



STATEMENT OF WORK

Subsistence
Indefinite Delivery / Indefinite Quantity
21 September 2022

171ST AIR REFUELING WING (ARW)
PENNSYLVANIA AIR NATIONAL GUARD, CORAOPOLIS, PA

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1 DESCRIPTION OF SUPPLIES TO BE DELIVERED:

1.1 To provide subsistence deliveries under a Firm Fixed Price (FFP) Indefinite Delivery/Indefinite Quantity (IDIQ) contract for various subsistence items.

1.2 Period of Performance (PoP): Performance period for this contract will be no more than 5 years from the date of award, and will run continuously with the option for a one time extension of this contract for an additional 5 year period. The contract will contain ten (10) ordering periods.

1.3 Specific Requirements:

1.3.1 The contractor shall acquire, store, and complete deliveries of subsistence items requested by the 171st Air Refueling Wing (ARW). The Government Point of Contact (GPOC) must be granted full access to the vendors ordering website. The GPOC will be able to schedule deliveries and place monthly orders through this site and, when needed, review invoices.

1.3.2 The contractor shall be capable of acquiring, storing, and delivering the following categories of items: chilled products; frozen fish, meat, poultry; semi-perishable food items (e.g. canned foods, condiments, sauces, spices, seasonings, fats, oils, confectionery, nuts, sugars); frozen foods, (e.g. fruits, vegetables, prepared foods other than fish, meat, and poultry); fresh fruits and vegetables; cereals (hot and cold); eggs; dairy and ice cream products; beverage and juices; bakery products; and prepared food box lunches. The driver will unload the truck and put food items in designated areas (frozen items in freezer, dry good is dry storage, and refrigerated items in refrigerator).

1.3.3 All subsistence items, including the acquiring, storing, and delivering, shall meet health / sanitation standards required by United States Department of Agriculture (USDA), the Food and Drug Administration (FDA), the Department of Health, and Air Force Regulations. A requirement / regulation / statute that is more stringent than another is superseding.

2 GENERAL INFORMATION:

2.1 Background: The 171st Services Flight is required to provide meal support during Unit Training Assemblies (UTA) for 500-900 members monthly. For the flight to be able to provide meal support we are required to use Defense Logistics Agency (DLA) if they have Prime Vendors (PV) that deliver in our area. Unfortunately, DLA does not have a local PV that will deliver to our location. This contract is for fresh/frozen subsistence items (proteins, vegetables, starches, produce, and semi-perishable food) to be delivered on the Thursday before each UTA. The delivery date may change based on local exercises/inspections on the base.

2.2 Incidental Non-Personal Services: This is a supply acquisition for subsistence items. The Government shall neither supervise nor control the method by which the contractor performs its requirements.

2.3 Standards of Conduct: The contractor shall coordinate all activity needed to successfully execute delivery orders. The contractor shall manage the timeliness, completeness, and quality

of performance. The contractor will ensure its employees act safely, professionally, and ethically at all times during performance of this contract.

2.4 Communications between Contractor and Government: The contractor shall designate a single point of contact for communication between the contractor and the Government. This person shall be designated when submitting an offer. All communications with the Government shall be conducted through the Government Point of Contact (GPOC).

2.5 Subcontract Management: The contractor may add subcontractors to their team after notification and written approval by the Contracting Officer. The contractor shall be responsible and accountable for all subcontract management and performance of this requirement.

2.6 Contractor Availability: The contractor shall be available and responsive to Government communications at a minimum of Monday through Friday, except US Federal Holidays, between the hours of 0900 to 1600 Eastern Standard Time.

2.7 Travel Costs: No payments or adjustments shall be made for any travel-related costs incurred during performance of this ID/IQ.

2.8 Completion of the ID/IQ: The IDIQ will terminate once the contract ceiling is reached or the end of the last effective ordering period expires, whichever occurs first. All quantities included in the solicitation are estimates. The estimates do not obligate the Government beyond the guaranteed minimum over the life of the contract. At the end of the PoP, if no orders have been placed, a delivery order will be issued for the contractor to invoice the guaranteed minimum amount.

2.9 Invoicing:

2.9.1 After completion of a Delivery Order (DO), the contractor shall invoice through Wide Area Workflow (WAWF) at <https://wawf.eb.mil>. After acceptance of the invoice, payment will be made via electronic funds transfer (EFT) directly into the contractor's bank account identified in the System for Award Management (SAM). It is the contractor's responsibility to ensure their registration and account information is current in SAM.

2.9.2 The contractor agrees to accept the government purchase card (GPC) for external orders or occasional emergency DOs.

2.10 Orders: The Government reserves the right to issue more or less than one DO each month. The contractor shall be capable of adapting and responding to 171 ARW emergency situations for unspecified requirements.

2.10.1 Contractor shall split subsistence cases as required by the DO. Items ordered shall be rounded up to the nearest measure (e.g. pound, package, ounce), at the convenience of the contractor.

2.10.2 Only the contracting officer is authorized to issue a delivery order, negotiate changes to the delivery order, or otherwise modify, substitute, adjust or terminate or cancel the delivery

order. No other personnel are authorized to obligate the 171 ARW or make changes to the contract or DO.

2.11 New Items: Items may be added by mutual agreement between the contractor and contracting officer via a bilateral modification. All new subsistence items will be determined fair and reasonable prior to being incorporated into the basic IDIQ schedule.

3 QUALITY:

3.1 Menu Items

3.1.1 The government project manager will conduct sporadic product quality audits at the customer level for items for the purpose of verifying whether an item's quality and characteristics meet or exceed the contractually specified criteria.

3.1.2 Contractor shall coordinate with the GPOC on alternate menu items that will enhance Food Service Operations. Annually, the KO, the GPOC and contractor shall meet to discuss evaluation of food items and changes to the 171 ARW menus and to introduce new items.

3.2 Specific Guidelines for Labeling / Packaging / Shipping / Delivery: All subsistence items, including the acquiring, storing, and delivering, shall meet health / sanitation standards required by United States Department of Agriculture (USDA), the Food and Drug Administration (FDA), the Department of Health, and Air Force Regulations. A requirement / regulation / statute that is more stringent than another is superseding.

3.2.1 Labeling: Labeling shall be in accordance with commercial labeling requirements complying with the Federal Food, Drug and Cosmetic Act and regulations promulgated thereunder. All products must include readable dates, (e.g. use by date, date of production, date of processing/pasteurization) according to industry standards, State and Federal statutes, and Air Force Regulation.

3.2.1.1 Dairy products shall have at least 50% shelf life remaining, and at a minimum milk products delivered within 72 hours after pasteurization.

3.2.1.2 Sour cream shall be delivered within 7 days after pasteurization.

3.2.1.3 Butter shall be delivered within 30 days after pasteurization.

3.2.1.4 All cheeses must have 50% shelf life remaining.

3.2.2 Fresh Fruits and Vegetables: Fresh fruit and vegetables shall be free from decay, well colored, and possess characteristics normally associated with U.S. No. 1 quality or better.

3.2.2.1 It is recognized that fresh produce during certain seasons of the year is in short supply. When sufficient quantities of fresh food stuffs as required are not available, the contractor may substitute canned or frozen produce after written notice to the GPOC.

3.2.3 Meat and Poultry: All meat and poultry items shall meet the below requirements:

3.2.3.1 Ground beef shall be no less than 85% lean, 15% fat.

3.2.4 Packaging: All packaging shall be in accordance with good commercial practice.

3.2.4.1 Non-perishable items requiring protection from heat shall be shipped and stored in temperatures below 70 degrees Fahrenheit. Items requiring chilled conditions shall be shipped and stored under refrigeration of 34-40 degrees Fahrenheit.

3.2.4.2 Beef, veal, lamb, and pork products shall be packaged in a vacuum process or individually wrapped in plastic food wrapping.

3.2.4.3 To assure that the receiving unit may properly handle and store items, standard commercial precautionary markings, (e.g. "KEEP FROZEN", "KEEP REFRIGERATED", etc.) shall be used on the shipping box when appropriate.

3.3 Sanitation & Warehousing: The contractor shall maintain a sanitary program which complies with, at a minimum, the Code of Federal Regulations (CFR, ref. Appendix A.), Title 21, part 110, to ensure sanitation and warehousing practices for food are monitored and evaluated in accordance with current industry standards.

3.3.1 Contractor will provide the GPOC a copy of their food sanitation inspection reports that have been conducted by the supporting local, state, or government supporting activity within fifteen days of award. The reports must have been completed within the preceding six-months. The most recent inspection report shall be due to the GPOC within fifteen days after request.

3.3.2 Without prior notice, contractor shall allow Government inspectors on site to inspect delivery trucks, buildings, and food storage locations.

3.3.3 The contractor shall maintain a stored products pest management program that assures pest management practices for food and other co-located non-food items are monitored and evaluated in accordance with current industry standards. These standards shall include, but are not limited to, 21 CFR part 110, ref., Good Manufacturing Practices; the Federal Insecticide, Fungicide and Rodenticide Act (as amended), and pertinent State and local laws and regulations.

4 DELIVERY

4.1 Delivery Vehicles

4.1.1 Delivery shall be made by the prime contractor or by an approved subcontractor.

4.1.2 Delivery vehicles used to deliver items under this contract shall be subject to inspection for sanitation.

4.1.3 Delivery vehicles shall be clean and closed and covered under an insurance plan.

4.2 Delivery Schedules

4.2.1 Delivery shall follow a standard delivery schedule: Monday – consumption for Tuesday and Wednesday, Wednesday - consumption for Thursday and Friday, Friday- consumption for Saturday, Sunday, and Monday. Occasional Saturday deliveries may be required.

4.2.2 Deliveries will not be made on federal holidays unless approved by the Contracting Officer.

4.2.3 The Vendor will be responsible to deliver subsistence items to the 171 ARW no earlier than three days prior to the consumption date.

4.2.4 Each subsistence order shall be delivered in one delivery. Incomplete deliveries are not acceptable.

4.3 Transportation / Inspection / Acceptance

4.3.1 When transporting subsistence items, vehicles shall be maintained in good sanitary condition to prevent contamination and be set at appropriate temperatures. Supplies transported in vehicles that are not sanitary, or that are not equipped to maintain prescribed temperatures, may be rejected without further inspection.

4.3.2 Items not meeting the standards shall be replaced within a reasonable amount of time (not to exceed 24 hours), which at a minimum, will allow the item to be properly prepared in time for the appropriate meal. Replacement will be at no cost to the Government.

4.3.3 A Government representative will inspect all items upon delivery. An itemized delivery document shall be delivered with each shipment listing date of order; itemized list of food and nonfood supplies; quantity ordered; quantity delivered/issued, and total price of the order. A unit representative will sign the Vendor's itemized delivery document acknowledging acceptance of those items. Unit representative and Vendor will each keep a signed copy.

5 SAFETY

5.1 The contractor and its subcontractors shall comply with Public Law 91-596 (Occupational Safety and Health Act (OSHA)) and the Environmental, Safety, and Occupational Health (ESOH) (DODD 4715.1E).

5.2 The contractor shall promptly report mishaps involving damage to Government property injury to Government personnel and to cooperate in any resulting safety investigation.