

**RFP 16-042, Food Warehouse and Distribution Services for IDOE
Attachment I – Exhibits to Scope of Work**

EXHIBIT 3-1

EXAMPLES OF QUANTITIES AND USDA PURCHASED FOODS

The Indiana Department of Education, Office of School and Community Nutrition and the Indiana Department of Administration provide this information as an example of items and quantities surveyed by schools for receipt during School Year 2016-2017. This information is to be used as a general basis for which to base pricing. Actual quantities and type of foods will vary during the contract period. USDA has final decision authority over volume flow through. The list is not all-inclusive. There will be bonus purchases by USDA, and other changes, that cannot at this time be estimated. The State will not be responsible for any differences that may occur once the contract is awarded.

The approximate quantities serviced annually by region, subtotaled by storage requirements are contained in Attachment D, Cost Proposal. These quantities are for planning purposes only and subject to change.

The List below contains a representative sample of the types of items offered in a typical year. Actual items and descriptions may change.

USDA Food Code	Long Desc.	Pack
Cooler		
100011	Ched Rd Ft Shd W 6/5 (B028)	6/5 LB
100012	Cheddar, Redu Fat Shred Y (B027)	6/5#
100021	Mozzarella LM PT SKIM SHRED (B037)	30 LB BOX
100036	CHS RDU SKIM SLC Y (B119)	6/5# SLC YELLOW
100042	Mozz LM PT SKIM UNFRZ (B077)	30 LB BOX
Dry		
100206	Apple Slices (A345)	6/#10 CAN
100208	Applesauce 10 (A350)	6/#10 CAN
100209	Apricots 10 (A360)	6/#10 CAN
100212	Fruit, Mixed 10 (A470)	6/#10 CAN
100219	Peaches, Cling Sliced (A408)	6/#10 CAN
100220	Peaches, Cling Diced (A409)	6/#10 CAN
100224	Pears, Sliced (A433)	6/#10 CAN
100225	Pears, Diced (A434)	6/#10 CAN
100298	Cherries Dried 2 (A292)	8/2 LB
100299	Cherries Dried 4 (A293)	4/4 LB

100307	Beans, Green 10 (A061)	6/#10 CAN
100309	Carrots 10 (A100)	6/#10 CANS
100313	Corn In Liquid (A110)	6/#10 CAN
100329	Tomatoes, Diced (A241)	6/#10 CAN
100330	Salsa 10 (A237)	6/# 10 CAN
100334	Tomato Sauce 10 (A239)	6/#10 CAN
100362	Beans, Refried (A085)	6/#10 CAN
100364	Beans, Vegetarian (A091)	6/#10 CAN
100396	Peanut Butter Smooth (B473)	6/5 LB
110161	Dried Mixed Fruit	5/5 lbs
Freezer		
100101	Chicken, Frz. Diced (A517)	40 LB CTN
100117	Chicken Fajita (A563)	30 LB CTN
100121	Turkey Breast Deli (A549)	40 LB CONTAINER
100125	Turkey Roast (A537)	32-48 LB CTN
100126	Turkey Hams (A548)	40 LB CTN
100158	Beef, Fine Grind (A608)	40 LB CTN
100187	Sliced Ham Frozen (A726)	8/5 LB PKG/CTN
100188	Ham Cubed Frozen (A727)	8/5 LB PKG/CTN
100241	Peaches Cup 4.4 (A416)	96/4.4 OZ CUP
100253	Strawberries Whole Frz (A375)	30 LB CTN
100256	Strawberry Cup 4.5 (A417)	96/4.5 OZ CUP
100258	Apple Slices, Frozen (A346)	30 LB CTN
100277	Orange J Sngl (A299)	70/4 OZ CTN
100348	Corn Frozen (A130)	30 LB CTN
100350	Peas, Green Frozen (A160)	30 LB CTN
100352	Carrots, Frz Sliced (A099)	30 LB CTN
100355	Potato Wedges (A174)	6/5 LB PKG
100357	Potato Fries, Oven (A210)	6/5 LB PKG
100358	Potato Rounds (A204)	6/5 LB PKG
100937	Pancake 144 (B151)	144 Count Balk
100938	Tortillas 1/5 OZ (B153)	12/24 1.5 OZ
101021	Whole Wheat Tortilla	24/12
101022	Whole Wheat FROzen Pancakes 12/12	

**EXHIBIT 3-2
DOE/FDP P003**

INDIANA DEPARTMENT OF EDUCATION
OFFICE OF SCHOOL AND COMMUNITY NUTRITION
FOOD DISTRIBUTION PROGRAM

STORAGE INSTRUCTION FOR GRAIN AND DRIED FRUIT

PURPOSE: This policy establishes the procedures for the proper storage of grain products and dried fruit as required under USDA's Food Distribution Program.

SCOPE: State contracted USDA Food distributing warehouses and recipient agencies participating in the Food Distribution Program.

DEFINITIONS: Grain type foods may include but are not limited to such products as rice, flour, oats, and bulgur.

Dried fruit type foods may include but are not limited to such products as raisins, figs, prunes, and dates.

DESCRIPTION:

1. During the time period of September 1 through April 30 grains and dried fruit may be held under dry storage conditions. The storage space shall be maintained at an average temperature of 50 degrees Fahrenheit.
2. During the time period of May 1 through August 31 grains and dried fruit shall be held under chilled storage conditions. The storage space shall be maintained at an average temperature of 36 degrees Fahrenheit.

**EXHIBIT 3-3
DOE/FDP P004**

INDIANA DEPARTMENT OF EDUCATION
OFFICE OF SCHOOL AND COMMUNITY NUTRITION
FOOD DISTRIBUTION PROGRAM

TRUCK SEAL REQUIREMENT GUIDANCE

- PURPOSE:** The Department of Agriculture (USDA) is committed to ensuring the quality and safety of the USDA Food products purchased for use in Child Nutrition programs and to prevent tampering or adulteration. As a result, USDA implemented enhanced physical measures to secure all deliveries destined for use in USDA nutrition assistance programs.
- SCOPE:** Contractors responsible for the distribution of USDA Food while under contract with the State of Indiana.
- DEFINITIONS:** The seals will be a barrier-type and meet American Society for Testing and Materials Standard F 1157-04. The seals shall be 1/8th inch in diameter, high security bolt, cable equivalent.
- DESCRIPTION:** A bolt cutter is a tool used for cutting chains, bolts and wire mesh. They typically have very long handles and short blades. These seals must be used for all single and multi-stop shipments and placed on all doors, hatches, vents or other points of entry. These seals will require a tool such as bolt cutters to remove. Receiving locations will be responsible for removing/breaking the seal. Therefore all locations are required to have bolt cutters or a similar tool to remove these seals. A bolt cutter to remove these seals should have the capability of cutting thru hard material of up to 1/8th inch. Receiving organizations may refuse the load if the seal is broken or supporting seal number documentation does not match the seal. The receiving organization should contact the Using Agency for procedures and policies for accepting/refusing loads which are required to be sealed. The Using Agency will promptly notify the USDA marketing specialist identified on the notice to delivery of any refused delivery due to unsealed loads. In the case of multi-stop deliveries, the contractor/vendor must provide a sufficient number of seals to ensure the conveyance is secured after each delivery destination. It is the responsibility of the contractor/vendor's agent (i.e., the truck driver) to seal the trailer after delivering each multi-stop shipment. The receiving organization has no responsibility to inspect, document or otherwise support seal application on a multi-stop delivery.
- SOURCE:** Food Distribution Guidance Memorandum

**EXHIBIT 3-4
DOE/FDP P005**

INDIANA DEPARTMENT OF EDUCATION
OFFICE OF SCHOOL AND COMMUNITY NUTRITION
FOOD DISTRIBUTION PROGRAM

HANDLING DAMAGED GRAIN PRODUCTS

- PURPOSE:** This policy establishes the procedures to follow when bags of grain products become damaged while in the care and control of the contractor.
- SCOPE:** Contractors responsible for the distribution of USDA Food while under contract with the State of Indiana.
- DEFINITIONS:** Damaged containers are, for the purpose of this policy, defined as any packaging material which has been ripped, torn, punctured, dented, or otherwise altered in such a way as to detract from the normal appearance of the container. Damaged containers may or may not expose the contents to possible contamination.
- DESCRIPTION:** Food distribution contractors shall not recoup grain products by means of repackaging, taping, or otherwise repairing any damaged packaging material that has in any way exposed the contents to possible contamination. Flour and other grain type USDA Food packed in 50#, 25#, and 10# bags are particularly vulnerable to damage.
- Additional procedures for handling damaged foods are outlined in DOE/FDP P004A.

**EXHIBIT 3-5
DOE/FDP P005A**

INDIANA DEPARTMENT OF EDUCATION
OFFICE OF SCHOOL AND COMMUNITY NUTRITION
FOOD DISTRIBUTION PROGRAM

HANDLING DAMAGED USDA FOOD

- PURPOSE:** This policy establishes the procedures to follow when any USDA Food item including grain products are damaged and/or declared out-of-condition while in the care and control of the contractor.
- SCOPE:** Contractors responsible for the distribution of USDA Food while under contract with the State of Indiana.
- DEFINITIONS:** Damaged containers are, for the purpose of this policy, defined as any packaging material which has been ripped, torn, punctured, dented, or otherwise altered in such a way as to detract from a container's normal appearance. Damaged containers may or may not expose the contents to possible contamination. With the exception of grain products, which are covered under a separate policy (DOE/FDP P004), foods in damaged containers are to be dealt with in the following manner:
- DESCRIPTION:**
1. If the damage is recognized at the time of delivery from a USDA contracted vendor, a notation must be made on the delivery receipt. The delivery agent must initial the receipt when circumstances permit. The proper USDA report (FNS-57) must be completed and forwarded to the Using Agency.
 2. USDA Food in damaged containers, other than grain products, must be accepted by the contractor and salvaged, to the extent possible, for program use.
 3. USDA Food which have been exposed to possible contamination and cannot be salvaged for program use are considered to be out-of-condition and must be handled in the same manner as prescribed in the Using Agency policy covering the destruction of foods (DOE/FDP P005).
 4. Complete and forward the appropriate required Using Agency reports.
 5. A warehouse inventory should take place once a month to ensure that hidden damages are discovered and reported in a timely manner.
 6. In situations where hidden damage is discovered sometime after delivery, the incident must also be reported to the Using Agency. Upon receipt of the appropriate reports, the Using Agency will investigate the incident. If the damage results in a USDA Food loss and is clearly identified as the responsibility of the contractor, a corrective

action response from the contractor will be required. A claim action against the contractor may result from a USDA Food loss.

SOURCE:

United States Department of Agriculture Regulations, 7 CFR Part 250.13(e)(f).

**EXHIBIT 3-6
DOE/FDP P006**

INDIANA DEPARTMENT OF EDUCATION
OFFICE OF SCHOOL AND COMMUNITY NUTRITION
FOOD DISTRIBUTION PROGRAM

DESTRUCTION OF USDA FOOD

PURPOSE:	This policy establishes the procedures that a contractor must follow if USDA Foods are found to be damaged or out-of-condition while in the care and control of the contractor.
SCOPE:	Contractors responsible for the distribution of USDA Food while under contract with the State of Indiana.
DEFINITIONS:	<p>At any time USDA Food are found to be out-of-condition whether in the Contractors warehouse or in transit on a delivery vehicle, and such USDA Foods are declared to be unsuitable for program use by Federal, State, or local health officials, or by other persons designated by the Using Agency, the USDA Food must be properly destroyed in accordance with applicable Federal, State, and local health and sanitation regulations. The Using Agency Field Consultants shall have the authority to act on the part of the Using Agency in all matters relating to the proper disposition of damaged and/or out-of-condition USDA Food.</p> <p>Under no circumstances are recipient agencies required to accept USDA Food items that are seriously damaged, out-of-condition or otherwise unfit for program use.</p>
DESCRIPTION:	<p>The Using Agency must be notified immediately when an out-of-condition USDA Food is discovered and disposition is required. The incident may be reported by telephone and e-mail, but must be confirmed in writing. A written report from the appropriate health official, if applicable, is to be submitted along with the initial correspondence. These documents must be forwarded to the Using Agency within ten (10) working days of the incident.</p> <p>The following are examples of conditions that may lead to foods becoming unsuitable for program use:</p> <ol style="list-style-type: none"> 1. Improper packaging by the vendor (USDA contracted). 2. Hidden damage caused by improper handling either at the place of origin (vendor) or the State contracted warehouse. Upon receipt of a report that a USDA Food has been declared unsuitable for program use, the Using Agency or other appropriate authority shall require that such USDA Food be destroyed in a manner that conforms to all applicable Federal, State, and local health regulations, laws and ordinances.

In summary, the following steps are to be taken upon discovery that a USDA Food item may be unsuitable for program use:

1. Notify the Using Agency immediately. The first contact may be by telephone or e-mail, but a signed written follow-up is to be submitted within ten (10) working days.
2. Notify the local health department and request an inspection of the food item in question.*
3. Segregate the suspect food products within the appropriate type of storage. This will permit a more orderly inspection and will reduce the chances of contaminating other food items.*
4. Maintain the following data, which may be required for completing a destruction report.
 - a. Name of the food item.
 - b. State Agency Item Code
 - c. Quantity involved
 - d. Contract and/or plant number.
 - e. Lot number.
 - f. Product packed date.
 - g. Date the food item was received by the contractor.

* Steps 2 and 3 may be omitted by permission of the Using Agency, including Field Consultants, in situations that require immediate destruction of USDA Food in order to reduce the opportunity for additional damage, contamination, or infestation.

EXHIBIT 3-7 MISCELLANEOUS INFORMATION

Contractor must have standard Internet connectivity and must be able to receive standard Internet e-mail. Contractors must be able to access information through the Office of School and Community Nutrition's Food Distribution Program web portal (*CNPweb*) using a recent release of either Microsoft Internet Explorer. A broadband connection speed equivalent to DSL or better would be appropriate. No other specialized software or hardware is necessary.

Information will be exchanged through a variety of mediums. The most common mandatory information exchanges will be accomplished through either uploading or downloading ASCII com-delimited files. The contractor will provide other information through the completion of web-based screen forms. The Division's system will also provide information through reports that can be created on demand and printed to a local system printer.

The Using Agency has identified the following as mandatory information exchange to be accomplished through file uploads, downloads, or completion of Web-based screen forms:

1. Contractor **UPLOAD** to web-portal—Allowable delivery periods for every defined delivery location. This must be uploaded to the Using Agency by August 1 of each program year. Dates can be modified as needed throughout the year, subject to restrictions. (A web form entry facility will also be available for entry or modification.)
2. Contractor **DOWNLOAD** from web-portal—Orders placed by Recipient Agencies (RAs) for delivery of USDA Food. (A printable report will also be available.)
3. Contractor **UPLOAD** to web-portal—Verification of deliveries made, including quantity delivered and date of delivery. This must be completed within two working days after deliveries are completed. (A web form entry facility will also be available.)
4. Contractor reporting receipt of USDA Food. Reporting of receipt of USDA Food is made through *CNPweb*. Reporting is expected to be timely and accurate, usually in no more than two working days.
5. A listing of Recipient Agencies, contact information, and delivery locations is also available for download.

Other information exchanges may be required as the Food Distribution Program *CNPweb* development expands. The contractor agrees to abide by such requirements as they occur. The Using Agency anticipates that any future requirements will improve information exchange and have minimum impact on the contractor.