

SPECIAL INSTRUCTIONS AND SPECIFICATIONS
MEAT AND MEAT PRODUCTS

1. INSPECTION: All meat and meat products must be processed or manufactured in plants operated under the Meat and Poultry Inspection program of the Food Safety and Inspection Service of the U.S. Department of Agriculture or under an inspection program approved by that agency. The official inspection legend and plant number must appear on all shipping containers and/or individually packaged items.

2. SPECIFICATIONS: All meat and meat products listed in these specifications must be equivalent to the requirements of the applicable specifications of the Institutional Meat Purchase Specifications (IMPS) developed and published by the U.S. Department of Agriculture or applicable requirements specified by the Department of Public Welfare. Copies of the IMP Specifications are available from the U.S. Department of Agriculture Marketing Service, Livestock, Meat, Grain and Seed Division, Meat Standardization and Review Branch, Washington, D.C. 220250.

3. LABELING: Shipping containers and/or individually packed items shall be legibly labeled, printed, or stenciled with product identification (name), date of pack, name and location of packer or distributor, net weight and appropriate ingredient statement. All items must be labeled as specified. Items requiring fat declaration labeling must identify either fat or lean percentage of the product. Items #3 and #4 require manufacturer documentation indicating no meat from Advanced Meat recovery Systems and/or Fatty Reduced Beef is present in the product(s). Such documentation must be kept on file with the Dietary Management Services Specialist (see address in #8). This documentation will be updated as requested by the Committee. A straightforward calendar date or other coding method must identify date of production/pack. If another coding method is used, explanation will be sent to the Chairperson of the DPW Food Advisory Committee with a copy to each Facility Director of Dietetic Services by the vendor. All products, when received, must have a minimum 30 days remaining before the stamped "sell-by" or "expiration date" expires.

4. DELIVERY TIME LIMITATIONS: Chilled, smoked, cured, vacuum sealed and atmospherically controlled packaged products must be delivered with a remainder of 30 day shelf life from date of pack unless noted in individual specification. Items from freezer storage must be delivered within 90 days from date of pack.

5. PRODUCT CONDITION AT TIME OF DELIVERY: To assure specified state of refrigeration all deliveries will be made on clean refrigerated or freezer trucks. Chilled items shall be delivered at not higher than 40°F (4.4°C) and show no signs of mishandling. Frozen items shall be delivered at internal temperatures not higher than 10 F (-12.2 C), be solidly frozen and show no evidence of defrosting, refreezing, freezer burn, dehydration, or mishandling. To prevent mass nesting of frozen products, packaging units must be individually frozen to solid state, packaged or unpackaged as specified, before being placed in master container. Final acceptance of items may be based on inspection of the thawed product, not to exceed 15 business days after delivery.

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6. **PACKAGING AND PACKING:** Products that are placed in polybags shall be securely wrapped/closed; staples and paper coated metal wire ties are not permitted but metal clips used to secure "chub" moisture proof encased products are permitted. Fiberboard containers shall be of a size and shape normally used for the product and packed to full capacity without slack filling or overfilling. Case closure to be accomplished by taping, strapping, or gluing. Staples shall not be used as a final case closure. All master containers shall not exceed 60 lbs.
7. **CONTENTS:** Product items shall contain only those kinds of meat and ingredients specified. Amounts and kinds of ingredients must be within tolerances permitted by the appropriate meat inspection regulations. The vendor shall permit the facility to submit samples for laboratory analysis, and if laboratory analysis verifies that the ingredients do not meet the specified requirements, the cost of laboratory analysis will be charged to the vendor, with the product subject to rejection by the facility. Vendors must have no unpaid laboratory fees in order to be eligible for award.
8. **ACCEPTABLE BRANDS:** Any brand or product identified in a specification will be the only brand(s) accepted. Bidder must circle product/brand being bid for each item when submitting bid. Products and brands not previously approved by the Food Specification Committee will not be acceptable. Samples must be properly labeled and identified with name of bidder and applicable item name, corresponding specification number and brand name, code number and ingredient statement. Failure to comply with the requested information may be cause for rejection of request for evaluation. Written requests for product evaluations should be submitted to the chairman of the DPW Food Committee at:

Dietary Management Service Specialist
Bureau of State Children and Youth Programs
1401 North Seventh Street 4th Floor
Harrisburg, PA 17105
Phone: 717-772-0759
9. **DELIVERY DATES:** Deliveries shall be made on the dates and at the times specified in the contract. Vendors shall obtain prior approval for any schedule changes from the director of dietary services or delivery may be rejected.
10. **QUANTITIES:** Quantities listed are estimates only and may be increased or decreased in accordance with the actual requirements of the facility. The facility may cancel any quantity of an order by providing notice at least 15 days prior to a scheduled delivery date and will only pay the vendor for those products actually accepted by the Department.

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11. **AMOUNTS & PAYMENT OF COMMODITIES:** Vendor shall indicate at the time of delivery any discrepancies between actual net weight or count and the contracted amount and record the discrepancy on the delivery slips. Vendor agrees that the Commonwealth will accept and pay only for actual net weight or count determined at the time of delivery.
12. **METAL DETECTION - OPTION:** After July 1, 1990, the facility may require metal detection. If required, a metal detection device capable of detecting metallic contaminants must examine meat items; for example, stainless steel shavings, pieces of metal from wire conveyors, and metal fragments from cutting knives, etc. The examination must meet the procedure and the device approved by FSIS. If the facility requires metal detection, proof such as the processor/manufacturer's AQL procedure must be provided with the bid.
13. **VENDOR RESPONSIBILITIES:** The vendor assumes responsibility over products supplied under the contract. This includes the provision of properly labeled and identified products. Alterations to brands and codes must be brought to the attention of the Dietary Management Service Specialist as soon as possible. When pack size changes from stated/current pack (for approved brands), award will be made on cost/unit. Vendor must specify new pack size, count and weight/case. It is the responsibility of the distributor/bidder to forward this information on pack changes to the Dietary Management Service Specialist (see Acceptable Brands section of special instructions and conditions). Failure to forward information regarding changes may result in removal of products from the acceptable brand list.
14. **MANUFACTURER PRODUCT INFORMATION SHEETS:** Distributors will be required to supply Manufacturer Product Information Sheets to those facilities participating in the National School Lunch/School Breakfast Program. This information must be provided upon initial delivery and/or upon request by each participating facility.

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