

Statement of Requirements for Milk and Dairy Products
James A. Haley VA Medical Center

1. OVERVIEW: The contractor shall provide milk and dairy products to the James A. Haley VA Medical Center (hereafter referred to as the JAHVA) located at 13000 Bruce B. Downs Blvd, Tampa Florida 33612. The VA intends to award a firm, fixed price contract for the provision of milk and dairy products. The quantities listed in the attached Pricing Schedule are estimated requirements for Nutrition & Food Services.

2. SCOPE OF WORK:

A. General: The scope of this requirement involves providing milk and dairy products, which conform to the specifications outlined and referenced herein, to the JAHVA's Nutrition & Food Service.

B. Quantities: The quantities listed in the attached Pricing List represent the estimated quantities that will be ordered over a 12-month period. The actual quantity ordered may vary from this estimate but shall not exceed the total estimated quantity for the 12-month period without the prior written approval of the Contracting Officer.

C. Ordering procedures: Estimated milk orders will be submitted three times each week (Friday, Tuesday, and Thursday by 3:00 p.m.) with 24 hours' notice. Quantities ordered may vary from order to order. The Contracting Officer Technical Representative (COTR) will place orders. Telephone, oral, and wire transmission orders are authorized.

D. Deliveries and Invoicing: Deliveries shall occur thrice per week between the hours of 5:30 a.m. and 9:00 a.m. on Monday, Wednesday and Friday. Requests for deliveries on different days and/or at a different time shall be submitted to and approved by the COTR in writing.

E. VA Points of Contact: The administrative CO for this requirement is Camille Alderman and the COTR for this contract is Ellen Tolson Phone: 813-972-7558, Nutrition & Food Services.

3. RECOGNIZED FEDERAL HOLIDAYS:

New Year's Day
Martin Luther King Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving
Christmas

Deliveries that fall on Federal holidays may require additional coordination with the COTR in advance.

4. HURRICANES/DISASTERS/EMERGENCIES: The contractor must have plan for delivery to the JAHVA at all, inclusive to emergency deliveries, and post hurricane, disaster conditions. The JAHVA may place a special order in preparation for, or in response to, a disaster or emergency situation, including but not limited to a hurricane. For anticipatory situations, such orders will be placed 24 hours or more in advance. In an emergency, the contractor will be notified with the amount and type of products required by the JAHVA that shall be delivered within 24 hours of order placement. The order may be placed for larger quantities than the normal weekly order. The contractor shall provide the Contracting Officer and both technical representatives with its designated point of contact and contact information for emergency orders.

5. SPECIFICATIONS AND STANDARDS:

A. The delivered products shall meet the specification as listed in the attached Pricing Schedule document and comply with all applicable Federal and State mandatory requirements and regulations relating to the preparation, packaging,

labeling, storage, distribution, and sales of the products with the commercial marketplace. All deliveries shall conform in every respect to the provisions of the Federal Food, Drug and Cosmetic Act and regulations, promulgated hereunder.

B. Quality Assurance. All raw milk for pasteurization, condensed and dried milk, finished products and the plant in which the products are processed shall comply with all applicable requirements of the "Grade A pasteurized Milk Ordinance - 1978 Recommendations of the United States Public Health Service" or latest revision thereof, or regulations substantially equivalent thereto. The raw milk for pasteurization, milk plant, and pasteurized milk and milk products each shall have a compliance rating of 90 or more as certified by the State Milk Sanitation Rating Officer and shall be listed in the "Sanitation Compliance and Enforcement Ratings of Interstate Milk Shippers." Milk laboratories approved by Federal and State agencies and listed in the previously mentioned document shall do all testing.

C. Contractor's Certification. By submitting an offer, the contractor certifies that the product offered meets the specified salient characteristics and requirements of the Federal Hospital Subsistence Guide; conforms to the producer's own specifications and standards, including product characteristics, manufacturing procedures, quality control procedures, and storage and handling territories, or possessions; and is sold in the commercial market. The Government reserves the right to determine proof of such conformance prior to the first delivery from point of origin and any time thereafter, up to and including, delivery at final destination as may be necessary to determine conformance with the terms of the contract.

6. SANITATION AND WORKMANSHIP: All products furnished shall be prepared, processed and packed under sanitary conditions and in accordance with good commercial practice. All containers shall be clean, sound and securely covered or sealed to provide adequate protection from dirt, filth, and all other contamination. Chilled and frozen items shall be maintained at temperatures necessary for the preservation of the product according to the standards established by the Food & Drug Administration (FDA).

7. FRESHNESS REQUIREMENT FOR DAIRY PRODUCTS:

A. Fluid dairy products and other dairy products shall have sufficient remaining shelf life commensurate with good commercial practice at a minimum:

- (1) Milk, whipping cream (fresh), eggnog and half and half (fresh) must be delivered a minimum of 14 days prior to the expiration date.
- (2) Half and Half (ultra-pasteurized), and buttermilk must be delivered a minimum of 21 days prior to the expiration date.
- (3) Whipping cream (ultra-pasteurized), and cream (ultra-pasteurized) must be delivered a minimum of 21 days prior to the expiration date.
- (4) Cottage cheese, cultures, normal shelf life must be delivered within 4 days after date of packing, cottage cheese, acidified, normal shelf life, must be delivered within 5 days after date of packaging, cottage cheese, culture or acidified, extended shelf life, must be delivered a minimum of 21 days prior to the expiration date.
- (5) Sour Cream must be delivered a minimum of 21 days prior to the expiration date.
- (6) Ice milk mix, fresh (soft serve), milk shake mix, fresh (direct draw) must be delivered a minimum of 21 days prior to the expiration date.
- (7) Yogurt must be delivered a minimum of 21 days prior to the expiration date.

8. PACKAGING, PACKING, AND LABELING:

A. Unless otherwise specified, preservation, packaging, and packing shall be to a degree of protection to preclude damage to containers and/or contents thereof under normal shipping conditions, handling, etc., shall conform to normal commercial practices and applicable carrier rules and regulations, involving shipment from the contractor to the receiving activity for storage. Shipping containers shall be in compliance with national Motor Freight Classification and Uniform Freight classification (issue in effect at time of shipment).

B. 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.

C. All items must be identified with readable dates (open code dates), or code dates. Contractors who do not use open dating will provide a product code number key listing. The product code number key listing shall explain the actual date of production or processing. A copy of the key-code listing will be furnished to the receiving officer and each inspection agency with the first delivery.

D. Source of Manufacture: Items supplied under this contract are required to originate from a sanitarily approved source. The supplier must identify the source of manufacture on the primary container or in the accompanying shipping documents. The identification on the primary container may consist of either the manufacturing plant name and address or a manufacturing plant code. When the manufacturing plant is identified on the shipping documents accompanying the delivery, the plant shall be identified by its complete name, address and plant code.

E. Environmental Standards: Should the contractor manufacturer and provide company brand milk products, the contractor should utilize, if possible, recycled materials for containers as long as they meet the FDA sanitary standards for the specified commodity. List recycled materials for containers as long as they meet the FDA sanitary standards for the specified commodity.

F. If it is determined that a significant number of products are leaking, spoiled, or otherwise found to not be in accordance with the specifications contained herein, the Contractor will be notified to exchange the products for ones that are in accordance with these specifications within two hours of notification. If the number of such products is determined to be insignificant in number, they may be held for pick up by the contractor at the next scheduled delivery.