

**CITY OF GARDENA
MEALS FOR THE ELDERLY
NUTRITION PROGRAM
PART I**

NOTICE TO BIDDERS

PUBLIC NOTICE IS HEREBY GIVEN that the City of Gardena, California, invites and will receive sealed bids up to the hour of **12:00 p.m., Friday, April 19, 2024**, for furnishing the meals for the Elderly Nutrition Program in accordance with the Invitation for Bid (IFB) **“CITY OF GARDENA MEALS FOR THE ELDERLY NUTRITION PROGRAM and shortly thereafter on this same day, they will be publicly open and read in the City Clerk’s Office.”** All bidders are subject to all of the terms and conditions contained in the IFB. Copies of the IFB, which includes the complete specifications and necessary bid response forms, may be obtained from the City Website or the City Clerk’s office in the City Hall, Room 106, 1700 West 162nd Street, Gardena.

PUBLIC NOTICE IS HEREBY GIVEN that the City of Gardena Elderly Nutrition Program is funded under Title 111-C of the Older Americans Act of 1965 (OAA), as amended. Its purpose is to serve hot or otherwise appropriate meals daily to persons 60 years of age or older. These meals must conform to the delivery and nutritional requirements herein. The dates of the awarded contract will be from July 1, 2024 to June 30, 2028. The contract will be eligible for annual renegotiation and renewal on a year-to-year basis, contingent upon successful contract performance each year and availability of OAA Title III funds.

This notice is given pursuant to Gardena Municipal Code GMC 2.60, and is dated this 11th day of March 2024.

Mina Semenza, City Clerk
City Clerk of the City of Gardena

CITY OF GARDENA
MEALS FOR THE ELDERLY NUTRITION PROGRAM
PART II

GENERAL PROVISIONS

SECTION 1. DEFINITIONS

- A. The term "IFB" shall mean "Invitation for Bid" and shall refer to the bid process and all documents contained therein.
- B. The term "Bidder" shall mean any entity submitting a written bid in response to the Invitation to Bid (IFB).
- C. The term "City" or phrase "City of Gardena" shall mean the governing body of the City of Gardena or any department thereof, hereinafter referred to as the City or Contractor.
- D. The term "Subcontractor" shall mean the entity awarded a written contract for providing said meals as a result of the bid process. The term "Subcontractor" shall also include by definition the term "Bidder".

SECTION 2. NEED AND PURPOSE

The City of Gardena Nutrition Service Provider for the Elderly (referred to herein as the Contractor) has requested funding under Title IIIC of Older Americans Act (OAA) of 1965, as amended. Its purpose is to serve hot or otherwise appropriate meals daily to persons 60 years of age or older. These meals must conform to the delivery and nutritional requirements herein. The dates of the awarded contract will be from July 01, 2024 to June 30, 2028.

The City of Gardena will receive electronic bids up to the hour of **12:00 p.m., Friday, April 19, 2024**, for a catered food service operation for senior citizens of the City of Gardena. **A mandatory pre-bid conference will be held on Tuesday, March 26, 2024, at 2:00 p.m.** located in the Ken Nakaoka Community Center, 1670 W. 162nd Street, Gardena, California. All prospective bidders are required to attend.

Bidders will be required to gain an independent understanding of applicable State and Federal regulations, and specifically the Hazard Analysis and Critical Control Point (HACCP) requirement and California Uniform Retail Food Facilities Law (CURFLL) contained in the Los Angeles County Standard Operating Procedures Manual for Service Providers. To do so, prospective bidders may contact the Los Angeles County Health Department for these food service regulations.

SECTION 3. FUNDING AND APPROVAL

The meals to be purchased under this notice are to be purchased with the assistance of funding from the Federal Government, through the Los Angeles County Area Agency on Aging, under Title III-C of the Older Americans Act of 1965 (OAC), as amended. Acceptance of any proposal thereof is contingent upon receipt of sufficient funds by Nutrition Service Provider from the Los Angeles County Area Agency on Aging and subject to inspection and approval by Los Angeles County Area Agency on Aging.

SECTION 4. IFB SCHEDULE

The schedule* of activities and corresponding due dates related to this IFB, are as follows:

(***Note:** The City reserves the right to modify this schedule as needed.)

ACTIVITY

Invitation for Bids Released on PlanetBids
Deadline for Questions from Bidders
Mandatory Pre-Bid Conference
Deadline for Inquiries and Modifications
Deadline for Submitting Proposals
Site Visit for Lowest Responsive Bidder
Projected Contract Award by City Council

*Due Dates

Monday, March 11, 2024
Friday, March 22, 2024, 12:00 p.m.
Tuesday, March 26, 2024, 2:00 p.m.
Friday, April 5, 2024, 12:00 p.m.
Monday, April 19, 2024, 12:00 p.m.
Week of April 29-May 3, 2024
Tuesday, May 14, 2024, 7:30 p.m.

SECTION 5. BID SUBMITTAL

Part V of the Invitation to Bid includes Exhibits A through F in addition to a list of additional documentation to be supplied by the prospective bidder. These documents must be completed, signed and returned to the City by the bidder. Bidders who do not submit all of the required documents in their proposal packets may be rejected by the City as non-responsive and will be so notified. The documents include:

- EXHIBIT A - Bidder Information
- EXHIBIT B - Bid Price Fact Sheets
- EXHIBIT C - Cost Proposal and Bidders Certification
- EXHIBIT D - Affidavit of Non-Collusion
- EXHIBIT E - Insurance Compliance Certification
- EXHIBIT F - Bidders Reference List
- Verifiable Resumes of *Registered Dietitian or Food Service Mgr. with Registration ID# and Expiration Date
- Current Copy of Health Certificate and any corrected deficiencies
- Certificates of Insurance
- Proof of National Restaurant Association's "Serv-Safe" Certificate

- A. The City reserves the right to refuse to consider any bid not tendered on such bid form, and to waive any formalities in any and all bids received, and to be the sole judge of the respective merits of the respective bids received.
- B. The City of Gardena reserves the right to waive minor discrepancies or to reject bids because of minor discrepancies as it sees fit. The City reserves the right to revise or amend any of the bid documents including the Notice to Bidders, the Cost Proposal Form, the proposed form of Agreement ("the Agreement"), the General Provisions, the Food Service Specifications and other documents included herein.
- C. The City reserves the right to take all bids under advisement for a period not to exceed sixty (60) days from and after the date upon which such bids are opened and declared.
- D. The City reserves the right to reject any and all bids and to waive any informality or technical defects which it deems is in the best interest of the Los Angeles Area Agency on Aging and the City of Gardena.
- E. Any bidder placing a bid under this IFB unless otherwise expressly set forth and stated in such bid, shall, by the placing of such bid thereby automatically agree to each and all of the terms, conditions, provisions and requirements set forth, contemplated, and referred to in this notice, and to full compliance therewith in the event of an award of any contract, agreement, purchase or order hereunder to such bidder. All bids submitted shall fully comply with all conditions and requirements contained in the IFB. Conditional bids, or those which take exception to the specifications, may be considered non-responsive and rejected.
- F. Bidder shall submit bid electronically via PlanetBids. A link for PlanetBids is located on the City website at www.cityofgardena.org.
- G. All bids must be titled **"BID FOR MEALS FOR THE ELDERLY NUTRITION PROGRAM-2024"**.
- H. All bids must be submitted electronically at or before the time above specified on the date above mentioned.
- I. The City will respect proprietary data within legal constraints.
- J. Any modification of the bid by the bidder which is inconsistent with or in addition to the terms and conditions herein set forth, shall be void and of no effect unless and to the extent expressly accepted by the City in writing.
- K. Any bid may be withdrawn at any time prior to the time fixed in the public notice for the submittal of bids only by written request as specified herein

below. After the time fixed in the public notice for the submittal of bids, bids may not be withdrawn for ninety (90) calendar days.

SECTION 6. RESPONSE TO BID SPECIFICATIONS

- A. Bidders must satisfy themselves by personal examination of the location of the proposed work, and by such other means as they believe necessary, as to the actual physical conditions, requirements, and difficulties under which the work must be performed.

A **Mandatory Pre-Bid Conference** will be held on Tuesday, March 26, 2024, at 2:00 p.m. located in the Ken Nakaoka Community Center, 1670 W. 162nd Street, Gardena, California where City staff will review the answers to questions from prospective bidders. Questions from bidders must be submitted via Planetbids by Friday, March 22, 2024, by 12:00 p.m. The questions and answers to these questions will be provided at the Mandatory Pre-Bid Conference. No further questions will be answered at the Mandatory Pre-Bid Conference.

- B. Bidders will be required to gain an independent understanding of the applicable State and Federal regulations, and specifically the requirements contained in the Los Angeles County Nutrition Policies and Procedures Manual. To do so, bidders may contact any appropriate local or state agency or food nutritional regional office for food service program regulations.
- C. No bidder shall, at any time after submission of the bid, make any claim or assertion that there was any misunderstanding or lack of information regarding the nature or amount of work necessary for the satisfactory completion of the job. Any errors, omissions, or discrepancies found in the plans or specifications shall be called to the attention of the City Purchasing Officer and clarified prior to the submission of the bid.

SECTION 7. INSURANCE REQUIREMENTS

With submittal of bid documents, bidder shall show evidence of levels and type of all insurance required. Prior to execution of the Agreement, the successful bidder shall furnish an **original** insurance certificate to meet minimum standards as set forth below.

- A. Commencement of Work. Subcontractor shall not commence work under the Agreement until it has obtained City approved insurance. Before beginning work hereunder, during the entire period of the Agreement, for any extensions hereto, and for periods after the end of the Agreement as may be indicated below, Subcontractor must have and maintain in place all of the insurance coverage

required in this Section. Subcontractor's insurance shall comply with all items specified by the Agreement.

B. Insurance Company Requirements. All insurance policies used to satisfy the requirements imposed hereunder shall be issued by insurers admitted to do business in the State of California. Insurers shall have a current Best's rating of not less than A-:VII, unless otherwise approved by City.

C. Coverage, Limits and Policy Requirements. Subcontractor shall maintain the types of coverage and limits no less than indicated below:

1. *Commercial General Liability Insurance* –(providing scope of coverage equivalent to ISO policy form CG 00 01), with no special limitations affecting City with limits of not less than:

General Aggregate	\$4 Million
Products/Completed Operations Aggregate:	\$2 Million
Personal and Advertising Injury	\$1 Million
Each Occurrence:	\$1 Million

2. *Automobile Liability Insurance* - providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance must cover liability arising out of Subcontractor's use of autos pursuant to the Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

3. *Worker's Compensation and Employer's Liability Insurance* – a policy that meets all statutory benefit requirements of the Labor Code, or other applicable law, of the State of California. The minimum coverage limits for said insurance shall be: Worker's Compensation - statutory limits; Employer's Liability - no less than one million dollars (\$1,000,000) per claim. The policy shall be issued by an insurance company which is admitted to do business in the State of California and shall contain a clause that the policy may not be canceled without thirty (30) days prior written notice, return receipt requested, is mailed to City.

4. *Crime Coverage Insurance* – A Crime Insurance policy with limits of not less than \$50,000 per occurrence. Such coverage must protect against all loss of money, securities, or other valuable property entrusted by City to Subcontractor, and apply to all of Subcontractor's directors, officers, agents and employees who regularly handle or have responsibility for such money, securities or property. This insurance must include third party fidelity coverage, include coverage for loss due to theft, mysterious disappearance, and computer fraud/theft, and must not contain a requirement for an arrest and/or conviction.

5. *Professional Liability-Errors and Omissions Insurance* – Insurance covering Subcontractor’s liability arising from or related to this Agreement, with limits of not less than \$1 million per claim and \$2 million aggregate. Further, Subcontractor understands and agrees it must maintain such coverage for a period of not less than three (3) years following this Subcontract’s expiration, termination or cancellation.
6. *Sexual Misconduct Liability Insurance* – Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.
7. *Cyber Liability Insurance* – The Subcontractor must secure and maintain cyber liability insurance coverage with limits of \$3 Million per occurrence and in the aggregate during the term of the Agreement, including coverage for: network security liability; privacy liability; privacy regulatory proceeding, defense, response, expenses and fines; technology professional liability (errors and omissions); privacy breach expense reimbursement (liability arising from the loss or disclosure of City or the County of Los Angeles information no matter how it occurs); system breach; denial or loss of service; introduction, implantation, or spread of malicious software code; unauthorized access to or use of computer systems; and Data/Information loss and business interruption; any other liability or risk that arises out of the Agreement. The procuring of the insurance described herein, or delivery of the certificates of insurance described herein, will not be construed as a limitation upon the Subcontractor’s liability or as full performance of its indemnification obligations hereunder. No exclusion/restriction for unencrypted portable devices/media may be on the policy.
8. *Policy Requirements.* The policies set forth above shall comply with the following, as evidenced by the policies or endorsements to the policies:
 - a. **Additional Insured** The City of Gardena, its appointed and elected officers, employees, agents, and volunteers and the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively City and County and their Agents) shall be named as additional insured on all policies or certificates.
 - b. **Cancellation Notice** 30-day Written Notice of Cancellation or any change in Required Insurance shall be mailed to the City of Gardena, 1700 W. 162nd Street, Gardena, CA 90247 and County of Los Angeles Area Agency on Aging (AAA), 3175 W. 6th Street, Los

Angeles, CA 90020. The written notice shall be provided to the City and County at least ten (10) days in advance of cancellation for non-payment of premium.

- c. For any claims with respect to the services covered by this Agreement, Subcontractor's insurance coverage shall be primary insurance as it pertains to the City of Gardena, its appointed and elected officers, employees, agents, and volunteers and the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers. Any insurance or self-insurance maintained by the City of Gardena, its appointed and elected officers, employees, agents, and volunteers and the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers shall be excess of Subcontractor's insurance and shall not contribute with it.
- d. Coverage shall state that the Subcontractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- e. In the event any new or additional meal locations are started, the insurance carrier shall name all new or additional sites as insured under the policy.

D. Additional Requirements.

- a. The procuring of such required policies of insurance shall not be construed to limit Subcontractor's liability hereunder or to fulfill the indemnification provisions and requirements of the Agreement. There shall be no recourse against City for payment of premiums or other amounts with respect thereto. City shall notify Subcontractor in writing of changes in the insurance requirements. If Subcontractor does not deposit copies of acceptable insurance policies or endorsements with City incorporating such changes within sixty (60) days of receipt of such notice, Subcontractor shall be deemed in default hereunder.
- b. *Deductibles.* Any deductible or self-insured retention over \$25,000 per occurrence must be declared to and approved by City. Any deductible exceeding an amount acceptable to City shall be subject to the following changes: either the insurer shall eliminate or reduce such deductibles or self-insured retentions with respect to City, its officers, employees, agents and volunteers (with additional premium, if any, to be paid by Subcontractor); or Subcontractor shall provide satisfactory financial guarantee for payment of losses and related investigations, claim administration and defense expenses.

- c. *Verification of Compliance.* Subcontractor shall furnish original policies or certificates and endorsements effecting coverage required by the Agreement. The endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All endorsements are to be received and approved by City before work commences. Not less than fifteen (15) days prior to the expiration date of any policy of insurance required by the Agreement, Subcontractor shall deliver to City a binder or certificate of insurance with respect to each renewal policy, bearing a notation evidencing payment of the premium therefore, or accompanied by other proof of payment satisfactory to City. Subcontractor shall provide full copies of any requested policies to CITY within three (3) days of any such request by City.
- d. *Termination for Lack of Coverage.* If Subcontractor, for any reason, fails to have in place, at all times during the term of the Agreement, including any extension hereto, all required insurance and coverage, City may immediately obtain such coverage at Subcontractor's expense and/or terminate the Agreement.

SECTION 8. COMPLIANCE WITH LAWS

NOTICE IS HEREBY GIVEN that all of the work under such contract shall be done in accordance with the provisions of the Labor Code of the State of California in all respects, and reference is hereby made to said Labor Code for further particulars in that regard.

NOTICE IS HEREBY GIVEN that all bids hereunder and all contracts awarded hereunder must be filed, made and executed in accordance with all laws of the State of California, and of the United States of America, which relate to bids and contracts of this nature, whether same are expressly referred to herein or not.

NOTICE IS HEREBY FURTHER GIVEN that Subcontractor understands that pursuant to Gardena Municipal Code Section 2.24.020(H) it is forbidden to make any contribution to a candidate or committee of a candidate for a municipal office of the City of Gardena until the completion of services to be performed under the Agreement. No members, officer or employee of the City of Gardena or of a local public body during his/her tenure or one year thereafter shall have any interest, direct or indirect, in the contract or the proceeds thereof. No member of, or delegate to the Congress of the United States shall be admitted to any share or part of this contract or to any benefit arising therefrom.

SECTION 9. INQUIRIES/AMENDMENTS/MODIFICATIONS TO BID DOCUMENTS

- A. Bid Documents. The City reserves the right to revise or amend any of the bid documents including the Notice to Bidders, the proposal form, the

proposed form of Contract, the General Provisions, the Food Service Specifications and other documents included herein, which can be found at www.cityofgardena.org/rfps/. Such revisions or amendments, if any, will be published in written addendum form and copies of such mailed to all holders of documents. If required, the time and date of bid opening may be postponed by such addenda.

- B. Errors, Omissions and Protests. No bidder shall, at any time after submission of the bid, make any claim or assertion that there was any misunderstanding or lack of information regarding the nature or specifications of the notice necessary for the satisfactory response to this notice. Any errors, omissions, or discrepancies found in the plans or specifications shall be called to the attention of the City Purchasing Officer and clarified prior to the submission of the bid by Friday, April 5, 2024.

Any request or protest must be fully supported with technical data, test results, or other pertinent information as evidence that the substitute offered is equal to or better than that required in the specification, or any addendum thereto, or as evidence that the protest shall be upheld. Any bid protest shall be submitted and reviewed in accordance with the City Bid Protest Procedures contained in this IFB.

- C. Discrepancy and/or Inconsistency in Documents. Where there is a discrepancy and/or inconsistency in the bid documents, the most restrictive condition shall apply. Should such a distinction not be apparent, the following order shall take precedence, one over the other:

1. Los Angeles County Area Agency on Aging requirements.
2. Gardena Municipal Code
3. Contract Documents
4. Bid Specifications

- D. General Inquiries - Specifications. General inquiries regarding the specifications included herein may be directed in writing to:

Danny Rodriguez
Acting Contract Administrator
City of Gardena
1700 West 162nd Street
Gardena, CA 90247
drodriguez@cityofgardena.org

- E. Bid Inquiries and Requests for Modifications to Bid Document or Contract Documents. All inquiries regarding the bid process and bid response documents included herein and ***any request for modifications to the bid***

specifications or any contract which results therefrom shall be made in writing and directed to no later than Friday, April 5, 2024:

Danny Rodriguez, Acting Contract Administrator
City of Gardena
drodriguez@cityofgardena.org

SECTION 10. SPECIAL PROVISIONS

- A. Taxes. Subcontractor shall separately state on all invoices any taxes imposed by federal or state government applicable to furnishing of the Articles; provided, however, where a tax exemption is available, such tax shall be subtracted from the total price and identified. Municipalities are exempt from federal excise and transportation taxes. Total prices quoted are to exclude federal taxes. Exemption certificates will be furnished upon request.
- B. Prices. Subcontractor represents that prices quoted to or paid by the City shall not exceed current prices charged to any other customer of Subcontractor for items which are the same or substantially similar to the Articles, taking into account the quality under consideration, and Subcontractor will forthwith refund any amounts paid by the City in excess of such price.
- C. Brand Names and Specifications. The detailed specifications and/or brand name references are descriptive and indicate quality, design, and construction of items required. Offers will be considered to supply articles substantially the same as those described herein but with minor variations. Bidder must describe variations in bid submitted.
- D. Breach of Contract. If this contract is canceled for default, the City, in addition to all other rights afforded by law for Subcontractor's breach of contract, shall have the right to charge Subcontractor the amount by which the costs of fabricating or procuring the Articles canceled from another source exceed the prices specified herein, and the City may set off any such charge against any amounts which may become payable to Subcontractor under the contract or otherwise.

Upon such cancellation, Subcontractor will deliver to Buyer any of the Articles, parts or materials, for which the City shall make written request at or after cancellation, and the City will pay Subcontractor the fair value of any such property so requested and delivered. Notwithstanding the City's right to cancel the contract for delay in delivery, Subcontractor shall not be liable to the City for any damages thereof if Subcontractor's delay is due to causes beyond its control, and without its fault or negligence, provided Subcontractor exercises due diligence in promptly notifying the City of

conditions causing delay or, if Subcontractor's delay is caused by the default of a subcontractor or supplier, if such default arises out of causes beyond the control of both Subcontractor and the subcontractor or supplier and without the fault or negligence of either of them, and the supplies or services to be furnished by them were not obtainable from other sources in sufficient time to permit Subcontractor to meet the required delivery schedule.

- E. Assignment of Contract. None of the sums due or to become due, nor any of the work to be performed under this contract shall be assigned; nor shall Subcontractor subcontract for completed or substantially completed Articles or major components thereof without City's prior written consent. Any assignment to which the City consents shall be subject to set-off or recoupment for any present or future claim which the City may have against Subcontractor.
- F. Advertising. Subcontractor shall not, without first obtaining written consent of the City, in any manner advertise or publish the fact that Subcontractor has contracted to furnish the City the Articles.
- G. Waivers. The failure of the City to insist, in any one or more instances, upon the performance of any of the terms, covenants or conditions of this contract, or to exercise any right hereunder, shall not be construed as a waiver or relinquishment of the future performance of any such term, covenant or condition or the future exercise of such right, but the obligation of Subcontractor with respect to such future performance shall continue in full force and effect.
- H. Termination. The performance of work under this contract may be terminated in whole or from time to time in part by the City.
 - 1. *Termination for Default.* The City may, by written notice to Subcontractor, cancel for default this contract, in whole or from time to time in part, (1) if the Subcontractor the Subcontractor fails to deliver the Articles or to perform the services strictly within the time specified herein, or if no time is specified, within a reasonable time; (2) if the Articles delivered do not conform to contractual requirements, or if Subcontractor fails to perform any of the other provisions of the contract or so fails to make progress as to endanger performance of the contract in accordance with its terms; or (3) if the Subcontractor becomes insolvent or commits an act of bankruptcy.
 - 2. *Termination for Convenience.* The City may terminate this contract, in whole or in part, at any time by written notice

to the Subcontractor. The Subcontractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination claim to the City. If the Subcontractor has any property in its possession belonging to the City, the Subcontractor will account for the same, and dispose of it in the manner the City directs.

- I. Hold Harmless. Subcontractor agrees to indemnify, defend (at City's option), and hold harmless the City, its elected and appointed officials, employees, representatives, and volunteers from and against any and all claims, demands, defense costs, liability, or consequential damages of any kind or nature arising out of or in connection with the Subcontractor's (or Subcontractor's subcontractors, if any) performance or failure to perform, under the terms of this contract; excepting liability actions arising out of the sole negligence of the City.
- J. Declaration of Non-Collusion. The bidder certifies (or declares) under penalty of perjury that this bid is genuine and not sham or collusive, or made in the interest or on behalf of any person, firm, or corporation not herein named; that the bidder has not directly or indirectly induced or solicited any other bidder to put up a sham bid, or any other person, firm, or corporation to refrain from bidding, and that the bidder has not in any manner sought by collusion to secure to himself any advantage over other bidders.

SECTION 11. LABOR PROVISIONS

- A. Equal Employment Opportunity. Subcontractor will be required to comply with all applicable employment opportunity laws and regulations. The bidder affirms that it shall not discriminate against any employee or applicant for employment because of race, creed, color, sex, disability, age or national origin. The bidder will ensure that applicants are employed, and that employees are treated during employment without regard to their race, creed, color, sex, disability, age or national origin. Such policy of the bidder shall apply, but not be limited to, the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layout or termination rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- B. Americans with Disabilities Act (ADA). Subcontractor will be required to comply with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA).
- C. Employment Eligibility Verification. Subcontractor warrants that it fully complies with all laws regarding employment eligibility and that all its employees performing services hereunder meet the citizenship or status requirements contained in federal and state statutes and regulations

including, but not limited to, the Immigration Reform and Control Act of 1986 (P.L. 99-603). Subcontractor shall obtain, from all covered employees performing services hereunder, all verification and other documentation of employment eligibility status required by federal statutes and regulations as they currently exist and as they may be hereafter amended. Subcontractor shall retain such documentation for all covered employees for the period prescribed by law. Subcontractor shall indemnify, defend, and hold harmless, the City, its officers and employees from employer sanctions and any other liability which may be assessed against City in connection with any alleged violation of federal or state statutes or regulations pertaining to the eligibility for employment of person performing services under this.

SECTION 12. BID PROPOSAL REVIEW

An evaluation of the bids received shall be conducted to determine the most responsive and responsible bid in meeting the needs and interests of the City. To be considered for award, a bid must comply in all material aspects of the IFB. This applies to both the method of timeliness of the submission and the substance of any resulting contract.

In selecting the lowest responsible bidder, consideration will be given not only to the quality and fitness of the bidders response to the food service specifications, but also to the general capacity of the bidder for the performance of the work covered by the IFB. Section 2-8.10(e) of the Gardena Municipal Code states:

“The expression ‘lowest responsible bidder’ as used in this article and the City’s bidding documents shall be deemed to mean the lowest bidder whose offer best responds in quality, fitness, and capacity to the requirements of the proposed work or usage.”

The bidder must be a person, firm, or corporation that:

Has the necessary facilities and financial resources, or has the capability to obtain such facilities and resources to complete the contract in a satisfactory manner within the required time as stated in the specifications.

The Evaluation Committee shall consider several major factors in evaluating the bidder’s responsiveness to the IFB, including, but not limited to:

1. Cost
2. Capacity to provide the specified services
3. Proven competency
4. Quality of product
5. Proximity of sites to commissary (various sites as specified)
6. Other justifications as needed

These are outlined in the following chart (SAMPLE 1). All bids received will be evaluated by the City according to the process outlined. The response that best meets the needs and interest of the City will be recommended to the City Council for award of the contract.

Following submission of the bid, City staff will schedule a site visit to confirm the capability of the facilities as stated in the specifications.

SAMPLE 1

CATERING BID EVALUATION

Nutrition Service Provider: _____

Rater _____ Date _____

Applicant: _____

CRITERIA	Excellent 5	Good 4	Average 3	Fair 2	Poor 1
Cost					
Capability to provide service kitchen size and equipment, and staff for preparing meals					
Proven competency					
Quality of Food					
Location of kitchen in relation to sites; equipment to transport food					

TOTAL POINTS/SCORE: _____
(100 Points Possible)

COMMENTS:

SECTION 13. BID PROTEST PROCEDURES

Gardena Municipal Code Chapter 2.60 specifies the policies and procedures to be used to ensure that all purchases, franchises and services are obtained through fair and open competition. The Contract Administrator has the authority and the responsibility to ensure that all procurement is in compliance with this policy. The Contract Administrator shall also ensure that all prospective bidders are informed of the procedures to file a "Bid Protest".

Should any individual, organization or group believe that these policies have been violated they may make an appeal in writing to the Contract Administrator who is obligated to investigate the protest and provide an official response to the protest.

Protests must be submitted in writing within fourteen (14) calendar days of notification that a bid has been awarded. All protests must state specifically:

- 1) The bid title, opening or award date, purchase order or other identifying data;
- 2) The specific policy that is alleged to have been violated;
- 3) The adverse effect alleged to have resulted from the policy violation; and
- 4) The corrective action being sought as a remedy.

The Contract Administrator will respond in writing to the protester no later than fourteen (14) calendar days from receipt of the protest. The response shall include:

- 1) Review of the policy as applied in the transaction being questioned.
- 2) Response to each material issue raised in the protest.
- 3) Statement of whether a violation has indeed occurred.
- 4) Corrective action to be taken if any is warranted.

A copy of the complaint and the response will be forwarded to the City Manager for review prior to submittal to the protester.

According to City policies the decision of the Contract Administrator is appealable to the City Manager. If no appeal has been received in the office of the City Manager, the decision of the Contract Administrator shall be considered final on the fifth working day following the date of notification to the protester. Should an appeal be received by the City Manager, a response will be provided to the protester within five (5) working days and shall be considered final.

Whenever possible, the award of procurement will not be made final until all bid protests have been satisfactorily resolved. Final award will not be made until five (5) calendar days after notification of protest decision has been provided to the protesting parties. The City does reserve the right to proceed with the award pending the resolution of the bid protest when it is determined that:

- a. The items to be procured are urgently required;
- b. Delivery or performance will be unduly delayed by failure to make the award promptly; or
- c. Failure to make prompt award will otherwise cause undue harm to the City or funding agent.

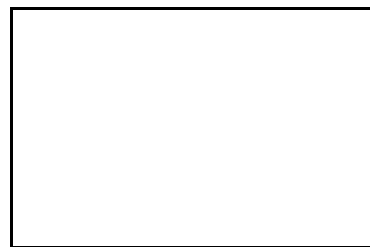
Inquiries and correspondence shall be directed to:

City of Gardena
Attention: Danny Rodriguez, Acting Contract Administrator
Bid Protest – Meals for Elderly
1700 W 162nd Street
Gardena, CA 90247

Formal protest must state on the outside of the envelope:

“BID PROTEST – MEALS FOR ELDERLY”

City of Gardena



FOOD SERVICE AGREEMENT SAMPLE

THIS AGREEMENT, executed in duplicate at Los Angeles, California is made between City of Gardena, a government entity, hereinafter referred to as the Contractor, and _____, hereinafter referred to as the Subcontractor.

WITNESSETH

WHEREAS, the Contractor and the County of Los Angeles, hereinafter referred to as the County, have entered into an Agreement which authorizes the Contractor to provide certain services, said Agreement being Number _____ of County Contracts, dated _____, 2024; and

WHEREAS, the aforesaid Agreement provides that the Contractor may subcontract for certain professional services subject to prior County approval;

WHEREAS, the Contractor desires to engage the Subcontractor to provide professional services as detailed elsewhere in this Agreement; and

WHEREAS, the Subcontractor desires to perform and provide such services;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Contractor and the Subcontractor agree as follows:

FOOD SERVICE AGREEMENT

SECTION 1. Statement of Work and Schedule

The Subcontractor shall perform and provide the services set forth in the Food Service Specifications, which is attached hereto as "Attachment 1" and by this reference incorporated herein. The rights and obligations of the parties to this Agreement shall be subject to and governed by said Food Service Specifications as well as by the general provisions herein.

SECTION 2. Representatives of the Parties and Service of Notice

The representatives of the respective parties who are authorized to administer this Agreement and to whom formal notices, demands and communications shall be given are as follows:

- A. **The representative of the Contractor shall be, unless otherwise stated in the Agreement:**

(Name and Title)

(Address)

(Phone and Email)

- B. **The representative of the Subcontractor shall be:**

(Name and Title)

(Address)

(Phone and Email)

SECTION 3. **Compensation to the Subcontractor**

The Contractor shall pay to the Subcontractor an amount not to exceed _____ (\$ _____) for complete and satisfactory performance of the terms of this Agreement. The Subcontractor shall be paid for providing services set forth in "Attachment 1". Payment shall be made on a monthly basis.

SECTION 4. **Time of Performance**

The term of this Agreement shall commence on July 1, 2024 and end June 30, 2028, provided that said term is subject to the provisions of Section 14, Indemnity, Liability, and Insurance Requirements and Section 18, Termination, and availability of Federal funds through the AAA.

In the fiscal year there are approximately 250 weekdays and approximately 117 weekend and holidays. The chart below shows which holidays all of our facilities are closed.

January	New Year's Day and Dr. Martin Luther King Jr. Day
February	President's Day
May	Memorial Day
June	Juneteenth
July	Fourth of July
September	Labor Day
November	Veterans Day and Thanksgiving (2 days)
December	Christmas Eve, Christmas Day, New Year's Eve

All of our meal sites host a monthly special lunch where a meal from the holiday menu replaces the normally scheduled meal. A monthly candlelight dinner is held at the Nakaoka Community Center meal site, where the meal is served at 5:00 pm in addition to the lunch served earlier that day.

SECTION 5. **Notices, Demands, and Communications**

- A. Formal notices, demands, and communications to given hereunder by either party shall be made in writing and may be effected by personal delivery or by registered or certified mail, return receipt requested and shall be deemed effective as of the date of mailing.
- B. Such notices, demands, or communications shall be addressed as set forth below:
 - (1) For the Contractor: authorized signatory

(2) For the Subcontractor: authorized signatory

- C. If the name of the person designated to receive the notices, demands, or communications or the address of such person is changed, written notice shall be given, in accord with this section, within five (5) working days of said change.

SECTION 6. **Audits Records and Bonding**

- A. The Subcontractor shall maintain financial records and reports related to funds received under this Agreement.
- B. The Subcontractor shall maintain books, records, documents, and other accounting procedures and practices which reflect all costs of any nature, including cost of raw food and labor costs expended in the performance of this Agreement.
- C. These records shall be subject to audit or inspection by duly authorized County, State or Federal Personnel.
- D. The Subcontractor shall maintain all books, records, and other documents relative to this Agreement for three (3) years after final payment or audit by the United States Department of Health and Human Services, the California Department of Aging, the County of Los Angeles AAA or five (5) years if no audit has occurred.
- E. The Subcontractor shall provide to the Contractor, on an annual fiscal year basis, an insurance certificate that all persons handling funds received or disbursed by this Agreement are covered by Fidelity Insurance, Liability Insurance, Workers' Compensation Insurance and applicable Automobile Insurance.
- F. The Subcontractor shall provide, on an annual basis, an official copy of the Certified Public Accountant audit which shall be conducted following generally accepted audit practices, to determine that there has been a proper accounting for and use of contract funds. All records of the

Subcontractor bearing upon food purchases, storage, and food preparation directly related to said program under this Agreement shall be made available to the Contractor upon request.

- G. The Subcontractor shall furnish reports as required by the Contractor, Los Angeles County Area Agency on Aging, California Department of Aging, and the U. S. Administration on Aging (AOA).
- H. The Subcontractor shall use standardized recipes which meet HAACP requirements as part of their HAACP Program and which shall be available to Contractor and Los Angeles County Area Agency on Aging for review.
- I. The Subcontractor shall supply raw food and labor costs to the Contractor as needed.
- J. The Subcontractor shall permit periodic monitoring of contracted activities by Contractor, Dietary Administrative Support Services Contractor, County, State, or Federal personnel.

SECTION 7. Amendments to Agreement

Any changes in the terms of this Agreement, including changes in the scope of services to be performed by the Subcontractor and any increase or decrease in amount of compensation which are agreed to by the Contractor and the Subcontractor, shall be incorporated into this Agreement by a written amendment properly executed by both parties. Prior written approval shall be received from the Area Agency on Aging.

SECTION 8. Permits and Licenses

The Subcontractor shall hold valid permits, licenses, certificates, and other documents as required by the State, County, City, or other governmental or regulatory bodies to legally engage in and perform the services to be provided under this Agreement such as public health license, L.A. County Health Department Inspection Reports, annual Fire Inspection Certificates, and other documents attached for County's approval. The Subcontractor shall notify the Contractor of any suspension, termination, lapses, non-renewals, or restrictions of required licenses, certificates, or other documents which may be cause for termination of this Agreement.

SECTION 9. Conflict of Interest

- A. The Subcontractor, during the period to be covered by this Agreement, shall have no interest, direct or indirect, with respect to the Contractor which would create a conflict of interest.

- B. No member, officer, or employee of the Contractor and no official, officer, or employee of the County of Los Angeles who exercises any responsibilities or functions with respect to the Contractor during his tenure or for one year thereafter, shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.
- C. The Subcontractor warrants that no person has been employed to solicit or secure this Agreement upon any agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the Contractor the right to terminate this contract, or, at the discretion of the Contractor, to deduct from the Subcontractor's fees the amount of such commission, percentage, brokerage, or contingent fee.

SECTION 10. Independent Contractor Status of the Subcontractor

The parties agree that the performance of the Subcontractor's services hereunder shall be in the capacity of an Independent Contractor and that no employee of the Subcontractor have been, are, or shall be employees of the Contractor or County by virtue of this Agreement, and the Subcontractor shall so inform each employee organization and each employee who is hired or retained under this Agreement.

SECTION 11. Assignment or Transfer of Interest

The Subcontractor shall not assign or transfer any interest in this Agreement, except that claims for monies due or to become due from the Contractor under this Agreement may be assigned to a bank, trust company, or other financial institution, or withheld by the County.

SECTION 12. Applicable Sections of Agreement Between the County of Los Angeles and The Contractor

The Contractor and the Subcontractor agree that all conditions set forth in this Agreement between the County and the Contractor, as applicable in the performance of this Agreement, are hereby included herein by reference as though set forth here and full. Referenced sections are available at the Contractor and the County of Los Angeles Workforce Development, Aging and Community Services for review during normal business hours.

SECTION 13. Discrimination Prohibited

- A. The Subcontractor shall not discriminate against any employee or person served on account of race, color, sex, religious background, ancestry, national origin, or disability in its performance of this contract, and hereby agrees to comply with all Federal, State, and

County laws or regulations pertaining hereto, including the American Disability Act and applicable Civil Rights Acts.

- B. It is expressly understood that upon receipt of evidence of such discrimination, the Contractor shall have the right to terminate said contract.
- C. Affirmative Action: A written Affirmative Action Plan, embodying both (1) goals and timetables of minority manpower utilization; and (2) specific affirmative action steps directed at increasing minority utilization by means of applying good faith efforts to carry out such steps is to be included.

SECTION 14. Indemnity, Liability, and Insurance Requirements

- A. The Subcontractor agrees to indemnify and hold harmless the Contractor and the County of Los Angeles, their officers, employees and assigns, against any and all claims arising from acts, omissions, or negligence of the Subcontractor, its officers or employees. The Subcontractor shall defend any suit against the Contractor and County alleging personal injury, sickness, or disease arising out of meals served at the project sites (or home delivered) provided food is served one hour after delivery (or eaten immediately after home delivery).
- B. The Contractor shall promptly notify the Subcontractor, in writing, of any claims against the Subcontractor or Contractor and, in the event of a suit being filed. The Subcontractor shall promptly forward to the Contractor all papers in connection therewith. The Contractor shall not incur any expenses or make any settlement without the Subcontractor's consent. However, if Subcontractor refuses or neglects to defend any such suit, the Contractor may defend, adjust, or settle any such claim, and the cost of such defense, adjustment settlement, including reasonable attorney's fees, shall be charged to the Subcontractor.
- C. Subcontractor shall not commence work under the Agreement until it has obtained City approved insurance. Before beginning work hereunder, during the entire period of the Agreement, for any extensions hereto, and for periods after the end of the Agreement as may be indicated below, Subcontractor must have and maintain in place all of the insurance coverage required in this Section. Subcontractor's insurance shall comply with all items specified by the Agreement.

D. Insurance Company Requirements. All insurance policies used to satisfy the requirements imposed hereunder shall be issued by insurers admitted to do business in the State of California. Insurers shall have a current Best's rating of not less than A-:VII, unless otherwise approved by City.

E. Coverage, Limits and Policy Requirements. Subcontractor shall maintain the types of coverage and limits no less than indicated below:

1. *Commercial General Liability Insurance* –(providing scope of coverage equivalent to ISO policy form CG 00 01), with no special limitations affecting City with limits of not less than:

General Aggregate	\$4 Million
Products/Completed Operations Aggregate:	\$2 Million
Personal and Advertising Injury	\$1 Million
Each Occurrence:	\$1 Million

2. *Automobile Liability Insurance* - providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance must cover liability arising out of Subcontractor's use of autos pursuant to the Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.
3. *Worker's Compensation and Employer's Liability Insurance* – a policy that meets all statutory benefit requirements of the Labor Code, or other applicable law, of the State of California. The minimum coverage limits for said insurance shall be: Worker's Compensation - statutory limits; Employer's Liability - no less than one million dollars (\$1,000,000) per claim. The policy shall be issued by an insurance company which is admitted to do business in the State of California and shall contain a clause that the policy may not be canceled without thirty (30) days prior written notice, return receipt requested, is mailed to City.
4. *Crime Coverage Insurance* – A Crime Insurance policy with limits of not less than \$50,000 per occurrence. Such coverage must protect against all loss of money, securities, or other valuable property entrusted by City to Subcontractor, and apply to all of Subcontractor's directors, officers, agents and employees who regularly handle or have responsibility for

such money, securities or property. This insurance must include third party fidelity coverage, include coverage for loss due to theft, mysterious disappearance, and computer fraud/theft, and must not contain a requirement for an arrest and/or conviction.

5. *Professional Liability-Errors and Omissions Insurance* – Insurance covering Subcontractor's liability arising from or related to this Agreement, with limits of not less than \$1 million per claim and \$2 million aggregate. Further, Subcontractor understands and agrees it must maintain such coverage for a period of not less than three (3) years following this Subcontract's expiration, termination or cancellation.
6. *Sexual Misconduct Liability Insurance* – Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.
7. *Cyber Liability Insurance* – The Subcontractor must secure and maintain cyber liability insurance coverage with limits of \$3 Million per occurrence and in the aggregate during the term of the Agreement, including coverage for: network security liability; privacy liability; privacy regulatory proceeding, defense, response, expenses and fines; technology professional liability (errors and omissions); privacy breach expense reimbursement (liability arising from the loss or disclosure of City or the County of Los Angeles information no matter how it occurs); system breach; denial or loss of service; introduction, implantation, or spread of malicious software code; unauthorized access to or use of computer systems; and Data/Information loss and business interruption; any other liability or risk that arises out of the Agreement. The procuring of the insurance described herein, or delivery of the certificates of insurance described herein, will not be construed as a limitation upon the Subcontractor's liability or as full performance of its indemnification obligations hereunder. No exclusion/restriction for unencrypted portable devices/media may be on the policy.

F. Additional Insured The City of Gardena and the County of Los Angeles, its Special Districts, Elected Officials, Officers,

Agents, Employees and Volunteers (collectively City and County and their Agents) shall be named as additional insured on all policies or certificates.

- G. Cancellation Notice 30-day Written Notice of Cancellation or any change in Required Insurance shall be mailed to the City of Gardena, 1700 W. 162nd Street, Gardena, CA 90247 and County of Los Angeles Area Agency on Aging (AAA), 3175 W. 6th Street, Los Angeles, CA 90020. The written notice shall be provided to the City and County at least ten (10) days in advance of cancellation for non-payment of premium.
- H. For any claims with respect to the services covered by this Agreement, Subcontractor's insurance coverage shall be primary insurance as it pertains to the City of Gardena, its appointed and elected officers, employees, agents, and volunteers and the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers. Any insurance or self-insurance maintained by the City of Gardena, its appointed and elected officers, employees, agents, and volunteers and the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers shall be excess of Subcontractor's insurance and shall not contribute with it
- I. Coverage shall state that the Subcontractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability
- J. In the event any new or additional meal locations are started, the insurance carrier shall name all new or additional sites as insured under the policy.
- K. The procuring of such required policies of insurance shall not be construed to limit Subcontractor's liability hereunder or to fulfill the indemnification provisions and requirements of the Agreement. There shall be no recourse against City for payment of premiums or other amounts with respect thereto. City shall notify Subcontractor in writing of changes in the insurance requirements. If Subcontractor does not deposit copies of acceptable insurance policies or endorsements with City incorporating such changes within sixty (60) days of receipt of such notice, Subcontractor shall be deemed in default hereunder
- L. Deductibles. Any deductible or self-insured retention over \$25,000 per occurrence must be declared to and approved by City. Any deductible exceeding an amount acceptable to City shall be subject

to the following changes: either the insurer shall eliminate or reduce such deductibles or self-insured retentions with respect to City, its officers, employees, agents and volunteers (with additional premium, if any, to be paid by Subcontractor); or Subcontractor shall provide satisfactory financial guarantee for payment of losses and related investigations, claim administration and defense expenses.

- M. Verification of Compliance. Subcontractor shall furnish original policies or certificates and endorsements effecting coverage required by the Agreement. The endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All endorsements are to be received and approved by City before work commences. Not less than fifteen (15) days prior to the expiration date of any policy of insurance required by the Agreement, Subcontractor shall deliver to City a binder or certificate of insurance with respect to each renewal policy, bearing a notation evidencing payment of the premium therefore, or accompanied by other proof of payment satisfactory to City. Subcontractor shall provide full copies of any requested policies to CITY within three (3) days of any such request by City.
- N. Termination for Lack of Coverage. If Subcontractor, for any reason, fails to have in place, at all times during the term of the Agreement, including any extension hereto, all required insurance and coverage, City may immediately obtain such coverage at Subcontractor's expense and/or terminate the Agreement.

SECTION 15. Compliance with Statutes and Regulations

- A. In the performance of this Agreement the Subcontractor shall obey all laws of the United States, the State of California, and the ordinances, regulations, policies, codes and provisions of the County of Los Angeles and the AAA.
- B. The Subcontractor shall conform to the nutrition requirements under Title III-C of the Older Americans Act (OAA) of 1965, as amended, including providing the minimum Title III-C requirement per person of one third of the Recommended Daily Dietary Allowance (RDA).
- C. The Subcontractor shall comply with the California Uniform Retail Food Facilities Law (CURFFL), the Hazard Analysis and Critical Control Point (HACCP) requirements and AAA Policies and Procedures for Senior Nutrition Sites, Central Kitchens and Home Delivered Meals.

SECTION 16. **Federal, State and Local Taxes**

Federal, State and local taxes shall be the responsibility of the Subcontractor as an independent contractor and not as a Contractor employee.

SECTION 17. **Termination**

This Agreement may be terminated by the Contractor at any time within the period of its duration upon not less than thirty (30) days written notice by the Contractor to the Subcontractor or immediately for cause. The Subcontractor may terminate this contract upon not less than thirty (30) days written notice to the Contractor. Notice shall be provided in Section 5 herein.

In addition, the contract may be terminated because of lack of funds, repeated citations by the Area Agency on Aging, and failure to make corrective actions required by the Area Agency on Aging. In the event funds to finance this contract, or part of this contract, become unavailable, the obligations of each party hereunder may be terminated upon no less than ten (10) days written notice to the other party. Said notice shall be delivered by certified mail, telegram or in person. The Area Agency on Aging shall be the final authority as to the availability of Federal or State funds. Waivers of breach of any provision of the contract shall not be construed to be a modification of the terms of the contract.

SECTION 18. **Negotiation of Disputes**

Any disputes of law or fact between the Contractor and the Subcontractor shall be settled between the parties concerned in such a manner that it will not delay or adversely affect the performance of the Contractor. Should any questions still remain unresolved, the dispute will be submitted to the Director of the Area Agency on Aging or his designee to render a decision. Said decision will be binding upon the Contractor and the Subcontractor.

SECTION 19. **Prior Approval of Subcontracts**

The Subcontractor shall not enter into any subcontracts, for all or part of the services contemplated under this Agreement without obtaining prior written approval of the Contractor and the Area Agency on Aging which shall then be made a part of the original Agreement. No subcontracts shall be approved which would incur an obligation higher than the original agreed upon price.

SECTION 20. **Fair Labor Standards Compliance**

Subcontractor agrees to indemnify, defend, and hold harmless the County of Los Angeles and Contractor, its agents, officers, and employees, from any and all liability including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorney's fees arising under any wage and hour law including, but not limited

to, the Federal Fair Labor Standards Act, for services performed by the Subcontractor's employees for which the Contractor or County may be found jointly or solely liable.

SECTION 21. **Employment Eligibility Verification**

Subcontractor warrants that it fully complies with all laws regarding employment eligibility and that all its employees performing services hereunder meet the citizenship or status requirements contained in federal and state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986 (P.L. 99-603). Subcontractor shall obtain, from all covered employees performing services hereunder, all verification and other documentation of employment eligibility status required by federal statutes and regulations as they currently exist and as they may be hereafter amended. Subcontractor shall retain such documentation for all covered employees for the period prescribed by law. Subcontractor shall indemnify, defend, and hold harmless, the City, its officers and employees from employer sanctions and any other liability which may be assessed against City in connection with any alleged violation of federal or state statutes or regulations pertaining to the eligibility for employment of person performing services under this.

SECTION 22. **Subcontractor Staffing Requirements**

To assure that meals are prepared in a safe, sanitary environment, in compliance with the California Health and Safety Code, the Area Agency on Aging Standard Operating Procedures Manual, the Subcontractor shall comply with the following requirements:

- The Subcontractor shall hire a part-time Registered Dietitian (minimum 20 hours a week) who possesses a Bachelor's Degree in Nutrition/Dietetic with an institutional food service management emphasis from an accredited college or university, for supervision of the food services operation within the catering company and/or central kitchen; or
- The Subcontractor shall hire a qualified Food Service Manager who possesses a B.S. Degree in Food and Nutrition with emphasis on food service management or restaurant management from an accredited college or university, plus two (2) years professional experience as a Food Service Supervisor; no less than six (6) years of experience in the food service industry at a supervising level can be substituted for the 4 year degree requirements.
- The Subcontractor must submit to the Contractor the registration I.D. number and expiration date of the Registered Dietitian along with complete verifiable resumes of the Registered Dietitian or Food Service Manager for the County's AAA approval.

- The County may, at its sole discretion, waive this requirement. Deficiencies of noncompliance require the Subcontractor to fill both positions, and/or to expand the required positions to full time positions.
- If the County waives this requirement, the City will also waive the requirement.

SECTION 23. **Date of Execution**

The parties hereto agree that the first party to execute this Agreement shall enter the date executed in the blank provided herein on both duplicate originals, which date shall be the date this Agreement is made, provided, however, that the term shall be for the period set forth in Section 4 herein.

SECTION 24. **Complete Agreement**

This Agreement, Appendices, and Addendum if applicable, contains the full and complete agreement between the two (2) parties and is incorporated herein by reference. No verbal agreement or conversation with any officer or employee of either party shall affect or modify any of the terms and conditions of this Agreement.

IN WITNESS WHEREOF, the Contractor and the Subcontractor have caused this Agreement to be executed by their duly authorized representatives.

Executed this _____ day of _____, 2024.

For:
CITY OF GARDENA
(Contractor)

BY _____
Mayor

Attest: _____
City Clerk

Executed this _____ day of _____, 2024.

For:
SUBCONTRACTOR

By _____
(Title/Capacity)

Social Security # _____

City Business License # _____

Expiration Date _____

APPROVED AS TO FORM:
By:

City Attorney

CITY OF GARDENA
MEALS FOR THE ELDERLY NUTRITION PROGRAM
PART IV

FOOD SERVICE SPECIFICATIONS

STATEMENT OF WORK AND SCHEDULE

During the time of performance as set forth herein, the Subcontractor shall furnish all food, labor and equipment necessary to prepare and deliver individual meals and/or bulk food for persons 60 years of age and older, in compliance with the Title III Congregate and Home-delivered Nutrition standards as described in Federal, State, and County regulatory statutes; the California Health and Safety Codes, more specifically, the California Uniform Retail Food Facilities Law (CURFEL), revised, effective January 1, 2002, the Older Americans Act (OAA), Amendment of 2000, and the Area Agency on Aging (AAA) Policy and Procedures.

Each meal shall provide a minimum of 33 1/3% of the current Recommended Daily Allowance as established by the Food and Nutrition Board, National Academy of Sciences Research Council (1989). Trans fats may not be used in the preparation of meals.

To assure that meals are prepared in a safe, sanitary environment, in compliance with the California Health and Safety Code, the AAA Policies and Procedures and Contracts Management Manual, the Subcontractor shall comply with the following requirements:

The Subcontractor shall employ a Food Service Manager who is certified Food Protection Manager by the Los Angeles County Department of Public Health. The Food Service Manager must obtain a Hazard Analysis and Critical Control Point (HACCP) Program Training.

Subcontractor shall ensure that Subcontractors staff possess a Food Handler Certification Card issued by the State of California.

Subcontractor shall ensure that all kitchens maintain and utilized operational HACCP and quality assurance programs.

Subcontractor shall conform to the requirement outlined in 22 CCR 7630-7638.13, and the appropriate section(s) of the AAA Food Service Standard Operating Procedures Manual including any amendments or revisions.

Subcontractor must maintain a grade of "B" or better from the Los Angeles County Department of Health Services (LACDHS) based on inspections conducted by LACDHS for food services. Contractor must submit copies of the annual inspection reports from both LACDHS and the Los Angeles County Fire Department or Subcontractor's local fire department.

I. NUMBER OF MEALS

The approximate number of meals to be served for C-1 is 45,000 and the approximate number of meals for C-2 is 31,500. The breakdown of these meals is as follows:

N/A indicated if not applicable.

	TOTAL ANNUAL MEALS		CATERED COST PER MEAL	
	*C-1	**C-2	C-1	C-2
Monday – Friday	36,100	21,000	\$	\$
Saturday	N/A	N/A	N/A	N/A
Sunday	N/A	N/A	N/A	N/A
Holidays	5,400	N/A	\$	N/A
***Box Lunches	2,500	N/A	\$	N/A
Breakfast (Mon - Fri)	1,000	N/A	\$	N/A
Frozen Meals (commercially prepared)	N/A	10,000	N/A	\$
****Other Food Items	N/A	500	N/A	\$
GRAND TOTAL ANNUAL MEALS	45,000	31,500	\$	\$

NOTE: THE NUMBERS ABOVE ARE APPROXIMATE AND MAY VARY DUE TO LOS ANGELES COUNTY AREA AGENCY ON AGING FUNDING LEVELS.

*C-1 Congregate Meals consist mainly of food delivered in bulk quantity where site staff serve portions to senior participants. Occasionally some sites may request hot meals that are pre-packaged in individual serving containers, or box lunches for trips.

**C-2 Home Delivered Meals consist mainly of hot meals that are pre-packaged in individual containers and delivered to senior participants Monday through Friday. Generally, on Friday, many of these same participants receive frozen meals for Saturday, Sunday, and holidays.

*** Box lunch may be provided on days that require us to do a “Grab and Go” lunch service. Refer to Sample Menus.

**** Other food items. Includes shelf stable emergency meal boxes.

II. DELIVERY

a. There are a total of four meal locations to be delivered as follows:

Meal Location	Approx. # Meals	Time Food Arrives At the Site
Nakaoka Center	60	10:45 a.m.
Candlelight Dinner	150	3:00 p.m.
Lawndale Seniors	50	11:15 a.m.
Senior Day Care	20	11:30 a.m.
**Rowley Park	30	11:15 a.m.
HOME DELIVERED MEALS:		
Weekdays	105	10:45 a.m.
*** Weekends	80	10:45 a.m.
***Holidays	80	10:45 a.m.

**This site meets on Monday and Wednesday only.

***Weekend/Holiday home delivered meals are delivered with the nearest regular weekday meals.

- b. The Contractor reserves the right to add or delete meal sites or designate alternate meal locations, as appropriate, subject to approval by the AAA.
- c. The Contractor may change the days and time of delivery and service by giving the Subcontractor seven (7) days' notice.
- d. The Contractor may change the number of meals to be delivered to any of the meal locations by notifying the Subcontractor by 2:00 p.m. of the day prior to delivery.
- e. The Subcontractor shall deliver the meals no more than 75 minutes prior to, or 10 minutes after the agreed upon serving time (12:00 p.m., noon).
- f. Box lunch delivery time may be as early as 10:00 a.m., **as long as appropriate holding facilities are available for perishable food items and meals are transported under appropriate packing, heating and cooling temperature requirements.**
- g. The Contractor reserves the right to require Subcontractor to deliver food on all holidays that food service is needed.
- h. Foods for congregate meals shall be served by Contractor within two (2) hours after food preparation has been completed.

- i. The last home delivered meals shall be delivered by Contractor within two and one half hours (2 hours, 30 minutes) after food preparation has been completed.

III. DELIVERY SERVICE SPECIFICATIONS

- a. Meals are to be delivered in (bulk/individual) prepared servings.
- b. The Subcontractor shall supply the following food service items

FOOD SERVICE ITEMS		
	ITEM	SPECIFICATION
CONGREGATE MEALS:		
	Disposable Plates	5 compartment
	Disposable Bowls	8 ounce
	Disposable Flatware	knife, fork, spoon
	Disposable Napkin	Standard
	Disposable Placemats	9 1/2" X 13 1/2" (approx.)
	Disposable Plastic Gloves	Medium; 4 pair per site per day
HOME DELIVERED MEALS:		
	Hot Entrée Container	6" X 9" (approx.) 3 compartment, aluminum with cardboard lid
	Disposable Bowls with Lids	8 oz. for delivery of salad, dessert, etc.
	Plastic Sandwich Bags	for delivery of bread, tortilla or cookie

- c. The Contractor shall provide all serving trays and utensils, warming, refrigerating and freezing equipment, where necessary, for the maintenance of proper temperatures as specified herein, and shall provide servicing of the equipment and/or replacement (depending on needs of Project).
- d. All food must be packaged and transported under 'take out' conditions that will ensure temperature control to prevent bacterial contamination, spillage, and/or insect infestation. All hot foods should be packaged individually or in bulk containers to ensure a minimum delivery temperature of 145°F. All cold foods must be packaged to ensure a maximum delivery temperature of 40°F. All foods intended to be delivered frozen shall be packaged so as to maintain a hard frozen state until such food reaches point of delivery.

Temperature of bulk and home-delivered meals must be taken daily at the end of production/packaging and on delivery at the nutrition site by the Contractor and subcontractor. Hot and cold foods must be placed immediately into insulated hot and cold transport equipment upon completion of packaging.

Daily written documentation of temperature logging/monitoring must be kept by Subcontractor and will be subject to audit by the centralized Dietary Administrative Support Services R.D. and AAA nutritionist.

The sites shall be assumed correct on shortages unless the caterer proves them wrong. All calls regarding shortages and food replacement will be communicated by the Contractor's Office.

- e. Meals must be delivered in refrigerated trucks and/or approved for bulk-insulated containers for hot pack and cold pack. Delivery standards shall comply with applicable local health department regulations.
- f. Food and supplies must be packed and handled in a sanitary manner so as to assure absence of contamination and spillage.
- g. The program may require replacement of any cold food which is received on site at above 40°F and any hot food that falls below 140°F.
- h. Food shortages and/or spoiled foods which are reported to the caterer by agreed time of delivery must be replaced or the enclosed deduction schedule will be utilized.
- i. Packaging of food for delivery to the sites will be negotiated as mutually acceptable to the Contractor and Subcontractor. Sites may differ on packaging of some items due to available site equipment and time/distance constraints.
- j. The Subcontractor shall be responsible for cleaning and care of equipment returned to its facility each day.
- k. The Subcontractor shall place food in areas designated by meal location managers.
- l. Food shall be in transport no longer than 60 minutes after packaging.
- m. Food shall be kept in heat retaining equipment no longer than 75 minutes prior to serving.
- n. Each delivery shall be accompanied by a delivery slip, in triplicate, designating number of meals and supplies delivered. Project Director or designated person will sign receipt, if in order, and one copy shall be left with same.
- o. Instructions shall be attached to each food product delivered indicating name of meal location, number of servings, size of servings, and size of utensil to be used in serving.

- p. Cake, cornbread, and casserole dishes, i.e. meatloaf, lasagna, tuna noodle casserole, shall be pre-scored by the Subcontractor for the appropriate number of servings.
- q. Subcontractor shall provide home delivered meal containers in an amount not to exceed 10% of the total number of meals ordered.
- r. All Subcontractor delivery equipment shall be removed from the meal location by 2:00 p.m. Contractor is not responsible after this time.
- s. The Subcontractor shall provide a back-up delivery system in the event of vehicle breakdown.
- t. Electrical items required to be provided herein shall have the UNDERWRITER'S LABORATORY of LOS ANGELES ELECTRICAL TESTING LABORATORY approval and meet all current OSHA and COSHA requirements, where applicable.
- u. The Subcontractor shall comply with all Federal, State, and local health department laws and regulations. Subcontractor shall provide Contractor with a current copy of the health certificate and any corrected deficiencies with bid. To ensure that all regulations are followed, the Subcontractor must have a qualified food service manager who will assure that meals are prepared in a safe and sanitary condition throughout meal service operation.
- v. Authorized representatives of the Contractor, County, Dietary Administrative Support Services Contractor, State, and Federal Government shall have the right to inspect food preparation, storage, and packaging sites during the term of the contract.

IV. MEAL STANDARDS

- a. A chemical analysis of any food delivered by Subcontractor may be requested by the Contractor or Area Agency on Aging at any time. The Subcontractor agrees to cooperate in having the analysis done. If the analysis discloses that the food does not comply with required meal specifications, the Subcontractor shall be liable for the cost of this analysis and meals served to seniors out of compliance.
- b. The Subcontractor shall be liable for meals that do not meet the nutritional standards and requirements, are spoiled or unwholesome at time of delivery, are incomplete or insufficient in number ordered, or are delivered after the time specified by the Contractor. In the event the Subcontractor fails to deliver complete meals, other foods, or supplies as agreed upon, the Contractor may provide a substitute meal with emergency meals or supplies purchased from

other places and charge the cost of the purchased meal to the Subcontractor. The replacement cost shall not exceed 150% of the contract catered meal cost.

- c. If any portion of a meal other than the entree is delivered in an unacceptable condition, such as incorrect temperature (potentially hazardous)* or less than contracted portion, spoiled or too late, the Subcontractor shall be liable for 20% of the cost of the meal. If the entree is unacceptable, the Subcontractor shall be liable for the cost of the entire meal. In order to ensure conformance to the above, the delivery driver shall remain at the site until the food is checked by the location manager. All shortages shall be noted on delivery slip for proper crediting.

*See definition of Potentially Hazardous Food, AAA Standard Operating Procedures Manual.

- d. The Contractor agrees to monitor and evaluate meal preparation, delivery, transportation, and general standards of meal service.
- e. The Subcontractor and Contractor both agree to implement and/or maintain a Hazard Analysis and Critical Control Point (HACCP) system as required by the Area Agency on Aging.
- f. The Subcontractor agrees to attend Quality Assurance Meetings held monthly by the Contractor.

V. MENUS

- a. All menus shall be in compliance with Title III-C meal pattern requirements.
- b. A 6-week cycle menu shall be used that is written once yearly.
- c. The Contractor has the responsibility for menu writing with input from the Project Council and Subcontractor. The menu shall be approved by the Dietary Administrative Support Services Contractor 'Services Dietitian. A copy of the County of Los Angeles AAA Title III-C Menu Writing Specifications 2024 – 2025 is provided in Appendix A of this document to facilitate the menu writing process.
- d. The Contractor is responsible for typing and duplicating menu.
- e. All menus must be signed by the Project Director, Project Council Chairman or designee, the Dietary Administrative Support Services Contractor Dietitian, and certified by the Area Agency on Aging Nutritionist prior to the start of the menu cycle.

- f. All menu substitutions by Subcontractor shall be submitted in writing for approval by the Project Director or Dietary Administrative Support Services Contractor Dietitian at least two (2) days prior to serving date.
- g. Subcontractor may, however, in an emergency situation, make menu substitutions on verbal approval of the Project Director or Dietary Administrative Support Services Contractor Dietitian, with a written notice to follow for documentation
- h. Provisions shall be made by the Subcontractor to provide in-service training regarding food sanitation and safety for their food service staff. Documentation of such training shall be submitted to the Contractor. The County Area Agency on Aging (AAA) may require the Contractor, based upon major finding of non-compliance items in food and safety, to provide additional food service training.

VI. MEAL PATTERN SPECIFICATIONS

- a. All food must be of the highest quality standard and conform to USDA requirements. It must be prepared in a manner to preserve optimum flavor and appearance while retaining nutrients and food value. Special consideration should be given to tenderness of meat because of the age of our participants. The Subcontractor is responsible for assuring its high quality before it is sent to the meal sites.

b. Minimum grades for all foods shall be as follows:

- 1. **Beef:** USDA Grade A choice
- 2. **Pork:** USDA Number 1 (as defined in S.R.A., Number 171, U.S. Standards and Grades of Pork Carcasses)
- 3. **Lamb:** USDA choice
- 4. **Poultry:** USDA Grade A to be used for all fresh or frozen poultry products. Necks, backs, wings alone shall not to be used unless prior approval of the Project Director or project designee. Reconstructed roll products are not acceptable.
- 5. **Variety Meats:** Grade Number 1 from USDA Government inspected plants. The fat content of ground meat cannot exceed 15% to 20%.
- 6. **Fish and seafood** must be fresh or frozen and be a nationally distributed brand packed under continuous inspection of the U.S. Department of Interior.

7. **Dairy Products:** The following is to be used as minimum specifications for all graded dairy products:
 - a. Eggs, fresh USDA or State Graded A
 - b. Cheese, USDA Grade A, non-processed cheese
 - c. Milk, non-fat, low-fat, shall be required daily.
8. **Fresh fruits:** USDA Fancy to USDA No. 1 to be used for all graded fresh fruits as a minimum standard.
9. **Fresh vegetables:** USDA Fancy and USDA No. 1 to be used for all graded fresh vegetables as a minimum standard.
10. **Frozen fruits and vegetables:** USDA Grade A is to be used for all graded frozen fruits and vegetables as a minimum standard.
11. Subcontractor must keep on file specification sheets showing nutrient content of purchased prepared foods.
12. Sulfites and Monosodium Glutamate (MSG) are not acceptable for this program.
13. Trans fat free oils shall be used in food preparation.

VII. SUPPLIES SPECIFICATION PROCEDURES

The Subcontractor shall provide disposable table service based upon the supplies specification included in Section IV. These supplies shall be ordered and delivered weekly at each site. A minimum of one week's supply shall be on hand at all times. The Contractor shall supply order forms and monitor supply usage.

The Subcontractor shall furnish, as part of supplies, the cleaning and other miscellaneous supplies (see supplies specifications). These supplies will be ordered as needed. The Contractor shall supply order forms and monitor supply usage.

VIII. EVALUATION OF SUBCONTRACTOR

The Contractor and the Dietary Administrative Support Services Dietitian shall evaluate the Subcontractor's performance to determine if it is in compliance with the Agreement. All evaluations must be sent to the AAA Nutritionist.

IX. RECEIPTS AND INVOICES PROCEDURES

1. The Subcontractor shall issue daily delivery receipts to each site.
2. After the close of each week, the Subcontractor will furnish to the program an invoice of meals ordered by the program the previous week. The Contractor will pay invoices for the prior week within thirty (30) days after receipt of same invoice or as agreed between the Contractor and Subcontractor.

X. DEDUCTION PROCEDURE

The Subcontractor shall deliver meals which meet Title III-C menu regulations. If the Subcontractor fails to deliver all menu items, or appropriate substitute items and/or food is rejected by the program, the Contractor shall be reimbursed as outlined in Section IV. Meal Standards.

**City of Gardena
Meals for the Elderly Nutrition Program**

SAMPLE MENUS

Sample menus serve as a guideline for your convenience. Following the award and signing of a contract, the staff of the City of Gardena and the Subcontractor will meet to discuss the menu which goes into effect on July 1, 2024.

Dates:	07/01/22 - 07/03/22	10/31/22 - 11/06/22	03/06/23 - 03/12/23
	08/08/22 - 08/14/22	12/12/22 - 12/18/22	04/17/23 - 04/23/23
	09/19/22 - 09/25/22	01/23/23 - 01/29/23	05/29/23 - 06/04/23

Food Group/M meal Component	MONDAY	TUESDAY	WEDNESDAY-Choice Day	THURSDAY	FRIDAY	SATURDAY- C2 only Torrance	SUNDAY-- C2 only Torrance
Soup (Optional) If it contains ½ c vegetables may count as a vegetable		C1-LS Turkey Rice Soup 6 oz. ladle		C1- LS Mushroom Soup 6 oz. ladle			
Protein: (3oz. Equivalent/15 grams) 3 oz. Meat, Poultry, Seafood, ¾ c Cooked Beans, Tofu or 3 Eggs - List portion size & components of mixed entrees	Meatloaf with LS Gravy 3 oz. Ground Beef 2 oz. Low Sodium Gravy Spatula	LS BBQ Chicken 3 oz. Chicken Leg & Thigh 1 oz. LS Homemade BBQ Sauce Tongs	Blacken Tilapia Fish 3 oz. Fish Unbreaded Spatula OR Pork Loin w/ LS Sauce 3 oz. Pork [EP] 1 oz. LS Sauce Tongs	A: Chicken Chop Suey 3 oz. Chicken & 1 oz. LS Sauce- 4 oz. spoodle B. Hawaiian Chicken w/ Pineapple Leg & Thigh 3 oz. Chicken & 1 oz. LS Sauce- Tongs	[=] Beef Stew 3 oz. beef 2 oz. LS sauce ½ c- Potatoes, Celery, 2 x #8 scoop	Chicken Salad Sandwich 3 oz. Chicken # 8 scoop	Tuna Salad Sandwich 3 oz. tuna # 8 scoop
Vegetables: (1-2 Servings) At least 1 serving from each sub-group/Week: Dark Green, Red/Orange, Legumes, Starchy Vegetables, Other Vegetables 1 serving = ½ c OR 1 c for leafy greens	[=] Vitamin C Fortified Mashed Potatoes* ½ cup- #8 Scoop Green Beans ½ cup- 4 oz. spoodle	*** Broccoli ½ Cup- 4 oz. spoodle 174 RE [=] LS Baked Beans ½ Cup- 4 oz. spoodle	Peas & Onions ½ Cup- 4 oz. spoodle Coleslaw * (No carrots) ¾ Cup- 6 oz. spoodle	Oriental Vegetables (green beans, red pepper, water chestnuts) ½ cup- 4 oz. spoodle Chopped Asian Salad w/Romaine & Green Onions- 2x4 oz. spoodle 1 tsp crunchy Noodles 1 T LS Asian Dressing	** Carrots ½ cup- 4 oz. spoodle C1: Spinach Salad **w/Iceberg, Cucumber & Tomatoes 1 c 2x4 oz. spoodle 1 T 1000 Island Dressing C2- Spinach** ½ cup- 4 oz. spoodle	Tossed Green Salad 1 cup- 4 oz spoodle x 2 1 tbs. salad dressing [=] Potato Salad ½ cup- # 8 scoop	Red Cabbage Slaw w/ Carrots*** ¾ cup- # 6 scoop [=] LS Three Bean Salad (LS Kidney, Garbanzo & Green Beans) ½ cup- 4 oz. spoodle
Fruit: (1 Serving) ½ the fruit must be from whole fruit 1 serving=1 medium fruit/ ½ c chopped OR 100% Fruit Juice (limit 2x week)	Ambrosia Salad (peach, pineapple, pear and shredded coconut GARNISH) ½ c Fruit - # 8 scoop	Fresh or Canned Pears w/Cinnamon 1 each= ½c or 4 oz spoodle C2- 100% Grape Jce 4 oz.	[=] Banana 1 each to equal ½ cup	[=] Cantaloupe *** ½ cup- 4 oz. spoodle C2- 100% Cranberry Juice 4 oz.	[=] Orange * 1 each to equal ½ cup	[=] Kiwi * 1 each to equal ½ cup	Tropical Fruit*(Guava, Pineapple, Papaya-NAS) ½ cup- 4oz. spoodle
Grains: (1-2 servings)½ of the SERVNGS must be whole grain Daily 1 serving=1 slice bread, 1/2 c Rice, Pasta, Bulgur	Whole Grain Bread 1 each- Tongs	Whole Grain Dinner Roll 1 each	Barley Pilaf ½ C- # 8 scoop Whole Grain Bread 1 each- Tongs	Brown Rice ½ cup- # 8 scoop	WG Dinner Roll 1 each- Tongs	Whole Grain Bread 2 slices / tongs	Whole Grain Roll 1 each/tongs
Dairy & Soy Alternatives (1 Serving) 1 Serving = 8oz FF/LF Milk, Yogurt or Fortified Soy Beverage	[=] 1 % LF or NF = 8 Oz	[=] 1 % LF or NF = 8 Oz** 140 RE	[=] 1 % LF or NF = 8 Oz	[=] 1 % LF or NF = 8 Oz	[=] 1 % LF or NF = 8 Oz	[=] 1 % LF or NF = 8 Oz	[=] 1 % LF or NF = 8 Oz
Other/Optional (Dessert, Condiments) No Trans Fat Limit Sweets Limit 1 x/week	Oatmeal Cookie 1 each- Tongs	Total RE 314					
Water [C1] 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Not Applicable- C2	Not Applicable- C2

* Indicates High in Vitamin C ** Indicates High in Vitamin A ***Indicates High in Vit C & A [&] Indicates High Fiber [+] Sodium [=] Potassium

Menu Pattern: Congregate & Home Delivered Meals

Week: 2

Dates:	07/04/22-07/10/22	11/07/22-11/13/22	03/13/23-03/19/23
	08/15/23-08/21/22	12/19/22-12/25/22	04/24/23-04/30/23
	09/26/22-10/02/22	01/30/23-02/05/23	06/05/23-06/11/23

Food Group/M meal Component	MONDAY	TUESDAY	WEDNESDAY	THURSDAY- Choice Day	FRIDAY	SATURDAY- C2 only Torrance	SUNDAY-- C2 only Torrance
Soup (Optional) If it contains ½ c vegetables may count as a vegetable	C1- [=] LS Lentil Soup 6 oz. ladle		C1-LS Chicken Cilantro Soup 6 oz. ladle		C1- LS Tomato Bisque 6 oz. ladle		
Protein: (3oz. Equivalent/15 grams) 3 oz. Meat, Poultry, Seafood, ¾ c Cooked Beans, Tofu or 3 Eggs – List portion size & components of mixed entrees	Herb Chicken 3 oz. Chicken 1 each = 3 oz. EP Tongs	Pork Loin Apple Berry Sauce 3 oz. Pork [EP] 2 oz. LS Sauce Spatula	LS BBQ Hamburger 3 oz. Ground Beef 1 oz. BBQ LS Sauce Spatula	C1/C2 Turkey Chili (2 oz. Grd Turkey, ½ c LS Beans, ¼ c Barley) Cheese garnish 2x4oz. Spoodle2 OR Vegetarian Chili ¾ c beans (LS garbanzo & LS Kidney), ¼ c Barley) Cheese Garnish - 2x4 oz. spoodle	Lemon Dijon Baked Fish 3 oz. fish 2 oz. LS Sauce Spatula	Turkey Sandwich 3 oz. LS Turkey tongs 1 pkt. Mayo	Egg Salad Sandwich 3 oz. Egg ½ c- #8 Scoop
Vegetables: (1-2 Servings) At least 1 serving from each sub-group/Week: Dark Green, Red/Orange, Legumes, Starchy Vegetables, Other Vegetables 1 serving = ½ c OR 1 c for leafy greens	Carrots** ½ cup- 4 oz. spoodle LS Marinated Beet Salad ½ cup- 4 oz. spoodle	Zucchini /Squash Medley ½ cup- 4 oz. spoodle Romaine Caesar Salad w/ Crouton 1 c- 2x4 oz. spoodle 1 T Caesar Dressing	Corn ½ cup- 4 oz. spoodle Broccoli Florets*** ½ cup- 4 oz. spoodle 174 RE	C1- [=] Baked Potato 1ea = ½ cup- tongs; C2- [=] Baked Potato Wedges ½ c- 4oz.spoodle Chopped Kale & Spinach Salad w/Tomatoes*** 1 cup- 2x4 oz. spoodle 1 T Italian dressing	W- [=]Banana Squash** ½ cup- 4 oz. spoodle S- Peas ½ cup- 4 oz. spoodle Coleslaw* ¾ cup- 6 oz. spoodle	[=] LS Three bean salad ½ cup- # 8 scoop Lettuce & Tomato To equal ½ cup	Broccoli Salad*** ½ cup- # 8 scoop 174 RE [=] Potato Salad ½ cup- # 8 scoop
Fruit: (1 Serving) ½ the fruit must be from whole fruit 1 serving=1 medium fruit/ ½ c chopped OR 100% Fruit Juice (limit 2x week)	[=] Tangerine* 1 each= ½c	Kiwi* 1 each = ½ cup	1/4 cup Berries (in dessert) 100% Grape Juice 1/2c – 4 oz.	S: Watermelon ½ cup- 4 oz. spoodle W: Apple or Applesauce 1 each= ½c or 4 oz spoodle	[=] Banana 1 each to equal ½ cup C2- 100% CB uice 4 oz.	[=] Mandarin Orange* ½ c- 4 oz. Spoodle	Fresh Pear in Season OR Unsweetened Canned 1 equal to ½ cup- 4 oz. Spoodle
Grains: (1-2 servings) ½ of the SERVNGS must be whole grain Daily 1 serving=1 slice bread, 1/2 c Rice, Pasta, Bulgur	WG Penne Pasta w/LS Marinara Sauce ½ cup- 4 oz. spoodle	Brown Rice ½ c- #8 Scoop	WG Bun 1 each/ tongs C1: Macaroni Salad ½ cup- # 8 scoop	Cornbread TFF 1 each- Tongs Barley- ¼ c in Entrée	Rice Pilaf (½ Brown ½ White) ½ cup- # 8 scoop	Whole Grain Roll 1 each	Whole Grain Bread (2)
Dairy & Soy Alternatives (1 Serving) 1 Serving 8oz FF/LF Milk, Yogurt /Fortified Soy Beverage	[=]1 % LF or NF = 8 Oz.	[=]1 % LF or NF = 8 Oz.	[=]1 % LF or NF = 8 Oz. ** 140 RE Total RE- 314	[=]1 % LF or NF = 8 Oz.	[=]1 % LF or NF = 8 Oz.	[=]1 % LF or NF = 8 Oz.	[=]1 % LF or NF = 8 Oz. ** 140 RE
Other/Optional (Dessert, Condiments) No Trans Fat Limit Sweets Limit 1 x/week			[=] Vanilla Yogurt w/1/4 cup Berries – 1/2 c- 4 oz. spoodle	C1 Sour Cream- 1 T.			Total RE- 314
Water [C1] 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Not Applicable- C2	Not Applicable- C2

1 TFF Spread – 1 tsp.

TOTAL RE 314

1 TFF Spread – 1 tsp.

* Indicates High in Vitamin C ** Indicates High in Vitamin A ***Indicates High in Vit C & A [&] Indicates High Fiber [+] Sodium [=] Potassium

Menu Pattern: Congregate & Home Delivered Meals

Week: 3

Dates:	07/11/22-07/17/22	10/31/22-11/06/22	02/20/23-02/26/23	06/12/23-06/18/23
	08/08/22-08/14/22	11/28/22-12/04/22	03/20/23-03/26/23	
	09/05/22-09/11/22	12/26/22-01/01/23	04/17/23-04/23/23	
	10/03/22-10/09/22	01/23/23-01/29/23	05/15/23-05/21/23	

Food Group/M meal Component	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY- C2 Only Torrance	SUNDAY- C2 Only Torrance
Soup (Optional) If it contains ½ c vegetables may count as a vegetable		C1- LS Cream of Corn Soup 6 oz. ladle	C1- LS Minestrone 6 oz. ladle-Do not duplicate veg.				
Protein: (3oz. Equivalent/15 grams) 3 oz. Meat, Poultry, Seafood, ¾ c Cooked Beans, Tofu or 3 Eggs - List portion size & components of mixed entrees	Roast Beef w/ LS gravy 3 oz. LS beef 2 oz. LS Gravy Spatula	Tuna Sandwich 3 oz. tuna ½ c- # 8 scoop	S May- Oct Diced Chicken Salad 3 oz. EP Chicken- #8 Scoop W Nov- April & C2: Lemon Pepper Chicken 3 oz. Chicken Leg & Thigh- Tongs	Spaghetti w/ Meatballs 3 oz. Ground Beef [2 House made Meatballs 1.5 oz. each] 2 oz. LS Sauce 2 oz. Ladle	Chicken Enchilada w/ Red Sauce 3 oz. Chicken 2 oz. LS Sauce 6 oz. spoodle or 3x3 Spatula	Egg Salad 3 oz. egg ½ cup / # 8 scoop	Roast Beef Sandwich 3 oz. LS Beef Tongs 1 pkt. Mayo
Vegetables: (1-2 Servings) At least 1 serving from each sub-group/Week: Dark Green, Red/Orange, Legumes, Starchy Vegetables, Other Vegetables 1 serving = ½ c OR 1 c for leafy greens	[=] Vit C. Fortified Mashed Potatoes * ½ cup- # 8 scoop [=] Sautéed Spinach ** ½ c- 4 oz. spoodle	Carrot Pineapple Slaw** ¾ c- 6 oz. spoodle Shredded Brussels Sprout & Cabbage Salad* ½ cup- 4 oz. spoodle	W/C2-Green Bean Almondine ½ c- 4 oz. spoodle S: Iceberg, Romaine, Bell Pepper & Red Onion - 2c /4x4 oz. spoodle 1 packet Italian Dressing W/C2-Iceberg, Romaine, Bell Pepper, Red Onion Salad 1 c- 2x 4 oz. spoodles 1 T Italian	Broccoli*** ½ cup- 4 oz. spoodle 174 RE Mesclun Mix Salad 1 cup- 2x4oz. spoodle 1 T Vinaigrette Dressing	[=] LS Pinto Beans ½ cup- 4 oz. spoodle Cauliflower * ½ cup- 4 oz. spoodle C1- Chopped Salad w/ tomato & cucumber 1 cup- 2x4 oz spoodle 1 T Italian Dressing	[=] LS Marinated Beet Salad ½ cup / 4oz. spoodle	Lettuce & Tomato To equal ½ cup Coleslaw*** w/ 2 T Shredded Carrots ¾ c 6oz. spoodle
Fruit: (1 Serving) ½ the fruit must be from whole fruit 1 serving=1 medium fruit/ ½ c chopped OR 100% Fruit Juice (limit 2x week)	Waldorf Salad (apple/grapes/celery) ½ cup- 4 oz. spoodle	[=] Cantaloupe *** 1 each to equal ½ cup Tongs	[=] Mandarin Orange* ½ c- 4 oz. spoodle C2-100%Apple Jce 4 oz.	Fresh Pear 1 each to equal ½ cup	Fresh Apple 1 each to equal ½ cup	Tropical Fruit* (Guava, Pineapple, Papaya – NAS) ½c / 4oz. spoodle	Frozen Strawberries* (No added sugar) ½ cup 4 oz. spoodle
Grains: (1-2 servings) ½ of the SERVNGS must be whole grain Daily 1 serving=1 slice bread, 1/2 c Rice, Pasta, Bulgur	WG Roll 1 each- Tongs	WG Bread 2 Slices- Tongs	S: WG Roll 1 each- Tongs W/C2: Brown/Wild Rice ½ C- #8 scoop	WG Spaghetti ½ c- 4oz. spoodle Sourdough Bread w/ 1 T. Garlic Spread 1 each- Tongs	Corn Tortilla (2 each. In Entrée) 3 gm fiber	Whole Grain Roll (1) Tongs	WG Bread 2 slices/ tongs
Dairy & Soy Alternatives (1 Serving) 1 Serving = 8oz FF/LF Milk, Yogurt or Fortified Soy Beverage	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz. ** 140 RE	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.
Other/Optional (Dessert, Condiments) No Trans Fat Limit Sweets Limit 1 x/week			S: 1 TFF Spread – 1 tsp 1 packet of Italian Dsg.	TOTAL RE 314	Sugar Cookie 1 each- Tongs		
Water [C1] 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Not Applicable- C2	Not Applicable -C2

* Indicates High in Vitamin C ** Indicates High in Vitamin A ***Indicates High in Vit C & A [&] Indicates High Fiber [+] Sodium [=] Potassium

Menu Pattern: Congregate & Home Delivered Meals

Week: 4

Dates:

07/18/22-07/24/22	10/07/22-11/13/22	02/27/23-03/05/23	06/19/23-06/25/23
08/15/22-08/21/22	12/05/22-12/11/22	03/27/23-04/02/23	
09/12/22-09/18/22	01/02/23-01/08/23	04/24/23-04/30/23	
10/10/22-10/16/22	01/30/23-02/05/23	05/22/23-05/28/23	

Food Group/M meal Component	MONDAY	TUESDAY Choice DAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY- C2 Only Torrance	SUNDAY- C2 Only Torrance
Soup (Optional) If it contains ½ c vegetables may count as a vegetable	C1- LS Cream of Broccoli Soup 6 oz. Ladle			C1- [=]LS Northern Bean Soup 6 oz. ladle			
Protein: (3oz. Equivalent/15 grams) 3 oz. Meat, Poultry, Seafood, ¾ c Cooked Beans, Tofu or 3 Eggs - List portion size & components of mixed entrees	Fish Almondine 3 oz. fish 2 oz. sauce Spatula	[=] Turkey Lentil Stew ½ c LS lentil/garbanzo & ¼ c corn, ¼ c Barley, 2 oz turkey 1 ¼ c 2X 6 oz. spoodle OR [=] Lentil Stew ¾ c LS lentil/garbanzo & ¼ cup corn, ¼ c Barley 1 ¼ c. -2x 6 oz. spoodle	Beef Lasagna 3 oz. ground beef, 2 oz. LS tomato Sauce 3"x3"- spatula Parmesan Cheese garnish	S May- Oct: LS Turkey & Cranberry Salad 3 oz. LS Turkey- # 8 scoop W Nov-April/C2-LS Roast Turkey 3 oz.LS Turkey 1 oz.LS gravy	S May- Oct: BBQ Pulled Pork 3 oz. shredded pork LS Sauce 1 c- #8 scoop W: Nov – April/C2: Pork Loin w/ brown gravy 2 oz. LS Sauce 3 oz. pork- Tongs	Chicken Salad Sandwich 3 oz. Chicken ½ cup #8 scoop	Turkey Sandwich 3 oz. LS Turkey Tongs 1 Pkt. Mayo
Vegetables: (1-2 Servings) At least 1 serving from each sub-group/Week: Dark Green, Red/Orange, Legumes, Starchy Vegetables, Other Vegetables 1 serving = ½ c OR 1 c for leafy greens	Zucchini ½ cup- 4 oz. spoodle C2: Carrots ½ cup- 4 oz. spoodle	Peas & Onion ½ c- 4 oz. spoodle [=]Cooked Spinach & Kale ** ½ c- 4 oz. Spoodle	Broccoli & Cauliflower* ½ cup- 4 oz. spoodle LS Beet & Onion Salad 1/2 c- 4 oz. Spoodle	Tri Color Coleslaw*** (purple/green & 2 T Carrots) ¾ c- 6 oz. Spoodle S: Garden Salad 1 cup / 2x 4 oz. spoodle 1 Tb. Balsamic dres. W/C2 Green Beans 1/2c	S: [=] Potato Salad ½ c- #8 scoop W/C2: Roasted Potatoes ½ c- 4 oz. spoodle [=] [=] Collard Greens ** ½ cup- 4 oz. spoodle	*** Carrot, Apple, Bell Pepper(2T) Celery Salad ½c / 4 oz. spoodle Lettuce / Tomato 2 slices each/ tongs To Equal ½ cup	Mesclun Salad 1 cup 2x 4 oz. Spoodles 1 T Ranch Drsg LS Marinated Cauliflower Salad* ½ cup / 4 oz. spoodle
Fruit: (1 Serving) ½ the fruit must be from whole fruit 1 serving=1 medium fruit/ ½ c chopped OR 100% Fruit Juice (limit 2x week)	Pineapple & Mango* (unsweetened) ½ c / 4 oz. spoodle	Orange* 1 each to equal ½ cup	S- Watermelon 1 each to equal ½ cup W- Applesauce ½c - #8 Scoop	[=] Banana 1 each to equal ½ cup C2- [=] 100% Cranberry Juice 4 oz.- ½ c	[=] Orange* 1 each to equal ½ cup	Fresh Seasonal Fruit 1 each to equal ½ cup (Do not duplicate vegetables this week.	Canned Apricots** ½ cup / 4 oz. spoodle (no added sugar) 100%Grape Juice 4 oz.
Grains: (1-2 servings) ½ of the SERVNGS must be whole grain Daily 1 serving=1 slice bread, 1/2 c Rice, Pasta, Bulgur	WG Bread 1 each- Tongs	Biscuit TFF 1 each- Tongs Barley in entrée- ¼ c	WG Pasta ½ c in entrée WG Bread w/1 T Garlic Spread 1 each-	S: WG Bread (2) tongs W/C2: Herb WG Stuffing ½ cup- # 8 scoop	S: WG Hamburger Bun 1 each / tongs W: Cornbread TFF 2x2x2 sq= spatula	WG Roll 1 each / tongs	Whole Grain Bread 2 slices / tongs
Dairy & Soy Alternatives (1 Serving) 1 Serving = 8oz FF/LF Milk, Yogurt Fort SoyBeverage	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.
Other/Optional (Dessert, Condiments) No Trans Fat Limit Sweets Limit 1 x/week	C1- Vanilla Ice Cream 1= ½ c C2 – Vanilla Pudding ½ c / # 8 scoop			S: 1 TFF Spread – 1 tsp. 2 TBSP Cranberry Sauce			
Water [C1] 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Not Applicable -C2	Not Applicable -C2

* Indicates High in Vitamin C ** Indicates High in Vitamin A ***Indicates High in Vit C & A [&] Indicates High Fiber [=] Sodium [=] Potassium

Dates: 07/25/22-07/31/22 11/28/22-12/04/22 04/03/23-04/09/23
09/05/22-09/11/22 01/09/23-01/15/23 05/15/23-05/21/23
10/17/22-10/23/22 02/20/23-02/26/23 06/26/23-06/30/23

Food Group/M meal Component	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY- C2 Only Torrance	SUNDAY- C2 Only Torrance
Soup (Optional) If it contains ½ c vegetables may count as a vegetable					C1-LS Tomato Soup 6 oz. ladle		
Protein: (3oz. Equivalent/15 grams) 3 oz. Meat, Poultry, Seafood, ¾ c Cooked Beans, Tofu or 3 Eggs - List portion size & components of mixed entrees	Beef Teriyaki 3 oz. beef cubed 1 oz LS Sauce 4 oz. spoodle	Oven Baked Chicken 3 oz. Chicken (Leg & Thigh)- Tongs	Stuffed Bell Pepper ½ Bell Pepper 3 oz. ground turkey 2 oz. LS Sauce 6 oz. spoodle	Beef Picado 3 oz. beef strips 1 oz. LS Sauce 6 oz. spoodle	S May – Oct: Tuna Salad 3 oz. Tuna - #8 Scoop W Nov- April /C2: Fish Lemon Dill sauce 3 oz. fish w/o breading- Spatula	Roast Beef Sandwich 3 oz. LS Roast Beef Tongs 1 Pkt. Mayo	Chicken Salad Sandwich 3 oz. Chicken # 8 Scoop
Vegetables: (1-2 Servings) At least 1 serving from each sub-group/Week: Dark Green, Red/Orange, Legumes, Starchy Vegetables, Other Vegetables 1 serving = ½ c OR 1 c for leafy greens	Oriental Vegetables (Bok Choy, Cabbage & Broccoli) ½ cup- 4 oz. spoodle [=] Spinach Salad*** w/(1/3 c) Shredded Brussels Sprouts 1 cup- 2x4 oz. spoodle 1 T Asian dressing	Cauliflower* ½ cup- 4 oz. spoodle C1-[=] Fresh Baked Sweet Potato ** to equal ½ cup – Tongs **C2-[=]Mashed Sweet Potato ½ c- #8 scoop	Zucchini Medley ½ c- 4 oz. spoodle Carrots** ½ c- 4 oz. spoodle Creamy Cucumber Salad ½ c- 4 oz. spoodle	[=]Chopped Romaine Salad Greens w/Corn & Radish (garnish) 1 cup- 2x4 oz. spoodle 1 T Ranch Dressing LS Black Beans ½ cup- 4 oz. spoodle	S: Carrot & Raisin Salad** ½ c- #8 Scoop W/C2: Banana Squash** ½ cup- 4 oz. spoodle Green Salad with Red Onion 1 cup- 2x4 oz. spoodle 1 T 1000 Island dressing	LS Marinated Vegetable Salad ½ cup 4 oz. Spoodle (Cauliflower, broccoli, onion & red bell pepper)* Mesclun Salad 1 cup- 2x4 oz. spoodle 1 T Vinaigrette	Lettuce and Tomato 2 slices each / tongs To equal ½ cup Coleslaw* ¾ cup- # 6 scoop
Fruit: (1 Serving) ½ the fruit must be from whole fruit 1 serving=1 medium fruit/ ½ c chopped OR 100% Fruit Juice (limit 2x week)	S: Plums or Peaches 1 each to equal ½ cup W: Applesauce w/cinnamon ½ cup- 4 oz. spoodle	Pear 1 each to = ½ cup	Kiwi* 1 each to equal ½ cup	[=]Mandarin Oranges* 1 each to equal ½ cup	[=] Cantaloupe*** ½ cup- 4 oz. spoodle C2- 100% Pineapple Juice 4 oz.	Seasonal Fruit 1 each to equal ½ cup (do not duplicate fruit for the week)	Mango** ½ cup – 4 oz. spoodle
Grains: (1-2 servings) ½ of the SERVNGS must be whole grain Daily 1 serving=1 slice bread, 1/2 c Rice, Pasta, Bulgur	Brown Rice ½c - #8 scoop	LS Cornbread Stuffing ½ cup- #8 scoop	Whole Grain Roll 1 ea.- Tongs	Spanish Rice (1/2 brown ½ white) ½ cup– #8 Scoop Small WG Tortilla-1	S: WG Bread 2 ea.- Tongs W/C2: Barley Pilaf ½ c- #8 Scoop	Whole Grain Bread 2 Slices / tongs	WG Roll 1 ea/ tongs
Dairy & Soy Alternatives (1 Serving) 1 Serving = 8oz FF/LF Milk, Yogurt/ Fortified Soy Beverage	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.
Other/Optional (Dessert, Condiments) No Trans Fat Limit Sweets Limit 1 x/week	1 TFF Spread – 1 tsp	C1- Rainbow Sherbet C2- Van/Choc Pudding ½ cup- 4 oz. spoodle					
Water [C1] 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Not Applicable- C2	Not Applicable- C2

* Indicates High in Vitamin C ** Indicates High in Vitamin A ***Indicates High in Vit C & A [&] Indicates High Fiber [+] Sodium [=] Potassium

Menu Pattern: Congregate & Home Delivered Meals

Week: 6

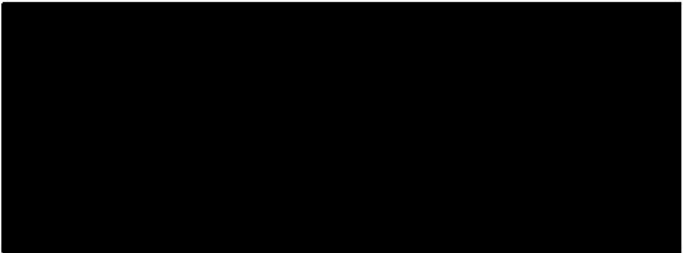
Dates:	08/01/22-08/07/22	12/05/22-12/11/22	04/10/23-04/16/23
	09/12/22-09/18/22	01/16/23-01/22/23	05/22/23-05/28/23
	10/24/22-10/30/22	02/27/23-03/05/23	

Food Group/M meal Component	MONDAY	TUESDAY (Choice Day)	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY- C2 Only Torrance	SUNDAY- C2 Only Torrance
Soup (Optional) If it contains ½ c vegetables may count as a vegetable	C1- LS Mexican Vegetable Soup (no beans/ carrots) 6 oz. ladle				C1- LS Corn Chowder Soup 6 oz. ladle		
Protein: (3oz. Equivalent/15 grams) 3 oz. Meat, Poultry, Seafood, ¾ c Cooked Beans, Tofu or 3 Eggs - List portion size & components of mixed entrees	Chicken Mole 3 oz. Chicken (Leg & Thigh)- Tongs	Pork Loin w/Mustard Sce 3 oz. Pork- Tongs OR Baked Fish (breaded) 3 oz. fish EP non breaded Spatula	Beef Stroganoff 3 oz. beef cubes LS Sauce 6 oz. Spoodle	Baked Ziti (Turkey) 3 oz of ground turkey ½ c WG Pasta 1 Tb. Cheese for garnish 2x 4 oz. spoodle	Rosemary Chicken W/Creamy Garlic Sauce 3 oz. Chicken- Tongs 1 oz. LS sauce- Ladle	Tuna Salad Sandwich 3 oz. tuna ½ cup # 8 scoop	Roast Beef Sandwich 3 oz. LS beef 1 pkt. Mayo
Vegetables: (1-2 Servings) At least 1 serving from each sub-group/Week: Dark Green, Red/Orange, Legumes, Starchy Vegetables, Other Vegetables 1 serving = ½ c OR 1 c for leafy greens	[=] LS Pinto Beans ½ cup- # 8 scoop Carrot & Raisin Salad** ½ c- #8 Scoop	Corn ½ c- 4 oz Spoodle Spinach/Kale Salad ***w/Tomato & 1 Ranch Dressing Packet 1 c- 2 x 4 oz. spoodle	Zucchini Medley ½ cup- 4 oz. spoodle Mesclun Mix Salad w/2 T Shredded w/Italian Dressing 1 c- 2 x 4 oz. spoodle	Peas ½ cup – 4 oz. Spoodle Green Beans ½ cup – 4 oz. Spoodle	Cauliflower* ½ cup- 4 oz. spoodle Chopped Salad (lettuce, celery, purple cabbage, w/Balsamic Vinaigrette) ½ cup- 4 oz. spoodle	Lettuce & Tomato Slices -2 each to equal ½ cup tongs LS 3-Bean Salad ½ cup – 4oz, Spoodle	Broccoli Slaw*** ½ cup / 4 oz. spoodle 174 RE [=] Potato Salad ½ cup # 8 scoop
Fruit: (1 Serving) ½ the fruit must be from whole fruit 1 serving=1 medium fruit/ ½ c chopped OR 100% Fruit Juice (limit 2x week)	[=]Orange * 1 each to equal ½ cup C2- 100% Cranberry Juice 4oz.	Apple or Unsweetended Applesauce ½ cup- 4 oz. spoodle or ½ cup	[=] Cantaloupe *** ½ cup- 4 oz. spoodle	[=] Pineapple w/Mango* ½ c- 4 oz. spoodle	½ c Fruit Cocktail in Dessert 100%Grape Juice 4 oz.- ½ c	[=] Tangerine* 1 each= to ½ cup	Canned Peaches [no added sugar] ½c/ 4 oz. spoodle
Grains: (1-2 servings) ½ of the SERVNGS must be whole grain Daily 1 serving=1 slice bread, 1/2 c Rice, Pasta, Bulgur	WG Bread 1 slice - Tongs	Barley Pilaf ½ cup- #8 Scoop	Egg Noodles ½ c- 4 oz. Spoodle	WG Pasta in entrée ½ c/#8 scoop Sourdough w/Garlic Spread 1 each- Tongs	Wild Rice ½ cup- # 8 scoop	Whole Grain Roll 1 each tongs	Whole Grain Bread 2 each/ tongs
Dairy & Soy Alternatives (1 Serving) 1 Serving = 8oz FF/LF Milk, Yogurt or Fortified Soy Beverage	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz.	[=] 1% LF or NF = 8 oz. ** 140 RE
Other/Optional (Dessert, Condiments) No Trans Fat Limit Sweets Limit 1 x/week		Tartar Sauce- 1pkt			Red Manhattan Gelatin (with ¼ cup fruit cocktail) ¾ cup- 6 oz. spoodle		Total RE 314
Water [C1] 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Not Applicable C2	Not Applicable- C2

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Menu Pattern: BOX LUNCHES

Dates: July 2022- June 23 NO PROCESSED MEATS



Food Group/M meal Component	Box Lunch #1	Box Lunch #2	Box Lunch #3	Box Lunch #4	Box Lunch #5
Soup (Optional)If it contains ½ c vegetables may count as a vegetable					
Protein : (3oz. Equivalent) 3 oz. Equivalent: 3oz. Meat, Poultry, Seafood ,3/4 c Cooked Beans Or Tofu OR 3 Eggs/Whites. List portion size & components of mixed entrees	Tuna Salad Sandwich 3 oz. Tuna #8 scoop	Chicken or Turkey Salad 3 oz. LS Turkey Salad #8 scoop Mayonnaise - 1 pkg	Turkey & Beef Sandwich 1 1/2 oz. LS Turkey, 1 oz. LS Beef,	Turkey Sandwich 3 oz. LS Turkey	Egg Salad 3 oz. LS Egg Salad #8 Scoop 1 pkt mayonnaise
Vegetables: (1-2 Servings) At least 1 serving from each sub-group/Week: Dark Green, Red/Orange, Legumes, Starchy Vegetables, Other Vegetables 1 serving = ½ c OR 1 c for leafy greens	[=] LS Pickle Beets (1/2 Cup) 4 oz. spoodle Coleslaw* (3/4 Cup) #6 scoop	[=] Potato Salad (1/2 cup) #8 scoop Carrot & Raisin Salad** (1/2 cup) #8 scoop	Creamy Coleslaw * [no carrots] (3/4 Cup) #6 scoop LS Marinated Vegetables** (LS Beans, Carrots & Onions) (1/2 cup) 4 oz. spoodle Lettuce Leaf – 3 slices- tongs Tomato Slices -3 slices- tongs	Carrot Pineapple Salad** (1/2 cup) #8 scoop Green Salad w/ Tomato Slices (1 Cup) 2x 4 oz. spoodle LS Italian Dressing (1 oz.)	Carrot & Raisin Salad** (1/2 cup) #8 scoop Lettuce & Tomato (1 cup)/ 2x 4 oz. spoodle LS House Dressing 1 oz.
Fruit: (1 Serving) ½ the fruit must be from whole fruit 1 serving=1 medium fruit/ ½ c chopped OR 100% Fruit Juice(limit 2x week)	100% Pineapple Juice (4 oz.) Fresh Fruit in Season (1 each= 1/2 c) (do not duplicate fruit for the week or juice)	[=] 100% Orange Juice* (4 oz.) Fresh Fruit in Season (1 each= 1/2 c) (do not duplicate fruit for the week or juice)	Fruit Cocktail in own juice (1/2 cup) 4 oz. spoodle	[=] Orange * (1 each) to equal ½ cup 100% Apple Juice (4 oz.)	[=] 100% Orange Juice* (4 oz.) Fresh Fruit in Season (1 each= 1/2 c) (do not duplicate fruit for the week or juice)
Grains: (1-2 servings) ½ of the SERVNGS must be whole grain Daily 1 serving=1 slice bread,1/2 c Rice, Pasta, Bulgur	Whole Grain Bread (2 slices) tongs Macaroni Salad (1/2 cup) #8 scoop	Whole Grain Bread (2 slices) tongs	Whole Grain Bread (2 slices) tongs	Whole Grain Bread (2 slices) Pasta Swirl Salad w/ Broccoli & Onions (1/2 c pasta-) ¾ c- 6 oz. Spoodle	Whole Grain Bread (2 slices) tongs
Dairy & Soy Alternatives (1 Serving) 1 Serving = 8oz FF/LF Milk, Yogurt Fortified Soy Beverage	1% Low Fat or Non Fat=8 oz.	1% Low Fat or Non Fat=8 oz.	1% Low Fat or Non Fat=8 oz.	1% Low Fat or Non Fat=8 oz.	1% Low Fat or Non Fat=8 oz.
Other/Optional (Dessert, Condiments) No Trans Fat Limit Sweets Limit 1 x/week		Oatmeal Cookies, small TFF (2 each) or large, (1 each)			
Water [C1] 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces

Sodium:
Potassium:

Food Group/M meal Component	BREAKFAST 1	BREAKFAST 2	BREAKFAST 3	BREAKFAST 4	BREAKFAST 5
Soup Optional If it contains ½ c vegetables may count as a vegetable					
Protein: (3oz. Equivalent/15 grams) 3 oz. Meat, Poultry, Seafood,¾ c Cooked Beans, Tofu or 3 Eggs - List portion size & components of mixed entrees	Farm-Fresh Baked Omelet 3 egg ½ c chopped kale and onion Cheese garnish Spatula	Breakfast Bean Burrito 1 egg ½ c LS Beans 1 oz. LS salsa/2 oz. ladle	Spinach Quiche 3 Egg ½ c spinach** Cheese Garnish 3x3x3 spatula	Veggie Scrambled Eggs 2 oz eggs 1/2 cup mixed vegetables of choice (No Potato) #8 scoopx2	Chili Relleno Casserole 3 eggs ½ c pepper Cheese Garnish Spatula 1 oz.LS salsa/ 1oz ladle
Vegetables: (1-2 Servings) At least 1 serving from each sub-group/Week: Dark Green, Red/Orange, Legumes, Starchy Vegetables, Other Vegetables 1 serving = ½ c OR 1 c for leafy greens	Chopped Kale w/ onion *** ½ cup in entrée	Sautee Zucchini with onion ½ c- 4 oz. Spoodle Spinach & herbs** ½ c- 4 oz. Spoodle	Sweet Potato Hash with Leafy collard greens** 1 cup/4 oz spoodlex2 ½ c Vegetable in Entree	Potatoes O’Brien ½ c./ 4 oz. spoodle Vegetables in entrees To equal ½ c	[=] Home Fried Potatoes with onion and bell pepper ½ c./ 4 oz. spoodle Vegetables in entrée To equal ½ c
Fruit: (1 Serving) ½ the fruit must be from whole fruit 1 serving=1 medium fruit/ ½ c chopped	Fresh OR Canned Pear Packed in Juice ½ c /4 oz spoodle 100% Orange Jce ½ c-4 oz.	Mandarin Oranges* ½ c./4 oz spoodle 100% Grape Juice ½ c-4 oz.	Fresh OR Canned Peaches Packed in Juice ½ cup/4 oz spoodle 100%Orange Juice * ½ c- 4 oz.	Fresh Fruit Cup (honeydew, cantaloupe, watermelon) ¾ c – 6 oz. Spoodle 100%Orange Juice* ½ c- 4 oz.	Cantaloupe*** ½ c./4 oz. spoodle 100% Pineapple Jce ½ c-4 oz.
Grains: (1-2 servings) ½ SERVNG must be whole grain <u>Each Day</u> 1 serving=1 slice bread,1/2 c Rice, Pasta, Bulgur	Buckwheat Pancakes 2, 5” each/ tongs	Corn Tortilla (1) each	Whole Grain Toast 1slice/Tongs	Whole Grain Toast 1 slice/Tongs	Oatmeal (Plain) ½ cup/4 oz spoodle
Dairy & Soy Alternatives (1 Serving) 1 Serving = 8oz FF/LF Milk, Yogurt or Fortified Soy Beverage	1% LF or NF-8 oz.	1% LF or NF-8 oz.	1% LF or NF-8 oz.	1% LF or NF-8 oz.	1% LF or NF-8 oz.
Other/Optional (Dessert, Condiments) No Trans Fat Limit Sweets Limit 1 x/week	1 tsp TTF margarine 1 pkt. Syrup		1 tsp TTF margarine	1 tsp TTF margarine	TTF margarine 1 pkt 1 Tb. brown sugar on the side
Water [C1] 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces

* Indicates High in Vitamin C ** Indicates High in Vitamin A ***Indicates High in Vit C & A [&] Indicates High Fiber [+] Sodium [=] Potassium

Menu Pattern: Breakfast Congregate TWO

FY 22-23

Food Group/M meal Component	BREAKFAST 6	BREAKFAST 7	BREAKFAST 8	BREAKFAST 9	BREAKFAST 10
Soup If it contains ½ c vegetables may count as a vegetable					
Protein: (3oz. Equivalent/15 grams) 3 oz. Meat, Poultry, Seafood, ¾ c Cooked Beans, Tofu or 3 Eggs - List portion size & components of mixed entrees	Vegetables Frittata 3 egg ½ c zucchini & onion 1 Tb cheese for garnish Spatula	Breakfast Beef Burrito 1 egg 2 oz. ground beef 1 T cheese garnish 1 oz LS salsa on the side/ 1 oz. ladle	Egg Baked Omelet 3 eggs ½ c onion, mushroom, pepper 1 T cheese garnish Spatula	All American Breakfast Scrambled Egg 2 egg/ #16 scoop Homemade LS turkey sausage patty 1 oz./tongs	Scrambled Eggs/French Toast 3 egg (2 in scrambled 1 in French Toast (below) ½c spinach & mushroom** 6 oz spoodle
Vegetables: (1-2 Servings) At least 1 serving from each sub-group/Week: Dark Green, Red/Orange, Legumes, Starchy Vegetables, Other Vegetables 1 serving = ½ c OR 1 c for leafy greens	Oven Brown Potatoes ½ c 4 oz spoodle ½ c Vegetables in Entrée	Corn, LS Black Bean Tomato Salad ½ c- 4 oz. Spoodle	[=] Sautee Kale*** ½ cup-4 oz spoodle ½ c Vegetable in entree	[=] Sweet Potato Hash ½ c 4 oz spoodle	Home Fried Potatoes with onion and bell peppers ½ c/ 4 oz spoodle ½ c Vegetable in Entree
Fruit: (1 Serving) ½ the fruit must be from whole fruit 1 serving=1 medium fruit/ ½ c chopped	Citrus Cup* Orange & pineapple ½ c./4 oz spoodle	Mandarin Orange[=]* ½ c/4 oz. spoodle 100% Grape Juice ½ c-4 oz.	Fresh OR Canned Peaches ½ cup/4 oz spoodle	Fruit Cocktail Cup (peaches, pears, grapes, pineapple, cherries 1/2 cup/ 4oz spoodle 100% Orange Juice* ½ c-4 oz.	Cantaloupe *** [=] ½ cup/4 oz spoodle
Grains: (1-2 servings) ¼ SERVNG must be whole grain <u>Each Day</u> 1 serving=1 slice bread, 1/2 c Rice, Pasta, Bulgur	Whole Grain English Muffin 1 bun/tongs	Corn Tortilla in entrée	Oatmeal ½ cup/#8 scoop	Whole Grain Toast 1 each/tongs	WG French Toast (1 egg in French Toast) 1 slice/tongs
Dairy & Soy Alternatives (1 Serving) 1 Serving = 8oz FF/LF Milk, Yogurt or Fortified Soy Beverage	1% LF or NF-8 oz.	1% LF or NF-8 oz.	1% LF or NF-8 oz.	1% LF or NF-8 oz.	1% LF or NF-8 oz.
Other/Optional (Dessert, Condiments) No Trans Fat Limit Sweets Limit 1 x/week	Plain yogurt ½ c./4 oz. spoodle 1 Tb. jam on the side		TFF Banana Nut Bread 2x2 TFF margarine 1 pkt 1 Tb. brown sugar	Plain Yogurt ½ c- 4 oz. spoodle Granola 1 T. 1 pd/TFF margarine	1 pkt syrup
Water [C1] 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces

* Indicates High in Vitamin C ** Indicates High in Vitamin A ***Indicates High in Vit C & A [&] Indicates High Fiber [+] Sodium [=] Potassium

Dates: July 2022- June 2023

FOOD GROUP/M meal Component	New Year’s Eve	MLK Birthday	Chinese New Year	Ash Wednesday	Valentine’s Day	St Patrick’s Day
Soup Optional If it contains ½ c vegetables may count as a vegetable						
Protein: (3oz. Equivalent/15 grams) 3 oz. Meat, Poultry, Seafood, ¾ c Cooked Beans, Tofu or 2 Eggs - List portion size & components of mixed entrees	Mixed Grill 1 chicken leg 1 pork rib w/ sauce 3 oz. meat /tongs 2 oz. sauce/2 oz ladle HIGH SODIUM[+]	Chicken Jambalaya (3 oz chicken) ½ c onion/pepper/ tomato ½ cup rice in entree 4 oz spoodle x 2	Oriental Chicken Breast 3oz chicken – sliced/tongs 2 oz LS sauce/2 oz ladle	Chicken Kabob w/ Green & Red Bell pepper, onion & Mushrooms/tongs 3 oz chicken on each OR Breaded Fish w/ Lemon Sauce (3 oz fish/2oz LS sauce	Chicken w/ Wine Sauce 3 oz Chicken /tongs 2 oz LS Sauce /ladle)	Corned Beef (+) 3 oz Corned Beef/ tongs (116 mg k) HIGH SODIUM
Vegetables: (1-2 Servings) At least 1 serving from each sub-group/Week: Dark Green, Red/Orange, Legumes, Starchy Vegetables, Other Vegetables 1 serving = ½ c OR 1 c for leafy greens	[=] Fresh Sweet Potatoes** ½ c/#8 scoop (377 mg K) [=] Broccoli Coleslaw* ¾ c/ #6 scoop (256 mg K)	Green Beans ½ c/ 4 oz. spoodle Tossed Green Salad w/ Cucumber Ranch Dressing (1Tbsp) 1c/2x 4 oz spoodle	Broccoli & carrots*** ½ c/ 4 oz spoodle Chinese Salad – (w/ napa cabbage, carrots, celery, dry noodle for garnish) 1 c/ 2x 4 oz spoodle Asian Vinaigrette Dressing 1T	Classic Mixed Vegetables** (corn, peas, carrots & grn beans) ½ c/ 4 oz spoodle Tossed Green Salad 1 c/ 2x 4 oz spoodle Italian Dressing (1tbsp)	Zucchini Medley 1/2 c/4oz spoodle Green Salad w/Red Onion, radish, cucumber 1c/2oz spoodle Ranch Dressing 1pkt..	Steamed Cabbage* ½ c – 4 oz spoodle (147 mg k) Boiled New Potatoes*(=) ½ c/ 4 oz spoodle (370 mg K) Carrot Raisin Salad ** ½ c/ #8 scoop (275 mg k)
Fruit: (1 Serving) ½ the fruit must be from whole fruit 1 serving=1 medium fruit/ ½ c chopped	Kiwi * 1 each or ½ c (215 mg K)	Seasonal Fresh Fruit [no orange] 1 each = ½ c 100% Orange Juice* ½ c- 4 oz.	*Mandarin oranges ½ c – 4 oz spoodle	Seasonal Fresh Fruit 1 each = to ½ c No Orange 100% Orange Juice* ½ c- 4 oz.	Strawberries 1/2 c in Dessert *100% Orange Juice ½ c-4 oz.	Orange * 1 med to equal ½ c (236 mg K)
Grains: (1-2 servings) ½ SERVNG must be whole grain <u>Each Day</u> 1 serving=1 slice bread, 1/2 c Rice, Pasta, Bulgur	WG Dinner Roll 1 each/tongs (82 mg K)	½ c brown rice in entrée TFF Cornbread 2”x2” sq/	Steamed Brown Rice ½ c/ #8 scoop	Israeli Couscous ½ c/#8 scoop WG Dinner Roll 1 each	Tricolor WG Pasta w/ sundried tomatoes ½ c/#8 scoop Garlic roll 1ea/tong	Whole Rye Bread 1 Slice/tongs (82 mg K)
Dairy & Soy Alternatives (1 Serving) 1 Serving = 8oz FF/LF Milk, Yogurt or Fortified Soy Beverage	Low fat or Non fat 8 oz. (397 mg K)	Low fat or Non fat 8 oz.	Low fat or Non fat 8 oz.	Low fat or Non fat 8 oz.	Low fat or Non fat 8 oz.	Low fat or Non fat 8 oz. 397 mg K
Other/Optional (Dessert, condiments) TFF Limit Sweets to 1 x/week	Cheesecake TFF ½ cup – 1 slice Spatula (113 mg K)	Peach Cobbler ½ c - #8 scoop	Almond & Fortune Cookie 1 of each TFF	[=] Chocolate & Vanilla Mix Pudding ½ c - #8 scoop	Cheesecake w/ 1/2 c Strawberry Topping 2”x2” sq./spatula TFF	C1-Rainbow Sherbet C2-Vanilla& Chocolate Swirl Pudding ½ cup/#8 scoop
Water [C1] 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces



Sodium
Potassium:

Total: 1440 mg K

Total: 1626 mg K

* Indicates High in Vitamin C ** Indicates High in Vitamin A***Indicates High in Vit C & A [&] Indicates High Fiber [+] Sodium [=] Potassium County Menu Template FY22-23 5-9-22 6-6-22 6-7-22

Dates: July 2022- June 2023

Food Group/M meal Component	Easter Brunch	Cinco De Mayo	Mother’s Day	Memorial/Labor Day	Father’s Day	4 th of July
Soup Optional If it contains ½ c vegetables may count as a vegetable						
Protein: (3oz. Equivalent/15 grams) 3 oz. Meat, Poultry, Seafood, ¼ c Cooked Beans, Tofu or 2 Eggs - List portion size & components of mixed entrees	Glazed Ham 3 oz. Ham/Tongs (243 mg k) HIGH SODIUM	Steak Picado 3 oz Beef (not ground) 1 oz onions, peppers sauce 4 oz spoodle	Chicken Stuffed w/Broccoli Florentine (+) (=) 3 oz Chicken tongs/ladle HIGH SODIUM (166mg k)	Hamburger Patty or Hot Dog (+) HIGH SODIUM 3 oz ground beef/ tongs or spatula (166 mg K)	Pot Roast 3 oz beef 1 c. Carrots, celery & potatoes 3x 4 oz. Spoodle 2 oz gravy on side/ladle	BBQ Chicken 3 oz chicken (L&T) 2 oz LS sauce on side/2 oz ladle
Vegetables: (1-2 Servings) At least 1 serving from each sub-group/Week: Dark Green, Red/Orange, Legumes, Starchy Vegetables, Other Vegetables 1 serving = ½ c OR 1 c for leafy greens	[=] Baked Sweet Potato** ½ c/ 4 oz spoodle (377 mg K) Green beans ½ c/ 4 oz spoodle Spinach/Kale Salad Ranch Dressing*** (1 Tbsp) 1 cup/ 4 oz spoodle x 2 (232 mg K)	LS Pinto Beans ½ c /4 oz spoodle Green Salad w/sliced Tomatoes 1 c 2X4 oz spoodle Ranch Dressing 1 ptk	Potatoes Au Gratin (=) ½ c/ 4 oz scoop (444mg K) Spinach Salad**** w/ mandarin Orange: 1 c/ 2X4 oz spoodle (153mg K) Summer Squash Medley½ c/ 4oz spoodle (173mg)	Potato Salad ½ c/#8 scoop. 738 mg K LS Garbanzo Bean & Tomato Cucumber Salad ½ c/#8 scoop (381 mg K) Lettuce, Tomato Slice, Onion slices ½c total /tongs	Green Beans ½ c/ 4 oz spoodle <i>Vegetables in entrée = to 1 c</i> Green Salad w/ Tomatoes 1 c/2X4 oz spoodle Ranch Dressing(1Tbsp)	C1-Corn on the Cob/tong C2-Cut Corn ½ c 4 oz spoodle or tong LS Baked Beans½ c/ #8 scoop Creamy Coleslaw* ¾ c/#6 scoop
Fruit: (1 Serving) ½ the fruit must be from whole fruit 1 serving=1 medium fruit/ ½ c chopped	Cantaloupe Wedge*** ½ c/ 4 oz spoodle (194 mg K)	Mandarin Oranges* w/Jicama ¾ c-6 oz spoodle	Seasonal Fresh Fruit [Peach/Plum or ½ c frozen strawberries] 1 OR 1/2c- 4 oz spoodle	Melon Wedge 1 slice= 1 c (194 mg K) 100% Orange Juice * ½-4 oz. 235 mg K	Seasonal Fresh Fruit [no orange]1 ea=1/2 c 100% Orange Juice* 1/2c-4oz.	Watermelon Wedge 1 sl = to ½ c
Grains: (1-2 servings) ½ SERVNG must be whole grain <u>Each Day</u> 1 serving=1 slice bread,1/2 c Rice, Pasta, Bulgur	WG Roll 1 each/tongs (82mg K)	Spanish Brown Rice ½ c #8 scoop Tortilla 1 ea./tongs	WG Bread-1 each (82 mg K) Bowtie Pasta ½ c/ #8 scoop	WG Hamburger or WG Hot Dog Bun 1 each/tongs	Biscuit – no trans fat 1 each/tongs ½ c WG Pasta/4 oz spoodle	WG Roll 1 each/tongs
Dairy & Soy Alternatives (1 Serving) 1 Serving = 8oz FF/LF Milk, Yogurt or Fortified Soy Beverage	Low fat or Non fat 8 oz. (397 mg K)	Low fat or Non fat 8 oz.	LF or NF Milk 8 oz. (397 mg K)	Low fat or Non fat 8 oz. 397 mg K	Low fat or Non fat 8 oz.	Low fat or Non fat 8 oz.
Other/Optional (Dessert, Condiments) No Trans-Fat; Limit Sweets to 1 x/week	C1-Rainbow Sherbet C2-Vanilla& Chocolate Swirl Pudding ½ c- #8 Scoop	Three leche cake 2x2” square/spatula TFF	Red Velvet Cake TFF 2”X2” square-spatula		Chocolate Cake TFF– 2” sq./Spatula	Apple Cobbler 2” square/spatula TFF
Water [C1] 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces



Sodium
Potassium:

Total: 1525 mg K

Total: 1421 mg K

Total: 2111 mg K

* Indicates High in Vitamin C ** Indicates High in Vitamin A ***Indicates High in Vit C & A [&] Indicates High Fiber [+] Sodium [=] PotassiumCounty Menu Template FY22-23 5-9-22 6-6-22 6-7-22

Dates: July 2022- June 2023



Food Group/M meal Component	Halloween	Thanksgiving Party	Christmas Party	Winter Comfort Meal	Hawaiian Luau	Italian Day
Soup -Optional If it contains ½ c vegetables may count as a vegetable				C1: White Bean Soup [=] 6 oz/ladle 346 mg K		
Protein: (3oz. Equivalent/15 grams) 3 oz. Meat, Poultry, Seafood, 3/4 c Cooked Beans, Tofu or Eggs - List portion size & components of mixed entrees	Braised Pork Loin 3 oz. pork loin/tongs 2 oz. LS sauce	Roast Turkey w/ Gravy 3 oz LS sliced turkey/ tongs 2 oz. LS gravy on side/ ladle	Roast Beef 3 oz LS Beef/tongs 2 oz. LS gravy on side/2 oz ladle	Oven Fried Chicken 3 oz Chicken leg/tongs HIGH SODIUM (1x/year) 190 mg K	Braised Hawaiian Pork 3 oz. pork shoulder Tongs or spatula	Pasta with Chicken & Shrimp 2 oz. <i>Chicken</i> ; 1 oz <i>shrimp w/ ½ c Pasta</i> 2x 4oz spoodle
Vegetables: (1-2 Servings) At least 1 serving from each sub-group/Week: Dark Green, Red/Orange, Legumes, Starchy Vegetables, Other Vegetables 1 serving = ½ c OR 1 c for leafy greens	Petite Peas ½ c - 4 oz. spoodle LS Beet & Onion Salad ½ c- 4oz spoodle Italian Dressing (1tbsp)	Peas & Carrots** ½ c – 4 oz. spoodle [=]Vit C Fort Mashed Potatoes* ½ c - #8 scoop Green Salad w/ Chopped tomatoes 1 c/2x 4 oz spoodle French Dressing (1tbsp)	Broccoli Spears*** ½ c – 4 oz spoodle [=]Scalloped Potatoes ½ c - #8 scoop	Garden Salad w/t raddish and corn 1 c/2x 4oz spoodle Ranch Dressing (1 Tbsp) 70 mg K Saute Kale [=]*** ½ cup/4 oz spoodle 329 mg K	Green Beans ½ c. - 4 oz spoodle [=]Spinach Salad with ¼ cup Mandarin Oranges*** 1 c/ 2x 4 oz spoodle Asian Dressing (1 Tbsp)	Green Beans Lemon & Garlic ½ c - 4oz spoodle Caesar Salad w/t 1 Tb croutons 1 c/2x 4oz spoodle Caesar Dressing (1 Tbsp)
Fruit: (1 Serving) ½ the fruit must be from whole fruit 1 serving=1 medium fruit/ ½ c chopped	Seasonal Fresh Fruit [no orange] 1 each = ½ c 100% Orange Juice * 1/2c-4 oz	Seasonal Fresh Fruit 1 each or ½ c – 4 oz spoodle	Ambrosia Salad ½ c – 4 oz spoodle	*Cuties [=] 1 ea = ½ c 400 mg K	100% Pineapple Jce-1/2c4oz.	Seasonal Fresh Fruit (no orange/apple/banana) 1 each or ½ c – 4 oz spoodle *100% Orange juice -4 oz
Grains: (1-2 servings) ½ SERVNG must be whole grain <u>Each Day</u> 1 serving=1 slice bread, 1/2 c Rice, Pasta, Bulgur	Brown Rice Pilaf ½ c/ #8 scoop Dinner Roll – 1 each/tongs	Dinner Roll – 1 each/tongs WG Conrbread Stuffing ½ c/ #8 scoop	WG Dinner Roll – 1 each/tongs	Mac & Cheese ½ cup/#8 scoop 75 mg K Cornbread 1 each/tong 38 mg K	Brown Rice Pilaf ½ c/#8 scoop Hawaiian Sweet Roll 1 each/tongs	WG bowtie Pasta in entrée to equal ½ c Garlic Bread – 1 each/tongs
Dairy & Soy Alternatives (1 Serving) 1 Serving = 8oz FF/LF Milk, Yogurt or Fortified Soy Beverage	LF or NF Milk 8 oz.	LF or NF Milk 8 oz.	LF or NF Milk 8 oz.	Low fat or Non fat 8 oz. 397 mg K	LF or NF Milk 8 oz.	LF or NF Milk 8 oz.
Other/Optional (Dessert, Condiments) No Trans-Fat; Limit Sweets to 1 x/week	TFF Iced German Chocolate w/ Sprinkle Cake 2"x2" sq	[=] Pumpkin Pie** TFF 2"x2" /spatula	Gingerbread Cake w/ Whip Cm/ Christmas sprinkles TFF 2"x2" sq		Coconut Cake- 2"x2" sq. TFF	Lemon Cake 2"x2" sq./spatula TFF
Water [C1] 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces	Water – 6-8 ounces



Sodium
Potassium:

Total: 1845 mg K

* Indicates High in Vitamin C ** Indicates High in Vitamin A ***Indicates High in Vit C & A [&] Indicates High Fiber [+] Sodium [=] PotassiumCounty Menu Template FY22-23 6-6-22 6-7-22

Part V

City of Gardena Meals for the Elderly Nutrition Program

BIDDER'S RESPONSE & CERTIFICATION FORMS

CITY OF GARDENA
MEALS FOR THE ELDERLY NUTRITION PROGRAM
BIDDER INFORMATION

CATERER: _____

CAPABILITY TO PROVIDE SERVICE:

Staff: List employee positions and hours worked (full time equivalents) for employees hours spent on the Senior Meal Program.

Position	# Positions	Hours Per Day	Days Per Week	FTE
Manager				
Cook				
Assistant Cook				
Food Service Worker				
Driver				
Other				
Other				
TOTAL				

2. **Kitchen Size (sq. ft.):**

Total Meals Currently Provided Per Day _____ (Do not include Senior Meals)

Total Senior Meals Per Day: _____

Total Meals Including Senior Meals: _____

3. **Kitchen Equipment:** List major refrigeration, cooking, and ware-washing appliances, type and amount (e.g. two (2) double stacked full size convection ovens):

PROVEN COMPETENCY:

Briefly describe experience with Senior Nutrition Programs or other catering contracts (e.g. school lunch):

Briefly describe current business:

QUALITY OF FOOD SERVED:

Briefly describe Quality Assurance Program:

Attach copy of QA Customer Questionnaire currently in use.

LOCATION OF KITCHEN AND TRANSPORT EQUIPMENT:

Attach a map showing location of the kitchen and location of congregate sites where food will be shipped. Draw a delivery route. If map is not drawn to scale, indicate distances in miles between the kitchen and various stops.

List equipment you plan to use to transport food including type of vehicle (private car, car, van, truck, refrigerated truck, etc.); method used to keep hot food hot (insulated containers, etc.); and method used to keep cold food cold (ice chests, ice blankets, etc.).

CITY OF GARDENA
MEALS FOR THE ELDERLY NUTRITION PROGRAM
BID PRICE FACT SHEET

CATERER: _____

HOT BULK MEAL

COST PER MEAL

Raw Food	\$ _____
Preparation	\$ _____
Transit	\$ _____
Sundry Items:	
Paper	\$ _____
Other	\$ _____
Overhead Profit	\$ _____

**TOTAL CATERED
COST/MEAL \$ _____**

BOX OR COLD LUNCH

Raw Food	\$ _____
Condiments	\$ _____
Preparation	\$ _____
Transit	\$ _____
Sundry Items:	
Paper	\$ _____
Other	\$ _____
Overhead Profit	\$ _____

**TOTAL CATERED
COST/MEAL \$ _____**

FROZEN MEAL

Frozen Food	\$ _____
Other Food	\$ _____
Preparation	\$ _____
Transit	\$ _____
Sundry Items:	
Paper	\$ _____
Other	\$ _____
Overhead Profit	\$ _____

**TOTAL CATERED
COST/MEAL \$ _____**

**HOT MEALS IN INDIVIDUAL CONTAINERS
FOR HOME DELIVERED SERVICE**

Raw Food	\$ _____
Preparation	\$ _____
Transit	\$ _____
Sundry Items:	

EXHIBIT B
Page 2 of 2

Paper	\$ _____
Other	\$ _____
Overhead Profit	\$ _____

**TOTAL CATERED
COST/MEAL \$ _____**

CITY OF GARDENA
MEALS FOR THE ELDERLY NUTRITION PROGRAM
COST PROPOSAL AND BIDDERS CERTIFICATION

CATERER: _____

Indicate N/A if not applicable

	TOTAL ANNUAL MEALS		CATERED COST PER MEAL	
	*C-1	*C-2	C-1	C-2
Monday - Friday	36,100	21,000	\$	\$
Saturday	N/A	N/A	N/A	N/A
Sunday	N/A	N/A	N/A	N/A
Holiday menu	5,400	N/A	\$	N/A
*Box Lunches	2,500	N/A	\$	N/A
Breakfast (Mon - Fri)	1,000	N/A	\$	N/A
Frozen Meals (commercially prepared)	N/A	10,000	N/A	\$
**Other food items	N/A	500	N/A	\$
GRAND TOTAL ANNUAL MEALS	45,000	31,500		

*Refer to Part IV Specifications, Page 2

**Shelf stable Emergency meals pack

The numbers above are approximate and may vary due to Los Angeles County Area on Aging funding levels.

I hereby certify that I have read the invitation to bid packet materials to include the General Provisions, Specifications and Agreement and that I agree to comply with all provisions. I also certify that the figures listed on the Proposal Form constitute my bid for furnishing the required equipment, materials, labor and supplies necessary for the provision of the services specified. Prices shown are the net total price.

Date: _____

Signature: _____

Name: _____
(Print or type)

Title: _____

CITY OF GARDENA
MEALS FOR THE ELDERLY NUTRITION PROGRAM
AFFIDAVIT OF NON-COLLUSION

CATERER: _____

I hereby swear (or affirm) under the penalty for perjury:

That I am the bidder (if the bidder is an individual), a partner in the bid (if the bidder is a partnership), or an officer or employee of the bidding corporation (if the bidder is a corporation);

That the attached bid or bids have been arrived at by the bidder independently and have been submitted without collusion and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the Invitation for Bid, designed to limit independent bidding or competition;

That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety or any bond furnished with the bid or bids, and will not be communicated to any such person prior to the official opening of the bid or bids;

That I have fully informed myself regarding the accuracy of the statements made in the affidavit; and

That I propose and agree that if this bid is accepted that I will contract with the City of Gardena, in the form of the contract annexed hereto, to provide all labor, equipment, materials, the necessary machinery, tools, apparatus, and means of construction, and to do all the work involved in furnishing all the items specified, in the manner and time therein prescribed, and that I will take in full payment the prices set forth above, to wit:

Date: _____

Signature: _____

Name: _____
(Print or Type)

Title: _____

Bidder's E.I.N: _____

Subscribed and sworn to before me this _____ day of _____, 20 ____
Notary Public

My commission expires _____, 20____

CITY OF GARDENA
MEALS FOR THE ELDERLY NUTRITION PROGRAM
INSURANCE COMPLIANCE

This certifies to the City that the following described policies have been issued to the insured named below and are in force at this time. **Attach copy of certificate(s) of insurance.**

Insured (Bidder): _____

GENERAL LIABILITY:

1. Insurance Co. _____ Policy No. _____

2. Term (From) _____ (To) _____ Effective date _____

Limit of Liability, per occurrence \$ _____

AUTOMOBILE LIABILITY:

1. Insurance Co. _____ Policy No. _____

2. Term (From) _____ (To) _____; Effective date _____

Limit of Liability, per occurrence \$ _____

WORKERS' COMPENSATION:

1. Insurance Co. _____ Policy No. _____

2. Term (From) _____ (To) _____; Effective date _____

Limit of Liability, per occurrence \$ _____

Date: _____

Signature: _____

Name: _____
(Print or Type)

Title: _____

CITY OF GARDENA
MEALS FOR THE ELDERLY NUTRITION PROGRAM
BIDDERS REFERENCE LIST

BIDDERS NAME _____

Please list at least three references of agencies currently contracted with.

NAME OF BUSINESS: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PERSON: _____

TITLE: _____

TELEPHONE NUMBER: (_____) _____

DATES OF CONTRACTED SERVICE: _____

NAME OF BUSINESS: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PERSON: _____

TITLE: _____

TELEPHONE NUMBER: (_____) _____

DATES OF CONTRACTED SERVICE: _____

NAME OF BUSINESS: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PERSON: _____

TITLE: _____

TELEPHONE NUMBER: (_____) _____

DATES OF CONTRACTED SERVICE: _____

CITY OF GARDENA
MEALS FOR THE ELDERLY NUTRITION PROGRAM
ADDENDUM ACKNOWLEDGMENT-SIGNATURE PAGE

Bidder acknowledges receipt of the following addenda which are attached to the bid:

Addendum No. _____	Date _____
Addendum No. _____	Date _____
Addendum No. _____	Date _____
Addendum No. _____	Date _____

Failure to acknowledge the receipt of all addendum may cause the bid to be considered non-responsive to the request for bids.

If bidder a corporation, state the legal name of the corporation and the name(s) of person(s) authorized to sign bids therefore; if a co-partnership, state true name of firm and the names of all individual co-partners; if an individual, state name in full.

Date: _____, 20____

Company: _____

Signature: _____

Name: _____

Title: _____

Legal Address:

Telephone: (_____) _____

PLEASE SIGN AND RETURN IMMEDIATELY TO:

**CITY CLERK
CITY OF GARDENA
1700 WEST 162ND STREET
GARDENA, CA 90247
ATTN: BID ADDENDUM ACKNOWLEDGMENT
MEALS FOR THE ELDERLY NUTRITION PROGRAM-2024**

CITY OF GARDENA
MEALS FOR THE ELDERLY NUTRITION PROGRAM
BID FOLLOW-UP QUESTIONNAIRE

Date: _____

Bid Title: MEALS FOR THE ELDERLY NUTRITION PROGRAM

Name of Co. _____

Address: _____

Contact: _____

Title: _____

Telephone: () _____

We are not responding to this bid for the following reason(s):

_____ Cannot meet specifications

_____ Cannot meet deadline

Other (please specify): _____

Additional comments:

Do you wish to remain on the City's bid list?

_____ Yes _____ No

CITY OF GARDENA
MEALS FOR THE ELDERLY NUTRITION PROGRAM
BIDDERS RESPONSE PACKET INSTRUCTIONS

The bidder's response to this IFB shall be submitted with this page as the Table of Contents. All additional items requested shall be listed separately as attachments.

CATERER: _____

EXHIBIT A	Bidder Information
EXHIBIT B	Bid Price Fact Sheet
EXHIBIT C	Cost Proposal and Bidder's Certification
EXHIBIT D	Affidavit of Non-Collusion
EXHIBIT E	Insurance Compliance Certification
EXHIBIT F	Bidders Reference List
	Verifiable Resumes of *Registered Dietitian or Food Service Mgr (* Registration ID# and Expiration Date Included)
	Current Copy of Health Certificate and any corrected deficiencies
	Certificates of Insurance
	Proof of National Restaurant Association's "Serv-Safe" Certificate

BID RESPONSES WILL BE THROUGH PLANETBIDS ONLY.

BIDS RETURNED TO OTHER THAN PLANETBIDS WILL NOT BE ACCEPTED

PART VI

APPENDIX

Title III-C Menu Writing Specifications 2024- 2025

COUNTY OF LOS ANGELES AREA AGENCY ON AGING
TITLE III C MENU WRITING SPECIFICATIONS
FY 2024-2025

These menu writing specifications and requirements are developed to facilitate the menu writing process and encourage agencies and caterers to meet the Dietary Reference Intakes (DRIs) included in the Dietary Guidelines for Americans 2020-2025. The specifications will assist agencies and Project Dietitians in providing nutritious, appetizing, tasty, and cost-effective Title IIIC meals for the seniors we serve.

GENERAL SPECIFICATION SHEET AND RECIPE REQUIREMENTS

1. If a food item is purchased ready prepared, a food specification sheet is required. Serving size, nutritional analysis, brand name and ingredients should be included. Copy the Nutrition Panel and ingredient list on the food label or obtain Food Specification sheets (cut sheets) from your suppliers. The baseline goal for sodium allowable in ready prepared or processed entrées is no more than 400 - 450mg (the entire meal must average 760 mg or less per day).
2. Experiment with herbs, seasonings and flavor blends that do not contain sodium.
3. If your agency or caterer develops a low sodium recipe popular with seniors, PLEASE SHARE IT.
4. Recipes must include a HACCP plan detailing safe food handling procedures for all menu items made by the Central Kitchen or Caterer.
5. Each agency and/or caterer may use standardized HACCP recipes or may modify their own recipes to meet HACCP requirements. Standardized recipes are included in the L.A. County Foodservice Standard Operating Procedures (SOP) Manual.
6. HACCP recipes developed by agencies/caterers should follow the recipe format found in the SOP Manual, or follow the format outlined in the National Restaurant Association's (NRA's) HACCP Reference Book. Each recipe should note the Critical Control Points (CCPs) and Potentially Hazardous Foods (PHFs).
7. Agencies and caterers are encouraged to try new recipes. The recipe must be put in a HACCP format when it is added to the cycle menu.
8. All food specification sheets and HACCP recipes must be on file by July 1, 2023.
9. It is critical that the ENP Nutritional Analysis for the FY 2023-2024 or most recent menu cycle that was completed by the DASS contractor be an integrated part of the menu writing process. The Project Dietitian will provide this analysis as a part of the menu review and planning process. This analysis highlights critical components of

the menu and provides a focus for menu planning and improvement. In particular, attention must be paid to the sodium content of the meals with a continued goal for sodium reduction in menu planning.

10. The “Menu Writing Template” must be utilized as a part of the menu development process. This is the foundation of the menu writing process. This template is **to be completed first, prior to typing the menu.** This template is a valuable tool and aid in ensuring that items are properly meeting the specifications (such as no back-to-back entrees, etc.) and requirements. The template worksheets should be **all on one sheet** to easily see if there are duplications for any of the components. Once the template has been checked and verified that it meets requirements, the menu can be typed. An accurate template must be turned in with your completed menu as it assists with the review and certification process. **Menus will not be accepted without the menu template.**

GENERAL MENU REQUIREMENTS

1. All menus using nutritional analysis must be updated for nutritional content. Nutritional content can be averaged each week to see if nutrient standards have been met. **However, the menu must contain at least 25mg Vitamin C every day, 233ug Vitamin A on at least three out of five different days of the week or four out of seven days a week and 200 IU of Vitamin D daily (may be averaged over the week).** **Serve potassium rich food consistently.**
2. The component meal pattern template may be used instead of nutrition analysis for determining nutritional adequacy. If the component method is used, the AAA Standardized Menu Form must be used. The menu must meet the Senior Meal Pattern requirements. The menu must contain at least 25mg Vitamin C every day, and 233ug Vitamin A three times per week in a 5-day program, or four times per week in a 7-day program. Vitamin C sources must be indicated by one *, Vitamin A sources must be indicated by two**. Two foods can be used to provide the Vitamin C or the Vitamin A. However, the amount that each component provides must be noted on the menu and totaled at the bottom of the menu for that day. Half of the grain serving(s) must be “whole grain” each day, with each serving providing at least 3-grams of fiber. **Sodium that exceeds 1,000 mg must be noted with a ‘+’ symbol and can only be used in a holiday menu** with ethnic catered **menus** being exempt. Potassium rich foods must be on the menu consistently and noted with an [=] symbol. For HOLIDAY meals exceeding 1,000 mg sodium the amount of Potassium must be noted at the bottom of the menu column for that holiday meal. **If for any reason the menu does not meet the menu component requirements, the Nutrition Project Director must obtain the approval of the AAA Nutritionist and/or DASS RD.**
3. Senior Component Meal Pattern Requirements:
 - ✓ **Protein: Include a variety of protein foods from both animal & plant sources.**

3-oz. protein equivalent from the protein subgroups:

Meat (lean), Poultry and Eggs Seafood
Beans, Peas & Lentils Soy Products (Includes Tofu)

Must provide 15-22 grams of protein from the 3 oz. protein equivalent.

The meal shall contain 3 ounces of cooked, edible portions of meat, fish, poultry, legumes, eggs, tofu (or a combination there of) or, in casserole dishes, entrée salads, and sandwiches, 3 oz of cooked, edible portions of meat, fish, poultry or fish providing at least 15 grams of protein for one meal per day. Meat and poultry should be lean or low-fat, and nuts should be unsalted.

- a. If proteins normally high in sodium are served for variety and client satisfaction, use low sodium versions whenever possible.
- b. Serve legume dishes using mature dried beans, peas, and lentils as often as possible in accordance with participant acceptance. Try to include legumes at least once per week. Each serving must provide 15gm protein.
- c. Legume dishes may **not** be counted as both a vegetable and a protein in the same meal.
- d. Soups containing at least one-half cup of beans, lentils, or split peas may be counted as one ounce of protein/meat. Soup containing one ounce of protein/meat must be served with an entrée containing at least two ounces of protein..
- e. Tofu OR Legumes- $\frac{3}{4}$ cup is the 3oz. protein equivalent.

- ✓ **Vegetables: Include a variety of vegetables from all five subgroups**
Minimum of 1-2 servings with at least one serving from each subgroup per week. Vegetable subgroups:

Dark Green Vegetables	Red & Orange Vegetables	Beans, Peas, Lentils
Starchy Vegetables	Other Vegetables	

One-serving is $\frac{1}{2}$ c or 1 c raw leafy greens. Some servings may be more than $\frac{1}{2}$ cup to meet the vitamin C requirements, such as coleslaw. Refer to the certified menu.

- a. Vegetables as a primary ingredient in soups, stews, casseroles or other combination dishes must total $\frac{1}{2}$ cup per serving.
- b. One serving of raw leafy vegetables equals 1 cup. $\frac{1}{2}$ C of raw leafy greens may be served, but is counted as $\frac{1}{2}$ serving.
- c. Legume dishes may not be counted as both a vegetable and a protein in the same meal.

- d. Potatoes and sweet potatoes count as vegetables. Cornbread counts as a grain, but not a whole grain. Sweet corn would be a vegetable.

✓ **Fruits: Must have 1-serving DAILY with at least ½ of the fruit from whole fruit.**

One-serving Equals: Whole fruit includes 1 medium, ½ c fresh, chopped, cooked, frozen or canned (in juice), ¼ c dried fruit, OR ½ c 100% fruit juice. [Recommend limiting juice to 2x week & must have ½ serving of whole fruit with it].

- a. A serving of fruit is generally:
- Medium sized whole fruit
 - ½ cup fresh, chopped, cooked, frozen or canned, drained fruit
 - ¼ cup dried fruit
 - ½ cup 100% fruit juice
- b. Vitamin C fortified juice bases may be used as vitamin C sources, but do not count as servings of fruit.
- c. Fresh, frozen, or canned fruit should be packed in juice, light syrup, or water. Rinse fruit packed in heavy sugar syrup.
- d. Fruit-based desserts, such as pies or cobblers, may not be used to meet the full required servings for fruit in a meal. If it contains at least ¼ c fruit it may be counted as a half (½) serving.

✓ **Grains 1-2 servings DAILY with at least half of the total grains a whole grain.**

One serving Equals: 1 slice bread, ½ c cooked brown rice, pasta, quinoa, bulgur, barley, 1-6" corn tortilla, 1 oz. whole wheat crackers. All must be trans-fat free.

- a. A variety of whole grain products should be consumed. Recommended are those highest in fiber (barley, brown rice, buckwheat, bulgur, oats, quinoa, whole rye, and whole wheat).
- b. Half of the grains must be whole each day. If there is one serving of grain, half of the serving must be whole; if there are two servings of grain, 1 serving must be whole.
- c. Grains that are processed (not whole) must be fortified.
- d. High sodium grains are to be used only in conjunction with low sodium entrees. This would include cornbread, biscuits, large flour tortillas and large French rolls. 1/2 of a French roll could be used to cut sodium to 200mg.

✓ **Dairy & Soy Alternatives - Include 1-serving daily.**

One serving Equals: 8oz. (1 cup) of fat-free or 1% milk OR yogurt OR fortified soy beverage OR fortified soy yogurt.

- a. Each meal shall contain eight ounces of vitamin A & D fortified skim, reduced fat, or buttermilk (maximum of 1% milk fat) or fortified soy beverage OR fortified soy yogurt. Low-lactose and lactose-free dairy products are available for individuals who are lactose intolerant.
- b. Products made from plants (e.g., almond, rice, coconut, oat and hemp “milks”) are not included as a part of the dairy group because their overall nutritional content is not similar to dairy milk and fortified soy beverages.
- c. Cream, sour cream and cream cheese are not included due to their low calcium content.

✓ **Other /Optional [Dessert/Condiments]-** Limit sweets to **once per week**, all must be trans-fat free.

One Serving Equals: ½ cup pudding, fruit crisp, gelatin, ice cream or 2 small cookies, cake or pie OR Yogurt Parfait.

- a. When a dessert contains ¼ cup of fruit per serving, it may be counted as a half serving of fruit.
- b. When serving pudding or gelatin consider using a sugar-free product for all participants.
- c. If a processed dessert is provided, it must be trans-fat free.
- d. Salt substitutes shall not be provided.
- e. Sugar substitutes, pepper, herbal seasonings, lemon, vinegar, non-dairy creamer, salt, and sugar may be provided, but do not count as fulfilling any part of the nutrient requirements.
- f. Salad dressings, salsa, hot sauce, ketchup, soy sauce, mustard, mayonnaise do not need to be counted if they are served on the side and are not mixed in with the food.
- g. Shelf stable meals may be used as emergency supplies. Meals must follow menu standards. If purchased for emergencies, the meals must be used before or discarded after the use by/expiration date.
- h. Vitamin and or mineral supplements shall not be provided.
- i. Medical foods, nutritional supplements and food for special dietary uses shall not be provided with federal or state nutrition funds.

✓ **Water- 6-8 oz. Daily**

Vital to hydration, water must be readily accessible to participants during mealtimes. The water can be bottled or can be provided from pitchers or a water cooler with cups available.

- a. Optional beverages (regular and decaffeinated coffee and tea) do not contribute to meeting 1/3 RDA and are not an allowable AAA expense.

✓ **Fat**

Fat is not a requirement. Each meal may contain fat components to increase the palatability and acceptability of the meal. Trans-fat free margarine or oils may be used in food preparation or served as an accompaniment to the meal.

- a. Fats and oils are part of a healthful diet. The type of fat consumed makes a difference to heart health, and total amount consumed is also important.
 - Consume less than 10% of calories from saturated fats. Foods containing trans fatty acids cannot be used for preparation or service.
 - Keep total fat intake between 20 to 35% of calories. Use sources of polyunsaturated and monounsaturated fatty acids, such as fish, nuts, and vegetable oils.

MENU WRITING COMPONENTS

1. All FY24-25 menus must be submitted on the current menu forms. This includes holiday, frozen and box lunch menus.
2. Review the nutritional analysis of the menus provided by the DASS contractor of the current menu cycle to improve menu planning, as needed, review menu preferences of senior population and items from QA meetings as a part of the menu planning.
3. All cycle menus shall be planned for a minimum of four weeks or a maximum of six weeks, approved by the Project Dietitian, and approved/certified by the DASS contractor. Menus must be certified once per year.
4. To increase variety, include entrée alternates in the cycle. The agency can serve alternate one in the first month, alternate two in the next cycle. Menus will be approved using both alternates.
5. Two to four times a month, have a "Choice Day" when the seniors can select one of two entrees served. Pair a popular item like pork chops with one not so popular, such as fish, to increase the variety of entrees served.
6. The menu cycle should include holiday meals, ethnic meals, box lunches, special breakfast and/or dinner menus. Special menus should be substituted in the

menu at least once per month to add variety and interest. The Project Dietitian must approve all menu substitutions.

7. Serve an entrée salad a minimum of twice a month during July, August, and September.
8. Serve soup with all sandwich and salad meals on the standard menu.
9. Menus shall reflect seasonal availability of food. The term "Seasonal Fruit" may be listed on the menu no more than once per week. If the fruit is the Vitamin C source, the type of fruit must be identified.
10. Most meals provide one-third of the **DRI's** containing on average approximately 550 to 700 calories. There must be no less than 550 calories.
11. **The sodium content must target 760 mg per meal averaged over the number of meals per week. A high sodium meal can only be provided as a holiday menu, excluding ethnic catered menus.** In addition, Potassium rich foods must be identified with an [=] symbol and the total Potassium for the meal must be noted at the bottom of the meal column. When possible, use low sodium sauces. The sodium levels of all processed foods MUST be listed on the menu. It is the caterer's responsibility to provide this information during the menu planning phase. This would include such items as ready prepared or **processed** meat lasagna, stuffed cabbage, stuffed peppers, breaded meat or chicken patties, etc.
12. Low sodium products to make soups, gravies and sauces MUST be used. The Caterer/Central Kitchen needs to provide a copy of the nutrition facts label from sauces, salad dressings, and other prepared foods. Use herbs, spices, and lemon that do not contain sodium to enhance the flavor of food prepared. Do not use monosodium glutamate.
13. Limit use of ground meat or poultry to twice per week for 5 days per week programs and to three times per week for 7 days per week programs. One of the products must be a formed ground meat product.
14. Encourage low fat methods of preparation (bake instead of fry) and use of reduced fat products such as 1% and nonfat milk. Meals should contain less than 35% fat with a target of 20-35% total calories from fat (may average over a week).
15. Trans fat free oils must be used in food preparation. Trans fat free prepared entrees crackers, and desserts shall be served. A trans-fat free prepared food contains less than 0.5 grams trans fat per serving. There cannot be *any* Trans Fats.

16. Food items shall be varied within the week and within the menu cycle.
 - a. Avoid having the same entree, fruit, vegetable, or dessert on the same day of the following week. For example, do not serve turkey on Monday on two consecutive weeks.
 - b. Do not use the same meat, poultry, starch, vegetable, or fruit, even in a different form, two consecutive days in a row. For example, do not serve apple juice on Monday and baked apple on Tuesday.
 - c. Provide a variety of foods and preparation methods. Consider color, different food combinations, texture, size, shape, taste, and appearance.
17. Specify foods used. For example, identify vegetables used in vegetable soup and stew; the type of gelatin and fruit used in fruited gelatin; the specific fruit used for dessert; or fruits used in a fruit cup. If vegetable soup provides the vegetable serving for the day, then ensure that ½ cup of vegetable is in each portion.
18. Indicate the type of dressings for salads. Use dressings low in saturated fat and sodium. Programs must now offer at least one low-sodium salad dressing option (such as oil and vinegar) as a choice.
19. Specify the types and amounts of gravies, sauces, and relishes to be served.
20. Double check that the word “Fortified” is indicated for margarine, and “Vitamin C Fortified” for juice and mashed potatoes if appropriate.
21. Serving sizes and/or serving implements must be included for all items served. Example: 2 small cookies; 4 oz orange juice; 2” x 2” trans-fat free cake; 2 4-oz ladles beef stew.
22. Encourage a switch from Styrofoam cups, plates, and bowls. Start using paper or reusable dishware.
23. Menus must be typed and is the responsibility of the agency, not the Project Dietitian.
24. It is the Project Dietitian’s responsibility to carefully review the menus after they have been typed to ensure all menu requirements are met, and to correct any errors.
25. When the menu has been approved by the Project Dietitian, the Project Dietitian must e-mail one complete menu to the DASS contractor. Be sure the agency maintains a copy. The menu must be a Word document, not a pdf file. Do not fax or mail menus. Menus must be submitted electronically except for the Menu Cover Sheet (the signed original which must be mailed to the DASS contractor). The Menu Cover Sheets must be completed in full prior to mailing to the DASS contractor.

26. The certified cycle menu for each week shall be posted in a conspicuous spot in the kitchen at each congregate meal site. The Site Manager shall check the certified menu for the proper serving utensils (such as scoops, spoodles and ladles) needed to serve each meal. The approved menu for the month shall be posted in the site's dining room. Monthly menus shall be provided by the agency and available for seniors.
27. All menu substitutions must be pre-approved by the Project Dietitian. Serving unapproved menu changes may result in disallowed costs for the meals by the AAA.
28. All special events menus must be pre-approved by the Project Dietitian. Serving unapproved menu changes may result in disallowed costs for the meals by the AAA.