LOCAL DELIVERY REQUIREMENTS

Delivery Schedule

Delivery Hours: Monday through Friday (excluding Federal Holidays), 7:00 a.m. to 1:00 p.m.
No appointments required.

Contractors must make their best effort to ship complete. All orders are Fill-or-Kill; if not delivered with the specified delivery period, cancel any and all undelivered items. No items will be accepted after the final delivery date without prior approval of the Contracting Office. To request approval, Contractors must submit written notice to the Contracting Office in accordance with FAR clause 52.212-4, specifically paragraph (f) Excusable Delays, prior to the final delivery date.

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.

Delivery Requirements

All deliveries must be palletized unless prior arrangements were agreed to in writing by warehouse staff.

Drivers are required to assist in the unloading of deliveries. There is no loading dock available. The driver must, at a minimum, push their pallet(s) to the edge for our material handlers to unload with a forklift.

Contractors are responsible for ensuring shipping companies and/or truck drivers are informed of the receiving hours and delivery requirements.

Food Service Warehouse Phone: (206)870-5749

Additional Requirements

- All items must strictly be in compliance with the BOP Menu Specifications. Food Service Contractors have the responsibility of understanding these specifications prior to quoting. Items that fail to meet specifications will be refused.
- All certified religious diet items must be marked with the Kosher Symbol on individual packages or the item will be refused.
- All non-frozen, perishable foods must be delivered between 34 degrees F and 40 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.
- Any product that indicates prior thawing will be refused.
- 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.
- Some items may require thawing and cooking to determine specifications compliance.
- Items which are conditionally received, and found to be unacceptable, must be picked up at the vendors' expense within two (2) weeks of noncompliance notification.
- If the noncompliance product is not picked up within two (2) weeks, it will be disposed of by warehouse staff.

Partial Payments

Partial payments are not authorized under orders resulting from this solicitation.

Invoicing

Addendum to FAR 52.212-4, Contract Terms and Conditions – Commercial Items:

Paragraph (g) Invoice. Vendors should submit a single invoice for all items delivered and accepted under the contract to SET-BusinessOffice-S@bop.gov.

ALL PURCHASE ORDER PAYMENTS WILL BE MADE BY ELECTRONIC FUNDS TRANSFER.

Purchase Card will not be used for purchases above the micro-purchase threshold (currently $15,000.00).

Small business vendors are required to self-certify on all invoices their small business status for the NAICS code assigned for this acquisition.