RFQ 36C24526Q0767 - ATTACHMENT A

The Department of Veterans Affairs (VA), VISN 5 Network Contracting Office, is seeking a vendor that can provide delivery of Bakery Products for the Martinsburg VAMC - 510 Butler Ave, Martinsburg, WV 25405.

ITEM INFORMATION

ITEM NUMBER	DESCRIPTION OF SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		2,379.00	EA	_____	_____
	Bread White Loaf 22 oz. Contract Period: Base POP Begin: 10-01-2026 POP End: 09-30-2027 PRINCIPAL NAICS CODE: 311811 - Retail Bakeries PRODUCT/SERVICE CODE: 8920 - Bakery and Cereal Products				
0002		6,229.00	EA	_____	_____
	Bread Wheat Loaf 16 oz. Contract Period: Base POP Begin: 10-01-2026 POP End: 09-30-2027 PRINCIPAL NAICS CODE: 311811 - Retail Bakeries PRODUCT/SERVICE CODE: 8920 - Bakery and Cereal Products				
0003		572.00	EA	_____	_____
	Bread Loaf Rye Seedless 16 oz. Contract Period: Base POP Begin: 10-01-2026 POP End: 09-30-2027 PRINCIPAL NAICS CODE: 311811 - Retail Bakeries PRODUCT/SERVICE CODE: 8920 - Bakery and Cereal Products				
0004		1,132.00	EA	_____	_____
	Bread Texas Toast Loaf 24 oz. Contract Period: Base POP Begin: 10-01-2026 POP End: 09-30-2027 PRINCIPAL NAICS CODE: 311811 - Retail Bakeries PRODUCT/SERVICE CODE: 8920 - Bakery and Cereal Products				
0005		371.00	EA	_____	_____
	Raisin Bread Loaf 16 oz. Contract Period: Base POP Begin: 10-01-2026 POP End: 09-30-2027 PRINCIPAL NAICS CODE: 311811 - Retail Bakeries PRODUCT/SERVICE CODE: 8920 - Bakery and Cereal Products				
0006		191.00	EA	_____	_____
	White Dinner Rolls 16pk Contract Period: Base POP Begin: 10-01-2026 POP End: 09-30-2027 PRINCIPAL NAICS CODE: 311811 - Retail Bakeries PRODUCT/SERVICE CODE: 8920 - Bakery and Cereal Products				
0007		804.00	EA	_____	_____
	English Muffins Plain Contract Period: Base POP Begin: 10-01-2026 POP End: 09-30-2027				

	PRINCIPAL NAICS CODE: 311811 - Retail Bakeries PRODUCT/SERVICE CODE: 8920 - Bakery and Cereal Products				
0008	6" 100% whole grain white wheat sub rolls 12pk Contract Period: Base POP Begin: 10-01-2026 POP End: 09-30-2027 PRINCIPAL NAICS CODE: 311811 - Retail Bakeries PRODUCT/SERVICE CODE: 8920 - Bakery and Cereal Products	457.00	EA	_____	_____
0009	647 Italian Kaiser Rolls,6 pk Contract Period: Base POP Begin: 10-01-2026 POP End: 09-30-2027 PRINCIPAL NAICS CODE: 311811 - Retail Bakeries PRODUCT/SERVICE CODE: 8920 - Bakery and Cereal Products	1,743.00	EA	_____	_____
				GRAND TOTAL	_____

STATEMENT OF WORK(SOW) BAKERY

FUNCTIONAL WORK/ SPECIFICATION STATEMENT:

The Contractor shall provide bread and bakery products to meet the highest customer service standards of the industry in support of the Martinsburg, VA Medical Center (VAMC).

PROCEDURES FOR PROVIDING SERVICES:

Contractor shall provide all necessary labor, material, equipment, supplies and supervision to provide bread and bakery items in accordance with the terms and conditions of this contract.

SPECIAL REQUIREMENTS FOR MARTINSBURG, WV (VAMC):

NOTE: Whole wheat bread shall contain special high commercial grade 100% whole wheat flour with no less than 2% fiber. no white flour shall be used. caramel coloring to produce dark coloring in lieu of whole wheat flour is unacceptable.

- **Delivery is to be daily with the exclusions of Wednesdays & Sundays (excluding federal holidays)**
- **Deliveries accepted between the hours of 5 a.m. and 11 a.m.**
- **Deliveries will be made to the inventory control unit Martinsburg, WV, VAMC, building #500 main kitchen(basement)**
- **All products must be dated indicating the "sell by date" with information that the product is good for "7 days after baking."**
- **The vendor will notify Martinsburg, VA Medical Center (VAMC) point of contract(s) 48 hrs. prior to delivery of any substitute products and shortage in shipment .**

DELIVERY ORDERS:

A. VAMC personnel designated at time of award will place delivery orders.
B. VAMC will issue individual delivery orders (purchase orders) for their service. Delivery orders will be picked up at time of delivery. Advance delivery orders will be issued for the first deliveries.

DELIVERY:

A. All items shall be delivered FOB Destination to the Martinsburg, VA Medical Center (VAMC).
B. All items delivered shall be in accordance with the latest Federal Hospital Subsistence Guide.
C. All deliveries shall conform in every respect to the provisions of the Federal Food, Drug and Cosmetic Act and regulations promulgated there under.
D. All bread/bakery items shall be labeled, packaged, and packed in commercially acceptable containers. Where applicable, bread, fresh, type, shall be labeled.
E. Production of bread shall not precede delivery by more than twenty-four hours. Bread/Bakery items must be freshness dated in the following method: Production date or freshness expiration date directly marked on the packaging or twist tie/plastic closure.

F. Contractor shall not be required to deliver products on national holidays as listed below and any other day specifically declared by the President of the United States to be a national holiday:

G. Emergency situations. - Delivery-with in twenty-four hours from time of notified for In-house, and external disasters, local and national disasters, inclement weather, and medical local and national emergency.

INSPECTION AND ACCEPTANCE:

A point of contact from the Martinsburg VAMC will be designated to accept or reject delivery as to quality and condition of bakery items. Items rejected all or in part by the VAMC shall be removed from the premises within 48 hours of notification of rejection.

If the vendor needs to offer a substitute product on a rare occurrence, the substitute product must be comparable and acceptable to the VAMC and offered at the same contract price.
Vendor-owned delivery trays, racks, wheeled carts, etc. shall be in clean condition at delivery time; if they are not, vendor personnel will be required to transfer bread products to government owned holding racks. Vendor-owned trays/racks, wheeled carts, etc. utilized in delivery will be held for pick-up by the vendor for reuse.

The VAMC reserves the right to perform an inspection of the contractor's facility at any time during the contract period and, if it is found that the contractor is not complying with specifications, deliveries will be rejected, and the items covered by this contract will be procured in the open market. Any excess cost occasioned by this action shall be charged against the contractor's account.

SANITATION AND WORKMANSHIP:

Items shall be prepared, processed, and packed under sanitary conditions and in accordance with good commercial practice. All containers shall be clean, sound and securely covered or sealed to provide adequate protection from dirt, filth, or other contamination.

CUSTOMER SERVICE POINT OF CONTACT:

The Contractor shall provide a designated point of contact and toll-free number (if applicable) for resolution of customer service problems to include at a minimum delivery of damaged or incorrect items.

Contractor Point of Contact:

_____
(Name)
Contracts Administrator
_____
(Title)
_____

(Telephone Number)

_____

(E-mail Address)

DELIVERY LOCATION:

MARTINSBURG VA MEDICAL CENTER
510 BUTLER AVENUE
MARTINSBURG, WEST VIRGINA 25405

INVOICES:

Invoices shall be issued to the VA Financial Service Center and to the Chief, Nutrition and Food Service. Invoices shall be identified with proper delivery order number (purchase order number) and shall reflect all deliveries made against the delivery order. End of the month deliveries shall not be billed against the following month delivery order. Invoices shall be submitted weekly and shall include the following per FAR Clause 52.212-4(g):

A. Contractor's business name and address
B. Contractor's Tax Identification Number (TIN)
C. Invoice date
D. Date(s) of services provided
E. Contract number
F. Total amount billed
G. Purchase Order number

NOTE: Failure to include the above information may result in delay of payment. Invoices will be returned to the Contractor for completion if there are any omissions.

CONTRACT ADMINISTRATION:

The Contracting Officer is the only person authorized to approve changes or modify any of the requirements under this contract on behalf of the Government.

In the event the Contractor affects any change(s) at the direction of any person other than the Contracting Officer, that change shall be considered to have been made without authority and no adjustment in price shall be made in the contract to cover any increase in charges incurred as a result thereof.

The Contractor shall submit all requests for modification of this contract and any inquiries pertaining to the administration of the contract to the Contracting Officer in writing at:

Department of Veterans Affairs
Network Contracting Office 5
ATTN: TBA

DESIGNATION OF CONTRACTING OFFICER'S REPRESENTATIVE (COR):

The following individual has been designated as the Contracting Officer's Representative (COR) to monitor and certify receipt of services rendered under this contract:

Nutrition & Food Service
TBA

The COR has the following scope and limitations of authority:

A. Place orders for supplies/services not to exceed those required under this contract.

B. Certify acceptance of supplies/services received in accordance with the contract requirements, including accepting comparable substitutions for items when needed.
C. Furnish technical guidance and advice, and monitor services performed under the contract.
D. Report any deficiencies in performance, quality of supplies/service, safety practices and questions on contract performance or suspensions of work to the Contracting Officer.

This delegation of authority does not include any authority to make changes in quantity, quality, and delivery. The Contracting Officer acting within the scope of his/her authority will make all changes to the contract.

This delegation of authority will expire upon completion of the contract or unless sooner revoked in writing by the Contracting Officer, but in any case, will not extend beyond the contract period.