

DETERMINATION OF BIDDER RESPONSIBILITY

Awards should be made only to responsible contractors possessing an ability to perform successfully under the terms and conditions of the proposed contract. Evaluation criteria should not deliberately restrict competition, nor offer an intended advantage to one bidder over another. Criteria developed should be objective and in the best interest of the sponsor for the successful operation of the SFSP. Suggested criteria is as follows:

➤ **Past Performance**

- Submission of the name and mailing address of the company including any other names under which the company has marketed its services in the past two years.
- Listing of the name, address and contact person of Child Nutrition Program (Lunch, Breakfast and/or Summer Food Service) clients served under the company name(s) during the past two years. Sponsor should check references from as many clients as practical.
- Records of contract terminations, disallowances, health and safety and sanitation code violations related to Child Nutrition Program participation for the company(s) during the past two years.
- Records of any other contract terminations, disallowances, health and safety and sanitation code violations for the company(s) during the past two years.

➤ **Facilities**

- The address or addresses of the company's food preparation and distribution facilities which will be used in the SFSP and the names and titles of the local officials responsible for the operation of such facilities.
- The number of meals which may be prepared in each preparation facility in a 24 hour period for use in the SFSP.
- Documentation of current Health Department certification or permit to operate each food preparation facility. In addition, copies of all health inspection reports filed within the previous year.

➤ **Financial Resources**

- Copy of latest certified financial statement and CPA audit report if one has been completed in the prior year.
- Evidence of adequate Liability Insurance to cover the contract responsibilities. See Schedule E of the bid specifications.

➤ **Demonstration of adequate delivery and service facilities**

- Evidence of adequate vehicles for meal delivery and holding of meals prior to and during delivery.
- Evidence of ability to meet established truck routes and delivery times.
- Successful performance of pre-program trial delivery runs. (if applicable)
- Acceptable Quality Control Plan.

➤ **Attendance at Pre-Bid Meeting as specified in the bid specifications.** (if applicable)