

## Statement of Work

### Oklahoma City VAMC (VISN 19) Bread and Bakery Products Services

Scope: Contractors shall provide all necessary labor, materials, equipment and supervision necessary to produce and deliver bread and bakery products for OKC Nutrition and Food Services (NFS) for VA Medical Centers located within the OKC Area.

Contract Performance Period: Contract periods will consist of a base year with four one-year options to renew.

Delivery: Contractor will not be required to deliver products on national holidays. Companies must furnish VAMS with two (2) bread racks which will remain at the medical center during the contract performance period upon request. Two Deliveries Per Week: Tuesday and Thursday between 8 am – 1 pm.

The following is a list of federal holidays that are observed during work weeks, even if the date falls on a week end – New Year’s Day, Martin Luther King Jr’s Birthday, Washington’s Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day and Christmas Day.

Ordering: Orders will be placed by assigned authorized individuals from each individual VAMS. Orders may be placed by phone or Email. If the contractor is not already set up as an EDI Vendor, they may be set up by contacting the VA Automation Center at (512) 356-6931. Orders are based on patient load and amounts will increase or decrease in conjunction with hospital census.

Delivery and Receiving: Contractor will be required to check in with OKC VAMS designated individuals to check all order deliveries in and give signed receipt of delivery. Contract will deliver only items delivered by designated staff at the OKC VAMS.

#### Authorized Personnel:

1. A delegation of authority memorandum will be issued after award of contract(s). All contract administration functions relative to the administration of this contract, excluding termination rights, will be delegated to an Administrative Contracting Officer (ACO) of each VAMS.
2. After contract award(s), inquiries and correspondence pertaining to administration of this contract shall be addressed to the VAMS from which authorized orders are issued. Only the Contracting Officer (C/O) is authorized to make commitments or issue changes which will affect the price, quantity, quality, or terms of this contract.

#### Inspection and Acceptance:

1. An employee of NFS will be designated by the Contracting Officer to accept or reject delivery as to quality and condition of the product. Items rejected all or in part must be removed from the premises within 48 hours of the notification of rejection.

2. Unless offeror certifies that acceptable inspection has been made (any agency of the Federal Government and using ServSafe standards for products), a pre-award onsite evaluation of the lowest offeror may be made. This will include inspection and evaluation of the plant, personnel, equipment and processes of the prospective contractor. An inspection may be made of the premises and employees prior to the award, and conditions found will be considered in award of the contract. The company must provide a certification of passing the required local, state or national inspections with information about deficiencies on an annual basis. Inspection may be performed at any time during the contract period by the COR 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.

#### Payment

1. Payments will be monthly in arrears upon receipt of a properly executed invoice. Invoices for individual VAMC's shall be submitted to the addresses designated in this contract. In accordance with the prompt payment act, the Government has 30 days after the receipt of a valid invoice to make a payment.
2. Payments under this contract will be made by Electronic Funds Transfer (EFT) by the VA finance center. Contractor may elect to accept the Government Purchase Card as a method of payment for all orders under \$3,000 if the contract is set up to accept credit cards.

Packing List: There shall be a packing list enclosed with all shipments made under this contract. The packing list shall show the following as a minimum: Contractor's name and address, VA Purchase Order Number (if one is given); The VA Facility and Service placing the order, the items shipped; and quantity.

#### Commercial Packaging and Labeling:

1. Products shall be packaged in accordance with commercial practice for bread and bakery products. The package shall afford adequate protection against deterioration and physical damage during shipment from the supply source to the first consuming activity. Packing shall be in accordance with commercial packing complying with Uniform Freight Classification or National Motor Freight Classification, as applicable.
2. Commercial labeling shall be acceptable provided the day or date of expiration shall be shown in a conspicuous location on the packaging. Products shall be good for at least 5 days after delivery, not including the delivery date. Any commercial or additional labeling shall comply with the Federal Food, Drug and Cosmetic Act and regulations promulgated there under.

Delivery:

Make delivery to:

VAMC Oklahoma City

921 NE 13<sup>th</sup> Street

Oklahoma City, OK 73104

Bldg 1, Receiving Dock

Payment will be made by:

Chief, Fiscal Service (04)

VA Medical Center

921 NE 13<sup>th</sup> Street

Oklahoma City, OK 73104

Item No.	Description <b>BASE YEAR 1: April 1, 2018 – March 31, 2019</b>	Est. Qty.		Unit	Unit Price	Total Amount
		VAMC	VCS			
1.	<b>Whole Wheat hamburger buns</b> , Rolls, Whole Wheat Class C, Style: Sandwich Hamburger, Pan baked, Sliced, Fresh, Seedless, at least 2.5 gm of fiber per bun. 12 per pkg	800 pkg of 12		Pkg		
2.	<b>Sliced White Bread</b> , Bread, White, Enriched, Pan Baked, Sandwich Fresh, 24 oz per loaf. At least 2.5 gm fiber per slice.	550 lv of 24oz		Lv		
3.	<b>Sliced Whole Wheat Bread</b> Bread, whole wheat, Type II, Pan Baked, Fresh, 24 ounce loaf, Size D, Sandwich sliced, at least 3 gm fiber per slice.	2000 lv of 24oz		Lv		
4.	<b>White Hamburger Buns</b> , Rolls, white, enriched, soft, pan baked, Hamburger, Fresh Type III, min 12 per package.	125 pkg of 12		Pkg		

Item No.	Description	Est. Qty.	Unit	Unit Price	Total Amount
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	<b>OPTION YEAR 1: April 1, 2019 – March 31, 2020</b>	VAMC	VCS			
1.	<b>Whole Wheat hamburger buns</b> , Rolls, Whole Wheat Class C, Style: Sandwich Hamburger, Pan baked, Sliced, Fresh, Seedless, at least 2.5 gm of fiber per bun. 12 per pkg	800 pkg of 12		Pkg		
2.	<b>Sliced White Bread</b> , Bread, White, Enriched, Pan Baked, Sandwich Fresh, 24 oz per loaf. At least 2.5 gm fiber per slice.	550 lv of 24oz		Lv		
3.	<b>Sliced Whole Wheat Bread</b> Bread, whole wheat, Type II, Pan Baked, Fresh, 24 ounce loaf, Size D, Sandwich sliced, at least 3 gm fiber per slice.	2000 lv of 24oz		Lv		
4.	<b>White Hamburger Buns</b> , Rolls, white, enriched, soft, pan baked, Hamburger, Fresh Type III, min 12 per package.	125 pkg of 12		Pkg		

Item No.	Description <b>OPTION YEAR 2: April 1, 2020 – March 31, 2021</b>	Est. Qty.		Unit	Unit Price	Total Amount
		VAMC	VCS			
1.	<b>Whole Wheat hamburger buns</b> , Rolls, Whole Wheat Class C, Style: Sandwich Hamburger, Pan baked, Sliced, Fresh, Seedless, at least 2.5 gm of fiber per bun. 12 per pkg	800 pkg of 12		Pkg		
2.	<b>Sliced White Bread</b> , Bread, White, Enriched, Pan Baked, Sandwich Fresh, 24 oz per loaf. At least 2.5 gm fiber per slice.	550 lv of 24oz		Lv		
3.	<b>Sliced Whole Wheat Bread</b> Bread, whole wheat, Type II, Pan Baked, Fresh, 24 ounce loaf, Size D, Sandwich sliced, at least 3 gm fiber per slice.	2000 lv of 24oz		Lv		
4.	<b>White Hamburger Buns</b> , Rolls, white, enriched, soft, pan baked, Hamburger, Fresh Type III, min 12 per package.	125 pkg of 12		Pkg		

Item No.	Description <b>OPTION YEAR 3: April 1, 2021 – March 31, 2022</b>	Est. Qty.		Unit	Unit Price	Total Amount
		VAMC				
1.	<b>Whole Wheat hamburger buns</b> , Rolls, Whole Wheat Class C, Style: Sandwich Hamburger, Pan baked, Sliced, Fresh, Seedless, at least 2.5 gm of fiber per bun. 12 per pkg	800 pkg	of 12	Pkg		
2.	<b>Sliced White Bread</b> , Bread, White, Enriched, Pan Baked, Sandwich Fresh, 24 oz per loaf. At least 2.5 gm fiber per slice.	550 lv	of 24oz	Lv		
3.	<b>Sliced Whole Wheat Bread</b> Bread, whole wheat, Type II, Pan Baked, Fresh, 24 ounce loaf, Size D, Sandwich sliced, at least 3 gm fiber per slice.	2000 lv	of 24oz	Lv		
4.	<b>White Hamburger Buns</b> , Rolls, white, enriched, soft, pan baked, Hamburger, Fresh Type III, min 12 per package.	125 pkg	of 12	Pkg		

Item No.	Description <b>OPTION YEAR 4: April 1, 2022 – March 31, 2023</b>	Est. Qty.		Unit	Unit Price	Total Amount
		VAMC	VCS			
1.	<b>Whole Wheat hamburger buns</b> , Rolls, Whole Wheat Class C, Style: Sandwich Hamburger, Pan baked, Sliced, Fresh, Seedless, at least 2.5 gm of fiber per bun. 12 per pkg	800 pkg	of 12	Pkg		
2.	<b>Sliced White Bread</b> , Bread, White, Enriched, Pan Baked, Sandwich Fresh, 24 oz per loaf. At least 2.5 gm fiber per slice.	550 lv	of 24oz	Lv		
3.	<b>Sliced Whole Wheat Bread</b> Bread, whole wheat, Type II, Pan Baked, Fresh, 24 ounce loaf, Size D, Sandwich sliced, at least 3 gm fiber per slice.	2000 lv	of 24oz	Lv		
4.	<b>White Hamburger Buns</b> , Rolls, white, enriched, soft, pan baked, Hamburger, Fresh Type III, min 12 per package.	125 pkg	of 12	Pkg		