

## STATEMENT OF WORK

Provide Bread and Bakery Products listed in the Price/Cost Schedule.

### 1. PRODUCT SPECIFICATIONS:

- a. All products offered within the Price/Cost Schedule must be available to be ordered for delivery to the respective Medical Center.
- b. Contractor will order quantities of bread and bakery products based on facilities menu needs, with oversight and concurrence from facility. Each location will phone or electronically send in delivery orders for milk products to the Contractor.
  - i. Minneapolis facility will require deliveries three (3) or four (4) days per week. Order will NOT be required to be placed more than one week prior to delivery day.
  - ii. St. Cloud facility will require deliveries two (2) days per week. Order will NOT be required to be placed more than one week prior to delivery.
- c. Bread shall not be more than 24 hours old upon arrival at receiving point. Bread shall be packaged in accordance with the commercial practice. Bread shall not have been frozen prior to arrival. The package shall afford adequate protection against deterioration and physical damage during shipment from the supply source to the medical center.
- d. If an item has been ordered and is not available at the time of delivery, it will be the vendor's responsibility to obtain the necessary product that day.
- e. All delivery tickets and invoices referencing the purchase order number must show the total items delivered for each line item.
- f. The Government does not guarantee the estimated yearly quantity.
- g. Please indicate the time orders are to be placed by location:

Minneapolis, MN  
St. Cloud, MN

1 working day prior to delivery  
2 working days prior to delivery

2. **AUTHORIZATION FOR CHANGES.** The contractor shall contact the Contracting Officer on all matters pertaining to administration. Only the Contracting Officer is authorized to make commitments to issue changes which will affect the price, quantity and quality or delivery of this contract.
3. **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.

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

#### 4. PRODUCT QUALITY AND FRESHNESS.

- a. All bread products shall be delivered to the requested destinations as listed in the schedule. All bread products furnished under this contract shall be fresh and of the highest quality.
  - b. **Appearance and color:** Each individual fresh bread roll shall have a uniformly brown crust characteristic of the product. Each individual fresh bread roll shall have a typical volume, characteristic grain, and be evenly baked without evidence of scorching or burning. The fresh bread rolls shall be sliced when specified. There shall be no foreign color to the product. The delivered fresh bread rolls shall not be crushed or damaged.
  - c. **Odor and flavor:** The fresh or frozen bread rolls shall have a flavor and aroma characteristic of the particular type of bread rolls. The fresh or frozen bread rolls shall be free from foreign odors or flavors such as, but not limited to, burnt, scorched, stale, rancid, or moldy.
  - d. **Texture:** The texture of the fresh or frozen bread rolls shall have a characteristic texture for the type of bread roll. The fresh or frozen bread rolls shall be firm, tender, uniformly brown crust characteristic of the product, except Class of roll A, French bread rolls, which shall have a firm, crisp crust.
  - e. **Solids content:** Each type of fresh or frozen bread roll shall have total solids content that is in accordance with the Standards of Identity for baked products.
  - f. **Enrichment:** Enriched fresh or frozen bread rolls shall have the enrichment ingredients evenly distributed in the final product.
  - g. **Foreign material:** All ingredients shall be clean, sound, wholesome, and free from evidence of rodent or insect infestation.
  - h. **Age requirement:** Unless otherwise specified in the solicitation, contract, or purchase order, the fresh bread rolls shall be delivered within 72 hours after baking. When frozen bread rolls are specified, the fresh product shall be in a freezer within 12 hours after baking and frozen to a maximum temperature of 0F (-17.8C),  $\pm 5F$  (-15C to -20.6C) and shall be at a temperature not higher than 10F (-12.2C) within 12 hours after being placed in the freezer. Unless otherwise specified in the solicitation, contract, or purchase order, the frozen bread rolls shall be manufactured not more than 120 days prior to delivery and shall not have exceeded 15F (-9.4C) at any time during storage and delivery.
- a. All products furnished under this contract shall be processed and packed under sanitary conditions in strict accordance with guidelines provided by the U.S. Food and Drug Administration and the U.S. Department of Agriculture, using the best commercial practices that

are standard for the industry. All containers shall be clean, sound and securely covered or sealed to provide adequate protection from dirt, filth or contamination.

- b. Unless otherwise specified in the item specification or solicitation, marking shall be in accordance with best commercial practice.
- c. Any commercial or additional labeling as specified which complies with the U.S. Food, Drug and Cosmetic Act and regulations promulgated there under, is acceptable.
- d. Products manufactured to metric dimensions will be considered on an equal basis with those manufactured using inch-pound units, providing they fall within the tolerances specified using conversion dimensions and those dimensions exceed the tolerances specified in the inch-pound units, a request should be made to the Contracting Officer to determine if the product is acceptable.

5. DELIVERIES OR PERFORMANCE.

- a. The Contracting Officer shall authorize VA Nutrition and Food Service personnel to place delivery orders for products listed in the schedule of pricing.
- b. Orders shall be placed no less than 1 work day prior to the required delivery date, upon delivery at the receiving location, items ordered shall be less than 24 hours old.
- c. Deliveries shall be made between 7:00am and 10:00am, local time, on Monday through Friday, as requested by the Nutrition and Food Service Point of Contact, excluding Saturdays, Sundays, and federal holidays.
- d. Deliveries shall be made within the premises at the following locations:
  - 1. VA Minneapolis Health Care System – Minneapolis  
Dept. 120 – Food Production & Service  
One Veterans Drive  
Building 70 Dock  
Minneapolis, MN 55417
  - 2. VA St. Cloud Health Care System – St. Cloud  
Dept. 120 – Food Production & Service  
4801 Veterans Drive  
Building 118 Dock  
St. Cloud, MN 56303

- 6. INSPECTION OF PLANTS: All product furnished under the awarded contract shall be processed at plants that have been inspected by the Federal Government. Approved inspection reports of another VA Facility or other Federal Government agency will be accepted as satisfactory evidence that the

facilities/plants meet these requirements, if the inspection was made not more than six (6) months prior to the proposed contract period. The Contracting Officer or his/her designee reserves the right to make pre-award, on-site survey and inspection of the plant, personnel, equipment and processes of the offeror prior to making award and conditions found will be considered in awarding the contract. Inspection(s) may also be made at any time during the life of the contract and, if it is found that the contractor is not complying with specifications, deliveries will be rejected and the products covered by this contract will be procured in the open market. Any excess cost occasioned by this action will be charged against the contractor's account.

7. DESCRIPTION OF SUPPLIES/SCHEDULE OF PRICE/COSTS: Contractor shall provide the estimated bread and dairy requirements as described in the schedule to the VA Minneapolis Health Care System and/or VA St. Cloud Health Care System, in accordance with specifications contained herein, for a one year base. The Government anticipates award of a Firm Fixed-Price Estimated Requirements contract for the period April 1, 2018 through September 30, 2018, with four one-year option periods, and one six-month option period. The Government does not guarantee the estimated yearly quantity. Any proposed alternate items shall meet the requirements of the Government specifications as cited in the Index of Federal Specifications/Standards (FED) and or commercial Item Description (CID). A-A-20052B and A-A-20053B. The awarded contract shall constitute the entire agreement including all terms and conditions applicable to the contract.

See Attached Price/Cost Schedules for estimated quantities.