

# ***ALEXANDER COUNTY***

Department of Social Services  
604 7<sup>th</sup> Street SW  
Taylorsville, NC 28681



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## **Memorandum**

**To:** All Prospective Bidders for Alexander County  
Nutrition Program for the Elderly

**From:** Leeanne Whisnant, Director  
Linda Clements, Asst. Director

**Date:** June 9<sup>th</sup>, 2020

**Subject:** Invitation & Instructions to Bidders

Pursuant to General Statutes of North Carolina, Section 143-129 as amended, sealed bids to the conditions and specifications herein will be received by the Alexander County Department of Social Services, 604 7<sup>th</sup> St., SW, Taylorsville, North Carolina until 12:00 p.m. on the 30<sup>th</sup> Day of June, 2020. Sealed bids and proposals will be publicly opened and read on that date. Any bids received after 12:00 p.m. on this date will not be accepted.

Bids must be based on the Food Contract Specifications and Conditions attached.

Bid proposals must be submitted in two sections:

1. A cost per meal (Use bid submitted form enclosed)
2. A Management Services Proposal (Use Management information questionnaire enclosed)

Bids must be submitted on the forms submitted and a response provided to all items as indicated. Bids made otherwise will be subject to rejection. Bidders may provide additional information on extra pages that bear the bidders name and reference to the item being expanded upon.

The catering serving bid proposals received will be submitted to the governing body of the County Nutrition Project for which the Caterer submits a bid, for award or rejection of bids. Any contract awarded will be directly with the County Project.

Acceptance is contingent upon receipt of sufficient funds by the Project from Western Piedmont Council of Governments.

Proposals will be evaluated on the following points:

- Bidders qualifications
- Completeness and accuracy of the bid
- Bidders history of providing the service and past performance
- Service unit cost

We reserve the right to: request additional information or references accept or reject any or all bids, to accept proposals in whole or in part, and to award contract which in the opinion of the grantee, best serves the interest of the Project.

For further information regarding bidding procedures, contact Julie Sebastian, Adult Services Supervisor, Alexander County DSS, (828) 352-7670 or Susan Teague, Nutrition Supervisor, Alexander County DSS, (828) 352-7660.