

SPECIAL INSTRUCTIONS AND SPECIFICATIONS

1. GRADING: Items specified USDC Grade A on the purchase proposal and costing more than \$50.00 per item per delivery require grading by the U.S. Department of Commerce. Each container must bear the USDC Grade A Shield. Items not requiring USDC Grade A, must carry the Federal Inspection mark on each container.
2. 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. Date of production/pack must be identified by straightforward calendar date or other coding method. If another coding method is used, explanation will be sent to the Chairperson of the DPW Dietary Advisory Committee with a copy to each facility Director of Dietetic Services by the vendor.
3. DELIVERY TIME LIMITATIONS: Items from freezer storage must be delivered within 90 days from date of pack.
4. PRODUCT CONDITION AT TIME OF DELIVERY: Clean freezer trucks are to be used for all deliveries and proper temperatures maintained during transport. Products to be delivered in a frozen state shall be reduced to 0 degrees F or lower within 72 hours of final production/packaging. At delivery, frozen items shall have an internal temperature of not higher than 10 degrees F (-12.2 degrees C), be solidly frozen, and shall 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 a solid state, packaged or unpackaged as specified, before being placed in master container. 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: Products that are placed in polybags shall be securely closed; staples and paper coated metal wire ties are not permitted. Fiberboard containers shall be of a size and shape normally used for the product and packed to full capacity without slackfilling or overfilling, Case closure to be accomplished by taping, strapping, or gluing, Staples shall not be used as a final case closure.
6. CONTENTS: Product items shall contain only those kinds of fish specified. Products made from twice-frozen fish blocks are not permitted. Amounts and kinds of ingredients must be within tolerances permitted by the appropriate federal regulations. No brine wash or sodium tripolyphosphate shall be used in processing any fish products. The vendor shall permit the facility to submit samples for laboratory analysis and if 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 DPW Dietary Advisory 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 Dietary Advisory Committee at:

Dietary Management Service Specialist
Bureau of State Children and Youth Programs
1401 North Seventh Street/4th Floor
Harrisburg, PA 17105
Tel: 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 only those products actually accepted by the Department.
10. 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.