



REQUEST FOR PROPOSALS (RFP) FOR CONGREGATE DINING MEAL SERVICE PROGRAM

ISSUED BY: HOUSING AUTHORITY OF THE CITY OF BLOOMINGTON, ILLINOIS

All proposals shall be submitted to:

Ashley Short
Director of Public Housing
104 East Wood Street
Bloomington, Illinois 61701

RESPONSES MUST BE RECEIVED NO LATER THAN

MARCH 6, 2026

AT 12:00 PM CST

1. Introduction

The Housing Authority of the City of Bloomington (BHA) is soliciting sealed proposals from qualified and reputable catering service providers to prepare and deliver meals to residents at BHA's disabled apartment community. The purpose of this RFP is to ensure consistent, nutritious meal services that meet health, safety, and dietary requirements.

This procurement shall follow all applicable HUD regulations, State of Illinois requirements, and BHA procurement policies.

The Congregate Housing Service Program was originally established in January 1982 in collaboration with a community partner (formerly known as MarcFirst) to provide supportive housing services exclusively for adults with developmental disabilities. In 2009, following the termination of the partner's state grant, BHA expanded CHSP to include adults with a broader range of disabilities who meet the program's eligibility criteria.

The program is funded through a grant from U.S. Department of Housing and Urban Development (HUD), administered via BHA. This supports the provision of both affordable



housing and supportive services — enabling individuals with disabilities to live independently, safely, and with dignity, while receiving necessary support.

The primary purpose of CHSP is to prevent unnecessary institutionalization, promote independent living, and provide supportive services that respond to residents' needs in a home or apartment-based setting.

CHSP at Irvin Apartments offers a comprehensive supportive housing model that combines private apartment living with onsite service coordination and supportive services.

Participants live on their own in their own designated apartment (at 823 West Oakland and 810 West Jackson), 25 units total that is managed by BHA.

Residents receive services and training tailored to their individual needs, focusing on activities of daily living, health-related tasks, household management, and community integration — enabling as much independence as possible.

CHSP Services Include:

- **Meal Services (One Hot Meal Per Day, Per Grant Requirements)**
- Personal Assistance
- Health Services
- Housekeeping Services
- Transportation Services
- Case Management/Service Coordination

The contracted catering service acknowledges that any and all information regarding any Housing Authority resident disclosed to company is confidential and is protected under state and federal laws and regulations governing the confidentiality of records. This further acknowledges that in receiving, storing or otherwise dealing with any information from Housing Authority, that they are bound by the requirements of 42 C.F.R. Part 2, as well as the Illinois Mental Health and Developmental Disabilities Confidentiality Act. The contracted catering service hereby represent that all employees that may have access to any information regarding any client of Housing Authority are familiar with and understand the implications of the above referenced regulations and statutes. The contracted catering service agrees to institute appropriate procedures for safeguarding information and to resist and defend against any efforts by any third party to obtain access to any confidential



information, whether as part of a judicial proceeding or otherwise. The contracted catering service agrees to provide Housing Authority with contracted catering services procedures for safeguarding confidential information of Housing Authority residents upon the execution of this Agreement.

2. Scope of Services

Meal Services are provided by a contracted catering service. This Request for Proposal is being issued to solicit proposals for several different meal service scenarios. The Scenarios are listed below:

1. Hot Breakfast Mon-Friday (no holidays), Lunch: Sandwiches ready-made, fruit (apples, oranges, or bananas) and vegetables (carrot sticks, celery sticks), and a Hot Dinner every day of the week (including Holidays).
2. Sandwiches ready-made, fruit (apples, oranges, or bananas), or vegetables (carrot sticks, celery sticks) for lunch, and a Hot Dinner every day of the week (including Holidays).
3. Hot Dinner Only

2.1 Meal Preparation & Delivery

The selected vendor shall:

1. Provide freshly prepared, nutritionally balanced meals.
2. Deliver meals 7 days a week, unless otherwise agreed upon change in schedule.
3. Ensure meals are delivered hot and ready to serve, maintaining safe temperature standards.
4. Provide meals that meet the following standards:
 - Minimum 3–4 oz protein
 - 1 vegetable
 - 1 starch
 - 1 fruit or dessert



- Beverage (optional depending on cost)
- Low-sodium options preferred

2.2 Food Safety Requirements

Vendor must comply with:

- Illinois Department of Public Health (IDPH) food safety requirements
- All food-handling, storage, and delivery standards
- Regular handwashing and sanitation protocols
- Proper labeling, including allergens

2.3 Special Dietary Needs

Vendor must be able to provide (as needed and per resident medically required request):

- Low-sodium meals
- Diabetic-friendly meals (no added sugar options)

2.4 Communication & Coordination

Vendor shall:

- Assign a direct point of contact for coordination
- Notify BHA of any menu changes at least **24 hours in advance**
- BHA will notify catering company at least 24 hours in advance of any need for menu changes or boxed meals
- Track and report daily meal counts
- Address resident concerns or questions to BHA staff

2.5 Locations

Meals will be delivered to the following BHA properties:

- Irvin Apartments (823 West Oakland Ave address only for a total of 25 units/residents)



3. Menu Requirements

Vendor must submit:

- A 4-week rotating sample menu
- Nutritional standards for each meal
- List of ingredients upon request
- Breakdown of vegetarian, low-sodium, or modified meals available

Menus should prioritize:

- Balanced nutrition
- Fresh ingredients
- Variety in proteins (poultry, fish, beef, vegetarian)
- Minimal repetition

4. Proposal Submission Requirements

Vendor proposals must include the following:

4.1 Company Profile

- Legal business name
- Address
- Contact person
- Years in business
- Food service licenses and certifications
- Proof of IDPH certification

4.2 Technical Proposal

- Description of food preparation process



- Delivery logistics and staffing
- Sample 4-week menu for the following three scenarios and cost per meal per resident.
 1. Hot Breakfast Mon-Friday (no holidays), Lunch: Sandwiches ready-made, fruit (apples, oranges, or bananas), and vegetables (carrot sticks, celery sticks), and a Hot Dinner every day of the week (including Holidays).
 2. Sandwiches ready-made, fruit (apples, oranges, or bananas), or vegetables (carrot sticks, celery sticks) for lunch, and a Hot Dinner every day of the week (including Holidays).
 3. Hot Dinner Only
- Procedure for handling special diets

4.3 Cost Proposal

Must include:

- Cost per meal for each meal scenario listed above.
- Cost for special dietary meals
- Any delivery charges
- Optional add-on services
- Volume discounts (if applicable)

4.4 References

Provide three (3) current or recent relevant contracts including:

- Contact name
- Phone number
- Email
- Type of service provided

4.5 Required Documents



- W-9
- Certificate of Insurance
- Non-collusion affidavit (attached)
- Copy of food safety certifications

5. Evaluation Criteria

BHA will evaluate proposals based on the following criteria:

Evaluation Area	Weight
Menu Quality & Service Approach	30%
Experience & Qualifications	25%
Cost Proposal	25%
References	10%
Compliance With Requirements	10%

6. Timeline

Activity	Date
RFP Release Date	February 1, 2026
Deadline for Questions	February 27, 2026
Proposal Submission Deadline	March 6, 2026, by 12:00 pm Noon CST
Evaluation Period	March 9-27, 2026
Vendor Interviews (if applicable)	April 1-17, 2026



Activity	Date
Anticipated Award Date	April 30, 2026
Contract Start Date	May 1, 2026
	Subject to change

7. Submission Instructions

Submit sealed proposals clearly labeled:

“RFP – Catering Services – [Vendor Name]”

Deliver proposals to:

Housing Authority of the City of Bloomington

Attn: Ashley Short

104 E. Wood St.

Bloomington, IL 61701

Late or incomplete proposals will not be considered. Any questions about this RFP must be submitting in writing to ashleys@bloomingtonha.com. Questions and answers will be considered open records

8. Contract Term

The contract will be for a period of **one (1) year**, with the option to renew for up to **two (2) additional one-year terms**, based on vendor performance and funding availability.

9. Insurance Requirements

Vendor must maintain at the time of contract agreement:

- Commercial General Liability: \$1,000,000 per occurrence
- Workers’ Compensation: Statutory limits



- BHA listed as Additional Insured

10. Rights Reserved by BHA

BHA reserves the right to:

- Reject any or all proposals
- Waive informalities or minor irregularities
- Request additional information
- Negotiate terms
- Award contract based on best value
- Cancel the RFP at any time

NON-COLLUSIVE AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes
and says:

That (he) (she) is (a partner) (a Officer) of the firm of _____
the party making the foregoing Proposal or Bid, that such Proposal the party is making is
genuine and not collusive or sham; that said bidder has not colluded, conspired, connived,
or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to
refrain from bidding, and has not in any manner directly or indirectly, sought by
agreement or collusion, or communication or conference, with any person, to fix any
overhead, profit or cost element of said bid price, or of that of any other bidder, or to
secure any advantage against the Housing Authority of the City of Bloomington, or any
person interested in the proposed Contract; and that all statements in said Proposal or Bid
are true.

Signature of:

Bidder, if the bidder is an individual, _____

Partner, if the bidder is a partnership, _____

Officer, if the bidder is a corporation. _____

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public Signature

My Commission expires _____, 20____