



DEPARTMENT OF FINANCE

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SUBJECT: Questions and Answers for Request for Proposals (RFP) – 2026
– 15 – Congregate Meal Production

Marin County Civic Center
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1. Can you clarify whether the cover page, pricing page, table of contents, a sample menu, staffing table, required forms, and reference contact information count toward the 10-page?

Answer: The 10-page limit is specifically related to answering the questions.

2. What is the projected number of meals at each site

Answer: Meal count varies from 20-50 meals per day per site. Meals are ordered one week in advance.

3. When are deliveries made?

Answer: Deliveries are made to the site on the day of the meal, typically an hour or two beforehand to maintain core temperature.

4. The RFP states that there is a \$10.25 per meal ceiling. Does that include supplies such as plates, napkins, uh, utensil kits, cups, bowls, things like that?

Answer: Yes

5. Will the vendor be able to propose an adjustment in the meal price during the renewal period?

Answer: The vendor can propose a price increase each year. However, this program is funded through the federal Older Americans Act and we do not anticipate receiving additional funds.

6. Are the meals delivered in bulk?

Answer: Generally, but that is dependent on the proposal and vendor.

7. Are the meals served family style, prepared in advance, delivered in steam pans, and held in warmers at sites, and then plated by your staff?

Answer: That is the current process.

8. Are cambros/ steam pans provided by the vendor?

Answer: Yes, these are used to drop off the meals need to be collected by the vendor on the same day. Sites do not always have storage capacity. They can also be disposable.

9. Will you accept electronic signatures when submitting a bid?

Answer: Yes

10. When is the vendor to drop off meals for sampling?

Answer: Vendor is to specify preferred date of Sept. 15 or 17. Sample meals are to be dropped off to a specified location in Marin.

11. The RFP references hot meal service and onsite congregate dining. Will the County consider individually packaged, refrigerated meals that are reheated onsite prior to service, or are freshly prepared hot meals required at the time of delivery?

Answer: Meals must be ready-to-serve at appropriate temperatures at time of delivery.

12. The RFP indicates that dining service products such as plates, napkins, utensils, cups, and bowls are included in the meal pricing. Would the County consider proposals from vendors that provide meals only, with dining service products supplied by the meal site or another designated party?

Answer: While not ideal, the County will consider proposals that do not include dining service products. The provision of dining service products reviewed by the panel as per the Scoring Sheet. Cost of meal as indicated in the RFP includes the price of dining supplies. If these are not offered by the vendor, the County would expect an appropriate price adjustment.

13. Is the County open to alternative delivery models, such as weekly bulk deliveries of refrigerated meals to congregate sites, or are deliveries required on each day meals are served?

Answer: Deliveries are required on the day meals are served at each site.

14. Would the County permit meals to be transported using common carriers (such as FedEx / UPS) that maintain required food safety and temperature-control standards?

Answer: No, vendors may not use common carriers to transport the meals to the meal sites. Common carriers and parcel delivery services are generally not trained in safe food handling practices and are exempt from the FDA's Food Safety Modernization Act Sanitary Transportation rule. The carriers are not held responsible for any mishandling of food. Because they would not be able to guarantee food is handled safely, we cannot use these services for meal delivery.

15.If onsite staff are not provided by the vendor, can site personnel or County-designated staff be responsible for receiving, storing, reheating (if applicable), and serving meals once delivered?

Answer: The vendor is not responsible for receiving, storing, reheating, and serving meals. These are the responsibilities of the site.