



August 18, 2025

**ADDENDUM #1  
BL103-25, Purchase of Shelf Stable Meals on an Annual Contract**

**\*\*The bid deadline for BL103-25, Purchase of Shelf Stable Meals on an Annual Contract, has been rescheduled for Friday, August 22, 2025 at 2:50 PM. Bids should be typed or submitted in ink and returned in a sealed container marked on the outside with the BL# and Company Name. Bids will be received until 2:50 P.M. local time on August 22, 2025, at the Gwinnett County Financial Services - Purchasing Division – 4<sup>th</sup> Floor Charlotte J. Nash Building, 75 Langley Drive, Lawrenceville, Georgia 30046. NOTE THAT THE PURCHASING DIVISION HAS TEMPORARILY RELOCATED. ALL BIDS MUST BE SUBMITTED AT THIS LOCATION.** Any bid received after this date and time will not be accepted. Bids will be publicly opened and read at 3:00 P.M. Apparent bid results will be available the following business day on the website [www.gwinnettcounty.com](http://www.gwinnettcounty.com).\*\*

**QUESTIONS & ANSWERS:**

- Q1. Is the RFP for 5,000 cases of the 5-pack meals case? Or for 5,000 meals of 1,000 cases?**  
A1. The County is seeking to purchase 5,000 5-pack meals, 500 7-pack meals and 500 14-pack meals for a total of 6,000 meals. Please refer to the Bid Schedule on pages 6-8 of the bid documents for the estimated annual quantities.
- Q2. What is the delivery schedule annually?**  
A2. The delivery schedule may vary, but the County is currently ordering on a quarterly schedule.
- Q3. Does the facility have a loading dock?**  
A3. Yes, there is a loading dock at the facility.
- Q4. We carry shelf stable milk now, but do not do meal packs. Would you consider a bid on the shelf stable milk only?**  
A4. No, the County will not accept bids for shelf stable milk only. This bid is specifically for meal packs as described in the bid documents.
- Q5. Could you provide any available information regarding who was previously awarded this contract and the contract value?**  
A5. BL070-20 was awarded to JA Foodservice Corporation. Please see the attached bid tabulation for the current contract term.
- Q6. Do the SS meals need to meet both meal pattern and nutrient analysis requirements, or does the contractor have the option to use one or the other?**  
A6. Yes, the shelf stable meals must meet both meal pattern and nutrient analysis requirements.
- Q7. Will these be delivered to a single site or multiple; what is the address(es)?**  
A7. Meals shall be delivered to a single site, which is the Gwinnett Senior Services Center located at 567 Swanson Drive, Lawrenceville, GA 30046.
- Q8. How often will orders be placed?**  
A8. Currently, the County is placing orders quarterly. However, the delivery schedule may vary.

- Q9. Page 3 states, "Each meal shall have no more than one sugar-sweetened item." Does this mean items like fruits and/or cookies and desserts, or is there a certain sugar content level that would apply?**  
A9. Sugar sweetened items are considered cookies, desserts and items such as fruit snacks. Fruit would not be considered sugar sweetened.
- Q10. Page 3 states, "All products must be ready to eat without preparation, with the exception of non-fat powdered milk." Would you also allow for the use of instant breakfast?**  
A10. No, instant breakfast is not an allowable item.
- Q11. Page 3 states, "Dried fruit must be vacuum packed." Do you have flexibility to allow for single serve packs of dried fruit even if it is not vacuum sealed?**  
A11. The County cannot accept single serve packs for dried fruits. Dried fruit must be vacuum sealed.
- Q12. On pages 6–7 of the pricing section, it notes additional Medically Tailored shelf stable needs, stating that the contract will only order 5 if needed. Can you clarify whether this refers to 5 individual meals, or 5 packs of 5-, 7-, or 14-day shelf stable meals?**  
A12. Gwinnett County does not currently have a need for medically tailored shelf stable meals. The County is requesting pricing for individual meals in each category listed in Section B. These meals should be packaged as 5-day meal packs if an order is placed.
- Q13. Can we bid on one pack size or is it bid all or nothing?**  
A13. Vendors must bid on all pack sizes to be considered for award.
- Q14. Are the 1310 kcals a total weekly or is that needed daily.**  
A14. The 1,310-calorie total is a daily total for each meal in the kit.
- Q15. The shelf stable meals we offer can be eaten out of the can, but you can microwave them to heat them up. In the BID it states you do not want anything that has to be cooked. Is microwaving alright?**  
A15. Microwaving is a form of cooking and is not allowable for this bid.
- Q16. Are the values located in section IV, 4b in reference to all kits or just 5 day units?**  
A16. The nutritional values located in Section IV, 4b apply to all kits (5-day pack, 7-day pack, and 14-day pack).
- Q17. Section IV, 6j calls for meals to be provided within 14 days. Are multiple shipments (and POs) allowed, so long as a portion of meals are delivered in this time frame?**  
A17. One purchase order will be issued for each order, and meals should be provided within fourteen days of the order. The County prefers to have orders delivered in a single shipment, however, delivery details may be coordinated with the Gwinnett County Department of Community Services.

This addendum should be acknowledged in the space provided on page 8 of the bid documents and returned with your bid. Failure to do so may result in your bid being deemed non-responsive.

Thank you,

*Jake Scarpone*

Jake Scarpone  
Purchasing Associate II

Attachments:

1. BL070-20 Bid Tabulation

BL070-20

Purchase of Shelf Stable Meals for Seniors on an Annual Contract

Department of Community Services

September 2, 2024 - September 1, 2025				JA Foodservice Corporation (OS)	
ITEM #	DESCRIPTION	APPROX. QTY.		UNIT PRICE	TOTAL PRICE
<b>SECTION A</b>					
1	Five (5) Day Emergency Meal Kit	12,000	EA	\$15.73	\$188,760.00
2	Seven (7) Day Emergency Meal Kit	2,000	EA	\$23.54	\$47,080.00
3	Fourteen (14) Day Emergency Meal Kit	2,000	EA	\$48.31	\$96,620.00
<b>SECTION A TOTAL</b>				<b>\$332,460.00</b>	
<b>OPTIONAL ITEMS</b>					
1	Diabetic Diet	1	EA	\$15.32	\$15.32
2	Carbohydrate Restricted Diet	1	EA	\$15.32	\$15.32
3	Low Calorie Diet	1	EA	\$15.32	\$15.32
4	Low Fat Diet	1	EA	\$15.32	\$15.32
5	Low Cholesterol Diet	1	EA	\$15.32	\$15.32
6	Sodium Restricted Diet	1	EA	\$15.32	\$15.32
7	Vegetarian	1	EA	\$17.54	\$17.54
8	Renal Meals <b>NOT RENEWED</b>	1	EA	\$15.94	\$15.94
9	Mechanical Soft Menu	1	EA	\$17.03	\$17.03
10	Kosher Meal	1	EA	\$14.78	\$14.78
Will Vendor Hold Pricing Firm? Renewal Option 1				1% increase	
Will Vendor Hold Pricing Firm? Renewal Option 2				TBD	
Will Vendor Hold Pricing Firm? Renewal Option 3				TBD	
Will Vendor Hold Pricing Firm? Renewal Option 4				TBD	

**Recommended Vendor:**

JA FoodService Corporation  
 Attn: Michelle Colcord  
 1010 W. Johnbeers Road  
 Stevensville, MI 49127  
 Phone: 800-592-1173  
 Fax: 269-697-0446  
[MColcord@jafoodservice.com](mailto:MColcord@jafoodservice.com)