



**Area 4 Agency on Aging  
Invitation For Bid (IFB) for Meals  
In Support of: Meals on Wheels Yuba & Sutter Counties**

**1) Agency Name and Address:**

Area 4 Agency on Aging d.b.a. Agency on Aging Area 4 (AAA4)  
1401 El Camino Avenue, 4<sup>th</sup> Floor  
Sacramento, CA 95815

**Program Name:** Meals on Wheels Yuba & Sutter Counties (YS MOW)

**Service Area:** Yuba and Sutter Counties

**Meal Vendor(s):** To Be Determined through this IFB

**2) Timeline:**

**2024**

January 29	Issue IFB at <a href="https://agencyonaging4.org">agencyonaging4.org</a>
February 8	Conference for interested bidders at 1:30 PM (PST) via ZOOM ZOOM Link: <a href="https://us02web.zoom.us/j/4208637934?omn=86991357577">https://us02web.zoom.us/j/4208637934?omn=86991357577</a>
February 15	Last day to submit IFB questions via <a href="mailto:rfp@agencyonaging4.org">rfp@agencyonaging4.org</a>
<b>March 1</b>	<b>ALL BIDS DUE to AAA4 by 12:00 Noon (PST)</b>
March 8	Bid Selection(s) recommendation announced by AAA4 Grants Review Committee Meeting at 12:30 PM (PST) ZOOM Link: <a href="https://us02web.zoom.us/j/4208637934?omn=81131884365">https://us02web.zoom.us/j/4208637934?omn=81131884365</a>
April 18	AAA4 Governing Board approval of contract(s)
April 26	Appeal Deadline to AAA4 by 12:00 Noon (PST)
TBD	CDA Approval for For-Profit Applicant(s)
June 1	Tentative Date - Contract agreements sent to selected Bidder(s)
July 1	Services Begin – Contract Start Date

**3) Estimated Funding for FY2024-25: \$360,000 annually**

The contract shall be contingent upon the availability of State and Federal Older American’s Act funds. Additional funding may be available for the program.

**4) General Yuba Sutter Meals on Wheels Information:**

The YS MOW program currently serves approximately 260 older adults in Yuba and Sutter Counties; however, this number may fluctuate depending on available funding. The program offers home-delivered meals to older adults aged 60 and older, who are homebound, frail and lack adequate support for meals. At least five nutritious meals are provided to program participants each week. Whenever additional funding is available, we may request additional meals, side salads, breakfast or adjust the menu according to participant’s satisfaction survey or other findings (i.e., vegetarian, diabetic-friendly meals).

**[NOTE: We are currently supplementing the YSMOW budget with additional funding to maintain services at the current level of 260 clients, including recent cost increases in food and fuel due to inflation.]**

### **5) Meal Requirements:**

All meals must be prepared with the advice of AAA4's registered dietician in accordance with Section 339 of the Older Americans Act (OAA) (42 U.S.C. 3030g-21), California Code of Regulations, Title 22, Division 1-8, Sections 7630 through 7638, and follow the general requirements in the Section entitled Service Requirements.

At a minimum, all meals must meet one-third of the minimum RDA/DRI's for persons over the age of sixty, and include at least:

- 2 oz. edible meat, fish, poultry, or protein equivalent such as beans, nut butter and eggs (must equal 15 gm protein per serving). Plant based proteins such as beans cannot be counted as protein and vegetable simultaneously;
- 1-2 servings of vegetables daily (½ cup cooked or 1 cup raw) wide variety or types;
- 1 serving fruit (1 medium piece fresh or ½ c. cut fruit- fresh, frozen, canned in juice);
- 1-2 servings of bread or bread alternatives daily (at least half must be whole grains);
- Butter or fortified margarine (optional);
- Dessert (optional); and,
- 8 oz. milk (nonfat or 1%) OR 8 oz fortified soy beverage OR 1½ oz cheese OR 8 oz yogurt daily.

Weekly menus must provide at least 233 mcg Vitamin A 2-3 times per week, 25 mg Vitamin C daily, 7 gm Fiber daily (per weekly average) and no more than 760 mg Sodium daily (per weekly average). Menus should be varied to reflect seasonal changes and should consider religious or ethnic factors of our service population. YS MOW program strives to provide fresh, locally sourced meals whenever possible. We are looking for healthy, quality meals that can support older adults who are dealing with complex chronic diseases, frailness, and isolation. Meals must be appropriate for lunch or dinner menu. Additionally, all meals must be individually packaged and labeled with large font – listing menu items and the expiration date.

For example: Spaghetti Bolognese with green beans, Expiration Date: 4/1/2024.

## 6) Yuba Sutter Meals on Wheels Operations:

AAA4 conducts an in-home and/or phone assessment of all potential program participants to determine initial eligibility. Upon enrollment, AAA4 staff will contact new participants to inform them of the delivery timeframe (day and time). AAA4 staff will also determine the most feasible delivery routes and inform the meal vendor(s) of meal quantity and meal pick-up time-range. AAA4 staff, volunteers and/or third-party contractor(s) will be responsible for meal pick-up at the meal vendor(s) location and safe delivery to program participants' homes. All meals' pick-up timeframes will be established between Monday and Friday and arranged based on mutual availability. As an option, the meal vendor(s) may also choose to deliver their meals to program participant's homes - additional requirements and responsibilities apply.

## 7) Contract Requirements:

Successful Bidders will enter into a contractual agreement with AAA4. Additional documents will be required at that time. See below a sample checklist.

### Insurances

- Commercial General Liability: minimum of \$1,000,000 per occurrence
- Automobile Liability: minimum of \$1,000,000 per accident (if applicable)
- Workers' Compensation and Employer's Liability

## 8) Contract Term

The term of the contractual agreement will be for one year with a one-year optional extension, contingent upon satisfactory completion of the first year of service. The contract periods are:

**Year 1:** July 1, 2024, through June 30, 2025

**Year 2 (If Extended):** July 1, 2025, through June 30, 2026

## 9) Yuba Sutter Meal-Delivery

After the meal vendor(s) has/have been selected through the IFB process, AAA4 will negotiate with one or more organizations to arrange for the delivery to the individual program participants' homes. Meal-delivery service may include additional rates and separate training of delivery staff on food safety, elder abuse training, etc. All meals must be transported in heated or cooling environment to maintain proper food safety guidelines:

- Cold foods should be held at 41 degrees Fahrenheit or lower during delivery.
- Hot foods should be held at 135 degrees Fahrenheit or higher during delivery.
- Foods typically held at room temperature (Bread, rolls, etc.) have no temperature holding regulations.

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# AGENCY ON AGING AREA 4

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- All food must be delivered within 4 hours after leaving the kitchen, preferably within 2 hours.
- It is recommended to use an insulated container for food holding during delivery (ice chest, Cambro, etc.).
- Food must be at an appropriate temperature (41 degrees Fahrenheit or lower or 135 degrees Fahrenheit or higher) before leaving the kitchen.
- Pack foods with adequate temperature support as needed to maintain safe temperatures (ice packs, ice sheets, hot bricks, etc.) at all times.
- Delivery drivers will be responsible for logging food temperatures during their deliveries.

If available, meal vendor may also choose to provide a meal-delivery service in addition to providing meals.

**Area 4 Agency on Aging IFB INSTRUCTIONS  
Yuba Sutter Meals on Wheels**

**Instructions**

1. All Required Information must be written into this application.
2. The primary means of communication during this IFB process shall be email. After the IFB is issued, email any questions to [rfp@agencyonaging4.org](mailto:rfp@agencyonaging4.org), Subject Line "IFB Question". IFB questions will be accepted until 5:00 p.m. (PST), February 15, 2024; after that time, no questions will receive a response. All questions and responses will be available on the RFP page of the website at [agencyonaging4.org](http://agencyonaging4.org) by Monday, February 19, 2023, 5:00p.m. (PST).
3. When submitting a bid, only send material specifically requested in the IFB. Additional materials will be discarded.
4. Submit one electronic copy of the bid prior to the deadline, which is March 1, 2024 at 12:00 Noon (PST). To submit application, follow these steps:
  - a. Go to <https://agencyonaging4.org/rfp>
  - b. Download and complete application
  - c. Submit email application to [rfp@agencyonaging4.org](mailto:rfp@agencyonaging4.org)

No paper copy of the bid may be submitted. Be sure to allow sufficient time for the bid to be submitted via email prior to the deadline.

Upon successful bid submission, an email confirmation that electronic materials have been received will be sent. If a bidder does not receive email confirmation within 24 hours of submission, they should check their Spam folder first, then contact AAA4 by telephone and speak with Linda Berry, Operations Administrator. Late bids will not be opened as they are not eligible for consideration.

5. Failure to follow these Instructions may render a bid non-responsive and, therefore, ineligible for consideration.

**Evaluation of Bids**

All bids will be evaluated on their responsiveness to each of the Required Information questions. Though cost per meal is an important element, it will not be the sole determining factor in being awarded a contract. Contracts will be awarded to a qualified meal vendor whose bid is most advantageous to the program, with price and other factors considered (i.e., price is one of several quantitative and qualitative factors).

**More than one contract may be awarded.**

**Award of Bid**

# AGENCY ON AGING

AAA4 Invitation for Bids: Meals for Yuba-Sutter Meal on Wheels

Upon approval, the applicant will be notified, and a contract will be developed.

Services will begin on July 1, 2024.