

STATEMENT OF WORK

Provide Milk Products listed in the Schedule for the period of July 1st, 2018 through June 30th 2023 with a three-month base period, four (4) 12-month option years, (1) 9-month option year, for the following Department of Veterans Affairs, Medical Centers:

- VA Black Hills (Hot Springs and Fort Meade campuses)
- Veterans Canteen Service (VCS)

1. PRODUCT SPECIFICATIONS:

- All products offered will be available to be ordered for delivery at any location identified above.
- Each location will phone or electronically send in delivery orders for milk products to the Contractor.
 - Fort Meade facility will require deliveries two (2) days per week. Order will NOT be required to be placed more than one week prior to delivery day.
 - Hot Springs facility will require deliveries two (2) days per week. Order will NOT be required to be placed more than one week prior to delivery.
- 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.
- All delivery tickets and invoices referencing the purchase order number must show the total items delivered for each line item.
- The Government does not guarantee the estimated yearly quantity.
- Please indicate the time orders are to be placed by location:

Fort Meade, SD	3 working day prior to delivery
Hot Springs, SD	3 working days prior to delivery

- 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.
- 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.
- b. Offeror is to provide pricing for both each and squat containers, if available. Individual delivery locations will decide which container type to order.
- c. All products listed within this contract are to be available to any VA listed in the contract at the same price quoted in the contract.

4. PRODUCT QUALITY AND FRESHNESS.

- a. All milk and dairy products shall be delivered to the requested destinations as listed in the schedule. All milk and dairy products furnished under this contract shall be fresh and of the highest quality.
- b. 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.
- c. Unless otherwise specified in the item specification, solicitation, or resulting contract, marking shall be in accordance with best commercial practice.
- d. 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.
- e. 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. The facility Point of Contact (POC), in accordance with the Contracting Officer, will accept or reject the product.

5. FRESHNESS REQUIREMENTS FOR DAIRY PRODUCTS. Fluid dairy and other products shall have a minimum of ten (10) days shelf life remaining at the time of delivery commensurate with good commercial practice and at a minimum, maintain grade A standards.

6. DELIVERIES OR PERFORMANCE.

- a. The Contracting Officer shall authorize VA Fort Meade, SD & VA Hot Springs, SD 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 7:30am and 11:30AM, local time, on Monday through Friday, as requested by facility POC or his/her designee, excluding Saturdays, Sundays, and federal holidays.
 - d. Deliveries shall be made within the premises at the following locations:
 1. VA Health Care System
Dietetics Service
Building 146 (Hospital)
Fort Meade, SD 57741
 2. VA Health Care System
Dietetics Service, Building 53
Hospital Kitchen and Domiciliary Kitchen
Canteen Service, Building 5
500 North 5th Street
Hot Springs, SD 57747
 - e. Canteen invoices will be paid by:
VCS Finance Center
1 Jefferson Barracks Road
St. Louis, MO 63125-4194
7. **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 meets these requirements, provided that 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.
8. **DESCRIPTION OF SUPPLIES/SCHEDULE OF PRICE/COSTS:** Contractor shall provide the estimated milk and dairy requirements as described in the Price/Cost Schedule to the VA Black Hills Care System, in accordance with specifications contained herein. 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.

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