SOLICITATION #060115-001

EATONTON-PUTNAM SENIOR CITIZEN CENTER

CONGREGATE MEALS PROGRAM

Eatonton City Council

201 N. Jefferson Avenue

P.O. BOX 3820

Eatonton, Georgia 31024

June 8, 2015
10:00AM

RETURN ENTIRE PACKAGE WITH PROPOSAL

CITY OF EATONTON
SOLICITATION #060115-001
Congregate Meals Program

The City Council of Eatonton, Georgia is soliciting sealed bids from qualified firms with experience in Older Americans Act nutritional programs for providing meals through the Eatonton-Putnam Senior Citizen Center (Congregate Meals Program). The bid period will commence on May 7, 2015.

Prospective bidders must obtain a bid package from City Hall, located at 201 North Jefferson Avenue, Eatonton, GA 31024.

Proposals must be submitted on the proposal form issued by the City of Eatonton and contained in the bid package.

Bids are to be sealed and clearly marked with bidder's name and address and labeled as follows:

SOLICITATION #060115-001
EATONTON-PUTNAM SENIOR CITIZEN CENTER
CONGREGATE MEALS PROGRAM
SFY 2016

The bid opening date should also be clearly noted on the outside of the sealed bid package. All sealed bids shall be delivered, either by postal service or in person, no later than 10:00 AM on Monday, June 8, 2015. The bids will be opened and read at that time. Please deliver to the following address:

EATONTON CITY HALL
201 N. JEFFERSON AVENUE
EATONTON, GEORGIA 31024

Local and minority owned/operated and/or women owned/operated businesses are encouraged to submit proposals.

The City of Eatonton reserves the right to reject any and all bids, to waive any and all technicalities, and to award the bid based on the lowest cost and/or best interest of the City of Eatonton. The City of Eatonton is not bound to accept the lowest bid.

The City of Eatonton is an equal opportunity employer.

INSTRUCTIONS TO BIDDERS

The instructions contained herein shall be construed as a part of this bid invitation and shall be followed by each bidder. The following procedures shall be followed when submitting proposals for bidding.

1. Bidder shall enter his/her company name and address in appropriate blanks.

2. Unless otherwise stated, all bids submitted shall be valid and may not be withdrawn for a period of (90) days from the date of the bid opening.

3. The bid package contains an amendment certification. If plans or proposal are amended after distribution to prospective bidders begins, the bidder will be instructed to acknowledge receipt of those by checking the appropriate space. The bidder must acknowledge all amendments to the plans or proposal before the contract will be awarded. Amendments already made when the proposal is distributed will be pre-checked. The bidder, or his authorized representative, must sign the bid in the space provided. Where the bid is a joint bid the joint bidder should sign in the space provided for joint bidders. The signature should be witnessed and signed by a Notary Public. **FAILURE TO SIGN THE BID WILL RESULT IN THE BID NOT BEING READ.**

4. Bidders are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

5. Provider shall be responsible for complying with all state and county health laws, codes, ordinances, business licenses, etc.

6. Failure to enter requested information in appropriate blanks shall result in the bid being declared invalid.

GENERAL BID CONDITIONS

Proposals received after said time or at any place other than the time and place as stated in the notice will not be considered. No responsibility shall be attached to the city of Eatonton for the premature opening of a bid not properly addressed and identified, and/or delivered to the improper destination. Time set for receiving bid proposals terminates at 10:00AM on June 8, 2015. The bids will be opened and publicly read at that time. Bids are to be sealed, clearly marked with the bidder's name, address and labeled:

SOLICITATION #060115-001
EATONTON-PUTNAM SENIOR CITIZEN CENTER
CONGREGATE MEALS PROGRAM
FY 2016

The bid opening date should also be clearly noted on the outside of the sealed bid package. All sealed bids shall be delivered to the following address:

Eatonton City Hall
201 N. Jefferson Avenue
Eatonton, Georgia 31024

STATEMENT OF EXPERIENCE AND QUALIFICATIONS

The bidder may be required, upon request, to prove to the satisfaction of the City of Eatonton that he/she has the skill, experience and the necessary facilities, as well as 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 bidder is not satisfactory, the proposal of such bidder may be rejected.

NON-COLLUSION AFFIDAVIT

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

INTEREST OF:

By submitting a proposal, the bidder represents and warrants that neither mayor, council member, administrator, employee, nor any other personnel of the City of Eatonton or in any other way connected with the City has, in any manner, an interest, either directly or indirectly, in the bid or in the contract which may be made under it, or in any expected profits to arise there from.

DATE OF OPENING: **Monday, June 8, 2015 at 10:00 AM**
SOLICITATION #060115-001

EATONTON-PUTNAM SENIOR CITIZEN CENTER MEALS PROGRAM

CERTIFICATION

I certify that I have carefully considered the requirements provided for this project and the applicable federal, state and local regulations and the special provisions included in and made a part of this proposal, and have personally examined the site of the work. On the basis of the said specifications, I propose to furnish and be responsible for providing and delivering nutritional and flavorful meals to a number of senior citizens in Eatonton, Georgia on a daily basis. **The City of Eatonton and/or Eatonton City Council** assumes no liability for any provider's equipment or health violations.

DRUG WORK PLACE CERTIFICATION

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-free Work Place Act, have been complied with in full. The undersigned further certifies that:

1. A drug-free work place will be provided for the provider's employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free work place shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with

_____, _____
(Contractor's Name) (Subcontractor's Name)

certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph (7) subsection (b) of Code Section 50-24-3."

Also, the undersigned further certifies that he will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

HOMELAND SECURITY CERTIFICATION

It is further certified that pursuant to O.C.G.A. § 13-10-91, I and all contractors and sub-contractors performing work under the Agreement are in compliance with the Federal Work Authorization Program. Prime contractors and sub-contractors may participate in any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 ("IRCA").

It is understood and agreed that this proposal is one of several competitive bids made to the **CITY OF EATONTON.** The undersigned agrees that this proposal shall be an option, which is hereby given by the undersigned to the **CITY OF EATONTON** to accept or reject this proposal at any time within ninety (90) days from the date on which this sealed proposal is opened and read; and it is expressly covenanted and agreed that this proposal is not subject to withdrawal by the bidder, during the term of said option. I further certify that I have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal or contract.

The CITY OF EATONTON reserves the right to reject any or all bids. The CITY is not bound to accept the lowest bidder.

I hereby acknowledge receipt of the following checked amendments of the Proposal, Plans and/or Specifications, etc.:

Amendment No's: 1._____, 2._____ 3. _____, 4._____. I understand that failure to confirm the receipt of amendments is cause for rejection of bids.

Witness my hand and seal this the _____day of _____2015.

_____

NAME OF BIDDER

BY: _____
Corporate President and/or its Designee/Agent or Individual Owner Partner **(Strike all but one)**

The bidder(s) whose signature(s) appears on this document, having personally appeared before me, and being duly sworn, deposes and says that the above statements are true and correct. Sworn to and subscribed before me this _____ day _____2015.

Notary Signature: _____

My commission expires: _____

(SEAL)

SCOPE/SPECIFICATIONS
Congregate and Home-Delivered Meals

1. Provide one complete meal, at a minimum, to congregate meal program participants, using the approved menu, which meets the Dietary Guidelines for Americans published by the Secretary of Agriculture, and which provides 33.1/3% of the current Recommended Dietary Allowance for adults (RDA). The meals served in the nutrition program must comply with all nutrition program standards for food handling, processing, temperatures and safety. Congregate meals are to be provided in a group setting, Monday through Friday, at a minimum, to eligible senior citizens.

2. Serve the maximum number of congregate and home delivered meals per day for a minimum of 250 days for this one (1) year period (SFY July 1, 2015 – June 30, 2016) per each provider, using federal and state funds allocated. Loss of allocated federal and state funding for any reason will terminate meals service. Include estimated program income and local funds used to support the program in determining the number of congregate and home-delivered meals to be served each day. **See Exhibit A for breakdown of meals served.**

3. Prepare and/or pack all home-delivered meals from the site of preparation or pack-out. Meals must meet temperature and safety standards as specified in the DAS Nutrition Program Standards.

4. Complete program monitoring and evaluation to the satisfaction of the **CITY OF EATONTON** and Area Agency on Aging (AAA).

5. Provider shall secure, at their own expense, all permits, licenses and consents required by law and will comply with all federal, state, and county health laws, codes, ordinances, etc.

6. Provider may not sub-let or sub-contract operation to any outside individual or entity without approval from the **CITY OF EATONTON.**

7. Provider shall provide all equipment and supplies to necessary to make available to operate and maintain all equipment necessary for their operation. The **CITY OF EATONTON** assumes no liability for any provider's equipment or health violations.

8. Provider must have the ability to accept Automatic Clearing House (ACH) payments, deposits, or drafts.

TO THE CITY OF EATONTON:

THE FOLLOWING PROPOSAL IS MADE ON BEHALF OF:

_____

For the project described herein and identified as Project #060115-001, Eatonton-Putnam Senior Citizen Center Meals Program in the county of Putnam, City of Eatonton, State of Georgia.

I certify that I have carefully examined the requirements for this project and the standard specifications. Any supplemental specifications and special provisions included in and made a part of this proposal, and have personally examined the site of the work.

The following is my proposal for providing the services as specified which are made a part of this proposal by reference below:

PER MEAL COST	**CONGREGATE**	**HOME-DELIVERD MEALS**
Raw Food	$	$
Labor		
Utilities		
Disposables		
Transportation Cost		
Meal Delivery Cost		
Equipment		
Other Cost (please list)		
TOTAL COST PER MEAL		

BIDDER SHALL INCLUDE COPIES OF THE FOLLOWING WITH PROPOSAL:

1. Food Service Permit for the facility where meals will be prepared.
2. Legible copy of the most recent health inspection and fire inspection reports.
3. Food preparation and Delivery Schedule.
4. Proof of liability insurance to include (a) statutory coverage for worker's compensation and (b) general liability limit of one million dollars minimum of combined single limit coverage for bodily injury and property damage.
5. List of holidays/dates when nutrition program will be closed.
6. Food Service Permit for each site serving meals.
7. Proposed menu.

I further propose to execute the contract agreement described in the specifications as soon as the work is awarded to me, and to begin and complete the work within the time limit provided.

BID RECEIVED FROM:

Company: _____

Address: _____
_____
_____

Telephone No: _____

Email Address: _____

Authorized Representative:

Name: (Print or Type) _____
Signature: _____

Date: _____

EXHIBIT "A"

EATONTON-PUTNAM SENIOR CENTER MEALS PROGRAM SUMMARY

YEAR	**CONGREGATE MEALS	HOME DELIVERED MEALS
2013		
September		1050
October		1038
November		924
December		932
TOTAL		**3944**
2014		
January		865
February		824
March		836
April		880
May		899
June		876
July		1006
August		983
September		930
October		1069
November		979
December		
TOTAL		**10,511**
2015 (Year to date)		
January		1021
February		1003
March		983
TOTAL		**3007**

****Eatonton-Putnam Senior Center has not previously provided congregate meals, however we are proposing to serve <u>at least 35 clients</u> each day beginning July 1, 2015.**