



MEMORANDUM

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DATE: April 9, 2021

TO: Cathryn Horner, Director
DeKalb Purchasing and Contracting Department

FROM: Damon Scott, Director
DeKalb Human Services Department

SUBJECT: Request for Change Order- Contract #1226949 Congregate & Shelf Stable Meals

Contract #1226949 was executed on March 2, 2021 with Meals On Wheels Atlanta to provide congregate and shelf stable meals to seniors attending neighborhood senior centers. Congregate Meals are warmed onsite and served to seniors "cafeteria style". DeKalb's senior centers have been closed for the last year because of the ongoing COVID-19 (Coronavirus) pandemic. The rapid transmission of this airborne virus has made it very unsafe for individuals to gather in large numbers.

The Human Services Department requests assistance with implementation of a Change Order to adjust the contract terms of Contract #1226949 to allow for a change in price per meal (from \$8.16/meal to \$8.25/meal) and a change in meal type (from warm to frozen). The change in meal price is due to the rise in raw food costs brought upon by the pandemic. The change in meal type is because our senior centers remain closed and as such, meals cannot be served inside. The frozen meals will be utilized until the senior centers are reopened at full capacity.

The Department has made arrangements (separate of this contract) for frozen meals to be picked up from Meals On Wheels Atlanta and delivered directly to seniors' homes.

It is our hope that these two modifications will not be construed as significant changes in the advertised scope of work. Ms. Latarsha Williams, Human Services Administrator is the designated point of contact for any questions that you may have regarding this request. She can be reached at (470) 553-3434 or via email at llwilliams@dekalbcountyga.gov.

DS/llw

Cc: Darryl Blackwell, Human Services Senior Services Manager
Ilma Hodge, Human Services Senior Fiscal Officer
Latarsha Williams, Human Services Administrator