

Local Produce Vendor Evaluation Checklist

Vendor Information

Vendor Name
Contact Person
Phone / Email
Address / Location

Evaluation Criteria

Criteria	Yes	No	N/A	Comments
Locally Sourced Produce				
Freshness and Quality				
Variety of Products				
Pricing Competitiveness				
Food Safety Practices				
Certifications (e.g., Organic)				
Delivery/Logistics Capability				
Customer Service				
Traceability/Transparency				

Overall Comments/Notes

Evaluator Signature:

Vendor Representative: