LOCAL DELIVERY REQUIREMENTS – WEEKLY

Delivery Schedule

Deliveries will be made weekly on a day mutually agreed upon between the Government and the Contractor at the beginning of the period of performance.

The contractor will be contacted prior to each delivery and advised of the exact quantity required. Delivery days falling on Federal Holidays will be delivered on the next workday.

Delivery Hours: Monday through Friday 7:00 a.m. to 1:00 p.m. No appointments required.

Contractor failure to meet delivery schedules without an excusable delay (FAR 52.212-4) 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 non-frozen, perishable foods must be delivered between 34 degrees F and 40 degrees F.
- All items will be closely inspected.
- 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.

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. Unreadable invoices will be rejected.

ALL PURCHASE ORDER PAYMENTS WILL BE MADE BY ELECTRONIC FUNDS TRANSFER. (Payment will not be made by purchase card).

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