

AGING AND DISABILITY RESOURCE CENTER OF JEFFERSON COUNTY PROCUREMENT PROCESS REQUEST FOR PROPOSAL (RFP)

To Whom It May Concern:

The Aging and Disability Resource Center of Jefferson County is soliciting price quotes for the provision of meals, as defined below (for Senior Dining and Home Delivered Meals) in the following communities/service areas:

- Waterloo
- Lake Mills
- Watertown/Ixonia
- Jefferson/Johnson Creek/Helenville
- Fort Atkinson
- Sullivan /Palmyra/Rome

Purpose:

To provide persons 60 and older with a healthy, high-quality and safe meal that meets 1/3rd of the Dietary Reference Intakes and Recommended Daily Allowances. The program also offers opportunities for socialization and a well-person check.

Vendor Responsibilities:

1. Prepare and deliver meals that fulfill the following requirements: (See *Meal Component Specs* for more detailed information). Overview of Meal Requirements:

Meal Pattern (One Meal) – Lunch

<u>MEAL COMPONENT</u>	<u>MINIMUM # OF SERVINGS PER MEAL</u>	<u>SERVING SIZE EXAMPLES</u>
GRAINS	1	1 REGULAR SLICE BREAD, ½ CUP COOKED, 1 CUP READY-TO-EAT CEREAL, 1 6” TORTILLA, ½ REGULAR SIZE BUN
FRUIT AND/OR VEGETABLE	3	½ CUP FRESH, FROZEN, OR CANNED (COOKED OR RAW), ¼ CUP DRIED FRUIT, 1 CUP RAW LEAFY GREENS, ½ CUP 100% FRUIT OR VEGETABLE JUICE
DARK GREEN VEGETABLE	1 SERVING PER WEEK*	
RED/ORANGE VEGETABLE	2 SERVINGS PER WEEK*	
BEANS/PEAS	1 SERVING PER WEEK*	
STARCHY VEGETABLE	2 SERVINGS PER WEEK*	
FLUID MILK	1	8 FLUID OUNCES OR 1 CUP
PROTEIN FOODS	1	3 OZ. EQUIVALENT
FATS AND OILS	1	1 TEASPOON SERVED ON SIDE OR USED IN COOKING
DESSERT (OPTIONAL)	1	1/2 CUP FRUIT OR VEGETABLE CONTAINED IN A DESSERT MAY COUNT TOWARD THE FRUIT OR VEGETABLE COMPONENT, RESPECTIVELY.

* Based on 5-day week. See below for guidance on requirements for less than five days per week.

Meal Pattern (One Meal) – Breakfast

<u>MEAL COMPONENT</u>	<u>MINIMUM # OF SERVINGS PER MEAL</u>	<u>SERVING SIZE EXAMPLES</u>
GRAINS	1	1 REGULAR SLICE BREAD, ½ CUP COOKED, 1 CUP READY-TO-EAT CEREAL, 1 6” TORTILLA, ½ REGULAR SIZE BUN
FRUIT AND/OR VEGETABLE*	2	½ CUP FRESH, FROZEN, OR CANNED (COOKED OR RAW), ¼ CUP DRIED FRUIT, 1 CUP RAW LEAFY GREENS, ½ CUP 100% FRUIT OR VEGETABLE JUICE
FLUID MILK	1	8 FLUID OUNCES OR 1 CUP
PROTEIN FOODS	1	3 OZ. EQUIVALENT
FATS AND OILS	1	1 TEASPOON SERVED ON SIDE OR USED IN COOKING
ADDITIONAL REQUIRED ITEM	1	CHOOSE ONE OF THE FOLLOWING: ½ CUP SERVING OF FRUIT/VEGETABLE 1 SERVING OF GRAINS

* Include a variety of colors of fruits and/or vegetables throughout the week.

Vegetable Subgroups

In order to count a particular food toward the vegetable requirement, at least 1/8 cup must be offered.

Based on their nutrient content, vegetables are organized into five subgroups: dark green vegetables, red/orange vegetables, starchy vegetables, beans and peas, and other vegetables. Listed below are samples of commonly-eaten vegetables found in each of the required vegetable subgroups. The list is not all inclusive.

Minimum Number of Weekly Vegetable Servings by Subgroup

DARK GREEN fresh, frozen and canned	RED/ORANGE fresh, frozen and canned	BEANS AND PEAS (LEGUMES)* Canned, frozen or cooked from dry	
<ul style="list-style-type: none"> ■ arugula ■ beet greens ■ bok choy ■ broccoli ■ broccoli rabe (rapini) ■ broccolini ■ butterhead lettuce (Boston, bibb) ■ cabbage, Chinese ■ or celery ■ chicory ■ cilantro ■ collard greens ■ endive ■ escarole ■ fiddle heads ■ grape leaves ■ kale ■ mesclun ■ mustard greens ■ parsley ■ spinach ■ Swiss chard ■ red leaf lettuce ■ romaine lettuce ■ turnip greens ■ watercress 	<ul style="list-style-type: none"> ■ carrots ■ chili peppers (red) ■ orange peppers ■ pimientos ■ pumpkin ■ red peppers ■ salsa (all vegetables) ■ sweet potatoes/yams ■ tomatoes ■ tomato juice ■ winter squash (acorn, butternut, Hubbard) 	<ul style="list-style-type: none"> ■ black beans ■ black-eyed peas (mature, dry) ■ cowpeas ■ fava beans ■ garbanzo beans (chickpeas) ■ Great Northern beans ■ kidney beans ■ lentils ■ lima beans, mature ■ mung beans ■ navy beans ■ pink beans ■ pinto beans ■ red beans ■ refried beans ■ soy beans/edamame ■ split peas ■ white beans 	<ul style="list-style-type: none"> * Does not include green peas, green lima beans and green (string) beans
STARCHY fresh, frozen and canned	OTHER fresh, frozen and canned		
<ul style="list-style-type: none"> ■ black-eyed peas, fresh (not dry) ■ corn ■ cassava ■ cowpeas, fresh (not dry) ■ field peas, fresh (not dry) ■ green banana ■ green peas ■ jicama ■ lima beans, green (not dry) ■ parsnips ■ pigeon peas, fresh (not dry) ■ plantains ■ potatoes ■ poi ■ taro ■ water chestnuts 	<ul style="list-style-type: none"> ■ artichokes ■ asparagus ■ avocado ■ bamboo shoots ■ bean sprouts (alfalfa, mung) ■ beans, green and yellow ■ beets ■ Brussels sprouts ■ cabbage, green and red ■ cactus (nopales) ■ cauliflower ■ celeriac ■ celery ■ chayote (mirliton) ■ chives ■ cucumbers ■ daikon (oriental radish) 	<ul style="list-style-type: none"> ■ eggplant ■ fennel ■ garlic ■ horseradish ■ iceberg lettuce ■ kohlrabi ■ leeks ■ mushrooms ■ okra ■ olives ■ onions ■ peas in pod, e.g., snap peas, snow peas ■ pepperoncini ■ peppers (green sweet bell, green chilies, purple, yellow) 	<ul style="list-style-type: none"> ■ pickles (cucumber) ■ radishes ■ rhubarb ■ shallots ■ sauerkraut ■ snap peas ■ snow peas ■ spaghetti squash ■ tomatillo ■ turnips ■ wax beans ■ yellow summer squash ■ zucchini squash

¹ All vegetables are credited based on volume except raw leafy greens count as half the volume served and tomato paste and puree are credited based on the volume as if reconstructed (see the USDA's *Food Buying Guide*). Vegetable juice must be pasteurized 100 percent full-strength juice and cannot count for more than half of the weekly vegetables component.

² For more information, see the Dietary Guidelines at <http://health.gov/dietaryguidelines/dga2010/DietaryGuidelines2010.pdf> and the vegetables group in Choose My Plate at <http://www.choosemyplate.gov/food-groups/vegetables.html>.

NUMBER OF DAYS PER WEEK MEALS ARE SERVED	MINIMUM NUMBER OF VEGETABLE SERVINGS THAT MUST BE OFFERED PER WEEK			
	RED/ORANGE	STARCHY	BEANS/PEAS	DARK GREEN
5	2	2	1	1
4	2	2	1	1
3	1	1	1 EVERY 2 WEEKS	1 EVERY 2 WEEKS
2	1	1	1 EVERY 3 WEEKS	1 EVERY 3 WEEKS
1	1 EVERY 2 WEEKS	1 EVERY 3 WEEKS	1 EVERY 4 WEEKS	1 EVERY 4 WEEKS

Nutrient Standards for Nutrition Program Meals

NUTRITION STANDARDS FOR AVERAGE OF WEEKLY MENU			
MINIMUM REQUIREMENTS (UNLESS OTHERWISE NOTED)			
	1 MEAL PER DAY	2 MEALS PER DAY	3 MEALS PER DAY
CALORIES	675 CALORIES	1350 CALORIES	2000 CALORIES
PROTEIN	19 G	38 G	56 G
DIETARY FIBER	8 G	16	24
SATURATED FAT	<10% OF CALORIES		
CALCIUM	400 MG	800 MG	1200 MG
POTASSIUM	1565 MG	3140 MG	4700 MG
SODIUM	1200 MG OR LESS*	2400 MG OR LESS*	3600 MG OR LESS*
MAGNESIUM	110 MG	220 MG	330 MG
ZINC	4 MG	8 MG	11 MG
VITAMIN A	275 MCG RAE	535 MCG RAE	800 MCG RAE
VITAMIN B6	0.6 MG	1.1 MG	1.6 MG
VITAMIN B12	0.8 MCG	1.6 MCG	2.4 MCG
VITAMIN C	30 MG	60 MG	90 MG
VITAMIN D	120 IU	240 IU	360 IU
FOLATE/FOLIC ACID	135 MCG	270 MCG	400 MCG

*target value is 1200 mg. Up to 1400 mg is allowable.

Chapter 8 - Wisconsin Senior Nutrition Program Link:

<https://www.dhs.wisconsin.gov/publications/p03062-38.pdf>

Meals for sites that are not in restaurants should be delivered in bulk and individually packaged for home delivered by the vendor. **Please consider the following as you submit your proposal:**

- a. **Bulk Food:** Must be in packaged bulk pans that are securely sealed.
 - i. If the bulk meals will be transported to the site by the vendor, they must be placed inside equipment that will retain the temperature of the food above 140 degrees and below 41 degrees Fahrenheit.

b. Individually Packaged:

- i. If you are bidding to package the meals individually for home delivered meals. They must be placed in clean containers (Oliver System or Foil take-out containers).
- ii. The meals must then be transported in equipment that will maintain the temperature of the food above 140 degrees and below 41 degrees Fahrenheit.

Contract Period

The contract to provide meals will be for the period January 1, 2024 through December 31, 2024. Proposals for the preparation of meals may be submitted only by responsible parties that possess the potential ability to perform under the enclosed terms, conditions and specifications of the proposed procurement. **Contracts will be for one year with the option for 4- one-year extensions for a maximum of 5 years.**

A determination of whether or not a vendor is qualified will be made by qualified internal staff. Factors considered will include—but not be limited to—abilities, facilities and equipment, experience, record of past performance and proximity to Senior Dining Service Area. For example, we will consider:

- Whether or not the Vendor has submitted all the information requested below, and whether or not the Vendor has cooperated with reasonable requests of the County or its agents;
- Whether or not there are any outstanding judgments or liens against the Vendor;
- Whether or not the Vendor received favorable assessment from past clients;
- Whether or not the Vendor is located in reasonable proximity to senior dining service areas;
- Whether or not the Vendor has experience in catered food services and the extent of that experience;
- Whether or not there was deception on the part of the Vendor.

The above examples are provided for illustration. The County may also consider any other factors which it believes are related to a Vendor’s financial and technical resources and abilities, facilities and equipment, experience and record of past performance.

Parties interested in the contract(s) are asked to submit the following in compliance with the attached Terms, Conditions and Specifications by **SEPTEMBER 1, 2023, no later than 4:00 pm.**

Part One:	Vendor Information	Part Five:	Signature page: Terms and Conditions
Part Two:	Request for Proposals	Part Six:	Signature page: Meal Component Specifications
Part Three:	Proposal Submittal Form		
Part Four:	Non-Collusion Affidavit		

The County reserves the right to waive any irregularities or technical errors in any bid that is submitted if the County determines it to be in the County’s best interest to waive such irregularities or technical errors.

The AGING AND DISABILITY RESOURCE CENTER OF JEFFERSON COUNTY IS expected to award the contract(s) at their HS Board meeting held on October 10, 2023.

PART ONE: VENDOR INFORMATION

Vendors are Required to Submit the Following Information:

1. Name and address of operating company.
2. A list of all names of all the owners of the company or officers of the Corporation; and whether company/corporation is profit-making or non-profit.
3. The duration and extent of experience in the operation of catered food service.
4. A list of similar operations and locations where the Vendor provides or has provided catered food services. Give name, address and phone number of the contact at each operation. Letters of reference from such persons will be accepted.
5. A menu plan for 1 month (If already providing meals for any other senior dining centers in Wisconsin, please provide the January menu being used for those centers)
6. Such other information as the Vendor deems pertinent of consideration by the County.
7. Copy of most recent Food Service Establishment Health Inspection Form
8. Copy of assurance of insurance coverage

All vendors must include the above data with the price quote for the proposal to be considered.

Please note: Before entering into an agreement with a prospective meal Vendor, the nutrition director will conduct an on-site visit of the meal Vendor's facilities to determine that nutrition program requirements can be met, and appropriate food safety and sanitation practices are in place.

Proposals must be received in the ADRC Office by:

SEPTEMBER 1, 2023, at 4:00 p.m.

This is not a postmark deadline

**Return the proposal to
NUTRITION BID
ADRC of Jefferson County
1541 Annex Rd.
Jefferson, WI. 53549**

**The Nutrition Advisory Council/ADRC will open Bids on:
September 5, 2023, at 1:00 p.m.**

PART TWO: REQUEST FOR PROPOSALS

INQUIRY FORM – THIS IS NOT AN ORDER

Please quote per-unit-cost for the senior dining service areas listed below. This inquiry implies no obligation on Jefferson County. The right is reserved to accept or reject any proposal submitted.

Contact person for any additional information is:

ReBecca Schmidt, Division Manager
(920) 674 – 8139 / rschmidt@jeffersoncountywi.gov

1. Watertown/Ixonia

Serving Days: Monday - Friday

Serving Time: 11:00 am – 1:00 pm

Estimated # of Senior Dining Meals per day: 10 - 15 (This number is an estimate)

Estimated # of Home Delivered Meals per day: 30-40 (This number is an estimate)

Price per meal

Meals Ready to Serve: \$ _____

2. Waterloo

Serving Days: Monday - Friday

Serving Time: 11:00 am – 1:00 pm

Estimated # of Senior Dining Meals per day: 0 (This number is an estimate)

Estimated # of Home Delivered Meals per day: 10-15 (This number is an estimate)

Price per meal

Meals Ready to Serve: \$ _____

3. Lake Mills

Serving Days: Monday - Friday Friday

Serving Time: 11:00 am – 1:00 pm

Estimated # of Senior Dining Meals per day: 0-10 (This number is an estimate)

Estimated # of Home Delivered Meals per day: 30 – 40 (This number is an estimate)

Price per meal

Meals Ready to Serve: \$ _____

4. Jefferson/Johnson Creek/Helenville

Serving Days: Monday - Friday

Serving Time: 11:00 am – 1:00 pm

Estimated # of Senior Dining Meals per day: 0 - 10 (This number is an estimate)

Estimated # of Home Delivered Meals per day: 35 - 45 (This number is an estimate)

Price per meal

Meals Ready to Serve: \$ _____

PART TWO: REQUEST FOR PROPOSALS- CONTINUED

INQUIRY FORM – THIS IS NOT AN ORDER

Please quote per-unit-cost for the senior dining service areas listed below. This inquiry implies no obligation on Jefferson County. The right is reserved to accept or reject any proposal submitted.

Contact person for any additional information is:

ReBecca Schmidt

(920) 674 – 8139 / rschmidt@Jeffersoncountywi.gov

5. Fort Atkinson

Serving Days: Monday - Friday

Serving Time: 11:00 am – 1:00 pm

Estimated # of Senior Dining Meals per day: 10-15 (This number is an estimate)

Estimated # of Home Delivered Meals per day: 10 - 15 (This number is an estimate)

Price per meal

Meals Ready to Serve: \$ _____

6. Sullivan/Palmyra/Rome

Serving Days: Monday - Friday

Serving Time: 11:00 am – 1:00 pm

Estimated # of Senior Dining Meals per day: 0-10 (This number is an estimate)

Estimated # of Home Delivered Meals per day: 10 - 20 (This number is an estimate)

Price per meal

Meals Ready to Serve: \$ _____

Name:

Title:

Date: _____



PART THREE: PROPOSAL SUBMITTAL FORM

To: ADRC of Jefferson County
1541 ANNEX RD.
JEFFERSON WI, 53549

The vendor, in compliance with your inquiry and request for PROPOSALS for the preparation of meals for _____ service areas in Jefferson County, having examined the specifications and being familiar with all terms and conditions of the proposed procurement, hereby proposes to prepare meals for the said service area(s) in accordance with Terms, Conditions, and Specifications in this Proposal.

I hereby certify that all statements submitted with this Proposal are made on behalf of

(Name of Corporation, Partnership or Person)

A corporation organized and existing under the laws of the State of _____; or a partnership consisting of _____; or an individual trading as _____: of the city/village of _____, State of _____, and that I have carefully prepared this Proposal from the Terms, Conditions and Specifications that I have checked same in detail before submitting that Proposal on (its)/(their) behalf; and that all information is true and correct.

Signature: _____

(TITLE)

Date: _____

PART FOUR: NON-COLLUSION AFFIDAVIT

_____deposes and says;
(Name)

That _____
(Name of Company or other form of business)

has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition in conjunction with the foregoing person.

That this proposal has been independently arrived at without collusion with any other applicant or any other competitor or potential competitor.

That this proposal has not been knowingly disclosed prior to the opening of proposals to any other applicant or competitor.

That no attempt has been made to induce any other person or firm to submit or not to submit a proposal.

That the above statement is true and correct.

Signature: _____

(TITLE)

Date: _____

PART FIVE: TERMS AND CONDITIONS

All following terms conditions and specifications are hereby incorporated into and become a part of this inquiry and shall constitute a contract resulting from this inquiry if the inquiry is accepted.

STANDARD TERMS AND CONDITIONS

1. **GRANTEE:** Jefferson County (hereinafter referred to as “GRANTEE”) reserves the right to accept or reject any or all proposals as deemed to be in the best interests of the GRANTEE. The GRANTEE reserves the right to waive any irregularities or technical errors in any bid that is submitted if the GRANTEE determines it to be the GRANTEE’s best interest to waive such irregularities or technical errors.
2. **Firm Offer:** The proposal shall be firm for acceptance for sixty (60) days from the date of proposal opening.
3. **Taxes:** GRANTEE is exempt from payment of state sales taxes. Such taxes shall not be added or quoted as part of the proposal.
4. **Cash Discount:** Cash discount shall not be considered in determination of low proposals.
5. **Cancellation:** GRANTEE reserves the right to cancel any purchase order or contract for failure of the contractor to comply with the terms, conditions, and specifications of this inquiry.
6. **Amendment:** Any contract awarded may be amended from time to time by mutual written consent of GRANTEE and the successful Vendor.
7. **Termination Clause:** Either party, may for its convenience, terminate this contract at any time by a minimum 30-day notice in writing to the other party by certified mail. If the contract is terminated by the GRANTEE as provided herein, the vendor shall be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the services of the Vendor covered by this contract, unless payment of compensation has previously been made. (See Section #16 Termination for additional details)
- 8.. **Substitutions, Deviations and Exceptions:**

Any proposal accepted by GRANTEE shall be accepted as in strict compliance with all terms, conditions and specifications with no substitutions, deviations or exceptions and the Vendor shall be liable, therefore.
9. **Non-discrimination:** Any Vendor awarded a contract because of this inquiry shall adhere to all non-discriminatory provisions as set forth in Wisconsin Statutes Sections 16.765(1) and (2)(a) and shall comply with Executive Order 11246, entitled “Equal Employment Opportunity” as amended by Executive Order 11375, and as supplemental in Department of Labor Regulation (41 CFR Part 60).

10 Retention of Access Records:

The successful Vendor who enters a contract with GRANTEE as a result of this inquiry shall maintain for a period of three (3) years after final payments are made by GRANTEE any and all books, documents, papers, and records of the contract directly pertinent to the Contract. If an audit, litigation, or other action involving the end of the 3-year period, the books, documents, papers, or records must be retained until all issues arising out of the actions are resolved or until the end of the 3-year period, whichever is later. For the purpose of making an audit, examination, excerpts, and transcriptions, the United States Department of Health and Human Services, the Comptroller General of the United States, the Wisconsin State Office on Aging, GRANTEE, or any of their duly authorized representatives, shall have access to the above-mentioned books, documents, papers and records.

11. Gratuities and Kickbacks

It shall be unethical for any person to offer, give, or agree to give any elected official, employee or former employee, or for any elected official, employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer for employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the contents of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceedings or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or a higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract, or order.

12. Hold Harmless

The Vendor hereby agrees to release, indemnify, defend, and hold harmless Jefferson County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance of contractor, its officers, officials, employees, agent or assigns. Jefferson County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability

as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

13. Non-Appropriation of Funds

Notwithstanding anything contained in this contract to the contrary, no Event of Default shall be deemed to have occurred under this contract if adequate funds are not appropriated during a subsequent fiscal period during the term of this contract so as to enable the GRANTEE to meet its obligations hereunder, and at least thirty (30) days written notice of the non-appropriation is given to The Vendor.

14. Indemnity

The GRANTEE shall promptly notify the Vendor in writing of any claims against the Vendor or the GRANTEE. And in the event of a suit being filed shall promptly forward to the Vendor all papers in connection therewith. The GRANTEE shall not make settlement without consultation with the Vendor. If the Vendor refuses or neglects to defend, adjust or settle any such claim, the costs of such defense, adjustment, or settlement, including reasonable attorney's fees, shall be chargeable to the Vendor. The GRANTEE shall agree that no site manager, volunteer, participant, or any other person will take any unauthorized food or supplies from the center except in pre-packaged form in the accepted part of the meal program called home delivered meal program.

15. Insurance

The Vendor shall not commence work under this contract until all insurance required under this paragraph is obtained, and evidence of such insurance has been received and approved by the GRANTEE, nor shall the Vendor allow any subcontractor to commence work on their subcontract until all similar insurance requirements have been obtained and approved.

1. **Worker's Compensation Insurance.** The Vendor shall obtain and maintain throughout the duration of this contract statutory Worker's Compensation coverage for all of its employees employed at the site or while working on this project. In case any work is sublet, the Vendor shall require the subcontractor similarly to provide statutory Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the Vendor.
2. **Insurance and Indemnity Requirements.** Prior to entering a contract to provide Nutrition Program services, the successful Vendor must demonstrate proof of the following insurance:

<u>Coverage</u>	<u>Minimum Limit</u>
Worker's Compensation	Statutory
Comprehensive General Liability	\$1,000,000 & \$2,000,000 aggregate
Professional Liability	\$1,000,000 & \$3,000,000 aggregate
Automotive Liability	\$1,000,000 & \$2,000,000 aggregate

Excess liability \$1,000,000

Policies must be issued by a company or companies authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Commissioner.

16. Proof of Insurance.

The Vendor shall furnish the GRANTEE with a Certificate of Insurance countersigned by a Wisconsin Resident Agent or Authorized Representative of the insurer indicating that the Vendor meets the insurance requirements identified above. The Certificates of Insurance shall include a provision prohibiting cancellation of said policies except upon 30 days' prior written notice to the GRANTEE and specify the name of the contract or project covered. A copy of the Certificate of Insurance shall be delivered to the Jefferson County Commission on Aging 15 days prior to execution of this agreement for final approval.

17. Compliance with Regulations and Laws

The Vendor shall substantially comply with all Federal, State and local laws and regulations governing the preparing and handling of food; shall procure and keep in effect all necessary licenses, permits, certifications and food handler's cards as are required by law, including a restaurant/catering license as per HSS 196 of the Statutes of the State of Wisconsin; and shall post such licenses, permits, certifications and cards in a prominent place within the meal preparation areas, as required. The Vendor shall comply with all applicable Federal, State and local laws and regulations pertaining to wages and hours of employment.

18. Termination:

1) Termination because of lack of funds:

It is further agreed that in the event funds to finance all or part of this Nutrition Program for the Elderly become unavailable, the obligations of each part, hereunder may be terminated upon no less than thirty (30) days' notice in writing to the other party. Said notice shall be delivered by certified mail or in person. The GRANTEE shall be the final authority as to the availability of federal or state funds.

2) Termination for breach:

Unless a breach is excused, either party may, by written notice of breach to the other party, terminate the whole or any part of the agreement in any of the following circumstances:

- a) If the VENDOR fails to provide services in the manner called for by this agreement within the time specified herein; or
- b) If the VENDOR fails to perform any of the other provisions of this agreement; or
- c) If the GRANTEE fails to accept any meals duly ordered and delivered in the condition and by the terms herein agreed

Termination shall be upon no less than thirty (30) days' notices in writing delivered by certified mail, telegram or in person. Both parties shall continue the performance of the contract to the extent not terminated under the provision of this clause.

Waivers of breach of any provision of the contract shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the contract.

19. Notices:

- 1) All notices by either party shall be required to be in writing and shall be personally delivered or mailed to the following address:

GRANTEES Address:

**ADRC of Jefferson County
1541 Annex Rd.
Jefferson, WI. 53549
Attention: ReBecca Schmidt, Division Manager**

VENDOR'S Address:

Name: _____

Address: _____

Attention: _____

- 2) Both the GRANTEE and the VENDOR have the right in providing written notice to rely on the address set forth above unless or until they receive written notification from the other party of a change of address.
- 3) Written notice shall be enclosed in a sealed envelope and, if delivered via the mail, the envelope shall have affixed to it postage sufficient to ensure its delivery and shall be sent by certified mail to the address set out above. Notice by mail shall have been deemed to be given at the time of deposit in the post office.
- 4) For purposes of this contract, business days are defined as Monday through Friday, legal holidays excepted.

SPECIAL TERMS AND CONDITIONS

1. Contract Period:

- a) GRANTEE reserves the right to inspect the equipment, operations, and premises of the successful Vendor unannounced at any time during the contract period. Any contract awarded shall be for the period of January 1, 2024 through December 31, 2024 and subject to the award offered under Title III-C of the Older Americans Act of 1965 as amended. Contracts will be for one year with the option for 4, one-year extensions for a maximum of 5 years.
- b) GRANTEE reserves the right to inspect the equipment, operations, and premises of the successful Vendor unannounced at any time during the contract period.
- c) GRANTEE reserves the right to inspect the food to be provided to determine compliance with the specifications and to reject food not meeting such specifications.

2. Performance:

- a) In the event of failure on the part of the successful Vendor to complete delivery in accordance with the terms, conditions and specifications, GRANTEE shall not be liable for payment and shall have the right to purchase elsewhere and at the market price the number of meals it deems necessary at any delivery point; and the increased cost, if any, for such purchase and its delivery, shall be charged to the successful Vendor. However, that Vendor shall not be required to perform under this agreement when such performance is reasonably prevented by food or supply unavailability, fire, flood, or other events beyond the control of the Vendor.
- b) In cases where delivered meals do not substantially meet the specifications requirement, payment shall be denied.
- c) In cases of lateness of preparation of meals, GRANTEE shall have the right to deny payment.
- d) In the event that the menu, as approved by GRANTEE, is not completely furnished, the price of the missing items shall be deducted.
- e) The deduction from the per-meal price contracted would be calculated by using the following percentages:

Full Meal Shortage	100%
Entrees	100%
Potato, Rice, Noodle, Bread	10%
Vegetable, Fruit, Salad	10%
Milk	10%
Dessert	25%
Gravies & Sauces	25%
Dressings, Condiments, Parmesan Cheese	5%

- f) Unauthorized menu substitutions or menu deletions shall be deducted from the per-meal cost.
- g) The Vendor shall not subcontract any portion of the contract to another food service company without the prior written authorization of GRANTEE.

3. Menu Cycle:

(See Menu Template Form)

The Vendor must submit preliminary menus to the GRANTEE Nutrition Program Manager for a four-week cycle by the 15th of the month prior to meal inception. All meals must meet Older Americans Act Nutrition Program menu standards as outlined in this Meal Component Specifications. The GRANTEE Nutrition Program Manager will review menus based upon OAA Nutrition requirements, nutritional value, menu variety and attractiveness, and consumer feedback and will suggest changes. Approved menus will be provided to the Nutrition Program participants by the GRANTEE. Suggestions made by the GRANTEE Nutrition Program Manager will be in the best interest of the Nutrition Program participants, staff, and the Vendor.

The GRANTEE shall have access upon request to Vendor recipes, food ordering records, purveyor's list, etc. or any other documentation insuring conformance with the required menu standards. The GRANTEE Nutrition Program Manager also may have on-site access to the Vendor's kitchen to monitor quality of meals.

The Vendor must have a back-up plan to substitute any food items that may be burnt or unacceptable for serving according to Meal Service specifications.

Substitutions must be authorized by the GRANTEE prior to meal service. The Vendor also must inform the GRANTEE meal site staff regarding any substitutions prior to them being made.

4. Meal Cost

Upon request, the successful Vendor shall provide the per-unit cost Break down, which must include:

- *Raw food cost, supplies, equipment, labor, profit, delivery
- **other costs as requested

This breakdown shall be provided for each individual dining site or for sites in aggregate.

5. Service

1. The Vendor will be responsible for preparation of the number of ordered meals per day to be served for Senior Dining & Home Delivered Meals, on serving days noted.

Senior Dining Service Areas are closed on all GRANTEE holidays.

Holiday Schedule

- | | |
|-------------------------|---------------------------|
| 1. New Year's Day | 6. Thanksgiving Day |
| 2. Friday before Easter | 7. Day after Thanksgiving |
| 3. Memorial Day | 8. Christmas Eve Day |
| 4. Fourth of July | 9. Christmas Day |
| 5. Labor Day | |

If a holiday falls on a Saturday, it is observed on the preceding Friday. If a holiday falls on a Sunday, it is observed on the following Monday. A calendar is given to all vendors at the beginning of each year.

Consumer specific information will be handled in a confidential manner at all times by the GRANTEE and the Vendor.

The bids for each Senior Dining Service Area will be acted on separately. If the Vendor is bidding for more than one Senior Dining Service Area, state whether your bid is for one Area and is contingent upon the acceptance of your bid for any other areas.

1. Ordering and Delivery of Meals

The Vendor shall be flexible regarding the number of meals to be provided at each site from day to day. The GRANTEE shall notify the Vendor by a time specified by Vendor for each serving day the number of meals required for the next serving day. This shall constitute a purchase order which will cover the billing for that order. The GRANTEE will give the Vendor the names of persons who have authority to make a change in the number of daily meals.

2. Reporting

The Vendor shall supply all reports requested by applicable Federal, State, and local agencies.

The Vendor shall guarantee that the meals conform to the meal pattern requirements of the Title III-C Program.

The Vendor shall allow representatives of the GRANTEE, the Administration on Aging, and the US Department of Agriculture to conduct on site review of the Vendor's production center(s), food service and handling operations without prior notice.

The Vendor shall meet as appropriate with the GRANTEE personnel and site managers to adjust the meal service so that they meet ethnic and regional preferences, seasoning and preparation/variety preferences.

FOOD

Compliance with Regulations and Laws

The Vendor shall substantially comply with all Federal, State and local laws and regulations governing the preparing and handling of food; shall procure and keep in effect all necessary licenses, permits, certifications and food handler's cards as are required by law, including a restaurant/catering license as per HSS 196 of the Statutes of the State of Wisconsin; and shall post such licenses, permits, certifications and cards in a prominent place within the meal preparation areas, as required. The Vendor shall comply with all applicable Federal, State, and local laws and regulations pertaining to wages and hours of employment.

Meals must meet at a minimum the nutrition guidelines specified in the meal component specifications below.

When delivered to the Senior Dining Service Areas, the food shall be wholesome and of good quality. In the event that any person eating meals prepared under this contract becomes ill as a result of food poisoning which is attributable to the negligence of the Vendor, as determined by the Division of Health, GRANTEE shall have justification for immediate cancellation of the contract. All raw food used in the preparation of meals for GRANTEE shall be of high quality and meet any required standards of the Older Americans Act.

No home prepared or home canned food shall be used in the preparation of these meals.

EQUIPMENT

If GRANTEE Provides: (does not apply to Restaurant Sites)

1. GRANTEE shall provide the food service utensils and transport equipment for the purpose of meal service and delivery during the terms of the contract. GRANTEE shall maintain a fixed assets inventory of its equipment used by the Vendor. **Such equipment shall remain the property of GRANTEE.**
2. The Vendor shall repair GRANTEE-owned equipment if damage occurs on the Vendor's premises.
3. The Vendor shall specify serving size to assure portion control and minimize shortages and overages to minimize waste.
4. GRANTEE shall clean and sanitize all food service pans and transporters each day of operation. The transporters shall be wiped clean, and the pans rinsed clean.

Equipment if Vendor Provides:

The Vendor shall provide all necessary food service preparation equipment. All kitchen equipment must be maintained in good working order to ensure the highest quality standards. The Vendor shall utilize preparation equipment to maximize a standard portion control and minimize waste. The Vendor must comply with all federal, state, and local regulations governing the purchasing, preparing, and handling of food. The Vendor shall maintain the highest possible standards of sanitation in compliance with state, federal, and local health department standards relative to premises, personnel, and the handling, preparation, packaging, storage, and delivery of food and supplies.

The Vendor is responsible for all maintenance costs associated with operating the food preparation kitchen.

The GRANTEE may inspect the Vendor's food preparation kitchen at any time and may observe food handling practices to determine the adequacy of the Vendor's sanitation regarding cleaning, maintenance, and food preparation practices.

SUPPLIES:

All raw food and other food preparation supplies, paper and cleaning supplies necessary for a sanitary operation, and all other supplies necessary in the efficient operation of the food preparation kitchen must be supplied by the Vendor. The Vendor must also supply all condiments required in the approved menu.

Coffee, margarine/butter, condiments, and milk will be included as part of the meal by the Vendor. The GRANTEE is responsible for purchasing the disposable packaging needed for the home delivered meals.

EMERGENCY PROCEDURES

In the event of inclement weather and the schools in that district are closed, the Senior Dining Service Areas will be closed. It is the responsibility of GRANTEE and the Vendor to notify each other. Any food already prepared will be promptly frozen or refrigerated, and, if appropriate, that day's menu will be substituted for the following day's menu.

It is the responsibility of GRANTEE and the Vendor to provide each other with telephone numbers where they can be reached 24 hours per day for **emergency use only**.

Vendor shall have emergency preparedness procedures in place.

PART FIVE: SIGNATURE PAGE – TERMS AND CONDITIONS

To: ADRC of Jefferson County
1541 ANNEX RD.
JEFFERSON WI, 53549

I have read and understand the requirements within Part Five: Terms and Conditions.

Vendor Name: _____

Signature: _____

(TITLE)

Date: _____

PART SIX: MEAL COMPONENT SPECIFICATIONS

DAILY MEAL COMPONENT & MINIMUM # OF SERVINGS	SERVING SIZES AND EXAMPLES
GRAINS – 1 SERVING HALF OF ALL GRAINS OFFERED WILL BE WHOLE GRAIN. WHEN REFINED GRAINS ARE OFFERED, THEY SHOULD BE ENRICHED.	1 REGULAR SLICE BREAD, ½ CUP COOKED (RICE, PASTA, NOODLES, BARLEY, OATMEAL, ETC.), 1-1 ¼ CUP READY-TO-EAT CEREAL, 1- 6” TORTILLA, ½ REGULAR SIZE BUN, 1 BISCUIT, 1 MUFFIN, ½ ENGLISH MUFFIN, ½ C. STUFFING/DRESSING, 5-7 CRACKERS
VEGETABLE AND/OR FRUIT – 3 SERVINGS (COMBINED DAILY TOTAL) 1 SERVING EQUALS: ½ CUP COOKED OR FRESH, 1 CUP RAW LEAFY GREENS, ½ CUP 100% JUICE, OR ¼ CUP DRIED FRUIT. SOUP IS TYPICALLY AN 8 OZ. (1 CUP) SERVING; HOWEVER, THE PORTION SIZE SHOULD BE NOTED ON THE MENU BY THE PERSON APPROVING THE MENUS. THE LIST BELOW IS NOT COMPREHENSIVE. FOR A COMPLETE LIST SEE “VEGETABLE SUBGROUPS” ON PAGE 6 OF THIS DOCUMENT. ALSO, ADDITIONAL INFORMATION FOR PORTION SIZES CAN BE FOUND ON PAGES 4, 5, & 8 UNDER THE FRUIT, VEGETABLE AND DESSERT SECTIONS.	
DARK GREEN VEGGIE: AT LEAST 1 SERVING PER WEEK**	BEET GREENS, BOK CHOY, BROCCOLI, COLLARD GREENS, DARK GREEN LEAFY LETTUCE, ENDIVE OR ESCAROLE, KALE, MUSTARD GREENS, PARSLEY, ROMAINE LETTUCE, SPINACH, TURNIP GREENS, WATERCRESS
RED/ORANGE VEGGIE: AT LEAST 2 SERVINGS PER WEEK**	CARROTS, PUMPKIN, RED PEPPERS, SWEET POTATOES, TOMATOES TOMATO JUICE, WINTER SQUASH (ACORN, BUTTERNUT, HUBBARD)
BEANS/PEAS: AT LEAST 1 SERVING PER WEEK**	BLACK BEANS, BLACK-EYED PEAS (MATURE, DRY), GARBANZO BEANS (CHICKPEAS) GREAT NORTHERN BEANS, KIDNEY BEANS, LENTILS, MUNG BEANS, NAVY BEANS PINK BEANS, PINTO BEANS, RED BEANS, SOYBEANS/EDAMAME, SPLIT PEAS, WHITE BEANS
STARCHY: AT LEAST 2 SERVINGS PER WEEK**	CORN (YELLOW OR WHITE), GREEN LIMA BEANS, GREEN PEAS, PARSNIPS POTATOES, WATER CHESTNUTS
OTHER VEGGIES: AS DESIRED	ASPARAGUS, BEAN SPROUTS, BEETS, BRUSSEL SPROUTS, CABBAGE, CAULIFLOWER, CELERY, CUCUMBERS, GREEN OR WAX BEANS, GREEN PEPPERS, ICEBERG OR HEAD LETTUCE, MUSHROOMS, ONIONS, SUMMER SQUASH, ZUCCHINI (SEE COMPLETE LIST ON P. 6)
FLUID MILK- 1 SERVING	8 FLUID OUNCES OR 1 CUP - SKIM OR 1%, IS PREFERRED AND CAN BE WHITE OR CHOCOLATE. SEE PAGES 6 & 7 FOR ADDITIONAL INFORMATION ON ALLOWABLE MILK CHOICES.
PROTEIN FOODS- 3 OZ. EACH MEAL MUST INCLUDE A TOTAL OF 3 EDIBLE OUNCES OF PROTEIN.	3 OZ. OF MEAT, FISH, CHEESE, ¾ CUP COTTAGE CHEESE, 1 ½ CUP BEAN SOUP, ¾ CUP COOKED BEANS/LEGUMES. OR USE A COMBINATION OF ANY OF THE FOLLOWING TO EQUAL 3 OUNCES: 1 OUNCE COOKED MEAT, POULTRY, FISH = 1-OUNCE PROTEIN 1 EGG = 1-OUNCE PROTEIN, 1-OUNCE CHEESE = 1-OUNCE PROTEIN 2 TABLESPOONS HUMMUS = 1-OUNCE PROTEIN ½ OUNCE PEANUTS, TREE NUTS, OR SOY NUTS = 1-OUNCE PROTEIN
FATS AND OILS – 1 SERVING	1 TEASPOON SERVED ON SIDE OR USED IN COOKING.
DESSERT – 1 SERVING (OPTIONAL)	½ CUP - FRUIT OR VEGETABLE OFFERED AS A DESSERT OR CONTAINED IN A DESSERT MAY COUNT TOWARD THE FRUIT OR VEGETABLE COMPONENT, RESPECTIVELY.

** Based on 5-day week. The Meal Pattern is based on the current Dietary Guidelines for Americans <https://health.gov/dietaryguidelines/2015/guidelines/>

PORTION SIZES

THE CATERER WILL FOLLOW STANDARDIZED PORTION CONTROL PROCEDURES TO ENSURE THAT EACH SERVED MEAL IS UNIFORM AND SATISFIES MEAL PATTERN REQUIREMENTS AND HELPS PREVENT SHORTAGES. THIS WILL BE DONE BY MARKING THE SERVING SIZE AND RECOMMENDED SERVING UTENSIL ON THE MENU FOR PEOPLE SERVING THE FOOD TO FOLLOW.

MEAL COMPONENTS

PROTEIN FOODS

AT LEAST 3-OZ. EQUIVALENT OF EDIBLE PROTEIN FOODS MUST BE OFFERED AS PART OF EACH MEAL.

- 3 OZ. COOKED MEAT (3 OZ. = 1 SMALL STEAK OR HAMBURGER)
- 3 OZ. COOKED POULTRY, 3 SANDWICH SLICES OF DELI MEAT (3 OZ. = 1 SMALL CHICKEN BREAST)
- 3 OZ. COOKED FISH OR SEAFOOD (3 OZ. = 1 SMALL SALMON STEAK OR TROUT)
- 6 OZ. FRANKFURTER
- 3 LARGE EGGS
- 3/4 CUP COOKED DRY BEANS OR PEAS, 1 1/2 CUP SPLIT PEA SOUP, 1 1/2 CUP LENTIL SOUP, 1 1/2 CUP BLACK BEAN SOUP, 3 FALAFEL PATTIES (2 1/4" ACROSS) *
- 3/4 CUP TOFU
- 3 OZ. COOKED TEMPEH
- 6 TABLESPOONS HUMMUS
- 3/4 CUP COTTAGE CHEESE (3 OZ. EQUIVALENT)
- 3 TABLESPOON NUT/SEED BUTTER

ITEMS THAT CAN BE ADDED ON DAYS WITH CASSEROLES OR WHEN ADDITIONAL PROTEIN IS NEEDED:

- 1/2 OZ. NUTS, 12 ALMONDS, 24 PISTACHIOS, 7 WALNUT HALVES (1 OZ. EQUIVALENT)
- 1/2 OZ. SEEDS (1 OZ. EQUIVALENT)
- 1/4 CUP RICOTTA CHEESE (1 OZ. EQUIVALENT)
- 1 OZ. CHEESE (HARD OR SOFT)
- 2 OZ. PROCESSED CHEESE FOOD OR CHEESE SPREAD (1 OZ. EQUIVALENT)
- 1/2 CUP YOGURT, GREEK YOGURT, OR SOY YOGURT (PLAIN, FLAVORED,

SWEETENED, UNSWEETENED) (1 OZ. EQUIVALENT)

*** BECAUSE OF THEIR HIGH NUTRIENT CONTENT, BEANS/PEAS CAN BE COUNTED AS EITHER A VEGETABLE OR PROTEIN FOOD BUT NOT BOTH IN THE SAME MEAL.**

GUIDELINES FOR OFFERING PROTEIN FOODS:

- FILLERS OR BREADING USED IN PREPARATION ARE NOT TO BE COUNTED AS PART OF THE PORTION WEIGHT.
- MEAT PORTIONS WEIGH LESS AFTER COOKING. PLAN TO ALLOW FOR SHRINKAGE.
- TAKE INTO ACCOUNT THE INEDIBLE PARTS, SUCH AS BONE, SKIN, AND SOMETIMES FAT, WHICH WILL NOT COUNT AS PART OF THE PORTION.
- SELECT SOME FISH AND SEAFOOD THAT ARE RICH IN OMEGA-3 FATTY ACIDS, SUCH AS SALMON, TROUT, SARDINES, ANCHOVIES, HERRING, PACIFIC OYSTERS, AND ATLANTIC AND PACIFIC MACKEREL.
- CASSEROLE ENTRÉES (COMBINATION OF MEAT AND STARCH, VEGETABLE, COOKED DRIED BEANS OR CREAMED SAUCE) ARE COST-EFFECTIVE. HOWEVER, BECAUSE IT CAN BE DIFFICULT TO MEET THE PROTEIN FOOD REQUIREMENT, RECIPES CAN BE ADJUSTED ACCORDINGLY BY SUPPLEMENTING THE MEAL WITH ADDITIONAL PROTEIN-RICH PRODUCTS.
- WHEN PLANNING AND SERVING VEGETARIAN MEALS, COMBINE FOODS WHICH ARE CONSIDERED "INCOMPLETE PROTEINS" TO CREATE "COMPLETE PROTEIN" FOODS (E.G., LEGUMES WITH GRAINS = COMPLETE PROTEIN; BEANS

WITH CORN = COMPLETE PROTEIN; BEANS WITH RICE = COMPLETE PROTEIN; PEANUTS WITH WHEAT = COMPLETE PROTEIN).

- **REDUCE FAT BY:**
 - PREPARING PROTEIN FOODS WITH LITTLE OR NO FAT. USING OIL INSTEAD OF SOLID FAT.
 - NO DEEP-FRIED FOODS
 - CHOOSING LOW-FAT PREPARED FOODS
 - CHOOSE LEAN OR LOW-FAT MEAT AND POULTRY.
 - MOST CHEESE OFFERED SHOULD BE REDUCED FAT OR LOW FAT.
 - MOST YOGURT OFFERED SHOULD BE FAT FREE OR LOW FAT.
- **REDUCE SODIUM BY:**
 - LESSENING SALT IN RECIPES
 - MAKE SOUPS OR STEWS FROM SCRATCH WITHOUT PURCHASED SOUP BASE, USE REDUCED SODIUM SOUP BASE FOR SOUPS AND STEWS, OR DILUTE HIGH SODIUM SOUP BASE.
 - CHOOSING PROTEIN FOODS WHICH ARE RELATIVELY LOW IN SODIUM.
 - LIMIT PROCESSED MEATS SUCH AS HAM, BACON, SAUSAGE, FRANKFURTERS, AND LUNCHEON OR DELI MEATS THAT TYPICALLY HAVE ADDED SODIUM.

- FRESH CHICKEN, TURKEY, AND PORK THAT HAVE BEEN ENHANCED WITH A SALT-CONTAINING SOLUTION ALSO HAVE ADDED SODIUM. CHECK THE PRODUCT LABEL FOR STATEMENTS SUCH AS “SELF-BASTING” OR “CONTAINS UP TO ___% OF ___”, WHICH MEAN THAT A SODIUM-CONTAINING SOLUTION HAS BEEN ADDED TO THE PRODUCT.
- CHOOSE UNSALTED NUTS AND SEEDS.
- PREPARE MEAT, POULTRY, AND FISH WITHOUT BREADING
- CHOOSE LOWER SODIUM CHEESES

- ANY ITEM LABELED WITH THE WORDING “IMITATION” CHEESE OR CHEESE “PRODUCT” DOES NOT MEET THE NUTRIENT REQUIREMENTS AND CANNOT BE COUNTED AS A PROTEIN FOOD.
- CHEESE MUST BE PASTEURIZED AND SOFT CHEESES SUCH AS FETA, BRIE, CAMEMBERT, BLUE-VEINED CHEESES, AND QUESO FRESCO SHOULD BE USED WITH EXTREME CAUTION, AS THEY ARE AT INCREASED RISK FOR CONTAMINATION WITH *LISTERIA MONOCYTOGENES*.

GRAINS

EXAMPLES OF SERVING SIZES FOR SOME FOODS IN THIS GROUP ARE AS FOLLOWS:

- ¼ LARGE BAGEL OR 1 MINI BAGEL
- 1 BISCUIT, 2 INCHES ACROSS
- 1 REGULAR SLICE BREAD, 1 SMALL SLICE FRENCH BREAD, 4 SNACK SIZE SLICES
- ½ CUP COOKED GRAINS (BARLEY, BULGUR, RICE, PASTA, NOODLES)
- 1 PIECE OF CORNBREAD, 2½-IN. X 1 ¼” X 1 ¼”
- 7 CRACKERS (SQUARE OR ROUND), 5 WHOLE WHEAT CRACKERS
- ½ ENGLISH MUFFIN
- 1 MUFFIN, 2½ IN. ACROSS

- ½ CUP COOKED OATMEAL, 1 PACKET INSTANT OATMEAL
- 1 PANCAKE (4 ½” ACROSS), 2 PANCAKES (3” ACROSS)
- 1 CUP READY-TO-EAT CEREAL (FLAKES, ROUNDS), 1 ¼ CUP PUFFED
- 1 FLOUR OR CORN TORTILLA (6” ACROSS)
- ½ REGULAR SIZE BUN
- ½ CUP DRESSING/STUFFING

GUIDELINES FOR OFFERING GRAINS:

- HALF OF ALL GRAINS OFFERED WILL BE WHOLE GRAIN.
- WHEN REFINED GRAINS ARE OFFERED, THEY SHOULD BE ENRICHED.

- OFFER A VARIETY OF LOW-FAT, WHOLE-GRAIN, WHEAT, BRAN, OR RYE BREAD, AS WELL AS CEREAL PRODUCTS.
- **LIMIT HIGH-FAT BREAD AND BREAD-ALTERNATE SELECTIONS SUCH AS BISCUITS, QUICK BREAD, MUFFINS, CORNBREAD, DRESSINGS, CROISSANTS, FRIED HARD TORTILLAS AND OTHER HIGH-FAT CRACKERS.**
- **POTATOES DO NOT COUNT AS A GRAIN MEAL COMPONENT; THEY ARE A VEGETABLE.**
- **REDUCE SODIUM BY:**
 - CHOOSING NOT TO ADD SALT TO COOKING WATER FOR PASTA OR RICE.
 - CHOOSING LOWER SODIUM SANDWICH BREADS, ROLLS, BAGELS, AND BUNS.

FRUIT

SERVING SIZES ARE GENERALLY AS FOLLOWS:

- ½ CUP OF FRESH, FROZEN, OR CANNED FRUIT, COOKED OR RAW
- ¼ CUP DRIED FRUIT
- ½ CUP OF 100% FRUIT JUICE
- 1 SMALL PIECE FRESH FRUIT
- 16 GRAPES

GUIDELINES FOR OFFERING FRUIT:

- NO MORE THAN ONE SERVING PER MEAL MAY COME FROM FRUIT JUICE.
- PREPARE FRUIT WITHOUT ADDED FAT OR SUGAR WHENEVER POSSIBLE.
 - USE FRESH, FROZEN, OR CANNED FRUITS; PACKED EITHER IN THEIR OWN JUICE, OR IN LIGHT SYRUP, OR WITHOUT SUGAR.
 - FOR PEOPLE WITH DIABETES, THE MOST COMMONLY RECOMMENDED DESSERT IS FRUIT, WHICH SHOULD BE FRESH, FROZEN OR CANNED; WITHOUT ADDED SUGAR OR PACKED IN NATURAL JUICE.
- MOLDED SALADS CAN COUNT AS A FRUIT/VEGETABLE SERVING IF THE RECIPE IS MODIFIED SO THAT EACH SERVING CONTAINS A MINIMUM OF 1/8 CUP OF FRUIT/VEGETABLE, THEN IT CAN BE COUNTED TOWARD THE DAILY TOTAL.
- FRUITS MAKE MEALS ATTRACTIVE AND OFFER VARIETY IN COLOR, FLAVOR, TEXTURE AND SHAPE.
- SOME FRESH FRUIT MAY NEED TO BE CUT, SLICED, OR PEELED FOR EASIER CHEWING.

VEGETABLES

SERVING SIZES ARE GENERALLY AS FOLLOWS:

- ½ CUP OF FRESH, FROZEN, OR CANNED VEGETABLES, COOKED OR RAW
- ½ CUP MASHED VEGETABLES, COOKED
- ½ CUP COOKED BEANS/PEAS
- 1 CUP OF RAW LEAFY GREENS
- ½ CUP OF 100% VEGETABLE JUICE
- 1 MEDIUM CARROT, APPROXIMATELY 6 BABY CARROTS
- 1 SMALL BELL PEPPER

- 1 SMALL RAW WHOLE TOMATO (2 ¼” ACROSS), 1 MEDIUM CANNED TOMATO
- ½ LARGE BAKED SWEET POTATO (2 ¼” ACROSS)
- APPROXIMATELY ½ ACORN SQUASH
- 1 SMALL EAR OF CORN (ABOUT 6” LONG)
- ½ MEDIUM WHITE POTATO (2 ½” TO 3” ACROSS)
- 1 LARGE STALK OF CELERY (11” TO 12” LONG)

BASED ON THEIR NUTRIENT CONTENT, VEGETABLES ARE ORGANIZED **INTO FIVE SUBGROUPS**: DARK GREEN VEGETABLES, RED/ORANGE VEGETABLES, STARCHY VEGETABLES, BEANS AND PEAS, AND OTHER VEGETABLES. LISTED BELOW ARE SAMPLES OF COMMONLY-EATEN VEGETABLES FOUND IN EACH OF THE REQUIRED VEGETABLE SUBGROUPS. *THE LIST IS NOT ALL-INCLUSIVE. PLEASE VISIT FOR FULL CHART:*

[HTTPS://WWW.ISBE.NET/DOCUMENTS/VEGETABLE-SUBGROUPS.PDF](https://www.isbe.net/Documents/vegetable-subgroups.pdf) OR SEE CHART AT END OF THIS DOCUMENT.

FOOD BUYING GUIDE [HTTP://FBG.NFSMI.ORG/](http://fbg.nfsmi.org/) YOU CAN SEARCH BY FOOD GROUPS AND THIS IS HANDY FOR ORDERING VEGGIES IN THE VARIOUS COLOR CATEGORIES. JUST SELECT “FOOD CATEGORIES” AND YOU WILL SEE DARK GREEN, RED/ORANGE, LEGUME/BEAN, ETC... THIS CAN HELP GIVE YOU IDEAS UNDER THE VEGETABLE AND FRUIT COLOR REQUIREMENTS.

[HTTP://FBG.NFSMI.ORG/DESCRIPTIONS.ASPX?GROUP=2](http://fbg.nfsmi.org/descriptions.aspx?group=2)

GUIDELINES FOR OFFERING VEGETABLES:

- NO MORE THAN ONE SERVING PER MEAL MAY COME FROM VEGETABLE JUICE.
- **REDUCE FAT BY:**
 - PREPARING VEGETABLES WITH LITTLE OR NO FAT.
 - STEAMING, BAKING OR BOILING VEGETABLES RATHER THAN FRYING
- OFFER FIBER-RICH VEGETABLES (INCLUDING RAW AND COOKED).
- OFFER FRESH OR FROZEN VEGETABLES WHENEVER POSSIBLE.
- **REDUCE SODIUM BY:**
 - CHOOSING NOT TO ADD SALT TO COOKING WATER FOR VEGETABLES.
 - USING CANNED VEGETABLES LESS OFTEN AND FRESH OR FROZEN VEGETABLES WITHOUT ADDED SAUCE OR SODIUM MORE OFTEN.
 - PREPARING POTATOES WITHOUT ADDED SALT.
 - SERVING LOWER SODIUM VEGETABLE JUICE.
 - CHOOSING LOWER SODIUM CANNED TOMATO PRODUCTS

- **NOODLES, PASTA, SPAGHETTI, RICE OR DRESSING ARE GRAINS, NOT VEGETABLES.**
- VEGETABLES MAKE MEALS ATTRACTIVE AND OFFER VARIETY IN COLOR, FLAVOR, TEXTURE AND SHAPE.
- SOME VEGETABLES MAY NEED TO BE CUT, SLICED, OR PEELED FOR EASIER CHEWING.

MOLDED SALADS CAN COUNT AS A VEGETABLE SERVING IF THE RECIPE IS MODIFIED SO THAT EACH SERVING CONTAINS A SERVING OF VEGETABLE. **HOWEVER, THERE MUST BE AT LEAST 1/8 OF A CUP OFFERED THAT CAN COUNT TOWARD THE TOTAL. FOR EXAMPLE, ¼ CUP RAISINS + ¼ CUP CARROTS IN CARROT RAISIN SALAD = ½ CUP SERVING OR 1/8 CUP DRIED FRUIT IN A SALAD PLUS ¾ CUP LETTUCE = 1 SERVING OF THE REQUIRED 3 FRUIT/VEGGIE COMBINATION.**

- POTATOES COUNT AS A VEGETABLE. INSTANT OR DEHYDRATED POTATOES MUST BE ENRICHED WITH VITAMIN C.
- **GREEN PEAS AND GREEN (STRING) BEANS ARE NOT CONSIDERED TO BE BEANS/PEAS. GREEN PEAS ARE SIMILAR TO OTHER**

STARCHY VEGETABLES AND ARE GROUPED WITH THEM. GREEN BEANS ARE CONSIDERED “OTHER” VEGETABLES

BECAUSE THEIR NUTRIENT CONTENT IS SIMILAR TO THOSE FOODS.

Vegetable Subgroups

In order to count a particular food toward the vegetable requirement, at least 1/8 cup must be offered. Based on their nutrient content, vegetables are organized into five subgroups: dark green vegetables, red/orange vegetables, starchy vegetables, beans and peas, and other vegetables. Listed below are samples of commonly-eaten vegetables found in each of the required vegetable subgroups. The list is not all-inclusive.

DARK GREEN fresh, frozen and canned	RED/ORANGE fresh, frozen and canned	BEANS AND PEAS (LEGUMES)* Canned, frozen or cooked from dry	
<ul style="list-style-type: none"> ■ arugula ■ beet greens ■ bok choy ■ broccoli ■ broccoli rabe (rapini) ■ broccolini ■ butterhead lettuce (Boston, bibb) ■ cabbage, Chinese or celery ■ chicory ■ cilantro ■ collard greens ■ endive ■ escarole ■ fiddle heads ■ grape leaves ■ kale ■ mesclun ■ mustard greens ■ parsley ■ spinach ■ Swiss chard ■ red leaf lettuce ■ romaine lettuce ■ turnip greens ■ watercress 	<ul style="list-style-type: none"> ■ carrots ■ chili peppers (red) ■ orange peppers ■ pimientos ■ pumpkin ■ red peppers ■ salsa (all vegetables) ■ sweet potatoes/yams ■ tomatoes ■ tomato juice ■ winter squash (acorn, butternut, Hubbard) 	<ul style="list-style-type: none"> ■ black beans ■ black-eyed peas (mature, dry) ■ cowpeas ■ fava beans ■ garbanzo beans (chickpeas) ■ Great Northern beans ■ kidney beans ■ lentils ■ lima beans, mature ■ mung beans ■ navy beans ■ pink beans ■ pinto beans ■ red beans ■ refried beans ■ soy beans/edamame ■ split peas ■ white beans <p>* Does not include green peas, green lima beans and green (string) beans</p>	
STARCHY fresh, frozen and canned	OTHER fresh, frozen and canned		
<ul style="list-style-type: none"> ■ black-eyed peas, fresh (not dry) ■ corn ■ cassava ■ cowpeas, fresh (not dry) ■ field peas, fresh (not dry) ■ green banana ■ green peas ■ jicama ■ lima beans, green (not dry) ■ parsnips ■ pigeon peas, fresh (not dry) ■ plantains ■ potatoes ■ poi ■ taro ■ water chestnuts 	<ul style="list-style-type: none"> ■ artichokes ■ asparagus ■ avocado ■ bamboo shoots ■ bean sprouts (alfalfa, mung) ■ beans, green and yellow ■ beets ■ Brussels sprouts ■ cabbage, green and red ■ cactus (nopales) ■ cauliflower ■ celeriac ■ celery ■ chayote (mirliton) ■ chives ■ cucumbers ■ daikon (oriental radish) ■ eggplant ■ fennel ■ garlic ■ horseradish ■ iceberg lettuce ■ kohlrabi ■ leeks ■ mushrooms ■ okra ■ olives ■ onions ■ peas in pod, e.g., snap peas, snow peas ■ pepperoncini ■ peppers (green sweet bell, green chilies, purple, yellow) ■ pickles (cucumber) ■ radishes ■ rhubarb ■ shallots ■ sauerkraut ■ snap peas ■ snow peas ■ spaghetti squash ■ tomatillo ■ turnips ■ wax beans ■ yellow summer squash ■ zucchini squash 		

¹ All vegetables are credited based on volume except raw leafy greens count as half the volume served and tomato paste and puree are credited based on the volume as if reconstituted (see the USDA's *Food Buying Guide*). Vegetable juice must be pasteurized 100 percent full-strength juice and cannot count for more than half of the weekly vegetables component.

² For more information, see the Dietary Guidelines at <http://health.gov/dietaryguidelines/dga2010/DietaryGuidelines2010.pdf> and the vegetables group in Choose My Plate at <http://www.choosemyplate.gov/food-groups/vegetables.html>.

FLUID MILK

SERVING SIZE IS GENERALLY 8 FLUID OUNCES (1 CUP).

THE FOLLOWING ARE ALL ALLOWABLE FOODS FOR THE MILK COMPONENT AS LONG AS THEY ARE FORTIFIED WITH VITAMIN D:

- SKIM OR NONFAT MILK, IF POSSIBLE (WHITE OR CHOCOLATE)
- LOW-FAT MILK (ONE PERCENT, WHITE OR CHOCOLATE)
- COCOA OR HOT CHOCOLATE *THAT IS MADE FROM FLUID MILK ONLY*
- LACTOSE-REDUCED MILK
- LACTOSE-FREE MILK
- SOY MILK FORTIFIED WITH CALCIUM AND VITAMINS A AND D

- LOW-FAT OR FAT-FREE BUTTERMILK
- GOAT'S MILK (MUST BE PASTEURIZED)
- POWDERED AND/OR SHELF-STABLE MILK

GUIDELINES FOR OFFERING MILK:

- MOST FLUID MILK PRODUCTS OFFERED SHOULD BE LOW-FAT OR FAT-FREE.
- CREAM, SOUR CREAM, AND CREAM CHEESE ARE NOT INCLUDED AS ALLOWABLE FOODS FOR THE MILK COMPONENT BECAUSE THEY ARE LOW IN CALCIUM.
- BUTTER IS CONSIDERED A FAT/OIL.

FATS AND OILS

SERVING SIZE IS GENERALLY ONE TEASPOON. MOST OILS ARE HIGH IN MONOUNSATURATED OR POLYUNSATURATED FATS, AND LOW IN SATURATED FATS. FOODS THAT ARE MAINLY OIL INCLUDE MAYONNAISE, CERTAIN SALAD DRESSINGS, AND SOFT (TUB OR SQUEEZE) MARGARINE WITH NO TRANS FATS.

SOLID FATS ARE FATS THAT ARE SOLID AT ROOM TEMPERATURE, LIKE BUTTER AND SHORTENING. SOLID FATS COME FROM MANY ANIMAL FOODS AND CAN BE MADE FROM VEGETABLE OILS THROUGH A PROCESS CALLED HYDROGENATION. SOME COMMON FATS ARE: BUTTER, MILK FAT, BEEF FAT (TALLOW, SUET), CHICKEN FAT, PORK FAT (LARD), STICK MARGARINE, SHORTENING, AND PARTIALLY HYDROGENATED OIL. A FEW PLANT OILS, INCLUDING COCONUT OIL, PALM OIL, AND PALM KERNEL OIL, ARE HIGH IN SATURATED FATS AND FOR NUTRITIONAL PURPOSES ARE CONSIDERED TO BE SOLID FATS.

GUIDELINES FOR OFFERING FATS AND OILS:

- WHEN BREAD IS NOT A PART OF THE MENU, FATS AND OILS USED IN COOKING CAN BE COUNTED FOR THE ONE TEASPOON IN THE MEAL PATTERN.
- FATS AND OILS MAY BE OFFERED AS A SPREAD, DIP, OR TOPPING FOR A MENU ITEM.
- WISCONSIN LAW REQUIRES THAT CUSTOMERS (I.E. PARTICIPANTS) BE TOLD WHICH SPREAD IS MARGARINE AND WHICH ONE IS BUTTER.
- REDUCE CONSUMPTION OF SATURATED FAT AND CHOLESTEROL BY:
 - SUBSTITUTING POLYUNSATURATED MARGARINE FOR BUTTER, LARD AND SATURATED FATS WHENEVER POSSIBLE.
 - USING FOOD-PREPARATION METHODS WHICH ADD AS LITTLE FAT AS POSSIBLE.
 - INCREASING FOOD-PREPARATION USE OF MONOUNSATURATED AND POLYUNSATURATED VEGETABLE OILS, SUCH AS OLIVE, PEANUT, CORN, SAFFLOWER, CANOLA, COTTONSEED AND SOYBEAN OILS.
 - ELIMINATING PALM OIL IN FOOD PREPARATION.
- REDUCE SODIUM BY:
 - MAKING SALAD DRESSINGS FROM SCRATCH WITHOUT ADDED SALT.

- USE “LOW SODIUM” OR “REDUCED SODIUM” SALAD DRESSING
- MAKE SAUCES FROM SCRATCH WITHOUT PURCHASED SOUP BASE OR USE REDUCED SODIUM SOUP BASE FOR SAUCES.
- USING OLIVE OIL, VEGETABLE OIL, AND UNSALTED BUTTER IN COOKING RATHER THAN SALTED BUTTER.
- SERVING SALAD DRESSING ON THE SIDE.
- GRAVIES AND SAUCES ARE A KEY COMPONENT FOR TEMPERATURE CONTROL IN HOME-DELIVERED MEALS; THEY ARE OFTEN A NECESSITY. NUMEROUS RECIPES AND MIXES FOR LOW-FAT AND LOW-SODIUM GRAVIES AND SAUCES ARE AVAILABLE FOR USE IN ENTRÉES.
- TO SUCCESSFULLY IMPLEMENT THESE SUGGESTIONS WITH MEAL PROVIDERS, REVIEW INGREDIENTS OF READY-PREPARED PRODUCTS AND MAKE CHANGES WHEN POSSIBLE.

DESSERT (OPTIONAL)

FRUIT OR VEGETABLE OFFERED AS A DESSERT OR CONTAINED IN A DESSERT MAY COUNT TOWARD THE FRUIT OR VEGETABLE COMPONENT, RESPECTIVELY. HOWEVER, THERE MUST BE AT LEAST 1/8 OF A CUP OFFERED THAT CAN COUNT TOWARD THE FRUIT/VEGETABLE COMPONENT. EX. (1/8 CUP RAISINS + 1/8 CUP CRAISINS + 1/4 CUP APPLES ALL IN AN APPLE CRISP RECIPE = 1 1/2 SERVINGS FRUIT/VEGETABLE) OR (1/8 CUP CRAISINS IN A SALAD + 1/8 CUP RAISINS IN AN OATMEAL COOKIE = 1 FRUIT/VEGETABLE SERVING) OR 1/4 CUP RAISINS + 1/4 CUP CARROTS IN CARROT RAISIN SALAD = 1 1/2 FRUIT/VEGETABLE SERVINGS).

GUIDELINES FOR OFFERING DESSERT:

- INCREASE CONSUMPTION OF FRUITS AND COMPLEX CARBOHYDRATES TO PROVIDE ADEQUATE FIBER AND TO LOWER FAT AND CHOLESTEROL.
- LOW-SUGAR OR SUGAR-FREE DESSERTS WILL BE AVAILABLE TO INDIVIDUALS WHO REQUEST THEM FOR HEALTH REASONS.
- INCREASE NUTRIENTS AND REDUCE FAT BY PREPARING DESSERTS WITH LITTLE OR NO FAT.
 - CONSIDER SUBSTITUTING APPLESAUCE, MASHED BANANA, MASHED OR PUREED BEANS, SHREDDED CARROTS, ZUCCHINI, ETC... INTO RECIPES
- LIMIT FREQUENCY OF DESSERTS HIGH IN SUGAR AND FAT.
- OFFER PLAIN COOKIES, ANGEL FOOD CAKE, GINGERBREAD, PUDDING, YOGURT, CAKES WITHOUT FROSTINGS, OR PIES MADE WITH RECIPES ALTERED TO PROVIDE LESS SUGAR AND LESS FAT.
- BECAUSE ICE CREAM IS HIGH IN SATURATED FAT, OFFER IT ONLY OCCASIONALLY, OR AS A SMALL AMOUNT OF TOPPING ON A FRUIT DESSERT. ICE MILK, SHERBET, SORBET AS GOOD ALTERNATIVES.
- OFFER LOW-FAT MILK AND CALCIUM-CONTAINING DESSERTS SUCH AS FROZEN YOGURT, LOW-FAT CUSTARDS AND LOW-FAT PUDDING, YOGURT PARFAIT, ETC.
- TO SUCCESSFULLY IMPLEMENT THESE SUGGESTIONS WITH MEAL PROVIDERS, REVIEW INGREDIENTS OF READY-PREPARED PRODUCTS AND MAKE CHANGES WHEN POSSIBLE.

Nutrition Standards at a Glance

Meal Pattern (One Meal) – Lunch and Dinner Meal Component	Minimum # of Servings per Meal	Serving Size Examples
Grains	1	1 regular slice bread, ½ cup cooked, 1 cup ready-to-eat cereal, 1 6” tortilla, ½ regular size bun
Fruit and/or Vegetable	3	½ cup fresh, frozen, or canned (cooked or raw), ¼ cup dried fruit, 1 cup raw leafy greens, ½ cup 100% fruit or vegetable juice
Dark Green Vegetable	1 serving per week*	
Red/Orange Vegetable	2 servings per week*	
Beans/Peas	1 serving per week*	
Starchy Vegetable	2 servings per week*	
Fluid Milk	1	8 fluid ounces or 1 cup
Protein Foods	1	3 oz. equivalent
Fats and Oils	1	1 teaspoon served on side or used in cooking
Dessert (optional)	1	1/2 cup Fruit or vegetable contained in a dessert may count toward the fruit or vegetable component, respectively.

Meal Pattern (One Meal) – Breakfast Meal Component	Minimum # of Servings per Meal	Serving Size Examples
Grains	1	1 regular slice bread, ½ cup cooked, 1 cup ready-to-eat cereal, 1 6” tortilla, ½ regular size bun
Fruit and/or Vegetable*	2	½ cup fresh, frozen, or canned (cooked or raw), ¼ cup dried fruit, 1 cup raw leafy greens, ½ cup 100% fruit or vegetable juice
Fluid Milk	1	8 fluid ounces or 1 cup
Protein Foods	1	3 oz. equivalent
Fats and Oils	1	1 teaspoon served on side or used in cooking
Additional Required Item	1	Choose one of the following: <input type="checkbox"/> ½ cup serving of fruit/vegetable <input type="checkbox"/> 1 serving of grains

EACH MEAL MUST CONTAIN:

Figure 8.5.5.1 Nutrient Standards for Nutrition Program Meals

Nutrition Standards for Average of Weekly Menu			
	Minimum Requirements (unless otherwise noted)		
	1 meal per day	2 meals per day	3 meals per day
Calories	675 calories	1350 calories	2000 calories
Protein	19 g	38 g	56 g
Dietary Fiber	8 g	16	24
Saturated Fat	<10% of calories		
Calcium	400 mg	800 mg	1200 mg
Potassium	1565 mg	3140 mg	4700 mg
Sodium	1200 mg or less*	2400 mg or less*	3600 mg or less*
Magnesium	110 mg	220 mg	330 mg
Zinc	4 mg	8 mg	11 mg
Vitamin A	275 mg RAE	535 mg RAE	800 mg RAE
Vitamin B6	0.6 mg	1.1 mg	1.6 mg
Vitamin B12	0.8 mcg	1.6 mcg	2.4 mcg
Vitamin C	30 mg	60 mg	90 mg
Vitamin D	120 IU	240 IU	360 IU
Folate/Folic Acid	135 mcg	270 mcg	400 mcg

*target value is 1200 mg. Up to 1400 mg is allowable.

- **A LIST OF HIGH POTASSIUM FOODS CAN BE FOUND AT** [HTTPS://HEALTH.GOV/DIETARYGUIDELINES/2015/GUIDELINES/APPENDIX-10/](https://health.gov/dietaryguidelines/2015/guidelines/appendix-10/) .
- **FOOD SOURCES OF FIBER** [HTTPS://HEALTH.GOV/DIETARYGUIDELINES/2015/GUIDELINES/APPENDIX-13/](https://health.gov/dietaryguidelines/2015/guidelines/appendix-13/)
- **FOOD SOURCES OF VITAMIN D CAN BE FOUND AT** [HTTPS://HEALTH.GOV/DIETARYGUIDELINES/2015/GUIDELINES/APPENDIX-12/](https://health.gov/dietaryguidelines/2015/guidelines/appendix-12/)

FREE QUANTITY RECIPES THAT INCORPORATE FRUITS AND VEGETABLES:

NUTRIENT DENSE, MADE FROM SCRATCH QUANTITY RECIPES AND SAMPLE MENU CYCLES.

DISCLAIMER: THE RESOURCE IS INFORMATIONAL ONLY; WE ARE NOT SPECIFICALLY ENDORSING ANY SITE.

MENUS OF CHANGE

MENUS OF CHANGE IS A COMBINED EFFORT OF THE CULINARY INSTITUTES OF AMERICA AND HARVARD SCHOOL OF PUBLIC HEALTH. THEY HAVE COMPILED PRINCIPLES AND GUIDELINES FOR CREATING MENUS THAT ARE TASTY, HEALTHY AND SUSTAINABLE. ALL RESOURCES ARE FREE TO USE AND ENCOURAGE FOODSERVICE OPERATIONS TO BECOME MORE TRANSPARENT.

[HTTPS://WWW.MENUSOFCHANGE.ORG/](https://www.menusofchange.org/)

BREAD AND DESSERT RECIPES FROM KANSAS SCHOOLS. INCLUDE NUTRIENT ANALYSIS. [HTTPS://WWW.KN-EAT.ORG/SNP/SNP_DOCS/SNP_QUANTITY%20RECIPE_SHARING/QUANTITY_RECIPE_SHARING_BREADS_AND_DESSERTS.PDF](https://www.kn-eat.org/snp/snp_docs/snp_quantity%20recipe_sharing/quantity_recipe_sharing_breads_and_desserts.pdf)

CDKITCHEN. COOKING FOR A CROWD [HTTPS://WWW.CDKITCHEN.COM/RECIPES/HOLIDAYS-PARTIES/COOKING-FOR-A-CROWD/](https://www.cdKitchen.com/recipes/holidays-parties/cooking-for-a-crowd/)

COOK EAT SHARE: FOOD FOR FIFTY RECIPES: [HTTP://COOKEATSHARE.COM/POPULAR/FOOD-FOR-FIFTY-RECIPES](http://COOKEATSHARE.COM/POPULAR/FOOD-FOR-FIFTY-RECIPES)
ELLEN'S KITCHEN A GOOD SELECTION OF RECIPES USING "BIG POTS" [HTTP://WWW.ELLENSKITCHEN.COM/BIGPOTS/](http://WWW.ELLENSKITCHEN.COM/BIGPOTS/)
Food Hero.org from Oregon State University Extension. <http://foodhero.org/quantity-recipes> All recipes on this page have been analyzed by Child Nutrition Specialists and meet the USDA meal pattern requirements and they list the amount that counts toward the meal pattern. They each continue nutrient analysis. There are small or large quantify pdfs. Color photos and a nice variety of recipes. Delicious and healthy! They also have smaller quantity versions at this link <https://foodhero.org/recipes/healthy-recipes>

FREEZING PREPARED FOODS: THIS IS AN EXCELLENT REFERENCE ON HOW TO FREEZING PREPARED FOODS.

[HTTP://WWW.CLEMSON.EDU/EXTENSION/HGIC/FOOD/FOOD_SAFETY/PRESERVATION/HGIC3065.HTML](http://WWW.CLEMSON.EDU/EXTENSION/HGIC/FOOD/FOOD_SAFETY/PRESERVATION/HGIC3065.HTML)

FRUIT AND VEGGIE QUANTITY COOKBOOK. THERE ARE RECIPES FOR ALL PARTS OF THE MEAL AND FOR BREAKFAST. THIS IS A FABULOUS RESOURCE AND A MUST SEE. [HTTP://WWW.DHHS.NH.GOV/DPHS/NHP/DOCUMENTS/COOKBOOK.PDF](http://WWW.DHHS.NH.GOV/DPHS/NHP/DOCUMENTS/COOKBOOK.PDF)

GROWLIES FOR GROUPS ON-LINE COOKBOOK: THIS SITE HAS A LARGE VARIETY OF LARGE QUANTITY RECIPES- IT'S A MUST VISIT SITE!

[HTTP://MEMBERS.TRIPOD.COM/~LOTSOFINFO/INDEX.HTML](http://MEMBERS.TRIPOD.COM/~LOTSOFINFO/INDEX.HTML) YOU CAN FIND FOOD SERVICE RECIPES DIRECTLY AT THIS LINK

[HTTP://LOTSOFINFO.TRIPOD.COM/FOODSERVICELIST.HTML](http://LOTSOFINFO.TRIPOD.COM/FOODSERVICELIST.HTML)

HEALTHY RECIPES AND COOKING GUIDES FROM NEW HAMPSHIRE DEPT. OF HEALTH AND HUMAN SERVICES.

[HTTP://WWW.DHHS.NH.GOV/DPHS/NHP/HEALTHYRECIPESCOOKING.HTM](http://WWW.DHHS.NH.GOV/DPHS/NHP/HEALTHYRECIPESCOOKING.HTM)

HEALTHY RECIPES FOR HEALTHY KIDS-COOKBOOK FOR SCHOOLS FROM USDA. THESE RECIPES AREN'T JUST FOR KIDS, CHECK THEM

OUT AT [HTTP://WWW.WHATSCOOKING.FNS.USDA.GOV/SITES/DEFAULT/FILES/FEATUREDLINKS/COOKBOOKFORSCHOOLS.PDF](http://WWW.WHATSCOOKING.FNS.USDA.GOV/SITES/DEFAULT/FILES/FEATUREDLINKS/COOKBOOKFORSCHOOLS.PDF)

HOME GROWN: FARM TO SCHOOL RECIPES FROM WI. RECIPES ARE NUTRIENT DENSE AND MADE FROM SCRATCH. EACH RECIPE YIELDS ~50 SERVINGS. [HTTPS://DPI.WI.GOV/SITES/DEFAULT/FILES/IMCE/TEAM-NUTRITION/PDF/HOMEGROWN-F2S-RECIPES.PDF](https://DPI.WI.GOV/SITES/DEFAULT/FILES/IMCE/TEAM-NUTRITION/PDF/HOMEGROWN-F2S-RECIPES.PDF)

MYPLATEKITCHEN. THESE ARE NOT LARGE QUANTITY BUT SOME GOOD IDEAS.

[HTTPS://WWW.CHOOSEMYPLATE.GOV/MYPLATEKITCHEN/RECIPES](https://WWW.CHOOSEMYPLATE.GOV/MYPLATEKITCHEN/RECIPES)

RAZZLE DAZZLE RECIPES: THIS IS A NICE VARIETY OF LARGE-SIZE RECIPES AT THIS SITE. THIS SITE ALSO HAS A RECIPE CONVERTER.

[HTTP://WWW.RAZZLEDAZZLERECIPES.COM/QUANTITY/INDEX.HTM](http://WWW.RAZZLEDAZZLERECIPES.COM/QUANTITY/INDEX.HTM)

RECIPES FOR A CROWD [HTTP://RECIPESFORACROWD.COM/](http://RECIPESFORACROWD.COM/)

RECIPE CONVERTER FROM THE WEBSTAUANT STORE. RESIZE YOUR RECIPE WITH THIS ONLINE TOOL.

[HTTPS://WWW.WEBSTAUANTSTORE.COM/RECIPE_RESIZER.HTML](https://WWW.WEBSTAUANTSTORE.COM/RECIPE_RESIZER.HTML)

SEBASTIAN'S CAFÉ, THE CAFETERIA AT THE HARVARD T.H. CHAN SCHOOL OF PUBLIC HEALTH. QUANTITY RECIPES:

[HTTPS://WWW.HSPH.HARVARD.EDU/NUTRITIONSOURCE/RECIPES-2/FOOD-SERVICE-RECIPES/](https://WWW.HSPH.HARVARD.EDU/NUTRITIONSOURCE/RECIPES-2/FOOD-SERVICE-RECIPES/)

SOUTH DAKOTA DEPARTMENT OF SOCIAL SERVICES THIS SITE HAS CYCLE MENUS, QUANTITY RECIPES AND A WEALTH OF INFORMATION! [HTTP://DHS.SD.GOV/LTSS/MENUSANDRECIPES.ASPX](http://DHS.SD.GOV/LTSS/MENUSANDRECIPES.ASPX)

SOY CONNECTION.COM THIS SITE IS WONDERFUL IF YOU WANT TO ADD SOME VEGETARIAN ENTREES TO YOUR MENU. THE RECIPES ALLOW YOU TO ENTER THE QUANTITY YOU WANT TO MAKE AND IT AUTOMATICALLY RECALCULATES THE RECIPE! THEY ALSO OFFER A MENU PLANNER. CHECK IT OUT AT [HTTPS://WWW.SOYCONNECTION.COM/RECIPES](https://WWW.SOYCONNECTION.COM/RECIPES)

SYSCO FOODS: [HTTPS://FOODIE.SYSCO.COM/RECIPES/](https://FOODIE.SYSCO.COM/RECIPES/)

THE LUNCH BOX: RECIPES AND CYCLE MENUS [HTTP://WWW.THELUNCHBOX.ORG/RECIPES-MENUS/](http://WWW.THELUNCHBOX.ORG/RECIPES-MENUS/)

US FOODSERVICE: HAS RECIPES AVAILABLE BY CATEGORY, VISIT THEM AT [HTTP://WWW.USFOODS.COM/FOOD/RECIPES.HTML](http://WWW.USFOODS.COM/FOOD/RECIPES.HTML) NOTE: SOME OF THE RECIPES DON'T TELL YOU THE NUMBER OF SERVINGS THAT EACH RECIPE MAKES OR THE SERVING UTENSIL TO USE.

VEGETARIAN/VEGAN QUANTITY RECIPES

- [HTTPS://CNS.UCDAVIS.EDU/SITES/G/FILES/DGVNSK416/FILES/INLINE-FILES/5VEGANQUANTITYRECIPES_PRM.PDF](https://CNS.UCDAVIS.EDU/SITES/G/FILES/DGVNSK416/FILES/INLINE-FILES/5VEGANQUANTITYRECIPES_PRM.PDF)
- [HTTPS://FOODHERO.ORG/RECIPES/CATEGORY/98](https://FOODHERO.ORG/RECIPES/CATEGORY/98) NOTE THAT SOME OF THESE ARE NOT QUANTITY SIZES.

FOR PURCHASE:

- **LARGE QUANTITY RECIPE BOOKS** [HTTPS://WWW.CHEF-MENUS.COM/LARGE-QUANTITY-RECIPES.HTML](https://www.chef-menus.com/large-quantity-recipes.html)

FOOD FOR FIFTY [HTTPS://WWW.AMAZON.COM/FOOD-FIFTY-WHATS-CULINARY-HOSPITALITY/DP/0134437187](https://www.amazon.com/food-fifty-whats-culinary-hospitality/dp/0134437187)

PART SIX: SIGNATURE PAGE – MEAL COMPONENT SPECIFICATIONS

To: ADRC of Jefferson County
1541 ANNEX RD.
JEFFERSON WI, 53549

I have read and understand the requirements within Part Five: Meal Component Specifications.

Vendor Name: _____

Signature: _____

(TITLE)

Date: _____