



## NEW HANOVER COUNTY FINANCE DEPARTMENT

### ADDENDUM # 1

**From:** Lena L. Butler, Purchasing Supervisor  
**To:** All Proposers  
**Project:** RFP # 15-0311-Nutrition Services  
**Date:** May 6, 2015

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**This addendum is being issued to ANSWER QUESTION RECEIVED for “RFP # 15-0311-NUTRITION SERVICES” and is hereby made a part of said Request for Proposals to the same extent as though it were originally therein.**

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1. Has anyone else had questions that you can also share? **All questions received are included in this addendum and will be shared with all Proposers as well as being posted to the County’s website. The addendum can be accessed by visiting <http://www.nhcgov.com/business-nhc/bids/>.**
2. Is beverage included such as milk? Is beverage provided by the county?  
**Milk is provided by caterer as part of the calcium requirement of the meal. County does not provide beverage for Home Delivered Meals. Coffee and tea for Congregate dining is provided for individual purchase.**
3. Can meals be produced at a central commissary and then served at Senior Center.  
**As per bid package Home Delivered Meals and Congregate meals are to be prepared on site.**
4. Same questions for Meals on Wheels? Then distributed from Senior Center.  
**Home Delivered Meals are provided by the NHC Senior Resource Center Monday thru Friday except for holidays. Meals on Wheels are provided by a 501c3 and local churches for weekends and holidays.**
5. Is the meal period for lunch only? Is a Breakfast time ever served early in the mornings?  
**Noon time meals only at this time. Breakfast is not served under the Home and Community Care Block Grant, but may be requested as an on-site special event catering.**
6. Menu for proposal is one cycle, how many working days in your cycle for the proposal?  
**As per bid package, 250 days per fiscal year.**

7. Can volunteers pack meals on wheels once trained?  
**As per bid package, volunteers are trained by caterer and assist in packing Home Delivered Meals according to availability Monday-Friday.**
8. Can volunteers help serve congregate meals?  
**As per bid package, volunteers are trained by caterer and assist in serving Congregate Meals according to availability Monday-Friday.**
9. Can both congregate meals and Meals on wheels increase?  
Are the numbers guaranteed and stable?  
**As per bid package, there is a guaranteed minimum meal service. Caterer is notified at 4:00 PM the day prior of the guaranteed count for the following day. Increase in service is dependent on grant funding.**
10. Any Delivery vans owned by county?  
**The Senior Resource Center has one Home Delivered Meals delivery truck and a driver. This is used to deliver packaged meals to homebound clients in northern parts of the county. Other meals delivered by volunteer drivers. Not available for caterer use.**