

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Meal Delivery for Adult Services & Warming Center**

Contract Period: October 1, 2024 through September 30, 2025 w/4-1 year options
Extended through 9/30/26 w/3-1 year options

Original Date of Issue: December 2, 2025

Date of Revision: 12/02/25

BID No: **RCO-RC-2024-007**

Catalog: **Food**

Authorized Users: Family Shelter, All Political Subdivisions

Address Inquiries To:

Name: Sabrina Samuels
Title: Assistant Director of Purchasing
Phone: 845-364-3807
Fax: 845-364-3809
E-mail: samuelss@co.rockland.ny.us

Description

This contract is for Meals delivered to the Rockland County Emergency Family Shelter

Contract #	Vendor Number	Contractor & Address	Telephone No.
RCO 24-007	00000005270	Meals on Wheels Programs & Services of Rockland Inc. 121 West Nyack Road Suite 9 Nanuet, NY 10954 Contact: Marion Elkins melkins@mowrockland.org	845-624-6325 FAX: 845-624-6325

RCO-RC-2024-007- Meal Delivery for Adult Services

#	Items	Item #	Unit of Measure	Unit Price	Award
#1-1	Hot Meal - maintained at 140 degrees Fahrenheit	95230000001	Each	\$ 9.95	Meals on Wheels
#1-2	Cold Meal- maintained at 45 degrees Fahrenheit	95230000002	Each	\$ 10.25	Meals on Wheels
#1-3	Frozen Meal- maintained at 0 degrees	95230000003	Each	\$ 8.7	Meals on Wheels
#1-4	Shelf Stable Meal	95230000004	Each	\$ 3.5	Meals on Wheels
#1-5	Kosher Hot Meal- maintained at 140 degrees fahrenheit	95230000005	Each	\$ 11.81	Meals on Wheels
#1-6	Kosher Cold Meal- maintained at 45 degrees fahrenheit	95230000006	Each	\$ 11.81	Meals on Wheels
#1-7	Kosher Frozen Meal- maintained at 0 degrees	95230000010	Each	\$ 11.81	Meals on Wheels
#2-1	Milk- 1/2 pint not included with meal	95230000011	Each	\$ 0.32	Meals on Wheels
#2-2	Juice- not included with meal	95230000012	Each	\$ 0.31	Meals on Wheels
#2-3	Fresh Fruit- not included with Meal	95230000013	Pound	\$ 1.1	Meals on Wheels
#2-4	Cereal- Single serve bowls	95230000014	Cases	\$ 29.2	Meals on Wheels
#2-5	Shelf Stable items- including peanut butter, jelly, tea, coffee, sugar, etc. 10% discount	95230000015	DOL	\$ 1.00	Meals on Wheels

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REQUEST FOR COMPETITIVE OFFERS – BEST VALUE AWARD PROCEDURES

All purchase contracts of the County of Rockland to be awarded by Best Value shall be awarded by a Request for Competitive Offers. For this purpose, the term "purchase contract" includes contracts for commodities, materials, supplies, equipment and service work, but excludes contracts necessary for the completion of a public works contract covered by the prevailing wage provisions of article 8 of the Labor Law, such as for building construction.

If Minority and Women-owned Business Enterprise ("MWBE"), Small Business or Non-Profit status requirements are of a concern to the County regarding procurement; or if the funding source (Federal or State) prefers the Best Value Award methodology; the Best Value award methodology may be used.

Where the basis for award is the best-value offer, the Purchasing Division and Department Head shall document, in the procurement record and in advance of initial receipt of offers, the determination of the evaluation criteria, which, shall be objective and quantifiable, and the process to be used in the determination of best-value and the manner in which the evaluation process and selection shall be conducted. This shall include identifying the relative importance or weighting of price and non-price factors.

EVALUATION CRITERIA FOR THIS SOLICITATION

Criteria	Points
Cost	500
Nutritional Quality	150
Meal Preparation and Delivery	150
Experience and Capacity	150
Compliance and Certification	50
Total available points	1000

COST BENEFIT ANALYSIS REQUIRED

The decision to award a contract on the basis of best value must be based on objective and quantifiable analysis, such as a cost-benefit analysis, whenever possible. In evaluating and determining to accept a higher priced offer, the Purchasing Division and County Department shall use a cost-benefit analysis to show quantifiable value or savings from non-price factors that offset the price differential of the lower price offers.

AWARD

The submission of a Bid implies the Bidder's acceptance of the evaluation criteria and Bidder's acknowledgment that subjective judgments must be made by the evaluation committee. Award of any contract shall be made to the responsible Bidder, whose Bid is determined to provide the Best Value to the County.

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Award(s) may be made to the highest scoring Bidder(s) resulting from the evaluation procedure described above.

The County reserves the right to: accept other than the lowest priced offer, waive any informality, or reject any or all bids, with or without advertising for new bids, if in the best interest of the County.

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Narrative Response Requirements

SUBMITTING YOUR OFFER

NOTICE: By submitting an Offer in response to this Request for Competitive Offer, offeror is acknowledging that the requirements, scope of work, and the evaluation process, outlined in the RCO are fair, equitable, not unduly restrictive, understood and agreed to. Any exceptions to the content of the RCO must be protested to the Director of Purchasing prior to the closing date and time for submission of the proposal.

Offers must be received by the posted due date and time. Offers received after the deadline will be late and ineligible for consideration.

Offers are encouraged be submitted electronically through the County's Bonfire Portal. Please refer to the instructions titled: Proposal Submittal Procedures for instructions on submitting your Offer electronically.

When submitting (uploading) a Offer electronically through the County's Bonfire Portal, please allow sufficient time to complete the online forms and upload documents. The solicitation will end at the closing time listed in the RCO. If you are in the middle of uploading your Offer at the closing time, the system will stop the process and your Offer will not be received by the system.

PROPOSAL RESPONSE FORMAT

All proposals must include:

- Section I: Executive Summary
- Section II: Detailed Response
- Section III: Value-Added Considerations
- Section IV: Protected Information (if any)
- Section V: Cost Proposal (Upload as separate attachment)
- Section VI: Exceptions to the RCO or Terms and Conditions
 - Upload Exceptions as a separate attachment
 - The County of Rockland Appendix A – Standard Terms and Conditions must be downloaded and reviewed prior to submitting your proposal
- Section VII: Redacted Proposal if applicable (Upload as a separate attachment)
- Required Forms: Uploaded Separately on BonFire.

1. Executive Summary. The one or two-page executive summary is to briefly describe the bidder's Offer. This summary should highlight the major features of the Offer. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the Offer by reading the executive summary.
2. Detailed Response. This section should constitute the major portion of the Offer and must contain at least the following information:

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A. A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations. Clearly indicate any options or alternatives proposed.

B. A specific point-by-point response, in the order listed to each requirement below:

- Number of years in business and specifically in providing audio, video, photography, and peripheral equipment.
- A minimum of three case studies demonstrating successful similar projects.
- Relevant industry certifications or awards that validate expertise and quality
- Breadth and depth of the web-based catalog, including major brands and the latest models in audio, video, photography, and peripheral equipment. Quality of product descriptions, specifications, images, and availability. How often is the catalog updated with new products, changes in inventory and changes in prices.
- Discuss the Web-based catalog user experience. Ease of navigation, search functionality, and user interface design. Ability to tailor the web-based catalog to meet specific organizational needs (e.g. custom pricing, product recommendations). Compatibility with existing systems (e.g. ERP, procurement systems).
- Discuss customer service approach. Availability of product consultants or support during the selection process. Quality of post-order customer service, including technical support, hours of operation, troubleshooting, and warranty services. Availability of training materials or sessions for using the catalog effectively.
- Discuss technical and security aspects of the online catalog including compatibility with different devices and browsers, measures in place to protect sensitive information and ensure secure transactions and load times, uptime guarantees, and overall reliability of the web-based catalog. Provide expected timeline for catalog implementation and integration. Discuss level of support provided during the implementation of the web-based catalog as well as the catalog's ability to integrate with existing systems and workflows. Adherence to relevant industry standards and regulations (e.g., accessibility standards, data protection laws).
- Discuss the Offeror's commitment to incorporating new technologies and staying current with industry trends as well as the Offeror's ability to accommodate future growth and changing needs.

3. Value Added Considerations. Offeror may include any relevant services or products that will be provided to the County which are not specifically priced in their proposal; but which enhance the

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bidder's Offer.

4. Protected Information. All protected information must be included in this section of proposal response. Do not incorporate protected information throughout the proposal. Rather, provide a reference in the proposal response directing reader to the specific area of this Protected Information section.

If applicable, a redacted version of your proposal eliminating trade secrets/confidential information is to be uploaded with your submission. The redacted response will be the one given for any Freedom of Information requests. If you do not provide a redacted response, the response you provided will be sent for any FOIL requests.

5. Cost Proposal. Cost will be evaluated independently from the technical proposal. Please enumerate all costs on the attached Cost Proposal Forms. Cost Proposals are to be uploaded as a separate attachment to your RCO response. Please refer to the separate attachment titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being judged as non- responsive.
6. Exceptions to Terms and Conditions. Exceptions to the RCO Terms and Conditions, and/or the Appendix A Standard Terms and Conditions for Purchase Contracts must be submitted with the RCO response. Exceptions, additions, service level agreements, etc. submitted after the date and time for receipt of Offers will not be considered.
7. Required Forms. The Statement of Required Disclosures, Representations and Certifications shall be completed and uploaded as separate pdf. file on the Bonfire Portal and includes:
 - a. Affidavit of Non-Collusion
 - b. Affidavit of Disclosure of Political Contributions
 - c. Certification Regarding Affirmative Action Plan
 - d. Business Dealings in Northern Ireland
 - e. Past and Present Performance Information Form for a minimum of three references
 - f. Disclosure of Supplier Responsibility Statement
 - g. Supplier Information Page
 - h. Certification Regarding Boycott, Divest and Sanctions (BDS) activities

Responsible Offeror: Award will be made only to "responsible" offerors possessing the ability, experience, willingness, and integrity to perform successfully under the terms and conditions of the contract. Responsibility is a procurement issue that is determined by the recipient after receiving bids or offers and before making contract award in ascertaining whether or not a bidder is responsible. Information may be requested from bidder to discuss and assist in determining responsibility.

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SPECIFICATIONS

A pre-bid meeting will be held on August 28, 2024 at 11:00am. This meeting is not required; however it is highly recommended that interest vendors participate. Please join the meeting at the link below:

[Click here for Pre-Proposal Meeting](#)

Meeting ID: 230 129 087 283
 Passcode: 9PrLaX

1. SCOPE

- 1.1 The scope of this bid is to provide meals on behalf of the Rockland County Department of Social Services, for three programs.
 - 1.1.1 The Emergency Family Shelter service - Hot and cold meals are to be delivered to the Rockland County Emergency Family Shelter located at, 50 Sanatorium Road, Bldg C., Pomona, NY. The Rockland County Emergency Family Shelter received approximately 6,621 hot meals and 399 cold meals delivered in 2023.
 - 1.1.2 Delivery of meals to homebound individuals who are in receipt of services through the Department's Adult Services Unit - Nutritionally balanced meals to homebound individuals deemed eligible either through income eligibility or as part of an Individual's Protective Services for Adults Services Plan. In 2023, approximately 346 meals were delivered (104 hot meals, 104 cold meals and 138 frozen meals) to one individual.
 - 1.1.3 Delivery of meals to the Rockland County Emergency Warming Center located at 50 Sanatorium Road, Bldg. D, 2nd floor, Pomona, NY. The Emergency Warming Center received approximately 6,768 meals throughout the 2023-2024 (November 1 through April 30) season (6,640 frozen meals, 123 cold meals and 5 kosher meals).

2. REQUIREMENTS

2.1 REQUIREMENTS APPLICABLE FOR ALL PROGRAMS

- 2.1.1 The Bidder must adhere to the daily Dietary Reference Intake (DRI) / Recommended Daily Allowance (RDA) and the current Dietary Guidelines for Americans when preparing and serving all meals.
- 2.1.2. The Bidder agrees to produce attractive, palatable, and satisfying meals with consideration given to participants and volunteer comments.
- 2.1.3. The Bidder must provide hot, cold, shelf stable and frozen meals in accordance with the following United States Department of Agriculture definitions:

Hot meal: A measure of food eaten at one sitting prepared in accordance with and served at a palatable temperature range of 110 – 120 degrees Fahrenheit.

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Cold meal: Food that is ready for immediate consumption that is kept at a temperature of 40 degrees Fahrenheit or below (such as cold sandwiches and salads).

Shelf Stable: non-perishable food that can be safely stored at room temperature or “on the shelf”. These non-perishable products include jerky, country ham, some canned and bottled foods, rice, pasta, sugar, spices, oils and other products that do not require refrigeration until after opening.

Frozen meal: Meals that are precooked, assembled into a package and frozen at a freezer temperature of 0 degrees Fahrenheit or below.

- 2.1.4. The Bidder must provide meals plans for hot, cold, shelf stable and frozen meals as defined above. The meal plans should be based on a minimum of a 4-week cycle. A sample copy of the cycle menu with nutritional content must be provided with bid documents.
- 2.1.5. The Bidder shall provide individually sealed wrapped containers for lunch and dinner meals. Meals must arrive in insulated carriers to keep the meals at the appropriate temperature. Hot foods must be packaged separately from cold and frozen items.
- 2.1.6. Kosher meals may be required. Adherence to all guidelines in the preparation of Kosher meals is required. If a subcontractor is used to prepare Kosher meals, the meal must not be reheated at the Bidder’s location. The Kosher meals must be delivered in the packaging as prepared by the Kosher subcontractor.
- 2.1.7. All hot meals, cold meals and frozen meals must be prepared from scratch; not prepackaged unless they are shelf-stable items, as defined by the United States Department of Agriculture (USDA).
- 2.1.8. The Bidder must comply with all applicable federal laws, the State Sanitary Code subpart 14-1 and local health and sanitation regulations. The Bidder must comply with New York State Health code requirements for food handling, preparation and services and comply with the State Sanitary code, subpart 14-1, Food Service Establishments. In addition, facilities used for meal preparation and the delivery of meals must meet all fire and safety regulations. Full compliance must be met at all times with all food, safety and health rules, regulations, codes and laws.
- 2.1.9. The Bidder must ensure that all time and temperature regulations are followed, including:
 - 2.1.9.a. Reaching internal temperatures of cooked foods according to regulations and maintain holding temperatures of hot foods at minimum temperature of 140 degrees Fahrenheit for no more than 2 hours.
 - 2.1.9.b. Keeping cold foods at or below 40 degrees Fahrenheit.
 - 2.1.9.c. Maintain frozen foods at or below 0 degrees Fahrenheit.
 - 2.1.9.d. Potentially hazardous foods will be held at the respective temperatures during transportation and holding prior to service. Hot foods are not to be held longer than two (2) hours after the completion of cooking.
- 2.1.10. Kitchens or facilities located outside of New York State must meet the applicable State requirements for food Service Establishments. Kitchens are not required to be located in Rockland County, however all meals must be prepared and delivered to meet temperature requirements.

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- 2.1.11. Deliveries are required to be made during inclement weather, unless there is a State of Emergency declared. If a State of Emergency is anticipated, the successful Bidder will deliver an additional 1 to 3 days of food for each client. As such, in the interest of continued service it is preferred the provider is located within 20 miles of Rockland County to ensure service is provided in all weather conditions.
- 2.1.12. If the Bidder cannot provide meals on a given day due to weather or other emergencies, they will be required to notify the RCDSS Team by 8:30 am of any planning changes. Bidder will provide each client with (2) shelf stable meals for use during these emergency instances.
- 2.1.13. It is the responsibility of the Bidder to provide delivery vehicles for the meal delivery service. The Bidder will be responsible for all cost of the vehicles including, but not limited to, the cost of fuel, gas, tolls or mileage; and that all vehicles are properly licensed, insurance and maintained.
- 2.1.13.a. The Bidder must have a policy and procedure in place for meal delivery including:
- monitoring of transport vehicles for regular maintenance and cleanliness,
 - appropriate equipment for storage of hot, cold and/or frozen foods as applicable and as specified in New York State and Rockland County Department of Health codes.
 - written contingency plan of resolution in the event the above standards are not met
 - notify the RCDSS within a reasonable time frame to report any issue with non-compliance with time and temperatures including corrective action.
- 2.1.14. The Bidder is responsible for ensuring all drivers must hold a current valid New York State or State of residence Driver's license.
- 2.1.15. The Bidder must furnish the employees and/or volunteers utilized for the operation of the program.

2.2. EMERGENCY FAMILY SHELTER REQUIREMENTS

In addition to all requirements in Section 2.1, the Bidder shall:

- 2.2.1. Comply with New York State Family Shelter Regulations Part 900.13 Nutrition.
- 2.2.2. Meal components, such as milk, bread and desserts must be packed in an insulated carrier according to the daily meal count.
- 2.2.3. Meals must consist of two (2) choices of nutritionally balanced meals, which are to include:
- 3 oz. meat or protein equivalent
 - 2 servings of vegetable or fruit equivalent
 - 2 servings of starch (bread or grains or equivalent)
 - 8 oz. milk (1/2 pint)
 - 1 margarine cup
- 2.2.4. Additional items that will be delivered, per request:
- 2.2.4.a. variety of small boxes of cereal. The number of boxes needed will vary depending on the family census at the time.

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- 2.2.4.b. cartons of milk
- 2.2.4.c. peanut butter- items included as shelf stable materials
- 2.2.4.d. jelly – items included as shelf stable materials
- 2.2.5. Delivery time will be approximately 11:00am each day to the Rockland County Emergency Family Shelter located at Building C, 50 Sanatorium Road, Pomona, NY.
- 2.2.6. Deliveries are not made during the weekend or on Holidays observed by Rockland County. However, extra meals shall be delivered on Fridays for the weekend.
- 2.2.7 Meal requests will be placed each week for the following week. However, last minute changes must be accommodated, as needed, for the changing census (ie family moves out or moves in).
- 2.2.8 In the case of impending inclement weather, meals will be delivered ahead of time to ensure that there are a sufficient number of meals for clients during the inclement weather day(s).

2.3 ADULT SERVICES REQUIREMENTS

In addition to all requirements in Section 2.1, the Bidder shall:

- 2.3.1 Provide nutritionally balanced meals to homebound individuals either through income eligibility or as part of an Individual's Protective Services for Adult Service Plan.
- 2.3.2. Hot, cold, frozen and shelf stable meals are to be delivered to homebound individuals referred by Rockland County Department of Social Services Adult Services Unit.
- 2.3.3. The number of meals required to be delivered to each person will vary. Deliveries are to be made approximately 11am – 11:30am Monday through Friday. Deliveries are not made during the weekend or on Holidays observed by Rockland County. Extra meals shall be delivered on Fridays for the weekend
- 2.3.4. All staff and volunteers must be warm and welcoming and treat clients with dignity and respect. Staff and volunteers must be neat, clean, and properly dressed.
- 2.3.5. Adequate screening of all employees and volunteers involved in the delivery of nutrition services under this Agreement to avoid or minimize a risk to any client participating in the program. All employees and volunteers providing services under this agreement must always be respectful, courteous, and helpful to each client as well as relatives and caregivers of the client.
- 2.3.6. Ensure that all agents and employees are competent, conscientious, and law-abiding and that each employee sign a Confidentiality and Disclosure Form.
- 2.3.7. Have a written policy and procedures for all staff and volunteers that protect the confidentiality and limit the access to client's information.

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- 2.3.8. All paid and volunteer delivery staff should wear appropriate attire: maintaining a neat and clean appearance and must be supplied with standardized photo ID badges identifying them as an authorized employee or volunteer delivery person. It will be the proposer's responsibility to ensure the return of all ID's upon termination of any driver service.
- 2.3.9. If a client is not home, the driver/deliverer will attach a door hanger to notify the client they were there to deliver the meal. Then the driver/deliverer is to follow protocol. When a client is not home to receive a meal, the driver/deliverer will indicate "Not Home" on the route sheet. The meal should be returned to Bidder and must not be left at the client's home.
- 2.3.10. Additional meal requests (provision of more meals per week than stipulated in the care plan) are authorized solely by the RCDSS team.
- 2.3.11. The Bidder must train delivery staff and volunteers to contact their immediate supervisor if any unusual circumstances (i.e. client is not answering the door, apparent deterioration in the client's physical, mental or environmental condition) or contact 911 if the delivery person deems the client is in need of emergency services and must be reported to the RCDSS team.
- 2.3.12. The Bidder and their staff may not discontinue client meals for any reason, without approval from the RCDSS Team.

2.4 EMERGENCY WARMING CENTER REQUIREMENTS

In addition to all requirements in Section 2.1, the Bidder shall:

- 2.4.1 The Bidder must deliver frozen microwavable dinner meals to the Warming Center site.
- 2.4.1.1. Frozen dinner meals must be complete with a protein, vegetable and starch (ie: chicken, green beans & potato).
- 2.4.1.2. Meal requests will be placed for a set number of meals based on census trends each week for the following week. However, last minute changes due to changes in census trends must be accommodated.
- 2.4.2. The Bidder must deliver lunch meals to the Warming Center site when the Center is open during the day.
- 2.4.2.1. Lunch meals must be complete but may be cold (ie: sandwich with fruit or salad, coleslaw or potato salad).
- 2.4.2.2 Peanut butter & jelly sandwiches will also be provided.
- 2.4.3. Breakfast will be provided with at least one cold and one hot option (ie: cereal with milk and oatmeal).
- 2.4.4. Kosher meals may be required. Adherence to all guidelines in the preparation of Kosher meals is required.
- 2.4.5. Meal deliveries are to be made daily between 10:00 a.m. – 12:00 p.m. to the Warming Center site.

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- 2.4.6. Deliveries will not be made during the weekend or on holidays observed by Rockland County. However, extra meals should be delivered on Fridays for the weekend.
- 2.4.7. A variety of shelf-stable items will be necessary (ie peanut butter, jelly, bread, oatmeal, tea, coffee, granola bars, sugar, etc.) These items will be prices as a percent mark up on the bid table.
- 2.4.8. All meals must be substantial (ie: protein, vegetable and starch).
- 2.4.9. Fruit such as bananas or apples must be included with breakfast and lunch meals.
- 2.4.10. Bulk fruit and vegetable orders may also be requested.
- 2.4.11. The Bidder should identify which of the following items they are able to provide separately:
 - 2.4.11.1. milk, orange juice, apple juice
 - 2.4.11.2. butter, pudding
 - 2.4.11.5 fruit
- 2.4.12 In the case of impending inclement weather, meals will be delivered ahead of time to ensure that there are a sufficient number of meals for clients during the inclement weather day(s).

3. BILLING

- 3.1. Contractor must bill on a monthly basis for meal deliveries. Invoices must be received ten (10) days after the month following the service.
- 3.2. Invoices must include
 - 3.2.1. number of meals delivered for the month
 - 3.2.2. number and detailed list of additional meal items, including the purchase price and percent mark for shelf stable items
 - 3.2.2. monthly menu
- 3.3. Additionally, invoices for Adult Services program must include:
 - 3.3.1. weekly breakdown of meals delivered (submitted on DSS-1014 Form)
 - 3.3.2. tally of the type of meal delivered (ie hot, cold, frozen, etc.)
- 3.4. Additionally, invoices for Emergency Family Shelter must include:
 - 3.4.1. daily number of meals served
 - 3.4.2. include a tally for lunch delivery and for dinner delivery
- 3.5 Additionally, invoices for the Emergency Warming Center must include:
 - 3.5.1 Breakdown of the type of meal delivered (frozen, cold, kosher, etc.)
 - 3.5.2 Tally of the number of each type of meal delivered
 - 3.5.3 Price per meal for each type of meal
 - 3.5.4 Total cost for each type of meal delivered

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4. **PRICING**

- 4.1. All pricing must be per meal to include a nutritional meal, milk, bread, desert, and all delivery charges.
- 4.2. Additional meal items will be priced at an individual price; however it must be indicated on the bid table the packaging that will be provided for appropriate ordering.
- 4.3. Shelf Stable items which include, sugar, salt, peanut butter, jelly, oatmeal, tea, coffee, etc must include the invoice showing the price of items paid including the percent markup to the County.
- 4.4. The County recognizes this product or service has a price component that may have a commodity with changing costs. The Contractor/Supplier may request a Price Adjustment no more frequently than once every twelve (12) month period.

A Price Adjustment request must be made in writing and include the reason for the request, documentation supporting the request (i.e., commodity increases), the current pricing, and the requested revised pricing.

The County will review the Price Adjustment request. If the Price Adjustment is deemed reasonable the Price Adjustment request will be accepted by written acknowledgement. If the request is not accepted the County may entirely reject the request or may counter with revised pricing. In either case the County will provide a written explanation in support of the decision.

The Director of Purchasing may use available indexes (e.g. CPI or PPI) to determine if the requested Price Adjustment is reasonable. Typically, a Price Adjustment that exceeds 5% will not be approved unless very unusual and significant changes have occurred in the industry.

In the event industry costs decline, the County shall have the right to receive, from the Contractor, a reasonable reduction in prices/pricing that reflect such cost changes in the industry. The County will make a written request to the Contractor for a Price Adjustment in writing with supporting documentation.

5. **AWARD**

- 5.1. The bid will be awarded based on best value. Award may be made to the highest scoring Bidder resulting from the evaluation procedure. Quantities listed on bid submission forms are estimates. Actual quantities required may be greater or less than estimated quantities.

6. **CRITERIA**

- 6.1. The County will consider the following criteria in determining the award of this contract.
 - 6.1.1. **Nutritional Quality – (150 points)**
 - 6.1.1.1. The provider must provide evidence of their ability to adhere to dietary guidelines. This will include meeting all meal requirements noted in the requirements. Including providing low sodium, diabetic-friendly, and/or kosher meals)

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE: Meal Delivery for Rockland County Adult Services & Warming Center

RCO #: RCO-RC-2024-007

6.1.1.2. The provider must provide a sample meal plan to show the variety and menu options for a one-month cycle. The meal plan must display a diversity of meals offered and alternative options including vegetarian, and gluten-free options.

6.1.2. Meal Preparation and Delivery (150 points)

6.1.2.1. Delivery Timeliness and Reliability will be considered in the narrative response considering the provider's ability and procedures to preparing meals to be delivered consistently on time. It is critical that meals are delivered on time and all-weather conditions as noted in the scope of work. Proximity to Rockland County will be considered as part of the evaluation.

6.1.3. Experience (150 points)

6.1.3.1. Experience providing bulk delivery meals, to similar populations and scope as outlined.

6.1.3.2. The provider must provide their experience and ability to handle the volume of meals required.

6.1.3.3. The contractor must provide a minimum of 2 reference which similar services were provided to residential home delivered meals.

6.1.3.4. The contractor must have a minimum of 3-year experience providing meal preparation and

6.1.4. Compliance and Certifications (50 points)

6.1.4.1. The provider must provide evidence of compliance with all relevant health and safety standards, as well as all applicable local, state and federal regulation for food safety.

6.1.4.2. A copy of the most recent health inspection must be provided as evidence of satisfactory health and safety compliance.

6.1.5. COST (500 points)

6.1.5.1. The cost will be calculated using a formula for the lowest cost provided on the bid table. Full points will be awarded to the lowest cost.

DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION

Dr. Robert L. Yeager Health Center
50 Sanatorium Rd, Building A
Pomona, New York 10970
Phone: (845) 364-3820 Fax: (845) 364-3809
Email: purchasing@co.rockland.ny.us

Paul Brennan, FNIGP, NIGP-CPP, CPPO
Director of Purchasing

ADDENDUM # 1

RFB #: RCO-RC-2024-007

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

A pre-bid meeting was held the following were in attendance.

Sabrina Samuels- Rockland County Purchasing
Jyoti Advani- Meals on Wheels Rockland
Marion Elkins – Meals on Wheels Rockland
Christine Catterton- Whitsons Culinary Group
Sharon Martini- Meals on Wheels Rockland
Jackie Philbin – Brooklyn Kitchen
Greg Jansen – Brooklyn Kitchen
Niraj Rawal- Interwings Food and Beverage
Paul Buckley – Prodeo Orbis Ignis

Question #1: I have noticed that your Excel sheet has separate prices for Meals and for Milk , Juice, Fruit. A standard meal does not include them? I saw on the contract from 2022-2023 that every meal should Include the following:

Meals must consist of two (2) choices of nutritionally balanced meals, which are to include:

- 3 oz. meat or protein equivalent
- 2 servings of vegetable or fruit equivalent
- 2 servings of starch (bread or grains or equivalent)
- 8 oz. milk (1/2 pint)
- 1 margarine cup

Response #1: Can you please clarify what has to be included in a meal when I am calculating the price point?
Meals must consist of the items noted above which are in compliance with Daily Dietary Reference Intake (DIR)/recommended Daily Allowance (RDA). Separate items listed on the excel sheet are items that will be ordered in addition to what is provided with the meal.

Question #2: Deliveries are Monday- Friday, correct?Daily?
Response #2: Meals are delivered daily Monday-Friday as per the specifications.

Question #3: Is there only one individual that receives homebound meals
Response#3: Yes, there is only one individual that currently receives homebound meals.

Question#4: Is the vendor required to do home deliveries to the home?
Response #4: Yes, there is only currently one individual, however this is a requirement should other clients require homebound meals.

Question #5: What is the start date.
Response #5: It is anticipated that this contract will start as of October 1, 2024.

Question #6: Are the number of meals required at the Family Shelter and Warming Center going to go up?
Response #6: This information is unknown, the numbers vary depending on the number people or families that require shelter.

Question #7: Are there any minimums?
Response #7: No.

Question #8: Emergency Warming Center: Is the requirement for peanut butter and jelly sandwiches for the lunch meal in addition to the menu item for the day?
Response #8: The requirement of the peanut butter and jelly is for shelf stable supplies to make a sandwich as an alternative, this should not be the lunch meal for a given day. Meals must adhere to guidelines noted in the specification.

SIGNED:

Paul J. Brennan

**PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO
DIRECTOR OF PURCHASING**

ADDENDUM

9/5/24