

STATE OF MICHIGAN

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

ADMINISTRATION—AWARD HOME DELIVERED MEALS SERVICES BID

WHEREAS, consistent with the County's Purchasing Policy, a request for proposal process was used to solicit competitive bids for Home Delivered Meal Services #1432-25.

WHEREAS, on February 18, 2026, the Commission on Aging recommended awarding to Meals on Wheels of Western Michigan for services to eligible Allegan County seniors.

THEREFORE, BE IT RESOLVED that the Board awards the Home Delivered Meal Services Bid to Meals on Wheels Western Michigan of 2900 Wilson Ave SW # 500, Grandville, MI 49418 for an estimated 87,307 units annually with a first-year cost of \$8.50 per meal; and

BE IT FINALLY RESOLVED that the County Administrator is authorized to make the necessary budget adjustments, negotiate and sign a contract to complete this action.

Executive Summary

Home Delivered Meals (HDM) Service Model Review and Recommendation

Purpose

The Review Committee conducted a comprehensive evaluation of Home Delivered Meals service options to determine the most effective, sustainable approach for delivering nutritionally appropriate meals to eligible Allegan County residents age 60 and older. The review compared two distinct service models: **hot meal delivery provided by Community Action of Allegan County (CAAC)** and **frozen meal delivery provided by Meals on Wheels Western Michigan (MOWWM)**.

Review Approach

Because the proposals reflected fundamentally different delivery models rather than variations of the same service, the committee did not use point scoring. Instead, a side-by-side evaluation was conducted focusing on:

- Meal quality and consistency
- Operational reliability and sustainability
- Alignment with adopted HDM standards
- Cost structure and long-term fiscal impact
- Vendor capacity and value-added services

Key Findings

- **Hot Meal Model (CAAC):**
The hot meal model provides ready-to-eat meals with minimal client preparation and aligns with what current participants are accustomed to receiving. However, the model is operationally intensive, highly dependent on daily delivery logistics, and carries higher per-meal costs. Limited meal customization and vulnerability to weather and staffing disruptions were also identified.
- **Frozen Meal Model (MOWWM):**
The frozen meal model offers greater consistency in meal quality, expanded meal choice, accommodation of dietary needs, and flexibility for clients to consume meals at their convenience. Operational efficiencies result in lower overall costs and improved scalability. The model allows resources to be redirected to serve additional clients while maintaining nutritional standards. The committee noted that this model requires client education and transition planning due to the change from the current service structure.

Cost Considerations

The frozen meal model demonstrates a significantly lower cost structure over the projected contract period, with non-blended pricing and access to supplemental funding sources. These savings support long-term program sustainability and the potential to expand service reach.

Committee Recommendation

Based on the evaluation of service models, vendor capabilities, cost sustainability, and individual committee member recommendations, the committee concluded that the **frozen meal delivery model** best meets the County's goals for high-quality, reliable, and sustainable meal delivery.

The committee recommends proceeding with the frozen meal delivery model as the preferred approach for Home Delivered Meals, with appropriate client communication, transition planning, and safeguards to support successful implementation.

Allegan County Commission on Aging



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Chairperson: Rich Butler
Vice Chairperson: Sally Heavener

COMMISSION ON AGING - MINUTES

Vice Chairperson Sally Heavener called the meeting to order at 9:00 am on February 18, 2026.

Pledge of Allegiance and Roll call.

The Commission on Aging met in the Spartan Room of the Human Services Building.

ROLL CALL:

PRESENT: Commissioner Mark DeYoung, Vice-Chairperson Sally Heavener, Larry Ladenburger, Mary Campbell, Jo VerBeek, Jim Storey, Lue Phelps and Pat Petersen

ABSENT: Chairperson Rich Butler

OTHERS: ACSS Director Jen Garcia, Deputy County Administrator of Services Dan Wedge, Senior & Veteran Services Admin Assistant Teresa Galloway, and Public Attendee Judy Habetler

ON-LINE: Sallie Prins (Public Attendee, Holland PHO), Senior Service Counselor Hailey Pearson

ACTION ITEM: Elections of officers for 2026

Director Jen Garcia opened the floor for nominations for the Chair position. Larry Ladenburger nominated Sally Heavener for Chair. Sally excepted.

Motion was made by Larry Ladenburger and supported by Pat Petersen to appoint Sally Heavener as Chair by unanimous vote. All in favor, motion carried.

Motion was made by Pat Petersen and supported by Jim Storey to appoint Mary Campbell as the Vice Chairperson by unanimous vote. All in favor, motion carried.

COMMUNICATIONS: Area Agency on Aging West Michigan (AAAWM) presentation slides from the Allegan Board of Commissioners meeting on February 12th were handed out. Director Jen Garcia made known that there was Allegan County Alert materials on the table for the members to learn about how the new smart phone/text message emergency alerts work.

APPROVAL OF CONSENT AGENDA:

Jo VerBeek submitted a question regarding the Finance & Service Delivery Metrics relative to the Adult Day Service waitlist numbers. This was moved to the discussion items. With that removed the consent agenda was moved by Larry Ladenburger, supported by Jo VerBeek. All in favor, motion carried.

PRESENTATIONS: None

PUBLIC PARTICIPATION: Judy Habetler reported that she is leaving ACSS brochures all around the County and they are being taken. She also spoke of the Allegan Food Alliance and a community survey that is circulating on the Allegan Food Alliance website and throughout food pantries. Judy asked members to take the time to complete a survey at their leisure and share it with others. Sallie Prins spoke of the prevention programs that the Holland PHO is putting together.

Mission Statement

“Dedicated to serving Allegan County seniors by developing and coordinating services that support their independence, maintain their dignity, and preserve their quality of life”

ACTION ITEMS:

Approve 2026 COA Meeting Calendar

Jim Storey asked members to consider moving the meetings around the County in 2026 to better engage with our constituents, suggesting libraries as a meeting space free of charge. Members were in support of this suggestion.

Motion was made by Jim Storey, supported by Jo VerBeek requesting ACSS Director Jen Garcia to return to the March meeting with a list of locations throughout the county for up to four (4) locations for the balance of this year for regular meetings. All in favor, motion carried.

Motion was made by Jim Storey, supported by Jo VerBeek to adopt the dates of the 2026 COA meetings. All in favor, motion carried.

Home Delivered Meals Service Recommendation (2026-2029)

Motion was made by Pat Petersen, supported by Lue Phelps to move that the Commission on Aging recommend awarding a three-year contract to Meals on Wheels of Western Michigan for the provision of Home Delivered Meals services to Allegan County, consistent with the submitted RFP response, and subject to final County contract execution.

Roll call vote: Seven (7) yes votes and one (1) no vote; motion carried.

Commissioner Mark DeYoung – Yes

Mary Campbell – Yes

Larry Ladenburger – Yes

Luesettie Phelps – Yes

Jim Storey – No

Sally Heavener – Yes

Patricia Petersen – Yes

Jo VerBeek – Yes

DISCUSSION ITEMS:

- 2026 COA Planning Calendar
- Greenstreet Marketing & Community Outreach Coordinator
- 2026 COA Strategic Direction Items

PRIORITY #1: COMMUNICATION

PRIORITY #2: MILLAGE & FUNDING

FUTURE AGENDA ITEMS:

- Board Member Expectations – Revised Board Orientation Book Draft
- Millage Renewal – Length of Millage; Millage Rate
- 2026 COA Strategic Direction Items

PRIORITY #1: COMMUNICATION

PRIORITY #2: MILLAGE & FUNDING

- HDM Service Transition

ROUND TABLE (COA MEMBER TIME):

Mary Campbell shared that Casco Township Hall will host a soft opening in March for their senior center in partnership with Van Buren Senior Services; official opening will be in April. Mary also shared information on Memory Cafes she is researching to replicate in Allegan County.

ADJOURNMENT UNTIL: Next Meeting March 18, 2026 from 9:00 am-11:00 am in the Spartan Room at the Human Services Building

Motion to adjourn by Mary Campbell, supported by Larry Ladenburger. All in favor, motion carried. The meeting adjourned at 12:06 PM.

DRAFT

Meals	CAAC Unit Cost	Total	MOW Unit Cost	Difference	
	87,307		87,307		
Year 1	\$ 12.27	\$ 1,071,256.89	\$ 8.50	\$ 742,109.50	\$ 329,147.39
Year 2	\$ 12.48	\$ 1,089,591.36	\$ 8.50	\$ 742,109.50	\$ 347,481.86
Year 3	\$ 12.61	\$ 1,100,941.27	\$ 8.80	\$ 768,301.60	\$ 332,639.67

Meals	92,000		92,000		
Year 1	\$ 12.27	\$ 1,128,840.00	\$ 8.50	\$ 782,000.00	\$ 346,840.00
Year 2	\$ 12.48	\$ 1,148,160.00	\$ 8.50	\$ 782,000.00	\$ 366,160.00
Year 3	\$ 12.61	\$ 1,160,120.00	\$ 8.80	\$ 809,600.00	\$ 350,520.00