

118 Center Street
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Ridgway, PA 15853



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October 1, 2025

Dear Qualified Prospective Bidder,

Enclosed is the Request for Proposal (RFP) packet for the provision of Meal Services in the Cameron, Elk, and McKean County areas served by the Office of Human Services.

Proposals must arrive at the Issuing Office no later than Thursday October 29, 2025 at 4:00pm. Late submission will not be considered.

All bidders are obligated to become thoroughly familiar with the Request for Proposal the provisions of which will become contractor obligations if the bid is awarded.

A Pre-Proposal Conference will be held at 3:00 p.m. on October 22, 2025 at the Office of Human Services, 118 Center Street, Ridgway, PA in the Conference Room, with call in or virtual meeting options for those who cannot attend in person. All prospective bidders are encouraged to attend. All questions and/or inquiries concerning the RFP should be submitted in writing and received by the Issuing Officer at, or prior to, the Pre-Proposal Conference. The bid submission deadline is 4:00pm on October 29, 2025.

The bidder understands that the purchasing agency reserves the right to accept or reject any bid or any part of any bid or to negotiate separately with bidders.

Please do not hesitate to call or email with any questions: 814-776-0419 or email temmert@ohsaging.com.

Yours truly,

Tena Emmert, Administrative Officer

Free Assessment & Advice, Care Management, Information & Referral, Senior Volunteer Program, Ombudsman, Client Advocacy, Caregiver Support Program, PA MEDI Health Insurance Counseling, Home Delivered Support- OPTIONS, Personal Care, Protective Services, Senior Centers: Recreation, Socialization, Education, Congregate Meals, Health & Wellness & more.

To Report Elder Abuse or Neglect call 800-490-8505.