



Request for Bid for Meal(s) Preparation and Delivery to:

Caroline Medical Adult Day Care  
403 South 7<sup>th</sup> Street  
Denton, Maryland 21629  
Ph: (410-479-8065  
Fax: (410) 479-4911

**Annual Contract terms:**

- Contract term: October 1, 2019 to September 30, 2020
- Service for approximately 38 lunch meals and approximately 20 breakfasts, for 245 days of service
- Contract requires that all meals are in adherence with the **Federal Child and Adult Food Program (CACFP)** by supplying meals with the minimum meal pattern requirements as to components and portion size. Delivery of all meals identified must be provided as listed:
  - . **Low Sodium, Low Cholesterol**
  - . **Diabetic**
  - . **Renal**
  - . **Approved by a Dietician**
- Types of meals :
  - . Breakfast (with monthly menu)
  - . Lunch (with monthly menu)
  - . Special Holiday Meals
  - . Boxed or bag lunches (by request only)
  - . **Renal Diets**
  - . Seasonal menu change per quarter
- Cost of meals (Breakfast and Lunch) to include, but not limited to:
  - . Plates, napkins, silverware, dessert bowls, soup bowls, cups (for juice, coffee/tea or water
  - . Condiments: margarine, sugar, sugar substitute, salt substitution, pepper, ketchup, mayonnaise, mustard, vinegar, diabetic syrup and jellies, decaffeinated coffee and tea, etc.
  - . Have special ordered items invoiced to the Medical Adult Day Care

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- Have the ability to deliver meals daily by 9:00 am for breakfast, except for State Holidays and weekends and days closed due to inclement weather. CMADC hours of operation are: Monday through Friday 7:30 am to 4:30 pm.
- Provide with menu(s) nutritional sheets per month
- Willing to accept the State of Maryland Purchase Order system for payment with monthly invoices submitted prior to the 7<sup>th</sup> of each month, with payment occurring approximately 30 days after receipt of invoice
- All invoices are to be submitted to the address as noted on this RFB
- Must provide your current *License to Prepare Food* in the State of Maryland

**Award Criteria:**

- The Vendor that identifies the ability to provide for all the meal types defined in the request
- The lowest overall price for these goods
- The Vendor is in "Good Standing" with the State of Maryland at the time of the opening of this IFB as displayed on the *Maryland Business Express* website

Bids must be submitted by 12:01 PM, September 16, 2019

  
Edna Garlic, RN, Director

  
Date

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