COUNTY OF BERKS

Purchasing Department
Berks County Services Center, 633 Court Street, Reading, PA 19601
Tel: 610-478-6168 Fax: 610-898-7404

George Rodrigues, Director of Contracts and Procurement

NOTICE TO PROPOSERS
Addendum #1 - Issued on December 22, 2025
Re: Request for Proposal #25-18-SKMZ –Congregate and Home Delivered Meals

This Addendum should consist of a total of 5 pages. If you have not received this Addendum in its entirety, please contact the County of Berks Purchasing Department at (610) 478-6168.

The County hereby amends the above noted Request for Proposal (RFP) as indicated herein. All other details of the RFP remain unchanged. **Language that is underlined denotes that which has been added. Language that has been stricken denotes that which is hereby removed.**

A pre-proposal conference was held on December 15, 2016 @ 2:00 PM over Microsoft Teams. The following companies were represented at the meeting:

- Todd Reinert — Berks County Area Agency on Aging
- Katie Catchmark — Berks County Area Agency on Aging
- Maria Reyes — Berks County Area Agency on Aging
- Jessica Wilson — Berks County Area Agency on Aging
- Jessica Jones — Berks County Area Agency on Aging
- Sandy Graffius — Berks County Area Agency on Aging Advisory Board
- Vanessa Rodriguez — Berks County Housing Authority
- LuAnn Oatman — Berks Encore
- Chris Mest — Boyertown Area Multi-Service, Inc.
- Chris Diviney — Brooklyn Kitchen
- Erin Cotterell — Brooklyn Kitchen
- Greg Jansen — Brooklyn Kitchen
- Jackie Philbin — Brooklyn Kitchen
- Isaac Gonzalez-Perez — Centro Hispano
- Michael Toledo — Centro Hispano
- Stephanie Kofke — County of Berks Purchasing Department
- George Rodrigues — County of Berks Purchasing Department
- Mansoor Zaki — County of Berks Purchasing Department
- Devon Glover — County of Berks Purchasing Department
- George Adams — Helping Harvest
- Jen Bauman — Helping Harvest
- Melanie Galarza — Helping Harvest
- Kristie Finnan — Homestyle Direct
- Lanie McCaffrey — Homestyle Direct
- Katrice Woods — Inflight Cuisine
- Joenel Torrillo — Meals on Wheels Greater Lehigh Valley

- Nick Nonnemacher Meals on Wheels Greater Lehigh Valley
- Libby Moench Mom's Meals
- Paul Buckley Prodeo Orbis Ignis
- Eric B. White Redner's Markets
- Chuck Link Redner's Markets
- Tim Twiford Redner's Markets
- Krista Edinger The Nutrition Group
- Mike Reitz The Nutrition Group
- Nancy Kohl The Nutrition Group
- Janice Moore Trio Community Meals

The following statements were made at the start of the pre-proposal meeting:

- Vendors can sign up via the County's website (www.countyofberks.com) on the Purchasing Department page to receive e-alerts to receive email notification of future solicitations as well as notice of amendments and addendums.

- In accordance with Section One, Clause 1.5, Proposers shall carefully review this RFP for defects, inconsistencies or ambiguities. Comments concerning defects, inconsistencies, or ambiguities must be made in writing and received by the RFP's point-of-contact (see cover page), at least ten (10) business days prior to the Proposal Deadline. This will allow for the issuance of any necessary addenda. All questions must be in writing and directed to the point-of-contact. This RFP cannot be modified except by a written addenda issued by the County. The decision on whether an addendum is required shall be made by the County in its sole discretion. *If an addendum is issued, it will be provided to all parties who were provided a copy of the RFP by the County's Purchasing Department.*

- An addendum will be issued to respond to any and all questions and clarifications submitted and/or identified as needed by the County.

- Regardless of what is stated at this pre-proposal conference only responses in writing via an addendum shall be binding.

- Follow the instructions in Section 5, which will identify all the proposal submission requirements. Remember that requested changes to the terms and conditions are considered within the evaluation committee members scoring during the evaluation process.

Attachment A, Clause 9 Insurance – Please review carefully with your agency/broker to ensure that you meet or exceed all the limits and the endorsements identified therein.

Following is a list of questions asked at the pre-proposal conference or submitted in writing and the County's response to each question. **The responses to these questions form an integral part of the RFP package and these responses may alter a Proposer's responsibilities in submitting a proposal.** Where conflict exists between these responses and information in the original RFP package, the responses shall prevail.

Should you have any questions regarding this Addendum, please contact Stephanie Kofke, Contract Manager, via phone at (610) 478-6168 ext. 6279 or via email at skofke@berkspa.gov.

Where conflict exists between these responses and information in the original RFP package, the responses shall prevail.

Question 1:
SECTION ONE

Q1: Will the County accept documents signed via Docusign?
A1: Yes.

Question 2:
SECTION TWO: Method of Vendor Selection

Q2: Is the County allowing more than one vendor for this bid?
A2: Yes. The County is accepting multiple bids from multiple vendors depending on the services that the Vendor chooses to bid on.

Question 3:
SECTION TWO: Method of Vendor Selection

Q3: How many Vendors currently hold contracts for this account and how are they assigned?
A3: There are currently three Vendors meeting the needs through the Berks County Area Agency on Aging contracts. They were selected based on their bids in the previous RFP.

Question 4:
SECTION TWO: Method of Vendor Selection

Q4: What is the current style of service for home-delivered meals at each site (hot, cold or frozen)?
A4: Home delivered meals are currently delivered hot daily.

Question 5:
SECTION FOUR – Specifications, Clause 4.1.2.

Q5: Are the Proposers required to submit a proposal covering all the locations listed for Home Delivered Meals and Congregate Meals?
A5: No, the Proposer may submit a proposal for as many locations as the Proposer chooses. Proposers are allowed to bid per site for home delivered meals. For congregate and grab go meals the six (6) Berks Encore centers must be bid on together.

Question 6:
SECTION FOUR – 4.5.13 HDM Emergency Weather Packs

Q6: Do the emergency food packs need to be dry goods and shelf stable items?
A6: Yes, each pack must consist of shelf stable food products.

Question 7:
SECTION FOUR – 4.5.1.2. and 4.5.2.2.

Q7: **Can you identify which sites are getting their meals frozen, cold or hot? Can you identify the preference of each site for planning purposes.**
A7: The following is how each senior center site is currently receiving their meals:
<u>Berks Encore (All 6 sites):</u> Home delivered, congregate and grab and go meals are delivered in bulk pans at the temperature at which they are to be served and packed into trays for all consumers.

<u>Boyertown Area Multi-Service</u>: Home delivered, congregate and grab and go meals are made on-site and packed into trays for home delivered and grab and go consumers and on plates for congregate consumers.

<u>Centro Hispano</u>: Congregate and grab and go meals are made on-site and packed into trays for grab and go consumers and served on plates for congregate consumers.

There is no preference at each senior center site for how meals are delivered by the vendor. For home delivered meals they can be delivered cold or frozen in quantities outlined under 4.5.2.2. and congregate meals must be delivered at the temperature in which they are to be consumed (4.5.1.2).

Question 8:

SECTION FOUR

Q8: **Can you provide dates when we can visit the sites and see the equipment? If we cannot visit some sites, can we get a list of equipment that each site has?**

A8: Shortlisted firms will have the opportunity to do site visits between March 3 and March 10, 2026. The equipment listing is as follows:

Berks Encore: Douglassville

- **(1) 3 pan steam table**
- **(1) Oliver machine***
- **(1) Commercial refrigerator**
- **(1) Commercial freezer**
- **(1) Warming Oven**

Berks Encore: Fleetwood

- **(1) Commercial freezer shared with the YMCA.**
- **(1) Commercial fridge shared with the YMCA.**
- **(1) Small chest freezer**
- **(1) Warming oven**
- **(1) Oliver machine***
- **(1) Fridge/freezer combo**
- **(1) 3 pan steam table**

Berks Encore: Mifflin

- **(1) 3 pan steam table**
- **(1) Warming oven**
- **(1) Commercial freezer**
- **(1) Fridge/Freezer combo**
- **(1) Oliver machine***

Berks Encore: Reading

- **(1) Commercial freezer**
- **(1) Commercial refrigerator**
- **(1) Commercial warmer**
- **(1) Oliver machine***
- **(1) 3 pan steam table***

Berks Encore: Strausstown

- **(1) Oliver machine***
- **(1) Walk-in fridge**
- **(1) Walk-in freezer**
- **(1) Commercial warming oven**
- **(1) Convection oven**
- **(1) Ice Machine**
- **(1) 3 pan steam table**

Berks Encore: Wernersville

- **(1) 3 pan steam table**
- **(1) Oliver machine***
- **(2) Fridge/Freezer Combos**
- **(1) Freezer**

***Item is owned by a current vendor**

Question 9:
SECTION FOUR: 4.5.4. Delivery of Meals and Goods

Q9: Is there a dedicated day that the Vendor must deliver frozen meals?
A9: No, there is not a specific day, as long as the needs of the consumer are met.

Question 10:
SECTION FOUR: 4.5.4. Delivery of Meals and Goods

Q10: Are meals currently delivered daily, or are multiple days of meals delivered at one time? How many days' worth of meals are typically delivered per drop?
A10: Meals are currently delivered daily.

Question 11:
SECTION FOUR: 4.5.7. Menu Development

Q11: More than three condiments are listed to include when bread is provided to make a sandwich. Do we have to provide all 3 condiments?
A11: Condiments should always be included when appropriate, that are complimentary with the meal that is being served.

Question 12:
ATTACHMENT A

Q12: Is the Vendor required to do wellness checks when delivering meals, according to the Older Americans Act?
A12: The Older American's Act requires vendors who are bidding to deliver meals directly to the consumer to outline how they will meet this requirement in their proposal as outlined in Attachment A, Clause 38 Regulations 38.5.

Clarification 1:
SECTION FOUR – 4.5.2. Home Delivered Meals (HDM)

There is a distinction between a frozen meal and a cold meal. A frozen meal can be delivered up to 5 meals at a time. Cold meals may only be delivered up to 3 at a time and must be in the same week. For example, you cannot deliver 3 cold meals on Thursday, as one would be for the following week.