

**REQUEST FOR Full Meal Solutions BID  
(RFB 2021-2022)**

**ETHRA - EAST TENNESSEE HUMAN RESOURCE AGENCY  
Full Meal Solutions BID**

**July 1, 2021 to June 30, 2022**

**INSTRUCTIONS TO BIDDERS**

1. **INVITATION:** The ETHRA - East Tennessee Human Resource Agency (ETHRA), 9111 Cross Park Drive Suite D-100, Knoxville Tennessee 37923, invites you to submit a bid for full meal solutions, as identified in the attached list, in accordance with the following specifications.

The Request for Bid has been released for the provision of full meal solutions for a non-profit agency with various locations within a six- (6) county service area.

2. **SUBMISSION OF BIDS:** All bids must be received no later than 12:00 noon. EST, on Friday, June 18, 2021, at the ETHRA office, at which time they will be dated received. Bids must include the Bid Cover Sheet with the signature, name, address and phone number of the company, and the name of the person submitting the bid. Marked on the front of the bid envelope must be the statement:

**ETHRA Full Meal Solutions Bid  
(RFB 2021-2022)**

The date and time will be stamped on the bids as they are received by ETHRA. Bids received later than the deadline will not be considered. The vendor is responsible for ETHRA timely receipt of their bid.

If you would like the bid in an electronic format, please make your request via email to NPappada@ethra.org.

3. **SPECIFICATIONS:** All bid items must be available for the calendar months of July 1, 2021 to June 30, 2022. All bid items must be equal to or better than the quality specified. Poultry USDA Grade A, Beef USDA Grade A, Pork USDA Grade 1, Fruit and Vegetables USDA Grade A. Fancy.

ETHRA request that you base your bid on a twelve-(12) month cycle, beginning July 1, 2021 to June 30, 2022.

4. **COST:** ETHRA, as a 501(c)3 organization is subject to all applicable discounts and is tax exempt.

5. **TERMINATION:** The Request for Bid (RFB) in no way obligates ETHRA to the eventual purchase of any items described, implied, or which may be proposed, until confirmed by a written notice of award. ETHRA reserves the right to cancel this RFB at any time, for any reason, and to reject any or all bids.

6. **EVALUATION:** To qualify for evaluation, a bid must be responsive, must have been submitted on time, and must materially satisfy all mandatory requirements throughout the RFB. To be considered responsive, a bid must reasonably and substantially conform to all of the specified requirement in the RFB. Any deviation from requirements indicated herein must be stated on an attached sheet(s), otherwise, it will be considered that bids are in strict compliance with all requirements, and any successful vendor will be held responsible therefore.

7. **BID AWARD AND NOTIFICATION:** Written notification to all respondents will be mailed by Monday, June 21, 2021. Any respondent may review the bids at the ETHRA office for 45 days following written notification.

8. **QUESTIONS CONCERNING BID REQUEST AND AWARD:**

Address all communications regarding food items and specifications to:

Janice Johnson  
Nutrition Manager  
(865) 691-2551 ex 4210  
Matt Crowder  
Nutrition Coordinator ex 4211  
Or Nick Pappada ex 4207

**BID COVER SHEET**

**FOOD SERVICE AND CONSUMABLE SUPPLY RFB 2021-2022**

Company: \_\_\_\_\_

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

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

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

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

Signature; \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT I**  
**FOOD SERVICE PRODUCTS**

Bidders must bid on both full meal solution options. Option one is a frozen meal solution (specifications listed below). Option two is a shelf stable meal solution (Specifications listed below). Meals have to be available for pick up Monday-Friday (with the exception being closed for Holidays) between the hours of 8:00am-2:00pm. Meals should contain a minimum of 33 1/3 percent of the dietary reference intakes (DRIs) established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences, for the provision of one meal daily. Both options must also meet the following Nutritional requirements.

### **Nutritional Requirements**

(1) Meals shall comply with the most recent Dietary Guidelines for Americans (DGAs; Appendix M), published by the Secretary of Agriculture, including the following guidance:

- (a) for all food items served, nutrient-dense, lean, and/or low-fat forms are preferred.
- (b) Locally grown and seasonal items should be incorporated whenever possible.
- (c) A variety of fruits and vegetables shall be served. This shall include at least one serving (two if two meals are served per day and three if three meals are served per day) of each of the following on a weekly basis: dark green vegetables, red/orange vegetables, legumes (beans and peas), and starchy vegetables.
- (d) Added sugars, refined starches, saturated fats and salt shall be used sparingly. The 2015-2020 DGAs specify that an individual should get less than 10% of calories from added sugars, get less than 10% of calories from saturated fats, and not consume more than 2,300mg of sodium per day.
- (e) Use of whole fresh or frozen fruits is preferred over canned fruits to avoid added sugars. When using canned fruit, it should be packed in its own juice, with light syrup, or without sugar.
- (f) Fruit is the preferred desert option.
- (g) Whole grain items are preferred and should constitute at least half of all grain items served.
- (h) Use of plant-based oils that are high in unsaturated fats is preferred when adding fats and oils to meals.
- (i) Use a variety of herbs and spices to replace added salt.
- (j) Use of fresh or frozen vegetables is preferred over canned vegetables to avoid added sodium. Utilize low-sodium canned products or rinse before using. If using processed foods, balance the meal with fresh or frozen items to keep total sodium below 1,000 mg.
- (k) to balance the effect of sodium on blood pressure, offer potassium-rich foods. Many fruits and vegetables are rich in potassium including bananas, sweet potatoes, orange juice, white beans, and tomatoes.
- (l) All juices whether unsweetened fruit juice or vegetable juice shall be full-strength (i.e.100% juice). Vitamin-fortified juices, low-sodium vegetable juice or sodium-reduced tomato juice are preferred over other juices.
- (m) Calcium and vitamin D fortified full-strength juice may be used as a milk alternate for participants. It may not be considered as both a serving of fruit and a serving of milk in the same meal.
- (n) A variety of protein sources shall be served including meats, poultry, seafood, eggs, nuts, seeds, and other vegetarian proteins.

(2) Meals shall contain:

(a) a minimum of 33 1/3 percent of the dietary reference intakes (DRIs) established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences, for the provision of one meal daily (Table 1);

(b) a minimum of 66 2/3 percent of DRIs for the provision of two meals daily; and

(c) 100 percent of DRIs for the provision of three meals daily.

<b>Table 1: DRI Requirements for One Meal Daily<sup>1</sup></b>	<b>Amount Required (Averaged over one week)</b>	<b>Notes</b>
Calories	≥ 655 calories	No less than 600 calories per meal
Fat	≤ 35% of calories	
Protein	≥ 17 g	
Fiber	≥ 8 g	
Sodium	≤ 1000 mg	No more than 1200 mg per meal
Calcium	≥ 400 mg	
Vitamin A	≥ 300 mcg (RE)	
Vitamin B12	≥ 0.8 mcg	
Vitamin C	≥ 30 mg	

### **Nutritional Requirements Compliance**

(1) Assurance of compliance with DGA and DRI requirements may be achieved by one of the following methods:

(a) Conduct a computer nutrient analysis based on DRI requirements in Table 1 noting that requirements may be averaged over a week of meals. The meal pattern in Table 2 or an alternative meal pattern outlined in the most recent Dietary Guidelines for Americans may be used as a guide in developing meals that meet nutrient requirements but is not required to be followed if meals meet nutrient requirements.

Compliance shall be verified by completing and submitting the Nutrition Analysis Worksheet (Appendix F) for each unique week of meals and for any special meals such as emergency meals, menus, and nutritional analysis to the AAAD for review at least three (3) weeks prior to the initial use of the menu; OR

(b) Plan and prepare meals that conform to the meal pattern in Table 2 or an alternative meal pattern outlined in the most recent Dietary Guidelines for Americans noting:

- That each serving may only be classified in one category (For example, a serving of legumes [beans or peas] may only be classified as a vegetable or a meat alternate, but not both; a serving of cheese may be classified as either a serving of meat alternate or a serving of milk alternate.);
- That the same food item served in sufficient quantity may satisfy more than one serving requirement (For example, two slices of bread would satisfy the requirement for two grain servings).

Compliance shall be verified by completing and submitting the Meal Pattern Worksheet (Appendix O) (or a document containing the same information with prior approval from TCAD and the AAAD) for review at least three (3) weeks prior to the initial use of the menu.

<b>Table 2: Meal Pattern Food Group</b>	<b>Serving per meal<sup>1</sup></b>	<b>Current Dietary Guidelines Servings per day for 2000 Calories per day<sup>2</sup></b>
Vegetable	2-3 servings*: 1 serving = ½ cup raw or cooked vegetable, ½ c vegetable juice, 1 cup leafy salad greens, ¼ c. dried vegetable	2 ½ C. equivalents or 5 servings daily. Includes dark green, red or orange vegetables, cooked beans and peas, starchy vegetables and others such as green beans.
Fruit	1-2 servings*: 1 serving = ½ cup raw or cooked fruit, ½ c fruit juice, ¼ c. dried	4 servings daily. Includes all fresh, frozen dried fruit and fruit juices.

**Price Quote with ETHRA picking up meals:**

Option one (Frozen)

Package will consist of 5 meals per package containing the following.

- 5 entrees with vegetables/fruits sealed
- 5 ½ pint milk
- 5 juice
- 1 Loaf of bread

Price per package of 5 meals \$\_\_\_\_\_

Option two (Shelf Stable)

Package will consist on 5 meals per package containing the following

- Each meal individually boxed and labeled
- Each meal should contain a canned entrée
- Each meal should contain 2 servings of fruit/vegetables
- Each meal should contain sealed bread or crackers
- Each meal should contain ½ pint of UHT milk

Price per package of 5 meals \$\_\_\_\_\_

**Price Quote for meals delivered to ETHRA meals sites:**

Option one (Frozen)

Package will consist of 5 meals per package containing the following.

- 5 entrees with vegetables/fruits sealed
- 5 ½ pint milk
- 5 juice
- 1 Loaf of bread

Price per package of 5 meals \$\_\_\_\_\_

Option two (Shelf Stable)

Package will consist on 5 meals per package containing the following

- Each meal individually boxed and labeled
- Each meal should contain a canned entrée
- Each meal should contain 2 servings of fruit/vegetables
- Each meal should contain sealed bread or crackers
- Each meal should contain ½ pint of UHT milk

Price per package of 5 meals \$\_\_\_\_\_

**APPROXIMATE NUMBER OF MEALS PER LOCATION:**

<b><u>LOCATION</u></b>	<b><u>FROZEN Per Week</u></b>	<b><u>Shelf Stable 12 months total</u></b>
148 Fowler Street Oliver Springs, TN 37840	150/5 packs	300/5 packs
111 Knoxville Hwy. Wartburg, TN 37887	25/5 packs	100/5 packs
215 Sunset Drive Oneida, TN 37841	30/5 packs	100/5 packs
2301 Jacksboro Pike Lafollette, TN 37766	50/5 packs	200/5 packs
300 Baker Street Jellico, TN 37762	10/5 packs	50/5 packs
298 Main Street Maynardville, TN 37807	25/5 packs	50/5 packs
310 Londonderry Road Harrogate, TN 37752	150/5 packs	250/5 packs