SOLICITATION
Domestic Commodity Invitation

Information
Description: AG-DPAN-S-16-0096
Bid invitation number: 2000004019

Tendering Text:

PANCAKES, WHOLE WHEAT, FROZEN

****************************NEW**************************************NEW*****************

Amended to Add SDVOSB

****************************NEW**************************************NEW*****************

Acquisition Method: Sealed Bids (RFQ)

Offer Due Date: May 10, 2016 9:00 Central Time
Award Notification Date: May 12, 2016 1300 Central Time
Public Release of Award Date: May 13, 2016

1. Solicitation Information Contact:
   Name: Carol Givens-Verser
   Telephone Number: 816-823-1153
   E-mail: Carol.Givens-Verser@ams.usda.gov

2. Internet Address: http://www.ams.usda.gov/selling-food

3. This Acquisition is:
   /x/ Unrestricted
   // Set-Aside for:
   // Small Business Set-Aside in accordance with FAR 19.502-2. Any concern proposing to furnish a product that it did not itself manufacture must furnish the product of a small business manufacturer.
   // 8(a) Program (lbs)noncompetitive letter RFP only ( )
   /x / **Service-Disabled Veteran-Owned Small Business SDVOSB (22,680 – Item 80 Ontario, CA) noncompetitive, letter RFP only – This offer will only be Awarded to SDVOSB.**

Offers will be evaluated in the following order of precedence: 1. Quotes

4. NAICS Codes/Size Standards: See the attached Domestic Clauses and Provisions.

5. Delivery Type: F.O.B. Destination

6. 4K52.214-0001 Electronic Submission of offers:

A. Offers, modifications, and withdrawals shall be submitted electronically via the Web Based Supply Chain Management Computer System (WBSCM). Submission of the aforementioned by any means other than WBSCM will be deemed nonresponsive. WBSCM is available online at: https://portal.wbscm.usda.gov/.

B. Prerequisites for creating and submitting a domestic bid response:

-Computer minimum requirements and settings:

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http://www.ams.usda.gov/sites/default/files/media/System%20-%20Recommended%20Configuration.pdf

-WBSCM Vendor Registration – If you are unsure if your company is properly registered, contact the WBSCM help desk, as provided in Section C below. If your company is not registered in WBSCM, fill out and submit the vendor registration form at the following URL:
http://www.ams.usda.gov/sites/default/files/media/Vendor%20Registration%20Form.pdf

Vendors will be notified via email when vendor registration is complete.

- WBSCM Corporate Administrator Registration - Vendors shall authorize a corporate administrator by submitting a signed copy of the SCM2 form. A person with proper legal authority for the company shall authorize individuals who will serve as:

1) Primary Corporate Administrator
2) Secondary Corporate Administrator

The corporate administrator(s) shall follow all the instructions in the WBSCM-generated email.

-The corporate administrator will be responsible to
1) Register plants
2) Create users - with appropriate roles e.g. Commodity Offer
3) Assign Users to a plant
4) Update user roles, assignments, and plant registration as appropriate, e.g. delete user as they leave the company.

For directions on this process see instructions provided at:
http://www.ams.usda.gov/sites/default/files/media/Corporate%20Vendor%20Admin%20Roles.pdf

C. WBSCM Help Desk Information

To obtain assistance using WBSCM, please contact the WBSCM Level 1 Help desk at any of the following:
-telephone: 877-WBSCM-4U or 877-927-2648
-email: WBSCMhelp@ams.usda.gov
-Web form link on WBSCM Portal: (https://srai.service-now.com)

You need to have the following information available when contacting the
WBSCM Level 1 Help Desk:

-Company's Business Partner (BP) number: (if available)
-Company Name:
-Contact Name:
-Phone Number:
-E-mail Address:
-Identify that you are a Domestic Vendor
-Identify that you do business with FSA.
-Identify the deadline; date and time, for the Solicitation you need assistance with from the help desk.

Level 1 Help desk hours are Monday through Friday from 7:00 a.m. to 5:00 p.m. central time.

Tendering Text:

The WBSCM system is off-line Sunday evenings from 4:00 PM to Midnight central time. Unplanned outages will be communicated through the WBSCM system.

D. WBSCM Offer Information

Pre-Award Processes: Submitting Offers may be found at: http://www.ams.usda.gov/selling-food/wbscm

Prospective contractors are responsible for starting the applicable processes early in the offering period and completing the applicable processes soon enough to ensure that their offer, modification, or withdrawal is received by the exact time specified herein for receipt of offers. Offer submission may include processes, such as: register vendor, authorize user access and roles, create eAuthentication account, accept WBSCM rules of behavior, register plants, assign users to plants, save plant responses and submit vendor response (offer).

Quantities will be awarded in increments of USDA standard truckload quantities, subject also to the offer's quantity constraints. Quantity constraints shall be entered in pounds.

An offer requires timely submission of all plant responses AND a vendor response.

Plant response consists of:
1) PRICE for applicable items shown herein on the schedule of supplies in the Bid Invitation Item Details Section, see below and
2) CERTIFICATION ANSWERS in the Questions section of the RFx Information tab.

Important: Submission of the plant response just saves the data entered – the vendor response must also be submitted.

Vendor response consists of:
1) Marking that NO CONSTRAINTS apply if vendor can supply the cumulative item quantity offered OR entering quantity CONSTRAINTS to limit the offer to a quantity to less than the cumulative item quantity offered, and
2) Plant responses – submission of vendor response before the Offer Due Date and Time also physically submits all previously submitted/saved plant responses. Failure to timely submit the vendor response will result in no offer for the applicable solicitation.

It is imperative that the offeror verify the accuracy of their offer/quote. The offer/quote may be printed from the WBSCM portal path Supplier>Bid Management>Vendor Response Log.

E. Bid invitation Item details section:
Hierarchy of Item Numbers (Item) is indicated by progressive indentation:
-Level 1 Material Group,
-Level 2 Material type and pack size,
-Level 3 Destination single or multiple stops,
-Level 4 Details; Material type and pack size, date range product required by, postal zip code, quantity, and unit of measure. Railroad information is not available unless shown. Item Offered price is entered at level 4 only. Items will be awarded in increments of truckload sizes.

Multiple stop Items:
1) Are identified by LOT: number, city state/city state in the Tendering text at level 3 of an applicable Item;
2) Have up to three stop-offs and a final destination.

Offshore Items:

Tendering Text:

Items for delivery to offshore locations require the contractor to arrange and pay for ocean transportation in addition to the land transportation. Offshore examples are Hawaii, Puerto Rico, and the Virgin Islands. Offshore locations are identified by the cities and postal abbreviations shown at the level 3 Item data.

F. Only one bid price may be submitted for an item number.

G. Plant Location Requirement.
Offers shall accurately represent the plant location(s). Plant location is defined as the place where an end product is assembled from components, packaged, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. Upon acceptance of an offer, the combination of plant location and item becomes a contract term.

Offerors are directed to submit offers from only plant locations. Offers for locations representing non-plant locations, such as, company headquarters or Shippers Option may be deemed non-responsive.

Prospective contractors need to verify, early in the offering period that the appropriate plant locations for the company are shown in the WBSCM Offer Form Page dropdown box. Plant locations that are not included on the list cannot have an offer submitted in association with that plant. Therefore, any plant locations not included on the list, from which offeror intends to use in performance of the contract, should be added.

Plant location and the Place of Performance in Federal Acquisition Regulations provisions **52.214-14 (Apr 1985)** and **52.215-6 (Oct 1997)** shall match. Representations and Certifications are available online at the System for Award Management at website www.SAM.gov.

H. Supplier Agreement Requirement.

If the offer is for product the offeror will not itself manufacture, offeror shall, by the offer due date/local time, submit the corresponding supplier agreement to, Attention: Contracting Officer at the solicitation information contact address shown in this solicitation. The supplier agreement shall: be in effect between the offeror and the product manufacturer for the period of contract performance, certify compliance with the applicable KCCO solicitation requirements, contain the DUNS number for the product manufacturer be on the product manufacturer's company letterhead, and be signed by both parties.

A prospective contractor may be required to provide written evidence of a proposed responsibility of the subcontractor. The Contracting Officer may directly determine a prospective responsibility of the subcontractor.

I. / /Applicable if Checked. WBSCM Business Size/Type Designation for Subcontracting.
Applicable if this solicitation contains a partial small business set-aside.

An offer from a small business to supply manufactured products of small and large businesses shall be divided and submitted separately using separate WBSCM logon IDs.

7. Submit Invoices to:

Tendering Text:

For purchase orders issued through WBSCM, the contractor shall use the invoicing function in WBSCM. In order to receive payment, all required documentation must be completed or loaded in WBSCM by the contractor, goods recipient representative, or inspector including—

A. Advance Shipping Notice (ASN),

B. Goods Receipt, and

C. Inspection certificates as required.

8. Shipment/Delivery Schedule:
July 1, 2016 thru September 30, 2016

See Schedule of Supplies for period of performance. A WBSCM Purchase Order will be available at least seven calendar days prior to the first day of each period of performance scheduled in the contract. Contractor shall comply with the instructions in the WBSCM Purchase Order. If a WBSCM Purchase Order is available less than seven calendar days prior to the first day of the contracted period of performance, the performance period shall be extended by the number of days the WBSCM Purchase Order is available. Contractor shall not be entitled to any extension of the performance period unless it furnishes evidence satisfactory to the Government that it was prepared to perform during the contracted period of performance.

9. Other Requirements:

A. Seals on Transportation Conveyances
Suppliers of commodities, products and/or services shall be responsible for placing a seal(s) on all cargo doors of each transportation conveyance upon completion of loading, partial unloading, inspection, or servicing.

Seals must meet the American Society for Testing and Materials (ASTM) Standards. ASTM Standards may be found at http://www.astm.org. Seals shall be 1/8-inch diameter cable, high security bolt, barrier-type, or equivalent device which can only be removed by bolt cutter type tools. Seals shall be sequentially numbered. The contractor or its agent shall provide a sufficient number of barrier-type seals to ensure security of the load while in route through final destination.
The seal numbers shall be documented on the Bill of Lading, which must be signed or acknowledged by the carrier or its agent.

Deliveries will be rejected, in which seals have not been used to secure all cargo doors, if:

- the seal listed on the Bill of Lading does not match the seal number recorded on the Bill of Lading;
- the seal is broken;
- the seal is missing, or
- the seal has been removed prior to the transportation conveyance reaching its unloading point.

A rejected conveyance will only be accepted after a Condition of Container Inspection has been performed by Agricultural Marketing Services (AMS) or Federal Grain Inspection Service (FGIS). AMS or FGIS must subsequently issue a Certificate of Quality and Condition that documents that the Condition of Container meets the applicable U.S. Standards for Condition of Food Containers. If this inspection is performed at a location other than the contracted delivery point all cargo doors must be sealed and the seal numbers documented by the Federal Inspection Agency on the Certificate.

Tendering Text:

Conditions of Container Inspections arrangements are available by accessing the AMS website at http://www.ams.usda.gov/services/sci-contacts

The Contractor is responsible for payment of all fees incurred as a result of a Condition of Container Inspection.

B. Contractor Past Performance Evaluation applicable for contracts exceeding the simplified acquisition threshold of $150,000.

The Government will prepare a past performance evaluation at the time the work under the contract or delivery order is completed. Evaluation will rate performance areas such as, quality of product or service, cost control, timeliness of performance, business relations, and when applicable, performance against, and efforts to achieve the goals identified in the small business subcontracting plan. The evaluation will be entered into the Contractor Performance Assessment Reporting System (CPARS). Contractor will have an opportunity to comment on the Government evaluation. Details on access and use of CPARS will be provided to the Contractor at a future date. The past performance evaluation may be used by the Government to support future award decisions.

C. Advance Shipping Notice, ASN: The Contractor shall provide an ASN to the Goods Recipient identified on the WBSCM Purchase Order Item on the day of shipment for each conveyance. Contractors may upload multiple ASNs to the WBSCM system using an Excel template in a comma separated CSV format. Contractor must submit one invoice for each ASN. Each ASN must have a unique Bill of Lading number.

D. Required Information for Bill of Lading,

1. Shipper Name, and Shipment Origin Address
2. USDA Contractor Name, if different than shipper
3. WBSCM Purchase Order Number and Item Number (formerly Contract Number, N/D Number)
4. When provided, Sales Order Number and Item Number (formerly Disposition Number)
5. Consignee: WBSCM Purchase Order Item's Goods Recipient Name
   c/o WBSCM Purchase Order Item's Ship-to Name and Address
6. Number and Type of Units, Net Weight, and Material Description
7. Statement:"For USDA FOOD DISTRIBUTION PROGRAMS"
8. Manufacturer's Lot Code/Lot Identification Number
9. Serial Number of Barrier-Type Seals Applied
10. Carrier's Signature and Date
11. Date of Shipment

Note: When multiple WBSCM Purchase Order Items are shipped in one conveyance, show the applicable information for each WBSCM Purchase Order Item. Also, load and brace the conveyance for accurate and economical unloading, e.g. load and brace truck trailers in reverse order of delivery.

TRUCK UNLOAD APPOINTMENT – *At least 24 hours in advance of delivery*, contact a responsible representative at the applicable WBSCM Purchase Order Item's Ship-to-Address for an unload appointment. Reference the WBSCM Purchase Order Number (PO) Number, PO Item Number, and when provided, the Sales Order (SO) Number and SO Item Number for which the appointment is being scheduled.

E. All deliveries to Puerto Rico must cite on the Bill of Lading and Ocean Transportation manifest the applicable Recipient Agency Tax Identification Number (TIN) and Merchant Registration Number. Successful awardee will be responsible for contacting the contracting officer's representative to obtain the appropriate tax identification number.

10. FAR and Agriculture Acquisition Regulation (AGAR) Provisions and Clauses:

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A. This request for quotes shall be subject to the terms and conditions of the attached Domestic Clauses and Provisions.

In the event of a conflict between WBSCM and Federal Acquisition Regulation (FAR) terminology, FAR terminology shall take precendence.

B. / / Applicable if checked. FAR Clause 52.232-18, Availability of Funds (Apr 1984). Funds are not presently available for this contract. The Government obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the contracting officer for this contract and until the contractor receives notice of such availability, to be confirmed in writing by the contracting officer.

Ray Boyd
Senior Contracting Officer
May 5, 2016

ROY BOYD

Digitally signed by ROY BOYD
DN: c=US, o=U.S. Government, ou=Department of Agriculture, cn=ROY BOYD, 0.9.2342.19200300.100.1.1=12001000062188
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