



**INVITATION TO BID**  
**for**  
**Food Services Contract**  
**CABARRUS COUNTY DEPARTMENT OF SOCIAL SERVICES**  
**LUNCHPLUS CLUB**

Cabarrus County is formally requesting bids for private contractors to provide Catering Services for the Cabarrus County Department of Social Services LunchPlus Club Program for the period July 1, 2025, to June 30, 2027, according to the specifications and conditions set forth herein and attached. This contract may be renewed a maximum of one (1) time upon agreement of both parties. Bids which are mailed should be sent to **Tom Nunn, Cabarrus County Chief Procurement Officer P.O. Box 707, Concord, NC 28026-0707** with the following designation marked on the sealed envelope: "**Bid for LunchPlus Club Meals**".

PURPOSE: The purpose of the Cabarrus County LunchPlus Club Program is to promote, maintain, and improve the health and well-being of older adults through the provision of a nutritionally balanced meal 5 or more days per week served in a strategically located congregate setting. This meal is part of the overall wellness program designed to promote independence and allow our older adult clients to remain at home as long as possible. Each meal provides a minimum of 1/3 Recommended Dietary Allowances (RDA) for older adults (as established by the Food and Nutrition Boards of the National Research Council).

CONDITIONS: The Cabarrus County Board of Commissioners will determine the acceptability of the bid. Bids shall be awarded to the lowest responsible bidder taking into consideration past quality performance, service unit cost, bidder's qualifications, completeness and accuracy of the bid, and bidder's history of providing the service. Bids are awarded by the Board of Commissioners based on recommendations from the Department of Social Services staff. The County reserves the right to reject any and all bids and to accept the bid most favorable to the County.

BID BOND: All bids must be accompanied by a bid deposit. The deposit should be computed to equal 5% of the net bid price for 27,500 meals. The deposit may be in the form of cash, certified check, cashiers check, or a bid bond. The bond must be executed by a corporate security licensed under the laws of North Carolina (G.S. 143-129). Other forms of deposit are not acceptable.

The deposit shall be retained if the successful bidder fails to execute the contract within ten days after the award or fails to give satisfactory surety as required herein.

Bid deposits of unsuccessful bidders will be returned as soon as the contract is formally awarded by the Board of Commissioners.

**BID OPENING PROCEDURE:** Bids will be opened publicly at 1:00 pm on Monday, April 21, 2025, at the Cabarrus County Governmental Center, Board of Commissioners Meeting Room (2<sup>nd</sup> floor), 65 Church Street, Concord, N. C. Late bids will not be accepted.

Bids will be examined promptly after opening and an award will be made prior to April 30, 2025.

Bid proposals must be submitted in two sections:

1. A cost per meal (use Bid Submittal Form enclosed)
2. A Management Services Proposal (use Management Information Questionnaire enclosed)

Bids must be submitted on the attached forms and a response provided to all items as indicated. Bids made otherwise will be subject to rejection. Bidders may provide additional information on extra pages that bear the bidder's name and reference to the item being expanded upon. The bidder should submit two (2) complete copies of this bid.

Acceptance is contingent upon receipt of sufficient funds for the program from Centralina Council of Governments Area Agency on Aging and the N.C. Division on Aging and Adult Services.

Proposals will be evaluated on the following features:

- Cost
- Quality of Product
- Capability to Provide Service (financial and technical resources)
- Proximity to Locations
- Past Contract Performance
- References

Cabarrus County reserves the right to: request additional information and/or references, accept or reject any or all bids, waive technicalities, to accept proposals in whole or in part, and to the award the contract which in the opinion of Cabarrus County, best serves the interest of the Cabarrus County Department of Social Services LunchPlus Club Program.

It is the County's policy to furnish bid tabulation to all bidders requesting same upon notification of award or upon returning bid deposits. All bidders are welcome to attend the bid opening. In the event of a tie bid, with all terms, deliveries, etc., the same, the successful bidder will be chosen by a drawing, certified by the Board of Commissioners Clerk.

The General Statutes of the State of North Carolina, insofar as they apply to purchasing and competitive bidding, are made a part hereof.

For further information regarding bidding procedures and program specifications please contact:

Bidding Procedures

Tom Nunn  
Chief Procurement Officer  
65 Church Street  
P.O. Box 707  
Concord, North Carolina 28026-0707  
(704) 920-2888

Program Specifications

Cindy C. Hall  
Nutrition Program Supervisor  
Cabarrus County Department of Social Services  
4855 Milestone Avenue  
Kannapolis, North Carolina 28081  
(704) 920-3475

*Enclosures:*

- Food Contract Specifications and Conditions
  - Schedule A - Scope of Services
  - Schedule B - Nutrition Standards
  - Schedule C - Cabarrus County LunchPlus Club Locations
  - Schedule D - FY 2025 Sample Menus
- Management Information Questionnaire
- Bid Submittal Form



# SCHEDULE A

## CABARRUS COUNTY DEPARTMENT OF SOCIAL SERVICES FOOD CONTRACT SPECIFICATIONS AND CONDITIONS

### SCOPE OF SERVICE

The purpose of the LunchPlus Club Program is to meet nutritional needs of individuals aged sixty and older, by serving them nutritionally sound meals at strategically located community locations. This contract will be for a twenty-four (24) month period from July 1, 2025, through June 30, 2027. The LunchPlus Club Program is administered under the Cabarrus County Department of Social Services, hereafter referred to as "Program" or "Purchaser". This contract may be renewed for additional 12-month period upon agreement of both parties. Such agreement must be reached on or before January 1, 2027, of the contract period in order to allow adequate time to complete the bid process if necessary.

There will be approximately 250 serving days during this contract period. Meals will be ordered for Monday through Friday apart from twelve (12) holidays.

The following holidays will be observed:

Independence Day Holiday.....	July 4, 2025
Labor Day .....	September 1, 2025
Veterans Day .....	November 11, 2025
Thanksgiving .....	November 27, 2025
	November 28, 2025
Christmas .....	December 24, 2025
	December 25, 2025
	December 26, 2025
New Year's Holiday .....	January 1, 2026
Martin Luther King's Birthday .....	January 19, 2026
Good Friday .....	April 3, 2026
Memorial Day .....	May 25, 2026

All meals ordered during this contract period will be delivered pre-plated and to the locations indicated on the attached specifications and provisions, which are a part, by reference, of all official bid forms to be submitted; apart from special events that may require all meals be delivered to one central location within Cabarrus County.

A listing of all LunchPlus Club locations estimated number of meals ordered daily for each location are detailed in Schedule C - Cabarrus County LunchPlus Club Locations. Schedules A, B, C, and D are

considered part of these specifications and conditions and shall be the basis for all bids. Additional meals and/or additional locations may be added by the Program, depending upon existing utilization and/or availability of funds, under the same bid. These changes will take effect upon notice to the Caterer by the Program.

The Caterer shall be flexible regarding the number of daily meals to be prepared and delivered. The program will notify the caterer of the number of meals required (per location) for the next serving day by email or telephone no later than 2:00 p.m. the previous day. The Program has the authority to make a change in the number of daily meal orders.

The Caterer shall bill the Program each calendar month for meals purchased. After verification of proper billing, Purchaser shall pay such billing within fifteen (15) days of the receipt of the invoice. Any such payment shall be conditioned upon receipt of sufficient funds from Centralina Council of Governments Area Agency on Aging and NC Division of Aging and Adult Services.

Bills presented to Purchaser shall have the daily meal orders listed by location, each location's daily orders totaled, total meals ordered for billing periods, along with copies of delivery receipts. The bill should be figured with total meals excluding tax, and the tax figured separately. The total amount should reflect the added tax. **A sample form must be included with this bid.**

Meal deliveries must be made within the limits specified in the NC Division of Aging and Adult Services Policies. These policies state meals must be delivered within three (3) hours of preparation time. Meals must be delivered to all locations in Cabarrus County between 9:00 a.m. and 11:00 a.m. If meals are not delivered within a twenty-minute late time frame, meals may be purchased from an alternate source, and the meal cost plus related expenses billed to the Caterer. The Caterer should contact the Purchaser as early as possible if the Caterer is unable to deliver the requested meals. This will allow the Purchaser as much time as possible to make other arrangements. Alternately, the Program may elect to accept meals delivered more than twenty minutes late to a location, but Purchaser will only be obligated to pay for the number of meals that can be served to the Program participants still in attendance at the time of meal delivery.

Meals ordered will be packaged in pre-plated trays approved by the National Sanitation Foundation (NSF). The Caterer must abide by food safety practices required in the North Carolina Administrative Code (NCAC) Section .2644 (Rules Governing the Sanitation of Restaurants and other food handling establishments). If Caterer fails to deliver adequate amounts of food or all items on menu as ordered, the Purchaser may request that any omissions in delivery be provided by the Caterer. If there is insufficient time for the Caterer to deliver the omissions on the same day before serving time, then the Purchaser shall have the right to purchase the comparable food items from another source and the cost of items purchased will be billed to Caterer or credited on the Caterer's invoice equal to the Purchaser's expense for obtaining these food items.

If the shortage or omission cannot be made up by the Caterer by serving time on the same day and if the Program is not able to purchase the needed food items, then the shortage or omission of the specific food item (meat, vegetable, bread, dessert or milk) will constitute a shortage of entire meal(s) and the cost of these meals will be deducted from the Caterer's bill accordingly. Cost of the meals shall be the contract price including tax plus total administrative expenses figured per meal. This cost shall be the total unit cost established in the Cabarrus County Home & Community Care Block Grant funding plan as submitted to Centralina Council of Governments Area Agency on Aging.

Should the Caterer fail to deliver meals for a consecutive three (3) day period or should any person eating meals prepared under this contract become ill as a result of food borne illness attributable to the negligence of the Caterer, as determined by the Cabarrus Health Alliance or their assignee, then such action shall be deemed non-performance of the contract and shall be justification for immediate cancellation of the contract.

Upon delivery of meals to a designated location, a meal receipt in triplicate must be provided by the Caterer. This delivery receipt must be signed by the Caterer's representative and the Program's representative. This delivery receipt must include the time meal preparation is completed for each location daily. **A sample of the form that will be used for the daily delivery receipt must be included with this bid.**

The Caterer will be notified by 5:00 a.m. not to prepare meals for any inclement weather days. No charges will be made to the Purchaser for inclement weather days. Charges made for notification after 5:00 a.m. will be made at a pro-rated cost for preparations that have been made.

The Caterer must assure that a qualified person oversees meal preparation and delivery. A representative must be available during normal business hours (8:00 am - 5:00 pm). The names and titles of these individuals must be provided to the Program.

The Caterer must provide approved monthly menus on a quarterly basis which are signed by a licensed dietician/nutritionist to certify that the menus meet the requirements below.

Each meal provided by the Caterer must furnish one-third (1/3) of the daily Recommended Dietary Allowance for adults over age fifty-one (51) detailed in Schedule "B" and must conform to the meal pattern described in the NC Division of Aging and Adult Services, Service Definition and Standards, available at the web page incorporated herein.

All foods shall be prepared on the day to be served, and meals will be provided by the Caterer to the Program as specified in the approved menus. Tested quantity recipes, adjusted to yield the number of servings needed must be used to achieve quality and quantity of meals. Any deviation from the approved menus must be approved by the Purchaser at least forty-eight (48) hours prior to the serving time. A menu substitution form must be completed and signed by the Caterer's registered dietitian and returned to Purchaser in advance.

## FOOD CONTRACT SPECIFICATIONS

Protein Category - The total protein content of each meal must be no less than twenty-one grams. Fourteen grams of this must be a "complete protein" in the form of 2 oz. edible meat, fish or poultry, exclusive of fat, bone or gristle.

One-half cup cooked drained dried beans, peas, or lentils may be used as a substitute for 1 oz. of meat. One cup of dried beans may be used twice in one 20-day cycle as a substitute for 2 oz. meat; however, a "complementary" protein source must be served at the same meal with the 1 cup dried beans to serve a complete protein (i.e., rice, corn or cornbread.) Other protein sources such as 1 egg or 2 tablespoons of peanut butter may also be substituted for 1 oz. of meat.

Ground meat may be used in entrees no more than two (2) times in one week.

All prepared or breaded meat or meat in combination must be specified on the menu. The bidder awarded this contract must obtain and submit a certificate of compliance from the manufacturer for each item to be included on the meat category. Only approved brands may be used in the meat category. Example: Holly Farms chicken would prepare the certificate of compliance for chicken nuggets and be submitted by the Caterer. **These certificates must be submitted by May 31, 2025, prior to the beginning of the contract year.**

- Beef, Lamb, Veal: Grade USDA choice
- Poultry: USDA Grade A
- Pork: Grade US No.1
- Beef: ground USDA choice, 80% lean, 20% fat
- Beef patties: USDA choice, 80% lean, 20% fat
- Beef: roast, USDA choice top round, without ends, precooked
- Eggs: USDA, Grade A
- Beef Stew: USDA choice, cubed 1" fresh
- Franks or frankfurters: maximum 30 percent fat excluding meat by products, cereals, or extenders.
- Turkey franks: 8 per pound (yield 1 1/2 oz meat each), 2 per serving.
- All meat or all beef franks: 10 per pound, 2 per serving.
- Breaded, flaked and/or molded meat items must yield either 3 ounces cooked weight excluding breading and fat or a minimum of 2-ounce cooked weight excluding breading and fat with an additional ounce in complementary protein served.
- Ground turkey is to be incorporated into ground beef casserole items at a ratio of 40% ground turkey to 60% ground beef (examples of such casseroles: spaghetti or lasagna).

❖ **Caterer must provide “recipes” for all casserole meat entrees’ that include combination foods to facilitate nutrient values. These recipes must be included with bid.**

- Fish: packed under continuous, USDA inspection, Grade A Turbot is not acceptable.
- Breaded fish portions or sticks: yields are based on raw fish portions or sticks and the number of fish in the product. Portions must be consistent for 2 ounces edible meat without skin or bones and a complementary protein served, or the fish must yield 3 ounces edible meat.
- Chicken: leg and thigh or chicken breast USDA Grade A. Portions must be consistent for 2 ounces edible meat without skin or bones plus one complementary protein. Or the chicken leg and thigh or chicken breast must yield 3 ounces edible meat.
- Pork chop: center or rib cut, ¼” fat trim.
- Liver: must be calves’ liver, proportioned, skinned, 4-ounce raw weight.

VEGETABLE/FRUIT CATEGORY - Each meal shall contain 2 servings of different fruit and/or vegetables. A serving consists of 1/2 cup canned fruit (drained) or 1/2 cup cooked vegetable (drained), 1 piece of fresh fruit or 6 oz. 100% fruit juice (orange, grapefruit or orange-grapefruit or other 100% fruit juice fortified with vitamin C to meet one-third recommended dietary allowances for vitamin C or vitamin C fortified cranberry juice cocktail), 1/2 cup coleslaw or 1 cup tossed mixed fresh vegetable salad. When salad is served it must be placed in a separate compartment of a compartmental tray to avoid mixing with other foods or served in a separate bowl.

Fruit or vegetable used in gelatin or soups, or main entrees may be counted as one serving if 1/2 cup of fruit or vegetable is used per serving.

Vegetables, canned, USDA, Grade A Fancy as follows: peas, green, early June 3 sieve beans, green, cut or cuts, Blue Lake, North West, 4 sieve.

Frozen pack greens, USDA, Grade A such as turnip greens, spinach chopped, kale chopped, and mixed greens, mixed vegetables, carrots, and sweet potato patties.

Fruit and vegetable juices, 100% pure juice or full-strength vegetable or fruit juice.

All fresh fruit such as apples, peaches, grapes, pears, nectarines, and plums must be washed before delivery to LunchPlus Club locations.

Fresh fruit must meet the following requirements:

- Grapefruit: white, U.S., #1, 36 or 32 count, ½ of a grapefruit
- Oranges: fresh, (Florida) U.S. #1, 100, 1 each
- Oranges: fresh (California) U.S. #1, 113 count, 1 each
- Apple: 1 medium -1 each
- Banana: 1 petite or 1 large, 1 each
- Cantaloupe, U.S. #1, ½ carton count 18, 1/6 melon
- Nectarines 4/pound, 1 each
- Watermelon, 4 X 8" wedge

Broccoli, frozen spears, 4 ½” to 5 ½”, USDA Grade A.

Broccoli, frozen, cuts, 1 ½" 25% head, 15% leaf, USDA Grade A.

Broccoli, frozen, chopped, ½" X ¼", USDA Grade A.

COMPLEX CARBOHYDRATE CATEGORY - Each meal must contain 2 servings of a whole grain or enriched grain product such as one-half cup rice, grits or pasta, 6 saltine crackers, cornbread, 1 roll, biscuit, muffin, or 1 slice of bread. Breads, rolls or muffins must weigh at least 1 ounce. These may be served as separate items or incorporated into the main entree as a mixed dish in the amount specified above.

Alternate: 1 serving of bread product listed above and ½ cup serving of starchy vegetable may be provided in place of 2 servings of grain or bread product. Examples of starchy vegetables are one-half cup sweet or white mashed potato (or 1 medium potato), Lima beans, green peas, or one-third cup corn. (Starchy vegetables may not be used to satisfy both complex carbohydrate requirements and vegetable requirements listed below).

Cornbread -must be 2 ½" square and 3" high.

CALCIUM-RICH FOOD CATEGORY - Each meal shall contain a total of no less than 270 mg. calcium. This may be obtained by one serving of 8 ounces of whole, low fat, skim, buttermilk, chocolate (not chocolate drink), sweet acidophilus or ultra high temperature (UHT) milk, fortified with vitamin A & D in an individually sealed carton, or other foods high in calcium.

Milk, fluid, 2% low fat, fortified with vitamins A & D in a ½ pint individually sealed carton.

Milk, low fat buttermilk: Size ½ pint, Grade A, pasteurized cultured, milk solids not less than 8%.

Cheese, no imitation.

If any calcium-rich foods are used as dessert, they may be counted as part of the total calcium content of the meal. Example: pudding.

FAT CATEGORY (optional) - One teaspoon of butter or fortified margarine in an individually covered package chip or container may be used if it adds palatability to the menu (i.e., on roll, bread, baked potato or other vegetable). The menu must identify whether margarine or butter is used when served. Salad dressings, mayonnaise, gravies, white sauces may be used to enhance menu palatability, but care should be taken not to exceed the 30% fat level of total calories per meal.

One teaspoon of butter or fortified margarine must be in an individually covered packaged chip which is delivered to the LunchPlus Club location on the day it is used on the menu. Butter or fortified margarine chips are not to be sent to the nutrition location in bulk for storage.

Low Fat salad dressings, ketchup, mustard, and mayonnaise are to be in individual packets to be sent to the LunchPlus Club location on the day they are to be used. Salad dressings, ketchup, mustard, and mayonnaise are not to be sent to the nutrition location in bulk for storage.

Vinegar may be used in bulk if bottles are provided by the provider's caterer or the central kitchen. Otherwise, vinegar is to be provided in individual packages.

DESSERT CATEGORY - Dessert may be provided as an option. This may include fruit, puddings, fruited or plain gelatin, ice cream or ice milk, frozen yogurt, sherbet, cake (frosted or with fruit sauce), cobblers, cookies, or pies (or pie squares) etc. Care should be taken not to exceed the 30% fat level of total calories for the meal.

If fruit is used as a dessert, it can be counted as one serving of fruit/vegetable category. If any calcium-rich foods are used as dessert, they may be counted as part of the total calcium content of the meal.

BEVERAGE CATEGORY - Coffee and tea will be served but shall not be counted as fulfilling any part of the one-third daily recommended dietary allowances requirement.

Coffee and tea are to be provided to all LunchPlus Club locations. Appropriate condiments for coffee or tea are to be provided. Sugar, non-dairy (dry) creamer and artificial sweeteners are to be provided in individual packets.

The Caterer will supply to each location a "Serving Guide" for each 6-week cycle menus before each set of menus will begin. These instructions will specify the amounts of each food item on each day's menu to be served for each participant to ensure proper portions are provided.

Fruit and vegetable juice, 100% pure juice or full-strength vegetable or fruit juice. Juice must be packaged in single serving containers.

Each Caterer desiring to be listed among those eligible to submit a bid shall submit his food preparation facilities for inspection by the local Health Department Inspector on behalf of the Program. The Caterer must maintain a Grade "A" sanitation rating from the Health Department of the county in which the food is prepared and provide a copy of Health Sanitation Grade quarterly to guarantee compliance of this requirement following inspections. If the ranking drops below Grade A, the Purchaser must be notified by the Caterer of the rating change on the same day it occurs. The Caterer must make corrections within twenty (20) days and provide proof of the Grade A inspection to the Program. Failure to meet this requirement will automatically terminate the contract.

The Caterer must abide by food safety practices required in the NCAC Section .0400 (Rules Governing the Sanitation of Restaurants and Other Food Handling Establishments).

All staff working in the preparation of food shall be under the supervision of a person who will insure the application of hygienic techniques and practices in food handling, preparation and service.

Meals shall be prepared under proper controlled temperatures and be assembled just prior to departure to the LunchPlus Club location. The Caterer will take and record temperatures of food before it is placed in the holding equipment. Recorded temperatures will be kept on file until the end of the contract period and made available to the Purchaser for review if requested. Assembled meals shall be held in properly refrigerated and/or heated areas that meet sanitation standards. The Caterer will be responsible for maintaining hot foods at 140 degrees or above and cold foods at 40 degrees or below during delivery.

The loading and unloading of the containers from the vehicle into and out of the location shall be the responsibility of the Caterer.

The Caterer must have back-up vehicles available to ensure the delivery of meals in the event of a breakdown as well as trained back-up staff.

The Caterer will have responsibility for sanitizing food carriers and equipment. The Program staff will be responsible for taking normal safeguarding measures regarding the Caterer's property but will not be liable for loss of or damage to transportation containers left at serving locations.

The Caterer will provide the following equipment at each location:

- 1) Food carriers, both hot and cold (NSF Approved)
- 2) Coffee maker
- 3) Ice chest

### Equipment

All disposables must be approved by the Program. Disposables for each LunchPlus Club location include:

- 1) 8 oz. Styrofoam cups with lids for coffee and 12 oz. Styrofoam cups with lids for tea.
- 2) Plastic-ware kits (sealed): medium weight plastic knives, spoons, forks with napkin, salt and pepper packets included.
- 3) Trash can liners: Trash Bags 40–45-gallon heavy weight
- 4) Disposable plastic gloves/Powderless Gloves
- 5) Straws
- 6) Coffee Stirrers

Condiments to be supplied by Caterer: Appropriate for each meal - ice for beverages, pepper, salt, etc. The following condiments must be individually packaged - mustard, ketchup, vinegar, salad oil or dressing, sugar, artificial sweetener, non-dairy creamer, tartar sauce, lemon juice. Caterer will supply decaffeinated coffee and tea to all locations which will be served daily at all locations.

Standard for disposable dinnerware: Eating utensils must be prepackaged and individually wrapped. This package is to include a napkin, salt/pepper packages. Knives should cut without bending; spoons should not bend, melt or break; fork tines should not break off when used for eating; trays should have non-absorbing quality so that gravy will not soak into trays; trays should have strength to support the weight of food; trays should be deep enough and sealed to hold the serving without spillage; cups should be easy to hold, should retain temperatures, and have flat bottoms.

The use of Nutrition Services Incentive Program (NSIP) cash resources determined by the NC Division of Aging and Adult Services (currently at \$.85 per meal) must be assured by Caterer. Detailed records must be maintained on NSIP cash resources by the Caterer. These records must also provide documentation to the Program that the cost per meal includes raw food purchases of U.S. grown or produced food equivalent to the current NSIP rate.

Should USDA commodity/bonus foods become available; the Purchaser will negotiate with the Caterer in using foods according to state regulations. This agreement will be made a part of the food contract by an attached contract amendment.

The Caterer shall keep full and accurate sales records of purchases and billings made in connection with this program. The Caterer will prepare and furnish any and all reports or other documentation requested by the Purchaser. All such records, reports and documentation shall be kept on file for seven (7) years after the last date covered by the contract. Authorized representatives of the Purchaser, NC Division of Aging and Adult Services, and United States

Department of Health and Human Services shall have access to all Caterer's records for audit and review at a reasonable time and place with advance notice to the Caterer.

The Caterer will be assessed quarterly (or more frequently, if needed) to evaluate food service, program operation, and food quality. The Purchaser reserves the right to meet with the Caterer as needed upon request.

The Caterer will furnish needed food service training in sanitation, portion control, etc., to the program staff, location supervisors and volunteers once during the contract period if requested by Purchaser. The Caterer will provide services of a registered dietitian for any menu changes or food substitutions either made by Caterer or Program.

The Caterer shall furnish the Program with documentation in a form acceptable to the Program certifying that the Caterer carries workmen's compensation, comprehensive insurance, bodily injury and property damage and liability insurance in such amounts as are acceptable to the Purchaser. **This documentation must be received by the Purchaser by May 31, 2025.** The Caterer shall be responsible for all fees, taxes, and licenses required to operate under this contract.

The Caterer shall indemnify the Program against loss or damage, including any cost of litigation.

The Caterer shall comply with Title IV and Title VI of the Civil Rights Act of 1964, regarding employment practices and persons served.

The Caterer shall not subcontract any portions of the contract to another food service company.

The contract may be terminated by the Caterer giving the Program not less than one hundred twenty (120) days prior written notice of intention to terminate as of the date specified; or, by the Program giving the Caterer thirty (30) days prior written notice of intention to terminate. This condition shall in no way conflict with the cancellation provision stated earlier regarding non- delivery or delivery of non-wholesome meals or food borne illness of Program participants.

The Caterer shall further have the capability, demonstrated through experience, to implement the nutritional and logistical aspects necessary for the proper performance of the Program in accordance with the provisions of Title III of the Older Americans Act of 1965, as amended. Copies of the act referred to in this proposal may be obtained from the U.S. Government Printing Office or its local subsidiaries and branches. Federally regulated standards for this Nutrition Program and related information may be found in Federal Register Volume 45, Number 63, Part IV published Monday, March 31, 1980, and which can be obtained from most large public libraries.

# SCHEDULE B

CABARRUS COUNTY  
DEPARTMENT OF SOCIAL SERVICES

LUNCHPLUS CLUB PROGRAM

# Nutrition Standards

*From the  
NC Division of Aging and Adult Services*

*available at:*

<https://www.ncdhhs.gov/files/nutrition/open PDF>

# Schedule C

## Cabarrus County Department of Social Services LunchPlus Club Program

<u>The LunchPlus Club Locations</u>	<u>Estimated Number of Meals Per Day</u>
<b>1. Concord LunchPlus Club</b> Logan Multi-Purpose Center 184 Booker Drive, SW Concord, North Carolina 28025	20-30
<b>2. Harrisburg LunchPlus Club</b> Harrisburg United Methodist Church 4560 Highway 49 South Harrisburg, North Carolina 28075	10-20
<b>3. Kannapolis LunchPlus Club</b> Living Water Church of God 162 North Little Texas Road Kannapolis, North Carolina 28083	20-30
<b>4. Midland LunchPlus Club</b> United Love Baptist Church 11487 Flowes Store Road Midland, North Carolina 28107	25-35
<b>5. Mt. Pleasant LunchPlus Club</b> 8615 Park Drive Mount Pleasant, North Carolina 28124	25-35
<b>6. Northwest Cabarrus LunchPlus Club</b> Bethpage Presbyterian Church 6020 Mooresville Road Kannapolis, North Carolina 28081	10-20
<b>Estimated Total Per Day:</b>	<b>110-170</b>
<b>Estimated Annual Total:</b>	<b>27,500 - 42,500</b>

# **SCHEDULE D**

**CABARRUS COUNTY  
DEPARTMENT OF SOCIAL SERVICES**

**LUNCHPLUS CLUB PROGRAM**

# **MENU PLAN**

**Sample for 4<sup>th</sup> quarter  
(April 1, 2025 through June 30, 2025)**



# CHARLOTTE

April-June 2025



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
04/07, 05/05, 06/02, 06/30	04/08, 05/06, 06/03, 07/01	04/09, 05/07, 06/04, 07/02	04/10, 05/08, 06/05, 07/03	04/11, 05/09, 06/06, 07/04
Beef Meatloaf w/ Brown Gravy Whipped Potatoes Green Peas Dinner Roll Tropical Fruit Milk Margarine	Chicken Fajitas Black Beans Fiesta Vegetables Flour Tortilla Baked Cookie Milk Taco Sauce Sour Cream	BBQ Pork Twice Whipped Potatoes Hot Peaches Wheat Hamburger Bun Coleslaw Milk	Beef/Turkey Cabbage Casserole Whole Kernel Corn Green Beans Dinner Roll Pineapple Tidbits Milk Margarine	Chicken Chef Salad Macaroni Salad Cucumber Salad Dinner Roll Fruited Gelatin Milk Ranch Dressing
04/14, 05/12, 06/09	04/15, 05/13, 06/10	04/16, 05/14, 06/11	04/17, 05/15, 06/12	04/18, 05/16, 06/13
Beef/Chicken Sweet & Sour Meatballs Rice Pilaf Mixed Vegetables Dinner Roll Pineapple Tidbits Milk Margarine	Braised Pork w/ Horseradish Sauce Whipped Yams Tossed Salad Dinner Roll Fresh Banana Milk Margarine Ranch/Italian Dressing	Pinto Beans Macaroni & Cheese Collard Greens Cornbread Applesauce Milk Margarine Vinegar	Lemon Pepper Chicken Thigh Parslied Rice Spring Mixed Vegetables Dinner Roll Seasonal Fruit Milk Margarine	Beef Patty Lettuce, Tomato, & Onion Whipped Red-Skinned Potatoes Hot Pineapple Hamburger Bun Milk Mayo/Mustard/Ketchup
04/21, 05/19, 06/16	04/22, 05/20, 06/17	04/23, 05/21, 06/18	04/24, 05/22, 06/19	04/25, 05/23, 06/20
Chicken A La King Egg Noodles Green Peas Dinner Roll Tropical Fruit Milk Margarine	Beef/Turkey Taco Meat Fiesta Rice Mixed Beans Flour Tortilla Seasonal Fruit Milk Taco Sauce Sour Cream	Ham & White Beans Whipped Potatoes Collard Greens Cornbread Applesauce Milk Margarine	Chicken Cacciatore Penne Pasta Tossed Salad Dinner Roll Mixed Fruit Cobbler Milk Margarine Ranch/Italian Dressing	Sliced Turkey Breast Swiss Cheese Potato Salad Confetti Coleslaw Wheat Bread (2) Baked Cookie Milk Mustard
04/28, 05/26, 06/23	04/29, 05/27, 06/24	04/30, 05/28, 06/25	05/01, 05/29, 06/26	05/02, 05/30, 06/27
Braised Pork w/ Cranberry-Dijon Sauce White Rice Parslied Carrots Dinner Roll Seasonal Fruit Milk Margarine	Beef Patty Lettuce, Tomato, & Onion Hawaiian Baked Beans Hot Mixed Fruit Hamburger Bun Milk Mustard/Ketchup	BBQ Chicken Cheesy Whipped Potatoes Whole Kernel Corn Dinner Roll Applesauce Milk Margarine	Beef/Turkey Spaghetti Casserole Green Peas Tossed Salad Dinner Roll Fig Bar Milk Margarine Ranch/Italian Dressing	Chicken Salad Tomato & Lettuce Mediterranean Lentil Salad Wheat Bread (2) Grape Juice Milk
Easter - April 17	Mother's Day - May 9	Father's Day - June 13	Independence Day- July 3	
Honey Baked Chicken Au Gratin Potatoes Herbed Green Beans Dinner Roll Strawberry Swirl Pudding Milk Margarine	Chicken Chef Salad Macaroni Salad Cucumber Salad Dinner Roll Strawberry Shortcake Milk Ranch Dressing	Beef Patty Lettuce, Tomato, & Onion Whipped Red-Skinned Potatoes Hot Pineapple Boston Cream Pie Hamburger Bun Milk Mayo/Mustard/Ketchup	Hot Dog Baked Beans Hot Apples Coleslaw Hotdog Bun Baked Cookie Milk Mustard/Ketchup	 <p><b>TRIO</b> Community Meals</p> <p>Nourishment through compassionate care.</p>

Program Director

*Juliana Steinhilber MS, RD, LD*

Dietitian

AAA Administrator

Date

Date

Date

## Management Information Questionnaire

Name of Bidder: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

- 1) Please identify all personnel that will be responsible for the daily management of the contract with the Program: list names, titles, email addresses, and telephone numbers of all individuals, available during normal business hours. (Attach additional sheets as necessary.)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

- 2) List your firm's qualifications to perform the catering services requested. Please indicate any references we might contact. Please give detailed information. (Attach additional sheets as necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3) Location of Food Preparation Site:

Name of facility: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

4) Does this facility have a Grade A rating? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date of most recent inspection: \_\_\_\_\_ Score \_\_\_\_\_

**\*Please attach a copy of last inspection results to this questionnaire.**

5) Do you agree to keep detailed records on USDA cash resources? \_\_\_\_\_ Yes \_\_\_\_\_ No

6) Please describe your food storage facilities. This description must include both refrigeration and dry areas.

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7)

a) Describe the food carrier equipment and delivery vehicle (s) to be utilized in delivering meals to each location. (Include a description of bulk container capacity to maintain food under sanitary conditions and at proper temperatures.)

Attach information on food carrier equipment:

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b) Describe type of disposable trays for congregate meals which caterer will use for the duration of the contract period. Give brand name, identifying model numbers, size, etc.

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c) Describe the type of coffee dispensers to be provided.

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8) Describe the route to be utilized in making the food delivery. In addition, trace the delivery route on the county maps provided; give an approximate delivery time for each LunchPlus Club location and attach to this questionnaire. Specify the number of vehicles to be used for delivery of food when mapping the routes. (Attachment)

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9) Describe any other catering services that you would wish to provide to the Program. Would there be any additional cost involved?

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For each bid submitted, please itemize the bid price per meal in the following:

Description	Standard Price
Raw Food Price	\$
Tea/Coffee	\$
Labor	\$
Transportation	\$
Disposable Supplies	\$
Other	\$
<b>TOTAL COST PER MEAL</b>	\$

10) Provide any other information that you feel is pertinent to this bid proposal.

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11) This information is accurate and complete to the best of my knowledge.

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Signature \_\_\_\_\_

Date \_\_\_\_\_

**IMPORTANT: Remember to provide attachments requested in these specifications. These items are required as part of the bid.**

- Copy of most recent Health Inspection of Facility where food will be prepared
- Copy of form to be used for billing
- Copy of a daily meal delivery receipt
- Copies of Meat Casserole Recipes
- Delivery Route Map

**CABARRUS COUNTY DEPARTMENT OF SOCIAL SERVICES**  
**LUNCHPLUS CLUB PROGRAM**  
**BID SUBMITTAL FORM**

In compliance with the invitation to bid, dated \_\_\_\_\_ and subject to all of the specifications, conditions and attachments thereto, the undersigned offers and agrees, if this bid is accepted prior to forty-five (45) days from the date of opening, to furnish the items quoted herein below at the unit price set forth and to make delivery as specified during the contract period, July 1, 2025 through June 30, 2027.

<b>Net Bid per meal:</b> _____
<b>Tax:</b> _____
<b>Total cost per meal:</b> _____

NAME OF BIDDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TAX ID #: \_\_\_\_\_ COUNTY: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_