**Invitation for Bid: Hot (KY Nutrition Approved) Meal Voucher Program**

**BID NO: 2023**

**Date Issued: January 9, 2023**

Bids shall be accepted until **January 31, 2023 until 12:00 PM** **EST**, at which point they will be reviewed by LTADD staff and presented to the Lincoln Trail Aging Council and LTADD Board for approval.

**Contract term agreement: Three (3) year Procurement with an annual renewal starting July 1, 2023**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. By signing and submitting this bid, the Vendor acknowledges that they have read, understand and agree to all aspects of the specification and bid requirements as presented without reservation or alteration. This Bid, if accepted, will constitute an Agreement and Contract with the Lincoln Trail Area Development District, upon approval of the LTADD Board of Directors. Prices are firm during this agreement term, unless agreed upon in writing by LTADD

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

Authorized Agent (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Instructions to Bidders: Hot (KY Nutrition Approved) Meal Voucher Program**

**Bid No: 2023-001**

Please include the following items with each Bid Submission:

* Signed Invitation for Bid
* Bid Form
* Statement of Qualifications
* List of three (3) References
* Detailed exceptions to bid, if applicable

**Bid Form: Hot (KY Nutrition Approved) Meal Voucher Program**

**Bid No: 2023-001**

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| --- | --- | --- |
|  | **Bid Form** |  |

1. **Bidder/Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   1. **Agrees to provide hot meals in accordance with the bid specifications, terms and conditions provided herein**
   2. **Price per meal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Designated Contact Information:**
   1. **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   2. **Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please provide any and all applicable information regarding specific details in the manner of your choosing. If you include a binder or booklet, please include this bid sheet.**

Any Exceptions to Bid? Yes No

IF YES, PLEASE INCLUDE DOCUMENTATION DENOTING ANY EXCEPTION AND WHAT SECTION(S) IT PERTAINS TO. FAILURE TO PROPERLY RECORD EXCEPTIONS COULD RESULT IN IMMEDIATE REJECTION OF THE BID.

**Bid Form: Hot (KY Nutrition Approved) Meal Voucher Program**

**Bid No: 2022-001**

**Statement of Qualifications:**

1. **General history & description of company:**
2. **Number of employees:**
3. **Number of years in business:**
4. **Physical office location:**

**Bid Form: Hot (KY Nutrition Approved) Meal Voucher Program**

**Bid No: 2023-001**

1. **Scope**: The Lincoln Trail Area Development District (LTADD), Area Agency on Aging is seeking bids to provide hot meals under the KY Nutrition Programs for individuals over the age of 60.
2. **Point of Contact:** Any questions concerning bid requirements should be directed to Sue Greenwell, Aging Director at [sue@ltadd.org](mailto:sue@ltadd.org) (270) 769-2393.
3. **Bid Submission:** All bid submissions must include the signed Invitation for Bid form, Statement of Qualifications, References, and detailed exceptions to bid if applicable. Bids will be accepted at LTADD, 613 College Street Road, Elizabethtown, KY 42701 until: January **31, 2023 until 12:00 PM** **EST**. Bids must be submitted in sealed envelopes with the words **SEALED BID FOR Hot (KY Nutrition Approved) Meal Voucher Program** prominently displayed on the front of the envelope. Respondents shall include one (1) original and two (2) copies of the entire bid response.
4. **Late Submittal and Late Modifications**: Submittals received after the due date and time will not be considered. LTADD assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to an improper designation.
5. **Rejection or Cancellation of Bids:** LTADD reserves the right to act in its best interest in this determinations process, to waive all technicalities, and to select the most responsible and responsive bidder. LTADD shall be the sole judge of the bidder’s ability to meet the requirements set forth. Its decision in determining responsible and responsive bidder(s) will be final.
6. **Minimum Acceptance Period**: Bids shall be valid and may not be withdrawn for a period of 60 days from the date specified for receipt of bids. All expenses involved with the preparation and submission of the bid to LTADD, or any work performed in connection therewith, is the responsibility of the bidder(s).
7. **Designated Contact:** The awarded vendor shall appoint a person or persons to act as a primary contact with LTADD. This person or back-up shall be readily available during normal work hours by phone or in person, and shall be knowledgeable of the terms and procedures involved.
8. **Taxes:** LTADD is tax exempt. It is understood that prices quoted are to be exclusive of taxes (LTADD will furnish an exemption certificate as required.)

**Bid Form: Hot (KY Nutrition Approved) Meal Voucher Program**

**Bid No: 2023-001**

**Open Records Act:** All materials submitted in connection with this bid will be public documents and subject to the Open Records Act and all other laws of the Commonwealth of Kentucky, the United States of America and the open records policies of LTADD. All such materials shall remain the property of LTADD and will not be returned to the respondent.

**Addendums to Bid:** In the event it becomes necessary to revise any part of these Bid Specifications, any potential bidder who requested the bid specifications will be provided any and all addendums to bid information.

**Timeline:**

Release Date 01/09/2023

Bids Due 01/31/23 at 12:00 pm EST

Review of Bids 02/01/2023 – 02/03/2023

LTADD Aging Council and Board Approval 02/15/2023

**Pre-Bid Conference:** NA

**Contract Period:** July 1, 2023 – June 30, 2024

**Contract Terms:** LTADD may terminate the contract at any time if, in its judgment, the vendor/contractor fails to provide the required services, is not meeting customary industry standards, or the like, by providing a thirty (30) days advance written notice to the designated representative of the vendor/contractor.

**Exclusions:** None

**Insurance Requirements:** The applicant shall provide assurance of availability of comprehensive general liability insurance of which includes premises liability and product liability. This insurance shall cover all claims of injury or illness to the NPE staff and participants and the general public that might be attributed to the Nutrition Service Provider.

**Bid Form: Hot (KY Nutrition Approved) Meal Voucher Program**

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**Monitoring:** LTADD reserves the right to inspect the vendor/contractor’s work at any time or point during the normal work day.

**Compensation for Services Provided:** The vendor/contractor shall be paid per meal with a client signed voucher. Vouchers must be presented to LTADD by the 7th of each month.

**Scope of Work:** Bider must provide a KY approved meal to any eligible person presenting a LTADD Nutrition Meal voucher.

**LTADD’s Responsibilities:** LTADD shall be responsible for the following activities:

* Approving the meal provided by Bidder, to ensure KY Nutrition guidelines are met
* Distrubuting the vouchers to eligible individuals
* Monitoring of meals and completing satisfaction survey annually