

## Meal Cost Analysis

### Number of Meals

The Bidder must submit a range of meals per day utilizing the attached Meals Cost Analysis form provided within this document.

The number of meals category will range from approximately 100 meals below Greater Springfield Senior Services Inc.'s current rate to 100 meals above the current rate. The number of daily meals, which GSSSI anticipates over the Contract's duration, should consider possible fluctuations in funding levels from the state and other sources.

GSSSI may issue either a single bid or a consortium bids with other project(s) or both. However, neither Program may not issue a bid request which allows Bidders to elect the type of bid (i.e., joint or single) they shall respond to. This stipulation is intended to avoid circumstances wherein a project cannot correctly compare the submitted bid proposals due to varying assumptions on the number of meals to be provided and other requirements that differ between joint and single bids.

The Provider shall accommodate the unanticipated expansion or closures of meal sites or other factors which may increase or decrease the number of meals, and the price per meal shall be adjusted, by negotiation with GSSSI, to take these changes into account quarterly.

### Determining Base Cost

The following factors must be considered in determining the Base Cost:

1. **Raw Food Cost** - All menu specifications as listed in the EOEA Nutrition Standards, including condiments
2. **Labor Cost** – The production, preparation, service, packaging, Food Service Management, transportation labor (drivers), and Nutritionist.
3. **Administration** - Administrative salaries, travel, fees, insurance, offices, supplies, postage, printing, rent, utilities, telephone, maintenance, equipment repairs, small equipment, garbage collection, extermination, training.
4. **Transportation** - Gas, Oil, Van Maintenance, Depreciation, Insurance (van).
5. **Disposable Cost** - Disposables, Napkins, Wrap, Site Supplies, Misc. Includes storage and handling of disposables unless the GSSSI picks up and stores its own disposables.
6. **Profit**
7. **Subtotal** -the sum of raw food, labor, admin., transportation, and profit.
8. **Cost for Disposables and Site Supplies**-cost of handling disposables and site supplies if Provider purchases, which is preferable.
9. The Base Cost scale must be accurate at all levels if the average number of meals/days is significantly changed for several reasons.

## **Disposables**

All Bidders must attach a separate cost sheet showing the cost per unit for each disposable item (divide the number of items in the case by the price per case). The Provider should also list the percentage cost for the handling and distribution of disposables.

## **Meal Types**

1. Regular HDM and Congregate: includes modified, chilled (Grab & Go), chopped, & pureed meals.
2. Latino HDM and Congregate: includes modified, chopped, & pureed hot meals.
3. Medically Tailored Meals: includes Renal and Cardiac/Diabetic hot meals
4. Cold Supper
5. Frozen Meals
6. Shelf-Stable: includes regular, Medically Tailored, and pureed shelf-stable meals

## Meal Type Specific Cost Analysis

Please note that a separate meal cost analysis should be submitted for each service line if costs vary per meal. If meal costs are consistent for each service line, additional analyses are not required

**Food Service Company:**

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**All meal costs include the cost of the cold pack, except for frozen meals.**

**Regular HDM & Congregate Meals: including modified, chilled (Grab & Go), ground, and pureed**

<b>Caterer Costs</b>	
Raw Food	
Labor	
Administration	
Transportation	
Profit	
<b>Sub Total</b>	
Disposables	
<b>TOTAL</b>	

**Latino HDM & Congregate Meals: including modified, ground, and pureed**

<b>Caterer Costs</b>	
Raw Food	
Labor	
Administration	
Transportation	
Profit	
<b>Sub Total</b>	
Disposables	
<b>TOTAL</b>	

**Medically Tailored Meals: includes Renal and Cardiac/Diabetic**

<b>Caterer Costs</b>	
Raw Food	
Labor	
Administration	
Transportation	
Profit	
<b>Sub Total</b>	
Disposables	
<b>TOTAL</b>	

**Cold Supper**

<b>Caterer Costs</b>	
Raw Food	
Labor	
Administration	
Transportation	
Profit	
<b>Sub Total</b>	
Disposables	
<b>TOTAL</b>	

**Shelf Stable Meals: including regular, Medically Tailored, and pureed**

<b>Caterer Costs</b>	
Raw Food	
Labor	
Administration	
Transportation	
Profit	
<b>Sub Total</b>	
Disposables	
<b>TOTAL</b>	

**Frozen Meals: including regular, Medically Tailored, and pureed**

*\* Frozen Meals are preordered from EOEA's approved distributor. The caterer is responsible for storage and distribution during pack out.*

<b>Caterer Costs</b>	
Handling and Storage Fee	
<b>Sub Total</b>	
Cost of Cold Pack (milk, dessert, bread, condiments)	
<b>TOTAL</b>	