

STATE OF GEORGIA
COUNTY OF DEKALB

AMENDMENT NO. 2
TO
CONTRACT NO. 1226949

THIS AMENDMENT by and between DeKalb County, a political subdivision of the State of Georgia (hereinafter referred to as the “County”); and Meals On Wheels Atlanta, Inc., a corporation organized and existing under the laws of the State of Georgia, with offices in Fulton County, Georgia (hereinafter referred to as the “Contractor”).

WITNESSETH:

WHEREAS, County and Contractor have previously entered into a certain Contract dated February 22, 2021, (hereinafter referred to as DeKalb County Contract No. 1226949), (hereinafter referred to as the “Agreement” or “Contract”) for the “Provision of Congregate and Shelf-Stable Meals for Seniors”;

WHEREAS, said Contract was amended by Amendment No. 1 as approved by the DeKalb County Board of Commissioners on June 8, 2021 whereby Contract was increased for an amount not to exceed \$14,000.00; and,

WHEREAS, the County and the Contractor desire to amend Attachment A, Scope of Services of said Contract;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and in consideration of the mutual promises and undertakings contained herein, the parties hereto do hereby agree and consent to the following:

I. The Contract is hereby amended as follows:

- A.** **ATTACHMENT A, SCOPE OF SERVICES.** Delete **ATTACHMENT A, SCOPE OF SERVICES**, in its entirety. **INSERT REVISED ATTACHMENT A, SCOPE OF SERVICES** attached hereto as Attachment A.

II. NO ADDITIONAL MODIFICATION. All other terms and conditions of the Contract remain unchanged and in full force and effect. The terms and conditions contained in this Amendment No. 2 shall govern over any inconsistent terms and conditions contained in the Agreement.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have set their hands and caused their seals to be affixed hereupon in three (3) counterparts, each to be considered as an original by their authorized representatives on this ____ day of _____, 2021.

MEALS ON WHEELS ATLANTA, INC.

DEKALB COUNTY, GEORGIA

By: _____ (SEAL)

_____ **by Dir.**(SEAL)

Signature

MICHAEL L. THURMOND

Charlene Crusoe-Ingram

Chief Executive Officer

Name (Typed or Printed)

DeKalb County, Georgia

Chief Executive Officer

Title

_____ Date

58-0960309

Federal Tax I.D. Number

ATTEST:

ATTEST:

Signature

BARBARA SANDERS, CCC

Sarah Brown

Clerk of the Chief Executive Officer

Name (Typed or Printed)

And Board of Commissioners of

DeKalb County, Georgia

Secretary

Title

APPROVED AS TO SUBSTANCE:

APPROVED AS TO FORM:

Department Director

County Attorney Signature

County Attorney Name (Typed or Printed)

ATTACHMENT A

SCOPE OF SERVICES

Purpose:

DeKalb County Office of Aging (OOA) requests qualified and experienced contractors to submit proposals to provide meal service for eligible seniors in DeKalb County. Provision of these meals will assist with the reduction of hunger and promote better physical and mental health for older adults living in DeKalb County.

I. Provision of Congregate & Shelf-Stable Meals for Seniors

A. Contractor shall provide meal service for eligible seniors in a designated zip code of the four (4) DeKalb County senior centers. The names and locations of these centers are listed below:

1. DeKalb Atlanta Senior Center [25 Warren Street Atlanta, GA 30317]
2. Lithonia/East DeKalb Senior Center [2484 Bruce Street Lithonia, GA 30058]
3. North DeKalb Senior Center [3393 Malone Drive, Chamblee, GA 30341]
4. South DeKalb Senior Center [1934 Candler Road, Decatur, GA 30032]

The estimated number of seniors to be served and meals to be provided for 2020-2022 are listed in the tables below:

Table 1. Estimated Number of People to Be Served			
Service	Estimated Persons SFY 2020	Estimated Persons SFY 2021	Estimated Persons SFY 2022
Congregate Meals	560	590	625
Shelf-Stable Meals	560	590	625

Table 2. Estimated Number of Meals to Be Provided			
Service	Estimated Meals SFY 2020	Estimated Meals SFY 2021	Estimated Meals SFY 2022
Congregate Meals	52,000	53,538	54,378
Shelf-Stable Meals	1700	1750	1825

Table 3. Estimated Number of Meals to Be Provided by Location			
Congregate Location	Estimated Meals SFY 2020	Estimated Meals SFY 2021	Estimated Meals SFY 2022
DeKalb Atlanta	11,125	11,640	11,856
East/Lithonia	11,169	11,521	11,755
North DeKalb	11,256	11,812	12,012
South DeKalb	18,450	18,565	18,755

B. Description of Tasks:

1. Contractor must have a current food service license and demonstrate the ability to produce the specified quantities of hot, frozen, dehydrated, chilled and shelf-stable meals in accordance with the Georgia Department of Public Health (290-5-14) and the Older Americans Act, Title III, Subpart 3, Section 339, Dietary Guidelines for Americans.
2. Food service providers shall use procedures that provide for the safety, sanitation, accessibility and convenience of senior participants. Meals should be tasty, appetizing and consist of quality food that is nutritionally balanced. All meals must meet the Dietary Guidelines for Americans and the nutritional content must provide a minimum of 1/3 of the recommended daily allowance/adequate intake. In addition, Contractor must be able to also prepare quality shelf-stable meals and picnic meals on an as-needed basis for use by senior consumers. The preparation of therapeutic meals will be required on an as needed basis. Contractor must have staff to serve food at each center.
3. Lunch service for each congregate location begins at 12:00 p.m. noon (Monday-Friday), and meals must be fully ready to serve on time. Meals cooked offsite must be delivered at a reasonable time, agreed upon by the Contractor and County, to ensure that they are adequately heated and ready to serve by noon.
4. Specific tasks to be provided include:
 - a. Use of a Registered Dietitian to develop a twenty-day (four week) appetizing menu cycle, which can be repeated during the quarter for each congregate meal site for review and approval by the County designated representatives.
 - b. Obtain and maintain documentation of nutrient analysis for each meal per menu cycle.

- c. Utilize correct portion sizes (and utensils) to cook and distribute approved lunch menus daily Monday-Friday (250 days a year).
- d. Provide a minimum of one (1) staff person or volunteer to serve food at each senior center location as well as to take and record food temperatures daily to document that safe temperatures are maintained.
- e. Ensure staff and volunteers follow food sanitation requirements, as prescribed by applicable Federal, State and local rules and regulations for the preparation and serving of all meals.
- f. Ensure that food is available to senior participants for at least 30 minutes once serving begins while also ensuring that holding times for hot food do not exceed four (4) hours from the final stage of food preparation until the meal is served to the senior participants.
- g. Be able to make meal adjustments based on surveys and feedback from the County and senior participants.
- h. Deliver nutrition education materials once per month (overseen by a Registered Dietician, presented to in written format and in size 14 font).
- i. Nutrition counseling, at the Centers, shall be provided based on referrals provided by DeKalb County Case Managers to discuss recommended nutrition topics.
- j. All meal orders will be submitted to Contractor on Monday the week prior to scheduled meal service. Orders from all centers should be sent in one email to the Contractor. Standard supply orders should be sent via email one week before needed. Standard supplies included with meals are: cutlery kits (knife, spoon, fork), napkins, salt packet, and pepper packet. Additional supplies requested from the Contractor will be billed separately once approved.

C. Anticipated Outcomes of Tasks:

- 1. To reduce identified nutritional risk and food insecurity among program participants through the provision of nutritious meals.
- 2. To reduce isolation of program participants through socialization.

D. Applicable Regulations: Program Legislation, Program Standards and/or Guidelines

The following is a list of applicable resources for more detailed information regarding federal and state regulations for the provision of **congregate meals**:

- 1. Administration on Aging- Older Americans Act <http://www.aoa.gov/>

2. DHS/DAS HCBS Manual 5300: 304 Nutrition Service and 206 Senior Center Program Guidelines and Requirements; <http://odis.dhs.ga.gov/> Click on “MAN5300” to download the DHS/DAS HCBS Manual and see appropriate **Sections**.
3. Manual for the Voluntary Use of HACCP Principles for Operators of Food Service and Retail Establishments:
<http://www.fda.gov/Food/GuidanceRegulation/HACCP/ucm2006811.htm>
4. Six Dimensions of Wellness Model
<http://c.ymcdn.com/sites/www.nationalwellness.org/resource/resmgr/docs/sixdimensionsfactsheet.pdf>

II. Transition Requirements:

The County requires thirty (30) days total time for the transition of food services.

III. Completion Schedule:

Services are generally not provided on weekends and holidays; however, limited service may be required occasionally. DeKalb County-recognized holidays are as follows: New Year’s Day, MLK Day, Presidents’ Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day & the Day After Thanksgiving, and Christmas Day.

IV. Progress Reporting:

The Contractor will be required to submit a monthly narrative report, along with a monthly invoice to the Office of Aging. The monthly report is a narrative report that details the specific services provided, outcomes, and accomplishments for each reporting period. The invoice shall include the following minimum information:

- Name and address of client (attach signature/confirmation of delivery log to invoice)
- Type of meal delivered - (therapeutic, regular, shelf stable, congregate and home-delivered)
- The invoice shall note whether they were delivered hot or cold.

V. Place of Performance:

Contractor shall utilize its own commercial kitchen space to prepare meals. The congregate meal contractor may re-heat meals at the senior center locations prior to serving.

VI. Government Furnished Property/Services:

The County shall provide commercial kitchen space for reheating prepared meals.

VII. Business Requirements:

Contractor must have a current business license and food service license and demonstrate the ability to produce the specified quantities of meals in accordance with the Georgia Department of Public Health (290-5-14).

VIII. Applicable Working Rules:

All services must be provided in compliance with the Georgia Department of Human Services (DHS)/Georgia Division of Aging Services (DAS)/ Home and Community Based Services manual listed above. Section 304 Nutrition Service Program Guidelines and Requirements.

IX. Funding and Payment:

Payment for all services will be made on a unit cost basis.

Due to COVID-19, frozen meals will be picked up from Meals on Wheels Atlanta and delivered directly to seniors' homes temporarily until the senior centers reopen.

[END OF SCOPE OF SERVICES]