

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER: [] PAGE 1 OF 12
 2. CONTRACT NO.: SPM300-08-D-3248
 3. AWARD/EFFECTIVE DATE: 3/19/2008
 4. ORDER NUMBER: []
 5. SOLICITATION NUMBER: SPM300-08-R-0014
 6. SOLICITATION DATE: 11/22/2006

7. FOR SOLICITATION INFORMATION CALL: **LENDER WALKER/MATTIE WALKER**
 a. NAME: LENDER WALKER/MATTIE WALKER
 b. TELEPHONE NUMBER (No collect calls): 215-737-3867/215-737-5891
 8. OFFER DUE DATE LOCAL TIME: []

9. ISSUED BY: DEFENSE SUPPLY CENTER PHILADELPHIA
 DSCP-FTAA
 700 ROBBINS AVENUE
 PHILADELPHIA, PA 1911-5096
 CODE: []
 10. THIS ACQUISITION IS:
 UNRESTRICTED OR
 SET ASIDE:
 SMALL BUSINESS EMERGING SMALL BUSINESS
 HUBZONE SMALL BUSINESS
 SERVICE-DISABLED VETERAN OWNED SMALL BUSINESS 8(a)
 NAICS: 424410
 SIZE STANDARD: SDB

11. DELIVERY FOR FOD DESTINATION UNLESS BLOCK IS MARKED:
 SEE SCHEDULE
 12. DISCOUNT TERMS: []
 13. THIS CONTRACT IS A HATED ORDER UNDER DPAS (15 CFR 70C):
 13b. RATING: []
 14. METHOD OF SOLICITATION:
 HFC IFB IFP

15. DELIVER TO: SEE SCHEDULE
 CODE: []
 16. ADMINISTERED BY: SEE BLOCK 9
 CODE: []

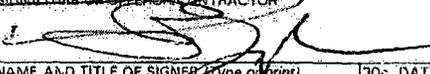
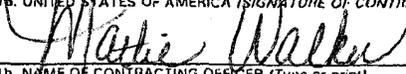
17a. CONTRACTOR/OFFEROR: POCONO PRODUCE COMPANY
 RT 191 AND CHIPPERFIELD DRIVE
 STROUDSBURG, PA 18360
 CODE: [] FACILITY CODE: []
 18a. PAYMENT WILL BE MADE BY: []
 CODE: []
 TELEPHONE NO.: 570-421-2466

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER:
 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED: SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SUBSISTENCE PRIME VENDOR SUPPORT FOR NEW JERSEY, NEW YORK, CENTRAL AND EASTERN PENNSYLVANIA AND SURROUNDING AREAS. Base Term Period: March 19, 2008 - March 18, 2010. <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>				

25. ACCOUNTING AND APPROPRIATION DATA: 97X49305X 10% Minimum \$2,000,000.00
 26. TOTAL AWARD AMOUNT (For Cost Use Only): \$20,000,000.00

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-2, FAR 52.212-3 AND 52.212-5 ARE ATTACHED: ARE ARE NOT
 27b. CONTRACT PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4 FAR 52.212-5 IS ATTACHED: ARE ARE NOT
 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.
 29. AWARD OF CONTRACT: REF. PROPOSAL OFFER DATED 3/19/2008 YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS

30. SIGNATURE OF OFFEROR/CONTRACTOR: 
 31. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER): 
 30a. NAME AND TITLE OF SIGNED (Type or print): TERRENCE SNYDER, President
 30b. DATE SIGNED: 3/19/08
 31a. NAME OF CONTRACTING OFFICER (Type or print): MATTIE WALKER, Contracting Officer
 31b. DATE SIGNED: 3/19/08

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED
 INSPECTED
 ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NO.	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE
42b. RECEIVED AT (<i>Location</i>)	
42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS

POCONO PRODUCE COMPANY

1. SOLICITATION/CONTRACT FORM

1. The following amendments issued under solicitation number SPM 300-06-R-0019 are hereby incorporated as part of this contract:

- Amendment 001 dated, 12/5/06
- Amendment 002 dated, 12/22/06
- Amendment 003 dated, 1/09/07
- Amendment 004, dated 1/11/07
- Amendment 005, dated 1/12/07
- Amendment 006, dated 1/19/07
- Amendment 007, dated 2/7/07
- Amendment 008, dated 1/15/08
- Amendment 009, dated 1/18/08
- Amendment 010, dated 1/23/08
- Amendment 011, dated 1/30/08
- Amendment 012, dated 2/01/08/

The following documents from the vendor's offer or incorporated into this contract:

- The Technical and Business proposals dated 1/31/2007. All elements of the Technical and Business Proposals which exceeded the government's requirements are hereby incorporated into this contract.
- Final Proposal Revisions dated 02/01/08.

2. SUPPLIES OR SERVICES AND PRICES

This contract contains the estimated food and beverage requirements for DoD and non-DoD customers in New Jersey, New York and eastern and central Pennsylvania. Customers in Zone 1 are located in New Jersey, New York and eastern and central Pennsylvania. Customers in Zone 2 are located in upper New York and Fort Drum, NY.

- **ITEMS:** This contract is for the procurement of Total Food and Beverage support EXCEPT for Fresh Fruits and Vegetables, fresh milk, fresh bread, "branded" Bag in Box Soda, non food items and disposables. However, the government reserves the right to add these classes of food and non-food items after award.
- **DELIVERY:** Delivery shall occur no more than 48 hours after order placement – "Skip Day," or an alternative delivery period as specified by the customer.
- **FOB TERMS:** FOB Destination for all items.
- **PROPOSED FILL RATE:** 98.5%

POCONO PRODUCE COMPANY

- **CONTRACT TERM:** Two (2) year Base Term with three (3) options: Option 1 18 months, Option 2 12 months, and Option 3 18 months.

CONTRACT TYPE: Indefinite Quantity Contract –Firm Fixed Price

This contract contains a guaranteed minimum of 10% of the estimated award dollar value or \$2,000,000,000. The estimated dollar value of the two (2) year base term is \$20,000,000.00. The maximum ceiling will be 150% of the estimated dollar value. In the event of emergency and/or mobilization, the Government reserves the right to unilaterally execute a higher ceiling of 175%.

III. PRICING: Firm Fixed Price

Pricing will be based on the following formula: Unit Price = Delivered Price + Distribution Price

CONTRACT TERM: The contract period will be for six (6) years, consisting of a two (2) year base period and three option periods. The first option period is eighteen (18) months, the second option period is twelve (12) months, and the third option period is eighteen (18) months.

The total estimated dollar value of the base term of this contract is \$20,000,000.00. This contract contains a guaranteed minimum of 10% of the estimated award dollar value or \$2,000,000.00. In the event of emergency and/or mobilization, the government reserves the right to unilaterally execute a maximum ceiling of 175% of the estimated dollar value

The following services offered by Pocono Foodservice exceed solicitation requirements and are incorporated into the contract:

NO ASSOCIATED FEE FOR ADD-ONS!

- In the event of an emergency: Pocono Foodservice Company is available to take orders 24 hours - 7 days a week
- An emergency order is any order that is placed for same day delivery.
- There is NO ADDITIONAL charge or fees associated with emergency orders

EMERGENCY ORDERS

Pocono Produce has a policy that considers any customer's emergency request important and valid and makes it a policy to respond and react immediately in order to ensure same day delivery. Normal response time to an emergency order is 4 hours from notification. No fees are imposed for the unlimited emergency deliveries.

NIS ITEMS

POCONO PRODUCE COMPANY

Pocono Produce plan will allow the customers to be notified the same day the order is placed on non-availability and substitutions (within two hours of receipt of order). No associated fees apply.

Pocono Produce submits a 15 case minimum and states that they can procure new items from current suppliers within 14 days of request. **This is after price is determined fair and reasonable.**

PACKAGING AND MARKING**I. PACKAGING, PACKING, AND LABELING**

A. All packaging and packing shall be in accordance with good commercial practice. Labeling shall be in accordance with commercial labeling complying with the Federal Food, Drug and Cosmetic Act and regulations promulgated there under. Shipping containers shall be in compliance with the National Motor Freight Classification and Uniform Freight Classification Code.

II. INSPECTION AND ACCEPTANCE

A. Inspection and acceptance of products will be performed at destination. The inspection is normally limited to identify, count and condition; however, this may be expanded if deemed necessary by either the military Veterinary Inspector, Dining Facility Manager, Food Service Advisor/Officer, or the Contracting Officer.

B. All deliveries are subject to military veterinary inspection. In addition, the delivery vehicles will be inspected for cleanliness and condition.

C. The authorized receiving official at each delivery point is responsible for inspecting and accepting products as they are delivered. The delivery ticket shall not be signed prior to the inspection of each product. All overages/shortages/returns are to be noted on the delivery ticket by the receiving official and truck driver. The authorized receiving official's signature on the delivery ticket denotes acceptance of the product.

D. The contractor shall forward three (3) copies of the delivery ticket with the shipment. The receiving official will use the delivery ticket as the receipt document. Two (2) copies of the signed and annotated delivery ticket will serve as the acceptance document. No invoice may be submitted for payment until acceptance is verified.

PLACE OF PERFORMANCE

The following is designated as the plant location to be utilized for the performance of this contract.

Plant Location

Pocono Produce Company
Rt 191 & Chipperfield Drive
Stroudsburg, PA 18360

The customers authorized to order under this contract are listed below.

POCONO PRODUCE COMPANY

Delivery Point/Name & Address/Special Delivery Instructions/POC's:***ZONE 1 (Pa., N.J. & Southern N.Y.)*****1. West Point**

Jungle DFAC
 Bldg. #620
 West Point NY 10996
 P.O.C. George Witenko Fri.
 Phone: 845-938-7120
 DoDAAC: W16W7L

Delivery Hours:
 7:00 am – 9:00 am
 Mon., Wed & Fri.

Camp Natural Bridge
 Bldg 1701
 West Point NY 10996
 On Rte 293 (7 miles from West Point)
 (May through August)
 DoDAAC: W16W7Y

Delivery Hours:
 7:00 am – 9:00 am
 Mon., Wed &
 Fri.

2. Keller Army Community Hospital, West Point, NY

MEDDAC
 Keller Army Community Hospital
 West Point, NY 10996
 P.O.C. Dorothy Lawrence
 Phone: 914-938-6663
 DoDAAC: W16SLD

Delivery Hours:
 6:30 am – 10:00 am
 Mon., Wed & Fri.

3. Fort Monmouth, NJ

USAMAPS Dining Facility
 Bldg. 1205
 Ft. Monmouth, NJ 07703
 P.O.C. Carl Megill
 Phone: 908-532-3246
 DoDAAC: W15HZU

Delivery Hours:
 7:00 am – 11:30 am
 Mon., Wed & Fri.

4. Southeast Veteran's Center

Southeast Veteran's Center
 One Veteran's Drive
 Spring City, PA 19175
 P.O.C. Jon Hughes
 610-948-2427
 DoDAAC: SP0343

Delivery Hours:
 7:30 – 12 noon
 Mon. & Thurs.

5. Fort Dix, NJ

POCONO PRODUCE COMPANY

- a. AFRC-FA-LGC-T
Bldg. 3140
Rancocas Road
Fort Dix, NJ 08640
P.O.C. Joyce Jamison
Phone: 609-562-2246
DoDAAC: W15A94
- Delivery Hours:
7:00 am – 10:00 am
Mon., Wed & Fri.
- b. Dining Facility
Bldg. 5434
Fort Dix, NJ 08640
Ship to DoDDAC: DF5434
- Delivery Hours:
7:00 am – 10:00 am
Mon., Wed & Fri.
- c. NCOA
Bldg. 5517
Fort Dix, NJ 08640
Ship to DoDDAC: DF5517
- Delivery Hours:
7:00 am – 10:00 am
Mon., Wed & Fri.
- d. Surge Dining Facility
Bldg. 5640
Fort Dix, NJ 08640
Ship to DoDDAC: DF5640
- Delivery Hours:
7:00 am – 10:00 am
Mon., Wed & Fri.
- e. JROTC
Bldg. 5985
Fort Dix, NJ 08640
Ship to DoDDAC: DF5985
- Delivery Hours:
7:00 am – 10:00 am
Mon., Wed & Fri.
- f. OES
Bldg. 5502
Fort Dix, NJ 08640
Ship to DoDDAC: DF5502
- Delivery Hours:
7:00 am – 10:00 am
Mon., Wed & Fri.
- 6. McGuire AFB, NJ**
- a. Halvorson Hall Delivery Hours:
2635 Tuskegee Avenue Bldg# 2635
McGuire AFB, NJ 08641
P.O.C. SSgt Marc Saunders.
Phone: 609-754-2450
DoDAAC: FT9061
- No Later Than 8:00 am
Mon., Wed, & Fri.
- b. Flight Kitchen
Bldg. 1734
Vandenburg Ave.
McGuire AFB, NJ 08641
P.O.C. SSgt Cascianl
- Delivery Hours:
No Later Than 8:00 am
Mon., Wed & Fri.

POCONO PRODUCE COMPANY

Phone: 609-754-3779
DoDAAC: FT9062

c Child Development Center #1
Bldg. 2430
West Third Street
McGuire AFB, NJ 08641
P.O.C. Donna Rhoades
Phone: 609-754-4807
DoDAAC: FT9429

Delivery Hours:
8:30 am to 12 noon
Mon., Wed. & Fri.

d Child Development Center #2
Bldg. 2414
Tuskegee Airmen Ave.
McGuire AFB, NJ 08641
P.O.C. Sonia Roney
Phone: 609-754-8586
DoDAAC: FT9430

Delivery Hours:
8:30 am to 12 noon
Mon., Wed & Fri.

e. School Age Service Program
Bldg. 3830
Scott Street .
McGuire AFB, NJ 08641
P.O.C. Mr. Soboul
Phone: 609-754-2342
DoDAAC: FT9430

Delivery Hours:
No Later Than 9:00 am
Mon., Wed & Fri.

7. Naval Weapons Station, Leonardo, NJ

Naval Weapons Station
FISC Norfolk Det Earle
Bldg. R-22
Leonardo, NJ 07737
P.O.C. Marilyn Mitchell
Phone: 732-866-7304
DoDAAC: N47906

Delivery Hours:
6:00 am – 12:00 pm
Mon., Wed, & Fri.

Special Instructions for NWS:

1) A list of the supply ships and their respective DoDAACs assigned to NWS Leonardo will be made available at the time of award. Normal deliveries will be made directly to the ships at the piers. If piers are closed, deliveries will be made to Bldg. R-22.

2) A Base Pass and a Pier Pass are required.

3) Normal delivery days are listed above, however deliveries may be required any (and every) day of the week, Monday thru Friday.

4) Ships not assigned to this activity may require service. Any visiting ships are expected to be treated in the same manner as the normal

POCONO PRODUCE COMPANY

customer. Delivery days, times, and DoDAACs for these ships will be made available as soon as possible upon notification that there are requirements requested.

8. Edison Job Corps Center, Edison, NJ

Edison JCC
500 Plainfield Ave.
Edison, NJ 08817-2587
P.O.C. Dave Franklin
Phone: 732-777-7405
DoDAAC: 1622E8

Delivery Hours:
6:30 am – 9:00 am
Mon., Wed. & Fri

9. PA National Guard

81 Constellation Court
193 rd SVF
81 Constellation Court
Middletown, PA 17057
SsGT Colona
717-948-2456
DoDAAC: F27900

Delivery Hours:
8:00 am – 12 noon
Mon. & Thurs.

10. United States Coast Guard Station, Staten Island, NY

USCGS Staten Island
216 U.S. Coast Guard Drive
Staten Island, NY 10305-5005
P.O.C: G. Velacquez
Phone: 718-354-4362
DoDAAC: Z73136

Delivery Hours:
6:00 am – 9:00 am
Tues.

11. South Bronx Job Corps Center, South Bronx, NY

South Bronx JCC
1771 Andrew Avenue
Bronx, NY 10453
P.O.C: Hazel Jackson
Phone: 718-731-7700 x228
DoDAAC: 1623L3

Delivery Hours:
7:00 am – 11:00 am
Mon. & Wed

12. 177th Air Force Reserve in Egg Harbor, N.J.

177th Air Force Reserve
400 Langley Road
Egg Harbor Township, NJ
Jill Kovak
(609) 272-6595
DoDAAC: FB6303

Delivery Hours:
8:00 am - noon
Thurs. (monthly)

13. Gino Merli Veteran's Center

Gino Merli Veteran's Center

Delivery Hours:

POCONO PRODUCE COMPANY

401 Penn Ave
Scranton, PA 18503
P.O.C.: Bill Synder
570-961-4312
DoDAAC: SD0403

6:00 am - 9:00 am
Mon. or Tues. and
Thurs. or Fri.

NOTE: Various locations listed above may not have loading ramps and download will be to street level. Vendor will be required to meet this capability.

CONTRACT ADMINISTRATION DATA**CONTRACT ADMINISTRATION DATA****I. CONTRACTING AUTHORITY**

- A. The DSCP Contracting Officer is the only person authorized to approve changes, or modify any requirement of the contract. Notwithstanding any provisions contained elsewhere in the contract, said authority remains solely with the DSCP Contracting Officer.
- B. In the event the vendor effects any change at the direction of any person other than the DSCP Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made. The Contracting Officer must authorize any modification or costs associated with a change.
- C. Requests for information on matters related to this contract, such as an explanation of terms or contract interpretation, shall be submitted to the DSCP Contracting Officer.

II. INVOICING

- A. Each delivery will be accompanied by the contractor's delivery ticket/invoice. Three (3) copies (an original plus two) shall accompany the shipment. The customer shall sign all copies of the delivery ticket/invoice, keep one (1) copy and return original copy to the vendor. Any changes must be made on the face of the invoice; attachments are not acceptable.
- B. All invoicing for payment is to be filed electronically using EDI transaction set 810 (Attachment 5) No paper invoices shall be submitted to DFAS for payment. All invoices submitted by Prime Vendor must be "clean", i.e. all debits and/or credits must be reflected on the invoice prior to submission.
- C. Invoice transactions may be submitted to DSCP daily; however, it cannot be stressed enough that all internal debit/credit transactions must be completed prior to the submission of the invoice. Invoice lines that do not contain the correct invoice data and/or contain incorrect quantities delivered or prices charged will be rejected. The vendor will be responsible for correction and re-submission.
- D. The same invoice cannot be submitted with different dollar amounts.
- E. Vendors will be required to submit test 810 transactions sets 30 days prior to the first order.
- F. Invoices may not be submitted as "LIVE DATA" until a test transaction set has been cleared.
- G. For catch weight items, standard rounding methods must be observed, i.e. <5:

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rounded down; =5 or >5: rounded up. All weights must be rounded to whole pounds using standard rounding methods. Any line submitted for other than whole numbers will be rejected and require correction and re-submission by the vendor. H. Unit prices and extended prices must be formatted not more than two (2) decimal places to the right of the decimal point. STORES will not accommodate positions of 3 and above beyond the decimal point.

I. The following address must appear in the "Bill To" or "Payment Will Be Made By" block of the contractor's invoice:

DFAS – Columbus Center
Attn: DFAS – BVDP (SL4701)
PO Box 369031
Columbus, OH 43236-9031

J. Each invoice shall contain sufficient data for billing purposes. This includes, but is not limited to:

1. Contract Number, Call or Delivery Order Number, and Purchase Order Number;
2. DoDAAC;
3. Contract line listed in numeric sequence (also referred to as CLIN order);
4. Item nomenclature
5. LSN or NSN;
6. Quantity purchased per item in DSCP's unit of issue;
7. Clearly identified changes and annotations on all copies;
8. Clean invoices must be submitted; and
9. Total dollar value on each invoice (reflecting changes to the shipment, if applicable).

K. Vendors are required to use the Reconciliation Tool to identify and correct mismatches

between invoices submitted and customers posted receipts. It is the responsibility of the Prime Vendor to adjust as necessary and communicate with the customer or DSCP as needed, in order to resolve any/all discrepancies.

III. PAYMENTS

A. DFAS Columbus Center is the payment office for this acquisition.

B. Payment of delivery orders will be made in accordance with the terms and conditions of

Paragraph (i) of Clause 52.212-4 "Contract Term and Conditions – Commercial items", appearing in the section of this solicitation entitled "Contract Clauses".

C. Payment is subject to the terms and conditions of the Prompt Payment Act (31 U.S.C. 3903). All 810 electronic invoices must be submitted with accurate, sufficient, clean data before any payment can be made.

D. All offerors must have the ability to accept an 820 transaction set from its financial institution. DFAS Columbus will no longer forward a detailed summary of payment(s); this information will only be available from your bank.

E. Vendor Reconciliation Tool: In an effort to improve the payment process, vendors will have availability to view what the customer has or has not receipted, via the BSM website https://131.82.243.43/recon_tool/Login.asp. The Prime Vendor will have access to

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subcategories as listed above.

3. **Fill Rate Report:** The fill rate is calculated by dividing the number of cases accepted by the customer by the number of cases ordered. Mis-picks and damaged cases should not be included in this calculation. This report should reflect the fill rates with and without substitutions. The report should specify fill rates per customer and an overall average fill rate for all customers under the contract for the month being reported.

4. **Customer Service Report:** The Prime Vendor shall develop and provide a report summarizing all discrepancies, complaints and all positive feedback from ordering activities and the respective resolutions by providing a summary from customer visits.

5. **Rebate Reports:**

a. **General Rebates:** All rebates that have been passed along to the customer via off-price reductions, or that are due to the customers, shall be summarized by listing each customer and the rebate amount. Also include the manufacturer offering the rebate and the product usage. The total should be per customer and per contract.

b. **Food Show Rebates:** This report should show a detailed break out of all savings received at Food Shows. This report is not a monthly requirement, but is based on the timing of the Food Show and should be received by the Contracting Officer no later than two weeks after the end of the special pricing period. List each customer, the Food Show amount, the manufacturer/broker name, and quantity ordered. Food Show rebates should be listed per customer, per contract, and per manufacturer. The total should be per customer and per contract.

6. **Financial Status Report:** In order to ensure timely payments, a summarized accounts receivable and/or a "days of outstanding sales" shall be submitted on a monthly basis. The report should be categorized by time periods, and sorted further by customer. If problems should occur, a detailed listing by invoice number/purchase order number/call number will be requested. However, it is suggested that this report contain as much information as possible to alleviate problems immediately.