

Mason County Nutrition Program
Request for Sealed BIDS



Mason County Nutrition Program

Mason County, Mason Texas

FOR THE PERIOD OF JANUARY 1, 2026 THROUGH DECEMBER 31, 2026

can be picked up at County Judge's office or printed from website:

www.co.mason.tx.us/page/mason.nutrition.program

DUE DATE: NO LATER THAN 4:00 PM NOVEMBER 14, 2025

BID OPENING DATE: NOVEMBER 17, 2025 TIME: 9:00 AM

LOCATION OF BID OPENING: COMMISSIONER'S COURTROOM

Sealed BIDS may be mailed to:

Mason County Nutrition Program

P O Box 1726

Mason, Tx 7656

or

dropped off a County Judge's Office:

201 Ft. McKavitt St

Mason, Tx 76856

Mark envelope with "NP Food Provider BID"

INVITATION TO BID FOR FOOD SERVICES CONTRACT

Mason County Nutrition Program
Request for Sealed BIDS

Mason County, Mason, Texas hereby solicits sealed bids for furnishing food services for Mason County Nutrition Program (MCNP) during the period of January 1, 2026 through December 31, 2026, with options to extend the duration of a contract. Proposals will be accepted until 4:00 PM on November 14, 2025. Bids will be opened at 9:00 AM on Monday, November 17, 2025. Bids received after the stated time will not be considered.

The purpose of MCNP is to meet the nutritional needs of qualifying senior citizens, age sixty and older by providing them nutritionally sound meals both in a congregate setting to encourage socialization and to home bound senior citizens.

Each bidder must submit a Bid Submittal Form and Management Information Questionnaire (the "submittals") on the forms provided herein. The bidder shall sign the Submittals, and Submittals may be rejected if they show any omissions, alterations of form, additions not called for, conditional bid, or any irregularities of any kind. Upon signing, the bidder automatically agrees to all conditions as listed. Bids must be submitted on the forms enclosed and a response provided to all items indicated. Bids made otherwise will be subject to rejection. Bidders may provide additional information on extra pages, which bear the bidder's name and reference to the item being expanded upon. All attachments requested and required herein must also be attached and submitted with the bids.

Mason County reserves the right to reject any or all bids or to select the bid which, in the venter's opinion, is in the best interest of Mason County Nutrition Program seniors. Bids must meet all the above requirements and those set forth in specifications. The food service bid proposal received will be submitted to Mason County Commissioners for award or rejection of bids. Any contracts awarded will be directly with Mason County/Mason County Nutrition Program.

Proposals will be evaluated on the following points:

- Service unit cost
- Quality of product
- Bidder's history of providing the service and past contract performance
- Bidder's qualifications (capability to provide service; financial and technical resources)

Mason County/Mason County Nutrition Program has the right to: request additional information or references; accept or reject any or all bids; waive technicalities; accept

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proposals in whole or part; negotiate contractual terms with the successful bidder; and to award a contract which, in the opinion of Mason County/Mason County Nutrition Program, best serves the interest of the program.

For further questions contact:

Judge Sheree Hardin

201 Fort McKavitt St.

Mason, TX 76856

325-347-7415

sheree.hardin@co.mason.tx.us

or

Belinda Hernandez – MCNP Director

505 Moody St.

Mason, TX 76856

325-294-4073

senior.nutrition@co.mason.tx.us

Enclosures:

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Food Contract Specifications and Conditions

- Schedule A – Scope of Services, Meal Count and Daily Order
- Schedule B – Pick-up Time and Special Conditions
- Schedule C - Packaging
- Schedule D – Holiday Schedule
- Schedule E – Elderly Nutrition Program Standards
- Schedule F – Food Procurements and Preparation Standards

Management Information Questionnaire

Bid Submittal Form

FOOD SERVICE CONTRACT SPECIFICATIONS AND CONDITIONS

This is a contractual agreement between Mason County Nutrition Program referred herein as MCNP and ____ (vendor), whereby the two agree to meet the nutritional needs of qualifying individuals aged sixty and older, by serving them nutritionally sound meals. The Food Service Provider shall be called “vendor”.

The term of this Contract shall be for the period of January 1, 2026, through December 31, 2026. In the event the Contract is terminated by either party and for any reason, any equipment and supplies belonging to MCNP shall be returned upon request.

RESPONSIBILITIES AND DUTIES OF MCNP

MCNP will order meals for Monday through Friday with the exception of 14.5 holidays as outlined in Schedule D attached.

Meal order shall be placed the day prior to when the meal is needed. Both parties

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agree that in the event meals need to be cancelled for any reason (severe inclement weather, building problems, or any natural disaster, etc.) Mason County will be responsible for payment for the number of meals placed the previous day.

MCNP is responsible for picking up meals and food from the Vendor no later than 10:30 a.m. on days meals are prepared.

MCNP will provide the Vendor with all packaging needed for home delivered meals and pans for congregate food.

RESPONSIBILITIES AND DUTIES OF VENDOR

The Vendor will be flexible regarding the number of daily meals to be prepared. Caterer acknowledges that the number of meals indicated in Schedule A represents MCNP's best estimate of the daily meals required.

Holidays recognized by the Vendor, in which no meals will be provided shall be made know to MCNP at a minimum of 3 days prior to said holiday.

Vendor is responsible for having meals ready for pick-up, no later than 10:30 a.m.

Vendor is responsible for having menus submitted to MCNP director by the 20th of the preceding month.

Billing for the program meals shall be conducted as follows:

Vendor will bill the MCNP/Mason County on a monthly basis for meals provided. Vendor's monthly invoice will be provided to Purchaser by the fifth (5th) day of each month. After verification of proper billing, Mason County will pay such invoice within sixty (60) days. Invoices presented to Mason County by the Vendor each month must include the following information:

1. Date and the daily meal count for said date.

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2. Total number of meals for the month.
3. Total cost of meals for the month.

Vendor shall maintain the kitchen area which is used to prepare, package and provide the meals in such a manner as to meet all health and safety standards and requirements mandated in bid invitation, governmental entity, agency, or subdivision. Current Health Inspection reports shall be submitted to MCNP as soon as possible after inspection.

CONSIDERATION

The parties agree that MCNP/Mason County shall pay _____(Vendor) the sum of \$_____(unit price) per ordered meal. The agreed amount does not include transportation of the meals to MCNP location or milk which is required with each meal.

TERMINATION OF CONTRACT

This contract may be terminated in whole or in part by either party hereto with or without cause by giving thirty days written notice to the other party by certified mail, return receipt requested. Such notice shall be deemed effective to start the thirty day period on the date it is deposited in the U.S. Postal Service mail. Notice to MCNP shall be mailed and addressed to Sheree Hardin, County Judge, P.O. Box 1726, Mason, TX 76856. Notice to Vendor, _____ (address will be added to contract after winning bid).

NON-DISCRIMINATION

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In the carrying out of this contract, neither party will discriminate against any participant, employee or applicant for employment or services because of race, color, religion, sex, national origin, age or handicap.

This written contract represents the total agreement between the two parties. Not other oral or written agreement exist.

Signed this _____ day of _____, 2025

Sheree Hardin, County Judge
Mason County Nutrition Program

Vendor
Winning Bid

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SCHEDULE A – SCOPE OF SERVICES, MEAL COUNT AND DAILY ORDER

Approximate Meals per Day Max per day – 80 250 days per year
5 days per week Monday – Friday

Home-Delivered Meals 44-56 (Max per day - 56)

Packaged and Sealed

Congregate Meals 16-24 (Max per day – 24)

505 Moody St.

Mason, TX 76856

Ready to serve

The meal count will be called in (text) to the contact of vendor, the day prior to when the meals are needed.

SCHEDULE B – PICK-UP TIME AND SPECIAL CONDITIONS

Pick-up shall be in strict accordance with the following time

MCNP staff arrival at vendor location to pick-up meals 10:30 a.m.

Meals are expected to be packaged and ready for pick up by that time. In the event the meals are late from expected schedule, advance notice is required so MCNP staff can plan accordingly.

SCHEDULE C – PACKAGING

Home Delivered meals should be packaged with packaging products provided by MCNP, stored in the proper containers, maintaining the temperatures that align with food safety guidelines.

Congregate meals should be ready to transport and serve. Stainless steel pans suitable for the MCNP steam table will be provided to the vendor. Pans from the previous day will be returned, clean, to the vendor when meal is picked up.

Trays for Home-Delivered meals will be provided by MCNP. Trays are 3 compartment plastic trays with a heat-sealing film. (Machine included)



Other forms of packaging that will be needed and provided by MCNP:

- Styrofoam cups/lids (cake, fruit or anything cold that cannot be packaged in tray)
- Cookie bags (cookie, sliced bread or roll)
- Foil and plastic wrap
- Alternative packing options or suggestions for better packing is welcomed.

Meals provided are considered HOT MEALS. Hot meals are food items that are required to be held at temperatures at or above 135 degrees Fahrenheit until served or packaged for delivery. Meals may include chilled items such as fresh fruit, salad(s) that should be held at or below 41 degrees Fahrenheit. Crackers and breads are also allowed.

CHILLED MEALS are also allowed occasionally. This consists of all parts of the meal being cold and remaining at or below 41 degrees Fahrenheit. Meals such as a sandwich, fruit, cold vegetables, salad(s).

HOT food and COLD foods must be packaged separately.

SCHEDULE D – HOLIDAY SCHEDULE

Mason County observes the following 14.5 holidays in 2026. MCNP will be closed these days and will not serve or deliver meals, therefore, meals will not need to be prepared by the vendor.

MASON COUNTY HOLIDAYS 2026

New Years Day	*January 1, Thursday
Martin Luther King Day	*January 19, Monday
Presidents' Day	*February 16, Monday
Good Friday	* April 3, Friday
Memorial Day	*May 25, Monday
Juneteenth	*June 19, Friday
Independence Day (observed)	*July 3, Friday
Labor Day	*September 7, Monday
Columbus Day	*October 12, Monday
Veterans Day	*November 11, Wednesday
Thanksgiving	*November 25, Wed (close @ noon)
	*November 26, Thursday
	*November 27, Friday
Christmas	*December 24, Thursday
	*December 25, Friday

SCHEDULE E – ELDERLY NUTRITION PROGRAM STANDARDS

Based on the Texas Health and Human Services

F-1640 Nutrition Requirements

Revision 21-0; Effective January 15, 2021

All hot, frozen, chilled, and shelf-stable meals must meet the nutrition requirements of the OAA.

Include the guidelines in all requests for proposals, bids, contracts, and open solicitations for meals and ensure that all meals served meet the requirements in this section

The nutrition program guidelines align with the most recent Dietary Guidelines for Americans (DGAs) and dietary reference intakes (DRIs) to support more fruit, vegetable, and whole grains consumption, reduce the sodium content of the meals substantially over time, and control fat and calorie levels. The established guidelines specifically address prevalent disease conditions for the aging population.

Providers must serve meals that:

- comply with the most recent DGA, published by the U.S. Department of Health and Human Services (DHHS) Secretary and the Secretary of Agriculture;
- provide:
 - a minimum of 33-1/3 percent of the DRI established by the Food and Nutrition Board of the Institute of Medicine of the National Academies of Sciences, Engineering and Medicine, if the program provides one meal per day;

F-1670 Nutrient Needs of Older Adults

- Revision 21-0; Effective January 15, 2021
- In addition to the Target Nutrient Requirements provided in this policy, menus and meals should include rich sources of vitamins B6, B12, E, folate, magnesium and zinc. Include foods fortified with vitamin D in the meals, when possible, through sources such as milk products or juice fortified with vitamin D. In addition to the

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meal, nutrition education should reinforce the message that diets for older adults should include nutrient dense foods.

Appendix III, Target Nutrient Requirements Computer Analysis of Nutrients

Revision 21-0; Effective January 15, 2021

Part I – Daily Averaged

Nutrient DRI Target Values Per Meal Compliance Range One Meal

calories	600 to 750 calories	600 to 1000 calories
protein	20 grams or higher	20 grams or higher

Part II – Averaged Over the Number of Days of Meal Service Per Week

Nutrient	DRI Target Values Per Meal	Compliance Range One Meal
fat (percent of Total Calories)	25 to 30% of total calories or less	30% of total calories or less
vitamin A	250 to 300 micrograms	250 micrograms or higher
vitamin C	25 to 30 milligrams	25 milligrams or higher
calcium	400 milligrams or higher	400 milligrams or higher
sodium	800 to 1,000 milligrams	1,200 milligrams or less
potassium	1,500 milligrams or higher	1,200 milligrams or higher
fiber	seven grams or higher	seven grams or higher

F-1700 Menus

F-1710 Overview

Revision 21-0; Effective January 15, 2021

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AAAs and subrecipients must plan and offer approved menus that meet dietary requirements of the Older Americans Act and HHSC.

F-1720 Menus and Menu Approval

Revision 22-1; Effective March 1, 2022

Meal providers must get written approval from a dietitian for each meal on the menu and allowable substitutions before serving the meal. Written approval must show that the meal meets:

- one-third of the Recommended Dietary Allowances (RDA) referenced in the Dietary Reference Intakes (DRIs), for a person 60 years or older; and
- the current Dietary Guidelines for Americans (DGA).

The dietitian must:

- be licensed by the state of Texas in accordance with Texas Occupations Code, Chapter 701;
- be registered with the Commission on Dietetic Registration (CDR), Academy of Nutrition and Dietetics; or
- have a baccalaureate degree with major studies in food and nutrition, dietetics or food service management.

Texas Department of Licensing and Regulation licenses and regulates dietitians in Texas. A license is required to use the titles "licensed dietitian" and "provisionally licensed dietitian." A license is not required to use the titles "dietitian" or "nutritionist."

Meal providers must get service recipient input when planning menus through menu committees, food preference surveys, focus group, or other methods. Culturally or ethnically appropriate, high quality, and tasty meals can be an effective outreach to the target population.

F-1730 Menu Documentation

Revision 21-0; Effective January 15, 2021

Keep documentation of menu review and approval on file and include:

- approved menus and service dates for menus;
- signature of dietitian with Texas license or CDR registration number;

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- date of menu approval by the dietitian;
- Computer Nutrient Analysis or compliance with the Texas Model for Menu Planning, as applicable; and
- approved allowable substitutions.

F-1740 Menu Substitutions

Revision 21-0; Effective January 15, 2021

Any substitutions on an approved menu must be comparable in nutrient content to the original menu. Document and record all menu substitutions with the menu as served. A dietitian must approve the substitution prior to meal service. A provider can also select from a dietitian-approved list of food substitutes for each food group.

F-1760 Menu Evaluation

Revision 21-1; Effective December 1, 2021

An evaluation of the menu and meal service can include:

- compliance with program requirements using the Menu Monitoring for Compliance Tool;
- analysis of the actual cost per meal against budget costs;
- customer satisfaction surveys; and
- survey of plate waste (congregate setting).

F-1780 Menus and Methods of Compliance

Revision 22-2; Effective Dec. 1, 2022

Show and document compliance with the DGA and DRI requirements for Texas using one of the following methods:

- Target Nutrient Requirements Computer Analysis of Nutrients; or
- Texas Model for Menu Planning.

Plan menus and check meals for meeting nutritional requirements using either of these two methods. Use of a computerized nutrient analysis rather than the Texas Model for Menu Planning helps to ensure nutritional adequacy of meals and increases menu planning flexibility.

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Plan menus to provide variety in flavor, consistency, texture and temperature. Plan meals to provide a variety of food and preparation methods, including color combinations, texture, size, shape, taste and appearance.

Adjust menus to yield the number of servings needed. Provide consistency in quality of the food prepared and maintain documented nutrient content of the food prepared.

F-1781 Computer Analysis of Nutrients

Revision 21-0; Effective January 15, 2021

Computer Analysis of Nutrients evaluates a menu through analyzing the nutrient content of all foods offered. This ensures that meals meet the specific standards as specified in the Target Nutrient Requirements Computer Analysis of Nutrients chart.

The Target Nutrient Requirements Computer Analysis of Nutrients chart shows key nutrients to track for maintenance and improvement of long-term health among older people served by the nutrition program. The chart gives the Compliance Range per meal based on one-third of the DRI. Meals are planned to reach these values, but the provider should also consider other nutrients essential for good health. Track the nutrients in the Target Nutrient Requirements Computer Analysis of Nutrients chart for compliance purposes. Calories and protein values must be attained on a daily average. Vitamin A, vitamin C, calcium, sodium, potassium, and fiber must be averaged over the number of serving days per week by each nutrition site.

If serving meals less than five days per week, average the vitamin A, vitamin C, calcium, sodium, potassium and fiber over the number of serving days per week by each nutrition site. For example, if a meal provider or a nutrition site serves meals three days during a week, average the required target nutrients over the three days of meal service. For two-day meal service, average the required target nutrients over the two days of service.

The Compliance Range column in the chart supports approval and monitoring of the nutritional adequacy of menus. The range is one meal for one day. When two meals a day are served, the Target Values and Compliance Ranges are doubled for a combined total; when three meals are served the Target Values and Compliance Ranges are tripled for a combined total. The computer nutrient analysis software program used to document nutritional adequacy should include the U.S. Department of Agriculture (USDA) National Nutrient Database for Standard Reference, standardized recipes, and correct nutrition data from food suppliers and manufacturers.

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F-1782 Texas Model for Menu Planning

Revision 21-0; Effective January 15, 2021

The Texas Model for Menu Planning chart must be used to identify the types and amounts of foods recommended to meet specific nutritional requirements when Computer Analysis of Nutrients software is not used.

All planned meals using the Texas Model for Menu Planning must also incorporate the instructions provided within the chart.

Do not classify foods twice when using the Texas Model for Menu Planning. For example, a food item included in one or more food group type is used only once in the meal to meet a requirement under the Texas Model for Menu Planning.

Limit foods high in sodium and include foods high in potassium, vitamin C, and fiber daily.

Provide foods high in vitamin A three times per week if the meal provider or nutrition site serves five or more days per week. Provide foods high in vitamin A two times per week for meal providers or nutrition sites serving fewer than five days per week

Appendix IV, Texas Model for Menu Planning

Revision 22-2; Effective Dec. 1, 2022

Minimum Requirements Model to meet one-third of Dietary Reference Intakes (DRI) and U.S. Dietary Guidelines for America.

These are based on a combination of the U.S. Department of Agriculture (USDA) Food Guide and the Dietary Approaches to Stop Hypertension (DASH) Eating Plan:

Minimum Number of Servings for Meat

Food Group Type	Total Servings Per Day if One Meal is Provided
lean meat and meat alternatives	three-ounce equivalents

Serving Information for Meat and Meat Alternate Equivalents:

- One-ounce cooked lean beef, veal, pork, lamb, chicken, turkey, fish or seafood
- One egg
- One-half cup cooked legumes, beans, peas or lentils. Legumes or beans can be counted as a meat alternate or as a vegetable but cannot be counted as both in meeting the meal pattern requirement.
- One-ounce low-fat natural cheese, such as Swiss, cheddar, muenster, parmesan or mozzarella, and processed American cheese. Cheese can be counted towards milk or milk alternative but cannot be counted as both in meeting the meal pattern requirement.
- One-half cup tofu (bean curd) or soy alternatives
- One-fourth cup low-fat cottage cheese
- One-ounce canned tuna or salmon packed in water

Instructions

Provide:

- Food sources high in Vitamin B-12. Include foods higher or fortified in Vitamin B-12 as appropriate.
 - **Examples:** Tuna, salmon, beef, chicken, eggs and fortified ready-to-eat cereals
- Meats low in fat. Meats should be oven baked, broiled, grilled or roasted.
- Fish as frequently as feasible. Fish is a good source of protein and omega-3 fatty acids.

Limit:

- Processed, smoked, cured meat, or a high sodium content meat or meat alternate to no more than one three-ounce serving per week.
 - **Examples:** cold cuts, ham, hot dogs, canned tuna or salmon and sausage
- Cheese to no more than three ounces per week because of high sodium content.

Minimum Number of Servings for Fruits and Vegetables	Food Group Type	Total Servings Per Day if One Meal is Provided
fruits and vegetables		two to three servings

Serving Information for Fruits and Vegetables

- One-half cup cooked, canned, or chopped raw vegetables and fruits
- One cup leafy raw vegetable such as lettuce or spinach
- Three-fourths cup 100% fruit or vegetable juice
- One whole fruit such as medium apple, banana or orange
- One-eighth melon
- One-half grapefruit
- One-fourth cup dried fruit
- Starchy Vegetables:
 - One small potato or one-half large potato
 - One-half cup sweet potatoes or yams
 - One-half cup corn kernels, winter squash, peas or lima beans

Instructions

Provide:

- Food sources high in vitamin A – A minimum of three times per week if serving meals on five or more days per week. Two times per week if serving meals fewer than five days per week.
 - **Examples:** apricots, beet greens, broccoli, cantaloupe, cherries (red, sour), chili peppers (red), greens, asparagus, nectarines, peaches, peas, peppers (sweet red), purple plums (canned), prunes, winter squash, spinach, sweet potatoes, tomatoes, pumpkin, dark green or orange vegetables and mixed vegetables
- Food sources high in vitamin C – Daily.
 - **Examples:** asparagus, broccoli, brussels sprouts, cabbage, cantaloupe, cauliflower, grapefruit or juice, greens, honeydew melon, okra, orange juice, sweet red and green peppers, pineapple or juice, potatoes (baked, broiled, steamed), instant potatoes fortified with vitamin C, spinach, sweet potatoes, strawberries, tangerines, tomatoes, turnip greens, and low sodium vegetable juice
- Food sources high in potassium – Daily.
 - **Examples:** apricots, bananas, beans, broccoli, cantaloupe, carrots, cucumber, lima beans, oranges, potatoes, raisins, spinach, sweet potatoes, tomatoes and watermelon
- Food sources high in fiber – Daily.
 - **Examples:** beans or legumes, berries, fruits with skin, green peas, potatoes with skin, squash with skin

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Limit:

- Juice to one serving per meal because of higher sugar content.
- Starchy vegetables to one serving per meal.
- Canned vegetables with sodium or salt to one serving per meal.
- Canned soups or bouillon with sodium.

Minimum Number of Servings for Grains

Food Group Type	Total Servings Per Day if One Meal is Provided
grains	two servings

Serving Information for Grains

- One or one-ounce equivalent bread or grain product
- One-half cup cooked cereal, pasta, noodles
- One-half cup cooked rice
- Three-fourths cup dry cereal
- One slice of bread
- One-half English muffin, bun, small bagel or pita bread
- One six-inch tortilla
- One and one-quarter inch square cornbread
- One two-inch diameter biscuit or muffin
- Four-six crackers
- Three-fourths cup ready-to-eat cereal

Instructions

Provide:

Whole grain products as much as possible. At least one-third of the grain servings provided under this food group should be from a whole grain fiber rich source.

Examples: brown rice, bran or bran enriched food, or whole grain bread or product

Limit: Quick breads such as cornbread, biscuits, and muffins to once per week due to a higher fat and sodium content.

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Minimum Number of Servings for Milk or Milk Alternate

Food Group Type	Total Servings Per Day if One Meal is Provided
milk	one serving

Serving Information for Milk and Milk Alternate

- One cup Vitamin D fortified skim, 1% or 2% low fat milk
- Eight ounces low fat yogurt (vitamin D fortified preferred)
- One cup soy beverage fortified with vitamin D and calcium
- One one-half ounce natural cheese
- Two ounces processed cheese
- One cup pudding made with fortified milk
- One cup juice fortified with vitamin D and calcium

Instructions

Provide:

- Food with the lowest fat content when possible.

Limit:

- Natural and processed cheese and unfortified yogurt as an alternate since these products are not vitamin D fortified.

Optional Number of Servings for Desserts

Food Group Type	Total Servings Per Day if One Meal is Provided
Desserts	See instructions below

Serving Information for Desserts

- Desserts are optional and serving is based on type of dessert served.

Instructions

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Provide:

- Nutrient rich desserts that include fruit, whole grains, low-fat milk products, or products with limited sugar to count toward meeting the appropriate food group required servings.
 - **Examples:** apple crisp with oatmeal topping, low-fat pudding, canned fruit, gelatin with fruit, ice cream or frozen yogurt

Limit:

- Desserts to once per week if one meal per day is served.
 - **Examples:** cakes, pies or cookies

Optional Number of Servings for Oils or Fat

Food Group Type	Total Servings Per Day if One Meal is Provided
oils or fat	no more than one serving

Serving Information for Oils or Fat

- One teaspoon soft margarine made from unsaturated oils
- One teaspoon oil, such as olive, peanut, canola, safflower, corn, sunflower, soy and cottonseed
- One tablespoon mayonnaise
- Two tablespoons salad dressing

Instructions

Provide:

- Oils or fats infrequently.

Limit:

- Total fat to no more than 30% of total calories. Provide an oil or fat serving only to enhance the flavor or presentation of the meal. Eliminate all sources of trans fat from the meal planning.

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Optional Number of Servings for Other Foods Food Group Type	No Specified Recommendations Per Meal	No Specified Recommendations Per Meal	No Specified Recommendations Per Meal
other foods			

Serving Information for Other Foods

- Low fat gravies, sauces, condiments, mustard and catsup

Instructions

Provide:

- Optional foods to make up more calories as needed, enhance the flavor of the meal or help maintain holding temperatures.
- Low or lower sodium and lower fat products when selecting optional foods.

Limit:

- Foods high in sodium.

Examples: canned soup or bouillon, prepared cooking sauces, pickles, olives, processed foods, salted foods or soy sauce

SCHEDULE F – FOOD PROCURMENTS AND PREPERATION STANDARDS

F-1800 Food Service Requirements

F-1810 Overview

Revision 21-0; Effective January 15, 2021

In all phases of a food service operation, meal providers adhere to federal, state and local fire, health, sanitation and safety regulations related to facilities, storage, preparation, handling, cooking, serving, delivery or any other provision for food service. Subrecipients and AAAs providing nutrition services directly must have written policy and procedures to ensure safe meals consumption.

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AAAs ensure meal providers comply with 25 Texas Administrative Code, Chapter 228, Retail Food, for all meals served through OAA programs, and applicable local or federal (U.S. Department of Agriculture (USDA) or Food and Drug Administration (FDA)) regulations.

F-1820 Facilities and Food Service

Revision 21-0; Effective January 15, 2021

Meals can be prepared in a kitchen that serve one meal site, a central kitchen which serves multiple meal sites, through a written contractual agreement with a contractor (e.g., nearby schools, restaurants or hospitals) or a food service management company (an organization under contract by the meal provider to manage any aspect of the food service).

A meal provider obtains written approval from the AAA before contracting with any entity for meal preparation or service delivery to ensure proper monitoring or quality assurance activities occur.

Results from facility and food inspections required by state law must be maintained by AAAs for all meal providers, including meal provider contractors.

A Certified Food Protection Manager, who ensures the application of hygienic techniques and practices in food preparation and service, must be present during the food service operation. Programs that do not prepare their own food must have a Certified Food Protection Manager responsible for the storage, display, and serving of food for meal sites. A Certified Food Protection Manager is an individual who has successfully completed a Texas Department of State Health Services (DSHS) approved food safety and sanitation course and has a current certificate of completion.

F-1830 Food Preparation and Safety Standards

Revision 21-0; Effective January 15, 2021

All kitchens producing meals for a nutrition program must maintain a written, formal sanitation and food preparation program that meets or exceeds the minimum requirements of applicable local, state (25 Texas Administrative Code, Chapter 228, Retail Food), and federal (USDA or FDA) regulations.

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- Cleaning and Sanitizing: Effective methods for cleaning and sanitizing dishes, equipment, food contact surfaces, work areas, serving and dining areas must be written and posted or readily available to staff and volunteers.
- Poisonous or Toxic Materials: The use and storage of toxic materials, such as cleaners and sanitizers, must be written and posted or readily available to staff and volunteers.
- Quality and Quantity of Meals: Use standardized written quantity recipes, adjusted to yield the number of servings needed, to achieve the consistent and desirable quality and quantity of all meals.
- Food Palatability: All foods are prepared and served in a manner to preserve the best flavor and appearance, while retaining nutrients and food value.
- Portion Control: Nutrition programs must use standardized portion control procedures, equipment and utensils to ensure that each served meal is uniform, meets the Texas guidelines for nutrition and reduces plate waste.

F-1840 Food Purchasing and Use of Donated Food

Revision 21-0; Effective January 15, 2021

Food used in the nutrition program must be obtained from sources that comply with requirements in 25 Texas Administrative Code, Chapter 228, Retail Food, Subchapter C, Food; USDA; and all other applicable local, state or federal requirements relating to food quality, labeling, sanitation and safety.

All ready-to-eat, or drink, foods must have an expiration date, use-by date, sell-by date, or best-by date. All food and drinks must be received prior to the expiration date, use-by date, sell-by date, or best-by date.

Meal providers buy and use foods that meet the standards of quality, sanitation and safety applying to commercially processed foods.

All foods the provider purchases and uses in a nutrition program must meet standards of quality for sanitation and safety applying to commercially processed foods.

Nutrition programs may use contributed and discounted foods only if they meet the same standards of quality, sanitation, and safety that apply to foods bought from commercial sources. Unacceptable food items include:

- foods from sources not approved by DSHS;
- foods previously served to another person;

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- time or temperature-controlled for safety foods not kept at temperature at time of receipt by the meal provider;
- unlabeled foods;
- time or temperature-controlled foods exceeding their shelf life (expiration date, use-by date, sell-by date or best-by date);
- damaged foods such as heavily rim or seam-dented canned foods, or packaged foods without the manufacturer's complete labeling; and
- distressed foods such as those subjected to fire, flooding, excessive heat, smoke, radiation, other environmental contamination or prolonged storage.

F-1850 Leftover Food

Revision 21-0; Effective January 15, 2021

Meal providers observe trends of foods typically left over and if due to participant refusal, consider revising the menu to accommodate the preferences of most of the participants.

- Do not transport leftover food from a congregate meal site or from a HDM route back to the preparation site.
- Store leftover food properly or discard leftover food at the congregate nutrition meal site.
- Do not freeze leftover food to be served as meals later.

Staff, volunteers or others cannot take food from kitchens or nutrition sites, except when packaged, taken and counted as a home-delivered meal to an eligible person.

The risk of foodborne illness should be stressed through nutrition education to people who are eligible for congregate meals to discourage taking home leftover foods from the nutrition site. People may take home only leftovers that are safe at room temperature, such as packaged crackers, cakes, breads and fresh fruit.

F-1862 Holding Time and Temperatures

Revision 21-0; Effective January 15, 2021

Serve or deliver hot or cold foods within four hours from the point in time when the food is removed from temperature control:

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- hot foods must have an initial internal temperature of 135° F. or above when removed from temperature control; and
- cold foods must have an initial internal temperature of 41° F. or below when removed from temperature control.

Meal providers must have written processes in place to:

- record temperatures for all menu items when the food is ready to leave production area temperature control for serving on site or packaging for home delivery;
- take meal temperatures each day a meal is prepared;
- document meal temperatures;
- record the time the staff takes the temperature of each menu item;
- mark hot and chilled foods to show four hours past the point in time when the food is removed from temperature control;
- deliver hot and chilled foods to an eligible person within four hours from the point the food is removed from temperature control; and
- be sure food transport is safe and sanitary when a central kitchen is preparing food and transporting food to other nutrition sites.

F-1863 Frozen Food

Revision 21-0; Effective January 15, 2021

Foods frozen for later consumption must meet applicable local, state, and federal standards. Equipment and methods for freezing must also meet these standards. A meal must still be frozen when delivered to an eligible person.

F-1870 Suspected Foodborne Illness Outbreak

Revision 21-0; Effective January 15, 2021

AAAs must ensure meal providers promptly notify the Texas Department of State Health Services (DSHS) and the AAAs of a foodborne disease outbreak. A foodborne disease outbreak may have occurred when two or more persons experience a similar illness resulting from the ingestion of a common food.

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Mason County Nutrition Program
Mason County, Texas

In compliance with the invitation to bid, and subject to all of the specifications, conditions, and attachments thereto, the undersigned offers and agrees, if this bid is accepted within forty-five 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.

ESTIMATED TOTAL COST

_____ meals X _____ (unit price) \$ _____

TOTAL \$ _____

Name of Bidder _____

Address _____

Signature of Authorized Representative _____

Mason County Nutrition Program
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Title _____ Date _____

MANAGEMENT INFORMATION QUESTIONNAIRE

Bidder (Identify by Name): _____

Information on individuals who will be responsible for the daily management of the contract with the Program:

PRIMARY CONTACT:

Name _____

Title _____

Telephone _____

ALTERNATE CONTACT:

Name _____

Title _____

Telephone _____

ALTERNATE CONTACT:

Name _____

Title _____

Telephone _____

1. List your business's qualifications to perform the services requested for Mason County Nutrition Program.

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2. At what facilities and for what programs are you currently providing food services? (Include name, address, and telephone number)

3. Please provide any other information that you feel is pertinent to this bid proposal.

The above information is accurate and complete to the best of my

knowledge. Signature _____

Date _____

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**IMPORTANT: REMEMBER TO PROVIDE ALL ATTACHMENTS REQUESTED THE FOOD
SERVICE SPECIFICATIONS AND CONDITIONS SPECIFICATIONS.**