

BID REVIEW EVALUATION

REQUEST FOR BIDS FOR PRIMARY VENDOR
Aging Ahead
CONTRACT PERIOD JULY 1, 2024 - JUNE 30, 2025

BID CHECKLIST

Failure to include any of the following items will result in the proposal being considered non-responsive.

- Completed Survey of Available Food Service Goods (attachment 2)
- Accurate Budget with noted variation in brand, pack size or purchase unit; noted variation in grade or quality (attachment 3)
- Signed agreements & assurances
- Copy of current insurance
- Demonstration of ability to meet requirements of the Americans with Disabilities Act

BID REVIEW EVALUATION

Name of Organization

Name of Reviewer

Date of Review

Total Score

SUMMARY

Maximum Points Possible		Points Awarded
50	Attachment 2 - Survey of Available Food Service Goods – must be signed or disqualified	
50	Attachment 3 - Price Quotation Sheet	
100	TOTAL POINTS AWARDED	

BID REVIEW EVALUATION

Please comment on the scores in this section:

Attachment 2A – 9 points possible Critical Qualifying Factors Yes = 1; No = 0	Yes	No
*Failure to answer these questions results in disqualification.		
1. Vendor has the ability to deliver required foods and non-food supplies to each Center as specified on Attachment 1.		
2. Vendor has passed all applicable local, state, and USDA warehouse inspections.		
3. Vendor has an Internet-based ordering system.		
4. Vendor's computerized ordering system allows customer to check current prices.		
5. Computerized ordering system allows customer to check nutritional information.		
6. There is a system for identifying and summarizing total purchases of Agency-designated categories on each invoice. These categories include, but are not limited to, US-produced foods, non-US produced foods, non-food supplies, home delivered meal packing supplies, and frozen (prepackaged) meals.		
7. Vendor will supply recaps of purchases by site as requested.		
8. Vendor will notify Central Office/ <i>Aging Ahead</i> Supervisor of Food and Nutrition Services of any manufacturers' marketing promotions in a timely manner to allow full participation.		
9. Vendor has implemented a HACCP program.		

Attachment 2B – 11 points possible Quality Service Indicators Yes = 1; No = 0	Yes	No
1. Vendor has the ability to provide quarterly menus, including computer-based nutrient analyses, which meet State specifications and Agency budget requirements.		
2. Vendor provides training at no charge for agency staff in use of on-line ordering system.		

BID REVIEW EVALUATION

	Yes	No
3. Computerized ordering system allows customer to check current stock on any item.		
4. Vendor provides Electronic Inventory System. Vendor provides training at no charge for agency staff in use of Electronic Inventory System.		
5. Computerized ordering system allows Central Office to restrict purchases by individual centers to approved items on Corporate Order Guide.		
6. Computerized ordering system allows customer to check and print history of quantities ordered for each item by site or Agency total, and by varying timeframes. System must include the following reports: <ul style="list-style-type: none"> • Usage with Cases and Dollars • Case and Dollars by Agency Order Guide • Usage with Cases Only • High - Low Usage with Cases • High - Low Usage with Dollars • Order Guide Purchase Exceptions by Center • Usage by Vendor/Manufacturer <p>If all items above are true, check "yes"</p>		
7. Vendor agrees to maintain ____ % service level for deliveries.		
8. Vendor requires minimum drop size. If yes, specify minimum drop size per delivery:		
9. If a Senior Center orders less than the minimum drop size, will vendor apply a surcharge? If yes, describe applicable surcharge:		
10. Vendor will accept and process special orders.		
11. Vendor requires a fuel surcharge. If yes, describe applicable surcharge and how it is determined.		

Please comment on the scores in this section.

BID REVIEW EVALUATION

Attachment 2C, 2D, 2E – 30 points possible		Points Range	Points Awarded
1.	Pricing <i>Two points per answer; variable scoring based on answer provided.</i>	<u>0-8</u>	
2.	Services Provided by Vendor <i>Variable scoring based on answer provided.</i>	<u>0-17</u>	
3.	Provider Qualifications <i>One point per answer and reference provided; variable scoring based on answer provided.</i>	<u>0-5</u>	
		TOTAL	

Please comment on the scores in this section.

BID REVIEW EVALUATION

Attachment 3 – 50 points possible		Points Range	Points Awarded
1.	Accurately Completed <i>Variable scoring based on information provided</i>	<u>0-40</u>	
2.	Variations in brand, size, purchase unit noted; variations in grade or quality noted <i>Variable scoring based on answer provided</i>	<u>0-5</u>	
3.	Lowest Bid <i>Only the lowest bid receives points.</i>	<u>5</u>	
TOTAL			

Please comment on the scores in this section.