



Memo To: Responders to the Request for Tenders

From: Carolyn Laitinen, Programs Director, HCSS

Date: July 15, 2020

Re: Request for Tenders

Our agency offers support services including Meals on Wheels, Volunteer Drivers, Friendly Visiting, Housekeeping and Day Away Programs throughout Grey-Bruce.

We are searching for a professional and conscientious Provider of Meals for our **Port Elgin, Southampton and Chippewa's of Saugeen** Meals on Wheels program. Meals on Wheels are packaged in insulated trays and delivered by volunteers, **5 days per week in Port Elgin and Southampton, and 2 days per week to Chippewa's of Saugeen.**

Please find the necessary information in the Request for Tenders package regarding Meal provisions and requirements.

Package includes:

1. Request for Tender
2. Supply Specifications and Standards
3. Sample Menus for Consideration
4. Tender Questionnaire, including your Sample Menu

To respond to the Request for Tenders, we must receive the Tender Questionnaire.

Closing Date: 4:00 pm AUGUST 14, 2020

Tenders are allowed to be emailed to claitinen@hcssgreybruce.com or they can be sealed in an envelope, clearly marked, and sent to:

Carolyn Laitinen
RE: Request for Tenders
Unit G12, 1350 16th St. E
Owen Sound, ON
N4K 6N7

Lowest or any tender not necessarily accepted. The tender will negotiate a contract with Home and Community Support Services of Grey-Bruce until October/November 2021.



1. Request for Tender

Meals for Port Elgin, Southampton and Chippewa's of Saugeen

General Requirements

1. Approximately 6-9 meals per day to be prepared in individual servings and available for pick up by volunteers of **Port Elgin** Meals on Wheels, **5** days per week (M-F).

Approximately 5 meals per day to be prepared in individual servings and available for pick up by volunteers of **Southampton** Meals on Wheels, **5** days per week (M-F).

Approximately 35 meals per day to be prepared in individual servings and available for pick up by volunteers of **Chippewa's of Saugeen** Meals on Wheels, **2** days per week (Tues, Thurs).
2. The meals will be available for a **LUNCH MEAL** with the food ready for distribution by **11:30am (Port Elgin and Southampton), 3:30pm (Chippewa's of Saugeen)** to HCSS volunteers.
3. The menu will offer a variety of foods to avoid repetition and to maximize nutrition. The menu will rotate at least every **22 days**.
4. The Meal Provider will be notified of any meal cancelation by **9:30am** day of.
5. Payment to the Meal Provider will be made monthly.
6. Food is prepared under sanitary conditions following safe food handling practices.
7. Food is prepared in a kitchen that is inspected by Public Health inspectors.
8. The Provider must have a comprehensive liability insurance policy with a policy limit of at least \$1,000,000.



2. Supply Specifications and Standards

Menu

- Following guidelines in Canada's Food Guide. Approximate portion sizes are listed below.
- Food will be generally acceptable to the taste and physical needs of the Clients.
- The menu will offer a wide variety of foods to avoid repetition and to maximize nutrition.
- A substitute item will be provided when the menu item is not tolerated.
- Special diet requests will be followed, trying to match the regular diet menu as much as possible.

Meat, Fish, Poultry or Alternative	90 g
Vegetable:	
Salad	250 ml
Other	125 ml
or juice	125 ml
Potato (or alternative)	1 medium
Bread or roll (with butter)	1 slice/small roll
Dessert	cake/pie/pudding

Quality Assurance

The Provider agrees that all meals to be provided will be provided in a professional and competent manner in accordance with the Health Protection and Promotion Act (1983) of Ontario, all Health Regulations and in particular, the following:

- *Preparation Standards: It is expected that the meals will be cooked and immediately packaged and assembled to be ready not more than 10 minutes before pickup time/ delivery time. All meals are packaged in packaging that will maintain hot food temperature of 60 degrees Celsius or cold food temperature of 0-4 degrees Celsius for up to one hour.*
- *Ingredient Standards: All meat products are to be government inspected and fresh ingredients and prepared product are to be adequately refrigerated.*
- *Sanitation Standards: Policies and procedures must be in place to ensure that the facilities and equipment are maintained in a clean and sanitary condition.*
- *Meal Safety Standards: Foods must be prepared following standards set out by the Public Health Unit.*
- *Meal Containers: Storage and appropriate dishwashing facilities must be provided by the Provider for the containers used to prepare and transport the food. Home and Community Support Services of Grey-Bruce will be responsible for serving the food once it is delivered to Day Away / Meals on Wheels volunteers. Insulated bags will be provided for cold and hot foods to allow safe transport of the meals, if required. Disposable containers may be used for Meals on Wheels, and these containers will be stored by the Provider. Containers used for bulk packaging of meals for Day Away must also be stored by the Provider*



- *The Provider agrees for the Corporation to complete random Quality Audits throughout the calendar year. Quality Audits will include the use of the Grey Bruce Public Health's "Check It!" online portal and meal quality checks. The Programs Director, or their designate, will conduct the meal quality checks and access the portal to view current Public Health Inspection Reports.*

Insurance The Provider agrees that it shall maintain a comprehensive liability insurance policy with a policy limit of at least \$1,000,000. This policy shall include coverage for any negligent acts, errors or omissions made by its employees or agents.

3. Sample Menus for Consideration

Entrees

Macaroni Casserole, Garlic Bread, Tossed Salad
Ham, Potatoes, Vegetable,
Chicken, Rice, Green Beans
Pork Loin, Potatoes, Carrots
Hamburgers or Sausage on a Bun, Assorted Summer Salads
Meatballs in Sauce, Pasta, Caesar Salad
Quiche, Soup, Coleslaw
Lasagna, Salad, Garlic Bread
Fish and Chips, Coleslaw, Peas
Roast Beef and Gravy, Potatoes, Mixed Vegetables
Assorted Soups, Wraps or Sandwiches
Beef Stew, Roll, Salad
Chicken Pot Pie, Salad, Mixed Vegetables
Breaded Fish, Home Fried Potatoes, Peas, Turnip

Desserts

Fresh Fruit
Puddings
Cake
Applesauce and cookie
Pie
Custard



4. Tender Questionnaire (3 pages)

1. Provider of Meals _____

2. Contact Name _____

3. Address _____

4. Telephone Number _____

5. Email Address _____

6. What is the minimum and maximum number of meals that you can prepare on a daily basis to meet the requirements of this Tender?

Minimum _____ Maximum _____

8. Please check the list below to indicate if you are able to supply meals on the following holidays:

* New Year's Day

* Family Day

* Good Friday

* Easter Monday

* Victoria Day

* Canada Day

* Civic Holiday

* Labour Day

* Thanksgiving Day

* Christmas Day

* Boxing Day

9. Meals on Wheels are required at 11:30 am. Can you accommodate Meals on Wheels meal preparation at this time?

*Yes

* No



10. Please check the list below to indicate which diet modifications you can accommodate:

- * Diabetic Dessert**
- * Low Salt Diet**
- * Vegetarian Diet**
- * Minced or Pureed Meal**
- * Substitute Entree due to Food Allergy or Intolerance**

11. Can you provide adequate storage space for disposable containers for Meals on Wheels, Insulated Bags, and containers?

*** Yes * No**

12. Please indicate what rate you will charge per meal to meet the requirements of the Tender. _____

Please list 12 Sample Meals that you would supply to meet the needs of our Clients.

1. _____

2. _____

3. _____

4. _____

5. _____



6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

Please add any additional comments or information that we should consider in our review of your Tender.
