



INVITATION FOR BID (IFB) FOR SENIOR CENTER MEAL PROGRAM

Contracting Agency: City of Sunland Park, NM

Invitation for Bid No. IFB FY2526-01 Senior Center Meal Program

Issue date: October 20, 2025

Due date: November 17, 2025 at 12:00 pm (local time)

All quotes must be received by 12:00 pm (local time) on Monday November 17, 2025.

Bids will be opened immediately after receiving

Sealed Proposal packets will be received at:

City of Sunland Park
1000 McNutt Road, Suite A
Sunland Park, NM 88063

ATTENTION TO: Claudia Carrillo

Purchasing Agent

Ph: (575) 589-7565 Ext. 1320

Clearly marked: **“IFB FY2506-01 – Senior Center Meal Program”**

Packets not properly submitted will be returned to offeror at offeror’s expense. The date and time received will be stamped on the proposals. Late proposals will not be considered nor accepted. It is the responsibility of the offeror to ensure that proposals are delivered on time to the correct address.

1. Introduction

The City of Sunland Park is requesting sealed bids from qualified vendors to provide lunch-meal services for eligible participants at the Senior Center located at 1010 McNutt Rd., Sunland Park, NM 88063. The services must comply with federal, state, and local nutrition, food safety, and procurement regulations, including:

- Older Americans Act (OAA) Title III-C Nutrition Program Requirements
- USDA Nutrition Guidelines
- New Mexico Aging and Long-Term Services Department (ALTSD) Nutrition Service Standards
- New Mexico Environment Department (NMED) Food Safety Codes
- Federal and State Civil Rights Requirements

2. Scope of Work

The successful bidder shall furnish all labor, materials, food items, supplies, equipment, and supervision necessary to provide the preparation, delivery, and on-site service of meals to senior clients, meeting the following specifications:

2.1. Meal Composition Requirements

- Each meal must provide 1/3 of the Recommended Dietary Allowance (RDA) for older adults.
- Meals must include:
 - One serving of protein (meat, poultry, fish, eggs, or alternate equivalent meat)
 - Two servings of vegetables and/or fruit
 - One serving of whole or enriched grain or starchy vegetable
 - One serving of milk or dairy equivalent
 - A dessert or appropriate substitute (e.g., fruit)
- Sodium: No more than 800 mg per meal
- Total fat: No more than 30% of total calories
- Meals must be culturally appropriate and sensitive to the needs of a diverse older adult population.
- Menus must be developed or reviewed by a Registered Dietitian (RD) and submitted a month in advance for approval.

2.2. Delivery and Service Requirements

- Meals must be served Monday through Friday, excluding designated holidays.
- Expected volume: approximately 40 meals/day (may fluctuate).
- Delivery must occur between 10:00 am and 10:30 am to ensure service at 12:00 pm
- All hot foods must be delivered at $\geq 140^{\circ}\text{F}$, and cold foods at $\leq 41^{\circ}\text{F}$, per NMED standards.
- Meals will be delivered in individual containers, ready to be distributed.
- Contractor is responsible for transportation, insulated delivery containers, temperature logs, and maintaining safe food temperatures throughout.

3. Mandatory Requirements

Bidders must meet or agree to the following requirements:

3.1. Licenses and Certifications

- Current New Mexico Food Handler's Permit and NMED-certified kitchen license
- Documentation of a Certified Food Protection Manager
- Registered with SAM.gov and New Mexico State Purchasing Division, if required
- Active business license in the State of New Mexico

3.2. Insurance

- General Liability Insurance (minimum \$1,000,000 per occurrence)
- Worker's Compensation Insurance (as applicable)
- Automobile Liability Insurance (since you will be delivering meals)

3.3. Staff Requirements

All food service staff must:

- Hold valid Food Handler Certifications
- Pass background checks if working on-site or interacting with clients
- Undergo annual training in:
 - Food safety and sanitation
 - Allergen awareness
 - Civil rights and non-discrimination
 - Emergency procedures

3.4. Food Safety and Sanitation

- All food preparation must occur in a commercial kitchen licensed and inspected by NMED
- Contractor must maintain daily temperature logs, cleaning logs, and production records
- Regular inspections may be conducted by the contracting agency and/or NMED

3.5. Reporting Requirements

- Submit monthly:
 - Meal count reports
 - Temperature logs
 - Incident reports, if applicable
 - Client satisfaction summaries
- Provide annual proof of kitchen inspection and certificate of insurance

3.6. Menu and Nutritional Oversight

- Menus must be:
 - Submitted monthly, at least two weeks in advance
 - Reviewed and signed by a Registered Dietitian
 - Adjusted for seasonal variety and client feedback

- Must accommodate:
 - Modified diets (e.g., diabetic, low-sodium, vegetarian)
 - Religious or cultural dietary restrictions (when feasible)

3.7. Emergency Preparedness

- Contractor must have a contingency plan for meal service during inclement weather, kitchen failure, or other emergencies.
- May be required to provide shelf-stable emergency meals upon request.

3.8. Non-Discrimination & Compliance

Must comply with:

- Title VI and VII of the Civil Rights Act
- Section 504 of the Rehabilitation Act
- Title IX of the Education Amendments
- Age Discrimination Act of 1975
- USDA's Non-Discrimination Statement (must be included on all public-facing materials)

4. **Contract Term**

The anticipated contract term will be for one (1) year, with the option to renew annually for up to three (3) additional years, contingent upon performance and funding availability.

5. **Regulatory Compliance**

All meals and services must comply with:

- Older Americans Act – Title III-C
- USDA Dietary Guidelines
- State/Local Department of Health Regulations
- Americans with Disabilities Act (ADA)
- Food Code (FDA) Standards

Failure to comply with these standards may result in disqualification or contract termination.

6. **Bid Submission Instructions**

Each sealed bid must include:

- Proposed cost per meal and total annual cost estimate (calculate NMGRT separate)
- 4-week sample menu
- Evidence of compliance with all food service licensing and certification requirements.
- Proof of insurance (liability, vehicle, and workers' compensation).
- Three (3) references from similar contracts (preferably senior meal programs)
- Description of your kitchen facilities and delivery process
- Evidence of the ability to comply with Title III-C of the Older Americans Act.

- Submit to:
Attn: Claudia Carrillo
1000 McNutt Rd Suite A
City of Sunland Park, 88063
Clearly marked: **“IFB FY2506-01 – Senior Center Meal Program”**

7. Evaluation and Award

The contract will be awarded to the lowest responsive and responsible bidder based on the following requirements:

- Cost per meal
- Nutritional quality and menu variety
- Experience and qualifications
- References and past performance
- Compliance with food safety & licensing
- Added value or enhancements

The award is subject to the availability of federal and state funds

8. Timeline

Event	Date
Issue IFB	October 20, 2025
Deadline for Questions	November 3, 2025
Response to written questions	November 10, 2025
Bid Submission Deadline	November 17, 2025, at 12:00 pm (local time)
Public Bid Opening*	November 17, 2025 - immediately after receiving
Estimated Contract Start Date	November 2025

* Bids will be opened at Council Chambers immediately after due date.

9. Questions and Contact Information

All inquiries regarding this IFB must be submitted in writing only to:

Claudia Carrillo
Purchasing Agent
Ph: (575) 589-7565 Ext. 1320
Claudia.carrillo@sunlandpark-nm.gov

Responses to questions will be issued via written addendum.

City of Sunland Park reserves the right to reject any or all bids, waive informalities, and accept the bid deemed in the best interest of the program.