

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

1. REQUISITION NUMBER: 1000064112 PAGE 1 OF 4

2. CONTRACT NO.: SPES00-17-D-W632

3. AWARD/EFFECTIVE DATE: 2017 FEB 12

4. ORDER NUMBER

5. SOLICITATION NUMBER: SPES00-17-X-0014

6. SOLICITATION ISSUE DATE: 2017 JAN 27

7. FOR SOLICITATION INFORMATION CALL:

8. TELEPHONE NUMBER (No collect calls)

9. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY: **DLA TROOP SUPPORT DIRECTORATE OF SUBSISTENCE 700 ROBBINS AVENUE PHILADELPHIA PA 19111-5008 USA**  
Local Address: Brenda Madison PSP/PC 761 215-737-0130 Fax: 215-737-4245 Email: BRENDAMADISON@DLA.ML

10. THIS ACQUISITION IS:  UNRESTRICTED OR  SET ASIDE;  FOR

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

HUBZONES SMALL BUSINESS  EDWOSB NAICS: 311812

SERVICE DISABLED VETERAN-OWNED SMALL BUSINESS  8(A) SIZE STANDARD:

11. DELIVERY FOR FOR DESTROYION UNLESS BLOCK IS MARKED:  SEE SCHEDULE

12. DISCOUNT TERMS: Not 10 days

13a. THIS CONTRACT IS A RATED ORDER UNDER DFARS (48 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION:  RFO  RF  RF

15. DELIVER TO: SEE SCHEDULE

16. ADMINISTERED BY: SEE BLOCK 8 Contract PW: 1600

17a. CONTRACTOR/OFFEROR: **BIMBO BAKERIES USA, INC DBA BIMBO BAKERIES USA 265 BUSINESS CENTER DR STE 200 HORSHAM PA 19044-3424 USA**

17b. PAYMENT WILL BE MADE BY: **DEF FIN AND ACCOUNTING SVC BSM P O BOX 182817 COLUMBUS OH 43218-2817 USA**

18a. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 16a UNLESS BLOCK BELOW IS CHECKED.  SEE ADDENDUM

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

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

25. ACCOUNTING AND APPROPRIATION DATA: \$150,000.00

27a. SOLICITATION INCORPORATED BY REFERENCE FAR 52.212-1, 52.212-3, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA:  ARE  ARE NOT ATTACHED

27b. CONTRACT/PURCHASE ORDER INCORPORATED BY REFERENCE FAR 52.212-4, FAR 52.212-5 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.

29. AWARD OF CONTRACT; REF.  OFFER

DATED 2017 FEB 02, YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH, HEREIN IS ACCEPTED AS TO ITEMS: NA

30a. SIGNATURE OF OFFEROR/CONTRACTOR:

30b. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER):

30c. NAME AND TITLE OF SIGNER (Type or Print): Ann Carder / Admin

30d. DATE SIGNED: 2/10/17

30e. NAME OF CONTRACTING OFFICER (Type or Print): WARREN R. BROWN

30f. DATE SIGNED: 2017 FEB 02

19. ITEM NO.	21. 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: \_\_\_\_\_

32d. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE \_\_\_\_\_  
 32e. DATE \_\_\_\_\_  
 32c. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE \_\_\_\_\_

32g. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE \_\_\_\_\_  
 32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE \_\_\_\_\_  
 32h. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE \_\_\_\_\_

33. SHIP NUMBER \_\_\_\_\_  
 PARTIAL     FINAL  
 34. VOUCHER NUMBER \_\_\_\_\_  
 35. AMOUNT VERIFIED CORRECT FOR \_\_\_\_\_  
 36. PAYMENT  
 COMPLETE     PARTIAL     FINAL  
 37. CHECK NUMBER \_\_\_\_\_

38. S/R ACCOUNT NO. \_\_\_\_\_  
 39. S/R VOUCHER NUMBER \_\_\_\_\_  
 40. PAID BY \_\_\_\_\_

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT \_\_\_\_\_  
 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER \_\_\_\_\_  
 41c. DATE \_\_\_\_\_  
 42a. RECEIVED BY (Print) \_\_\_\_\_

42b. RECEIVED AT (Location) \_\_\_\_\_  
 42c. DATE REC'D (YYMMDD) \_\_\_\_\_  
 42d. TOTAL CONTAINERS \_\_\_\_\_

SUPPLIERS/SERVICES:

ITEM DESCRIPTION:

This award is based on the proposal received from Bimbo Bakeries on January 31, 2017. This Indefinite Delivery Purchase Order (IDPO), SPE300-17-D-W532 is designed to provide Market Ready Fresh Bread and Bakery items for various Department of Defense ("DOD") customers in North Dakota. This IDPO includes a base period not to exceed twenty-four (24) months or \$150,000.00 aggregate value, whichever occurs first.

Effective Ordering Period: Sunday, February 12, 2017 - Saturday, February 9, 2019. (Prices will be fixed for a 2-year performance period)

Group II: Dakota Dining Halls, ND; Knight Kitchen, ND; 5th Missile Reading, ND; Child Development Center, ND; and Minot Youth Center.

ATTACHMENT: Award Schedule of Items and Award Text for SPE300-17-D-W532

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	025022361 Market Fresh Div	1.000	EA	\$ 150,000.00000	\$ 150,000.00

PRICING TERMS: Firm Fixed Price

SUPPLIES/SERVICES:

CLIN	Price	Delivery (in days)
0001	\$ 150,000.00	0

QTY VARIANCE: PLUS OR MINUS 0%

INSPECTION POINT: DESTINATION

ACCEPTANCE POINT: DESTINATION

FOB: DESTINATION DELIVERY DATE:

PREP FOR DELIVERY:

SHALL BE PACKAGED STANDARD IN ACCORDANCE WITH ASTM D 3951.

Markings Paragraph When ASTM D3951, Commercial Packaging is specified, the following apply:  
 \* All section "p" Packaging and Marking Clauses take precedence over ASTM D3951.

\* In addition to requirements in MIL-STD-129, when Commercial Packaging is used, the Method of Preservation for all MIL-STD-129 marking and labeling shall be "C" Commercial Pack.

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED:  
SPE300-17-D-W632

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SUPPLY/SERVICE: CONT'D

\*The Unit of Issue (U/I) and Quantity per Unit Pack (QUP) as specified in the contract take precedence over QUP in ASOM D3951.

GOVT USE		External		External	External	Customer RDD/ Need Ship Data
ITEM	PR	PRTY	HR	PKTY	Material	N/A
0001	1000054112	0001	N/A	N/A	N/A	N/A

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Schedule of Items

Group II: Bread & Bakery Products for Customers in Minot AFB, ND

Item NO.	Supplies/Services	Estimated Quantity	Unit Price	Total
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13. BREAD, WHITE, FRESH, PAN-BAKED SANDWICH  
 MIN 24 OZ LOAF 4,620 LB  
 SPECIFY SIZE OFFERED: 24 OZ  
 SPECIFY PKG PRICE TO GOVERNMENT: \$1.40  
 PRODUCT CODE: 6135
  
14. BREAD, WHITE, FRESH, SLICED, THICK, PAN-BAKED, FOR "TEXAS TOAST"  
 MIN 24 OZ LOAF 462 LB  
 SPECIFY SIZE OFFERED: 24 OZ  
 SPECIFY PKG PRICE TO GOVERNMENT: \$1.51  
 PRODUCT CODE: 5275
  
15. BREAD, RAISIN, FRESH, SLICED, PAN-BAKED, ROUND TOP  
 MIN 16 OZ LOAF 34 LB  
 SPECIFY SIZE OFFERED: 16 OZ  
 SPECIFY PKG PRICE TO GOVERNMENT: \$1.90  
 PRODUCT CODE: 5617
  
16. BREAD, WHEAT, FRESH, SLICED, PAN-BAKED, SANDWICH  
 MIN 24 OZ LOAF 2055 LB  
 SPECIFY SIZE OFFERED: 24 OZ  
 SPECIFY PKG PRICE TO GOVERNMENT: \$1.40  
 PRODUCT CODE: 6071
  
17. BREAD, WHOLE WHEAT, FRESH, PAN-BAKED, ROUNDTOP, ENRICHED  
 MIN 24 OZ LOAF 2517 LB  
 SPECIFY SIZE OFFERED: 20 OZ  
 SPECIFY PKG PRICE TO GOVERNMENT: \$1.40  
 PRODUCT CODE: 2773
  
18. MUFFIN, ENGLISH, FRESH, ENRICHED  
 MIN 6 PER PKG 7,218 LB  
 SPECIFY COUNT PER PKG: 12 CT  
 SPECIFY NET WGT PER PKG: 26 OZ  
 SPECIFY PKG PRICE TO GOVERNMENT: \$1.90  
 PRODUCT CODE: 5940
  
19. ROLLS, FRANKFURTER, FRESH  
 MIN 6 PER PKG 1,934 LB  
 SPECIFY COUNT PER PKG: 16 CT  
 SPECIFY NET WGT PER PKG: 25 OZ  
 SPECIFY PKG PRICE TO GOVERNMENT: \$1.60  
 PRODUCT CODE: 6154

20. ROLLS, HAMBURGER, FRESH, WHITE  
MIN 8 PER PKG 1215 LB  
SPECIFY COUNT PER PKG: 30 CT  
SPECIFY NET WGT PER PKG: 54 OZ  
SPECIFY PKG PRICE TO GOVERNMENT: \$3.30  
PRODUCT CODE: 5437

21. ROLLS, HAMBURGER, FRESH, SLICED, WHEAT, PAN-BAKED  
MIN 8 PER PKG 5203 LB  
SPECIFY COUNT PER PKG: 8 CT  
SPECIFY NET WGT PER PKG: 12 OZ  
SPECIFY PKG PRICE TO GOVERNMENT: \$1.200  
PRODUCT CODE: 4441

22. ROLLS, HOAGIE SUBMARINE, FRESH, WHITE, PAN-BAKED, ENRICHED  
MIN 8 PER PKG 62 LB  
SPECIFY COUNT PER PKG: 6 CT  
SPECIFY NET WGT PER PKG: 15 OZ  
SPECIFY PKG PRICE TO GOVERNMENT: \$1.15  
PRODUCT CODE: 2120

23. ROLLS, DINNER, FRESH, WHITE, PAN-BAKED  
MIN 12 OZ PKG 714 LB  
SPECIFY COUNT PER PKG: 12 CT  
SPECIFY NET WGT PER PKG: 17 OZ  
SPECIFY PKG PRICE TO GOVERNMENT: \$1.70  
PRODUCT CODE: 6619

24. ROLLS, HOAGIE/SUBMARINE, FRESH, WHITE  
MIN 24 OZ PKG 48 LB  
SPECIFY COUNT PER PKG: 24 CT  
SPECIFY NET WGT PER PKG: 66.5 OZ  
SPECIFY PKG PRICE TO GOVERNMENT: \$4.00  
PRODUCT CODE: 5553

ESTIMATED TOTAL GROUP II:

**Group II: Bread & Bakery Products for Customers in Minot, AFB ND**

This Indefinite Delivery Purchase Order (IDPO), SPE300-17-D-W532 is designed to provide Market Ready Fresh Bread and Bakery items for various Department of Defense ("DoD") customers in North Dakota.

This IDPO includes a base period not to exceed twenty-four (24) months or \$150,000 aggregate value, whichever occurs first.

**EFFECTIVE ORDERING PERIOD:**

Sunday, February 12, 2017 – Saturday, February 9, 2019.

(Prices is fixed for a 2-year performance period)

Group II: Minot AFB, ND

This contract incorporates by reference all of the terms and conditions found in the following documents solicitation SPE30017X0014 and base on proposal received from Bimbo Bakeries on January 31, 2017.

**EFFECTIVE PERIOD OF CONTRACT/ORDERING/PERFORMANCE PERIOD:**

The contract award is deemed effective when notification is mailed, transmitted, or otherwise provided and received by the contractor. The ordering period of the contract shall commence with placement of the first customer order, on or after Sunday, February 12, 2017 and continue through Saturday February 9, 2019 and delivery of any order will be completed on or before Friday, February 14, 2019.

Delivery – Items should be routinely delivered in accordance with offerors stated lead time and the customer's delivery schedule; or an alternate delivery schedule as specified or mutually agreed and reduced to written modification. The current delivery schedule for each location is set forth on Schedule of Deliveries section. Offerors shall indicate their agreement to the current schedule or propose an alternate schedule. Delivery on all products is required, no less than on a weekly basis and should be in accordance with standard commercial practice.

**Minimum Order Quantity**

The minimum requirement is \$35.00 per purchase Order  
Orders falling below the minimum are not required to be honored by contractors.

The Government reserves the right to remove any items from the Schedule of Items should an (all) offeror(s) not bid on all the items in the Group.

Delivery – Items should be routinely delivered in accordance with offerors stated lead time and the customers delivery schedule; or an alternate delivery schedule as specified or mutually agreed and reduced to written modification. The current delivery schedule for each location is set forth on Schedule of Deliveries section. Offerors shall indicate their agreement to the current schedule or propose an alternate schedule. Delivery on all products is required, no less than on a weekly basis and should be in accordance with standard commercial practice.

**GUARANTEED MINIMUM/MAXIMUM:**

There is no guaranteed minimum.

The IDPO includes a base period not to exceed twenty-four (24) months or \$150,000 aggregate value, whichever occurs first.

**PRICING**

Pricing for this resultant contract will be Firm Fixed for all items during the contract performance period.

**Price Audits**

The Government reserves the right to conduct additional price audits to verify accuracy and recoup overcharges. In such instances, contractors will be required to supporting price documentation.

The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 2 years after final payments under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention.

All pricing is effective at the time order is submitted.

**SCHEDULE OF ITEMS**

**IMPORTANT NOTE: Items not on the STORES catalog CANNOT be ordered from the contractor under the resulting contract. Payments will not be made for items not appearing on the catalog at time of order.**

If a customer desires to order a bread or pastry item not listed on the resultant contract, a written request to the DLA Troop Support Market Ready Contract Specialist shall be submitted to have the item added. The Contract Specialist will contact the vendor and arrange to have the item added to the STORES catalog in coordination with the Contracting Officer.

Prior to its inclusion in the STORES catalog, the pricing for each additional item must be negotiated and the Contracting Officer must determine that the price for the respective item is fair and reasonable.

Additional items may be added or removed from the contract; however, any items that are added may not increase the value of the contract maximum of \$150,000.00.

The Government reserves the right to remove any items from the Schedule of Items from the Group should an (all) offeror(s) not bid on all items in any Group.

For evaluations purposes, the Government reserves the right to remove any items, absent an amendment, from the Schedule of Items for a Group in the event that one or more offerors fil to bid on all of the items. The Contracting Officer will complete his/her price evaluation by reviewing and comparing only common items bi bid by all offerors in this situation. Additional items bid on by the apparent awardee but not evaluated as part of the common item evaluation, may

still be added to the final contract absent a separate modification upon a finding that the prices of those additional items are fair and reasonable.

**ADDITIONAL CUSTOMERS**

The Government reserves the right to add DoD and non-DoD customers from the same or adjacent distribution area as the successful contractor, based on a mutually agreed upon implementation plan followed by formal modification to the contract.

The increase in the new business will not change the contract maximum of \$150,000.00.

Additional customers are limited to those that receive Federal funding.

The Government reserves the right to unilaterally remove DoD and non-DoD customers from the resultant award by way of formal modification.

**CUSTOMER SERVICE POLICY**

Each awardee shall treat those customers covered under any resultant contract(s) as one of its best customers. Therefore, any treatment and/or customer service policy given to other essential accounts shall also be given to the customers covered under the resultant contract(s).

**NON-MANUFACTURER / NON-DISTRIBUTER**

All offerors are required to provide product originating from a sanitarily approved source and in delivery conveyances that are subject to the Sanitary Conditions clause in the solicitation. Offerors indicating a Place of Performance (manufacturing location) that is not under the day to day control and management of the offeror shall submit documentation that an agreement for production and distribution is in effect at the time of offer covering the period of the contract. The documentation must be signed by the offeror and the proposed subcontractor(s). This does not include similar entities & affiliates of the offeror but applies to non-manufacturers, partners, subcontractors and similar entities that would be performing on the proposed contract but are not the offeror itself. Offerors using a consortium, joint venture or other teaming approach, shall provide evidence of experience pertaining to the execution of the requirements of the solicitation. The freshness requirement of the product being delivered may not be compromised. The offeror's distance from the delivery location is very important. The offeror must be capable of delivering product to arrive at the delivery location the same day for emergency orders.

**CONTRACTOR'S CODING SYSTEM:**

WITHIN 72 HOURS OF RECEIPT OF NOTICE OF AWARD, CONTRACTOR WILL SUPPLY EACH ORDERING ACTIVITY WITH THE CONTRACTOR'S CODING SYSTEM (FULL DATE, COLOR CODES, ETC.). THIS IS A MANDATORY REQUIREMENT.

OFFEROR QUALIFICATION: (Qualification pertains to any conditions, deviations, or contingencies upon which offered prices are based).

**ORDER and Delivery Qualifications: 96 HOURS ORDER LEAD TIME FOR ALL ITEMS**

**REGULARLY SCHEDULED/ NON-DELIVERY DAYS: Sunday & Wednesday**

**Delivery days: Tuesday and Friday**

**Non Bake Days are Sunday, and Wednesdays. There is a 4 day lead time for all items on this contracts.**

**Information for ordering, invoicing and payment purpose:**Point(s) of Contact for **ORDERING**: Chad HoversonPhone Number: 701-215-9080Email & Fax Number: choverson@bbumail.comPoint(s) of Contact for **INVOICING & PAYMENT**: Chad Hoverson

Phone Number: 701-215-9080

Email & Fax Number: choverson@bbumail.com

**FOR ALL DELIVEY LOCATION INSPECTION REQUIREMENT: CONTRACTOR'S DELIVERY VEHICLES WILL STOP AND REPORT TO THE VETERNINARY INPSPECTION POINT AS DESIGNATED FOR INSPECTION OF THEIR PRODUCTS BEFORE PROCEEDING TO ANY OTHER DESIGNATED DELIVERY POINT(S).**

**(Please note: Rapid gate is currently a requirement for access to some military abases, the contractor is responsible for obtaining all required enrollment and clearances for each of their drivers as soon as they receive notice of such requirement)**

**Ordering System****Subsistence Total Order and Receipt Electronic System ("STORES")**

STORES is the Government's ordering system which is capable of accepting orders from any of the Services', i.e. Army, Air Force, Navy or Marines, individual ordering systems and translating the orders into an Electronic Data Interchange ("EDI") format. In addition, this information is transmitted to DLA TROOP SUPPORT for the purposes of contractor payment and customer billing.

Customers will be able to order all of their Bread and Bakery requirements through STORES.

Initially, a copy of the STORES Orders will be transmitted via FAX from the customers listed in this solicitation to the successful awardee(s). While it is not a requirement of this solicitation, vendors are encouraged to have a separate FAX line in order to accommodate orders in a timely, efficient manner.

EDI capability is not a requirement for award under this solicitation. However, offerors should consider moving towards a fully functional EDI environment. In order to interface with STORES electronically, the offeror must be able to support the following EDI transaction sets:

Catalog (Vendor to DLA TROOP SUPPORT)

Purchase Order

Functional Acknowledgment

Receipt

Invoice (optional at this time)

It is mandatory that the successful vendor has access to the Internet. It is preferred they are able to send and receive electronic mail (e-mail).

**Unit prices and extended prices must be formatted not more than two (2) places to the right of the decimal point. Standard rounding methods must be observed. For example, a price of \$4.574 or lower must be rounded down to \$4.57 and a price of \$4.575 or higher must be rounded up to \$4.58.**

The BDI-capable vendor must be able to conform to the Government's format for Item Descriptions on both the catalog and the invoices. The Government's format begins with a broad category and then continues with a more general description. For example, a 16 ounce loaf of whole wheat bread would be described as "Bread, Whole Wheat, Fresh, pan baked, round top, 16 oz. pg."

### **Order Placement**

Customers shall place orders via STORES to accommodate order lead time stated on contract. Lead time is the time when the vendor receives the order until the time the vendor delivers the order. Orders shall generally be sent by the customer no later than 10:00 a.m. to allow the vendor to receive order the same business day. However, a customer may decide to place an order with a longer lead-time for delivery except as noted on **Deliveries and Performance - Holidays of this Solicitation**.

The vendor should notify the customer, no later than 24 hours after order placement, of the non-availability of an item via phone or email. If it appears that the vendor will not be able to fulfill the order in time to meet the required delivery date, the vendor shall either offer the customer a substitute that is on the contract, or advise the customer of its Not-in-Stock position.

There shall be no line-item Local Stock Number ("LSN") additions to existing STORES orders. Requirements for additional LSN's to prior/existing orders shall be ordered by customers via STORES as a new and separate STORES order.

All pricing is at the time the order is placed.

### **Purchase Orders**

There shall only be one invoice per purchase order and only one purchase order per day. This will reduce invoice and payment issues. At no time is a delivery driver permitted to deliver items that do not appear on the purchase order.

**DESCRIPTION/SPECIFICATIONS**

**Product Quality**

Acceptance of supplies awarded under this solicitation will be limited to fresh product. All products delivered under this contract must conform to the following freshness requirements:

Bread, Cakes, Doughnuts, Muffins, Pies and Rolls must be delivered no more than 24 hours after baking. Following a non-bake day, these items must be delivered no more than 72 HOURS after baking.

Brown and Serve Rolls must be delivered within 36 hours after production.

Bakery products shall include mold inhibitors of the proper level as allowed by the Food and Drug Administration ("FDA").

Commercial standards should be used to maintain temperatures appropriate for the individual items.

**Contractor Quality Program**

The contractor should develop and maintain a quality program for product acquisition, warehousing and distribution to assure the following:

- Standardized product quality;
- The usage of First-In, First-Out (FIFO) principles;
- Product shelf life is monitored;
- Items are free of damage;
- Correct items and quantities are selected and delivered;
- Customer satisfaction is monitored;
- Product discrepancies and complaints are resolved and corrective action is initiated;
- Supplier, FDA, or DoD initiated food recalls are promptly reported to customers and DLA Troop Support;
- Compliance with EPA and OSHA requirements;
- Salvaged items or products shall not be used;

The vendor shall comply with any findings or corrective actions noted on all of its mandatory monthly and yearly inspections and audits performed by County, State, and Federal Agencies including the FDA and U.S. Department of Health & Human Services. The vendor will immediately notify the Contracting Officer of any negative findings by any of these auditing/inspecting agencies that affect the performance of its contract(s) and of the vendor's corrective action. The Contracting Officer may request copies from the vendor of any negative County, State, or Federal health inspection that affect its contract(s).

**Warehousing and Sanitation Program/Stored Product Pest Management**

The contractor shall develop and maintain a sanitation program and a stored product pest management program for food and other co-located non-food items that comply with industry standard programs such as the Code of Federal Regulations, Title 21, part 110, Food Manufacturing Practices, the Federal Insecticide, Fungicide and Rodenticide Act, the Food, Drug, and Cosmetic Act of 1938 as well as all pertinent state and local laws and regulations. Records of inspections performed by the firm, subcontractor, or recognized industry association shall be maintained and made available to the Government at the Contracting Officer's request.

**Contractor Quality Audits**

The Government may conduct formalized audits to verify the vendor's adherence to the contract requirements and the quality of product being supplied under any resultant contract.

**Recall Procedures Requirements**

In the event that a product recall is initiated by the U.S. Department of Agriculture ("USDA"), vendor, supplier or manufacturer, the vendor shall follow the procedures as outlined below:

Immediately notify the following personnel:

Customers that have received the recall product

DLA Troop Support Contracting Officer

DLA Troop Support Account Manager

DLA Troop Support Customer Safety Officer at 215 737 2922

Provide the following information to the DLA Troop Support Consumer Safety Officer:

Reason for recall

Level of recall, i.e., Type I, II or III

Description of product

Amount of product

List of customers that have received product

Name and phone number of responsible person (Recall Coordinator)

The vendor should provide a Final Status Report of Recall, when completed, to the DLA Troop Support Consumer Safety Officer.

At the discretion of the affected customers, the vendor shall either replace at no additional cost or adjust the invoice quantity for any recalled product. Delivery of replacement product shall occur at the discretion of the customer.

**Non-Compete Provision**

The offeror warrants that upon receiving the award, it will not actively promote, engage, or market any of the customers on this acquisition away from the resultant DLA Troop Support contract and onto a bread and bakery subsistence contract of any other Government agency or commercial entity. This prohibition is in effect during the life of the resultant contract(s) and restricts competition in the specific area or zone that is the subject of this acquisition. A violation of this term may result in the Contracting Officer not exercising any applicable option terms, documenting this action as part of the awardee's past performance data, and taking other appropriate recourse as permitted by law.

**Food Defense/Force Protection**

DLA Troop Support Subsistence Directorate provides world-wide subsistence logistics support during peace time as well as during regional conflicts, contingency operations, national emergencies, and natural disasters. At any time, the United States Government, its personnel, resources and interests may be the target of enemy aggression to include espionage, sabotage, or terrorism. This increased risk requires DLA Troop Support to take steps to ensure measures are taken to prevent the deliberate tampering and contamination of subsistence items. The offeror must ensure that products and/or packaging have not been tampered with or contaminated throughout the growing, storage, and delivery process. Contract awardee will ensure to complete security of all conveyances to any military installations. The offeror must immediately inform DLA Troop Support Subsistence of any attempt or suspected attempt by any party or parties, known or unknown, to tamper with or contaminate subsistence supplies. As the holder of a contract with the Department of Defense, the

awardees should be aware of the vital role they play in supporting our customers. It is incumbent upon the awardees to take all necessary actions to secure product delivered to all military customers, as well as any applicable commercial destinations.

**Packaging, Packing and Labeling**

All packaging and packing shall be in accordance with good commercial practice. Labeling shall be in accordance with commercial labeling complying with the Federal Food, Drug and Cosmetic Act and regulations promulgated there under. Shipping containers shall be in compliance with the National Motor Freight Classification and Uniform Freight Classification Code.

All items must be adequately protected during inclement weather.

**Inspection and Acceptance**

Inspection and Acceptance of products will be performed at destination. The inspection is normally limited to identity, count and condition; however, this may be expanded if deemed necessary by either the military Veterinary Inspector, Medical Personnel, or Contracting Officer.

All deliveries are subject to military veterinary inspection. Contractor's delivery vehicles will stop and report to the veterinary inspection points as designated for inspection of its products before proceeding to any other designated delivery point. In addition, the delivery vehicles may be inspected for cleanliness and condition.

The Food Service Officer (and/or) Authorized Receiving Official ("ARO") at each delivery point (are/is) responsible for inspecting and accepting products as they are delivered. The invoice/delivery ticket shall not be signed prior to inspection of the product. All overages, shortages, and/or returns are to be noted on the delivery ticket by the receiving official and the truck driver. A legible signature on the delivery ticket/invoice denotes acceptance of the product.

**Rapid Gate**

Many bases currently require enrollment in Rapid Gate and will not allow entry without Rapid Gate clearance. During the contract implementation period, the Contractor must contact all customer locations to determine whether enrollment in Rapid Gate or another security program is required for access to each location. If Rapid Gate or other security enrollment is required, the contractor must take all necessary steps to obtain this in time for the start of performance under this contract. Failure to have Rapid Gate clearance may result in a vendor being turned away from the base and being unable to complete delivery. The contractor is responsible for the additional cost for Rapid Gate enrollment and must ensure that a Rapid Gate enrolled driver is available for all deliveries. There will be a fee for Rapid Gate enrollment that will include access to multiple locations for multiyear access, but the cost of Rapid Gate or other security enrollment may vary, so the contractor should contact Rapid Gate to determine its own costs. If more than one driver is required, Rapid Gate enrollment must be obtained for each driver. Note that enrollment can take several weeks, so an awardee that is not already enrolled must begin enrollment at the time of award notification at the latest. If difficulty or delay in enrollment in Rapid Gate is encountered during the implementation period, the contractor MUST contact Rapid Gate and/or the Security Officer at the applicable customer locations to resolve any issues with processing Rapid Gate enrollment so that the contractor will be able to deliver as required. For additional information regarding Rapid Gate, including enrollment instructions, please visit their website at <http://www.rapidgate.com>.

Warranties

The supplies furnished under the resultant contract(s) shall be covered by the most favorable commercial warranties the contractor gives to any customer for such supplies and the rights and remedies provided therein are in addition to and do not limit any rights afforded to the Government by FAR 52.212-4(o) "Warranty" contained in the solicitation.

Rejection Procedures

If product is determined to be defective, damaged, or compromised in any other manner, it may be rejected by the Authorized Receiving Official ("ARO"). All suspect items shall be segregated.

When product is found to be nonconforming or damaged or otherwise suspect, the receiving personnel shall notify the Food Service Officer ("FSO") and/or the ARO.

It is a requirement of this solicitation that product shall be inspected upon receipt as promptly as practicable. However, failure to promptly inspect or accept supplies shall not relieve the contractor from responsibility, nor impose liability on any of the customers, for nonconforming supplies.

If an item is rejected at the time of delivery, the delivery ticket/invoice must be annotated to reflect what item(s) and quantity(ies) were affected. The line item dollar value, as well as the total invoice dollar value, must be adjusted to reflect the adjusted value of the shipment.

If product is rejected after the delivery occurred, the vendor must pick up the rejected product at the time the next regular shipment is made.

Contract Closeout

Individual delivery orders shall be invoiced within five (5) days from the actual date of delivery.

It is the Government's intent to closeout contracts within 60 days from the date of the final delivery.

## Deliveries and Performance

### TERMS OF INDE INDEFINITE DELIVERY PURCHASE ORDER (IDPO)

The duration of the contract is for an IDPO not to exceed twenty-four months or \$150,000.00 aggregate value, whichever occurs first beginning September 25, 2016 through September 22, 2018. All items must be available in sufficient quantities to fill the customers' requirements. All deliveries must be made in accordance with the contractually established number of hours after order placement unless otherwise authorized by the customer.

### DELIVERY INSTRUCTIONS

Deliveries shall be made FOB Destination to each ordering activity and shall be free of damage, with all packing and packaging intact.

Deliveries shall be made when and as requested by the Ordering Officer(s) of the activity concerned, and shall be accompanied by the delivery ticket of the dealer in triplicate, showing the exact quantities delivered. Deliveries shall be made by the contractor any day except Holidays, between the hours and location specified by the ordering officer (see Delivery Points /Schedule).

Deliveries are required as indicated and between the hours listed on the delivery schedule under Times/Frequency. Occasionally, delivery times may need to be readjusted by the ordering activity.

Delivery changes to be made as required

The customer will be responsible to notify the contractor of any changes in location or departure date.

The contractor warrants that they will provide a person and telephone number where orders and changes can be received between 9:00 am and 4:00 pm, Monday through Saturday.

### DELIVERY VEHICLE REQUIREMENTS

Supplies transported in vehicles that are not sanitary, or that have not maintained the proper temperatures, may be rejected at destination without further inspection.

Shipping containers shall be in compliance with the National Motor Freight Classification and Uniform Freight Classification Code.

The Defense Logistics Agency (DLA) Subsistence Directorate provides world-wide subsistence logistics support during peace time as well as during regional conflicts, contingency operations, national emergencies, and natural disasters. At any time, the United States Government, its personnel, resources and interests may be the target of enemy aggression to include espionage, sabotage, or terrorism. This increased risk requires DLA to take steps to ensure measures are taken to prevent the deliberate tampering and contamination of subsistence items. The offeror must ensure that products and/or packaging have not been tampered with or contaminated throughout the growing, storage, and delivery process. The offeror must immediately inform DLA Subsistence of any attempt or suspected attempt by any party or parties, known or unknown, to tamper with or contaminate subsistence supplies. As the holder of a contract with the Department of Defense, the awardees should be aware of the vital role they play in supporting our customers. It is incumbent upon the awardees to take all necessary actions to secure product delivered to all military customers, as well as any applicable commercial destinations.

**NOTE:** CONTRACTOR'S DELIVERY VEHICLES WILL STOP AND REPORT TO THE VETERINARY INSPECTION POINTS AS DESIGNATED FOR INSPECTION OF HIS/HER PRODUCTS BEFORE PROCEEDING TO ANY OTHER DESIGNATED DELIVERY POINT.

**SUBSTITUTION/NO SUBSTITUTIONS**

If an item is not available, vendor is NOT to substitute an item without having a separate purchase order for the additional item. Customer MUST zero-out unavailable item(s) in STORES. Any orders for items that are not included on a STORES purchase order will be handled by the customer directly and not through any of the resultant contracts.

The customer has to authorize any substitution to their order prior to delivery. Substitutions must be of the same or higher quality and at the same or lower price. Payment of items will be based on the price in the vendor's electronic catalog. Therefore, firms that submit an invoice reflecting a higher price for substituted items will not be paid the full amount and will only be reimbursed for the unit price shown in the catalog.

If the price of the substituted item is lower than the price of the item originally ordered, then the vendor shall invoice at the lower price and not the catalog price.

**HOLIDAYS**

All orders are to be delivered on the specified delivery date, except for Federal holidays as outlined below. When a scheduled delivery day falls on one of these days, or one designated by your firm, delivery should occur on the next scheduled business day, unless otherwise agreed to by the customer.

- |                               |                  |
|-------------------------------|------------------|
| New Year's Day                | Memorial Day     |
| Martin Luther King's Birthday | Independence Day |
| President's Day               | Labor Day        |
| Columbus Day                  | Christmas Day    |
| Veteran's Day                 | Thanksgiving Day |

**NOTE:** Saturday holidays are celebrated on the preceding Friday;  
Sunday holidays are celebrated on the following Monday.

Holidays celebrated by your firm other than those specified above must be listed below. Also specify your policy for celebrating holidays that fall on the weekend.

**Holidays adjusted by one day.**

**(Regular Delivery Days that fall on a holiday will be delivered the day before or after the holiday)**

**EMERGENCY ORDERS**

In order to adequately support emergency orders, the vendor must have the ability to provide "same day service" to a customer that is experiencing an emergency situation. The Contracting Officer needs to authorize all emergency situations.

The vendor shall provide, at maximum, two (2) emergency orders per month, per individual ordering activity or individual ship or vessel, at no additional cost to the Government.

The vendor is responsible for furnishing the name of the designated point of contact responsible for handling emergency orders, and his/her phone number and/or pager number, to the customers.

**AUTHORIZED RETURNS**

The contractor shall accept returns under the following conditions:

Products shipped in error;

Products damaged in shipment;

Products with concealed or latent damage;

Products that are recalled;

Products that do not meet shelf life requirements;

Products that do not meet the minimum quality requirements;

Products delivered in unsanitary vehicles;

Quantity excess as a result of order input error and/or Purchase Ratio Factor error; or Any other conditions not specified above that are deemed to be valid reasons for return by the customer as approved by the Contracting Officer.

**SHORT SHIPMENTS/SHIPPING ERRORS**

All short shipments must be annotated by the receiving official on the delivery ticket/invoices accompanying the shipment.

Any product delivered in error must be picked up by the vendor on the same day or by the next delivery day after notification by the ordering activity.

**DELIVERY**

A Delivery Ticket will accompany each delivery citing the order number, unit price, itemized, extended, and totaled.

It is mandatory that the Delivery Ticket include the contract number, call number, lead Contract Line Item Number ("CLIN") number, purchase order number, and government unit of issue. Total quantity shall be based on Government unit of issue.

A copy of the coding system and tare weight of the items to be delivered is requested by consignee.

Prices cited on delivery tickets generated from STORES orders will be the prices at the time of order and not the prices at time of delivery. Said prices included in the STORES order will be the prices paid by the customer for those particular items. Therefore, the price that is locked in at the time of order will be the unit price of the item regardless of when the item is delivered and if said delivery occurs after a price change occurs in the contract.

All deliveries exclude national legal holidays unless otherwise indicated by ordering activity.

Items will be off-loaded from the contractor(s) vehicle(s) by contractor personnel and placed inside the dining halls, etc. Deliveries to ships shall be brought to the brow of the vessel, when applicable, by contractor personnel .Schedule of Deliveries

**SCHEDULE OF DELIVERY POINTS**

**(Listed on following page)**

**Group I:** Airey Dining Facility, ND; Grand Fork, CDC, ND; Grand Forks Youth CTR, ND; 119<sup>th</sup> ANG Flight Wing, ND

**Sunday, February 12, 2017 and continue through Saturday, February 9, 2019.**

**SCHEDULE OF DELIVERY POINTS**

**Group II: Minot AFB, ND**

<u>NO</u>	<u>Activity</u>	<u>Delivery Time</u>	<u>Frequency</u>
1.	Dakota Dining Hall (FT9147) 406 Fighter RD Minot, ND 58705 POC: TSGT Toby Kymdra SSGT Britton Huttle Phone: (701) 723-4693/(623) 396-9838 Email: leyndra.toby@us.af.mil/briton.huddle@us.af.mil	0600AM -1100AM	Four Days Per Week
2.	Flight Kitchen (FT9166) 846 Fighter Road Minot, ND 58704 POC: SrA Richard Gonzales SSGT Kelsey Keppner Phone: (701) 723-3079/(979) 224-8637 Richard.gonzales13@us.af.mil	0600AM-1100AM	Four Days Per Week
3.	5 <sup>th</sup> Missile Feeding (FT9148) 695 Minuteman Drive Minot, ND 58705 POC: SSgt Trevor Story SSGT Paul Patten Phone: (701) 723-4508 / (701) 723-4509 Trevor.story@us.af.mil/paul.patten@us.af.mil	0600AM – 11:00 AM	Four Days Per Week
4.	Child Development CTR. (FT9463) 300 Summit Drive, Suite 308 Minot, MD 58705 POC: Melania Conart Shakie Short Phone: (701) 723-3750 Email: malanie.conant@us.af.mil/shakia.short.1@us.af.mil	0600AM – 0800AM	Four Days Per Week
5.	Minot Youth CTR. (FT9559)) 17 Peacekeeper Place Minot, ND 58704 POC: Cindy Langlais Phone: (701) 723-5783 Email: cindy.langlais@us.af.mil	0600AM – 11:00AM	Four Days Per Week

\*For Non-EDI/Fax Offerors, indicate correct fax number for each customer's orders\*

**NOTE:** SHELF STOCKING IS REQUIRED IN ACCORDANCE WITH STANDARD COMMERCIAL PRACTICE WHEREVER PRACTICABLE UNLESS CUSTOMER REQUESTS TRUCK TAIL-GATE DELIVERY.

**NOTE:** VENDORS WILL PICK UP RACKS AT TIME OF NEXT DELIVERY.

**DELIVERIES TO SHIPS:**

Due to fluctuating arrival and /or departure schedules, ships may require delivery of products within a specific time frame. The Ordering Officer will advise the contractor of any special delivery requirements when placing orders, and the contractor will comply with the request. Deliveries ARE NOT required to be made outside the "time of delivery" specified unless agreed to between the contractor and customer and approved by the DLA Troop Support Contracting Officer.

**FOR DELIVERIES MADE TO SHIPS, ALL ITEMS ARE REQUIRED TO BE PACKAGED IN DISPOSABLE, NON-RETURNABLE CARDBOARD BOXES SUITABLE FOR STACKING. THIS REQUIREMENT IS MANDATORY, NOT NEGOTIABLE.**

**Note For Ships:** Deliveries shall not be left on docks or wharves and must be made available to government representatives authorized to accept deliveries.

The Fitting Out and Supply Support Assistance Center ("FOSSAC") was hired to continue the delivery process for the ships by transporting the stores from the brow of the ship into their storeroom. In order to accomplish this, the Contractor may have to schedule deliveries through the Fleet Industrial Supply Center ("FISC") when making deliveries of their product.

Delivery tickets (i.e., annotated and signed copies of the receipt documents) must be dropped off prior to the delivery truck departing from the base, anywhere between 5:00am and 3:00pm, depending on the individual requirement of each customer.

## CONTRACT ADMINISTRATION DATA

### CONTRACTING AUTHORITY

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.

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.

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.

### INVOICING

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 legibly 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.

All invoicing for payment is to be submitted electronically using the STORES/BSM Reconciliation ("Recon") Tool website from the DLA Troop Support Subsistence Home Page.

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

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

#### **Contract Number**

Call Number or Delivery Order Number or Contract Order Number;  
Purchase Order Number;  
Contract Line Items listed in numeric sequence (also referred to as CLIN order);

#### **DODAAC**

Item Nomenclature;  
LSN or NSN;  
Quantity purchased per item in DLA TROOP SUPPORT's unit of issue;

**Clearly identified and annotated changes on all copies;**

Total dollar value of each invoice (reflecting changes to the shipment, if applicable).

All invoices must be "clean", i.e. all debits and/or credits must be reflected on the invoice prior to its submission.

Vendors shall submit one invoice per purchase order.

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. Standard rounding methods must be

observed. For example, a price of \$4.574 or lower must be rounded down to \$4.57 and a price of \$4.575 or higher must be rounded up to \$4.58.

Information on the STORES/BSM Reconciliation (Recon) Tool invoicing website: To create an account, go to the website [https://www.stores.dla.mil/acct\\_mgr\\_tool/Login.asp](https://www.stores.dla.mil/acct_mgr_tool/Login.asp) and select New Account Request Form and follow the directions. 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.

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.

All vendors are required to obtain a Public Key Interface ("PKI") certificate for each individual that will have access to the DLA Troop Support Reconciliation Tool.

### **PAYMENTS**

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.

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

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.

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.

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 FAR 52.232-33 "Mandatory Information for Electronic Funds Transfer Payment" for additional information.  
VENDOR PAYMENT INQUIRY SYSTEM - ACCESS AT: <https://myinvoice.csd.disa.mil/index.html>.

Individual delivery orders shall be invoiced within five (5) days from the actual date of delivery. Cumulative delivery order closeout contracts will result in total contract closeout. It is the Government's intent to closeout contracts within 60 days from the date of the final delivery.

**ADMINISTRATION**

Administration of the contract will be performed by DLA TROOP SUPPORT in Philadelphia.

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.

The DLA TROOP SUPPORT Contracting Officer must approve any changes to the contract.