

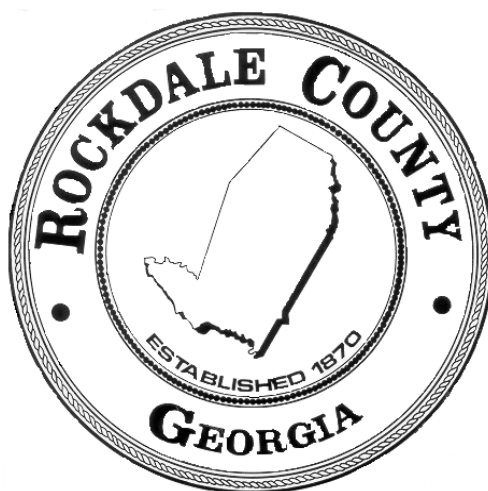
REQUEST FOR PROPOSALS

No. 25-27

ROCKDALE COUNTY, GEORGIA

December 17, 2025

Home Delivered Meals for the Senior Services Division



**ROCKDALE COUNTY FINANCE DEPARTMENT
PROCUREMENT OFFICE
958 Milstead Avenue
CONYERS, GA 30012
770-278-7552**

INTRODUCTION:

Rockdale County is requesting Competitive Sealed Proposals for **Home Delivered Meals for the Senior Services Division**. Instructions for preparation and submission of a proposal are contained in this packet. Proposals must be typed or printed in ink.

Rockdale County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap, or veterans' status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

PURCHASING CONTACT FOR THIS REQUEST:

All questions concerning this RFP and all questions arising subsequent to award are to be addressed to the Purchasing Division via email to Adrienne Brown, at Adrienne.m.brown@rockdalecountyga.gov or the following address:

Rockdale County Finance Department
Purchasing Division
Attn: Adrienne Brown
958 Milstead Avenue
Conyers, GA 30012
Phone: (770) 278-7557
E-mail: Adrienne.m.brown@rockdalecountyga.gov

To maintain a "level playing field", and to assure that all proposers receive the same information, proposers are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

PROPOSAL COPIES FOR EVALUATION:Proposal:

One (1) USB Flash Drive in Adobe PDF format will be required for review purposes. Flash Drives that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your Flash Drive(s) to ensure that they have the appropriate material on it before submitting.

CONTRACT TERM:

The Contract Term will be one (1) year and with the option to renew four (4) additional one-year terms, unless cancelled in writing 30 days before the end of current term.

Because this contract contains four (4) renewal periods and the price of materials is subject to change from year to year, it is appropriate to allow the Contractor to offer price increases prior to the renewal of the contract for the following year. Therefore, 90 days prior to the end of the contract, the Contractor will advise the County in writing of their desire to renew the contract and will provide the County with an updated price list (this should be the same price list from the original bid with any necessary additions that became evident during the previous year's operations). The County will review the price increases and if necessary, negotiate with the Contractor to finalize pricing. Once both parties have agreed to the contract extension pricing, the County will prepare an Amendment to the original contract outlining the extension period, the new pricing that has been approved by both parties, and any other changes to the contract that become necessary to improve the operational effectiveness of the Agreement.

DUE DATE:

Sealed proposals will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, January 22, 2026**. Proposals received after this time will not be accepted.

PRE-PROPOSAL CONFERENCE:

There will be a **MANDATORY** Pre-Proposal Conference held via **TEAMS, at 1:30 p.m., local time, Tuesday, January 6, 2026**. Prime bidders who arrive more than 5 minutes after the start of the meeting (as stated in the solicitation and by the Procurement representative's watch) or after the discussion portion of the meeting (whichever comes first) may not be permitted to submit a bid on the project. Any questions and/or misunderstandings that may arise from this RFP may be asked and answered at the pre-proposal conference; however, oral responses are not authoritative. Proposers are encouraged to review the RFP before attending the pre-proposal conference. Questions received after the pre-proposal conference must be submitted in writing to Adrienne.m.brown@rockdalecountyga.gov or at the above address. *Any contractor who intends to submit a proposal is required to attend this meeting.*

QUESTIONS AND CLARIFICATIONS:

All questions and requests for clarifications concerning this RFP must be submitted to the Purchasing Division via email to Adrienne.m.brown@rockdalecountyga.gov or at the above address no later than **2:00 p.m., local time, on Thursday, January 15, 2026**. It shall be the proposer's responsibility to seek clarification as early as possible prior to the due date and time. Written responses from the County to the questions it receives will be in an addendum and posted to the County's website at www.rockdalecountyga.gov, under Bid Opportunities. Questions or requests for clarifications received after this deadline will not receive a response.

ADDENDA:

Answers to questions submitted that materially change the conditions and specifications of this RFP will be issued in an addendum and posted to the County's website at www.rockdalecountyga.gov Bid Opportunities. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

It is the proposer's responsibility to check the Rockdale County website at www.rockdalecountyga.gov, Bid Opportunities for any addenda that may be issued, prior to submitting a proposal for this RFP.

QUANTITIES

The quantities listed in the Proposers Response Schedule are provided as an estimate for proposal purposes. The County will not be obligated to quantities beyond actual needs.

EQUAL BUSINESS OPPORTUNITY POLICY:

This RFP qualifies for Rockdale County Government EBO program. For questions regarding the EBO program, please contact Adrienne Brown at adrienne.m.brown@rockdalecountyga.gov or 770-278-7557.

OPEN RECORDS

The contents of the qualifications will not be made public until after an award and contract has been executed.

QUALIFICATIONS OF OFFERORS:

Proposers must have a current business license from their home-based jurisdiction and provide a copy of that license with the submittal of their proposal response.

Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due to Rockdale County will not be accepted.

Any contractor submitting a Proposal must complete the Contractor's Qualification Statement and Questionnaire if provided in this package.

In evaluating Proposals, the County may seek additional information from any contractor concerning such contractor's proposal or its qualifications to construct the Project.

Proposers are to submit at least **three (3) references** from projects with similar experience using the materials and process in this RFP.

DEBRIEFINGS:

In lieu of post-award debriefings, Rockdale County will provide the final evaluation Score Sheet. The Score Sheet will include the scores for all firms who responded and will typically be provided with a PDF file and e-mailed.

FINANCIAL STABILITY

The Offeror will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- If a public company, the Offeror will provide their most recent audited financial report.
- If a private company, the Offeror will provide a copy of their most recent internal financial statement, and/or a letter from their financial institution, on the financial institution's letterhead, stating the Offeror is in good standing with that financial institution.

SELECTION PROCESS:

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

This is a past performance/quality/price trade-off source selection in which competing offeror's past and present performance history and product quality will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed below. Rockdale County Board of Commissioners may reject any or all proposals and waive any technicalities or informalities if such action is in the county's interest.

Rockdale County may evaluate proposals and award a contract without discussions with offerors. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The County reserves the right to conduct discussions if the County later determines them to be necessary.

Proposers will be evaluated based on the following criteria and may be called in for an interview.

The County intends to award the contract to the responsible and responsive contractor whose proposal is determined in writing to be the most advantageous to the County taking into consideration all of the evaluation criteria.

EVALUATION CRITERIA:

Offerors will be evaluated based on the following criteria and may be called in for an interview.

Respondents will have their submissions evaluated and scored. Submissions will be evaluated to assess the respondent's ability to provide anticipated services for Rockdale County. Rockdale County shall be the sole judge of the quality and the applicability of all statements of qualifications. Approach, scope, overall quality, local facilities, terms, and other pertinent considerations will be taken into account in determining acceptability.

Selection Committee shall evaluate and rank the statements of qualifications based on the following criteria:

- Staffing and Availability – Evaluation of the list of personnel specifically assigned to the RFP proposed project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed project. Organization and Staffing, evaluation of the workload of the proposing firm and the staffing to be assigned to the proposed project; time schedule of the Proposer in relation to that of the proposed project location of the offices or facilities from which the services are to be provided to the County. **(20%)**
- Experience/Performance – Review of personnel qualifications and experience. Management approach to projects, past performance on projects of similar nature and complexity as the proposed project. Evaluation of client references including but not limited to references submitted in qualification response, overall responsiveness to County's needs. Provider financial capability, qualifications and experience. **(25%)**
- Value/Quality of Product – Review based quality and appropriateness of product for proposed project. Value and quality of product reviewed for applicability for project. **(20%)**
- Approach – Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy and responsiveness to the required information of the request for proposals. **(10%)**
- Cost (per meal) – **(20%)**
- Site Inspections – **(5%)**

INTERVIEWS & SITE INSPECTIONS

Interviews and site inspections will be scheduled for short-listed firms at the firm's location. Interviews will be informal and will provide respondents with an opportunity to answer any questions the selection team may have on a submission.

INSURANCE:

Before starting any work, the successful contractor must furnish to Rockdale County certificate(s) of insurance from companies doing business in Georgia. The Company shall maintain in full force and effect the following insurance during the term of the Agreement:

<u>Coverages:</u>	<u>Limits of Liability:</u>
Workers' Compensation	Statutory
Employers' Liability	\$1,000,000.00
Bodily Injury Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Property Damage Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Personal & Advertising Injury Limit	\$1,000,000.00
Products / Completed Ops.	\$2,000,000.00 aggregate
Automobile Bodily Injury	\$1,000,000.00 each person
Liability	\$1,000,000.00 each occurrence
Automobile Property Damage	\$1,000,000.00 each occurrence
Liability	
Professional Liability/General Liability	\$1,000,000.00

All insurance shall be provided by an insurer(s) acceptable to the County and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates must contain policy number, policy limits, and policy expiration date of all policies. The Request for Proposals (RFP) number and project name must be inserted in the Description of Operations section of the certificate.

Certificates are to be issued to:

Rockdale County, Georgia
958 Milstead Avenue
Conyers, GA 30012

BONDS:

Bonds are not required for this RFP.

AWARD OF CONTRACT

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee. Rockdale County reserves the right to make no awards, multiple awards, one award for all items; or whatever the County deems to be in its best interest.

ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Vendors submitting a Qualification package in response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- A. The form must be signed by an authorized officer of the contractor or their authorized agent.
- B. The form must be notarized.
- C. The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.

PIGGYBACKING

Rockdale County encourages and agrees to the successful bidder extending the pricing, terms and conditions of this solicitation or resultant contract to other governmental entities at the discretion of the successful bidder.

GENERAL INFORMATION

No proposals received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a proposal not properly addressed and identified.

WITHDRAWAL OF PROPOSAL:

A proposer may withdraw his proposal before the proposal due date, without prejudice to the proposer, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

REJECTION OF PROPOSAL:

Rockdale County may reject any and all proposals and must reject a proposal of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any proposal in the proposing procedure. Rockdale County shall be the sole judge as to which proposal is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various proposers.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

The proposer may be required, upon request, to prove to the satisfaction of Rockdale County that he/she has the skill, experience, necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any proposer is not satisfactory, the proposal of such proposer may be rejected. The successful proposer is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

NON-COLLUSION AFFIDAVIT:

By submitting a proposal, the proposer represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the proposer has not in any manner sought by collusion to secure to that proposer any advantage over any other proposer.

INTEREST OF:

By submitting a proposal, the proposer represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale County has, in any manner, an interest, directly or indirectly, in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

DOCUMENTS DEEMED PART OF THE CONTRACT:

The notice, invitation to proposers, general conditions, and instructions for proposers, special conditions, specifications, proposal, and addenda, if any, will be deemed part of the contract.

STANDARD INSTRUCTIONS

1. The instructions contained herein shall be construed as a part of any proposal invitation and/or specifications issued by Rockdale County and must be followed by each proposer.
2. The written specifications contained in this proposal shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this proposal may result in disqualification by Rockdale County.
3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the proposal price.
4. The following number, RFP No. **25-27**, must be written clearly on the outside of USB Flash Drive proposal envelope in order to avoid prior opening in error.
5. All USB Flash Drive proposals must be received and in-hand at proposal due date and time. Each proposer assumes the responsibility for having his/her proposal received at the designated time and place of proposal due date. USB Flash Drive Proposals received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all proposals submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
7. The Proposal Form submitted on the USB Flash Drive **must be the first page** and include the name of the business, mailing address, the name, title and signature of the person submitting the proposal.
8. Rockdale County reserves the right to accept a proposal that is not the lowest price if, in the County's judgment, such proposal is in the best interest of the County and the public. The County reserves the right to reject any and all proposals.
9. Telephone, Emailed or Facsimile proposals will not be accepted.
10. No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.
 - i. Federal I.D. #58-6000882
 - ii. Sales Tax Exempt #308750008
11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any proposal on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Proposers shall state delivery time after receiving order.
14. Proposers shall identify any subcontractors and include an explanation of the service or product that they may provide.

PROJECT SCOPE OF SERVICES

INTRODUCTION

The Rockdale County Board of Commissioners is requesting proposals from qualified Vendors capable of preparing and delivering frozen meals that will Meet the Dietary guidelines for Americans published by the Secretaries of Health and Human Services and Agriculture, and the RDA's (which are now included in the DRI's) established by the Food and Nutrition Board, Institute of Medicine of the National Academy of Sciences. The meals must provide at least one-third of the Recommended Daily Allowances (RDA/DRI's) for older persons 60 years and older. These meals will be delivered to the home of seniors or may also be provided in the form of a shelf-stable meal for emergency use by seniors in the home-delivered programs, or a combination of such meals type. The nutritional content of therapeutic/modified meals may vary according to the type of diet prescribed. Meals served include the following:

Home Delivered Meals (HDM)

Lunch or Breakfast option - Monday through Friday

Shelf-Stable Meals for HDM and Congregate (2 per client-2 or 3 times per year)

The successful Vendor will:

- Participate in menu planning activities to review, adjust, and complete the proposed menu cycles submitted including obtaining the information from the program participants in the menu planning process.
- Provide delivery schedule and delivery times to requested site
- Complete nutritional analysis performed by a Registered Dietician licensed by the state of Georgia, with the proposed menus to be submitted 45 days prior to the beginning of the cycle.

Vision, Mission, and Values – Rockdale County Board of Commissioners

Vision: “Perfectly positioned community with a rock-solid approach dedicated to excellence in customer service, quality of life, and global economic development”

Mission: “To protect and enhance the general health, safety, and welfare of the public: to provide quality public services, as determined by law and citizen needs, through innovative leadership and teamwork of its citizenry, official and employees to provide services in a fair, respectful, effective and professional manner, consistent with available human, natural, and economic resources.

Values: Professionalism, Responsiveness, Integrity, Dependability, Effectiveness

Restrictions on Communication with Staff

From the issue date of this RFP until a contractor is selected and the selection is announced, Vendors are not allowed to communicate for any reason with any Rockdale County Board of Commissioners and/or Senior Center staff, except through the Issuing Officer named herein. The Rockdale County Board of Commissioners reserves the right to reject the proposal of any Vendor violating this provision.

All questions concerning this RFP must be submitted in writing to Adrienne.m.brown@rockdalecountyga.gov as the Issuing Officer. No questions will be accepted except in written format. Only written responses will be binding upon the Rockdale County Board of Commissioners.

Definition of Terms

Atlanta Regional Commission (ARC)

Home Delivered Meals (HDM)

Meals on Wheels (MOW)

Notice of Award (NOA)

Request for Proposal (RFP)

Rockdale County Senior Services (RCSS)

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 after **the original contract term**, additional contract periods with a contract end date of June 30 each year. The annual renewal of the Vendors contract shall be based on the availability of funds and the Vendors successful contract performance the preceding year.

MANDATORY REQUIREMENTS

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

Vendors Qualification Requirements - List here any mandatory qualifications for this applicant prior to being able to provide this specific program/service.

Vendor must have a minimum of 5 years' experience providing Frozen Meal services.

Business Requirements - List here any business requirements that must be met prior to the Rockdale County Board of Commissioners accepting this proposal.

Vendor must have current Operating Permit, ServSafe Certification, Inspection Reports, include last two (2) Food Service Establishment Inspection Reports, and RD License.

Mandatory Submission Requirements – List here all mandatory submission requirements. Vendor must have completed all budget documents and narrative; must have responded to all sections of the proposal; must have signed all required forms; must submitted the number of originals and number of copies according to the Proposal Submission requirements.

Budget Requirements – The Rockdale County Board of Commissioners provides allocation and budget forms. Vendor's budget proposal includes a narrative that details their budget and service plan.

Vendor must submit a narrative to discuss costs and/or revenue and persons/units served.

TECHNICAL PROPOSAL

This section identifies the information which must be submitted in the Technical Proposal. Vendor 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.

Company Structure - The Vendor will include the following information:

- a. Vendor must submit an organizational chart displaying its overall business structure.
- b. Vendor 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.
- c. Vendor shall submit a list of Board of Directors and/or Advisory Board members, including their occupations and addresses.

Experience

The Vendor must have at least five (5) full consecutive years' experience as a frozen meals preparer and packaging provider. The Rockdale County Board of Commissioners reserves the right to verify all information submitted regarding Vendors experience, education and other qualifications.

The Vendor will provide a list of all organizations for whom similar services, as detailed in the RFP, have been provided during the past three (3) years. This list will include:

- a. Dates of Service
- b. Name of contact person
- c. Title of contact person
- d. Phone number of contact person
- e. Description of the work performed
- f. Time period of the project or contract
- g. Staff months required
- h. Contract Amount
- i. Customer reference (including contact person, e-mail address and current telephone number)

The Vendor will also disclose any services terminated by the organizations and the reason(s) for termination. Vendor will provide details of its experience, minimum of five (5) years, as required above. Information submitted should demonstrate that the Vendor has sufficient experience to successfully meet the requirements of this program or service.

- A. Vendor will submit detailed documents of its experience as required above, to include two (2) letters of recommendation from the state or local agency where the experience was obtained which shall meet the following requirements:
 - 1. Must be submitted on letterhead of the party submitting the recommendation and must contain current telephone numbers, mailing address, and e-mail addresses for points of contact.
 - 2. Contact individuals submitting recommendations must be current employees of the organization and authorized to make recommendations on behalf of the organization.
 - 3. Contact individuals should be able to attest to the Vendors qualifications relevant to experience in providing services similar to those contained in this RFP.
 - 4. Letters of Recommendations shall be dated no more than six months (6) prior to the proposal submission date

Financial Stability and Cash Flow

The Vendor will provide financial information that would allow the Finance Department to ascertain the financial stability of the agency.

- A. A copy of the Vendors most recent audit report.
- B. If a private company, the Vendor will provide a copy of their most recent internal financial statement, and a letter from their financial institution, on the financial institution's letterhead, stating the Vendors financial stability.
- C. Vendors financial plan to maintain adequate cash flow without interruption to services pending reimbursement from this contract
- D. A description of any cash flow problems in the recent past that could not be resolved within 90 days.

Business Litigation

The Vendor 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.

Scope of Services for Home Delivered Meals:

Meals must be packed in individual microwavable and conventional oven containers and delivered frozen to the Olivia Haydel Senior Center home-delivered meal distribution point no earlier than 6:00 a.m. and no later than 7:00 a.m. on the day such meals are to be served. Frozen box meals will be delivered on Monday. All meals delivered must be completely sealed to maintain freshness and safety.

The number of meals to be provided is an approximate number and may be less depending on funding. (Dates will be prorated for the first year of the contract.) Federal and state regulations require that special and therapeutic/modified diets must be available.

The definition of these diets is as follows:

Special – Modification of the regular menu to meet religious and/or ethnic need(s).

Therapeutic/modified diet – a normal diet altered to meet requirements under different conditions of health or disease. The diet may be modified in consistency, content, (calories, carbohydrates, protein, fat, sodium, or specific nutrients), flavor, methods of preparation or service, and frequency of feeding. A registered dietitian must plan therapeutic menus. Food vendor must state that name and registration number of the dietitian retained by Vendor to plan therapeutic and regular meals.

The food vendor must have the capacity to provide the following types of diets:

Regular- This diet provides at least 1/3 of the DRI's/RDA's as established by the Food and Nutrition Board of the National Academy of Science Research Council.

NAS (No added salt) – A regular diet without added salt or high sodium food items.

NCS (No concentrated sweets) – A regular diet without concentrated sweets or sweetened beverages.

1500 ADA – This diet provides 3 ounces of meat, ½ cup vegetable, 2 breads/starches, ½ cup fruit (unsweetened), 1 fat, and 1 cup skim milk to equal 62 grams of CHO, 30 grams of protein, 15 grams of fat and 530 calories.

Mechanical soft – This diet designated to minimize the amount of chewing necessary to ingest food. It also restricts foods that may irritate the mouth or throat.

2 grams sodium – This diet designated for clients who cannot have more than 2000 mg. of sodium day.

Renal – (60 grams of protein, 2 grams sodium, 2 grams potassium) – This diet is for clients who have chronic renal insufficiency or other renal problems.

Vegetarian – This diet will vary depending on the request.

Types requested for this contract:

1. Healthy choice breakfast
2. Healthy choice dinner
3. Mechanical soft dinner
4. No pork dinner
5. No red meat dinner
6. Renal dinner
7. Vegetarian breakfast
8. Vegetarian dinner

Other Meals

Shelf-stable meals must be available for emergency and weekend use. These meals must meet the DRI/RDA requirements.

Meals that will be stored by the client for emergency use in case the conditions prevent the regular delivery of the standard meals. **These meals must have a shelf life of no less than six months but prefer one (1) year.**

All meals served must meet the current 1/3 of the RDAs/Adequate Intakes, Dietary Guidelines for Americans, as these reflect the most recent scientific evidence and provide the best- known guidance for meeting the nutrition needs of older adults in America. Additionally, the meals must adhere to the Georgia Department of Human Resources' Home-Delivered Meal Standards.

Options:

- 5-day meal boxes
- 7-day meal boxes

Additional conditions:

- Expiration date on box must coincide with the expiration of items on inside of box (items can be good for a longer period but not shorter)
- If shelf stable meals are not packed out by the vendor on site then the awarded vendor must identify the provider as a sub-contractor and include contact information
- Shelf-stable meals must be able to be provided to Rockdale within three weeks of the order
- If shelf-stable meal boxes are damaged upon delivery, then each damaged item must be replaced at no additional charge and within one week. Damaged goods will not be accepted and will be returned on the delivery truck at the time of delivery.

Meal Specifications

A. Serving Schedule

1. Number of Meals required per day 60-80
The quantities of meals, locations, and days stated are given as a general rule for bidding but are not guaranteed amounts. They represent the best estimate of meal ordering projections at this point.
2. Time Schedule
Meals must be delivered to the Olivia Haydel Senior Center distribution point no earlier than **6:00 a.m. and no later than 7:00 a.m.** of the day such meals are to be served. Target time for delivery is 6:30 am. Frozen box meals will be delivered on Mondays.
3. Rockdale County Senior Services will not be responsible for payment of unapproved substituted menu items, inadequate portions or meals or items not delivered at specified time and temperature standards, or meals damaged during delivery.
4. In the event Vendor fails to deliver meals scheduled Vendor agrees to pay the reimbursement claims to the Purchaser promptly. Vendor will then charge to the Purchaser the agreed upon price for the quantity of meals that were actually delivered plus the quantity that were not delivered, but were replaced by the Purchaser as described above. The Vendor may not profit or gain by not serving meals in the case of a replacement meal costing less than the bidder price.

In the event the Purchaser is unable to procure any replacement meal, meals, or other food or supply item, the Purchaser will then make a deduction for the cost of each meal that did not comply with the specifications. In making meal cost deductions, the following guidelines will be used, with the specified percentages based on the total contract cost of that meal as specified in the bid:

- Entrée – 50 percent
- Vegetable – 20 percent
- Milk – 10 percent
- Dessert – 10 percent
- Bread – 5 percent
- Disposables/Condiments – 5 percent

Additionally, the purchaser will make an additional deduction to equal the calculated unit cost of the meal.

Upon delivery of meals to the site, an authorized on-site representative of Rockdale County Senior Services must sign a receipt (furnished by the Vendor) in triplicate, evidencing the time of the receipt of food. The Vendor must adhere to the attached delivery schedule.

Holidays on which Home-Delivered Meal Service is not required.

Scheduled Holidays: (subject to approval by Board of Commissioners)

- *New Year's Day
- Martin Luther King, Jr. Holiday
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus' Day/Indigenous People Day
- Veteran's Day
- Thanksgiving Holidays (Thanksgiving Day and the day following)
- Christmas Eve
- Christmas Day

* If a holiday falls on a Monday, meal will be delivered on the Friday before the Monday holiday or on the following Tuesday. Holiday schedule arrangements will be made with the Food Services Manager or the Social Services Manager.

Menu Planning

The menus must be submitted by the Vendor's Registered Dietitian to Rockdale County Senior Services (RCSS) at least six (6) weeks prior to planned implementation to allow adequate time for review and approval by the Rockdale County Board of Commissioners/Olivia Haydel Senior Center and/or Nutrition Site Council and the ARC Registered Dietitian. Approved menus may not be modified without prior written permission from Rockdale County. The Vendor must supply sufficient copies of each approved home-delivered meal menu for posting at the home-delivered meal distribution site. Each menu must show day of week and date of each meal. Vendor must submit a copy of proposed four-week cycle menu and a computerized nutritional analysis with proposal.

Menu planning must adhere to the following stipulations

- a. Regular and Special Meals- the Vendor must agree in writing that all regular and special menus will be planned and written on a minimum four-week cycle by a registered dietician. The Vendor's Registered Dietician must agree to meet with the Rockdale County's staff and Site Council representatives in order to change menus, as required, on a quarterly basis and to revise menus to accommodate participant preferences (ethnic and religious backgrounds must be taken into consideration). Food Vendors must respond to the preferences and evaluations of the majority of the nutrition program participants within two weeks from date of receipt of a request from Rockdale County and / or ARC Registered Dietician. The vendor must submit a four-week cycle menu and a computerized nutrient analysis with proposal.
- b. Therapeutic/Modified Meals- The Vendor must agree that therapeutic/modified menus will be planned and written on a three-month cycle (optional four-month cycle) by a registered dietician.
- c. The Vendor must submit the name and registration number of the dietician. The Georgia Dietetic Association Manual must be followed in planning the therapeutic meals. Specific information related to therapeutic diets, such as number of calories, amount of carbohydrates (for diabetic diet) or amount of sodium (low sodium diets), must be provided along with the menu.
- d. The Food Vendor must have the capability of providing shelf-stable meals. Shelf-stable meals must meet one-third DRI/RDA requirements. Prior written approval by RCSS/ARC Registered Dietician for shelf-stable meals must be received by the Food Vendor prior to serving and may not be changed by the vendor without written approval from RCSS/ARC Registered Dietician. Vendor must submit a written nutritional analysis of shelf-stable meals with the proposal. Additionally, a copy of the proposed menu for shelf-stable meals must be submitted with the proposal.
- e. The Vendor must agree to provide a written nutritional analysis of the regular Home Delivered Meals menu during the contract period.
- f. Permission to make menu substitutions must be requested in writing by the Food Vendor two weeks in advance and must be approved in writing, before use, by RCSS and/or the ARC Registered Dietician.

Meal Preparation Site(s)

The Vendor must specify in writing the location of meal preparation site(s) and give written permission for inspection by Rockdale County Senior Services Representatives prior to awarding of the contract. The Department of Human Resources Health Department establishes standards for meal preparation sites. In order to test compliance with these standards, the proposal must describe the size of the preparation area, the amount of space available for freezer storage, the amount of space for dry storage and the methods to be used in the cleaning of all storage, serving and transportation equipment. Vendors who prepare frozen/chilled meals on-site must be equipped with blast freezer/chiller and other equipment necessary for safe food processing. Additionally, the Vendor must assure that written procedures for preparing frozen/chilled meals, based upon local, state, and federal standards, are posted in the kitchen where meals are prepared and processed. Frozen/chilled meals must be prepared and processed under the guidance/supervision of a Registered Dietician or persons with comparable nutrition expertise.

Monitoring

Once Rockdale County has entered into a contract with the selected Vendor for the applicable fiscal year (FY), the ARC Registered Dietitian and /or RCSS will retain the right to conduct periodic, unannounced inspections to the Food Vendor's meal preparation site(s) to ensure that proper food handling procedures, sanitation, and health standards are being followed.

Rockdale County Senior Services and the ARC Registered Dietitian reserve the right to inspect, examine and obtain such information as it may need, to determine and satisfy itself, at its discretion, that the Vendor can meet the stipulations of the proposal (i.e. contacting previous clients).

Upon monitoring if discrepancies are found, these will be listed as a citation. All citations must be noted on the Corrective Action Plan (CAP) and corrected within 30 days. Pictures and copies of documents (i.e., logs, etc.) are required to be included in the CAP.

Repeated problems with deliveries, quality or other instances may necessitate follow-up monitoring visits.

Contact Person and notifications

Selected vendor is to provide a delivery contact person that can be reached in the early morning hours on delivery day. If vendor is to be late with the delivery, they must give notification and an estimated delivery time.

Ordering

Rockdale will need the ability to order 1 week in advance of delivery and the ability to change the order up to 3 days in advance of delivery.

Invoice

Vendor must have the ability to send a once-a-month invoice via email and allow a 30-day turnaround for payment. The vendor will itemize the invoice according to the number of boxes and types of meals ordered.

Education

RD is to provide a monthly educational handout concerning nutrition that can be distributed to home delivered meals clients and center clients. Education topics should meet OAA/DAS guidelines.

Meal Pattern Requirements

a. Food Groups

(1) In addition to providing meals that meet the (2020-2025 Dietary Guidelines) and 1/3 of the RDA's/Adequate Intakes, the meal should emphasize foods high in fiber, calcium, and protein.*****The selected foods must vary from day to day. The food items within the meat, vegetable, and dessert groups must be different for the same days of each week, thus providing a variety of foods and nutrients.

(2) Total RDA's/AI's***amount must be served. (Refer to Dietary Reference Intakes for Older Adults). % requirements for protein, carbohydrates and fiber must be met.

(3) Meals planned and served must not contain more than: Up to 35% of total calories:

25.2 grams/650 calorie meal

27.2 grams/700 calorie meal Saturated fat

Up to 10% of total calories (7.2-7.7 grams)

(4) Whole grain/high fiber bread products must be served at least twice a week.

(5) Foods must be selected, stored, and prepared to assure maximum nutritional content.

(6) Foods must be attractive in color and texture, non-greasy, and appealing to encourage maximum individual consumption.

(7) Standardized recipes must be used in preparation of all food. Recipes must yield all requirements of the meal pattern.

b. Meal Pattern

Nutrition Guidelines Requirements

Meat or Alternates

Nutrition Guidelines Requirements

Address capacity of venior to provide possible alternates

- Holiday meals for Easter, Thanksgiving and Christmas
- Option for clients to choose to have cranberry juice instead of milk
- Option for Rockdale to change meal types for clients within the same month
- Option to provide educational materials in Spanish

Delivery of Food

The Vendor must submit a delivery plan stating the proposed delivery system and the time of delivery base on the attached delivery schedule and assume responsibility for timely delivery of meals prepared in a central location. The Home Delivered Meal delivered to a distribution site must be transported in sanitized, National Sanitation Federation (NSF) approved temperature- retaining containers (specify products to be used) to maintain the following minimum temperature standards:

Hot foods must be delivered, maintained and served to the clients at a minimum temperature of 140°F including the last meal. The desirable minimum temperature for holding heated food is 150° F. The holding temperature must not exceed 165° F, and the holding time should be as short as possible. The holding time must not exceed four hours (from the final stage of preparation to serving time). Rockdale County Senior Services prefers that meals be delivered frozen for Home Delivered.

1. Cold foods must be delivered and served to the clients at a temperature of 40° F or below. _
2. Frozen foods must be delivered to a site at a temperature of 32°F or below. _
3. Natural food should be served at room temperature.
(Examples include fresh fruits, packaged crackers, cookies, etc)

The Food Vendor is responsible for keeping delivery containers, trucks and ice packs clean. The delivery containers must be tightly closed to prevent heat loss. The Vendor must have sufficient back-up containers. Arrival food temperatures must be recorded on the daily meal ticket.

The Vendor must submit a plan in the proposal for the delivery of frozen meals to the nutrition centers in case of emergency. Such emergency plans should cover those that are caused by weather conditions, vehicle breakdown, contamination or spoilage of food, and food shortages.

In case of inclement weather Vendor must contact kitchen coordinator before delivery.

Health Inspection Requirement

A copy of the Vendor's current Health Inspection Report must be submitted along with the proposal. The Vendor's premises must be open for inspection by the Department of Human Resources, ARC, and Rockdale County, the County Service Provider and/or local officials. The bidder will be required to correct any deficiencies cited in the health inspection report prior to contracting with Rockdale County Senior Services.

Training

Capacity for the vendor to provide training in food handling, portion control, proper care of equipment, temperature, and necessary follow-up training on a quarterly schedule to appropriate the RCSS Staff and volunteers.

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

Compliance with the following Program Legislation, Regulations, Program Standards and/or Guidelines is mandatory.

Older Americans Act

Dietary Guidelines for Americans

Georgia Department of Human Services Program Guidelines for Nutrition

Program Description – Meal Service Narrative

1. Food Service Management: Briefly describe your food service management system and organization and include information about staff and sites.
2. Kitchen Facility: Location and brief description of the facility where meals will be prepared and include information about kitchen capacity and status of equipment (equipment available; age of equipment; plans for replacement.)
3. Menu Planning: Briefly describe the menu planning process and who will be responsible for planning the menus.
4. Food Preparation: Briefly describe the proposed food preparation system (e.g. hot meals prepared daily vs. Meals prepared a day ahead and chilled/frozen). Include information about the time frames for meal preparation.
5. Food Packaging System: Briefly describe the proposed food packaging system; specify brand names of materials/products used.
6. Food Delivery System: Describe the proposed food delivery system, including the number and types of vehicles use, types of equipment used to transport food items, and the time required to make the deliveries.
7. Food Purchasing System: Describe your food purchasing system, indicating procurement process used (i.e., competitive sealed bid vs. informal bid). Attach copies of your advertisement for potential contracted food suppliers and include sample agreements with food suppliers, if available.
8. Food Safety: Briefly describe the food handling system in place for procurement, food storage, food preparation and food delivery and how you plan to handle emergencies

B. Vendor Required Information

1. Check one: _____ Catered Meals - Vendor
 _____ Central Kitchen/On-Site Preparation
2. Insurance Information:

All insurance shall be provided by an insurer(s) acceptable to the County and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

3. Briefly describe your contingency plans to provide meals in case of the following:
 - Power Outage
 - Vehicle Breakdown
 - Weather Emergencies
 - Other: Call Emergency Contacts
4. 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
 - A completed Appendix A, Food Preparation and Delivery Schedule
 - Proof of Insurance
 - Food Service Permit for each site serving meals
 - Proposed menus
 - Business License

Special Initiatives

Describe any special initiatives or innovations that will enhance home delivered meals or home delivered meals delivery

Staff Development

- Describe how Vendor will provide new staff orientation and training and provide an outline of the orientation schedule and topics.
- Describe Vendors plan for conducting on-going staff training including topics and number of training sessions to be held.
- Describe method Vendor will use to determine the training needs of staff and/or volunteers.
- Describe the agency's staff recruiting practices and retention strategies. Indicate the annual staff turnover rate from the most recent fiscal year.

Technology and Reporting Requirements

- Describe agency's capacity for and use of technology, both in agency administration and delivering services
- Describe the billing and reconciliation process

Quality Assurance Program

- Describe how improved quality standards will be implemented including nutritional value, cultural appropriateness, disease appropriateness, visual appearance, and taste
- Describe how the client's satisfaction with services will be determined.

PROPOSAL FORM – RFP #25-27

Instructions: Complete all **THREE** parts of this bid form.

PART I: Proposal Summary

Complete the information below.

1.	Raw Food	\$
2.	Labor	\$
3.	Utilities	\$
4.	Disposable Supplies	\$
5.	Transportation Costs	\$
6.	Meal Delivery Costs	\$
7.	Equipment	\$
8.	Other Costs: Please List	\$
9.		\$
10.		\$
11.	Total Cost Per Meal	\$

PART II: Addenda Acknowledgements (if applicable)

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

PART III: Vendor Information

Company Name	
Address	
Telephone	
E-Mail	
Representative (print name)	
Signature of Representative	
Date Submitted	

ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLUSION AFFIDAVIT OF VENDOR

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that:

(1) He is _____ (owner, partner officer, representative, or agent) of _____, the Vendor that has submitted the attached RFP;

(2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Vendor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

 (Signed)

 (Title)

Subscribed and Sworn to before me this _____ day of _____, 202__

Name _____

Title _____

My commission expires (Date)

ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that:

(1) He/She is _____ (owner, partner officer, representative, or agent) of _____, the sub-contractor that has submitted the attached RFP;

(2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the sub-contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

 (Signed)

 (Title)

Subscribed and Sworn to before me this _____ day of _____, 202__.

Name _____

Title _____

My commission expires (Date)

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20_____.

NOTARY PUBLIC

My Commission Expires: _____

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ___, 202__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 202__.

NOTARY PUBLIC

My Commission Expires:

Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, __, 202__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 202__.

NOTARY PUBLIC

My Commission Expires:

1) I am a United States citizen

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

Signature of Applicant: _____ Date: _____

Printed Name:

*
 Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
DAY OF , 202 .

Notary Public
My commission Expires:

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of “alien”, legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

CONTRACTOR'S QUALIFICATION STATEMENT AND QUESTIONNAIRE

NAME OF PROPOSED CONTRACTOR: _____

I. INSTRUCTIONS

- A. All questions are to be answered in full. If copies of other documents will answer the question completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.
- B. The owner, Rockdale County, Georgia, its agents and representatives, shall be entitled to contact each and every reference listed in response to this questionnaire, and each entity referenced in any response to any question in this questionnaire. By completing this questionnaire, the contractor expressly agrees that any information concerning the contractor in possession of said entities and references may be made available to the owner.
- C. Only complete and accurate information shall be provided by the contractor. The contractor hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The contractor also acknowledges that the owner is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a question was provided by the contractor, knowing it was false, it shall constitute grounds for immediate termination or rescission by the owner of any subsequent agreement between the owner and the contractor. The owner shall also have and retain any other remedies provided by law.
- D. The completed form shall be submitted with contractor's proposals.
- E. This form, its completion by the contractor, and its use by the contractor, and its use by the owner, shall not give rise to any liability on the part of the owner to the contractor or any third party or person.

II. GENERAL BACKGROUND

- A. Current address of contractor: _____

- B. Previous Name or address of contractor: _____

- C. Current president or CEO and years in position: _____
- D. Number of permanent employees: _____
- E. Name and address of affiliated companies: _____

III. FINANCIAL STATUS

- A. Please attach financial statements for the past three years for which they are complete. If such statements are not available, please furnish the following information:

1. LAST COMPLETE FISCAL YEAR:

- A. Revenues (Gross) _____
- B. Expenditures (Gross) _____

C.	Overhead & Admin (Gross)	_____
D.	Profit (Gross)	_____

2. YEAR PRIOR TO “1” ABOVE:

A.	Revenues (Gross)	_____
B.	Expenditures (Gross)	_____
C.	Overhead & Admin (Gross)	_____
D.	Profit (Gross)	_____

3. YEAR PRIOR TO “2” ABOVE:

A.	Revenues (Gross)	_____
B.	Expenditures (Gross)	_____
C.	Overhead & Admin (Gross)	_____
D.	Profit (Gross)	_____

B. BANKRUPTCIES

1. Has the Contractor, or any of its parents or subsidiaries, ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

2. Has any Majority Shareholder ever had a Bankruptcy Petition filed in his/her name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

C. BONDING

1. What is the Contractor’s current bonding capacity? _____
2. What is the value of the Contractor’s work currently under contract? _____

IV. COMPANY EXPERIENCE – SIMILAR PROJECTS

- A. List three projects of reasonably similar nature, scope, and duration performed by your company in the last five years, specifying, where possible, the name and last known address of each owner of those projects:

Project #1:

Name and Address:

Date of Project:

Type of Project:

Contract Price:

Owner contact info:

Architect/Engineer contact info:
(if applicable)

Project #2:

Name and Address:

Date of Project:

Type of Project:

Contract Price:

Owner contact info:

Architect/Engineer contact info:
(if applicable)

Project #3:

Name and Address:

Date of Project:

Type of Project:

Contract Price:

Owner contact info:

Architect/Engineer contact info:
(if applicable)

V ARBITRATIONS, LITIGATIONS, AND OTHER PROCEEDINGS

Has your company been involved in any construction
arbitration demands filed by, or against, you in the last five years? _____

Has your company been involved in any construction-related
lawsuits (other than labor or personal injury litigation) filed by, or against, you
in the last five years? _____

Has your company been involved in any lawsuits, _____

proceedings, or hearings initiated by the National Labor Relations Board or similar state agency in the past seven years?

Has your company been involved in any lawsuits, proceedings, _____ or hearings initiated by the Occupational Safety and Health Administration concerning the project safety practices of the Contractor in the last seven years?

Has your company be involved in any lawsuits, proceedings, _____ or hearings initiated by the Internal Revenue Service, or any state revenue department, concerning the tax liability of the Contractor (other than audits) in the last seven years?

Have any criminal proceedings or investigations been brought _____ against the Contractor in the last ten years?

If you answered yes to any of the questions above, please identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceeding (attach documentation if needed):

VI COMMENTS

Please list any additional information that you believe would assist the Owner in evaluating the possibility of using the Contractor on this Project. You may attach such additional information as an Exhibit to this Statement and Questionnaire.

I certify to the Owner that the information and responses provided on this Questionnaire are true, accurate and complete. The Owner, or its designated representative, may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner, or its designated representative.

Contractor:

Signature

Date

Title

Sworn to and subscribed before me
This _____ day of _____

Signature

Notary Public

My Commission Expires:

AGREEMENT FOR PROVIDING HOME DELIVERED MEALS

This is a Sample Contract & not completed at this time. The County reserves the right to revise if deemed necessary.

This Agreement entered into on this ____ day of _____, 2026, between ROCKDALE COUNTY, GEORGIA, a political subdivision of the State of Georgia, whose address is 962 Milstead Avenue, Conyers, Georgia 30012, (hereinafter referred to as the "County") and _____, a Georgia corporation, whose address is _____, (hereinafter referred to as "Contractor").

WHEREAS, the County desires to engage the services of Contractor to provide home delivered meals for Rockdale County Senior Services; and

WHEREAS, Contractor is qualified to perform this service and desires to render this service to the County as provided herein.

NOW THEREFORE, the County engages the services of Contractor for and in consideration of the mutual promises contained in this Agreement and the parties agree as follows:

1. **Services Provided by Contractor.**

Contractor shall prepare home delivered meals and other food items, in accordance with the County's Request for Proposals (RFP) No. 25-27 Home Delivered Meals for the Senior Center, addenda, and the Contractor's Response, dated _____, to the County's RFP No. 25-27, attached hereto and incorporated herein by reference, (hereinafter called "Meals"), and deliver the Meals to Olivia Haydel Senior Center located at 1240 Dogwood Drive, Conyers, Georgia 30012, as set forth in Attachment "A", (hereinafter called "Services"), attached hereto and made a part hereof. Contractor shall provide, at their expense, all vehicles and equipment necessary to provide this service. The Services shall be performed at the direction of the Director of General Services or her designee and consistent with all Federal, State and Local laws, and shall be subject to the provisions set forth in Attachment "B", attached hereto and made a part hereof.

2. **Fees and Compensation.**

The purchase price for the Meals ordered by the County under this Agreement shall be computed in accordance with the cost lined out in the Proposal Form attached hereto and made a part hereof. Shelf- stable meals must be available for emergency and weekend use and will be provided 2 per client (if requested by the County- 2 or 3 times per year). The Contractor shall provide monthly invoices to the County by the third (3rd) day of each month for the meals delivered during the previous month. Invoices shall be provided to the County with signed delivery tickets, serving as delivery confirmation. The County shall provide payment within thirty (30) days of receiving undisputed said invoice.

3. **Effective Dates of Agreement.**

This Agreement is effective _____, 2026 and shall continue until December 31, 2026 with option to renew four (4) additional one-year periods unless terminated by either party as described in paragraph 6 of this Agreement.

4. **Governing Law.**

This Agreement shall be construed and interpreted according to the provisions of the laws of the State of Georgia.

5. **Indemnification.**

In addition to its agreement to obtain and maintain insurance as set forth herein, the Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees, from any and all claims against the County, its officers, agents and employees, which arise out of any act or omission of the Contractor or any of the Contractor's officers, agents and/or employees, and any and all claims which result from any condition created or maintained by the Contractor or anyone employed by the Contractor or any of their officers, agents or employees, which condition does not specify to be created or maintained by this Contract.

6. **Insurance.**

The Contractor shall not commence any work under this Contract until all insurance, as stipulated in the RFP, has been obtained and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence any work on subcontractor's contract until all similar insurance required of the subcontractor has been so obtained and approved by the Contractor.

Failure of the County to demand such certificate will not be construed as a waiver of the Contractor's obligation to maintain such coverages.

7. **Termination of Agreement.**

In the event either party elects to terminate this Agreement for whatever reason deemed appropriate, written notice shall be provided and termination shall be effective 60 days from receipt of written notice.

8. **Notice.**

Any notice or other communication required or permitted to be given under this Agreement must be in writing and must be mailed by overnight delivery or certified mail, postage prepaid, so that the notifying party can prove delivery of notice and the date thereof, and addressed as follows:

To the County:

Rockdale County, GA
Attn: Susan Morgan, Senior Services
P.O. Box 289
Conyers, GA 30012

To the Contractor:

The addresses stated in this paragraph may be changed by the respective parties upon a documented notice delivered in advance, pursuant to this paragraph.

9. **Assignment.**

The Contractor shall have no right to transfer or assign its interest in this Agreement without the prior written consent of an authorized representative of the County.

10. **Corporate Authority.**

Contractor represents to the County that this Agreement, the transaction contemplated in this Agreement, and the execution and delivery hereof, have been duly authorized by all necessary corporate proceedings and actions, including, without limitation, the action on the part of the directors. The individual executing this Agreement on behalf of Contractor warrants that he or she is authorized to do so and that this Agreement constitutes the legally binding obligation of the corporation.

11. **Waiver.**

No action taken pursuant to this Agreement shall be deemed to constitute a waiver by the party taking such action of compliance with any representation, warranty, covenant or agreement in this Agreement. The waiver by any party of a breach of any provision or condition contained in this Agreement shall not operate or be construed as a waiver of any subsequent breach or of any other conditions.

12. **Severability.**

If any provision of this Agreement or application to any party or circumstances shall be determined by any court of competent jurisdiction to be unenforceable to any extent, the remainder of this Agreement or the application of such provision to such person or circumstances, other than those as to which it is so determined invalid or unenforceable, shall not be affected thereby, and each provision hereof shall be valid and shall be enforced to the fullest extent permitted by law.

13. **Interpretation.**

Should any provision of this Agreement require a judicial interpretation, the parties agree that the body interpreting or construing this Agreement will not apply the assumption that the terms of this Agreement will be more strictly construed against one party by reason of the rule of legal construction that an instrument is to be construed more strictly against the party which itself or through its agents prepared the Agreement. The parties acknowledge and agree that they and their agents have each participated equally in the negotiation and preparation of this Agreement.

14. **Venue & Jurisdiction.**

The County and the Contractor, by entering into this Promissory Note, hereby agree that the courts of Rockdale County, Georgia shall have jurisdiction to hear and determine any claims or disputes between them pertaining directly or indirectly to this Agreement. Contractor expressly submits and consents in advance to such jurisdiction in any action or proceeding commenced in said courts. The choice of forum set forth in this section shall not be deemed to preclude the bringing of any action by the County or the enforcement by the County of any judgment obtained in such forum in any other appropriate jurisdiction. Further, the Contractor hereby waives the right to assert the defense of forum non-conveniens and the right to challenge the venue of any court proceeding.

15. **Binding Effect.**

This Agreement shall be binding upon the Contractor and its successors and permitted assigns.

16. **Further Assurances.**

The Contractor agrees to execute, acknowledge, seal and deliver, after the date of this Agreement, without additional consideration, such further assurances, instruments and documents, and to take such further actions, as the County may reasonably request in order to fulfill the intent of this Agreement and the transactions contemplated by this Agreement.

17. **Entire Agreement.**

This Agreement, its attachments and essential documents (as provided in paragraph 1 above) represent the entire understanding of the parties with regard to the subject matter of this Agreement. There are no oral agreements, understandings, or representations made by any party to this Agreement that are outside of this

Agreement and are not expressly stated in it. No supplement, modification, or amendment of this Agreement will be binding unless executed in writing by all parties.

By signing this Agreement, the parties acknowledge that they have read each and every page of this Agreement before signing same and that they understand and assent to all the terms thereof. In addition, by signing this Agreement, the parties acknowledge that they are entering into this Agreement freely and voluntarily and under no compulsion or duress.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the date and year first above written.

BY CONTRACTOR:

ROCKDALE COUNTY, GEORGIA

By: _____

By: _____
JaNice Van Ness, Chair & CEO

Attest:

Attest:

Corporate Secretary or Assistant
Corporate Secretary

Jennifer Rutledge, Director/County Clerk

Approved as to form:

M. Qader A. Baig, County Attorney

ATTACHMENT "A"

SCOPE OF SERVICES

1. Products and Services to be Delivered

- a. The **CONTRACTOR** warrants that the meals prepared by **CONTRACTOR** under this Contract will be wholesome, suitable for human consumption and will total the allowance of required RDA's/AI's as well as the percentage requirements for protein, carbohydrates and fiber.
- b. The **CONTRACTOR** shall procure and keep in effect all necessary licenses, permits and food handlers cards, as required by law, and shall post such licenses, permits, and cards in a prominent place within meal preparation areas, as required. A copy of **CONTRACTOR'S** current Health Inspection Report must be on file with the **County**. The **CONTRACTOR'S** premises shall be available for inspection by the Department of Human Resources, the **County** and/or local officials.
- c. **CONTRACTOR** is to submit copies of two (2) health inspections and Registered Dietician certificate and license to the **County** annually.

2. Management and Supportive Personnel

A customer liaison representative shall be provided by the **CONTRACTOR**. He/she shall be knowledgeable regarding Nutrition Services, Federal and State Regulation, reporting and recording procedures, menu planning Implementation, hygiene and portion control training for the site personnel.

CONTRACTOR is to send updated contact list with job titles and phone numbers to the **County** within thirty (30) days of any changes in personnel.

3. Payments

Payments under this Contract are based on the number of meals provided. **CONTRACTOR** will meet all stipulations presented in this Contract.

4. Type, Nutritional Content, and Number of Meals Required

- a. Each meal served (Home Delivered Meals) will satisfy the Minimum Nutrient and Calorie Levels of required RDA's/AI's.
- b. Meals in quantities specified in advance by ROCKDALE COUNTY (see Paragraph 9 below) will be delivered two (2) days per week, Monday and Tuesday, excluding additional days off as negotiated by the parties, and the holidays listed below:

*New Year's Day
 Martin Luther King, Jr. Holiday
 Presidents Day
 Memorial Day
 Juneteenth
 Independence Day
 Labor Day
 Columbus' Day/Indigenous People Day
 Veteran's Day
 Thanksgiving Holidays (Thanksgiving Day and the day following)
 Christmas Eve
 Christmas Day

CONTRACTOR will follow meals holiday adjusted schedule that will be provided by the **County**.

5. Meal Pattern Requirements

a. Food Groups

(1) In addition to providing meals that meet the (2020-2025 Dietary Guidelines) and 1/3 of the RDA's/Adequate Intakes, the meal should emphasize foods high in fiber, calcium, and protein.*****The selected foods must vary from day to day. The food items within the meat, vegetable, and dessert groups must be different for the same days of each week, thus providing a variety of foods and nutrients.

(2) Total RDA's/AI's***amount must be served. (Refer to Dietary Reference Intakes for Older Adults). % requirements for protein, carbohydrates and fiber must be met.

(3) Meals planned and served must not contain more than:

Up to 35% of total calories:

25.2 grams/650 calorie meal

27.2 grams/700 calorie meal

Saturated fat

Up to 10% of total calories

(7.2-7.7 grams)

(4) Whole grain/high fiber bread products must be served at least twice a week.

(5) Foods must be selected, stored, and prepared to assure maximum nutritional content.

(6) Foods must be attractive in color and texture, non-greasy, and appealing to encourage maximum individual consumption.

(7) Standardized recipes must be used in preparation of all food. Recipes must yield all requirements of the meal pattern.

b. Meal Pattern

See Appendix D - GA DHR Nutrition Guidelines Requirements

c. In purchasing, storing and preparing, delivering, and serving meals, the food vendor and nutrition services provider must comply with all federal, states, and local health laws and must follow procedures to preserve nutritional value and food safety.

d. All raw food used in the preparation of meals shall be of unquestionable high quality. The following minimum standards will be met:

1. Canned fruits and vegetables USDA Grade A
2. Fresh fruits and vegetables- #1 quality
3. Poultry- USDA Grades A or better
4. Eggs and dairy products- USDA Grade A or better
5. Beef-USDA choice or better. Beef should be tender with a minimum of fat.
6. Salt - iodized

6. Menu Planning Requirement

Meal Standards

1. Menu Planning

The menus must be submitted by the Vendor's Registered Dietitian to Rockdale County Senior Services (RCSS) at least six (6) weeks prior to planned implementation to allow adequate time for review and approval by the Rockdale County Board of Commissioners/Olivia Haydel Senior Center and/or

Nutrition Site Council and the ARC Registered Dietitian. Approved menus may not be modified without prior written permission from Rockdale County. The Vendor must supply sufficient copies of each approved home-delivered meal menu for posting at the at the home-delivered meal distribution site. Each menu must show day of week and date of each meal. Vendor must submit a copy of proposed four-week cycle menu and a computerized nutritional analysis with proposal.

Menu planning must adhere to the following stipulations

- a. Regular and Special Meals- the Vendor must agree in writing that all regular and special menus will be planned and written on a minimum four-week cycle by a registered dietician. The Vendor's Registered Dietician must agree to meet with the Rockdale County's staff and Site Council representatives in order to change menus, as required, on a quarterly basis and to revise menus to accommodate participant preferences (ethnic and religious backgrounds must be taken into consideration). Food Vendors must respond to the preferences and evaluations of the majority of the nutrition program participants within two weeks from date of receipt of a request from Rockdale County and /or ARC Registered Dietician. The vendor must submit a four-week cycle menu and a computerized nutrient analysis with proposal. **The menu cycle must be changed a minimum of twice per year, but Rockdale Senior Services prefers for the cycle to be changed quarterly. Food vendors must stipulate in the proposal how often the menu cycle will be changed. Food vendors must stipulate in the proposal how specific adjustments to accommodate senior needs will be met (i.e. does not eat meat, allergic to seafood, etc.).**
 - b. Therapeutic/Modified Meals- The Vendor must agree that therapeutic/modified menus will be planned and written on a three-month cycle (optional four-month cycle) by a registered dietician.
 - c. The Vendor must submit the name and registration number of the dietician. The Georgia Dietetic Association Manual must be followed in planning the therapeutic meals. Specific information related to therapeutic diets, such as number of calories, amount of carbohydrates (for diabetic diet) or amount of sodium (low sodium diets), must be provided along with the menu. A copy of the dietician license is due at the time of the application and is to be submitted anytime during the contract period the assigned dietician changes.
 - d. The Food Vendor must have the capability of providing shelf-stable meals. Shelf-stable meals must meet one-third DRI/RDA requirements. Prior written approval by RCSS/ARC Registered Dietician for shelf-stable meals must be received by the Food Vendor prior to serving and may not be changed by the vendor without written approval from RCSS/ARC Registered Dietician. Vendor must submit a written nutritional analysis of shelf-stable meals with the proposal. Additionally, a copy of the proposed menu for shelf-stable meals must be submitted with the proposal.
 - e. The Vendor must agree to provide a written nutritional analysis of the regular Home Delivered Meals menu for each cycle during the contract period.
 - f. Permission to make menu substitutions must be requested in writing by the Food Vendor two weeks in advance and must be approved in writing, before use, by RCSS and/or the ARC Registered Dietician.
 - g. The Vendor must agree to rotate the menu plan at least twice per year.
2. All menus must be submitted to the **County** at least six (6) weeks prior to the next menu cycle to allow adequate time for review by the appropriate personnel.
 3. Non-scheduled substitutions shall be limited to four (4) per contract period (1 year). In the event an additional or an unacceptable substitution is made without prior approval, the **County** will not be responsible for payment for the unapproved or unacceptable substituted menu item.

4. **CONTRACTOR** is to host two (2) to four (4) menu meetings annually at their site.

7. Procedures for Ordering Meals

The **County** representative or authorized on-site representative shall notify the **CONTRACTOR** of its daily meal requirements, not less than forty - eight (48) hours prior to the date on which said meals are to be delivered. Exceptional changes (changes in excess of twenty (20) more or less meals) require notification to the **CONTRACTOR** not less than three (3) full working days prior to the date on which meals are to be delivered. Weather-related cancellation can be made the same day with the stipulation that prepared meals will be flash-frozen and served the following day. The **CONTRACTOR** should notify **Rockdale County** no later than **7:30am** on the day of service should delivery be impossible.

CONTRACTOR is to designate a main contact person for home delivered meals ordering.

8. Delivery of Meals

The vendor must follow delivery plan as presented in the RFP. The Home Delivered Meal delivered to a distribution site must be transported in sanitized, National Sanitation Federation (NSF) approved temperature-retaining containers (specify products to be used) to maintain the following minimum temperature standards:

Hot foods must be delivered, maintained and served to the clients at a minimum temperature of 140°F including the last meal. The desirable minimum temperature for holding heated food is 150° F. The holding temperature must not exceed 165° F, and the holding time should be as short as possible. The holding time must not exceed four hours (from the final stage of preparation to serving time). Rockdale County Senior Services prefers that meals be delivered frozen for Home Delivered.

1. Cold foods must be delivered and served to the clients at a temperature of 40° F or below.
2. Frozen foods must be delivered to a site at a temperature of 32°F or below.
3. Natural food should be served at room temperature. (Examples include fresh fruits, packaged crackers, cookies, etc.)

The Food Vendor is responsible for keeping delivery containers, trucks and ice packs clean. The delivery containers must be tightly closed to prevent heat loss. The Vendor must have sufficient back-up containers. Arrival food temperatures must be recorded on the daily meal ticket.

The Vendor must submit a plan in the proposal for the delivery of frozen meals to the nutrition centers in case of emergency. Such emergency plans should cover those that are caused by weather conditions, vehicle breakdown, contamination or spoilage of food, and food shortages.

In case of inclement weather Vendor must contact the Food Service manager and Social Service Manager before delivery.

a. Food shall be delivered to **Rockdale County**, frozen, in three (3) compartment trays, unless otherwise noted. Each food item will be dated with packed date, labeled with contents, and date to be served. **CONTRACTOR** must meet delivery criteria including sealing containers, accuracy of delivery count, accurate delivery of frozen boxes and ServSafe standards.

b. Vehicles used in delivery of meals shall be enclosed and shall be equipped with adequate facilities for maintaining food at safe temperatures. Both equipment and vehicle must be clean and meet the standards and regulations of the Georgia Department of Human Resources.

c. Cold food shall be packaged and delivered at 41 degrees F or lower.

d. Frozen food shall be kept at 32 degrees F or below during packing, transportation and storage.

e. Meals must be delivered Monday and Tuesday to the **Rockdale County Olivia Haydel Senior Center** between 7:00 a.m. and not later than 8:00 a.m. on the day such meals are to be served. Any changes in the established delivery schedule due to vehicle breakdown, or acts of nature, will be communicated to the **County**. Any changes in established delivery schedule due to acts of nature or other events which result in the closure of **Rockdale County** will be communicated to **CONTRACTOR** by **7:30 am**. Failure to notify **CONTRACTOR** will result in full charge for that day's meal. Holiday delivery alternate day must be designated prior to occurrence.

f. The **CONTRACTOR** shall provide a daily receipt form, or on a separate form supplied by the **CONTRACTOR**, space for reporting shortages, unauthorized substitutions, compliments, complaints and supply requests. This form shall be signed by an authorized representative of **Rockdale County**.

9. Contingency Plans

A procedure for emergencies, including weather related emergencies, vehicular breakdown, food delivered outside of specified temperature standards, and food contamination or spoilage, shall be established by **CONTRACTOR** and the **County**.

a. **CONTRACTOR** can provide site with enough Shelf-Stable meals to accommodate in the event of an interruption of service due to vehicular breakdown, food delivered outside of specified temperature standards, and food contamination or spoilage at the request of the **County**. Meals will be charged at contracted rates.

b. Back-up vehicles and drivers will be available in case of emergency. Senior Connections also contracts through Enterprise Rentals and Penske Truck Rentals should additional backup be needed.

c. Should there be traffic and/or inclement weather delays, direct and backup delivery routes to the Meals-on-Wheels kitchen of Rockdale County Senior Services will be in effect to ensure the greatest efficiency for Rockdale County Senior Services' funds, on-time deliveries, and food safety and quality. Emergency Roadside Assistance is available for all vehicles, and drivers are equipped with cellular telephones to expedite any needed communication between Senior Connection's main kitchen and Rockdale County Senior Services personnel.

ATTACHMENT "B"

GENERAL TERMS AND CONDITIONS

1. Communications

- a. All communications with **Home Delivered Meals'** clients must be approved by the **County** prior to execution.
- b. All formal communications regarding this Contract from the **CONTRACTOR** to the **County**, shall be in writing from the person executing this contract on behalf of the **CONTRACTOR**, his successor, or an individual designated by **CONTRACTOR** in writing to act on behalf of **CONTRACTOR**, and addressed to the **County**.
- c. The **CONTRACTOR shall** mail all correspondence, invoices, reports and other matters relating to this Contract to the following address to the attention of as follows:

Rockdale County Senior Services
 Olivia Haydel Senior Center
 P.O. Box 289
 1240 Dogwood Drive
 Conyers, Georgia 30012

Reports Correspondence and Contracts to:

Susan Morgan

Invoices to:

Inam Withers

Menus, Meals Analysis and Delivery Information to:

TBD

Meal Ordering and Client Satisfaction:

Shawn Bell

2. Personnel

- a. The **CONTRACTOR represents** that it has, or will secure at its own expense, all personnel required in preparing food at Open Hand Atlanta, Inc. and delivering meals to the **County** location. Such personnel shall not be employees of the **County**, nor shall such personnel have been employees of the **County**, during any time within the twelve (12) month period immediately prior to the date of this contract, except with the express prior written consent of the **County**. Further, the **CONTRACTOR** agrees that no such former **County** employees shall be involved in any way with the performance of this Contract, without the express prior written approval of the **County**.
- b. All of the services required hereunder shall be performed by the **CONTRACTOR** or under its supervision, and all staff personnel shall be duly qualified and shall be authorized or permitted under state or local laws to perform such services.

3. Authority to Make Changes

No employee of the **County** other than the personnel who executed this Contract, their successor(s) or designated personnel (by written request only) has the authority to amend or otherwise to alter, delete or

waive any provisions of this Contract, either expressly or by implication. No advice or assistance that may be rendered by such employees shall relieve the **CONTRACTOR** of any of its responsibilities set forth herein or add to the obligation of the **County**.

4. Subcontracting

The **CONTRACTOR** shall not subcontract any of its responsibilities or obligations under the Contract without prior written approval of the **County**. The **CONTRACTOR** shall be responsible for the performance of any such approved subcontractor.

5. Claims Against CONTRACTOR

The **CONTRACTOR** agrees to promptly furnish **Rockdale County** with a certificate of insurance, in a form acceptable to the **County**, certifying that the **CONTRACTOR** carries worker's compensation, comprehensive insurance (including products liability), and bodily injury and property damage liability insurance.

6. Right and Authority of Rockdale County

The **County** shall be represented in this Contract by the designated personnel, who shall have the right and authority to:

- a. Inspect such food to determine compliance with the specifications and to reject any food not meeting such specifications in this Agreement.
- b. Have access to **CONTRACTOR'S** purchase records bearing upon food purchased for the site for review and audit, as necessary.
- c. Approve the menus and recipes for meals and other food to be delivered, ensure compliance with the U.S. Department of Health and Human Services meal - type requirements, and to withhold payment for meals and other food not meeting requirements of this Agreement.
- d. **CONTRACTOR** is to allow one (1) graded site visit to be performed by the **County** each quarter. **Contractor** must provide a copy of Health Department inspections to the **County** twice per year.

7. Annual Review by Atlanta Regional Commission

CONTRACTOR agrees to cooperate fully with the **COUNTY** during the process of the annual review mandated by the Department of Human Resources and conducted by the Atlanta Regional Commission.

~END OF SECTION~

SUBCONTRACTORS

Instructions: Type or clearly print all information.

NAME, ADDRESS, & PHONE NUMBER OF SUBCONTRACTOR	SUBCONTRACT WORK ITEM	DOLLAR VALUE OF SUBCONTRACT WORK
1.		
2.		
3.		
4.		
5.		
6.		

Representative's Signature: _____ Date: _____



ROCKDALE COUNTY GOVERNMENT
EQUAL BUSINESS OPPORTUNITY PROGRAM

Rockdale County Government Equal Business Opportunity (“EBO”) Program ordinance promotes opportunities for Historically Underutilized Businesses (“HUBs”) and Small Business Enterprises (“SBEs”) and protects all contracting applicants from unlawful discrimination. Under the EBO ordinance, bids for any project totaling \$100,000 or more in value must demonstrate good faith efforts to make work available to HUBs and SBEs. The ordinance is aspirational and seeks to maximize contracting opportunities for HUBs and SBEs. Specific outreach and reporting requirements are detailed in the EBO Ordinance and accompanying EBO policy document adopted by the Rockdale County Board of Commissioners, both of which are attached here.

In accordance with the terms of the EBO ordinance, all contracting shall be awarded without regard to race, religion, color, creed, national origin, sex, age, or handicapping condition. No portion of the EBO ordinance requires contractors or subcontractors to make purchases of materials or equipment from HUBs who do not submit the lowest responsible, responsive bid.

Please refer to the attached EBO ordinance and EBO policy document for further details.

**ROCKDALE COUNTY GOVERNMENT
EBO PROGRAM
CONTRACT COMPLIANCE REQUIREMENTS**

**AFFIDAVIT – SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION PLAN
(UTILIZATION PLAN)**

The Utilization Plan is designed to enhance the utilization of a Historically Underutilized Business (HUB) or a Small Business Enterprise (SBE) by a bidder/proposer, contractor, or vendor. The bidder/proposer **must** outline a plan of action to encourage and achieve diversity and equality in the available procurement and contracting opportunities with bid/proposal.

DETERMINATION OF GOOD FAITH

The Prime Contractor must demonstrate that they have made reasonable, good faith efforts to ensure that certified firms have had a full and fair opportunity to compete and win subcontracts on this project. The Prime Contractor is required to include all outreach attempts that would demonstrate a “Good Faith Effort” in the solicitation of sub-consultants/subcontractors.

Documentation of efforts made by the Prime Contractor regarding this project should be documented using the Subcontractor Contact Form.

AFFIDAVIT – CONTRACTOR ONLY USAGE

A contractor that performs all the work under a contract with its own workforce may submit an affidavit.

UTILIZATION REPORTING (Post Award)

The successful bidder/proposer will be required to report **all** payments to subcontractors, sub-consultants, and suppliers (if applicable) by the 15th day of the month to the EBO Administrator.

**ROCKDALE COUNTY GOVERNMENT
AFFIDAVIT - SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION**

This form **must be** completed and **submitted with the bid/proposal**. All prime bidders/proposers **must** submit this form which lists all intended subcontractors/suppliers who will be utilized under the scope of work/services.

Prime Bidder/Proposer Company Name _____

ITB/RFP Name & Number: _____

1. My firm, as **Prime Bidder/Proposer** on this scope of work/service(s) is **NOT** ☐, is ☐ a Historically Underutilized Business or Small Business Enterprise.

Indicate below the portion of work, including, percentage of bid/proposal amount that your firm will carry out directly as the Prime Contractor:

\$ _____ Or _____ %

2. This information below must be completed and submitted with the bid/proposal if a **joint venture (JV)** approach is to be undertaken. Please provide JV breakdown information below and attach a copy of the executed Joint Venture Agreement.

JV Partner(s) information:

<u>Business Name</u>		<u>Business Name</u>	
(a.)		(b.)	
% of JV		% of JV	
HUB or SBE Certified (Y or N)		HUB or SBE Certified (Y or N)	
Certified Agency		Certified Agency	
Date Certified		Date Certified	

3. Lists all Sub-Contractor/suppliers participating on the project and provide a description of the work to be executed.

Total Dollar Value of Certified Subcontractors: (\$)

Total Percentage of Certified Subcontractors: (%)

**AFFIDAVIT - SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION
(continued)**

CERTIFICATION: The undersigned certifies that he/she has read, understands, and agrees to be bound by the Bid/Proposer provisions. The undersigned further certifies that he/she is legally authorized by the Bidder/Proposer to make the statement and representation and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder/Proposer knowing them to be false, or if there is a failure of the intentions, objectives and commitments set forth herein, then in any such event the Contractor's acts or failure to act, as the case may be, shall constitute a material breach of the contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and in lieu of, any other rights and remedies the County may have for other defaults under the contract.

By submitting this form, it is understood that every firm listed as a subcontractor has been properly notified and will participate.

Signature:_____ **Title:**_____

Business or Corporate Name:_____

Address:_____

Telephone: () _____

Fax Number: () _____

Email Address:_____

ROCKDALE COUNTY GOVERNMENT UTILIZATION REPORT – Post Award

The awarded vendor(s) are required to report all payments to the prime contractor, subcontractors, and sub-consultants (if applicable) during the project by the 15th day of the month to the EBO Administrator.

Subcontractor or Supplier information

ITB or RFP #	Name	Contact Name	Contact Email Address	Contact Phone	Payment amount	Date of payment	Payment Method

Issues:

Vendor Name: _____

Printed Signature: _____

Date: _____

Title _____

INTERNAL USE ONLY	
Verified	_____
-	
Any Issues	_____
Verified by	_____

ROCKDALE COUNTY GOVERNMENT Subcontractor Contact Form Good Faith Effort - Must also include evidence of all good faith efforts that were implemented, including any advertisements, solicitations, and evidence of other specific actions demonstrating recruitment and selection of Historically Underutilized Businesses or Small Business Enterprises.								
Subcontractor/Supplier	Business Address	Contact Name	Contact Email Address	Contact Phone	Scope of Work Solicited for Project	HUB or SBE Certification Designation	Result of Contact	Date of Contact

Company Name: _____
Project # & Title: _____

Printed Signature: _____
Date: _____

Title _____

INTERNAL USE ONLY	
Date information verified	_____
Any Issues	_____
Verified by	_____

AN ORDINANCE AMENDING DIVISION 3 OF ARTICLE VI OF CHAPTER 2 OF THE CODE OF ROCKDALE COUNTY, GEORGIA PROVIDING AUTHORIZATION FOR AN EQUAL OPPORTUNITY PROGRAM FOR ROCKDALE COUNTY

WHEREAS, it is the policy of Rockdale County to encourage maximization of contracting opportunities with Historically Underutilized Businesses;

WHEREAS, the Rockdale County Board of Commissioners promulgates this ordinance as the official policy of Rockdale County.

NOW, THEREFORE BE IT ORDAINED by the Board of Commissioners of Rockdale County, Georgia, and it is, hereby, ordained by the authority of same, as follows:

That Division 3 of Article VI of Chapter 2 of the Code of Rockdale County, Georgia be amended, to create, as follows:

“Section 2-221. Equal Business Opportunity Program”

A. As used in this section:

1. The term “Contracting Authority” means any board, commission, body, or subdivisions of Rockdale County that exercises any authority to award a contract through a formal bidding process.
2. The term “Historically Underutilized Businesses” means a firm that is an independent and continuing enterprise for profit:
 - a. In which at least fifty-one percent (51%) is owned by one or more minority persons or socially and economically disadvantaged individuals, or in the case of a corporation, in which at least fifty-one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals; and
 - b. Of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.
3. The term “minority person” means a person who is a citizen or lawful permanent resident of the United States and who is:
 - a. Black, that is, a person having origins in any of the black racial groups in Africa;
 - b. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race;

- c. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, or the Pacific Islands;
 - d. Native American, that is, a person having origins in any of the original Indian peoples of North America; or
 - e. Female.
 - 4. The term "socially and economically disadvantaged individual" means a person who is a citizen or lawful permanent resident of the United States and who is:
 - a. A veteran of the armed forces of the United States;
 - b. Physically or mentally disabled in a manner that substantially limits one or more of the major life activities of a person; or
 - c. Capable of demonstrating some other form of economic or social disadvantage, as articulated in 13 CFR § 124.104.
 - 5. The term "Small Business Enterprises" means a firm that is an independent and continuing enterprise for profit for which the gross revenues or number of employees, inclusive of any affiliates as defined by 13 CFR 121.103, does not exceed the size standard for its industry as defined by 13 CFR 121.201 (as further explained in 13 CFR 121.104 through 121.107), and is certified as such.
- B. It is the policy of Rockdale County to encourage maximization of contracting opportunities with Historically Underutilized Businesses.
 - C. All Contracting Authorities shall strive to maximize contracting opportunities with Historically Underutilized Businesses. Where feasible, preference should be given to such businesses that are in Rockdale County or that employ a majority of their workforce in Rockdale County.
 - D. All Contracting Authorities shall establish prior to solicitation of bids for any project totaling \$100,000 or more, the good faith efforts that it will take to make it feasible for Historically Underutilized Businesses to submit successful bids or proposals for the contract. Each first-tier subcontractor shall comply with the requirements applicable to contractors under this subsection.
 - E. Each bidder for a contract from a Contracting Authority shall identify on its bid the Historically Underutilized Businesses that it will use in fulfilling the contract and an affidavit listing the good faith efforts it has made pursuant to Subsection (G) of this section and the total dollar value of the bid that will be performed by the Historically Underutilized Businesses. A contractor that performs all the work under a contract with its own workforce may submit an affidavit to that effect in lieu of the affidavit otherwise required under this subsection. The apparent lowest responsible, responsive bidder shall also file the following:

1. Within the time specified in the bid documents, either:

- a. An affidavit that includes a description of the portion of work to be executed by Historically Underutilized Businesses, expressed as a percentage of the total contract price, which is equal to, or more than the applicable goal of contracts being awarded to Historically Underutilized Businesses annually, as set in Section III of the accompanying policy and procedures document. An affidavit under this sub-subdivision shall give rise to a presumption that the bidder has made the required good faith or effort; or
- b. Documentation of its good faith effort to meet the goal. The documentation must include evidence of all good faith efforts that were implemented, including any advertisements, solicitations, and evidence of other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract.

2. Within 30 days after awarding the contract, a list of all identified subcontractors that the contractor will use on the project.

Failure to file a required affidavit or documentation that demonstrates that the contractor made the required good faith effort is grounds for rejection of the bid.

F. No subcontractor who is identified and listed pursuant to Subsection (E) of this section may be replaced with a different subcontractor except:

1. If the subcontractor's bid is later determined by the contractor to be nonresponsive or nonresponsive, or the listed subcontractor refuses to enter into a contract for the complete performance of the bid work, or
2. With the approval of the Contracting Authority for good cause.

G. Before awarding a contract, the Contracting Authority shall do the following:

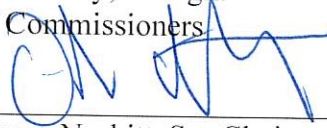
1. Develop and implement a Historically Underutilized Business participation outreach plan to identify Historically Underutilized Businesses that can perform necessary services and to implement outreach efforts to encourage Historically Underutilized Business participation in these projects.
2. At least 10 days prior to the scheduled day of bid opening, notify Historically Underutilized Businesses that have requested notices from the Contracting Authority and Historically Underutilized Businesses that otherwise indicated to the County an interest in the type of work being bid or the potential contracting opportunities listed in the proposal. The notification shall include the following:

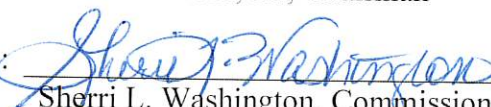
- a. A description of the work for which the bid is being solicited.
- b. The date, time, and location where bids are to be submitted.

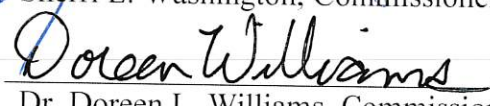
- c. The name of the individual within the public entity who will be available to answer questions about the project.
 - d. Where bid documents may be reviewed.
 - e. Any special requirements that may exist.
- 3. Utilize other media, as appropriate, likely to inform potential Historically Underutilized Businesses of the bid being sought.
- H. The Contracting Authority may designate certain procurement projects or contracts as available for bid and award only to certified Small Business Enterprises. The small business reserve designation for a particular project is discretionary on the part of the Contracting Authority and should be applied only where there is a reasonable expectation that there will be at least three responsible and responsive bids for certified Small Business Enterprises and that the award will be made at a fair market price/value. To obtain a small business reserve program project, the bidding Small Business Enterprise must self-perform a significant percentage of the contracted work (a minimum of 50 percent).
- I. All Contracting Authorities shall award contracts without regard to race, religion, color, creed, national origin, sex, age, or disability status. Nothing in this section shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from Historically Underutilized Business who do not submit the lowest responsible, responsive bid or bids.
- J. Each Contracting Authority shall submit to the Board an annual report demonstrating compliance with this code section.
- K. Nothing herein shall apply to any contracts solicited or awarded before the passage of this code section.
- L. For any projects involving the use of federal funds, no term of this ordinance shall apply if it conflicts with the requirements imposed under federal law for that project.
- M. If any provision or clause of this code section or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this code section which can be given effect without the invalid provision or application, and to this end the provisions of this code section are declared to be severable.
- N. The terms of this ordinance shall expire five years from the date of its enactment if not renewed by the Rockdale County Board of Commissioners.

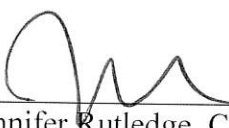
Adopted this 27th day of August, 2024.

Rockdale County, Georgia
Board of Commissioners

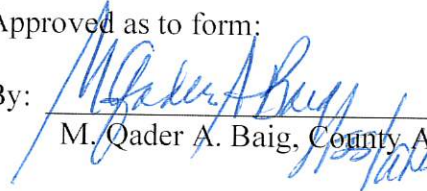
By: 
Osborn Nesbitt, Sr., Chairman

By: 
Sherri L. Washington, Commissioner Post I

By: 
Dr. Doreen L. Williams, Commissioner Post II

Attest:
By: 
Jennifer Rutledge, County Clerk

First Reading: 8/27/2024
Second Reading: waived

Approved as to form:
By: 
M. Qader A. Baig, County Attorney

EQUAL BUSINESS OPPORTUNITY

This document provides guidelines for implementation of the County's Equal Business Opportunity ordinance, which encourages maximization of contracting opportunities with Historically Underutilized Businesses.

I. PURPOSE

The purpose of these policies and procedures is to provide guidelines for implementation of the Rockdale County Equal Business Opportunity ("EBO") ordinance. [Ord. No. 0-2024-11]

II. DEFINITIONS

All terms used herein shall have the definitions provided in the EBO ordinance.

III. EBO MAXIMIZATION GOAL

To maximize contracting opportunities with Historically Underutilized Businesses, Contracting Authorities shall strive for a goal of at least fifteen percent (15%) of contracts being awarded to Historically Underutilized Businesses annually. This goal shall be measured by the total value of work for each County project, including projects done by a private entity on a facility to be leased or purchased by the County.

IV. ADMINISTRATION

- A. Administration of the EBO ordinance shall be done by the Finance department of Rockdale County (the "EBO Administrator").
- B. Prior to solicitation of bids for any project totaling \$100,000 or more, the EBO Administrator must have its Historically Underutilized Business participation outreach plans.
- C. Following solicitation of bids for any project totaling \$100,000 or more, the the EBO Administrator must have on file a report of its compliance with the Historically Underutilized Business participation outreach plan submitted pursuant to subsection B.
- D. The EBO Administrator shall prepare an annual report to the Rockdale County Board of Commissioners detailing all contracts solicited and all contracts awarded pursuant to the EBO ordinance. This report shall include the value of all contracts awarded to Historically Underutilized Businesses or Small Business Enterprises as both prime contractors and subcontractors.

V. CERTIFICATION

- A. To demonstrate a firm's qualifications as a Historically Underutilized Business, Rockdale County will accept:

1. Certification from the State of Georgia, City of Atlanta, or any local, state, or federal government agency;
2. Certification from any private party accredited to provide business certification; or
3. Self-certification as sworn to in a notarized statement or affidavit under penalty of perjury, with any accompanying documentation.

VI. OUTREACH ACTIVITIES

A. Outreach activities that can be part of a Historically Underutilized Business participation outreach plans include, but are not limited to, the following:

1. Attending trade fairs;
2. Hosting business workshops;
3. Hosting pre-bid conferences;
4. Advertising; and
5. Any other activities reasonably likely to increase participation in the bidding process by Historically Underutilized Businesses.

VII. GOOD FAITH EFFORTS

A. The Contracting Authority shall require bidders to undertake the following good faith efforts, where applicable:

1. Contacting Historically Underutilized Businesses that reasonably could have been expected to submit a quote and that were known to the Contracting Authority lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed.
2. Making the plans, specifications and requirements available for review by prospective Historically Underutilized Businesses or providing these documents to them at least 10 days before the bid or proposals are due.
3. Breaking down or combining elements of work into economically feasible units to facilitate participation by Historically Underutilized Businesses.
4. Working with organizations for Historically Underutilized Businesses that provide assistance in recruitment of Historically Underutilized Businesses.
5. Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors.
6. Negotiating in good faith with interested Historically Underutilized Businesses and not rejecting them as unqualified without sound reasons based on their capabilities.

Any rejection of a Historically Underutilized Businesses based on lack of qualification should have the reasons documented in writing.

7. Providing assistance to an otherwise qualified Historically Underutilized Businesses in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisting Historically Underutilized Businesses in obtaining the same unit pricing as the bidder's suppliers to help Historically Underutilized Businesses in establishing credit.
8. Negotiating joint venture and partnership arrangements with Historically Underutilized Businesses to increase opportunities for Historically Underutilized Businesses to participate in County projects when possible.
9. Providing quick pay agreements and policies to enable Historically Underutilized Business contractors and suppliers to meet cash-flow demands.

VIII. SUBCONTRACTING

Every contract awarded pursuant to the process outlines in the EBO ordinance shall include a provision requiring all first-tier subcontractors to comply with the requirements applicable to contractors under the EBO ordinance.

IX. INCORPORATION

A bidder's commitment to abide by the terms of the EBO ordinance, and the good faith efforts it intends to undertake, shall be incorporated into the terms of any contract awarded to that bidder.

X. SMALL BUSINESS ENTERPRISE

A. A Small Business Enterprise may be certified in the following ways:

1. a filed letter or other documentation from the United States Small Business Administration that establishes that the firm is certified as an 8(a) firm, small business enterprise, small disadvantaged business enterprise, or HUBZone firm;
2. a letter or other documentation from the City of Atlanta, MARTA, or Georgia Department of Transportation (GDOT) that establishes that the firm is certified as a DBE; or
3. small business certification from a certifying agency within Georgia that applies the small business size standards consistent with or less than the applicable revenue and employment size standards for small businesses established by the United States Small Business Administration and meets other county criteria related to SBE certification.

XI. REPORTING

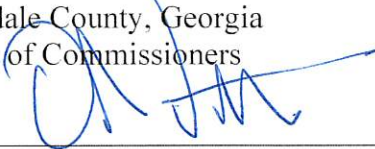
A. The EBO Administrator shall be responsible to provide an annual report to the Contracting Authority which shall include the following:

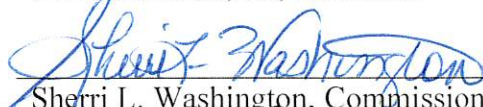
1. A listing of all contracts awarded in in the prior year, including the dollar value of each contract for both prime contractors and subcontractors;
2. For each contract listed, the efforts taken, if any, to award the contract to a Historically Underutilized Business or Small Business Enterprise;
3. Whether each contract was ultimately awarded to a Historically Underutilized Business or Small Business Enterprise; and
4. The value of all contracts awarded to Historically Underutilized Businesses or Small Business Enterprises as both prime contractors and subcontractors.

B. Each contractor must report payments made to the Historically Underutilized Business subcontractors to the County on a monthly basis by no later than the 15th of the month.

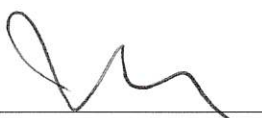
Approved this 27th day of August, 2024.

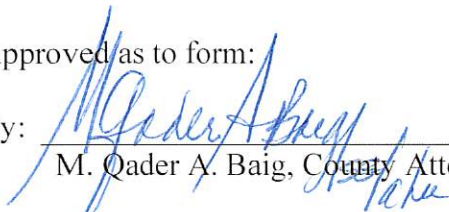
Rockdale County, Georgia
Board of Commissioners

By: 
Osborn Nesbitt, Sr., Chairman

By: 
Sherri L. Washington, Commissioner Post I

By: 
Dr. Doreen L. Williams, Commissioner Post II

Attest: 
By: _____
Jennifer Rutledge, County Clerk

Approved as to form:
By: 
M. Qader A. Baig, County Attorney

PROPOSAL CHECKLIST

_____ **ONE FLASH DRIVE (containing a copy of the Proposal and the Price Proposal in Adobe PDF format) of the following documents: all documents shall be fully completed, signed, and dated:**

_____ **Proposal Form (See Page 22)**

_____ **All Applicable Affidavit Forms (See Pages 23-28)**

_____ **Contractor's Qualifications Statement & Questionnaire (See Pages 29-32)**

_____ **Subcontractors (See Page 44)**

_____ **Equal Business Opportunity Forms (See Pages 45-59)**

_____ **Proof of Business License**

_____ **ServSafe Certification**

_____ **Operating Permit**

_____ **Last two (2) Food Service Establishment Inspection Reports**

The purpose of this checklist is to remind proposers of the documents generally required for the proposal submittal. It is the proposer's responsibility to include additional documents requested in the proposal that may not be shown on the checklist.