



**Department of Purchasing and Contracting
NON-COMPETITIVE PROCUREMENT REQUEST FORM**

Requesting Department: Human Service Department
 Department Contact Person: Darryl Blackwell Telephone: 404-337-5367
 Email: Dblackwell@dekalbcountyga.gov

Requisition Number: _____ Suggested Supplier: Meals on Wheels of Atlanta & Magic Kitchen
 Estimated Amount of Purchase: \$382,323 (\$201,150 Magic Kitchen and \$181,173 Meals on Wheels of Atlanta)

Detailed Description of the Goods or Services to be purchased: Provision of congregate, home-delivered and shelf-stable meals for DeKalb County seniors. In addition to diabetic, renal and therapeutic (mechanical soft) meals. All meals will be of high quality appearance and taste.

Emergency (For Emergency Requests, Please check this box and answer all questions below.)

1. Date and Time of Emergency Occurrence: October 15, 2019 - April 15, 2020 p.c. pending BOC approval

2. Please state the nature of the emergency posing a risk to public health, welfare, safety or resources

On June 13, 2019, there were 2 seniors and 2 staff that became ill after ingesting their food at the North DeKalb Senior Center. In addition, we have found foreign objects in meals, from insects and plastic. We have also received spoiled and molded meals. The documentation of the food service challenges are attached to this document.

3. State how the Estimated Amount was determined to be Fair and Reasonable (attach supporting documentation): The amount was based on quotes from vendors and the quotes are competitive in comparison with the pricing from the current vendor. (Please see attachment A) Three quotes are attached. We are using MOWA for the congregate meals and shelf stable meals and Magic Kitchen for Home-delivered meals.

Sole Source (Please check box and answer all of the following completely)

1. Provide an explanation why the product, service or supplier requested is the only method that can satisfy the requirements. Please explain why alternatives are unacceptable. Be specific with regard to specification, features, characteristics, requirements, capabilities and compatibility. (Attach additional documents if necessary)

The seniors have been surveyed for months and 3,000 surveys indicated the meals from Project Open Hand were not of high quality. The Atlanta Regional Commission also conducted a survey last year and it also stated that the seniors were not satisfied with the quality of the meals. Each week over 5500 HDM are delivered per month and over 1300 congregate meals served per week. We are looking for vendors to provide over 52,000 meals over the next 6 months on an emergency basis.

2. Will this purchase obligate us to a particular vendor for future purchases? (Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will we need more "like" items in the future to match this one?) Explain in detail. This purchase will not obligate us to a specific vendor for future purchases. The proposed ITB solicitations that will be posted later this fall, will allow for a competitive process and will yield multiple, responsive vendors.

3. Explain the impact to the County or Public if this request is not approved. The impact to the County is that over 800 seniors who continually receive congregate and home-delivered meals will be without federal and state mandated nutrition in DeKalb County posing a severe risk to their well-being and County funding for aging services. Seniors are demanding action and are livid with the current provider.

I hereby request that this non-competitive procurement request be approved for the purchase of the above stated work, material, equipment, commodity, or service.

Department Director (Typed/Printed Name): Ann Scott Signature: [Signature] Date: 7/30/19

Do Not Write Below - for the Department of Purchasing and Contracting Use Only

Procurement Agent (Typed/Printed Name): Crystal Peekins Signature: [Signature] Date: 9/20/19

Procurement Manager (Typed/Printed Name): Christina Thomas Signature: [Signature] Date: 9/20/19

Approved Not Approved

Signature: [Signature] Director, Department of Purchasing and Contracting Date: 9/20/19

F&C Rev.12/13/2016

Print Form

Additional Information (C. Creekmore):

This request is to allow for the fulfillment of Congregate, Shelf-Stable and Home-Delivered Meals for participating DeKalb County seniors.

The department has submitted an emergency purchase request due to the current contractor's (Open Hand Atlanta) less than satisfactory contract performance due to multiple food safety concerns and meals that seniors and center staff consider to be unpalatable or unacceptable in quality, texture, temperature and/or contents. As a result, seniors have reported becoming ill after ingesting meals provided by the current contractor. In addition, many seniors do not finish the meals. Supporting documentation provided by the department is attached.

It is the County's intent to terminate the contract within the termination provisions of the contract.

The department has obtained three (3) quotes for these services and recommends award to Meals on Wheels of Atlanta (MOWA) for the provision of Congregate and Shelf-Stable Meals in the amount of \$181,173.00 and to Magic Kitchen for the provision of Home-Delivered Meals in the amount of \$201,150.00.

Magic Kitchen provided quotes for all three (3) services; however, are only recommended for the Home-Delivered Meals. This vendor was lower than MOWA for both the Congregate and Shelf-Stable Meals but would only provide frozen meals. The department wants meals to be prepared fresh and to arrive par-cooked to the senior centers to avoid past issues with heating multiple trays of food that are frozen solid.

A third quote was obtained from Supreme Burger. Supreme Burger did provide the lowest quote for Shelf-Stable Meals; however, the department has stated that the vendor "would need to have some time to become familiar with the GA Department of Aging state regulations in regards to the nutritional requirements". As a result, the department recommends award to MOWA.

The pricing provided by each recommended awardee is comparable to what the department has been paying for the current services.

To date the County has expended \$765,285.32 under the Open Hand contract (CPA 1115555). The total requested amount for the 6-month emergency services is reasonable.

P&C recommends approval of the emergency purchase as requested by the department.