

INVITATION FOR BID

The Leavenworth County Council on Aging is seeking bids from providers qualified to provide home-delivered meals and meals for four (4) Congregate Nutrition Sites for eligible persons 60 years of age and older residing in Leavenworth County. The County has an increasing number of older citizens in need of meal services to assist them to remain in their own homes for as long as possible with safety and dignity.

CONTACT:

Connie Harmon
Director, Council on Aging
Email: charmon@leavenworthcounty.gov
Phone: 913.684.0784

COPY REQUIREMENTS:

Please submit a single, hard copy of the bid proposal with all requested information.

PRE-SUBMITTAL MEETING:

No meeting is scheduled.

QUESTIONS:

Please contact Connie Harmon, Director, with questions via email: charmon@leavenworthcounty.gov. Submitted questions to the Director less than 48 hours prior to the proposal submission deadline may not receive responses.

PROPOSAL TIMELINE:

Tentative timeline:

Announce RFP	April 1, 2026
Deadline to submit questions	April 8, 2026
Deadline to submit proposal	April 29, 2026
BOCC Approval	week of May 6, 2026
Begin Project	October 1, 2026

SUBMITTAL PROCESS:

Bid proposals shall be submitted at the following location and shall be time stamped no later than **10:00 am, April 29, 2026**. Please submit sealed bid proposals plainly marked, "Council on Aging Nutrition Services," to

Leavenworth County Clerk, Courthouse
300 Walnut Street, Suite 106
Leavenworth, KS 66048
Attn: County Clerk

Submitted bids shall be opened in the Office of the Clerk of Leavenworth County, Kansas, at **10:00 a.m. on April 30, 2026** at which time they will be read aloud. Bids received after the time and date specified shall be returned, unopened, to the Bidder. Bidders will be notified of the results within 15 days after the date set for the bids to be opened.

The Leavenworth County Board of Commissioners has the right to refuse any and all bids and to accept the bid they feel is in the best interest of Leavenworth County.

INSTRUCTIONS TO BIDDERS

QUALIFICATIONS:

- The contractor providing Nutrition Services should have experience in preparing meals for older adults.
- The contractor must have a minimum of 5 years of experience in the food service business.
- The contractor must have experience in preparing and providing on-site food services.
- The contractor should have experience with Meals on Wheels or Home Delivered Meals program(s).

SUBMITTAL COMPONENTS:

Contractors are required to submit a proposal including the information as outlined in this request. The submittal shall include:

1. Bid Proposal Cover Sheet (Form I)
2. Explanation of Qualifications
 - a summary of the Contractor's proposed project approach
 - examples of relevant experience preparing meals for older adults, in the food service business, and/or with Meals on Wheels or Home Delivered Meals program(s)
 - qualifications of Contractor and aligned team, if applicable
3. Bid Worksheet (Form II)
 - Include fees to be charged per meal for both congregate meals and homebound meals.

Bid packets are available on the County website:

https://cms5.revize.com/revize/leavenworthcounty/information/bid_opportunities/index.php

Copies of the bid packet are also available to be picked up at the Council on Aging office:

711 Marshall Street, Suite 100 Leavenworth, Kansas 66048
(913) 684-0777

CONTRACT AND TERMS:

The contract resulting from this RFP is for a three-year period from October 1, 2026 (fiscal years 2027, 2028, 2029) to September 30, 2029, with the possibility of two subsequent 1-year extensions. Each year, on or before April 15th, a proposal may be made to the Council on Aging for updated pricing changes to go in to effect October 1st of that same year. The Council on Aging will notify the provider in writing by June 1st if the modification has been accepted. If it is rejected, the agreement will be terminated September 30th of the current year.

Either agency may at any time during the life of this agreement, or extension therefore, terminate this agreement by giving 30 days written notice of its intention to the other agency. Such notice is subject to approval of the Leavenworth Board of County Commissioners.

Both agencies agree to the cessation of the agreement should federal funding cease.

EVALUATION/AWARD:

At the option of the Board of County Commissioners and or the County Administrator, service will be awarded on the basis of the best qualified bid, including full consideration of unit prices, time and method of delivery, conformity of specifications and services.

The County reserves the right to reject any and all bids, to waive formalities, and to award the bid to either the lowest responsible bidder or the bidder who provides goods or services at the best value for Leavenworth County. In determining the best value for Leavenworth County, we may consider the following:

- The unit price;
- The reputation of the bidder and the bidder's goods and services;
- The quality of the bidder's goods and services;
- The extent to which the goods or services meet the County's needs;
- The long-term cost to the County to acquire the bidder's goods or services; and
- Any other criteria specifically listed in this request for bids.

We are a tax-exempt entity. Prices shall be net, including all exempt taxes. The County shall reserve the right to increase or decrease the quantities specified.

When all other considerations are equal, the County will prefer the bid of a business located in Leavenworth County if it is no more than five-percent higher and does not exceed \$25,000 than the lowest and best bidder of a non-local bidder. If there is more than one bid of businesses located in Leavenworth County, which is not the low bid, the lowest bid of the local businesses will be preferred. However, nothing in this policy shall limit the ability of the Board of County Commissioner to accept or reject any or all bids.

ATTACHMENTS:

- Bid Proposal Cover Sheet (Form I)
- Bid Worksheet (Form II)
- Kansas Department for Aging and Disability Services Field Services Manual, Sections 4.1.8 – 4.1.9 (Attachment I)

REQUEST FOR BID

INTRODUCTION/STATEMENT OF NEED:

This proposal shall be designed to promote improved health and well-being of persons 60 years of age and older in Leavenworth County through 1) serving of a home-delivered, hot, well-balanced meal, five days per week, Monday through Friday, during the noon hour, and 2) providing hot, well-balanced meals, five days per week, Monday through Friday, during the noon hour for four (4) congregate meal settings.

STATEMENT OF PURPOSE:

The purpose of the Request for Bid, in accordance with requirements of the Older Americans Act, are

- a) To prepare hot meals which provide 1/3 of the current Recommended Daily Allowance, five days per week, Monday through Friday, during the noon hour, to be delivered to the homes of eligible customers a minimum of 249 days each year.
- b) To prepare hot meals which provide 1/3 of the current Recommended Daily Allowance, five days per week, Monday through Friday, during the noon hour, to eligible customers in congregate settings, a minimum of 249 days each year.

SCOPE OF SERVICES:

The services as required to be provided by the Contractor shall include the following:

- Provide meals on a reservation basis for eligible customers in homebound and congregate settings following meal pattern requirements or computer nutrient analysis requirement from the Kansas Department for Aging and Disability Services Field Services Manual 4.1 (Attachment I)

Type of Meal	Average Meals/Day	Approximate Meals/Year
Home-delivered	370	113,000
Congregate	130	15,000

NUTRITION PROGRAM SPECIFICATIONS:

- The Contractor agrees the meals must comply with federal nutrition policy in the most recent Dietary Guidelines for Americans published by the Secretary of Health and Human Services and the Secretary of Agriculture: a minimum of 33 1/3% of the Dietary Reference Intakes (DRI) when one (1) meal a day is provided (See attached; KDADS FSM 4.1.7, 4.1.8, and 4.1.9)
- The Contractor will have a registered and/or licensed (both designations are preferred) dietician, employed or contracted, provide menus that meet the Kansas Department for Aging and Disability Services menu planning and certification requirements. The Contractor will submit to the Council on Aging a copy of each dietician's license.
 - Certify, in writing, all menus used by the Nutrition Program meet policy set by Kansas Department on Aging and Disability Services (KDADS) Field Services Manual Sections 4.1.8 and 4.1.9 and utilize the Kansas Menu Approval Sheet.
 - A meal pattern planning approach is one that exemplifies the most recent Dietary Guidelines for Americans using the recommended dietary pattern and food group quantities, assuming all foods are in nutrient-dense forms, lean or low-fat prepared with minimal added saturated fat, added sugars, refined starches, or salt. (see Section 4.1.8 for details).
 - A nutrient analysis planning approach uses nutrition analysis software to ensure meals are consistent with the most recent Dietary Guidelines for Americans may be used (see Section 4.1.9 for details).
 - Dietician will meet with Nutrition Coordinator via personal visit or teleconference two times per year for menu planning.

- The Nutrition Coordinator and the Council on Aging Director have the right to request variations and revisions in the menu, based upon customer feedback and menu acceptability, food preparation and delivery to follow KDADS guidelines.

GENERAL PROGRAM SPECIFICATIONS:

- The Contractor will be provided meal numbers on Friday for the next week's reservations.
 - The Council on Aging reserves the right to amend reservations for meals daily with prior notification to the Contractor by 9:00 am on the day of delivery.
- Congregate Nutrition Sites will be open five days per week, Monday through Friday.
 - Nutrition Sites will be closed for County-observed holidays and during inclement weather, as needed.
 - Homebound meal delivery will cease for the same County-observed holidays and instances of inclement weather as the Nutrition Sites.
- The Contractor will have food prepared for two (2) Congregate Nutrition Sites and three (3) homebound meal routes by 8:00 am to be delivered for consumption at 11:15 am per state regulations. The Contractor will have food prepared for remaining Congregate Nutrition Sites and homebound meal routes between 10:00 – 10:30 am.
 - The Council on Aging reserves the right to vary times and routes of delivery.
 - The Contractor will dish and seal food in individual containers for designated homebound meal routes.
 - The Council on Aging will pick up Nutrition Congregate Site meals and home-delivered meals from the Contractor each day. The meals will be packed in appropriate containers and carry out boxes provided.
- The Council on Aging shall have the right to add and/or delete Congregate Nutrition Sites as necessary.
- All pans, lids and serving utensils will be returned to the Contractor daily for washing and sterilization. This will also include hot and cold transporters used in the delivery of homebound meals.
 - All pans, lids, serving utensils and food transporting equipment will be provided by the Council on Aging.
- The Contractor will participate in quarterly nutrition meetings held at the Council on Aging.

QUALITY ASSURANCE PERFORMANCE STANDARDS:

- The Contractor shall ensure compliance with all applicable federal, state and local laws and regulations governing the preparation and handling of food on its premises and provide licenses, permits and food handler cards as required by law.
 - The Council on Aging and State shall have the right to inspect food preparation and storage areas as well as purchasing records and food temperatures to ensure each meets the Kansas Department for Aging and Disability Services standards.
 - Complete manufacturer ingredients, listing of purchased food and recipes for prepared food will be supplied to the Council on Aging by the Contractor upon request.
- The Contractor will carry General Liability and Product Liability Insurance to cover preparation and storage of food prior to and during delivery. The Contractor must also submit copies of the most recent inspection reports conducted by the Local and State Health Departments. The Council on Aging will carry General Liability Insurance to cover serving of food as well as accidents at the sites.

Form I: BID PROPOSAL COVER SHEET

All bids shall be plainly marked, "Council on Aging Nutrition Services" and returned to

**Leavenworth County Clerk, Courthouse
300 Walnut Street, Suite 106
Leavenworth, KS 66048
Attn: County Clerk**

The attached bid is submitted by:

Project Director: _____

Applicant Agency: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Type of Organization (public, not-for-profit, proprietary) _____

Signature of Bidder: _____

Typed Name of Bidder: _____

Title: _____

Date: _____

Form II: BID WORKSHEET

DATE: _____

BID SUBMITTED BY:

Name: _____

Address: _____

Phone: _____

FOR:

**Leavenworth County Council on Aging
Nutrition Services
711 Marshall Street, Suite 100
Leavenworth, KS 66048
(913) 684-0777**

CONGREGATE MEAL UNIT PRICE: _____

HOME-DELIVERED MEAL UNIT PRICE: _____

Prices Valid Until: _____

1. Leavenworth County reserves the right to reject any and all bids.
2. Products that do not fit within guidelines of specifications will not be considered for purchase.
3. Unless bidder states otherwise on the returned bid, prices quoted on the bid sheets shall be valid for one year.

4.1.8 Meal Pattern Requirements

- A. The meal pattern, Table 2, provides approximately 1/3 of the food group recommendations of the 2020 Dietary Guidelines at the level of 2000 calories /day.
 - B. The 2020 Dietary Guidelines meal pattern provides at least 33 1/3% of the nutrients needed by adults, with few exceptions.
 - C. Foods selected for the weekly meal pattern should be in nutrient-dense forms, lean or low-fat and prepared with minimal added saturated fat, added sugars, refined starches, or salt. If all food choices to meet food group recommendations are in nutrient-dense forms, a small number of calories remain within the overall limit of the pattern (i.e., limit on calories for other uses). Calories up to 12% can be used for added sugars, added refined starches, saturated fat, or to eat more than the recommended amount of food in a food group.
 - D. Nutrient-dense foods and beverages provide vitamins, minerals, and other health-promoting components and have little added sugars, saturated fat, and sodium. Vegetables, fruits, whole grains, seafood, eggs, beans, peas, and lentils, unsalted nuts and seeds, fat-free and low-fat dairy products, and lean meats and poultry—when prepared with no or little added sugars, saturated fat, and sodium—are nutrient-dense foods
 - E. Food Components
 - 1. **Protein:** Various types of protein foods should be served each week.
 - a. Programs should serve approximately 70% of protein foods as Meats, Poultry, Eggs. Meats include beef, goat, lamb, pork, and game meat (e.g., bear, bison, deer, elk, moose, opossum, rabbit, raccoon, squirrel). Poultry includes chicken, Cornish hens, dove, duck, game birds (e.g., ostrich, pheasant, and quail), goose, and turkey. Organ meats include brain, chitterlings, giblets, gizzard, heart, kidney, liver, stomach, sweetbreads, tongue, and tripe. Eggs include chicken eggs and other birds' eggs. Meats and poultry should be lean or low-fat.
 - b. Most meats and poultry should be from fresh, frozen, or canned, and in lean forms (e.g., chicken breast or ground turkey) versus processed meats (e.g., hot dogs, sausages, ham, luncheon meats).
 - c. Programs should serve approximately 20% of protein foods as Seafood. Seafood examples that are lower in methylmercury include: anchovy, black sea bass, catfish, clams, cod, crab, crawfish, flounder, haddock, hake, herring, lobster, mackerel, mullet, oyster, perch, pollock, salmon, sardine, scallop, shrimp, sole, squid, tilapia, freshwater trout, light tuna, and whiting.
 - d. Programs should serve approximately 10% of protein foods as Nuts, Seeds, Soy Products. Nuts and seeds include all nuts (tree nuts and peanuts), nut butters, seeds (e.g., chia, flax, pumpkin, sesame, and sunflower), and seed butters (e.g., sesame or tahini and sunflower). Soy includes tofu, tempeh, and products made from soy flour,
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4.1.8.E.1 (cont.)

- e. soy protein isolate, and soy concentrate. Nuts should be unsalted.
- f. Beans, Peas, Lentils can be considered part of the protein foods group as well as the vegetable group, but should be counted in one group only.

2. Grains:

- a. Choose 100% whole-grain foods for at least half of all grains consumed. The relative amount of whole grain in the food can be inferred by the placement of the grain in the ingredient list. The whole grain should be the first ingredient—or the second ingredient after water. For foods with multiple whole-grain ingredients, they should appear near the beginning of the ingredient list.
- b. Choose products with at least 50 percent of the total weight as whole-grain ingredients. If a food has at least 8 grams of whole grains per ounce-equivalent then half of the grains are whole-grain ingredients.
- c. Whole Grains: All whole-grain products and whole grains used as ingredients: for example, amaranth, barley (not pearled), brown rice, buckwheat, bulgur, millet, oats, popcorn, quinoa, dark rye, triticale, whole-grain cornmeal, whole-wheat bread, whole-wheat chapati, whole-grain cereals and crackers, and wild rice.
- d. Refined Grains: All refined-grain products and refined grains used as ingredients: for example, white breads, refined-grain cereals and crackers, corn grits, cream of rice, cream of wheat, barley (pearled), masa, pasta, and white rice. Refined-grain choices should be enriched.

3. Fruit:

- a. The fruit food group includes whole fruits and 100% fruit juice. Whole fruits include fresh, canned, frozen, and dried forms. Whole fruits can be eaten in various forms, such as cut, sliced, diced, or cubed. At least half of the recommended amount of fruit should come from whole fruit, rather than 100% juice. When juices are consumed, they should be 100% juice and always pasteurized or 100% juice diluted with water (without added sugars). Also, when selecting canned fruit, choose options that are canned with 100% juice or options lowest in added sugars
- b. All fresh, frozen, canned, and dried fruits and 100% fruit juices: for example, apples, apricots, Asian pears, bananas, berries (e.g., blackberries, blueberries, cranberries, currants, dewberries, huckleberries, kiwifruit, loganberries, mulberries, raspberries, and strawberries); citrus fruit (e.g., calamondin, grapefruit, kumquats, lemons, limes, mandarin oranges, pomelos, tangerines, and tangelos); cherries, dates, figs, grapes, guava, jackfruit, lychee, mangoes, melons (e.g., cantaloupe, casaba, honeydew, and watermelon); nectarines, papaya, passion fruit, peaches, pears, persimmons, pineapple, plums, pomegranates, prunes, raisins, rhubarb, sapote, soursop, starfruit, and tamarind.

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4.1.8.E (cont.)

4. Vegetables:

- a. Includes all cooked and raw fresh, frozen, canned and 100% vegetable juice. Various types of vegetables should be served each week. Most should be prepared with no added salt or fats.
- b. Programs should serve approximately 10% of vegetables as Dark-Green Vegetables. Dark-Green Vegetables: All fresh, frozen, and canned dark green leafy vegetables and broccoli, cooked or raw: for example, amaranth leaves, bok choy, broccoli, chamnamul, chard, collards, kale, mustard greens, poke greens, romaine lettuce, spinach, taro leaves, turnip greens, and watercress.
- c. Programs should serve approximately 30% of vegetables as Red & Orange Vegetables. Red and Orange Vegetables: All fresh, frozen, and canned red and orange vegetables or juice, cooked or raw: for example, calabaza, carrots, red or orange bell peppers, sweet potatoes, tomatoes, 100% tomato juice, and winter squash.
- d. Programs should serve approximately 10% of vegetables as Beans, Peas, Lentils. Beans, Peas, Lentils: All cooked from dry or canned beans, peas, chickpeas, and lentils: for example, black beans, black-eyed peas, bayo beans, chickpeas (garbanzo beans), edamame, kidney beans, lentils, lima beans, mung beans, pigeon peas, pinto beans, and split peas. Does not include green beans or green peas.
- e. Programs should serve approximately 30% of vegetables as Starchy Vegetables. Starchy Vegetables: All fresh, frozen, and canned starchy vegetables: for example, breadfruit, burdock root, cassava, corn, jicama, lotus root, lima beans, plantains, white potatoes, salsify, taro root (dasheen or yautia), water chestnuts, yam, and yucca.
- f. Programs should serve approximately 20% of vegetables as Other Vegetables. Other Vegetables: All other fresh, frozen, and canned vegetables, cooked or raw: for example, asparagus, avocado, bamboo shoots, beets, bitter melon, Brussels sprouts, cabbage (green, red, napa, savoy), cactus pads (nopales), cauliflower, celery, chayote (mirliton), cucumber, eggplant, green beans, kohlrabi, luffa, mushrooms, okra, onions, radish, rutabaga, seaweed, snow peas, summer squash, tomatillos, and turnips.

5. Dairy:

- a. All fluid, dry, or evaporated milk, including lactose-free and lactose-reduced products and fortified soy beverages (soy milk), buttermilk, yogurt, kefir, frozen yogurt, dairy desserts, and cheeses. Most choices should be fat-free or low-fat. Cream, sour cream, and cream cheese are not included due to their low calcium content.

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4.1.8 (cont.)

F. Table 2. Meal Pattern

Food Group (See text that accompanies this meal pattern for guidelines in making serving selections.)	Serving Size (See text that accompanies this meal pattern for guidelines in serving sizes.)	Weekly Average Servings per Meal
Protein	1 ounce of cooked edible portion	Minimum 3 Vary by type: Meats, Poultry, Eggs, Seafood, Nuts, Seeds, and Soy Products.
Grains	½ cup or 1 ounce equivalent	1-2 At least half must be whole grains.
Fruits and/or Vegetables	1/2 cup equivalent	Minimum 2 Vary vegetables by type: Dark green, red and orange, beans, peas and lentils, starchy, and other vegetables.
Dairy	1 cup equivalent	Minimum 1
Fats and Oils	1 tablespoon equivalent	Varies

All foods are assumed to be in nutrient-dense forms; lean or low-fat and prepared with minimal added sugars; refined starches, saturated fat, or sodium. If all food choices to meet food group recommendations are in nutrient-dense forms, a small number of calories remain within the overall limit of the pattern (i.e., limit on calories for other uses). The number of calories depends on the total calorie level of the pattern and the amounts of food from each food group required to meet nutritional goals. Calories up to the specified limit can be used for added sugars, saturated fat, and/or alcohol, or to eat more than the recommended amount of food in a food group.

Food Group Quantity Equivalents:

- Vegetables, Fruits (1 cup eq): 1 cup raw or cooked vegetable or fruit; 1 cup vegetable or fruit juice; 2 cups leafy salad greens; ½ cup dried fruit or vegetable.
- Grains (1 ounce eq): ½ cup cooked rice, pasta, or cereal; 1 ounce dry pasta or rice; 1 medium (1 ounce) slice bread, tortilla, or flatbread; 1 ounce of ready-to-eat cereal (about 1 cup of flaked cereal).
- Dairy (1 cup eq): 1 cup milk, yogurt, or fortified soymilk; 1½ ounces natural cheese such as cheddar cheese or 2 ounces of processed cheese.
- Protein Foods (1 ounce eq): 1 ounce lean meats, poultry, or seafood; 1 egg; ¼ cup cooked beans or tofu; 1 tbsp nut or seed butter; ½ ounce nuts or seeds.

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4.1.9 Nutrient Analysis Requirements

- A. When using a nutrient analysis planning approach, the nutrient analysis software must be reliable and contain a current nutrient database. The most reliable nutrient analysis software uses a large nutrient database, like the USDA Nutrient Database for Standard Reference (SR), which is updated annually.
- B. The nutrition service provider must utilize standardized recipes at each of its production facilities that prepare certified menus. Standardized recipes are required to ensure an accurate and valid nutrient analysis. Therefore, nutrient analysis software must be customized to integrate the most current, accurate nutrient data from vendors, standardized recipes, the U.S. Department of Agriculture (USDA), and other relevant resources.
- C. The nutrition service provider or the entity that conducts the nutrient analysis must have the technical capacity to complete the entire nutrient analysis.
- D. Table 3 represents the nutrient targets to be met as a weekly average.

Nutrient	Nutrient Requirements per Meal, Averaged Weekly
Calories (Kcal)	≥ 534 calories
Protein	15-35% of calories
Fiber	≥ 9 g
Fat (% of Total Calories)	20-30% of calories
Saturated fat	$< 10\%$ of calories
Vitamin B12	≥ 0.8 mcg
Vitamin D	≥ 200 IU
Calcium	≥ 400 mg
Potassium	≥ 1100 mg
Sodium	≤ 1000 mg