amend or terminate by either the insured or the insuring company. However, a ten (10) day notice is sufficient for cancellation due to non-payment of premium.

If Caterer assigns or subcontracts any of its rights or duties hereunder, pursuant to the provisions of the contract, Caterer shall ensure that the assignee or subcontractor satisfies all requirements of the contract, including, but not limited to, maintenance of the required insurance coverage and provision of certificate(s) of insurance and required endorsements in proper form prior to commencement of services. The Caterer shall not assign or subcontract any portion of the contract to another food service company without the express written consent of Harnett County. If Caterer does assign or subcontract any of its rights or duties hereunder, Contractor shall remain liable for the fulfillment of all contractual obligations. Caterer will require the right to assign or subcontract the resulting agreement to an affiliated entity of caterer without prior consent of Harnett County; provided, however, that in such instance caterer shall remain liable for the fulfillment of all contractual obligations.

Caterer agrees to protect, defend, indemnify and hold Harnett County, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages,

settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceeding or causes of action that are due to the negligent acts or omissions of the Caterer, its officers, employees, subcontractors or agents. Caterer further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto. Caterers will not be required to protect, defend, or indemnify Harnett County for damages caused by the negligent acts or omissions of Harnett County, its officers, agents, or employees.

Caterer shall comply with all laws, rules, regulations, ordinances, codes, orders and actions of the United States of America and of any state or political subdivision thereof or of any other governmental unit or agency that may now or hereafter be applicable to the performance of the services by Caterer. By way of illustration, and not limitation, Caterer shall comply with Title IV and Title VI of the Civil Rights Act of 1964, in regard to employment practices and persons served.

The contract may be terminated by the Caterer giving the Purchaser not less than one hundred eighty (180) days prior written notice of intention to terminate as the date specified; or, by the Purchaser, giving the Caterer thirty (30) days prior written notice of intention to terminate as the date specified. This thirty (30) day notice shall in no way conflict with the cancellation provision stated earlier above for non-delivery or delivery of non-wholesome meals or food poisoning of Program participants.

The Caterer shall further have the capability, demonstrated through past experience, to implement the nutritional and logistical aspects necessary for the proper performance of the Program in accordance with the provisions of Title III of the Older Americans Act of 1965, as amended. Copies of the act referred to in this proposal may be obtained from the U.S. Government Printing Office or its local subsidiaries and branches.

Federally regulated standards for this Nutrition Program and related information may be found in Federal Register, Volume 45, Number 63, part IV published Monday, March 31, 1980, and which can be obtained from most public libraries.

## Schedule A -Scope of Services

	Approx. Meals per Day Congregate	H.D.	Total
<b>Anderson Creek Senior Center</b> , Overhills Rd. (14 miles North of Fayetteville, 12 miles South of Lillington) Located beside Anderson Creek Medical Center.	5	6	11
<b>Angier Drop off Site</b> Angier Baptist Church (McIver St.)		17	17
<b>Coats Senior Center</b> Hwy. 27 E. /Coats (On hill across from Old Coats School)	7	22	29
<b>Dunn Senior Center</b> 610 E. Johnson St. /Dunn (Beside Police Athletic League)	8	42	50
<b>Erwin Nutrition Site</b> Located in Community Bldg. (110 West F St. behind Police Dept.)	9	16	25
<b>Lillington Drop off Site</b> 309 Cornelius Harnett Blvd. (Inside Dept. on Aging) Lillington, NC		24	24
<b>Johnsonville Nutrition Site</b> Golden Adventurers Sr. Ctr. 960 West Rd. Cameron, NC	7	17	24
<b>Shawtown Drop off Site</b> Shawtown Community Lillington, NC	12	3	15
<b>Mamers Drop off Site</b> Antioch Baptist Church Old U.S. 421 N. Mamers, NC		17	17
<b>Total</b>	48	164	212

**SCHEDULE B**  
**SPECIAL CONDITIONS**

**TIME SCHEDULE FOR DELIVERIES**

Deliveries to the Elderly Nutrition sites shall be in strict accordance with the following schedule:

Route One:

Dunn Senior Center	8:30 a.m.
Erwin Site	9:00 a.m.
Coats Senior Center	9:30 a.m.
Angier Site	10:00 a.m.
Lillington Site	10:30 a.m.
Shawtown Site	11:00 a.m.

Route Two:

Anderson Creek Senior Center	8:30 a.m.
Johnsonville Site	9:00 a.m.
Mamers Site	9:30 a.m.

In the event the meals are twenty (20) minutes late from above schedule due to fault of Caterer as agreed by Program Supervisor and Caterer representative, and Purchaser elects to accept that number of meals that can be served to the Program participants still in attendance at the time of meal delivery, the cost of such meals so accepted will incur a \$1.00 per meal administrative penalty.

**Schedule C**  
**Holiday Schedule (tentative)**

<u>Holiday</u>	<u>Dates Recognized 26-27</u>	<u>Dates Recognized 27-28</u>
Independence Day	July 3, 2026 Monday	July 2, 2026 Tuesday
Labor Day	September 7, 2026 Monday	September 6, 2027 Monday
Veteran's Day	November 11, 2026 Wednesday	November 11, 2027 Thursday
Thanksgiving	November 26 & 27, 2026 Thursday & Friday	November 25 & 26, 2027 Thursday & Friday
Christmas	December 24-28, 2026 Thursday - Monday	December 24 – 28, 2027 Friday-Tuesday
New Year's Day	January 1, 2027 Friday	January 3, 2028 Monday
Martin Luther King Day	January 18, 2027 Monday	January 17, 2028 Monday
Good Friday	March 26, 2027 Friday	April 14, 2028 Friday
Memorial Day	May 31, 2027 Monday	May 29, 2028 Monday

\*Note that the Caterer and Nutrition program may close for @5-7 additional days during the Christmas/New Year break

\*\*Purchaser reserves the right to close sites due to inclement weather and other causes.

## SCHEDULE D

### MEAL PATTERN FOR ELDERLY NUTRITION MEALS

Based on North Carolina Division of Aging  
Service Standards and Definitions

- A. The total protein content of each meal must be no less than twenty-one grams. Of this, fourteen grams must be a complete protein, in the form of two ounces of edible meat, fish, or poultry (exclusive of fat, bone, or gristle). One-half cup cooked, drained, dried beans, peas, or lentils may be used as a substitute for one ounce of meat. One cup of dried beans may be used twice in one 20-day cycle as a substitute for two ounces of meat; however, a “complementary” protein source must be served at the same meal with the one cup dried beans in order to serve a complete protein (e.g. rice, corn, grits, or cornbread). Other protein sources such as one egg or two tablespoons peanut butter may also be substituted for one-ounce meat. Ground meat may be used in entrees no more than twice in one week.
- B. Each meal must contain two servings of a whole grain or enriched grain product such as: one-half cup rice, grits, or pasta; six saltine crackers; cornbread; roll, biscuit, or muffin (at least one ounce); or one slice of bread. As an alternative, one serving of bread product listed above and one-half cup serving of starchy vegetable may be provided in place of two servings of grain or bread product. Examples of starchy vegetables are: one-half cup sweet or white mashed potatoes, lima beans, green peas, or corn.
- C. Starchy vegetables may not be used to satisfy both the complex carbohydrate requirement and the vegetable requirement.
- D. Each meal must contain two servings of different fruits and/or vegetables, such as: ½ cup canned drained fruit; ½ cup cooked drained vegetables; 1 piece of fresh fruit;  
  
6 ounces of 100% fruit juice (Vitamin C fortified); ½-cup coleslaw; one cup tossed, mixed, fresh vegetable salad.
- E. One serving of Vitamin C-rich foods must be served at least twice per week.
- F. Fruit or vegetables used in gelatin, soups, or main entrees may be counted as one serving if ½ cup of fruit or vegetable is used per serving.
- G. Vegetable or fruit sauces may not be identified as fruit/vegetable requirement (however, applesauce may be counted as a fruit).

- H. One teaspoon of fortified margarine in an individual covered cup or container may be used if it adds palatability to the menu.
- I. Salad dressings, mayonnaise, gravies, and white sauces may be used to enhance menu palatability, but total fat content of the meal may not exceed 30% of the total calories. Reduced fat salad dressings are indicated on the official menus, which are part of this bid package.
- J. Each meal must contain a total of no less than 400 mg. Calcium. This may be obtained by one serving of 8 ounces of whole, low fat, buttermilk, chocolate, or sweet acidophilus milk fortified with vitamins A and D in an individually sealed carton; or, other foods high in calcium.
- K. Dessert may be provided as an option, and one serving may include fruit, puddings, fruited or plain gelatin, cake, cobblers, cookies, or pies/pie squares; but total fat content of the meal may not exceed 30% of the total calories for that meal.
- L. All foods used in meals must be from approved sources; food prepared, frozen, or canned in the home shall not be served at the Sites.
- M. Each meal on the certified, signed menu must be served.
- N. All meals must meet the following specifications: Calorie content must be a minimum of 700 calories per day. The fat content must be no more than 30% of total calories. The sodium content of the meal cannot exceed 1,300 mg per meal.

## **SCHEDULE E**

### **FOOD PROCUREMENT AND PREPARATION STANDARDS**

All food served must be prepared in a Grade A kitchen. All food used must meet standards of quality, sanitation, and safety applying to foods that are processed in a commercially licensed establishment. All foods used in the meals must be from approved sources; comply with applicable state and local laws, ordinances, and regulations; and be clean, wholesome, free from spoilage, free from adulteration and mislabeling, and safe for human consumption.

#### **MEAT**

All meat and poultry, fresh or frozen, used in the meals must be inspected by USDA or state officials, from federally or state inspected plants, and must bear inspection stamps on the box or package.

The bidder receiving the food bid must obtain and submit to the Program Director a certificate of compliance from the manufacturer for each item to be included in the meat category. Only brands approved by the Program Director may be used in the meat category.

All meat products in gravy: excess grease and/or fat must be drained/removed before packaging for transport.

Beef: Grade USDA Choice

Beef, ground USDA Choice, 80% lean, 20% fat. No textured vegetable protein or meat products containing soy mixture are to be used to replace animal protein.

Beef patties, USDA Choice, 80% lean, 20% fat, 4-oz. raw weight

Beef stew, USDA Choice, 1" cubes. Meatballs are not acceptable for beef and vegetable stew.

Meatballs used for Swedish, Italian, and Barbecue: must be ½ oz. meatballs. Any gravy or sauce is to be drained of excess grease before packaging for transport to sites.

Molded meat items must yield three ounces cooked weight excluding fat. No breaded or flaked meat products may be used.

Meatloaf: must be sliced before delivery and an adequate number of uniform slices must be included so that each serving yields 3 oz. of meat (not including binding agents and vegetables, which might be included).

Poultry: USDA Grade A.

Chicken breast, USDA Grade A. Only unbreaded chicken breast fillet, to yield 3 oz. cooked, may be used.

Pork: Grade U.S. No. 1

Fish: Fresh raw fish must bear the PUF (Packed under Federal Inspection) shield.

Breaded fish portions: yields are based on raw fish portions and the amount of fish in the product. "Precooked" seafood is not cooked; only the breading or batter is cooked. The fish is raw.

## **VEGETABLES AND FRUIT**

Fresh fruit and vegetables: #1 quality

Fresh and frozen vegetables should be used as much as possible. When canned vegetables are used, salt should not be added.

All fresh fruit (such as apples, oranges, peaches, grapes, pears, and plums will be washed by Caterer before delivery.

100% fruit juice (orange, grapefruit, orange-grapefruit, or other 100% fruit juice fortified with Vitamin C to meet one-third RDA for Vitamin C, or Vitamin C fortified cranberry juice cocktail). Juices in waxed cartons are preferred and should be used whenever possible.

Vegetables, canned, USDA Grade A Fancy, as follows:

Peas, green: Early June, 3 sieve

Beans, green, cut or cuts: Blue Lake, Northwest, 4 sieve

Frozen pack greens, USDA Grade A, such as chopped turnip greens, chopped spinach, chopped collards, chopped kale, and mixed green; mixed vegetables; carrots; and sweet potato patties.

Broccoli, frozen spears, 4 ½" to 5 ½", USDA Grade A.

Broccoli, frozen cuts, 1-1 ½", 25% head, 15% leaf, USDA Grade A.

Broccoli, frozen, chopped, 1/2" x 1/4", USDA Grade A.

**Fresh Fruit:**

Grapefruit, white, US #1, 36 or 32 count, 1/2 of grapefruit

Oranges, fresh, (Florida) US #1, 100 count, 1 each

Oranges, fresh, (California) US #1, 113 count, 1 each

Apple, one medium, 1 each

Banana, 1 petite or 1 large, 1 each

Cantaloupes, US #1, 1/2-carton count 18, 1/4 melon

**DAIRY PRODUCTS**

Fortified margarine in an individual covered package chip or container.

Milk may contain no Bovine Growth Hormone. Caterers must obtain documentation from processor/distributor to assure this condition.

Milk, fluid, whole, 1/2 pint, Grade A pasteurized, Vitamins A and D added. Not less than 8.25 % milk solids and not less than 3.25% milk fat.

Milk, fluid, skim, fortified with Vitamins A and D, 1/2 pint, 0.5% milk fat, pasteurized.

Milk, low fat buttermilk: 1/2 pint, Grade A, pasteurized cultured. Milk solids not less than 8%.

Cheese, no imitation.

**COMPLEX CARBOHYDRATES**

Whole or enriched grain products, such as rice, grits or pasta.

Crackers, saltine, quantity 6.

Cornbread, 2 1/2" square x 1 1/2" high. All pieces must be uniform in size.

Rolls, biscuits, or muffins must weigh at least one ounce.

## SCHEDULE F

### ELDERLY NUTRITION PROGRAM'S STANDARDS

#### I. Statement of Philosophy and Purpose

Nutrition services are intended to

Promote, maintain, and improve the health and well-being of older adults through the provision of a nutritionally balanced meal five or more days per week served in a strategically located congregate setting or delivered to the home.

Reduce the isolation experienced by many older adults through opportunities for social interaction by participating in the nutrition program.

Provide nutrition education and supportive service activities to enhance the older adult's ability to remain independent.

Enable impaired older adults to remain at home as long as possible and facilitate the discharge of older adults from hospitals and care providing facilities.

#### II. Legal Base

*Older Americans Act of 1965 as amended*

**(As codified in Title 42 of the United States Code, Chapter 35, sec. 3001 *et seq.*)**

[Official compilation not available as of 7-1-03 – see AoA website for unofficial compilation: <http://www.aoa.gov/>]

**Title 45, Code of Federal Regulations, Part 1321** (Grants to State and Community Programs on Aging)

<http://www.access.gpo.gov/nara/cfr/>

**N.C. General Statutes, Chapter 143B**

**§143B-181.1 Division of Aging – creation, powers and duties.**

(a) There is hereby created within the office of the Secretary of the Department of Health

and Human Services a Division of Aging, which shall have the following functions and duties:

(11): To administer a Home and Community Care Block Grant for Older Adults, effective July 1, 1992.

(c) The Secretary of Health and Human Services shall adopt rules to implement this Part and Title 42, Chapter 35, of the United State Code, entitled Programs for Older Americans. <http://www.ncga.state.nc.us/gascripts/Statutes/StatutesTOC.pl>

**N.C. Administrative Code, Title 10A, Chapter 6 – Aging Program Operations,  
Subchapter K – Nutrition Services**

[http://ncrules.state.nc.us/ncadministrativ\\_/title10ahealtha\\_/chapter06agingp\\_/default.htm](http://ncrules.state.nc.us/ncadministrativ_/title10ahealtha_/chapter06agingp_/default.htm)

### **III. Definition of Nutrition Services**

Summary of federal and state requirements

Congregate nutrition programs must provide at least one hot or other appropriate meal per day, and may provide additional meals, in a congregate setting in which a range of social and supporting services are available.

Home-delivered nutrition services must deliver at least one hot, cold, frozen, dried, canned, or supplemental foods meal per day and may provide additional meals to an eligible individual who is homebound by reason of illness, incapacitating disability or is otherwise isolated.

The meals must:

Comply with the Dietary Guidelines for Americans.

Provide 1/3 RDA for one meal, 2/3 RDA for 2 meals, and 100% RDA for 3 meals per day.

Be adjusted to meet the special dietary needs of participants to the maximum extent feasible.

In addition to meal service, nutrition activities must include outreach, screening, nutrition education, activity programming for congregate nutrition sites, and volunteer management.

#### **Practice Guidelines**

Service providers are encouraged to note how broad the definition of nutrition services is under federal and state rules. Hot and other appropriate meals are allowed under the Older Americans Act, as well as additional meals. An appropriate meal may be hot, cold, frozen, dried, canned or liquid, as long as it provides 1/3 of the daily recommended dietary allowances, follows the Dietary Guidelines for Americans, and accommodates the needs and capacity of the individual recipient to open, consume, store, refrigerate, freeze, and/or reheat the meal safely. An additional meal is any meal that exceeds one meal per day, 5 days per week.

*Options for Responding to Local Needs* – Having the flexibility to develop slightly different nutrition programs in each community means that planners can develop programs that are responsive to local needs, such as the risk of malnutrition, health promotion/disease prevention issues, or the diversity of the population. Responses could range from modified and therapeutic diets to salad bars and culturally appropriate meals. They could take the form of frozen or liquid meals. Service delivery for both congregate and home-delivered meal programs can evolve with the needs of the NC communities in which they are located.

*More than a Meal* – The federal and state units on aging are proud to market nutrition services as more than a meal, because providers typically offer so much more to their participants. In addition to meals, all agencies offer nutrition screening and nutrition education and may offer nutrition assessment and counseling. Communities routinely describe their nutrition services not only in terms of providing nutritionally sound meals or decreasing malnutrition, but also in terms of reducing social isolation, promoting health, and preventing physical and mental decline. In most communities, nutrition providers also play a critical role in linking older people to other services. Nutrition providers are encouraged to do a self-assessment and see how well their services go beyond meals to offer social interaction, mental stimulation, informal support systems, and volunteer opportunities. Are participants connected, as needed and appropriate, with other health and supportive services, such as transportation and home repairs? Are they referred for other food assistance programs, such as Food Stamps?

Local planners are requested to think broadly about defining nutrition services in terms of effective outreach to target populations, screening, assessment, counseling, education, programming, service coordination, and referrals as well as meal provision

**OLDER AMERICANS ACT TITLE III-C**  
**Nutrition Program for the Elderly**  
**BID FORM FOR HARNETT COUNTY**

In compliance with the invitation to bid, and subject to all of the specifications, conditions, and attachments thereto, the undersigned offers and agrees, if this bid is accepted within forty-five days from the date of opening, to furnish the items quoted herein below at the unit price set forth and to make delivery as specified during the contract period.

**ESTIMATED TOTAL TWO-YEAR PROJECT COST**

**Program Congregate Food Cost**

_____ meals X _____ (unit price)	\$ _____
_____ meals X _____ (tax)	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**Program Home Delivered Food Cost**

_____ Meals X _____ (unit price)	\$ _____
_____ Meals X _____ (tax)	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**Performance Bond (100%)** \$ \_\_\_\_\_

Name of Bidder \_\_\_\_\_

Address \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**MANAGEMENT INFORMATION QUESTIONNAIRE**

Bidder (Identify by Name): \_\_\_\_\_

1. Information on individuals who will be responsible for the daily management of the contract with the Program:

PRIMARY CONTACT:

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_

ALTERNATE CONTACT:

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_

ALTERNATE CONTACT:

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_

2. List your business's qualifications to perform the services requested for the Elderly Nutrition Program. Include at least three references we may contact for further information.

3. At what facilities and for what programs are you currently providing food services?  
(Include name, address, and telephone number)

4. Describe the food carrier equipment and delivery vehicle(s) to be utilized in providing meals to each nutrition site. Include a description of bulk container capacity to maintain food at proper temperatures and under sanitary conditions.

5. Describe the type of hot cabinets/warming ovens to be provided at each nutrition site (other than Mammers, Lillington, and Angier – drop-off only sites for home delivered meals) to maintain temperatures of hot foods after delivery.



STATE OF NORTH CAROLINA

AFFIDAVIT

COUNTY OF HARNETT

\*\*\*\*\*

I, \_\_\_\_\_ (the individual attesting below), being duly authorized by and on behalf of \_\_\_\_\_ ("Employer") after first being duly sworn hereby swears or affirms as follows:

- 1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
- 2. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
  - a. YES \_\_\_\_\_, or
  - b. NO \_\_\_\_\_
- 3. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
- 4. Employer's subcontractors comply with E-Verify pursuant to federal law, and Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This \_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Signature of Affiant  
Print or Type Name: \_\_\_\_\_

State of North Carolina County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me, this the \_\_\_  
day of \_\_\_\_\_, 201\_\_.

My Commission Expires:  
\_\_\_\_\_

\_\_\_\_\_  
Notary Public

(Affix Official/Notarial Seal)

LS14-369

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