

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS**  
**OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30**

1. REQUISITION NUMBER 1000022612		PAGE 1 OF 18	
2. CONTRACT NO. SPE300-14-D-V187	3. AWARD/EFFECTIVE DATE 2014 SEP 07	4. ORDER NUMBER	5. SOLICITATION NUMBER SPE300-14-IT-0028
6. SOLICITATION ISSUE DATE 2014 APR 09		7. OFFER DUE DATE/ LOCAL TIME	

7. FOR SOLICITATION INFORMATION CALL: 

8. NAME

9. TELEPHONE NUMBER (No collect calls)

10. ISSUED BY: **DIA TROOP SUPPORT DIRECTORATE OF ASSISTANCE 700 ROBBINS AVENUE PHILADELPHIA PA 19111-3000 USA**  
 Local Address: Carletta Walker-Owens PSPTPBE Tel: 215-737-8054 Fax: 215-737-4248 Email: CARLETTA.WALKER-OWENS@DLA.MIL

10. THIS ACQUISITION IS:  UNRESTRICTED OR  SET ASIDE: \_\_\_\_\_ \$ FOR: \_\_\_\_\_

SMALL BUSINESS  WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM

HUBZONE SMALL BUSINESS  EDWOSB NAICS: \_\_\_\_\_

SERVICE-DISABLED  VETERAN-OWNED SMALL BUSINESS  0 (A) SIZE STANDARD: \_\_\_\_\_

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED  SEE SCHEDULE

12. DISCOUNT TERMS: **Net 10 days**

13a. THIS CONTRACT IS A RATED ORDER UNDER OPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION:  RFQ  IFB  RFP

15. DELIVER TO: **SEE SCHEDULE**

16. ADMINISTERED BY: **SEE BLOCK 8 Category: PAS:None**

17a. CONTRACTOR/OFFEROR: **GARELICK FARMS, LLC DBA 1189 W CENTRAL ST FRANKLIN MA 02038-3166 USA**

17b. CODE: **GV888** FACILITY CODE

18a. PAYMENT WILL BE MADE BY: **DEF FIN AND ACCOUNTING SVC BSM P O BOX 389031 COLUMBUS OH 43238-0031 USA**

18b. CODE: **BL4701**

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED.  SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	See Schedule				

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD AMOUNT (For Govt. Use Only) **\$140,694.68**

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 62.212-1, 62.212-4, FAR 62.212-3 AND 62.212-5 ARE ATTACHED. ADDENDA  ARE  ARE NOT ATTACHED.

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 62.212-4, FAR 62.212-3 IS ATTACHED. ADDENDA  ARE  ARE NOT ATTACHED.

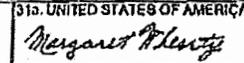
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED

28. AWARD OF CONTRACT: REF. **62.212-3** OFFER DATED **2014 Aug 19** YOUR OFFER ON SOLICITATION (BLOCK 6), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH, HEREIN IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR: 

30b. NAME AND TITLE OF SIGNER (Type or Print): **James McWalth Director of Pricing**

30c. DATE SIGNED: **8-8-14**

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER): 

31b. NAME OF CONTRACTING OFFICER (Type or Print): **Margaret Whearty MARGARET.WHEARTY@DLA.MIL PSPTPOL**

31c. DATE SIGNED: **2014 AUG 27**

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED     INSPECTED     ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED:

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. GHP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER	
38. GAR ACCOUNT NO.	39. GAR VOUCHER NUMBER	40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY (Print)			
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE		42b. RECEIVED AT (Location)	
				42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED:  
SPE300-14-D-V187

PAGE 3 OF 15 PAGES

CONTINUED ON NEXT PAGE

FLUID DAIRY ITEMS (ITEMS #16-27)  
 YEAR 1, YEAR 2, and YEAR 3 FIRM FIXED PRICES  
 SEPTEMBER 7, 2014 – SEPTEMBER 2, 2017

**GROUP II MILK & DAIRY PRODUCTS – TROOP USS Constitution, Charlestown, MA;  
 Hanscom AFB CDC, Hanscom, AFB, MA; 102<sup>ND</sup> FW, Otis ANG, MA; 104<sup>th</sup> FW, Westfield, MA;  
 HHC Dinning Family Natick, Natick, MA; Natick Testflug, Natick, MA;**

ITEM NO.	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
16.	MILK, WHOLE, CHL, HALF PINT CO NSN 8910-01-E11-0532 PRODUCT NUMBER <u>126</u>	1,311 HP	\$0.38	\$498.18
17.	MILK, WHOLE, CHL, HALF GAL CO NSN 8910-01-E11-0535 PRODUCT NUMBER <u>6</u>	7,833 HG	\$2.89	\$22,637.37
18.	MILK, LOWFAT, CHL, 1% MILK FAT, HALF GALLON NSN 8910-01-E11-0541 PRODUCT NUMBER <u>8</u>	20,952 HG	\$2.69	\$56,360.88
19.	MILK, REDUCED FAT, CHL, 2% MILK FAT, HALF PINT NSN 8910-01-E11-0546 PRODUCT NUMBER <u>39</u>	4,890 HP	\$0.38	\$1,858.20
20.	MILK, COFFEE, TRUEMOO NONFAT, CHL, HALF PINT NSN 8910-01-E22-0593 PRODUCT NUMBER <u>114</u>	330 HP	\$0.38	\$125.40

FLUID DAIRY ITEMS (ITEMS #16-27)  
 YEAR 1, YEAR 2, and YEAR 3 FIRM FIXED PRICES  
 SEPTEMBER 7, 2014 - SEPTEMBER 2, 2017

**GROUP II MILK & DAIRY PRODUCTS - TROOP USS Constitution, Charlestown, MA;  
 Hanscom AFB CDC, Hanscom, AFB, MA; 102<sup>ND</sup> FW, Otis ANG, MA; 104<sup>th</sup> FW, Westfield, MA;  
 IHHC Dinning Family Natick, Natick, MA; Natick Testing, Natick, MA;**

ITEM NO.	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
21.	EGGNOG, CHL, HALF GALLON NSN 8910-01-E11-0587 PRODUCT NUMBER <u>76</u>	3 HG	\$4.84	\$14.52
22.	MILK, LOW FAT, CHL, 1% MILK FAT, 5 GAL BIB NSN 8910-01-E11-2161 PRODUCT NUMBER <u>154</u>	450 5 GAL BIB	\$27.59	\$12,415.50
23.	MILK, REDUCED FAT, CHL, 2% MILK FAT, 5 GAL BIB NSN 8910-01-E11-2163 PRODUCT NUMBER <u>167</u>	552 5 GAL BIB	\$28.59	\$15,781.68
24.	MILK, CHOC, LOWFAT, CHL, 1% MILK FAT, HALF PINT NSN 8910-01-E11-2184 PRODUCT NUMBER <u>45837</u>	2,760 HP	\$0.38	\$1,048.80
25.	MILK, CHOC, LOWFAT, CHL, 1% MILK FAT, 5 GAL BIB NSN 8910-01-E11-2644 PRODUCT NUMBER <u>47844</u>	150 5 GAL BIB	\$31.20	\$4,680.00
26.	MILK, WHOLE, CHL 5 GAL BIB NSN 8910-01-E11-2739 PRODUCT NUMBER <u>125</u>	189 5 GAL BIB	\$31.20	\$5,896.80
27.	MILK, CHOC, LOWFAT, CHL, 0.5% MILK FAT, 5 GAL BIB NSN 8910-01-E11-4512 PRODUCT NUMBER <u>47844</u>	24 5 GAL BIB	\$31.20	\$748.80

FLUID DAIRY ITEMS (ITEMS #28-37)  
 YEAR 1 and YEAR 2 FIRM FIXED PRICES  
 SEPTEMBER 7, 2014 – SEPTEMBER 3, 2016

**GROUP II MILK & DAIRY PRODUCTS – TROOP USS Constitution, Charlestown, MA;  
 Hanscom AFB CDC, Hanscom, AFB, MA; 102<sup>ND</sup> FW, Otis ANG, MA; 104<sup>th</sup> FW, Westfield, MA;  
 HHC Dining Family Natick, Natick, MA; Natick Testing, Natick, MA;**

ITEM NO.	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
28.	CREAM, HEAVY, CHL MIN 36% MILK FAT, 1 QUART CO NSN 8910-01-E11-0599 PRODUCT NUMBER <u>2038</u>	255 QT	\$3.89	\$991.95
29.	SOUR CREAM, CHL CULTURED OR ACIDIFIED, 1 PINT CO NSN 8910-01-E11-1700 PRODUCT NUMBER <u>119</u>	24 PT	\$1.69	\$40.56
30.	CHEESE, COTTAGE, LOW FAT, CHL DRY, LARGE OR SMALL CURD 5 LB CO NSN 8910-01-E11-2612 PRODUCT NUMBER <u>12552</u>	16 5 LB CO	\$8.55	\$136.80
31.	CHEESE, COTTAGE, LOW FAT, CHL CREAMED, LARGE OR SMALL CURD 5 LB CO NSN 8910-01-E11-3402 PRODUCT NUMBER <u>12552</u>	168 5 LB CO	\$8.55	\$1,436.40
32.	SOUR CREAM, CHL, CULTURED OR ACIDIFIED, 5 LB CO NSN: 8910-01-E11-4536 PRODUCT CODE <u>53396</u>	78 5 LB CO	\$8.45	\$659.10
33.	ICE CREAM MIX, VANILLA, CHL, UHT, 4% MILK FAT, FOR SOFT SERVE DISPENSER DISP., 2.5 GAL BG, 2/BOX NSN 8910-01-E22-0102 PRODUCT NUMBER <u>3311</u>	18 2.5 GAL BG	\$16.00	\$288.00

34. ICE CREAM MIX, CHOC, CHL,  
 UHT, 4% MILK FAT, FOR SOFT SERVE DISPENSER  
 DISP., 2.5 GAL CO 18 2.5 GAL BG \$17.00 \$306.00  
 NSN 8910-01-E11-1601  
 PRODUCT NUMBER 3312

35. JUICE ORANGE, CHL,  
 SINGLE STRENGTH, FROM CONC 1/2 GL CO  
 NSN: 8910-01-E11-1482 480 HG \$3.00 \$1,440.00  
 PRODUCT CODE 92

36. YOGURT LOW FAT  
 ASSORTED, CHL,  
 6 OZ CO

7,560 CO \$0.96 \$7,257.60

FLAVOR Assorted Berry	PRODUCT CODE 6019
FLAVOR Assort Strawberry Peach	PRODUCT CODE 6020
FLAVOR LT Vanilla Peach	PRODUCT CODE 6021
FLAVOR Peach	PRODUCT CODE 6033
FLAVOR Strawberry/Raspbery	PRODUCT CODE 6035
FLAVOR Asst. LT. Straw/Peach & Blueberry	PRODUCT CODE 51443
FLAVOR Vanilla	PRODUCT CODE 6015
FLAVOR Strawberry/Banana	PRODUCT CODE 6018
FLAVOR Strawberry	PRODUCT CODE 6017
FLAVOR Raspbery	PRODUCT CODE 6016
FLAVOR Blueberry	PRODUCT CODE 6014
FLAVOR Asst Straw/Peach & Blueberry	PRODUCT CODE 51442

FLUID DAIRY ITEMS (ITEMS #28-37)  
 YEAR 3 FIRM FIXED PRICES  
 SEPTEMBER 4, 2016 - SEPTEMBER 2, 2017

**GROUP II MILK & DAIRY PRODUCTS - TROOP USS Constitution, Charlestown, MA;  
 Hanscom AFB CDC, Hanscom, AFB, MA; 102<sup>ND</sup> FW, Otis ANG, MA; 104<sup>th</sup> FW, Westfield, MA;  
 FHC Dinning Family Natick, Natick, MA; Natick Testing, Natick, MA;**

ITEM NO.	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
28.	CREAM, HEAVY, CHL MIN 36% MILK FAT, 1 QUART CO NSN 8910-01-E11-0599 PRODUCT NUMBER <u>2038</u>	85 QT	\$4.09	\$347.65
29.	SOUR CREAM, CHL CULTURED OR ACIDIFIED, 1 PINT CO NSN 8910-01-E11-1700 PRODUCT NUMBER <u>119</u>	12 PT	\$1.77	\$21.24
30.	CHEESE, COTTAGE, LOW FAT, CHL DRY, LARGE OR SMALL CURD 5 LB CO NSN 8910-01-E11-2612 PRODUCT NUMBER <u>12552</u>	8 5 LB CO	\$8.98	\$71.84
31.	CHEESE, COTTAGE, LOW FAT, CHL CREAMED, LARGE OR SMALL CURD 5 LB CO NSN 8910-01-E11-3402 PRODUCT NUMBER <u>12552</u>	56 5 LB CO	\$8.98	\$502.88
32.	SOUR CREAM, CHL, CULTURED OR ACIDIFIED, 5 LB CO NSN: 8910-01-E11-4536 PRODUCT CODE <u>53396</u>	39 5 LB CO	\$8.87	\$345.93
33.	ICE CREAM MIX, VANILLA, CHL, UIT, 4% MILK FAT, FOR SOFT SERVE DISPENSER DISP., 2.5 GAL BG, 2/BOX NSN 8910-01-E22-0102 PRODUCT NUMBER <u>3311</u>	6 2.5 GAL BG	\$16.80	\$100.80

34. ICE CREAM MIX, CHOC, CHL,  
 UHT, 4% MILK FAT, FOR SOFT SERVE DISPENSER  
 DISP., 2.5 GAL CO 6 2.5 GAL BG \$17.85 \$107.10  
 NSN 8910-01-E11-0103  
 PRODUCT NUMBER 3312

35. JUICE ORANGE, CHL,  
 SINGLE STRENGTH, FROM CONC ¼ GL CO  
 NSN: 8910-01-E11-1482 240 HG \$3.15 \$756.00  
 PRODUCT CODE 99

36. YOGURT LOW FAT  
 ASSORTED, CHL,  
 6 OZ CO

3,780 CO \$1.01 \$3,817.80

FLAVOR Assorted Berry	PRODUCT CODE 6019
FLAVOR Assort Strawberry Peach	PRODUCT CODE 6020
FLAVOR LT Vanilla Peach	PRODUCT CODE 6021
FLAVOR Peach	PRODUCT CODE 6033
FLAVOR Strawberry/Raspberry	PRODUCT CODE 6035
FLAVOR Assl. LT. Straw/Peach & Blueberry	PRODUCT CODE 51443
FLAVOR Vanilla	PRODUCT CODE 6015
FLAVOR Strawberry/Banana	PRODUCT CODE 6018
FLAVOR Strawberry	PRODUCT CODE 6017
FLAVOR Raspberry	PRODUCT CODE 6016
FLAVOR Blueberry	PRODUCT CODE 6014
FLAVOR Asst Straw/Peach & Blueberry	PRODUCT CODE 51442

TOTAL FOR ESTIMATED GROUP II: \$140,694.08

**Group II: MILK AND DAIRY PRODUCTS – TROOP ISSUE: MILK & DAIRY PRODUCTS – TROOP** USS Constitution, Charlestown, MA; Hanscom AFB CDC, Hanscom, AFB, MA; 102<sup>ND</sup> FW, Otis ANG, MA; 104<sup>th</sup> FW, Westfield, MA; HHC Dinning Family Natick, Natick, MA; Natick Testing, Natick, MA;

**GOVERNMENT QUALIFICATIONS:**

The Government will make one award per Group. The Government expects to award all items within a Group but reserves the right to award a contract with less than all listed items within a Group if determined to be in its best interests.

**OFFEROR QUALIFICATIONS:**

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**GOVERNMENT QUALIFICATIONS:** THE GOVERNMENT WILL ACCEPT SIZES OTHER THAN 5 GALLON FOR ALL BULK MILK/JUICE ITEMS. IF YOU ARE OFFERING A SIZE OTHER THAN 5 GALLON FOR ANY BULK MILK/JUICE ITEM PLEASE INDICATE BELOW. IF DIFFERENT BULK MILK/JUICE SIZES ARE OFFERED BY DIFFERENT OFFERORS, EVALUATION WILL BE DONE ON A COST PER GALLON BASIS. IF THERE ARE OFFERS FOR ITEMS OTHER THAN THE LISTED SIZE, THEN OFFERS WILL BE EVALUATED ON A PER UNIT BASIS, I.E., GALLONS AND OUNCES. PLEASE NOTE: THE CUSTOMER MUST AGREE TO ACCEPT SIZE CHANGES.

**OFFEROR QUALIFICATIONS:**

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**BULK MILK CONTAINERS:**

THE BULK MILK/JUICE DISPENSER CONTAINER SHALL BE A SINGLE SERVICE DISPENSER CONTAINER (MULTI-GALLON POLYETHYLENE BAG) AND SHALL BE DELIVERED IN A SINGLE SERVICE SHIPPING CONTAINER (CORRUGATED CARDBOARD BOX) OR A MULTI-SERVICE SHIPPING CONTAINER (PLASTIC/METAL HOLDER / KEEPER CASE) WHICH DOES NOT REQUIRE A TRANSFERRING OF THE SINGLE SERVICE DISPENSER CONTAINER (POLYETHYLENE BAG) TO A HOLDER / KEEPER CASE OR DISPENSER CASE AT POINT OF USE.

**NOTE:** ALL TROOP ISSUE CUSTOMERS ARE CURRENTLY PROCESSING ORDERS AND RECEIPTS THROUGH EBS. IF NOT EDI CAPABLE, FOR ORDERING, INVOICING, AND PAYMENT PURPOSES, PROVIDE THE FOLLOWING INFORMATION:

**POINT(S) OF CONTACT FOR ORDERING:** Theresa Nadeau, Customer Service  
PHONE NUMBER: (800)343-4982 ext. 5987  
FAX NUMBER: (508)553-5497  
Email: [Theresa-Nadeau@deanfoods.com](mailto:Theresa-Nadeau@deanfoods.com)      [milkorders@deanfoods.com](mailto:milkorders@deanfoods.com)

PLEASE PROVIDE A POINT OF CONTACT AND TELEPHONE NUMBER FOR MATTERS REGARDING INVOICES AND/OR PAYMENTS:

**POINT(S) OF CONTACT FOR INVOICING & PAYMENT:** Paulette Brunetti  
PHONE NUMBER: (800)343-4982 x5320  
FAX NUMBER: (508)553-5476  
Email: [Paulette-Brunetti@deanfoods.com](mailto:Paulette-Brunetti@deanfoods.com)

IS YOUR COMPANY CAPABLE OF RECEIVING ORDERS VIA EDI?      YES

EDI Code (if applicable): \_\_\_\_\_

GROUP II: USS Constitution, Charlestown, MA; Hanscom AFB CDC, Hanscom, AFB, MA; 102<sup>ND</sup> FW, Otis ANG, MA; 104<sup>th</sup> FW, Westfield, MA; HHC Dining Family Natick, Natick, MA; Natick Testing, Natick, MA;

LOCATION

TIMES/FREQUENCY/LIMITATION

FP6201 104 <sup>th</sup> FW Fighter Wing 175 Falcon Drive Westfield, MA POC: Ronald Perry (413)568-9151	Deliveries between 8:00am to 10:00am Up to Once (1) a month
FT9424 Hanscom AFB CDC 1 McGauley Bldg 199 Hanscom AFB, MA POC: Mary Lewis (781)377-7166	Deliveries between 5:00am to 7:00am Up to Two (2) days per week
N01024 USS Constitution Charlestown Naval Ship Yard Bldg 5 Charlestown, MA 02129 POC: E5 Chris Roth (617)242-5595	Deliveries between 7:00am to 10:00am Up to One (1) day per week
W91A2K Natick Testing 15 Kansas Street Natick, MA 01760 POC: Scott Dow (508)233-6955	Deliveries As Needed
FT6202 102 <sup>nd</sup> FW Flight Wing Bldg 159 Granville Street Otis, MA 02542 POC: Mark Devin (508)968-4150	Deliveries between 8:00am to 10:00am Up to Once (1) a month

**GROUP II: USS Constitution, Charlestown, MA; Hanscom AFB CDC, Hanscom, AFB, MA; 102<sup>ND</sup> FW, Otis ANG, MA; 104<sup>th</sup> FW, Westfield, MA; HHC Dining Family Natick, Natick, MA; Natick Testing, Natick, MA;**

**LOCATION**

**FT9472**  
Hanscom AFB School Age  
Bldg. 1999  
196 Marrett Street  
Hanscom AFB, MA 01731  
POC: Gary DiMartino  
(781)377-2858

**TIMES/FREQUENCY/LIMITATION**

Deliveries between 5:00am to 7:00am  
Up to Two (2) days per week

**Z11505**  
USCG Spencer  
427 Commercial Street  
Boston, MA 02109  
POC: TBD  
(617)223-3071

Deliveries As Needed, when in port; to  
include weekly deliveries Saturday and Sunday  
deliveries may also be required.

**Z11506**  
USCG Seneca  
427 Commercial Street  
Boston, MA 02109  
POC: Kevin Roberts  
(617)-223-3083

Deliveries As Needed while in port; to  
included weekly deliveries Saturday and  
Sunday deliveries may also be required.

**133327**  
NOAA Henry Bigelow  
Pier 2  
47 Chandler Street  
Newport, RI 02841  
POC: Dennis Carey  
(401)841-6253

Deliveries As Needed when in port; to  
include weekly deliveries Saturday and  
Sunday deliveries may also be required.

**131412**  
NOAA Ship Delaware II  
166 Water Street  
Woods Hole, MA 02543  
POC: Jonathan Rockwell  
(508)495-2327

Deliveries As Needed when in port; to  
include weekly deliveries Saturday and  
Sunday deliveries may also be required.

## CONTRACT ADMINISTRATION DATA

### I. CONTRACTING AUTHORITY

- A. The DLA Troop Support Contracting Officer is the only person authorized to approve changes to, or modify any requirement of, the contract. Notwithstanding any provisions contained elsewhere in the contract, said authority remains solely with the DLA Troop Support Contracting Officer.
- B. In the event the vendor effects any change at the direction of any person other than the DLA Troop Support Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made to cover any costs associated with such change.
- C. Requests for information on matters related to this contract, such as an explanation of terms or contract interpretation, shall be submitted to the DLA Troop Support Contracting Officer.

### II. INVOICING

- A. Each delivery will be accompanied by the contractor's delivery ticket/invoice. Three (3) copies (an original plus two) shall accompany the shipment. The customer shall sign all copies of the invoices/delivery ticket, keep one (1) copy and return the ORIGINAL copy to the vendor. Any changes must be made on the face of the invoice.
- B. All invoicing for payment is to be submitted electronically using the Market Ready EDI Invoicing website from the DLA Troop Support Subsistence Home Page (<https://www.DLA.TroopSupport.dla.mil/subs/index.asp>).

**No paper invoices shall be submitted to DFAS for payment.**

Each invoice shall contain sufficient data for billing purposes. This includes:

- 1. Contract Number;
  - 2. Call Number or Delivery Order Number or Contract Order Number;
  - 3. Purchase Order Number;
  - 4. Contract Line Items listed in numeric sequence (also referred to as CLIN order);
  - 5. DODAAC
  - 6. Item Nomenclature;
  - 7. LSN or NSN;
  - 8. Quantity purchased per item in DLA Troop Support's unit of issue;
  - 9. Clearly identified and annotated changes on all copies;
  - 10. Total dollar value of each invoice (reflecting changes to the shipment, if applicable).
- C. All invoices must be "clean", i.e. all debits and/or credits must be reflected on the invoice prior to its submission.
  - D. Vendors shall submit one invoice per purchase order.
  - E. Unit prices and extended prices must be formatted to only two (2) places beyond the decimal point. STORES will not accommodate positions of three (3) and above places beyond the decimal point. For example, an extended unit price of \$1.087 must be rounded up to \$1.09.
  - F. Information on the Market Ready EDI invoicing website: The Market Ready EDI invoicing website will be prefilled with data from STORES. To register, go to the website (<https://www.DLA.TroopSupport.dla.mil/subs/index.asp>).

After registration, you will receive a User Name and Password to access data from your contract. You will then be asked to review data on the website and either post new lines or change existing lines on the site to reflect what was delivered. EDI invoices will be generated which will be sent to the paying office for payment.

G. Vendor Reconciliation Tool - The STORES/BSM Reconciliation tool is available from the DLA Troop Support Subsistence Website at [https://www.stores.dla.mil/acct\\_mgr\\_tool/Login.asp](https://www.stores.dla.mil/acct_mgr_tool/Login.asp). This tool is only for vendors that have a DLA Troop Support contract and are invoicing using the 810 transaction set. Both invoice and receipt information will be available for review on the EBS website by the Market Ready Vendor. In order to view information on this website you must apply for a password. The reconciliation tool will match the customers' receipts to the vendors' electronically submitted EDI 810 invoice. The vendors will be able to see the lines that did not match for review and possible update. A training tool is available on our homepage under Reconciliation tool training.

H. All vendors are required to obtain a Public Key Interface (PKI) certificate for each individual that will have access to the Market Ready EDI Invoicing website and/or the DLA Troop Support Reconciliation Tool.

### III. PAYMENTS

A. DFAS Columbus is the payment office for this acquisition.

Customers are to place orders electronically that will flow through the DLA Troop Support ordering system STORES. In the temporary event that order cannot be conducted electronically, customers are to process orders manually, and place them in STORES for processing, receipt, and payment, and a copy of the signed invoices must also be faxed to the Contract Specialist at 215-737-4246.

B. Payment of delivery orders will be made in accordance with the terms and conditions of Paragraph (1) of Clause 52.212-4 "Contract Terms and Conditions - Commercial Items", appearing in the section of this solicitation entitled "Contract Clauses".

C. All offerors must have the ability to accept an 820 transaction set from its financial institution. DFAS Columbus will no longer forward a detailed summary of payment(s). This information will only be available from your bank.

D. Payment is currently being made in approximately ten (10) days after the receipt of a proper invoice; however, payment is still subject to the terms and conditions of the Prompt Payment Act (31 U.S.C.3903). All electronic invoices must be submitted with accurate, sufficient, clean data before any payment can be made.

E. The Government intends to utilize Electronic Funds Transfer (EFT) to make payments under the resultant contract(s). However, the Government reserves the right to use a manual payment system, i.e. check, if the need arises. Refer to Clause 52.232-33 "Mandatory Information for Electronic Funds Transfer Payment".

**VENDOR PAYMENT INQUIRY SYSTEM - ACCESS AT:**  
<https://myinvoice.esd.dlsa.mil/index.html>

#### **IV. ADMINISTRATION**

- A. Administration of the contract will be performed by DLA Troop Support in Philadelphia.
- B. Administration of the individual delivery order will be performed by a designated representative at the ordering activity. This includes approving product substitutions and delivery changes.
- C. The DLA Troop Support Contracting Officer must approve any changes to the contract.