

SPECIAL INSTRUCTIONS AND SPECIFICATIONS

DAIRY PRODUCTS

1. **INSPECTION:** All specified Dairy Products and Drinks shall conform to Title 7, Pennsylvania Code, Chapter 59, Milk Sanitation and Standards. All dairy products requiring US Grade must be processed in a plant approved for USDA Grading Service. Shipping cartons shall bear the USDA inspection legend or plant number and packages shall bear the appropriate US Grade shield.
2. **LABELING:** Food labels shall comply with the Nutritional Labeling and Education Act of 1990 (NLEA), as administered by the Food and Drug Administration Office of Food Labeling, Center for Food Safety and Applied Nutrition. Products shall comply with the current standards of identity as defined by the most current revision of 21 Code of Federal Regulations, parts 100-169. Ingredients must be specified to comply with NLEA regulations.
3. **DELIVERY TIME LIMITATIONS:** Chilled dairy products must be delivered with a remainder of shelf life as specified. Items from freezer storage must be delivered within 90 days from date of pack.
4. **PRODUCT CONDITION AT TIME OF DELIVERY:** To assure specified state of refrigeration, all deliveries shall be made on clean refrigerated or freezer trucks. Chilled items shall be delivered at no higher than 40° F (4.4C) and show no signs of mishandling. Frozen items shall be solidly frozen and show no evidence of defrosting, refreezing, freezer burn or dehydration of mishandling. Final acceptance of frozen items may be based on inspection of the thawed product, not to exceed 15 business days after delivery.
5. **PACKAGING AND PACKING:** Fiber board 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 50 lbs., unless otherwise specified.
6. **CONTENTS:** The vendor shall permit the facility to submit samples for laboratory analysis, and if laboratory analysis verifies the ingredients do not meet the specified requirements, the cost of 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.
7. **ACCEPTABLE BRANDS:** Any brand or product identified in a specification will be the only brand(s) accepted. Bidder must provide 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 name 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 Juvenile Justice Services
607 South Drive/Room 339
Harrisburg PA 17120
Telephone: 717-772-0759

8. 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.
9. 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 products actually accepted by the Department.
10. AMOUNTS AND 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.

11/23
8/14

COMMONWEALTH OF PENNSYLVANIA - DEPARTMENT OF HUMAN SERVICES
 COMMODITY LISTINGS FOR LOCAL PURCHASE PROPOSAL

OPENING DATE:

COMMODITY CLASS DAIRY PRODUCTS	NAME OF FACILITY	PROPOSAL NUMBER			
ITEM NUMBER	DESCRIPTION OF COMMODITY	QTY.	UNIT	UNIT PRICE	TOTAL

BUTTER - CHILLED OR FROZEN. SHALL BE MADE EXCLUSIVELY FROM MILK OR CREAM, OR WITH BOTH, WITH OR WITHOUT ADDITIONAL COLORING MATTER, AND CONTAINING NOT LESS THAN 80% BY WEIGHT OF MILK FAT, ALL TOLERANCES HAVING BEEN ALLOWED FOR. THE FINISHED PRODUCT SHALL BE FREE FROM ALL IMPURITIES AND HAVE A MOISTURE CONTENT AT TIME OF PACKING NOT TO EXCEED 16%. U.S. GRADE A OR AA SHALL CONFORM TO THE REQUIREMENTS OF THE UNITED STATES STANDARDS FOR GRADES OF BUTTER.

1. BUTTER - 1 LB. SOLID PRINTS. Chilled or frozen. lbs.
 Individually wrapped without individual cartons.
 20 to 40 lb. per commercial container. (Buyer to
 specify with or without salt and state of refriger-
 eration.) Shall have a shelf life of at least 90
 days beyond date of delivery.
 APPROVED BRANDS CODE #

Delivery Dates Lbs./Delivery

2. BUTTER - INDIVIDUAL PATTIES. Chilled or lbs.
 frozen. Ready-to-serve (readies).90 ready
 -to-serve patties per lb. Shall be placed
 individually on commercially acceptable
 waxed wrapped or commercial coated carton.
 (Buyer to specify with or without salt and
 state of refrigeration.) Shall have a shelf
 life of at least 60 days beyond date of delivery.
 APPROVED BRANDS CODE #

Delivery Dates Lbs./Delivery

3. BUTTER - CUPS, WHIPPED. Chilled. Individual lbs.
 ready-to-serve, 5 gm. Serving size (90/lb).
 Shall be placed in commercially acceptable
 individual plastic cups with sealed, easy-open
 tops. Packed in 8-16 lb. cartons. Shall have
 a shelf life of at least 90 days beyond date
 of delivery.
 APPROVED BRANDS CODE #

Delivery Dates Lbs./Delivery

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					OPENING DATE:		
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ITEM NUMBER	DESCRIPTION OF COMMODITY			QTY.	UNIT	UNIT PRICE	TOTAL

OLEO MARGARINE (MARGARINE) - SALTED OR UNSALTED. CHILLED OR FROZEN. PREPARED FROM ALL VEGETABLE FATS AND OILS AND FORTIFIED WITH NOT LESS THAN 15,000 USP UNITS PER LB. OF VITAMIN A PALMITATE. SHALL POSSESS OUTSTANDING QUALITIES WHICH GIVE IT AN IMMEDIATE MELTDOWN FAST GETAWAY) IN THE MOUTH WITH COMPLETE ABSENCE OF ANY DISCERNABLE WAX-LIKE TEXTURE.

4. MARGARINE - 1 LB. PRINTS. Chilled or frozen. lbs.
 Individually wrapped, without individual cartons.
 20 to 40 lbs. per commercial container. (Buyer to specify salted or unsalted and state of refrigeration.) Shall have a shelf life of at least 90 days beyond date of delivery.
 APPROVED BRANDS CODE #
Delivery Dates Lbs./Delivery

5. MARGARINE - INDIVIDUAL PATTIES. Chilled or frozen. Ready-to-serve. 90 ready-to-serve patties per lb. Shall be placed individually on commercially coated paperboard chips and individually covered with parchment or waxed paper. Packed in 12 lb. units. (Buyer to specify salt or unsalted and state of refrigeration.) Shall have a shelf life of at least 90 days beyond date of delivery.
 APPROVED BRANDS CODE #
Delivery Dates Lbs./Delivery

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7. COTTAGE CHEESE, LOW-FAT, SMALL CURD - Grade A, lbs.
 pasteurized. Containing between 0.5% and 2%
 milk fat and not more than 82.5% moisture.
 Shall have a shelf life of at least 21 days
 beyond date of delivery. Packaged in 5Lb. Or
 1 gallon containers. (Buyer to specify fat
 content and container size.)

APPROVED BRANDS

CODE #

Delivery Dates

Lbs./Delivery

8. CREAM CHEESE - Not less than 33% milk fat lbs.
 and not more than 55% milk fat. Shall have
 a shelf life of at least 28 days from date of
 delivery. Packaged in 3 lb. containers, 10
 per case.

APPROVED BRANDS

CODE #

Delivery Dates

Lbs./Delivery

9. CREAM CHEESE, SOFT - Individually packaged cs.
 in 1 oz. Plastic cups with easy-open foil
 lids, 100 per case. Shall have a shelf life
 of at least 28 days from date of delivery.

APPROVED BRANDS

CODE #

Kraft
 Land-O-Lakes

Delivery Dates

cs./Delivery

10. SOUR CREAM - Grade A, pasteurized. Not lbs/cs.
 less than 18% milk fat and no less than 0.5%
 titratable acidity calculated as lactic acid.
 Shall have a shelf life of at least 21 days
 from date of delivery. Packaged in 5 or 10 lb.
 containers or 1 oz. portion cups, 96-100 per
 case. (Buyer to specify packaging.)

				OPENING DATE:		
COMMODITY CLASS DAIRY PRODUCTS		NAME OF FACILITY			PROPOSAL NUMBER	
ITEM NUMBER	DESCRIPTION OF COMMODITY	QTY.	UNIT	UNIT PRICE	TOTAL	

10. APPROVED BRANDS CODE #
(continued)

Land-O-Lakes
Penn Maid
Schneider Valley Farms (5# cont)
Lakeview Farms (1 oz cont)

Delivery Dates Lbs./Delivery

11. SOUR CREAM, LIGHT - Grade A, pasteurized. Lbs.
Not more than 6% milk fat. Shall have a shelf life of at least 21 days from date of delivery. Packaged in 5 or 10 lb. containers. (Buyer to specify container size.)

APPROVED BRANDS CODE #

Land-O-Lakes
Penn Maid

Delivery Dates Lbs./Delivery

12. SOUR CREAM, NO FAT - Grade A, pasteurized. Lbs/cs.
Fat content 0%, reduced calories and cholesterol. Shall have a shelf life of at least 21 days from date of delivery. Packaged in 5 lb. containers or 1 oz. portion cups, 96 per case. (Buyer to specify packaging.)

APPROVED BRANDS CODE #

Delivery Dates Lbs./Delivery

