

AWARD DELIVERY INFORMATION – RFQ

Fiscal Year: **2023**

Institution: **FDC, PHILADELPHIA**

DELIVERY SCHEDULE

A complete delivery of all awarded items is expected by the end of June 30, 2023 unless otherwise specified on product specification section. Due to the limited storage of dry goods and freezer/cooler goods, **all vendors MUST coordinate with the Food Service Administrator for delivery of product amounts and dates.** For most products, a small delivery will be requested for the first month of the quarter, and the Food Service Administrator will contact each vendor to schedule deliveries for future deliveries as space permits.

Deliveries will be made **Monday, Wednesday, Thursday & Fridays, from 6:30 am to 12:30 pm (trucks must be at the institution no later than 12:30 pm to ensure proper time for unloading)**, unless otherwise noted in the **product specification section.** Deliveries are made **BY APPOINTMENT ONLY**, if you just show up your product will be refused. FDC, Philadelphia Federal Bureau of Prison warehouse areas are closed on all Federal holidays, deliveries will not be accepted on these closures.

Contractor failure to meet delivery schedules without an excusable delay and/or failure to conform to contract specifications will negatively affect the contractor's history of past performance. Past performance information may be used by the Government to make future award decisions and/or may result in a finding that the quoter is not responsible for the award of future requirements.

NOTE: **Vendors** (not Shipping Companies) must coordinate delivery appointments with the receiving Food Service warehouse staff. See below for contact information.

Delivery Contact: Mr. Garbacki (dgarbacki@bop.gov) or office 215-521-4000 x-4012, AND L. McCutcheon (email lmccutcheon@bop.gov) 215-521-4000 x-4412

DELIVERY REQUIREMENTS

- Appointments **MUST** be made timely to ensure we have adequate spacing for the delivery. If you do not have a confirmed delivery appointment with L. McCutcheon or Dennis Garbacki, or your delivery will not be accepted.
- There is **NO REAR DOCK**, so the pallets must be accessible with a fork lift from the ground. At no time is BOP staff permitted to enter the trailer to remove food product.
- All deliveries must be palletized unless prior arrangements were agreed to by warehouse staff **(no side loaded pallets)**.
- All items received out of date (best by, use by, or expiration) will not be accepted.
- All non-frozen, perishable foods must be delivered between 34 degrees F and 41 degrees F.
- All canned goods must be delivered above 34 degrees F and not frozen.
- **All frozen foods must be delivered at 0 degrees F or below. "Frozen product after being received is subject to further inspection upon thawing to verify sizes/weights are within the Purchase Order and or BOP National Specifications".**
- Some items may require thawing and cooking to determine specifications compliance and product wholesomeness.
- Any product that indicates prior thawing will be refused.
- All certified religious diet items must be marked with the Kosher Symbol **(OU)** on individual packages or the item will be refused. All Halal items must have the appropriate Halal symbol as well.
- All items must strictly be in compliance with the BOP National Menu Specifications. Food Service Contractors have the responsibility of understanding these specifications. Contractors must obtain a copy of the National

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Menu Specifications prior to quoting.

- All items will be closely inspected.
- Receipt of delivery may be conditional for a period of three (3) days in order to allow for adequate examination and testing.
- Items that fail to meet specifications will be refused.
- Items which are conditionally received, and found to be unacceptable, must be picked up at the vendors' expense within one (1) week of noncompliance notification.
- If the product is not picked up within one (1) week, it will be disposed of by warehouse staff.