

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 with "INTENT TO BID" in the subject line.

QUESTIONS

Further questions and inquiries regarding the RFP will no longer be accepted. The answers to all questions submitted by prospective bidders are linked below. Requests for technical assistance related to the electronic submission of proposals will be accepted up until the deadline for proposal submission and should be sent to truby@seniorsfirstinc.org.

ANSWERS TO PROSPECTIVE BIDDERS' QUESTIONS

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.