

## Meals Bid Checklist

Please number all pages and include a table of contents

Please submit three paper copies plus an electronic copy of the proposal

- Section 1: Bidder's ability and qualifications. What makes your food service distinctive, the experience or other qualities that make your program stand out.
- Section 2: Sanitarian Report. The report must detail the current and maximum number of meals that can be safely produced at your facility. This report needs to detail the adequacy of refrigeration, freezer, cooking facilities, and hot/cold temperature maintenance. The reports must specify the date of the report and location of the kitchen.
- Section 3: Copy of Most Recent Inspection by Local Health Department
- Section 4: Financial Statement. A copy of your most recent, audited financial statements.
- Section 5: Annual Report. Please include this if your organization produces an annual report.
- Section 6: Acceptance of Contract Requirements. The submission of this bid implies acceptance of all of the Commonwealth Elder Nutrition Program Standards and Requirements. There must be a statement to this effect.
- Section 7: Administrative Overview and Meals Specific Survey with all requested attachments. Attachments should be placed in the same order as listed in the Administrative Overview immediately after the section that requests that information.
- Section 8: Statement of Adherence or Proposed Adherence to the Boston Living Wage Ordinance
- Section 9: Evidence of Liability Insurance
- Section 10: Description of Food Packaging, both individual meals and bulk for community cafes
- Section 11: Statement Regarding Use of Commodities and Group Purchasing Program
- Section 12: Organization Chart and Descriptions of Personnel. Please include typical daily schedules and job descriptions for key personnel. Key personnel are managers, drivers and office staff.
- Section 13: Vehicle List. Please list all vehicles that will be used for delivering meals, including sanitation methods and frequency
- Section 14: Cleaning/Sanitation Schedule for the production, packaging and transportation areas
- Section 15: 5 day Sample Menus for each type of meal that you propose to provide, with Nutrient Analysis. Meals must meet the Commonwealth requirements.

- Section 16: Cost Determination for Each Type of Meal. The cost sheet must be completed for each meal type.
- Section 17: Office of Supplier Diversity Certification, if applicable
- Section 18: Provider Contact List
- Section 19: Business References