

Appalachian Agency for Senior Citizens



Home-Delivered Nutrition Request for Proposals 2026

April 30, 2026

Appalachian Agency for Senior Citizens is seeking proposals for Home-Delivered Nutrition for frozen meals and shelf-stable meals. The contract for frozen and shelf-stable meals may be awarded to separate vendors, so bid accordingly.

Vendor selection will be based on the ability to meet Dietary Reference Intakes specifications, price, delivery schedule, food quality, taste and packaging, number of years in business with at least five years minimum required to bid, and verifiable references. Price will be taken into consideration, but it is not the sole determining factor. Specifications for bids, and the terms and conditions of the resulting contract shall comply with service standards as established by the Virginia Department of Aging and Rehabilitative Services.

All bid documents can be obtained from the Appalachian Agency for Senior Citizens website at www.aasc.org, listed under the “Public Notices” tab and clicking on Home-Delivered Meals.

Enclosed are frozen meal and shelf-stable meal specifications, requested vendor information, vendor checklist and vendor selection-evaluation criteria.

Proposals — with complete documentation — must be received by Appalachian Agency for Senior Citizens, P.O. Box 765, Cedar Bluff, VA 24609 by 4 p.m., on Friday, May 29, 2026. All proposals must be submitted in a sealed envelope marked "Sealed Bids – Home-Delivered Meals."

The contract period for which proposals are solicited is July 1, 2026 through June 30, 2028, with three 1-year renewal options negotiable.

Delivery of damaged, non-compliant, or deficient meals in excess of 5 percent may result in immediate contract termination, as provided under Appalachian Agency for Senior Citizens Contract and Procurement Policies.

There will be a bidder question and answer period consisting of two weeks beginning with the date this RFP is posted. All vendor questions shall be in writing via email to Amanda Price aprice@aasc.org, with answers also being provided in writing via email. At the end of the two week question and answer period all bidders shall be provided with a copy of all bidder questions and answers provided, via email, while maintaining anonymity of bidders that asked the questions.

For additional information, call AASC Director of Nutrition Amanda Price at (276) 964-4915. Appalachian Agency for Senior Citizens reserves the right to reject any and all bids if it deems it in the best interest of the agency.

Enclosures

SPECIFICATIONS
FROZEN MEALS and SHELF STABLE MEALS

1. Shelf-stable meals are to be delivered to Appalachian Agency for Senior Citizens Swords Creek Warehouse, 7359 Swords Creek Road, Swords Creek, VA 24649, between the hours of 8:00 a.m. and 12:00 noon. The director of nutrition must be notified 24 to 48 hours prior to delivery.
2. Frozen meals are to be delivered to the AASC Central Office, 216 College Ridge Road, Cedar Bluff, VA 20609, Monday through Friday, between the hours of 8 a.m. and 2 p.m. No deliveries will be accepted on state holidays.
3. Meals must be available for delivery within two weeks of ordering.
4. Meals are to be transported to the delivery site using sanitary procedures approved by the state health department.
5. Frozen meals must be delivered in compartmentalized trays that are ready for oven or microwave heating, pre-portioned with a meat or meat entree plus two vegetables. A fruit dessert is preferred.
6. Each meal must meet the 1/3 Recommended Dietary Reference Intakes established by the Food and Nutrition Board of the National Academy of Sciences, including bread, fruit, juice and milk. A nutrient analysis of each type of meal must accompany the proposal. Included in the analysis must be sodium (not to exceed 1200 mg.), calories, protein, fat, vitamin A, vitamin C, vitamin B6, vitamin B12, calcium, magnesium, zinc and fiber.
7. Products must be United States agricultural commodities and other food of U.S. origin.
8. Menus must include a reasonable variety of foods palatable to older adults. AASC will review product quality every 6 months. If product quality begins to suffer, as identified by program participant surveys, the purchase agreement may be terminated.
9. Meals must be packaged in transportable containers with easy-to-read menus enclosed in each case.
10. Meals must have clear, large-print heating instructions on the box and on each meal.
11. Boxes must be labeled with a use-by expiration date, freezer life of at least 60 days from the delivery date, and shelf-stable life of 6 months from the delivery date, with a menu in each box.
12. The contractor must have and maintain a direct contractual relationship with a food distributor responsible for supplying food products used in the Home-Delivered Meals Program. These food distributor contracts will be provided to AASC. Contracts facilitated through third-party contractors, brokers, or intermediary vendors will not be considered acceptable.

13. Cases must be composed as follows:

FROZEN MEALS

Case Type 1-14 Meals per Case	Case Type 2-7 Meals per Case
All Lunch	All lunch
Regular (variety in menus)	Regular (variety in menus)
Case Type 3-10 Meals per Case	Case Type 4-5 Meals per Case
All Lunch	All lunch
Regular (variety in menus)	Regular (variety in menus)

SHELF STABLE MEALS

Case Type 1-14 Meals per Case	Case Type 2-7 Meals per Case
14 Lunch	All lunch
Regular (variety in menus)	Regular (variety in menus)
Case Type 3-10 Meals per Case	Case Type 4-5 Meals per Case
10 Lunch	All lunch
Regular (variety in menus)	Regular (variety in menus)

- NO GRAPEFRUIT JUICE

14. A price list for each type must be submitted. Rebates (based on quantity ordered) should be noted. Estimated quantity of frozen food ordered annually is 81,900 meals. Estimated shelf-stable meals ordered annually is 2,000 meals.

- Estimated quantity listed is not guaranteed amounts, but estimates based upon previous annual usages, and is only used to analyze prices. Quantities ordered will depend on client participation and federal/state funds available to Appalachian Agency for Senior Citizens.

15. **AASC staff will not be responsible for unloading the truck.**

16. Price must include transportation cost.

REQUESTED VENDOR INFORMATION
FROZEN MEALS and SHELF-STABLE MEALS

Description of Organization

Provide a brief description of your organization, including length of time in operation and past experience in food catering.

Current Health Inspection

Include a copy of the most recent state health inspection.

Sample Menus

Submit sample menus for review and send seven different varieties of meals for staff to taste test in both frozen and shelf-stable meals.

Service Delivery Information

Explain the procedures utilized to package and transport food to delivery sites, which guarantee that food handling safety and sanitary procedures are met, as required by the state health department. Indicate the number of meals in a package/box, and the weight and size of container(s).

Letters of Recommendation

Include three letters of recommendation/references for review and consideration. References shall include name of company, contact person, telephone number, and email address for the ability of AASC to contact the reference provided.

Food Vendors Represented

List current food preparation companies available, both frozen and shelf-stable, ranked by customer satisfaction surveys.

Documentation

Provide certificate of insurance with minimum \$1 million general liability coverage and IRS Form W-9.

APPALACHIAN AGENCY FOR SENIOR CITIZENS
Home-Delivered Nutrition Program
Vendor Check-List
July 1, 2026 through June 30, 2028

PROVIDE THE FOLLOWING INFORMATION:

1. Meals available for delivery within two weeks of ordering. Yes____ No____
2. Indicate the price for each type of meal requested.

Shelf Stable Meals – Quarterly or PRN

Case Type 1 (14 Lunch Pack) Regular - Variety in Menus	\$_____
Case Type 2 (5 Lunch Pack) Regular – Variety in Menus	\$_____
Case Type 3 (10 Lunch Pack) Regular - Variety in Menus	\$_____
Case Type 4 (5 Lunch Pack) Regular – Variety in Menus	\$_____

Frozen Meals – Twice a month delivery

Case Type1 (14 Lunch Pack) Regular – Variety in Menus	\$_____
Case Type 2 (5 Lunch Pack) Regular – Variety in Menus	\$_____
Case Type 3 (10 Lunch Pack) Regular - Variety in Menus	\$_____
Case Type 4 (5 Lunch Pack) Regular – Variety in Menus	\$_____

3. Note any exceptions or additions:

Nutrient Analysis

This table represents the most current DRIs that include the RDA and AI nutrient values for use when planning and evaluating meals. Values are provided for one meal a day for the average older adult population served by the program. For programs serving two meals a day, the values in the compliance range must be doubled, and for three meals per day, the values are tripled. Repackaging of meals must also follow the same service standards.

Menus that are documented as meeting the nutrient requirements through nutrient analysis software must provide the following:

Nutrient	Target Value Per Meal (1)	Compliance Range (2)
Calories (Kcal)	685	600-750
Protein (grams)	23 gm	Minimum of 14 gm pro in the entrée/protein portion of the meal
Fat (% of total Calories) (grams)	23 gm	23-27 grams
Vitamin A (ug) (3)	300 ug or 1000 I.U.	> 300 ug or 1000 I.U. averaged over one week
Vitamin C (mg)	30 mg	
Vitamin B6 (mg)	0.57 mg	
Vitamin B12 (mg) (4)	0.79 ug	
Calcium (mg)	400 mg	
Magnesium (ug)	140 mg	> 110 mg
Zinc (mg)	3.1 mg	
Sodium (mg)	800 mg	< 1,200 mg (5)
Fiber (gm)	10 gm	> 8 gm

- (1) Target Value: This value represents one-third the Dietary Reference Intake
- (2) Compliance Range: This range represents acceptable minimum or maximum values as specified by the state to allow for menu flexibility and client satisfaction.
- (3) Vitamin A content should be for vegetable (carotenoid) sources,
- (4) Fortified foods may be used to meet vitamin B12 needs.
- (5) Sodium is liberalized based on the information from the Mathematica study that demonstrated that for many participants the meal provides close to 40-50% of the participants daily intake and to allow for menu flexibility and client satisfaction.