

**CITY OF AUSTIN  
PURCHASING OFFICE  
SOLICITATION NO. IFBBV TVN0058**

**Scope of Work**

**I. Purpose**

The City of Austin Parks and Recreation Department is seeking offers of a price per meal from properly permitted restaurants, vendors and catering companies to provide a hot, ready-to-eat meal service at the Asian American Resource Center (AARC) three times per week.

**II. Background**

The AARC facility opened to the public on October 1, 2013. Its mission is to provide public resources, collaborative and educational programming, and a cultural destination that will enrich the lives of Austin's Asian and Asian American community. As part of the fiscal year 2013-2014 budget adoption process, Austin City Council appropriated funds to begin a Senior Meal Program at the Asian American Resource Center for the underserved elderly population. The meals are to be culturally appropriate, taking into consideration dietary restrictions and nutritional content. Due to its current kitchen design, the Asian American Resource Center does not qualify for a Permit to Operate a Food Enterprise; therefore, no food preparation can take place on site.

**The budget for the entire contract is \$56,000.00 (\$18,000.00 per 4-month term).**

**III. Scope of Work**

Initial Term:	June 1, 2014 through September 30, 2014
Optional Term No. 1:	October 1, 2014 through January 31, 2015
Optional Term No. 2:	February 1, 2015 through June 4, 2015
Service Frequency:	3 days per week (Tuesday, Wednesday, and Thursday) at 11:00AM
Number of Persons:	30-40
Delivery Location:	Asian American Resource Center 8401 Cameron Rd., Austin, TX 78754
Contact:	Taja Beekley, Manager, (512) 974-1700

**A. Vendor Requirements:**

1. Vendor shall prepare meals at a kitchen that meets the requirements of the Austin/Travis County Health and Human Services Department.
2. Vendor shall provide meals that meet USDA nutritional guidelines for a balanced meal. USDA Dietary Guidelines for Americans 2010 - <http://www.health.gov/dietaryguidelines/2010.asp>.
3. Vendors shall provide sample menu options that are suitable for seniors with the following dietary restrictions:
  - a. Vegetarian
  - b. Low-Salt (no more than 500mg of sodium per meal)
  - c. Low-Carbohydrate (no more than 3 servings of 15g of carbohydrates per meal)
  - d. Low-Fat (no more than 35% of calories)

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SOLICITATION NO. IFBBV TVN0058**

4. Vendor shall deliver and set up no later than 11:00 AM on each day of meal service (Tuesday, Wednesday and Thursday)
5. Vendor shall provide sufficient staff to set-up, serve, and clean.
6. Vendor staff shall have a valid food handler's permit on file.
7. Vendor shall be responsible for providing one ready-to-eat meal per person in a closed container and a closed container beverage.
8. Vendor shall not use Styrofoam, plastic bags, or glass containers in Parks facilities.
9. Vendor shall provide and set up any and all equipment required to keep food warm or cold in preparation for serving.
10. Vendor shall provide all utensils and paper products for service.
11. Vendor shall clean up and remove all trash to an appropriate off-site location.
12. Server(s) proficient and/or bilingual in an Asian language are preferred.
13. Vendor shall provide an all-inclusive price per person for a meal which must include, but is not limited to, the following:
  - a. Food costs
  - b. Meal preparation
  - c. Delivery and transportation
  - d. Meal service
  - e. Staffing
  - f. Utensils and paper products
  - g. Service supplies
  - h. Site cleaning and cleaning supplies
  - i. Garbage removal.
14. Vendor shall provide prompt communications (within 24 hours) with City staff by email.
15. The selected vendor(s) shall be a registered vendor with the City of Austin. Purchasing Office to receive a contract award. If the vendor is not a 'registered' vendor with the City of Austin, vendor shall be responsible for contacting (512) 974-2500, Vendor Registration Section, in order to set up registration prior to contract agreement.

**B. City Requirements:**

1. AARC will provide all tables and chairs and a single hand washing sink in the serving area.
2. AARC reserves the right to increase or decrease quantity as it deems necessary. AARC will provide the vendor with written notice at least five business days prior to meal service regarding number of attendees.
3. AARC may select more than one vendor for this term. If so, each vendor will be assigned to specific meal service dates.

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PURCHASING OFFICE  
SOLICITATION NO. IFBBV TVN0058**

4. Bid proposal meetings will take place on April 7, 2014 at 10:00am and 3:00pm at the Asian American Resource Center, 8401 Cameron Rd., Austin, TX 78754. Vendors may attend either to ask questions and/or to start the process of vendor registration.

**C. Menu:**

Vendors must provide three (3) sample menus that may consist of any of the following cuisines: Vietnamese, Thai, Taiwanese, Japanese, Chinese, Korean, South Asian (includes Bengali, Pakistani and all regions of India), Hindu-vegetarian, Halal, Southeast Asian or American foods. One of the sample menu options must be vegetarian; all menus must take into consideration all dietary considerations found within this Scope of Work

The vendor will determine each menu choosing at least one item from each of the following lists below:

1. Entrees / Protein: 1 serving per meal - approximately 3 oz. (Warm, soft, non-spicy and easy to digest choices. Entrees can be mixed with a vegetable or a grain):
  - Fish (no shellfish)
  - Beans
  - Lentils
  - Tofu/Beancurd
  - Yogurt
  - Eggs
  - Cheese (such as Paneer)
  - Beef
  - Pork
  - Chicken
  - Lamb
  - Goat
  - Halal meats
  - Stews
  - Daal Soup
  - Pho
  - Hot sandwiches (no cold cuts, easy to chew)
2. Non-Starchy Vegetables: (2 servings of approximately ½ cup each per meal) side dishes shall be fresh, not canned:
  - Vegetables (can be pickled)
  - Kimchi
  - Tomatoes
  - Snow Peas and other types of peas
  - Okra
  - Green Beans
  - Carrots
  - Radishes
  - Cabbage
  - Cauliflower
  - Mushrooms
  - Eggplant
  - Leafy greens
  - Miso soup and other side soups
  - Salads

**CITY OF AUSTIN  
PURCHASING OFFICE  
SOLICITATION NO. IFBBV TVN0058**

3. Grains / Breads / Starchy Vegetables: (about 2 1-ounce servings per meal):

- White Rice
- Brown Rice
- Noodles
- Vermicelli
- Whole Wheat Bread (soft)
- Roti
- Potatoes
- Dumplings

4. Fruits: (1 serving- 1/2 cup serving size):

- Seasonal selection preferred
- Apples
- Oranges
- Bananas
- Grapes

5. Beverages (Canned or Bottled, No Milk):

- 100% fruit Juice (4 to 6 oz. serving size preferred, not from concentrate)
- Hot Tea
- Iced Tea
- Black Tea
- Chai
- Yogurt Drinks
- Soy-based Drinks

6. Condiments:

- Spicy condiments served separately on the side

**D. Nutritional Content and Dietary Considerations**

1. Meals must be between 500 and 600 calories each.
2. Vendors shall use whole grains (such as brown rice, whole wheat noodles, or whole wheat soft bread) in half of the grain/bread choices.
3. Vendors shall consider foods that are soft, easy to chew, and easy to digest.