



Fulton County, GA

# Department of Purchasing & Contract Compliance

*Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M., A.P.P  
Director*

**October 12, 2010**

**Re: 10RFP74944A-CJC –Comprehensive Nutritional Care Program**

Dear Proposers:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced Request for Proposal (RFP).

Except as provided herein, all terms and conditions in the RFP referenced above remain unchanged and in full force and effect.

Sincerely,

*Charlie Crockett, CPPB, APA*

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**10RFP74944A-CJC-Comprehensive Nutritional Care Program**  
**Addendum No. 1**  
**Page Two**

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

- Attachment-1 Questions and Answers submitted for Clarification
- Attachment-2 New Pricing Form

**ACKNOWLEDGEMENT OF ADDENDUM NO. 1**

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **October 21, 2010, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

## Questions and Answers submitted for clarification

The answers to all questions received in writing are included below. Please note that because of some of the comments and inquiries, we have decided to amend the Cost Information Spreadsheet to include separate columns for Adult Day Snacks and Adult Day Breakfast. You must submit the amended Cost Information Spreadsheet attached to this addendum.

Q1. Who currently has this contract?

A: Open Hand Atlanta (Formerly know as Project Open Hand)

Q2. Is the county happy with the level of service and food choices that they provided?

A: Yes

Q3. How many current entrée choices does the current vendor offer?

A: Two

Q4. How many picnic meals will need to be provided per center?

A: This number will vary and is hard to estimate. We have 14 Neighborhood Senior Centers and they typically take 4 trips per month that require a picnic meal. I recommend you use the estimated number of picnic meals provided on the Meal Cost Information Sheet so all bidders are using the same information.

Q5. Will there be a request for these meals in advance?

A: Yes, the picnic meals will be ordered in advance. You need to include a mechanism to order picnic meals in your ordering system.

Q6. Question one refers to section 1.5 Subcontracting opportunities on page 6. Is it possible to bid as a prime and a subcontractor?

A: No.

Q7. Does bidding in this way violate the rules of the Non-Collusion affidavit on page 40?

A: Yes.

Q8. May we bid on 1 or 2 of the 3 delivery methods described on page 24 section 3.3 scope of work?

A: The successful vendor must be able to provide meals served in a congregate setting, delivered to the home of the client, and provide a shelf-stable meal, all three.

Q9. Please provide a full description of "shelf-stable" per your requirement on page 25?

A: Shelf stable meals are an excellent way to provide a nutritious meal in a situation where a regular meal is not an option. Shelf stable meals are to be used during bad weather,

or other emergency meal replacements, when home delivered meals cannot be delivered. These meals do not require refrigeration and can be consumed at room temperature if needed. The shelf stable meals must meet the dietary requirements of the regular meal and have a shelf-life of not less than six months.

Q10. Can you provide us with a copy of the current contract that is due to expire for this solicitation, who is the current contractor and contract cost for the 2008 and 2009? If possible please.

A: A sample contract was included in the RFP. Open Hand Atlanta is the current contractor.

Q11. On page 26 of RFP: regarding the delivery times between 8:30 AM – 10 AM (home-delivered meal distribution points) or 10:30 AM (senior centers), would the County accept delivery between 6:30 AM – 10:30 AM for both categories?

A: No. Staff will not be at the distribution sites before 8:30 AM.

Q12. On page 28 of RFP: Does this reference the 2005 Dietary Guidelines (the last digit was left off in the RFP)?

A: You are correct the RFP should have read 2005.

Q13. Cost Proposal Form on page 33: Currently, the morning and afternoon snacks for the Adult Day program are provided in addition to the breakfast and lunch meals. The RFP did not have a separate pricing form for these snacks. How should this be addressed in preparing the cost proposal part of the response to RFP?

A: We are including an amended Cost Information Sheet that includes a column for Adult Day Snacks. Please note: Since you are providing breakfast and lunch in the Adult Day Program you are responsible for a total of 2/3 daily requirements. The snacks may be counted within the total 2/3.

Q14. Cost Proposal Form on page 33: Also, the congregate breakfast for the Adult Day program is currently provided as an additional unit of service/meal. The RFP did not have separate pricing for this meal. How should this be addressed when preparing the cost proposal response to the RFP?

A: We are including an amended cost Information Sheet that includes a column for Adult Day Breakfast.

Q15. On page 8 of Appendix E – regarding Holidays on which Congregate and Home-Delivered Meal Service is Not Required (See Exhibit C- should be Appendix H.): What are the County's expectations regarding holiday meals in terms of menus/meals for holidays and delivery (e.g., provide a holiday meal prior to a holiday? no meals required on holidays?)

A: There will be no congregate meals for the holidays listed. Home delivered meals may be ordered and delivered in advance of the holidays listed. For example, the ordering

agency may order double home delivered meals (2 for each person) to be delivered on July 3 so that there clients will have a meal for July 4. No delivery of meals is required on the holidays listed.

Q16. Mid-page on page 10 of Appendix E, mentions “Once Fulton County has entered into a contracted with the selected vendor for FY2004...” Just to clarify, should this be FY2011?

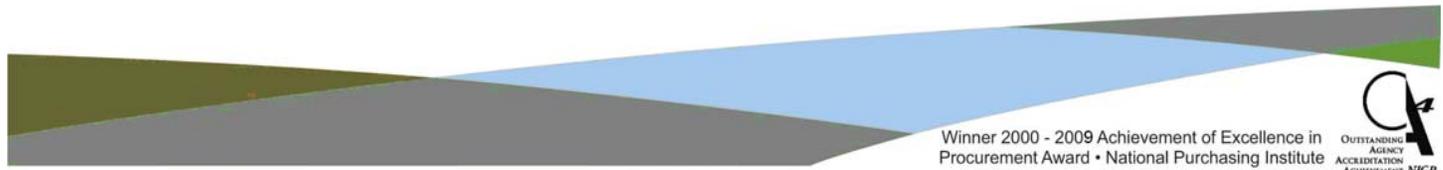
A: Yes, it should have read 2011.

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PRICING FORM								
CATEGORY	Chilled Congregate Meals (Bulk)	Adult Day Breakfast	Adult Day Snacks	Chilled Home-Delivered Meals (Individually Packaged)	Frozen Meals (Individually Packaged)	Picnic Meals	Shelf-Stable Meals	Therapeutic . Modified Meals
	150,000 Estimated Meals	25,000 Estimated Meals	50,000 Estimated Snacks	230,000 Estimated Meals	10,400 Estimated Meals	10,250 Estimated Meals	10,500 Estimated Meals	57,500 Estimated Meals
Raw Food (Cost of Milk)								
Labor								
Food Delivery								
Disposables								
Equipment								
Utilities								
Other/Direct								
Administrative								
Profit								
Total Per Meal Cost								
Total Annual Cost								

\*The meal estimates are subject to change due to funding and demand.



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