

TO: ALL POTENTIAL BIDDERS
FROM: Kelly Seymour, Hart County Senior Center Director
DATE: February 26, 2025
SUBJECT: Request for Proposals

Attached is a "Request for Proposal" (RFP) for FY-2026 services for the Hart County Meals on Wheels program, located at Hart County Senior Center, 139 Clay Street, Hartwell, Georgia . Included is information required for the preparation of your budget to be submitted with the RFP.

One (1) original and two (2) copies of sealed, completed proposals are due Thursday, April 3, 2025 by 3:00 p.m. Proposals may be submitted via mail or hand delivered in a **sealed** envelope. Faxed bids cannot be accepted. ******LATE PROPOSALS WILL NOT BE ACCEPTED******

Please address mailed proposals, Fed-Ex, UPS, or hand delivered proposals to:

Attn: Jean Teasley
HART COUNTY BOARD OF COMMISSIONERS
800 CHANDLER STREET
HARTWELL, GA 30643

RFP Hart County Senior Center Congregate and Home Delivered Meals

PROPOSER'S COMPANY NAME _____

PROPOSER'S CONTACT NAME _____

PROPOSER'S ADDRESS _____

PROPOSER'S PHONE NUMBER _____

PROPOSER'S EMAIL _____

**Hart County Board of Commissioners
800 Chandler Street
Hartwell, Georgia 30643**

**REQUEST FOR PROPOSAL
FOR
Congregate and
Home Delivered Meals**

**For all questions about this RFP contact:
Kelly Seymour Director, Hart County Senior Center
tpartain@hartcountyga.gov
kseymour@hartcountyga.gov
706-376-3975**

**Released On:
February 26, 2025**

**Due On:
Thursday, April 3, 2025 at 3:00 PM Eastern Time**

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1. INTRODUCTION

The Hart County Board of Commissioners is requesting proposals from qualified Bidders capable of preparing and/or delivering meals that will:

- Supply quality meals using an approved menu that meets the Dietary guidelines for Americans published by the Secretary of Agriculture, and provides 33 1/3 % of the current Dietary Reference Intakes for adults (DRI)
- Meals served comply with all federal, state and local health ordinances and nutrition program standards for food handling, processing, temperatures and food safety.
- As a government agency, in the State of Georgia, Hart County does not pay state sales tax. All bidders must exclude state sales taxes calculating bids.

a) Meal Specifications

- Meals are to be provided in bulk serving containers or pre-plated individual meals at the bidders discretion.
- If meals are provided in bulk serving containers, bidder will provide 3 compartment Oliver trays, film and sealing machine for use by the Hart County Senior Center in plating meals for transport or an equivalent system for plating individual meals for delivery to clients. Photos of the current trays used are attached as Appendix A to this RFP for reference
 - If bidder does not have the ability to provide a plating solution, clearly annotate this in the bid package and Hart County will add the cost of purchasing the necessary equipment to the bidders final cost for evaluation.
- Meals will include at a minimum:
 - 1 Primary protein
 - 1 Starch
 - 1 Vegetable
 - 1 Fruit or Desert
 - 1 Bread
 - 1 Individual Carton of Milk
- Meals will be served a minimum of 250 days per year
 - Number of meals to the site:
 - An average of 130 meals per day
 - Monday through Friday
 - Delivery:
 - Bidder will include the cost of delivery to the Hart County Senior Center no later than 10:00 am each day if the bidder is more than 10 miles away from the Center.
 - If the bidder is less than 10 miles from the Hart County Senior Center, the bid may assume pickup by Senior Center Personnel no later than 10:00 am Monday through Friday
 - Bidders will ensure which method of delivery is clearly identified in their bid package.

- A list of holidays/dates when nutrition program will be closed includes: New Year's Day, M.L. King Jr's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (and day after), and Christmas Day (2 days). Other dates may be added by Hart County.
- Serving utensils supplied by bidder include:
 - 9 Stainless steel serving pans (24"x13"x4") for bulk hot foods with stainless steel lids for use in the Senior Center's steam table. Chilled bulk foods may be provided in the same pans
 - 6 serving pans will be returned to the bidder each day for reuse.
- Supplies provided by bidder will include:
 - Condiments in individual serving packages appropriate to the meal being served. (i.e. ketchup, mayonnaise, mustard, vinegar, sour cream, ranch dressing, etc)
 - Coffee, Tea, disposable 8oz coffee cups and Coffee filters.
 - Sugar, artificial sweetener and coffee creamer in individual serving packages.
 - Disposable gloves, napkins, coffee stirrers, straws, and disposable cutlery kits (including knife, fork and spoon)

The successful Bidder will:

- Complete menu planning activities on proposed menus that will be submitted in 3 month cycles. Planning will include incorporating feedback from the Hart County Senior Center in the menu planning process
 - Complete nutritional analysis by a Registered Dietician licensed by the state of Georgia, on proposed menus that must be submitted 45 days prior to the beginning of the 3 month menu cycle.
 - Hart County has a registered dietician on staff. If the bidder does not have a dietician on staff, clearly annotate this in the bid package and Hart County will assume review of menus will be completed by the Hart County dietician.
- b) **Overview of the RFP Process** – The objective of this RFP is to select one (or more) qualified Bidders to provide the services as outlined in the RFP. All qualified Bidders who submitted a statement of interest are invited to participate by submitting responses, as further defined below. After evaluation all Bidders responses received prior to the closing date of this RFP and following negotiations (if any) and resolution of any contract exceptions, the preliminary results of the RFP process will be publicly announced.
- c) **Schedule of Events** – This schedule of events set out herein represents Hart County's best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the RFP will be publicly posted prior to the closing

date of this RFP. After the close of the RFP, Hart County reserves the right to adjust the remainder of the proposed dates, including the dates of evaluation, negotiations, award and the contract term on an as needed basis with or without notice.

Description	Specific Date or Date Ranges	Time
<i>Release of RFP</i>	2/26/2025	5:00PM
<i>Deadline for written questions sent via e-mail to the Issuing Officer referenced in Section</i>	3/12/2025	5:00PM
<i>Responses to written questions</i>	3/26/2025	5:00PM
<i>Proposals Due/Close Date & Time</i>	4/3/2025	3:00PM
<i>Notice of Award (on or about)</i>	4/24/2025	
<i>Contract Start Date</i>	7/1/2025	

d) **Restrictions on Communication with Staff** - From the issue date of this RFP until a contractor is selected and the selection is announced, Bidders are not allowed to communicate for any reason with any Hart County staff, except through the Issuing Officer named herein, or as provided by existing work agreement (s). Hart County reserves the right to reject the proposal of any Bidder violating this provision. All questions concerning this RFP must be submitted in writing (email may be used) to the Issuing Officer. No questions will be accepted except in written format. Only written responses will be binding upon Hart County

e) **Contract Terms** - The contract will be on a State of Georgia fiscal year (SFY) basis (July 1- June 30). The contract will have options to renew July 1, 2026- June 30, 2029 additional contract periods with a contract end date of June 30 each year. The annual renewal of the Bidder’s contract shall be based on the availability of funds and the Bidder’s successful contract performance the preceding year

2. MANDATORY REQUIREMENTS

This section identifies all mandatory requirements which must be present in the proposal before further consideration will be given. Bidder’s response indicates the page number(s) where each mandatory requirement is substantiated.

a) Bidder’s Qualification Requirements –

- Must have at least one employee with supervisor and management responsibility, the authority to direct and control food preparation and service, and be the Certified Food Safety manager
- Must have a qualified dietician on staff who will be available for menu review, analysis, and certification or will prepare menus for review early enough to utilize the dietician on staff with Hart County.

b) Business Requirements –

- Applicant shall use procedures that comply with all applicable State and local fire, health, sanitation, and safety laws and regulations
- All food preparation, handling, and serving activities shall comply with applicable requirements found in Chapter 511-6-1: Food Service Rules and Regulations of the Georgia Department of Public Health
- Applicant shall identify an individual who is responsible for the overall management of nutrition services and compliance with performance standards, requirements, and procedures
- All employees responsible for food service management shall be ServSafe certified as required by the State, etc.

c) Mandatory Submission Requirements –

- Bidder must complete all per meal costs requested in the RFP or annotate that a per meal cost cannot be provided by the bidder
- Bidder must have responded to all sections of the proposal.

d) Budget Requirements –

Bidder must provide a per meal cost for the following food categories:

- | | |
|---|------------------------|
| <input type="radio"/> Hot/Chilled meals-bulk: | Cost per meal \$ _____ |
| <input type="radio"/> Pre-plated Hot/Chilled meals: | Cost per meal \$ _____ |
| <input type="radio"/> Frozen meals (box of 5): | Cost per meal \$ _____ |
| <input type="radio"/> Therapeutic Meals bulk: | Cost per meal \$ _____ |
| <input type="radio"/> Pre-plated Therapeutic meals: | Cost per meal \$ _____ |
| <input type="radio"/> Shelf Stable meals Single: | Cost per meal \$ _____ |
| <input type="radio"/> Shelf Stable meals 5 pack: | Cost per meal \$ _____ |

If a bidder is unable to provide the type of meal indicated, annotate an N/A in the Cost per Meal to indicate this type of meal is not an option if the bidder is awarded the contract.

A Therapeutic Meal meets 33.3% of the daily sugar requirements for a diabetic diet.
Shelf Stable Meals include canned or packaged items that are suitable for shelf storage.

3. TECHNICAL PROPOSAL

This section identifies the information which must be submitted in the Technical Proposal. Bidder must demonstrate their ability to satisfy all Qualifications and Technical Requirements to perform the required services. The technical Proposal must be structured in the following order and labeled with the corresponding titles stated below using the same outline numbers.

a) Company Structure - The Bidder will include the following information:

1. Bidder must submit an organizational chart displaying its overall business structure.

2. Bidder shall include in the proposal the legal form of their business organization, the state of incorporation (if a corporation), the business office location, hours of operation, and the contact name during the term of any resulting contract.
3. Bidder shall submit a list of Board of Directors and/or Advisory Board members, including their occupations and addresses.

b) Experience – The Bidder must submit a summary of prior experience as a provider of similar services. Hart County reserves the right to verify all information submitted.

1. The Bidder will provide a list of all organizations for whom similar services, as detailed in the RFP, have been provided during the past four (4) years. This list will include:
 - a. Name of Organization
 - b. Name and Title of contact person
 - c. Phone number of contact person
 - d. Description of the work performed
 - e. Time period of the project or contract
 - f. Contract Amount
2. The Bidder will also disclose any services terminated by the organizations and the reason(s) for termination and Dates of Service

c) Business Litigation – The Bidder will disclose any involvement by the organization or any officer or principal in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the current status and/or disposition. Failure to fully disclose or accurately state litigation may result in the proposal not being further reviewed.

d) Scope of Services for Congregate and Home Delivered Meals

1. Program Legislation, Regulation, Program Standards and/or Guidelines:

- Dietary Guidelines for Americans:
(<http://www.health.gov/dietaryguidelines/dqa2005/document/>)
- DHR Food Service Rules:
(<https://dph.georgia.gov/food-service-rules-and-documents>)
- DHR/DAS Nutrition Program Guidelines, HCBS Manual
(<https://odis.dhs.ga.gov/General>)

2. Program Description – Meal Service Narrative

Bidder will provide a brief description of their operation including:

- a) Organization structure and number of staff.
- b) Kitchen Facility Location

- c) Menu Planning: Briefly describe the menu planning process and who will be responsible for planning the menus.
- d) Food Packaging System: Briefly describe the proposed food packaging system; specify brand names of materials/products used.
- e) Food Delivery System: Describe how meals will be transported to the Hart County Senior Center.

3. Vendor Required Information

A. Check one: _____ Catered Meals – Vendor
 _____ Central Kitchen/On-Site Preparation

B. Insurance Information:

	Carrier	Coverage Amount	Expiration Date
Worker’s Compensation		Amount required by law	
Comprehensive bodily injury/property damage/liability			
Product Liability			

C. Briefly describe your contingency plans to provide meals in case of the following:

- Power Outage
- Vehicle Breakdown
- Weather Emergencies
- Food received by Hart County out of temperature requirements

D. Provide Copies of the Following:

- Food Service Permit for the facility where meals will be prepared
- A legible copy of the most recent health inspection and fire inspection reports
- Proof of Insurance
- Food Service Permit
- Example of a proposed menu

4. PROPOSAL SUBMISSION

- a) **Packaging of Proposals** – The Bidder’s proposal in response to this RFP must be via U.S. Mail, commercial delivery service or hand delivery in a sealed envelope. No electronic or faxed proposals will be accepted.
- b) **Number of Proposal Copies** – One (1) original and two (2) copies

c) Submission of Proposals

1. **Issuing Office** – Hart County Board of Commissioners: 800 Chandler Street, Hartwell, Georgia 30643 issues this Request for Proposal (RFP) and is the sole point of contact for this RFP and subsequent revisions.
2. **Rejection of Proposal:** The Hart County Board of Commissioners reserves the right to reject any or all proposals, or to award in whole or in part if deemed to be in the best interest of Hart County to do so. The Hart County Board of Commissioners shall have authority to award orders, contracts or agreements to the Bidder(s) that offer the best proposal to Hart County, cost and other factors considered.
3. **Questions and Inquiries:** It is the policy of Hart County to accept questions in writing or by e-mail from any and all Bidder's interested in implementing the services identified in the RFP. Questions should be submitted to Kelly Seymour, Hart County Senior Center (HCSC) Director. The HCSC will transmit to Bidders all questions and the HCSC's responses according to the Schedule of Dates.
4. **Response Date:** In order to be considered for selection, proposals must arrive at the issuing office on or before the date and time specified. **Proposals received after the identified due date and time or submitted by any other means than those expressly permitted by the RFP will not be considered. Proposals must be complete in all respects, as required in each section of this RFP.**
5. **Revisions to Request for Proposals:** Hart County Board of Commissioners reserves the right to revise the Request for Proposal at any time prior to award. In the event it becomes necessary to revise any part of this RFP, information regarding revisions will be provided to all Bidders.
6. **Submitted Proposals:** In order to be considered for selection, Bidders must submit a complete response to this RFP including, at a minimum, all the mandatory requirements, technical proposal, budget proposal, and letter of transmittal concerning assurances. Bids must be received either via mail, commercial delivery service or hand delivered in a sealed envelope. Faxed or electronic bids cannot be accepted.

Please address bids to:

Attn: Jean Teasley

HART COUNTY BOARD OF COMMISSIONERS

800 CHANDLER STREET

HARTWELL, GA 30643

7. **Acceptance of Proposal Content** – The contents of the proposal of the successful Bidder will become a part of any contract awarded as a result of these specifications.

5. ASSURANCES

Letter of Transmittal

All Bidders are required to submit a mandatory transmittal letter, which shall be in the form of a standard business letter, which shall be signed by an individual authorized to legally bind the offer. The terms and conditions of the procurement are included. The Letter of Transmittal shall include:

1. If a corporation, a statement indicating that the Bidder is registered and in good standing with the Georgia Secretary of State to do business in the State of Georgia
2. A Statement that the Bidder does not discriminate in its employment practices with regard to race, religion, age (except as provided by law), marital status, political affiliation, national origin, or disability. (Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990).
3. A statement that the proposal meets the requirements set forth in the RFP plus any amendments. Amendments, if any, must be specified.
4. A statement that the person signing the proposal is the person in the Bidder organization responsible for, or authorized to make, decisions as to the prices quoted.
5. If the proposal deviates from the detailed requirements of this RFP, the transmittal letter must identify and explain all such deviations that appear in the body of the proposal. Hart County Board of Commissioners reserves the right to reject any proposal containing deviations or requiring modifications before acceptance.
6. The name, address, and telephone number of the individual(s) who can be contacted from 8:00 a.m. to 5:00 p.m. during business days for questions regarding the proposal.

TERMS AND CONDITIONS

- a) ***RFP Amendments*** – Hart County reserves the right to amend the RFP prior to the proposal due date and provide notification of any amendments through written correspondence.
- b) ***Proposal Withdrawal*** – A submitted proposal may be withdrawn prior to the due date by written request to the Issuing Officer. A request to withdraw a proposal must be signed by an authorized individual.
- c) ***Cost of Preparing a Proposal*** – The cost for developing the proposal is the sole responsibility of the Bidder. Hart County will not provide reimbursement for such costs.

d) **Conflict of Interest** – If a Bidder has any existing client relationship that involves Hart County, the Bidder must disclose each relationship.

APPENDIX A

Current meal trays in use at the Hart County Senior Center for distribution to Meals on Wheels clients

