

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

SUBJECT: RFP 2025-21 Congregate and Home Delivered Meals for the Senior Center

DATE: April 8th, 2025

(X) RECOMMENDATION

() POLICY DISCUSSION

BUDGET INFORMATION:

() STATUS REPORT

ANNUAL- \$100,000-150,000

() OTHER

CAPITAL-

COMMISSION ACTION REQUESTED ON: April 21st, 2025

PURPOSE: To obtain Commission approval for an annual contract with Trio Community Meals to provide congregate and frozen meals for the Meals on Wheels program with the Habersham County Senior Center.

BACKGROUND / HISTORY: Historically, Legacy Link handled the meal contract process for senior centers in the region, but they are no longer be able to continue that service. Habersham County received a single bid from Trio Community Meals who has been serving the Habersham County Senior Center through Legacy Link since 2012. By approving the contract with Trio Community Services, the Senior Center will see no lapse in meal coverage for our seniors.

FACTS AND ISSUES:

- A. Habersham County bid this opportunity out but only had a single response from Trio Community Meals, a company who has been servicing our senior center since 2012 through the Legacy Link contract.
 - B. The Senior Center has been very happy with the customer service and meal quality from Trio which is located in-county allowing for prompt service.
 - C. Trio Community Meals is the only provider within a 75-mile radius able to provide all three meal requirements of hot, frozen, and shelf stable meals.
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OPTIONS:

- 1) Approve the annual contract for RFP 2025-21 Congregate and Frozen Meals with Trio Community Meals.
 - 2) Deny the annual contract for RFP 2025-21 Congregate and Frozen Meals with Trio Community Meals.
 - 3) Commission defined alternative for RFP 2025-21 Congregate and Frozen Meals for the Habersham County Senior Center.
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RECOMMENDED SAMPLE MOTION: Move to approve the annual contract with Trio Community Meals to supply Habersham Senior Center with congregate and frozen meals for MOW.

DEPARTMENT:

Prepared by: Finance, Purchasing

Director _____

**ADMINISTRATIVE
COMMENTS:** _____

DATE: _____
County Manager



HABERSHAM COUNTY

BOARD OF COMMISSIONERS

April 11th, 2025

Trio Community Meals
100 Valley Drive
Pearl, MS 39208
(844) 855-8474
Attn: Donna Doran

Ref: **RFP 2025-21 Congregate and Home Delivered Meals**

Notice of Award

Dear Donna Doran,

I am pleased to inform you that the Habersham County Board of Commissioners has awarded the above-named contract to your firm as the sole recipient. This letter will serve as a **Notice of Award** only.

You are requested to furnish Habersham County the following listed documents within **fifteen (15) days** as required by the terms and conditions of the bid:

1. Executed Contract Documents (Attached)
2. Updated Certificate of Liability Insurance

Please print two copies of the attached contract and return them in their original form, signed, and notarized as duplicate originals. Please do not fax the documents back. The County will then execute both documents and return one original to you.

A **Notice to Proceed** and **PO** will be issued after receiving the above-named documents. This contract will become effective upon execution of documents.

Sincerely,

Tim Sims
Interim County Manager
&
Kiani Holden
Interim CFO, Financial Administrator

COUNTY OF HABERSHAM

Trio Community Meals

This agreement made and entered into this the _____ day of _____, 2025, by and between the Board of Commissioners of Habersham County, Georgia (Hereinafter referred to as "County") and Trio Community Meals hereafter referred to as "Contractor".

Witnesseth:

Whereas the County intends to contract with **Trio Community Meals** for **RFP 2025-21 Congregate and Home Delivered Meals**, herein referred to as the "Project" and has entered into an agreement for the necessary services provided by the project and whereas, the Contractor desires to perform the project and for the contract costs as detailed.

Habersham County's RFP 2025-21 issued on March 26th, 2025, the Bidder's response (All originals are on file in the Habersham County Purchasing Department, 130 Jacob's Way Clarkesville, GA 30523), and this contract are all incorporated into and made a part of this agreement by reference.

If any paragraph, sub-paragraph, sentence, clause, phrase or any portion of this agreement shall be declared invalid or unconstitutional by any Court of competent jurisdiction or if the provisions of any part of this agreement as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be constructed to affect the portions of this agreement not so held to be invalid or the application of this agreement to other circumstances not so held to be invalid. It is hereby declared to be the intent of the parties to this agreement to provide for separate and divisible parts, and to hereby adopt any and all parts hereof as may not be held invalid for any reason.

In witness whereof, the parties hereto have hereunto set their hands and affixed their seals the day and year first written above.

Subscribed and sworn to in our
presence this _____ day of
_____, 2025

Notary Comm. Exp.

Habersham County, Georgia

By: _____

Tim Sims
County Manager

Subscribed and sworn to in our
presence this _____ day of
_____, 2025

Notary Comm. Exp.

Contractor

By: _____

Title:

April 10, 2025

Habersham County Congregate and MOW Food Program,

TRIO is amending the following meal rates in response to our proposal submitted on April 9, 2025.

Congregate Meal, Pre-Plated \$5.37

Home Delivered Meal, Pre-Plated \$5.37

In TRIO's budget breakdown, the line item labeled "tax" includes expenses related to vehicle taxes, property taxes, labor-related taxes, and permit fees paid by TRIO.

Below is an updated meal cost breakdown.

Per Meal Cost:	Congregate Meal BULK	Congregate Meal PRE-PLATED	Home Delivered Meal PRE-PLATED
Raw Food	\$2.430	\$2.430	\$2.430
Labor	\$0.340	\$0.584	\$0.584
Utilitites	\$0.650	\$0.650	\$0.650
Disposable Supplies	\$0.310	\$0.310	\$0.310
Transportation Costs	\$0.770	\$0.770	\$0.770
Meal Delivery Costs	\$0.170	\$0.270	\$0.270
Equipment	\$0.150	\$0.150	\$0.150
Taxes	\$0.120	\$0.120	\$0.120
Admin	\$0.063	\$0.084	\$0.084
Total Cost per Meal	\$5.003	\$5.368	\$5.368

Please let us know if you have any questions.

Kind regards,

Donna Doran

