

**REQUEST FOR PROPOSALS:**

**Nutrition Services to be Rendered January 1, 2025 through December 31, 2026  
(with possible extension until December 31, 2028)**

SENIORS FIRST, Inc. is soliciting proposals from interested Food Service Vendors capable of providing hot, cold, and frozen Home Delivered and Congregate Meals for their elderly clients in Orange County, Florida. The primary goal of this program is to serve tasty, nutritional, and attractively prepared meals, complying with all local, state, and federal regulations.

**Proposals will be due no later than 3:00 PM on Monday, September 30, 2024.**

**[ACCESS REQUEST FOR PROPOSALS HERE](#)**

Required proposal forms (APPENDIX A – APPENDIX H) in writable PDF format can be found below.

**APPENDIX A: MANDATORY INTENT TO BID FORM**

**APPENDIX B: PROPOSAL COVER SHEET**

**APPENDIX C: MEAL COST BID INFORMATION**

**APPENDIX D: MEAL COST BREAKDOWN**

**APPENDIX E: ENHANCED MENU INFORMATION FORM**

**APPENDIX F: GENERAL ASSURANCES**

**APPENDIX G: STATEMENT OF NO INVOLVEMENT**

**APPENDIX H: STATEMENT OF CONTRACT TERMS AND CONDITIONS**

**PRE-BID CONFERENCE**

A non-mandatory pre-bid conference will be held via Zoom on September 10, 2024 at 10:30 am.

<https://us02web.zoom.us/j/83945965933>

**Meeting ID: 839 4596 5933**

**Dial by your location**

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

**MANDATORY INTENT TO BID**

BIDDER is required to submit an Intent to Bid notice to be received by Seniors First, Inc. no later than COB Friday, September 13, 2024. BIDDER must use the Intent to Bid Form (found in APPENDIX A) including the signature of an authorized representative and email the completed form to Tristan Ruby at [truby@seniorsfirstinc.org](mailto:truby@seniorsfirstinc.org) with "INTENT TO BID" in the subject line.

**QUESTIONS**

All questions or inquiries should be directed via email to [truby@seniorsfirstinc.org](mailto:truby@seniorsfirstinc.org) no later than  
COB Wednesday, September 18, 2024.

**ANNOUNCEMENT OF BIDS**

Electronic bid submissions will be verified, and a list of bidders who have submitted a proposal  
will be emailed to each **BIDDER's** identified representative by 5:00 pm on Monday,  
September 30, 2024.