

AGENDA

Mandatory Pre-Proposal Conference

Request for Proposal (RFP) No. 25-27: Home Delivered Meals for the Senior Services Division

TEAMS Meeting

Tuesday, January 6, 2026 @ 1:30 P.M., Local Time

1. Opening and Introductions

Finance Department - Purchasing Division

Adrienne Brown, Tina Malone

2. Overview and Scope of Work

Description & Key Points of Project

Deputy Director Susan Morgan

3. Questions

4. Conclusion and Adjournment

- 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.
- All proposals must be sealed and properly identified with the RFP # and vendor name on the outside of the envelope.
- The successful proposer shall be required to furnish OWNER with Insurance in accordance with the provisions in the Request for Proposal.
- All questions and/or inquiries pertaining to this project are due no later than **2:00 P.M., Local Time, Thursday, January 15, 2026.** All replies will be addressed via an addendum. 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 under bid opportunities, for any addenda that may be issued prior to submitting a proposal for the RFP.
- This RFP qualifies for Rockdale County Government Equal Business Opportunity program. For questions regarding the EBO program, please contact Adrienne Brown at Adrienne.m.brown@rockdalecountyga.gov or 770-278-7557.
- All questions and/or inquiries, concerning this Request for Proposals, after this meeting are to be emailed to the Procurement Buyer at the address below:

Rockdale County Finance Department

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. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business may be disqualified from consideration for award.