March 5, 2020

TO: ALL RESPONDERS UNDER REQUEST FOR PROPOSALS NO. 20-500541

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 1

Request for Proposals (RFP) No. 20-500541, Meal Services for Seniors (Annual Contract with 2 Options to Renew), is hereby amended as follows:

1. The proposal due date is extended to April 2, 2020, 3:00 p.m. EST.

2. The question period is extended to March 13, 2020, 5:00 p.m. EST.

3. Any responder who did not attend a Mandatory LSBE Meeting on February 26 or March 4, 2020 must attend one of the two meetings scheduled for March 11, 2020, held at 10:00 a.m. and 2:00 p.m. and located at: The Department of Watershed Management, 4572 Memorial Drive, Decatur, Georgia 30032. Bidders may attend in-person or via audio/video conference. Instructions for attendance via audio/video conference can be found on the County’s website at https://www.dekalbcountyga.gov/purchasing-contracting/itbrfp-prime-contacts.

4. Responders shall note the correction in the address provided for South DeKalb Senior Center (page 17 of the RFP) as follows: 1934 Candler Road, Decatur, GA 30032.

5. Responders shall replace “Page 19 of 67” of the RFP with “Page 19 of 67 (Revised)”, attached to this addendum.

6. It is the responsibility of each responder to ensure that he or she is aware of all addenda issued under this RFP. Please sign and return this addendum. You may email Crystal Creekmore, Senior Procurement Agent, at creekmore@dekalbcountyga.gov before the bids are due to confirm the number of addenda issued. Failure to acknowledge this addendum will result in your proposal being deemed non-responsive.

7. All other conditions remain in full force and effect.

_____________________________
Crystal Creekmore, MBA, CPPB
Procurement Agent, Senior
Department of Purchasing and Contracting
ACKNOWLEDGEMENT

Date: ______________________________

Addendum No. 1 is hereby acknowledged:

_____________________________________________________________________________

(Company Name)

_____________________________________________________________________________

(Printed Name of Responder’s Authorized Signer)

_____________________________________________________________________________

(Signature of Responder’s Authorized Signer)

_____________________________________________________________________________

(Title)
d. Provide a minimum of one (1) staff person or volunteer to serve food at each senior center location as well as to take and record food temperatures daily to document that safe temperatures are maintained.

e. Ensure staff and volunteers follow food sanitation requirements, as prescribed by applicable Federal, State and local rules and regulations for the preparation and serving of all meals.

f. Ensure that food is available to senior participants for at least 30 minutes once serving begins while also ensuring that holding times for hot food do not exceed four (4) hours from the final stage of food preparation until the meal is served to the senior participants.

g. Be able to make meal adjustments based on surveys and feedback from the County and senior participants.

h. Deliver nutrition education materials once per month (overseen by a Registered Dietician, presented to in written format and in size 14 font).

i. Nutrition counseling shall be provided based on referrals provided by DeKalb County Case Managers, which requires home visits to seniors to discuss recommended nutrition topics.

C. Anticipated Outcomes of Tasks:

1. To reduce identified nutritional risk and food insecurity among program participants through the provision of nutritious meals.

2. To reduce isolation of program participants through socialization.

D. Applicable Regulations: Program Legislation, Program Standards and/or Guidelines

The following is a list of applicable resources for more detailed information regarding federal and state regulations for the provision of congregate meals:


