REQUEST FOR PROPOSAL

FOR FOOD CATERING SERVICES

FOR

COMMUNITY COALITION, INC.

HOME DELIVERED MEALS

NUTRITION PROGRAMS FOR THE ELDERLY

PLACE: Community Coalition, Inc.

Aleida C. Blanco

240 EAST 1ST AVE

Hialeah, FL. 33010

The purpose of the state is to establish a contract for the purchase of food catering services for Community Coalition, Inc. delivered nutrition programs for the elderly. Contract is for one year, with the option to renew for 5 additional years on a year to year basis. Competitive bidding for food service vendor contracts must be conducted a minimum of every six years.

It is the intent of Community Coalition, Inc. to secure a contract for the purchase of approximately 75 home delivered hot meals a day Monday through Friday.

For the purchase of approximately 75 home-delivered meals (with actual variance of 50 to 125 a day), Monday through Friday, including holidays with the exception of New Year’s Day and Christmas day which is to be delivered the day prior, at a unit price no higher than $4.37. To homes or apartments of homebound residence within the geographical boundaries of the zip codes listed below:

33122 33125 33126 33127 33128 33129 33130

33131 33132 33133 33134 33135 33136 33137

33142 33143 33145 33146 33155 33165 33010

33015 33016 33012 33013 33014 33018

The locations for home delivered meals will be established on an as needed basis. The total number of servings a day would be a minimum of 50 for the contract year. Home delivered meals are to be delivered between the hours of 10:30 AM and 2:30 PM daily. The timespan between packing and delivery of Hot Meals is not to exceed four (4) hours.

Meal to be provided must include: entrée, grain, vegetable, fruit, milk, salad, beverage, cream/substitution, condiments, and butter/margarine.

The agency reserves the right to wave informalities (See Attachment A for clarification) in this invitation to bid, to reject any and all bids in whole or in part, with or without cause. Community Coalition, Inc. also reserves the right to award the contract which and its judgment will be the best interest of the agency and his participants. Award will be based on unit cost, capability of the bidder, and the quality of the products and services. The agency reserves the right to waive informalities (see attachment A for clarification) in this invitation to bid, to reject any and all bids in hole, or in part, with or without cause.

Sealed bids must be submitted in duplicate and clearly marked “sealed proposal for food catering services for Community Coalition, Inc. whom delivered nutrition programs for the elderly” Dated and delivered to the office of Community Coalition, Inc. located at 240 E 1st Ave Suite 207 Hialeah, FL. 33010.

Two copies of the completed bid specification proposal are required. It is required that bids be either type written or hand written in ink at least one copy must contain the original signatures of the caterers official who is authorized to sign the proposal. Bids shall be submitted in a sealed envelope clearly marked with the bidder’s name and return address.

For purposes of this bid, "Bidder" or "Contractor" is defined as a profit making organization or a non-profit corporation licensed in the State of Florida that intends to prepare food for sale and/or distribution.

**I. GENERAL TERMS AND CONDITIONS OF INVITATION TO BID**

**A. CONDITION TO BID**

1. The Agency reserves the right to waive any informality or to reject any or all bids, or any parts of any bid, or to re-advertise for all and/or part of a bid as it deems best for the interest of the Agency.

2. In case of default of the awarded bid, the Agency may procure the articles or service from other sources and charge the Bidder as liquidated damages any excess cost of damages occasionally thereby.

3. Time for completed delivery may be a factor in determining the successful bidder.

4. The successful Bidder(s) shall not assign, transfer, convey, sublet or otherwise dispose of this contract, or of any or all its right, title or interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the Agency. The Bidder shall not subcontract any portion of the contract to another food service company without prior written approval of the Agency. If the Agency approves a subcontract or assignment, the Bidder remains liable for performance of its obligations under the agreement.

5. Bid indicating price in effect at times of shipment will be considered invalid.

6. The Bidder shall be responsible for all fees, taxes, and licenses that are required to operate under this contract including bonding of personnel.

**B. PREPARATION AND SUBMISSION OF BID**

1. Bidders will not include Federal taxes or State of Florida sales, excise and use taxes in bid prices, as the Agency is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.

2. Bids and Addenda thereto shall be enclosed in sealed envelopes addressed to the Agency. The name and address of the bidder, the bid number, the data and hour of the bid opening and the title of the bid shall be placed outside of the envelope.

3. For purposes of bid evaluation, bidders must indicate any variances to the specifications and terms and conditions, no matter how slight. If variations are not stated in the proposal it shall be construed that the bid fully complies with the specifications, terms and conditions.

**C. REJECTION OF BIDS**

1. The Agency may reject a bid if:

1. The bidder fails to acknowledge receipt of an addendum, or if;
2. The bidder misstates or conceals any material fact in the bid, or if;
3. The bid does not strictly conform to the law or requirements of the bid, or if;
4. The bid if conditional.

**D. WITHDRAWAL OF BIDS**

1. Bids may not be withdrawn after the time and date set for the bid opening for a period of (90) days.

2. Bids may be withdrawn prior to the time and date set for bid opening. Such request must be writing.

**E. COMPETENCY OF BIDDERS**

1. Pre-award inspection of the bidder's facility may be made prior to the award of contract. Bids will be considered only from firms which are regularly engaged in the business of providing goods and/or services as described in this bid with a good record of performance for 11 reasonable period of time and have sufficient financial support, equipment and organization to insure that they can satisfactory execute the services if awarded a contract under the terms and conditions herein stated. The terms “equipment or organization” as used herein shall be construed to mean a fully equipped and well established company in line with best business practices in the industry and as determined by the proper authorities.

2. The contractor must provide method meals are to be transported (i.e. vans, trucks, vehicle) which must be capable of holding food at the required temperature and are clean and well-maintained.

3. The contractor must provide documentation of ability and capability and providing the number of meals required to be provided.

4. The agency may consider any evidence available regarding the financial technical and other qualification and abilities of a better including past performance and experience, and making the award in the best interest of the agency.

5. The contractor must provide name and title of the person who completes the menus.

**F. AWARD OF CONTRACT**

1. Award of bid will be based on costs, capability and quality of product. Award shall be made not only on the basis of the bid price, but the perspective contractor Must be capable of demonstrating excellence in the file of contractual institutional feeding and also furnish the necessary assurances, insurance and documents cards for in the specifications. Agency reserves the right to require a better to submit such evidence of his qualifications, as it may deem necessary before awarding the contract.

2. It is and shall be understood and agreed that a contract shall be awarded and validly entered into between the better and the agency when written notice has been given by the agencies authorized agent and that all requirements stipulated within this invitation to bed will be strictly adhered to.

**G. Termination of Contract**

1. The agency may, by written notice to the successful agency, terminate the contract if the builder/contractor has been found to have failed to perform his services in a manner satisfactory to the agency as per specifications including delivery as specified. It is the intention of the agency to purchase the item specified hearing from a source of supply that will be prompt, Convenient and proper shipment and service. Any failure of the supplier to comply with these conditions may because for terminating any resulting contract immediately upon written notice by the agency. The agency shall be sole judge of non-performance.

2. In the event that any person eating meals prepared under this contract becomes ill as a result of food poisoning, which is attributable to the negligence of the contractor, as determined by the county health department, the agency shall have justification for immediate cancellation of the contract.

3. The agency may cancel the contract upon 30 days written notice for reasons other than cause.

4. The contract may be terminated by the contractor giving the agency not less than 60 (60) days prior written notice of intention to terminate as of the date specified.

5. It is further agreed that in the event funds to finance all or part of the nutrition programs for the elderly become unavailable, the obligations of each party we are in under may be terminated upon no less than 20 (20) days notice in writing to the other party. Said notice shall be delivered by certified mail or in person. The Florida department of Elder affairs shall be the final authority as to the availability of federal or state funds.

**H. Employees**

1. Are employees of the contractor (S) shall be considered to be at all times or so employees of the contractor under his sole direction and not an employee or agent of the agency. The contractor shall provide competent and physically capable employees. The agency may require the contractor to remove an employee it deems, careless, incompetent, insubordinate or otherwise objectionable and whose continued employment on the agency properties is not in the best interest of the agency. Each employee shall have and where proper attire and identification.

2. Per Florida law all employees of the contractor having face-to-face contact with a client having access to the client living area or personal identification information must undergo and pass a level 2 DOEA background screening (See Attachment B).

3. The contractor should have a working knowledge of the nutrition program for the elderly. Supportive personnel should be available to the agency for menu planning, recipe modification, and or required technical assistance. The name of the person whose primary responsibility is the management of the food service contract must be provided to the agency.

4. Lines of communication shall be open between the contractor and the agency there will be written communication between the contractor and the agency on all non-compliance issues and available for auditing purposes. The contractor shall agree to employ older workers, if possible.

5. The contractor will provide annual in-service training to its home delivered drivers and food service staff. Training topic should be relevant to their job related activities and responsibilities. All agenda, handouts provided and sign in sheets must be available upon request.

**I. DEFAULT**

1. In the event the contractor should fail to meet the terms of these bid specifications in anyway, or should it sees its contractual agreement prior to the termination date as notified in writing sixty (60) days before, the contractor will be in default. In case of default of the awarded bid, the agency may procure the articles or services from other sources in charge of contractor for meals, supplies, and any excess costs or damage incurred. In the event that the contractor fails to deliver any meal, meals, portion of the meal, or other food and supplies at the designated home delivery locations within 45 minutes of the previously agreed-upon time, if the food is not hot; delivered at proper temperatures or fit for human consumption, if the menu items are Omitted or substitution without prior approval, if supplies and containers are not delivered properly sealed. The agency may pick her a meal or meals or other foods and supplies elsewhere in charge of the contractor the cost of such replacement supplies and/or meals and other food, plus the USDA cash per meal allowance and any other expenses incurred by the agency in procuring the replacement. Should the contractor failed to deliver meals for a consecutive three day. Or should any person eating meals prepared under this contract become ill as a result of food poisoning attributable to the negligence of the contractor, as determined by the health department environment control division, such action shall be deemed non-performance of the contract and shall be justification for immediate cancellation of the contract.

**J. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS**

1. Bidders shall comply with all local, State, Federal directives, orders and laws as applicable to this bid and subsequent Contract(s). Specific reference is made to HRS Manual140-l, Chapter 9; HRSM 55-1; Title VI and VII of the Civil Rights Act; the Americans with Disabilities Act; and section 504 of the Vocational Rehabilitation Act of 1973; Title III-C of the Older Americans Act 1965, as amended; and any relevant regulations of the State of Florida's Department of Elder Affairs.

2. Pursuant to Civil Rights Act of 1964 and the Americans with Disabilities of 1990, all Contractors and subcontractors performing work in connection with this Contract shall provide equal opportunity for employment and shall agree not to discrimination against as employee or applicant for employment because of race, religion, color, age, sex, national origin or place of birth, or on the basis of disability.

It is expressly understood that upon proof of such discrimination, the Agency shall have the right to terminate said contract.

3. The contractor shall supply all reports requested by the Agency, the Area Agency on Aging, the Florida

Department of Elderly Affairs, the Administration on Aging, and the U.S. Department of Agriculture.

4. The Contractor shall guarantee that the meals conform to the meal pattern requirement of the Title III-C Program which also include the provision that the provide a minimum of33 1/3 of Dietary Reference Intake/Adequate Intake (DRI/AI) for moderately active female age 70 as established by the Food and Nutrition Board or National Academy of Science-National Research Council. If one meal is provided per day.

5. Menus must be written in accordance with the Department of Elder Affairs Programs and Services

Handbook specifications and include the name and title of the person who approves the menus.

**K. ADJUSTMENT TO CONTRACT PRICE (S)**

1. The purpose of this bid is to establish a contract for the purpose of the Agency’s total needs for a period of one year on as needed basis and it is and shall be understood and agreed.

2. The price quoted in the contract shall remain in effect until the end of calendar year of the effective date of contract. The Agency has the option to extend the contract for two additional years.

3. Such requested price adjustment shall in any event not exceed the percentage increase shown by the

"Consumer Price Index for food, etc." published by the U.S. Department of Labor, Bureau of statistics, for the 9th Month after commencement of the service as compared with the index on the effective date of contract. Extension of the contract is an Agency prerogative, not a right of the Contractor, such option will be exercised only when it is in the best interest of the Agency.

4. Payment to the caterer will occur in 60 days. The caterer’s financial records should be available for

audit at least once a year.

**II. MINIMUM FOOD CONTRACT SPECIFICATIONS**

1. Award of bid and/or cancellation of bid and/or estimated usages in this invitation to Bid are contingent on availability of funds.

2. Quantities stated are for bidders' guidance only and no guarantee is given or implied as to quantities that will be used during the contract period. Estimated quantities are based upon previous needs and estimated usage for the twelve (12) months period.

3. The prices established herein shall prevail (be maximum) for the term of this Contract with the benefit of any general reduction in commodity price during said period being passed on to the Agency.

4. Bidders are required to submit as part of their bid proposal a sample of a five (5), days with four (4) week cycle of menus. The Contractor’s Dietician attestation to attest to the fact that the menus have been analyzed with a computer assisted nutrient analysis method and that they are in compliance with meal specifications. Attestation Statement must include the name and title of the person who completed the menu, as well as, the person who approves the menu and attach it to each menu cycle.

Upon contract award, these menus will be jointly revised by representatives of the Contractor and the Agency. The menu cycles of successful bidder(s) must be approved by the Area Agency on Aging and the Agency’s Consulting Dietitian who will address specific concerns regarding participant preferences, and is subject to necessary revisions made by the same. Menus need to include the name and title of the person that completes the menus.

Said revisions must be incorporated into menu cycles and copies of corrected menus must be submitted to the Area Agency on Aging and/or Agency's Consulting Dietitian within one week of receipt of stated corrections. Approved menu cycles may be repeated for a period of time not to exceed six (6) months and new menus must be utilized for the following six (6) months. Contractor responsible for submitting 4 week cycle menus twice a year. (January and July)

5. Proposed menus must be negotiated with the Agency during a menu review meeting and menu cycles agreed upon must be submitted to the Program Director for review and approval at least six (6) weeks prior to their anticipated use. Daily menu plans and schedule of rotation of menus shall be approved by Agency's personnel charged with this responsibility. Substitutions to the approved menu cycles may not be made without prior approval by the Agency consulting nutritionist. (Substitutions must be of similar nutritional value and may not reduce the nutritional content of the meal.) Substitutions have to comply with the approved substitution list. A list that includes the date of substitution, the original menu items and the substitution made, and reason for the substitution must be submitted to the Agency at the end of each month. There should not be more than five (5) substitutions per month. Approval must be obtained prior to using any substitutions outside of the preapproved list. In the event a substitution is made without prior approval, the Agency will not be responsible for payment for the unapproved menu items. Likewise, any menu item omitted will not be honored by the Agency. The cost of said items shall be deducted from the bill at a rate to be determined at the time the contract is awarded. The Contractor shall provide immediate reimbursement for any out-of-pocket expenses incurred by the Agency when replacing part of or all of a meal that is not delivered, wholesome, spoiled, out of date, or otherwise inedible.

6. As the Agency will be closed during certain holidays, the Contractor shall supply boxed lunches at the same meal unit cost to the project, if requested. The boxed lunches shall be delivered the day before the holiday for the same number of hot meals ordered that day. Box lunches must meet all nutrition requirements, meeting one third (1/3) DRI for a moderately active 70+year old woman. Lunch boxes have to be previously approved by the Area Agency on Aging and must have the approval of the Agency’s Executive Director.

7. On any given contract year, the Agency may request up to two menus for a take home meal of non-perishable food for emergency use. Nutrient content of the meal must meet all requirement of the program as specified in Chapter 4, Page 144, (See Attachment C) of the Older American Act stated as be approved by the Area Agency on Aging or nutrition program qualified Dietitian.

8. The Contractor agrees to make special emergency arrangements for supplying the meals in the event of natural disasters, such as hurricane, flood, fire, power failure, and similar circumstances which would prevent the Contractor from furnishing the meals in the usual fashion. It is the responsibility of the Agency and the Contractor to provide each other with home telephone numbers for emergency use only. The Contractor shall develop and submit with the bid, an emergency procedure for delivering food in the case of a truck breakdown.

9. All applicable health and sanitation requirements shall be adhered to at the food preparation site. Local, State, and Federal Program authorities must have the right to inspect the premises and request formal inspection by health officials if deemed necessary. The Agency's contracted dietitian will also perform an inspection annually. Failure to comply with applicable health requirements shall result in termination of the contract. Program staff, AAA staff and DOEA staff shall be able to inspect food preparation, packaging, and storage areas at any time. The Agency shall receive copies of inspection reports of the Contractor's facilities completed by health, sanitation and safety officials within 24 hours after receipt of the above by the Contractor.

10. The food service vendor must not have had any temporary or permanent closures, Administrative Complaints regarding food safety, or 10 or more High Priority/Significant findings on sanitation inspections within the past 12 months, beginning Jul 1, 2018. Per Department of Business and Professional Regulations, a “high priority violations could contribute directly to a food borne illness or injury and could pose a direct or significant threat to public health, safety, or welfare.” Per Department of Health, “an unsatisfactory inspection means that the violations were a significant threat to public health and sanitation and require correction before the next routine inspection.” Document of a food safety management program within the facility that meets or exceeds the minimum requirements of federal, state, municipal or other agencies authorized to inspect or credit food service operation; documentation of an inspection by the state regulatory authority within the past 6 months.

Contractor is required to provide a written plan of action for any high priority or significant findings on sanitation inspections within 24 hours of site visit.

Contractor is required to notify the nutrition provider immediately for any closures or administrative complaints regarding food safety; and notify the nutrition the nutrition provider of inspection within 24 hours.

11. The caterer involved in preparing meals for Home-Delivered Nutrition Program for the Elderly must maintain at each central kitchen a written documented formal sanitation program as per the Department of Elder Affairs Programs and Services Manual. This document is to be available for review upon request and at each annual inspection conducted by program staff or their representatives.

12. No salt “Accent” or other sodium condiment may be used in the preparation of food. No added sugar may be used. The use of saturated fats must be restricted in the menu planning and meal preparation.

13. The Contractor will transport all food items in their own vehicles appropriate for delivery. Food shall be packaged in equipment capable of maintaining hot food at 140 degrees Fahrenheit or higher and cold food at 41 degrees Fahrenheit or lower. Food shall be delivered in enclosed vehicles that are equipped with adequate facilities for maintaining food at safe temperatures. All delivery vehicles and food equipment must be cleaned and well maintained. Agency can conduct an inspection of the contractor's vehicles and equipment at any time to ensure compliance. The Contractor shall be responsible for the operation, insurance and maintenance of vehicles used in the delivery of food, equipment, etc. Hot foods are to be delivered by the Contractor to participant’s door. All meals designated for delivery to homebound clients must be individually package in compartmental, aluminum trays with appropriate lids, then packed in secondary insulated food carriers or mobile ovens and transported immediately. Cold food items and milk shall be maintained at 41 degrees Fahrenheit or lower until final destination.

14. The Contractor agrees to furnish food for special occasions (& menus must be previously approved by the AAA) as scheduled by Agency after a joint discussion of food service needs and with a five (5) day advance notice.

15. ( *Intentionally Left Blank* )

16. The Contractor shall provide a traditional Thanksgiving, Christmas, and Easter meal at no additional cost to the program on a mutually agreed upon date.

17. The Contractor shall be flexible regarding the number of meals to be provided in the delivery locations for home-delivered meals. The Agency will notify the Contractor by 4:00 p.m. of each serving day the number of meals required for next serving day only if there is a change in the allocated number of meals. This will constitute a purchase order, which will cover the maximum billings for that order.

18. At the time the contract is awarded, the Agency will give the Contractor the names of persons who

have the authority to make a change in the number of daily meals.

19. The Contractor must adhere to a strict time schedule (10:30 a.m. – 2:30 p.m.) for delivering hot lunches Home-Delivered meals. Deliveries made past the stated time range are not acceptable. Written warnings will be given to the Contractor on each occasion after five (5) written warnings, the contract will be subject to cancellation.

20. The Contractor shall keep full and accurate sales and procurement records related to sales covered

by the contract. All such records shall be kept on file for a minimum of seven (7) years after the end of the Federal fiscal year to which they pertain or any other period which the Area Agency on Aging may from time to time dispute. The Contractor shall agree that authorized auditors and officials, upon request, shall have access to all such records for audit and review at a reasonable time and place.

21. The Contractor shall bill the Agency at the end of each month. Payment shall be made monthly within sixty (60) days of invoice receipt unless Title funding is unavoidably delayed.

22. The Contractor agrees (in the event USDA foods become available) to accept and use, to the

maximum extent possible, donated foods from the U.S. Department of Agriculture and to conform with all requirements of the USDA, the State of Florida, or any other regulatory body regarding the use, handling, records, and storage of donated food.

23. All food served shall be from an approved source. When delivered to participant’s home, the food shall be wholesome and of good quality. All raw food used in the preparation of meals for the Agency shall be of high quality and meet any required standards. No home prepared or home canned food shall be used in the preparation of these meals.

Unacceptable Food Items: In accordance with the Florida Food Code:

a) Food that has passed its expiration date

b) Home canned or preserved foods

c) Food cooked or prepared in an individual home

d) Pre-packed unpasteurized juice (including unpasteurized apple cider)

e) Any road kill

f) Wild game donated by hunters

g) Fresh or frozen fish donated by sportsmen

24. No equipment will be furnished or maintained by the Agency in the provision of meals; therefore) the Contractor shall supply and maintain approved automotive vehicles, insulated containers and other appropriate equipment, service ware, cups, straws, napkins, accessories and condiments appropriate for the storage, reparation, delivery and serving of hot and cold foods, abiding by all safety measures and sanitary practices in handling operations. The Contractor shall replace damaged equipment.

25. The Contractor must provide documentation of a food safety management program that meets

or exceeds the minimum requirement of federal, state, municipal or other agencies authorized

to inspect or accredit the food service operation. The Contractor must have available a description of its delivery standards and sanitation policies and procedures. Delivery standards and sanitation policies should include holding temperatures and serving food (See Attachment D)

26. Sample of proposed packaging (napkins, home delivered meal containers, silverware, etc.) should be submitted with the bid.

27. The vendor must submit its three most recent sanitation inspection reports and may not have had any closures (temporary or permanent), Administrative Complaints related to food safety, or a combined total of ten (10) or more high priority violations on their sanitation inspections. The vendor must agree to notify the Nutrition Provider immediately for any closure or Administrative Complaint related to food safety. The vendor must agree to notify the Nutrition Provider within twenty-four (24) hours of any sanitation inspection and provide a copy of the report to the Nutrition Provider.

28. The vendor must submit its three most recent sanitation inspection reports to the Nutrition Provider. If a vendor has one temporary closure and/or twelve (12) high priority violations in the preceding twelve-month period, the inspection reports shall be sent to the AAA for further review. The AAA will then decide if the vendor has taken appropriate action to ensure food safety compliance in order to prevent repeat violations. The vendor must agree to notify the Nutrition Provider immediately for any closure or Administrative Complaint related to food safety. The vendor must agree to notify the Nutrition Provider within twenty-four (24) hours of any sanitation inspection and provide a copy of the report to the Nutrition Provider. It is not recommended that the AAA contracts, or subcontracts, with any vendor who has more than one temporary closure and/or more than twelve (12) high priority violations in the twelve-month period prior to entering into a contract or during a twelve-month contract period.

**M. INDEMNIFICATION AND INSURANCE**

1. The Contractor is an independent caterer and not an employee of the Agency in operating the aforementioned services. The Contractor shall be liable and agree to be liable for, and shall indemnify, defend and hold the Area Agency on Aging and the Agency harmless for all claims, suites, judgment, or damages arising from the operation of the aforementioned services during the period of this agreement. This includes, but is not limited to, any loss or damage cause by the Contractor’s negligence acts or omissions, theft by the Contractor’s agents or employees and any suit alleging personal injury, sickness, or disease rising out of the consumption of meals. The Contractor shall pay all claims and losses of any nature whatever in connection therewith and shall defend all suits, in the name of the Agency when applicable and shall pay all costs and judgments, which may be issued.
2. The contract shall furnish to the Agency Certificate of Insurance, which indicate that insurance coverage which meets the requirements as outlined below:

a) Compensation Insurance for all employees of the Contractor as required by Florida

Statute 440.

b) Public Liability Insurance on a comprehensive basis in an amount not less than $500,000 combined single limit per occurrence for bodily injury and properly damage. Policy shall be endorsed to include products and complete operations liability. The Agency must be shown as an additional insured with respect to this coverage.

c) Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than $500,000 combined single limit per occurrence for bodily injury and property damage.

The insurance coverage required shall include those classifications, as listed in standards liability insurance manuals, which most nearly reflect the operation of the Contractor.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications as to management and financial strength. The Insurance Carrier must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by the latest (1991 or later) edition of Best's Insurance Guide, or its equivalent.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days written advance notice to the certificate holder.

Compliance with the foregoing requirements shall not relieve the Contractor of his liability and obligations under this section or under any other section of this agreement.

**D. MEAL SPECIFICATIONS**

1. Homebound menus must comply with USDA interpretations of the Dietary Guidelines for Americans. Each meal must provide a minimum of .33 1/3 of the Dietary Reference Intake/Adequate Intakes (DRT's/AI's) for moderately active age 70+ female as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences if one meal is provided per day. Nutrition Providers must obtain the services of a registered dietitian whose duties include menu development and performing the computer analysis with the appropriate software.

Calories, protein, fat, fiber, calcium, magnesium, Vitamin B-6 and Vitamin C must be provided in adequate amounts daily. Vitamin A, B-12, zinc, magnesium, sodium and potassium may be averaged over one week. However no daily amount of sodium may exceed 1000 mg. Fortified foods may be used to meet Vitamin B 12 requirements.