

**REVISED**  
**COUNTY OF ROCKLAND**  
Department of General Services  
**Purchasing Division**

# Contract Award Notification

**Title:** **Meals-Delivered to Rockland County Emergency Family Shelter**

**Contract Period:** October 1, 2022 through September 30, 2023 w/4-1 year options  
Ext through 9/30/24 w/3-1 year options

**Original Date of Issue:** 10/14/22

**Date of Revision:** 10/04/23

**BID No:** **RFB-RC-2022-026**

**Catalog:** **Food**

**Authorized Users:** Family Shelter, All Political Subdivisions

**Address Inquiries To:**

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**Description**

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

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 22-026	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

COUNTY OF ROCKLAND  
 DGS – PURCHASING DEPARTMENT  
 BLDG. A, 6TH FLOOR, 50 SANATORIUM ROAD  
 POMONA, NY 10970  
 TELEPHONE NO.: 845-364-3820  
 FAX NO.: 845-364-3809

LINE NO.	DESCRIPTION	Item #	EST. ANNUAL QTY.	UNIT	UNIT PRICE	2023-20243.2% CPI Increase
1	Hot Meal - maintained at 140 degrees Fahrenheit	95230000001	1,500	each	\$9.50	\$9.80
2	Cold Meal- maintained at 45 degrees Fahrenheit	95230000002	1,000	each	\$9.75	\$10.06
3	Frozen Meal- maintained at 0 degrees	95230000003	500	each	\$9.50	\$9.80
4	Shelf Stable Meal	95230000004	200	each	\$0.00	\$0.00
8	Kosher Hot Meal- maintained at 140 degrees fahrenheit	95230000005	100	each	\$11.25	\$11.61
9	Kosher Cold Meal- maintained at 45 degrees fahrenheit	95230000006	100	each	\$11.25	\$11.61

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PURCHASES BY OTHER

LOCAL GOVERNMENTS, SCHOOL DISTRICTS, AND NON PROFIT AGENCIES

As per the New York State General Municipal Law, all political subdivisions of New York State are allowed to make purchases through the resulting contract(s). As per Rockland County Procurement Policy, Non Profit Agencies approved to participate in New York State’s Contract Extension Program are authorized to make purchases through the resulting contract(s).

1. The County of Rockland shall make all contract award information available to other political subdivisions and non profit agencies through our website: [www.rcpurchasing.com](http://www.rcpurchasing.com)
2. Any other political subdivision or Rockland County non profit agency will issue purchase orders directly to vendors within the specified contract period referencing the County’s contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.
3. All purchases shall be subject to audit and inspection by the other political subdivisions and Rockland County non profit agencies for which the purchase was made.
4. No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
5. All Bidders shall be on notice that as a condition of the award of a County contract, the successful bidder shall accept the award of a similar contract with any other political subdivision in New York State and Rockland County non profit agencies authorized to use New York State’s contracts, if called upon to do so. A listing of approved Rockland County non profit agencies is available on the Purchasing Division’s website at [www.rcpurchasing.com](http://www.rcpurchasing.com). The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.
6. Necessary deviations from the County’s specifications in the award of a participant contract, whether such deviations relate to quantities, or delivery points shall be resolved between the successful bidder and the other political subdivisions and Rockland County non profit agencies.

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## **SPECIFICATIONS**

### **1. SCOPE**

- 1.1 The scope of this bid is to provide meals on behalf of the Rockland County Department of Social Services, for two 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 1,895 meals delivered in 2021.
- 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 2021, approximately 482 meals were delivered (143 hot meals, 143 cold meals and 196 frozen meals) to one individual.

### **2. REQUIREMENTS**

#### 2.1 REQUIREMENTS APPLICABLE FOR BOTH 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 meals plans for hot, cold, shelf stable and frozen meals. 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.
- 2.1.4. 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.
- 2.1.5. 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.
- 2.1.6. All menu items must be prepared from scratch; not prepackaged.
- 2.1.7. 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

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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.

- 2.1.8 The Bidder must ensure that all time and temperature regulations are followed, including:
- 2.1.8.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.
  - 2.1.8.b. Keeping cold foods at or below 45 degrees Fahrenheit.
  - 2.1.8.c. Maintain frozen foods at or below 0 degrees Fahrenheit.
  - 2.1.8.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.
- 2.1.9. 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.
- 2.1.10. 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.
- 2.1.11. 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.
- 2.1.12. 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. The Bidder is responsible for ensuring all drivers must hold a current valid New York State or State of residence Driver's license.
- 2.1.14. 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)

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- 8 oz. milk (1/2 pint)
- 1 margarine cup

2.2.4. 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.

2.2.5. 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.

### **2.3 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.
- 2.3.5. Ensure that all agents and employees are competent, conscientious, and law-abiding and that each employee sign a Confidentiality and Disclosure Form.
- 2.3.6. Have a written policy and procedures for all staff and volunteers that protect the confidentiality and limit the access to client's information.
- 2.3.7. 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.
- 2.3.8. 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

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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.

- 2.3.9. The Bidder must have a policy and procedure in place for Home Delivered Meals 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. Hot foods must be packed separately from cold and frozen food items.
  - 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.
- 2.3.10. 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.

### **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. 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

### **4. PRICING**

- 4.1. All pricing must be per meal to include a nutritional meal, milk, bread, desert, and all delivery charges.
- 4.2. 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 six (6) month period.

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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 to the lowest responsible bidder. Quantities listed on bid submission forms are estimates. Actual quantities required may be greater or less than estimated quantities.