



Invitation for Bid:

Meal Vendors for Yuba Sutter Meals on Wheels

Contract Cycle: SFY 2026-27; Renewable for SFY 2027-28

NOTICE OF INTENT

Last modified on November 19, 2025

1) Agency Name and Address:

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

Meal on Wheels Yuba-Sutter Program Office
777 Ainsley Avenue
Yuba City, CA 95991

Program Name: Meals on Wheels Yuba & Sutter Counties (MOWYS)

Service Area: Yuba and Sutter Counties

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

2) Timeline:

2025

January 9	Issue IFB at agencyonaging4.org
January 16	Letters of Interest Due at 5:00 PM (PST)
January 22	Conference for interested bidders at 1:30 PM (PST) via ZOOM
January 29	Last day to submit IFB questions via rfp@agencyonaging4.org
February 13	ALL BIDS DUE to AAA4 by 12:00 Noon (PST)
March 12	Bid Selection(s) recommendation announced by AAA4 Grants Review Committee Meeting at 12:30 PM (Pacific)
April 10	AAA4 Governing Board approval of contract(s)
April 17	Appeal Deadline to AAA4 by 12:00 Noon (Pacific)
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 FY2026-27: \$315,000 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 MOWYS program currently serves approximately 150 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).

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 substitute daily (must equal 15 gm/day);
- 1-2 half cup servings of vegetables daily;
- ½ cup serving fruit;
- 1-2 servings of bread or bread alternatives daily (at least half must be whole grains);
- Butter or fortified margarine (optional);
- Dessert (optional); and,
- 1 cup (8 ounces) milk, yogurt, or fortified soy beverage or 1 1/2 ounces or 1/3 cup shredded cheese

Weekly menus must provide at least 233 mcg Vitamin A three times per week, 25 mg Vitamin C daily. Sodium content of meals should have a weekly average of no more than 760 mg per meal. Meals containing over 1000 mg of sodium must not exceed more than one meal per week. Menus should be varied to reflect seasonal changes and should consider religious or ethnic factors of our service population. MOWYS 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) Meals on Wheels Yuba Sutter 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 contractors 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.

Insurance

- 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, 2026, through June 30, 2027

Year 2: July 1, 2027, through June 30, 2028

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 in food safety, elder abuse training, etc. All meals must be transported in heated or cooling environment to maintain proper food safety guidelines:

AGENCY ON AGING AREA 4

- 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.
- 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.