

Area Agency on Aging for North Florida, Inc.  
REQUEST FOR PROPOSALS - 2026  
Food Vendor  
Nutrition Programs for Elderly Persons

I. INTRODUCTION

- A. The Florida Department of Elder Affairs requires that food vendor services be procured through a competitive process every six years. Accordingly, the Area Agency on Aging for North Florida, Inc., a non-profit corporation, hereinafter referred to as the "Purchaser," requests bids from interested food service vendors, hereinafter referred to as the "Bidder", to supply congregate and home delivered meals to our nutrition providers who serve elderly persons in Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Taylor, Wakulla, and Washington Counties.
- B. Based upon the Purchaser's review and evaluation of bids submitted in accordance with this request, a contract will be negotiated with the selected Bidder for the period **July 1, 2026 through December 31, 2027**. Should the selected vendor satisfactorily comply with all rules and regulations and maintain quality satisfaction survey results from older adults participating in the nutrition programs, the Purchaser may elect to renew the contract for five additional one-year periods.
- C. Bids will be considered only from responsible organizations presently or recently engaged in the operations of food services comparable to those described in this Request for Proposals (RFP), which have furnished high-quality, nutritious food under sanitary conditions at reasonable prices.
- D. Bidders are expected to examine the specifications, delivery schedule, bid prices, extensions and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk. In case of mistake in extension the unit price will govern.
- E. Any material submitted in response to this Request for Proposals will become a public document pursuant to Section 119.07, F.S. This includes material which the responding bidder might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission and review of bids.
- F. The Purchaser reserves the right to reject any or all bids.

- G. Applicable provision of all Federal, State, County or Local laws, and of all ordinances, rules, and regulations shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the Area Agency on Aging for North Florida, Inc., by and through its officers and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.
- H. Any person who files an action protesting a decision or intended decision pertaining to contracts administered by the Area Agency on Aging for North Florida, Inc. shall post with the agency, at the time of filing formal written protest, a bond payable to the agency in the amount of ten percent (10%) of the total bid amount for the highest meal range, which bond shall be conditioned upon the payment of all costs which may be adjudged against him in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. Current agency appeals procedures are contained in the provided Appendix D which can be accessed through the procurement portal at the following link: <https://www.advantageaging.org/procurement>

***[NOTE: Failure to file the proper bond at the time of filing the formal protest will result in a denial of the protest.]***

## II. GENERAL INFORMATION

### A. RFP Timeline

<b>Notice RFP in Florida Administrative Register (FAR) and at</b> <a href="https://www.advantageaging.org/procurement">https://www.advantageaging.org/procurement</a>	Friday, May 1, 2026
<b>Bidder Question Period Begins. Email Questions to:</b> <a href="mailto:procurement@aaanf.org">procurement@aaanf.org</a>  <b>[NOTE: No phone calls, faxes or other methods of communication will be accepted]</b>	Friday, May 1, 2026
<b>Bidders Conference via Zoom:</b> <a href="https://us02web.zoom.us/j/87895647678?pwd=eR5ban8fFJmSjl1uTtgop9lDlBdzom.1">https://us02web.zoom.us/j/87895647678?pwd=eR5ban8fFJmSjl1uTtgop9lDlBdzom.1</a> Meeting ID: 878 9564 7678 Passcode: 439459  <b>[Note: Bidders are also welcome to attend the Bidders Conference at Advantage</b>	Thursday, May 7, 2026 10:30 am, ET

<b>Aging Solutions:2414 Mahan Drive, Tallahassee, Florida 32308]</b>	
<b>Notice of Intent to Submit a Proposal</b>  Please complete and submit the Notice of Intent at the following link: <a href="https://aaafornorthflorida.submittable.com/submit">https://aaafornorthflorida.submittable.com/submit</a>	Friday, May 15, 2026 3:00 p.m., ET
<b>Deadline for Bidder Inquiries</b>	Friday, May 22, 2026 3:00 p.m., ET
<b>AAA Responses to Bidder Questions will be posted on the procurement link:</b>  <a href="https://www.advantageaging.org/procurement">https://www.advantageaging.org/procurement</a>	Friday, May 27, 2026 3:00 pm, ET
<b>Bidder Proposals Due</b>  Proposals must be completed and submitted via Submittable through the following link:  <a href="https://aaafornorthflorida.submittable.com/submit">https://aaafornorthflorida.submittable.com/submit</a>	Friday, June 5, 2026 3:00 p.m., ET
<b>Review Committee Recommendation to Board of Directors</b>	Thursday, June 25, 2026
<b>Notification of Intent to Award Published in FAR and at</b>  <a href="https://www.advantageaging.org/procurement">https://www.advantageaging.org/procurement</a>	Friday, June 26, 2026
<b>New Contract Executed</b> <i>(Note contingencies in Section III.A.3)</i>	Wednesday, July 1, 2026

B. Proposal Deadline

1. A written Notice of Intent to Submit a Bid must be received by the Purchaser by **Friday, May 15, 2026, 3:00 p.m., ET** at the following link:  
<https://aaafornorthflorida.submittable.com/submit>

*[\*NOTE: Failure by interested parties to submit a Notice of Intent will exclude those parties from submitting a bid.]*

2. Receipt of Bid
  - i. Responses to this RFP must be submitted electronically by **3:00 p.m., Friday, June 5, 2026 via the Submittable link located at:**  
<https://aaafornorthflorida.submittable.com/submit>

No proposals will be accepted after the **3:00 p.m., ET, deadline of Monday, June 5, 2026.**

- ii.* All Bid packages will be shared electronically with the Bid Review Committee on Monday, June 9, 2026

C. Contact Information

1. All inquiries must be submitted in writing to the following email address:  
[procurement@aaanf.org](mailto:procurement@aaanf.org)
2. No other forms of communication will be accepted unless expressly stated in this RFP.
3. Inquiries and responses thereto, which require clarifications and/or addendum be made to this RFP prior to **May 7, 2026**, will be posted on the Purchaser's website at the following link:  
<https://www.advantageaging.org/procurement>
4. No bidder inquiries related to the RFP will be accepted by the Purchaser after **May 22, 2026.**

D. Bidders Conference

A Bidders' Conference will be held on **Thursday, May 7, 2026 at 10:30 am, ET** to offer potential bidders the opportunity to personally present questions or discuss the content and requirements of this Request for Proposals on at the following location:

Area Agency on Aging for North Florida  
2414 Mahan Drive  
Tallahassee, Florida 32308

The following Zoom link is provided as an alternative to attending in person:

<https://us02web.zoom.us/j/87895647678?pwd=eR5ban8fFJymSjl1uTtgop9lDlBdzom.1>

Meeting ID: 878 9564 7678

Passcode: 439459

E. Evaluation of Bids and Notice of Contract Award

1. The AAANF Board President will appoint a five-member Food Service Bid Review Committee comprised of Board Members. The committee will use the evaluation process described in Appendix B of this Request for Proposals, Food Service Bid Evaluation:

<https://www.advantageaging.org/procurement>

2. The Food Service Bid Committee will report its recommendation for contract award to the Area Agency on Aging for North Florida, Inc. Board of Directors on **Thursday, June 25, 2026.**

Determination of contract award will be made by majority vote of the Board. The decision of the Board will be final.

3. Notice of contract award will be emailed to all respondents and posted on the AAANF website on **Friday, June 26, 2026.** Copies of all bids and their respective ratings will be available for review at the Purchasers office following contract award.

F. Cost of Bid Preparation

The Purchaser is not liable for any costs incurred by parties responding to this Request for Proposals.

III. REQUEST FOR PROPOSALS SPECIFICATIONS

Each bid submitted in response to this Request for Proposals (RFP) must contain all of the following assurances and information. Failure to provide this required information may constitute grounds for the Purchaser's rejection of a bid without consideration.

A. ASSURANCES

1. Provide a statement assuring that the Bidder is licensed to do business in the State of Florida or will become licensed to do business in the State of Florida prior to the effective date of the contract if awarded the contract for this food service.
2. Provide a statement indicating that the Bidder accepts the terms and conditions of service provision as specified in the Area Agency's Sample Food Service Contract, Appendix A, which can be viewed via the

procurement site at: <https://www.advantageaging.org/procurement> and agrees to comply with all State and Federal Government requirements applicable to these nutrition services, referenced in the **DOEA Programs and Services Handbook, Chapter 5, dated 2026** which can be accessed at this link:

[2023-Chapter-5-Older-Americans-Act-Title-IIIC.pdf](https://www.advantageaging.org/procurement)

3. Provide a statement assuring that the Bidder, if notified of selection for contract award by the scheduled date, will be able to implement food service as specified herein on **July 1, 2026**, or otherwise agreed upon start date, **not to be later than July 20, 2026** provided there are no requests for appeal.
4. Provide a statement from the Bidder indicating willingness to fully cooperate in a review of menus as determined necessary by the Purchaser and to make menu changes as required, subject to final approval by the Purchaser. This should include provision of appropriate holiday foods upon request and be responsive to the special needs of the target population being served considering age, religion, and cultural factors.
5. Provide a statement of compliance with the complaint procedure and agreement provided in the Food Service Complaint Form, Appendix C, which can be located on the Procurement page at: <https://www.advantageaging.org/procurement>

B. FACILITY

1. Provide a statement indicating the exact location, size and condition of the intended kitchen, storage, and distribution facilities. Provide a detailed kitchen plan showing kitchen layout and specifying all kitchen equipment and associated volume capacities including all freezer and refrigerator space.
2. Provide a statement specifying ownership of the kitchen, storage, and distribution facilities to be used. If applicable, a copy of a signed lease or other written commitment from a lessor or seller indicating that the Bidder has an option to lease or purchase the facilities, for the period of the contract, the earliest time that the facility would be available for lease or purchase and whether or not the bidder, has the option to renew said lease

and for what term.

3. The Bidder will be required to submit documentation of the three most recent food preparation inspections (including any sanitation inspections) conducted by the state regulatory authority and documentation of correction of any deficiencies cited in the report. In the event the Bidder intends to use a new facility for this contract, the Bidder is required to submit a copy of the recent report of sanitation inspection for its facility which is engaged in operation of food services comparable to those described in this invitation to bid.
4. The Bidder will need to identify the type of meals: frozen or fresh, that will be provided under this contract.
5. The Bidder must provide a description of the delivery standards and sanitation that includes holding temperatures for transporting and serving food. This delivery system must include backup arrangements which will assure timely delivery in cases of primary delivery system failure and natural or manmade disasters. The delivery system must also be clearly designed to minimize potential for damage to meal components during shipping and delivery errors.

C. CORPORATE STRUCTURE & PERSONNEL

1. Provide a description of the Bidder's corporate structure, including an organizational chart of all personnel related to provision of this food service.
2. Provide a copy of the articles of incorporation.
3. Provide a copy of certificate of good standing for the corporation from the Secretary of State.
4. Provide resumes or other statements indicating the qualifications, experience, and references of the following:
  - a) Person who will have primary operational responsibility for this food service
  - b) Bidder's food buyer
  - c) Bidder's dietitian - The Bidder's dietitian must meet the minimum qualifications per DOEA Programs and Services

Handbook dated 2023, Chapter 5, Section IV: Planning for Nutrition Services, Item D.2 which can be accessed at: [2023-Chapter-5-Older-Americans-Act-Title-IIIC.pdf](#)

Also include a copy of the current license for the Registered Dietitian.

5. The award hereunder is subject to the provisions of Chapter 112, F.S. Bidders must disclose with their bid, the name of any officer, director, or agency who is also an employee of the Area Agency on Aging for North Florida, Inc. or its subcontract agencies. Further, all bidders must disclose the name of any employee who owns, directly or indirectly, an interest of five percent (5%) or more in the bidder's firm or any of its branches.

D. CORPORATE FINANCIAL STATUS

1. Provide a copy of the audit report of the parent corporation for the last fiscal year prepared and certified by a Certified Public Accountant, including a Debarment Certification Form which can be accessed on the procurement page at: <https://www.advantageaging.org/procurement>
2. Provide three current credit references, including at least one lending institution and at least one accounts payable vendor.
3. Provide a statement regarding whether the Bidder has ever been declared bankrupt and/or is a defendant in any suits or pending legal proceedings.

E. OPERATIONAL STANDARDS AND PROCEDURES

1. Please upload a statement describing the scope and nature of the Bidder's purchasing practices, including bidding practices and any existing or proposed long-term agreements with sources of food and related supplies.
2. Provide a statement describing the Bidder's quality and quantity control standards which will govern its purchasing of food supplies, its handling and storage of food supplies inventory, and its production, storage and distribution of all meals and related items.

3. Provide a copy of the Bidder's policies and procedures regarding the onboarding and training plans of staff that must include food safety training and handling. (This does not include individual staff certifications).
4. Provide a description of the container in which pre-plated meals will be packed and shipped (i.e., plastic, recyclable materials) and attach a picture of the container.

F. PRIOR SERVICE PERFORMANCE

1. Provide a list of all pre-plated meal contract customers served within the past five (5) years including mailing address, telephone number and contact person familiar with the services which were provided. This schedule should include the period each contract was in effect, prices in effect at the beginning and end of each period, and the number of meals sold under each contract. Clearly indicate any contracts which were terminated prior to the scheduled ending date and give reasons for such early termination.
2. Provide a statement describing the Bidder's past experience with use of U.S. Department of Agriculture commodity foods, including use in menus, shipping, handling and storage procedures, and accountability requirements.
3. Provide a statement indicating any other names under which the Bidder presently, or in the past, has marketed its products or services.

G. MEAL SURVEYS

The Bidder must provide copies of at least five (5) satisfaction surveys collected from contractors (purchasers) and ten (10) participant satisfaction surveys (which may include client testimonials) no older than 3 years from this Request for Proposals.

H. MENUS

1. The Bidder must submit current menu cycle (January - June 2026). The proposal must be based upon the menu development methods cited in the DOE Programs and Services Handbook, Chapter 5, dated 2023 which can be accessed at this link:

[2023-Chapter-5-Older-Americans-Act-Title-IIIC.pdf](#)

At minimum, the menus must contain the following information:

- Name and title of person who completed the menus
  - Name and title of person who approved the menu
  - Statement indicating which menu development methodology the vendor is utilizing; and
  - Menus must indicate serving sizes of all components
2. Provide standard volume recipes with ingredient lists for each of the listed meals in the menu submission. Based upon the recipes provided above, a complete nutritional analysis for each of the planned meals which verifies the following nutritional requirements have been met:

A minimum of 33 1/3 percent of the Dietary Reference Intake/Adequate Intake (DRI/AI) for 51+ year-old adults as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences. Specific amounts and percent of DRI/AI of nutrients must be included in the analysis as referenced in DOEA Programs and Services Handbook, Chapter 5, dated 2023, Section VI: Menu Review and Approval, Section J - Menu Development, Item 2, which can be accessed at this link: [2023-Chapter-5-Older-Americans-Act-Title-IIIC.pdf](#)

J. PRICE PROPOSAL

1. Complete the Bid Price Form, **Appendix F**, which can be located at <https://www.advantageaging.org/procurement> to indicate a bid price for all frozen meals within each of the quantity ranges of meals per weekday to be purchased.

Bidders are also encouraged to provide pricing proposals for total meal systems, although this is optional. Total meal systems consist of an entrée, three servings of fruits and/or vegetables, two bread servings, margarine, and dessert. Total meal systems are a growing preference trend among the planning and service area's congregate and home delivered meal providers.

2. Bid prices must include costs of all meal components and shipping to delivery sites, including dairy products, juices and bakery items. The bid meal price must also include the cost of Type A disposable supplies.
3. Type B disposable supplies will be those meal supplies which are ordered and delivered on an as-needed basis at prices proposed by the Bidder (see Article XII, Food Service Contract, Appendix A). The Bidder must complete the Unit of Order and Unit Price for the Type B disposable supplies to be purchased on an as-needed basis as listed on page 2 of Appendix F of the Bid Price form.

END