



Department of General Services
Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605-2811

State of California
CONTRACT NOTIFICATION
****MANDATORY****

CONTRACT NUMBER:	1-08-73-02A
DESCRIPTION:	Disposable Food Service Supplies (Plates, Bowls, Trays, Containers, Utensils, Lunch Boxes, and Wrapping Materials)
CONTRACTOR(S):	San Joaquin Distributors
CONTRACT TERM:	01/01/2009 through 12/31/2009
DISTRIBUTION LIST:	Posted Electronically on http://www.pd.dgs.ca.gov/contracts/73-02.htm
STATE CONTRACT ADMINISTRATOR:	Julie Matthews (916) 375-5918 julie.matthews@dgs.ca.gov

Original Signed

Julie Matthews, Contract Administrator

Date: 11/21/08

Contract (Mandatory) 1-08-73-02A
Contract Notification and User Instructions

1. SCOPE

The State's contract with San Joaquin Distributors (contractor) provides disposable food service supplies (Plates, Bowls, Trays, Containers, Utensils, Lunch Boxes, and Wrapping Materials) at contracted pricing to the State of California and local governmental agencies in accordance with the requirements of Contract # 1-08-73-02A. The contractor shall supply the entire portfolio of products as identified in the contract and will be the primary point of contact for data collection, reporting, and distribution of these products to the State.

The contract term is for one (1) year with an option to extend the contract for one (1) additional one (1) year period or portion thereof. The terms and conditions for the contract extension option shall be by mutual agreement between the successful supplier and the State. If a mutual agreement cannot be met the contract may be terminated at the end of the current contract term and/or contract extension(s).

2. CONTRACT USAGE/RULES

A. State Departments

- The use of this contract is mandatory for all State of California departments.
- Ordering departments must adhere to all applicable State laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, Code of Regulations, State Administrative Manual, Management Memos, and State Contracting Manual Volume 2 and 3, as applicable.
- Prior to placing orders against this contract, departments must have been granted non-IT purchasing authority by the Department of General Services, Procurement Division (DGS/PD) for the use of this statewide contract. The department's current purchasing authority number must be entered in the appropriate location on each purchase document. Departments that have not been granted purchasing authority by DGS/PD for the use of the State's statewide contracts may access the Purchasing Authority Application at <http://www.pd.dgs.ca.gov/deleg/pamanual.htm> or may contact DGS/PD's Purchasing Authority Management Section by e-mail at pams@dgs.ca.gov.
- Departments must have a Department of General Services (DGS) agency billing code prior to placing orders against this contract. Ordering departments may contact their Purchasing Authority contact or their department's fiscal office to obtain this information.

B. Local Governmental Agencies

- Local governmental agency use of this contract is optional.
- Local government agencies are defined as "any city, county, city and county, district or other governmental body or corporation, including the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges", empowered to expend public funds for the acquisition of products, per Public Contract Code Chapter 2, Paragraph 10298 (a) (b). While the State makes this contract available to local governmental agencies, each local governmental agency should determine whether this contract is consistent with its procurement policies and regulations.

Contract (Mandatory) 1-08-73-02A
Contract Notification and User Instructions

- Local governmental agencies shall have the same rights and privileges as the State under the terms of this contract. Any local governmental agencies desiring to participate shall be required to adhere to the same responsibilities as do State departments and have no authority to amend, modify or change any condition of the contract.
- Local governmental agencies must have a Department of General Services (DGS) agency billing code prior to placing orders against this contract. DGS agency billing codes may be obtained by emailing the DGS billing code contact with the following information:
 - Local governmental agency
 - Contact name
 - Telephone number
 - Mailing address
 - Facsimile number and e-mail address

DGS Billing Code Contacts: Marilyn.ebert@dgs.ca.gov or Wilson.lee@dgs.ca.gov

- C. Unless otherwise specified within this document, the term “ordering agencies” will refer to all State departments and/or local governmental agencies eligible to utilize this contract. Ordering and/or usage instructions exclusive to State departments or local governmental agencies shall be identified within each article.

3. DGS ADMINISTRATIVE FEES

The DGS will bill each ordering agency an administrative fee for use of this statewide contract. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS.

For current fees, click on “DGS Price Book” at: <http://www.ofs.dgs.ca.gov/Price+Book/P/Purchasing.htm>.

4. CONTRACT ADMINISTRATION

Both the State and the contractor(s) have assigned contract administrators as the single points of contact for problem resolution and related contract issues.

State Contract Administrator: Julie Matthews
Address: DGS/Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605
Telephone: (916) 375-5918
Facsimile: (916) 375-4613
E-Mail: julie.matthews@dgs.ca.gov

Contractor: San Joaquin Distributors
Contract Manager: Merci Gonzalez
Address: 2724 E. Annadale Avenue
Fresno, CA 93706
Telephone: (559) 497-5818
Facsimile: (559) 497-6130
E-Mail: mercisdi@pacbell.net

Contract (Mandatory) 1-08-73-02A
Contract Notification and User Instructions

5. PROBLEM RESOLUTION/SUPPLIER PERFORMANCE

Ordering agencies and/or contractors shall inform the State Contract Administrator of any technical or contractual difficulties encountered during contract performance in a timely manner. This includes and is not limited to informal disputes, supplier performance, outstanding deliveries, etc.

For contractor performance issues, ordering agencies must submit a completed [Supplier Performance Report](#) via email or facsimile to the State Contract Administrator identified in Article 4. The ordering agency should include all relevant information and/or documentation (i.e. Purchase documents).

6. CONTRACT ITEMS

All available line items and associated pricing is listed on Attachment A, Contract Pricing. The contract pricing is categorized under five (5) groups:

Group	Product
B	Plates & Bowls
C	Food Trays & Hinged Containers
D	Spoons, Forks, Knives, & Straws
F	Lunch Box
G	Food Wrapping Paper, Bags & Aluminum Foil

7. SPECIFICATIONS

All products must conform to the attached State of California Bid Specification Number 7360-0008R1 (rev 8/14/08) including all solicitation addendums. Note: Sections 4.3.6.2 and 4.3.6.3 have been deleted per solicitation 56608, addendum #3.

8. PURCHASE EXECUTION

A. State Departments

State departments must use the Purchasing Authority Purchase Order (Std. 65) for purchase execution. An electronic version of the Std. 65 is available at the Office of State Publishing web site: <http://www.dgs.ca.gov/osp> (select Standard Forms).

All Purchasing Authority Purchase Orders (Std. 65) must contain the following:

- Agency Order Number (Purchase Order Number)
- Ordering Agency Name
- Agency Billing Code
- Purchasing Authority Number
- Leveraged Procurement Number (State Contract Number)
- Contractor Information (Contact Name, Address, Phone Number, Fax Number, E-mail)
- Contract line item number (CLIN)
- Quantity
- Unit of Measure
- Commodity Code Number

Contract (Mandatory) 1-08-73-02A
Contract Notification and User Instructions

- Product Description
- Unit Price
- Extension Price

B. Local Governmental Agencies

Local governmental agencies may use their own purchase document for purchase execution. The purchase documents must include the same data elements as listed above (Exception: Purchasing Authority Number is used by State departments only).

C. All ordering agencies will submit a copy of executed purchase documents to:

DGS - Procurement Division (IMS# Z-1)
Attn: Data Entry Unit
707 Third Street, 2nd Floor North
West Sacramento, CA 95605-2811

9. ORDERING PROCEDURE

Ordering agencies are to submit appropriate purchase documents directly to the contractor(s) via one of the following ordering methods:

- U.S. Mail
- Facsimile
- Email

The ordering information for the contractor is listed below:

Company Name: San Joaquin Distributors
Address: 2724 E. Annadale Avenue
Fresno, CA 93706
Facsimile: (559) 497-6130
Email: sdi-custserv@pacbell.net
Contact: Merci Gonzalez

When using any of the ordering methods, all State departments must conform to proper State procedures.

10. MINIMUM ORDER

The minimum order shall be \$100.00. Ordering agencies shall order in full case quantities only. Orders for less than the minimum order shall be considered non-contract and may be purchased from other sources.

11. ORDER ACKNOWLEDGEMENT

The contractor will provide the ordering agencies with an order receipt acknowledgement containing a unique order number either via e-mail or facsimile within 48 hours of receipt of order.

The acknowledgement will include:

- Ordering Agency Name
- Agency Order Number (Purchase Order Number)
- Purchase Order Total Cost
- Delivery Completion Date

Contract (Mandatory) 1-08-73-02A
Contract Notification and User Instructions

12. DELIVERY SCHEDULES

Delivery is to be completed in full within twenty (20) calendar days after receipt of order (ARO). Delivery shall be made to any State department or local agency within California.

Note: The contractor will have 45 calendar days ARO to complete delivery on any order placed within the first 30 days of the contract award (1/1/2009 through 1/31/2009). Thereafter, delivery is to be completed within twenty (20) calendar days ARO as specified above.

Contractor is requested to make deliveries in Los Angeles County, Orange County, San Bernardino Metropolitan Area, and San Diego Metropolitan Area during off-peak hours. Off-peak hours are Monday through Friday, 10:00 AM to 4:00 PM.

Note: In accordance with paragraph 15 of the General Provisions entitled "Delivery", the contractor shall strictly adhere to the delivery terms and completion schedule as specified in the contract. Failure to comply with the delivery requirements, as stated, may be considered a breach of contract and subject the contractor to General Provisions 26, entitled "Rights and Remedies of the State for Default".

13. EMERGENCY/EXPEDITED ORDERS

If there is any emergency order, the contractor has the right to accept shorter delivery times, which will be subject to LESS-THAN-TRUCKLOAD (LTL) freight rates.

Contractor shall notify the ordering agency upon receipt of the order that such higher freight rates are forthcoming. Such notification shall be by telephone and confirmed in writing within 24 hours of receipt of any LTL order against this contract.

14. FREE ON BOARD (F.O.B.) DESTINATION

All prices are F.O.B. destination; freight prepaid by the contractor, to the ordering organization's receiving point. Responsibility and liability for loss or damage for all orders will remain with the contractor until final inspection and acceptance, when all responsibility will pass to the ordering organization, except the responsibility for latent defects, fraud, and the warranty obligations.

15. SHIPPED ORDERS

- A. All shipments must comply with General Provisions (rev 4/12/2007), Paragraph 12 entitled "Packing and Shipment". The General Provisions are available at:
<http://www.documents.dgs.ca.gov/pd/modellang/GPnonIT0407.pdf>.
- B. All pallets employed in the delivery of goods must comply with the attached State of California Wooden Pallet Specification 3990-01A-01, dated January 2001. All pallets shall be of sturdy construction and adequate condition to assure delivery of the goods without damage to the goods or safety hazards. Exchange pallets may be available; however, the State assumes no responsibility for the availability to exchange pallets. Delivery drivers shall not remove more pallets from the institutions than delivering at time of delivery.
- C. All products ordered shall be delivered under acceptable standard sanitary conditions and must be in the correct quantity and free of damage. Unless otherwise specified, preservation, packaging and packing shall be to a degree of protection to preclude damage to containers and/or contents thereof under normal shipping conditions, handling, etc., shall conform to normal commercial practices and applicable carrier rules and regulations involving shipment from the contractor to the receiving activity

Contract (Mandatory) 1-08-73-02A
Contract Notification and User Instructions

for storage. Shipping containers shall be in compliance with National Motor Freight Classification and Uniform Freight Classification (issue in effect at time of shipment).

- D. Each shipping case or shipping unit shall clearly indicate the manufacturer or supplier, a complete description including size and quantity, manufacturer's product code number (if applicable) and net weight.

16. INVOICING

Ordering agencies may require separate invoicing, as specified by each ordering organization. Invoices will contain the following information:

- Contractor's name, address and telephone number
- Leveraged Procurement Number (Contract Number)
- Agency Order Number (Purchase Order Number)
- Item and commodity code number
- Quantity purchased
- Contract price and extension
- State sales and/or use tax
- Prompt payment discounts/cash discounts, if applicable
- Totals for each order

17. PAYMENT

Payment terms for this contract are net forty-five (45) days. Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927, et seq. Unless expressly exempted by statute, the Act requires State departments to pay properly submitted, undisputed invoices not more than forty- five (45) days after the date of acceptance of goods, performance of services, or receipt of an undisputed invoice, whichever is later.

A cash discount for prompt payment is available on this contract.

Cash Discount	Payment Within
0.5 %	10 days

18. PAYEE DATA RECORD

Each State accounting office must have a copy of the Payee Data Record (Std. 204) in order to process payments. State departments should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed. State departments should contact the contractor for copies of the Payee Data Record.

19. CALIFORNIA SELLER'S PERMIT

The California seller permit number for the contractor is listed below. State departments can verify that permits are currently valid at the following website: www.boe.ca.gov. State departments must adhere to the file documentation required identified in the State Contract Manual Volume 2 and Volume 3, as applicable.

Contractor Name	Seller Permit #
San Joaquin Distributors	97125690

Contract (Mandatory) 1-08-73-02A
Contract Notification and User Instructions

20. RECYCLED CONTENT

State departments are required to report purchases in many product categories. The Postconsumer-Content Certification Form (CIWMB 74) for the contractor is attached.

21. SMALL BUSINESS/DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION

The small business (SB) and disabled veteran business enterprise (DVBE) certifications and percentages for the contractor(s) and subcontractor(s) are listed below. State departments can verify that the certifications are currently valid at the following website: <http://www.pd.dgs.ca.gov/smbus/default.htm>.

Name	Prime or Subcontractor	OSDS Certification #	SB	DVBE Percent (%)
San Joaquin Distributors	Prime	11527	Yes	Subcontracting 3%

State departments shall confirm with the contractor the exact percentage amount of DVBE participation for each individual order.

22. ATTACHMENTS

- Attachment A – Contract Pricing
- State of California Bid Specification Number 7360-0008R1, dated 08/14/2008
- State of California Wooden Pallet Specification 3990-01A-01, dated 01/2001
- Postconsumer-Content Certification Form (CIWMB 74), 2 pages

CONTRACT PRICING

Contract Line Item Number (CLIN)	Unit	Commodity Code	Description	Manufacturer Name	Manufacturer Part #	Quantity per Case	Unit Price
GROUP B (Plates & Bowls)							
20	CS	2098-999-9914-2	PLATE (AS DESCRIBED) Plate, 6" round, hot or cold (190°F min), microwavable, oil and water resistant, cut resistant	Bridgegate	STACA-06	1000	\$ 23.91
21	CS	2098-999-9914-2	PLATE (AS DESCRIBED) Plate, 10" round, hot or cold (190°F min), microwavable, oil and water resistant, cut resistant	Bridgegate	STACA-10	500	\$ 41.50
22	CS	2098-999-9915-4	BOWL (AS DESCRIBED) Bowl, 12, oz, hot or cold (190°F min), microwavable, oil and water resistant	Bridgegate	STACA-12-B	1000	\$ 40.90
GROUP C (Food Trays & Hinged Containers)							
23	CS	2098-999-9916-6	FOOD TRAY (AS DESCRIBED) 5 compartment, 8" x 10" (7.5"-8.5"W x 9.5"-10.5"L), hot or cold (190°F min), microwavable, oil and water resistant, durable, sturdy	Bridgegate	STACA-108T	500	\$ 45.41
24	CS	2098-999-9916-6	FOOD TRAY (AS DESCRIBED) 6 compartment, 9" x 12" (8.5"-9.5" x 11.5"-12.5"), hot or cold (190°F min), microwavable, oil and water resistant, durable, sturdy	Bridgegate	STCA-128ST	500	\$ 46.36
25	CS	2098-999-9917-8	HINGED CONTAINERS (AS DESCRIBED) Hinged Container, 3 compartment clamshell, 9"W x 9"L x 3"D nominal (8.5-9.5"W x 8.5-9.5"L x 2.75-3.5"D), hot or cold (190°F min), microwavable, oil and water resistant, durable, sturdy, closing tab(s)	Bridgegate	STACA-9-3 HW	200	\$ 33.46
GROUP D (Spoons, Forks, Knives & Straws)							
26	CS	2098-999-9918-0	UTENSIL (AS DESCRIBED) Spoon, light weight duty, heat resistant (190°F min), impermeable, shatter proof (not splinter), 1-year shelf life (min) dry storage	World Centric	SP-PS-6	1000	\$ 34.00
27	CS	2098-999-9918-0	UTENSIL (AS DESCRIBED) Fork, light weight duty, heat resistant (190°F min), impermeable, shatter proof (not splinter), 1-year shelf life (min) dry storage	World Centric	FO-PS-6	1000	\$ 34.00
28	CS	2098-999-9918-0	UTENSIL (AS DESCRIBED) Knife, light weight duty, heat resistant (190°F min), impermeable, shatter proof (not splinter), 1-year shelf life (min) dry storage	World Centric	KN-PS-6	1000	\$ 34.00
29	CS	2098-999-9918-0	UTENSIL (AS DESCRIBED) Spoon, medium weight duty, heat resistant (190°F min), impermeable, shatter proof (not splinter), 1-year shelf life (min) dry storage	World Centric	SP-PS-6	1000	\$ 34.00

CONTRACT 1-08-73-02A
Disposable Food Service Supplies

ATTACHMENT A

Contract Line Item Number (CLIN)	Unit	Commodity Code	Description	Manufacturer Name	Manufacturer Part #	Quantity per Case	Unit Price
30	CS	2098-999-9918-0	UTENSIL (AS DESCRIBED) Fork, medium weight duty, heat resistant (190°F min), impermeable, shatter proof (not splinter), 1-year shelf life (min) dry storage	World Centric	FO-PS-6	1000	\$ 34.00
31	CS	2098-999-9918-0	UTENSIL (AS DESCRIBED) Knife, medium weight duty, heat resistant (190°F min), impermeable, shatter proof (not splinter), 1-year shelf life (min) dry storage	World Centric	KN-PS-6	1000	\$ 34.00
32	CS	2098-999-9918-0	UTENSIL (AS DESCRIBED) Spoon (Soup), medium weight duty, heat resistant (190°F min), impermeable, shatter proof (not splinter), 1-year shelf life (min) dry storage	World Centric	SO-PS-B	1000	\$ 34.00
33	CS	2098-999-9919-1	STRAW (AS DESCRIBED) Straw, jumbo, individually wrapped, jumbo 7-3/4", diameter (.22 inches)	Eco Products	EP-ST770	9600	\$ 138.25
GROUP F (Lunch Box)							
38	CS	8115-841-0002-5	LUNCH BOX (AS DESCRIBED) Lunch Box, 9" x 5" x 4.5" (8.75 – 10.25" x 4.75 – 6.25" x 4.375 – 4.625"), automatic self-locking bottom, fold tab-locking top or locking side tabs.	LA Paper Box	9545TTAB2	200	\$ 25.80
GROUP G (Food Wrapping Paper, Bags & Aluminum Foil)							
39	CS	7350-009-0973-7	LINER PAPER PAN TREATED 16-3/8" X 24-3/8" Liner, bakery pan, release treated 2-sides, greaseproof, 16-3/8" x 24-3/8"	Primesource	PSLBL2405161	1000	\$ 27.71
40	CS	7330-000-0001-5	COVER PLASTIC BUN RACK 52" X 80" Cover, bun rack, 52" x 80", 15 Mic./0.60 Gauge, use on 80" rack, 50/roll	Primesource	75001750	50	\$ 15.09
41	CS	8135-816-4551-9	WRAP MEAT BUTCHER 50 LB BASIS WEIGHT 18" Wrap, butcher meat paper, 50-LB basis weight, 18" x 1100'	Pac Paper	BS50	1	\$ 21.35
42	CS	8135-816-4552-0	WRAP MEAT BUTCHER 50 LB BASIS WEIGHT 24" Wrap, butcher meat paper, 50-LB basis weight, 24" x 1100'	Primesource	75003903	1	\$ 28.78
43	CS	8135-816-4553-2	WRAP MEAT BUTCHER 50 LB BASIS WEIGHT 36" Wrap, butcher meat paper, 50-LB basis weight, 36" x 1100'	Primesource	75003905	1	\$ 44.04
44	CS	8105-145-0455-4	BAG PAPER SANDWICH (AS DESCRIBED) Sandwich Bag, paper, plain white, dry wax, 6" x 6-1/2"	Zenith	#14	2000	\$ 19.41
45	CS	8105-145-0456-6	BAG PAPER SANDWICH (AS DESCRIBED) Sandwich Bag, paper, plain white, dry wax, 6-1/2" x 1" x 8"	Zenith	#25	2000	\$ 29.00
46	CS	8105-000-0006-3	BAG SANDWICH PLASTIC WITH FLIP LOCK TOP Sandwich Bag, plastic, 6-1/2" x 7" (flip lock top), 0.6 mil min. thick	Handgards	SB 8.5	2000	\$ 18.01
47	CS	8105-000-0008-7	BAG SANDWICH PLASTIC WITH FLIP LOCK TOP Sandwich Bag, plastic, 6-1/2" x 7-1/2" (flip lock top), 0.6 mil min. thick	Handgards	SB 7.5	2000	\$ 18.01

Disposable Food Service Supplies

Contract Line Item Number (CLIN)	Unit	Commodity Code	Description	Manufacturer Name	Manufacturer Part #	Quantity per Case	Unit Price
48	CS	8135-558-2022-6	PAPER WAXED 12" X 12" SHEET (AS DESCRIBED) Paper, sandwich sheet, 12" x 12" sheet, white dry waxed, with excellent wet strength and microwavable, 18 to 28 lb paper	Pac Paper	59009	5000	\$ 46.01
49	CS	1096-000-0875-2	WRAP PLASTIC (AS DESCRIBED) Wrap, clear, food film, 12" x (5000' – 5280') range	Anchor	MF12	1	\$ 21.91
50	CS	8135-816-4567-2	WRAP PLASTIC (AS DESCRIBED) Wrap, clear, food film, 12" x 1000'	Primesource	75003820	1	\$ 5.15
51	CS	8135-816-4568-4	WRAP PLASTIC (AS DESCRIBED) Wrap, clear, food film, 18" x 1000'	Primesource	75003830	1	\$ 7.40
52	CS	8135-001-0004-6	WRAP PLASTIC (AS DESCRIBED) Wrap, clear, food film, perforated, 12" x 12"	Anchor	E-15 2120120	1	\$ 9.68
53	CS	8135-816-4569-6	FILM STRETCH (AS DESCRIBED) Film stretch, 18" x 1500', Handwrap 17.8 Micron/.70 Gauge. (min.)	Primesource	75002706	4	\$ 40.91
54	CS	8135-816-4564-7	FOIL (AS DESCRIBED) Foil, aluminum heavy duty, Institutional, 0.00078" thick minimum, 12" x 500' roll	Bridgeway	BG125HD	1	\$ 19.57
55	CS	8135-816-4565-9	FOIL (AS DESCRIBED) Foil, aluminum standard, Institutional, 0.00055" thick minimum, 18" x 500' roll	Bridgeway	BG185ST	1	\$ 18.54
56	CS	8135-816-4566-0	FOIL (AS DESCRIBED) Foil, aluminum heavy duty, Institutional, 0.00078" thick minimum, 18" x 1000' roll	Bridgeway	BG181HD	1	\$ 51.76
57	CS	2098-999-9910-5	CUP (AS DESCRIBED) Cup, 3 oz, graduated, medicine, cold cup, rolled rim	Solo	R3-43107	5000	\$ 117.51
58	CS	2098-999-9913-0	CONTAINER (AS DESCRIBED) Container, 1 oz, graduated, medicine, hot or cold (190°F min), wet or dry, acid or high fat applications, impermeable, rolled/rounded rim	Solo	T101-0090	5000	\$ 68.50



STATE OF CALIFORNIA

Bid Specification

7360-0008R1

Disposable Food Service Supplies

1.0 SCOPE

This bid specification defines requirements for “environmentally preferable” disposable food service supplies for use by State of California Institutions and agencies.

2.0 STANDARDS

ASTM D6400-04 - Standard Specification for Compostable Plastics.

ASTM D6868-03 - Standard Specification for Biodegradable Plastics Used as Coatings on Paper and Other Compostable Substrates.

3.0 DEFINITIONS

Bio-based Materials

Include (but not limited to):

- cellulose
- fiber crops such as hemp and flax
- bamboo and other grasses
- agricultural waste such as sugarcane (bagasse) and rice straw
- materials derived from agricultural products such as starch and lactic acid (PLA)

Biodegradable

Degradable in which the degradation results from the action of naturally occurring microorganisms such as bacteria, fungi, and algae (no set time scale).

Bioplastic

Plastics derived from renewable bio-based sources, such as vegetable oil, corn starch, potato starch, or pea starch rather than traditional plastics which are derived from petroleum. Suitable for cutlery/utensils.

Compostable

Capable of undergoing biological decomposition in a compost site as part of an available program, such that the material is not visually distinguishable and breaks down into carbon dioxide, water, inorganic compounds, and biomass suitable for use as a soil amendment, leaving no toxic residue (within a period of 180 days).

Environmentally Preferable Purchasing (EPP)

EPP promotes the acquisition of goods and services that have a lesser or reduced effect on human health and the environment when compared with competing goods and services that serve the same purpose. The CA EPP program promotes the procurement of products that include post-consumer recycled content, are durable and recyclable, conserve energy and water, use bio-based materials, reduce volatile organic compounds (VOC) emissions, reduce greenhouse gas and ozone-depleting emissions, use unbleached or chlorine-free manufacturing processes, are lead-free and mercury-free, and use wood from sustainability harvested forests.

Polylactic acid (PLA)

A clear bioplastic made from corn, resembles common petrochemical-based plastics such as polyethylene and polypropylene.

Renewable

Derived from renewable agricultural and forestry resources.

Sugar cane (bagasse)

Made of the pulpy material that remains after the extraction of sugar from sugarcane. Suitable replacement for Styrofoam.

Recyclable Material

Recyclable material is defined as a product that can be used as an ingredient in another manufactured process to create another product.

4.0 REQUIREMENTS**4.1 REGULATORY REQUIREMENTS**

- 4.1.1** The products shall comply with all applicable Federal & State mandatory requirements and regulations relating to the preparation, packaging, labeling, storage, distribution, and sales of the products within the commercial marketplace.
- 4.1.2** The products that make contact with food and/or beverage shall be prepared in accordance with the 21 CFR §110, Current Good Manufacturing Practice in Manufacturing, Packing, or Holding Human Food and shall comply with the regulations contained within the 21 CFR Parts 170 thru 189, where applicable.
- 4.1.3** ***The plastic food and beverage container products shall comply with the CA Public Resources Code Division 30, Chapter 5. 42359.6.(a) A person shall not sell a plastic food or beverage container in this state that is labeled with the term “compostable,” “biodegradable,” “degradable,” or any form of those terms, or in anyway imply that the container will break down in a landfill, composting, marine, or other natural terrestrial environment, unless, at the time of the sale, the plastic food or beverage container meets the ASTM standard specification for the term used on the label.***

4.2 ENVIRONMENTALLY PREFERABLE PURCHASING REQUIREMENTS

The EPP requirements below are mandatory requirements for products defined in Tables A-F of Section 4.3 below. For products defined in Section 4.3, Tables G & H, these requirements are highly recommended but not mandatory.

- 4.2.1** ***All products shall be manufactured from bio-based material (i.e. no petroleum-based products such as products made with polystyrene) excluding hot cups, hot containers and lids (hot and cold) in Table A.***
- 4.2.1.1** ***The hot cups, hot containers and lids (hot and cold) shall meet one of the following:***
- 4.2.1.1.1** ***Shall be manufactured from a bio-based material; shall be compostable and biodegradable.***

4.2.1.1.2 **Shall be manufactured from a polymeric material that contain a minimum of 30% post consumer recycled content unless wherein recycled content is not allowed by the United States Food and Drug Administration (US FDA); shall be recyclable; and shall be labeled with a visually readable Resin Identification Code.**

4.2.1.1.3 **Shall be manufactured with a polyethylene coated bio-based material and shall be marked with the following: "This is not compostable, biodegradable or recyclable."**

4.2.2 All products shall be compostable and biodegradable (**excluding hot cups, hot containers and lids (hot and cold) that comply with Section 4.2.1.1**). Use of Active Organic Enzyme (AOE) for biodegradability is not acceptable.

4.2.3 Products made from bioplastic material shall meet the requirements of ASTM D6400-04 Standard Specification for Compostable Plastics and labeled as Compostable.

4.2.4 Products made with bioplastic coating shall meet the requirements of ASTM D6868-03 Standard Specification for Biodegradable Plastics Used as Coatings on Paper and Other Compostable Substrates; **and shall be with a visually readable label as "Biodegradable" and/or "Compostable"**.

4.2.5 All paper products shall be manufactured entirely with chlorine-free processing. No chlorine or chlorine compounds shall be used in the manufacture of any paper products.

4.2.6 All inks for printing and graphics shall be vegetable-based and approved for use by US FDA, where required.

4.2.7 All packaging materials shall be made from reusable or recycled materials. **All paper based packaging shall contain 30 percent by fiber weight postconsumer fiber.** No foil or mylar packaging. Excessive inner packing materials are not acceptable.

4.3 PRODUCTS DESCRIPTIONS

All of the products defined below shall be safe for use at CA State Correctional Institutions (i.e. products shall not be easily made into weapon(s)).

4.3.1 Group A (Cups, Lids, Sleeves & Containers)

4.3.1.1 The hot cups, when filled with hot liquid, shall remain reasonably firm for handling safety.

4.3.1.2 The hot container, when filled with hot food, shall remain reasonably firm for handling safety.

Table – Group A (Cups, Lids, Sleeves & Containers)

Line #	Nomenclature	Size	Descriptions
1	Cup	3.5 - 4 oz, cold	cold liquid, waterproof, rolled/rounded rim, 3.5 – 4 oz capacity
2	Cup	5 oz, cold	cold liquid, waterproof, rolled/rounded rim
3	Cup	8 oz, cold	cold liquid, waterproof, rolled/rounded rim
4	Cup	8 oz, hot	hot liquid (190°F min), heavy-duty (minimal softening), impermeable, rolled/rounded rim
5	Cup	10 oz, hot	hot liquid (190°F min), heavy duty (minimal softening), impermeable, rolled/rounded rim
6	Lid	5 oz, cold	cold use, plastic, clear or translucent, snaps on easily, snug-fit, matches with item 2 above
7	Lid	8 oz, hot	hot liquid (190°F min), dome, drinking hole for sip thru, snaps on easily, snug-fit, matches 4 above
8	Lid	10 oz, hot	hot liquid (190°F min), dome, drinking hole for sip thru, snaps on easily, snug-fit, matches 5 above
9	Sleeve	8-10 oz, hot	sleeve, insulates drinker's hands from hot cup, matches 4 & 5 above
10	Container	1 oz, cold	portion, soufflé, food, cold, heavy-duty, rolled/rounded rim
11	Container	2 oz, cold	portion, soufflé, food, cold, heavy-duty, rolled/rounded rim
12	Container	4 oz, cold	portion, soufflé, food, cold, heavy-duty, rolled/rounded rim
13	Container	3 oz, hot/cold	food/beverage, hot or cold (190°F min), wet or dry, acid or high fat applications, impermeable, rolled/rounded rim
14	Container	4 oz, hot/cold	food/beverage, hot or cold (190°F min), wet or dry, acid or high fat applications, impermeable, rolled/rounded rim
15	Container	8 oz, hot/cold	food/beverage, hot or cold (190°F min), wet or dry, acid or high fat applications, impermeable, rolled/rounded rim
16	Container w/Lid	1 pt, hot/cold	container - hot or cold foods 190°F minimum, cylindrical, extra-rigid, impermeable. lid - sturdy, snug-fit, vented
17	Lid	3 oz, hot/cold	hot or cold (190°F min), snaps on easily, snug-fit, matches item 13 above
18	Lid	4 oz, hot/cold	hot or cold (190°F min), snaps on easily, snug-fit, matches item 14 above
19	Lid	8 oz, hot/cold	hot or cold (190°F min), snaps on easily, snug-fit, matches item 15 above

4.3.2 Group B (Plates & Bowls)

Table – Group B (Plates & Bowls)

Line #	Nomenclature	Size	Descriptions
20	Plate	6" round	hot or cold (190°F min), microwavable, oil and water resistant, cut resistant
21	Plate	10" round	hot or cold (190°F min), microwavable, oil and water resistant, cut resistant
22	Bowl	12 oz	hot or cold (190°F min), microwavable, oil and water resistant

4.3.3 Group C (Food Trays & Hinged Containers)

4.3.3.1 The food trays shall be constructed to adequately support normal food portions (for cell feedings in CA State Correctional Institution) when held at a single end of the tray.

4.3.3.2 The food trays shall remain sturdy even after contact with hot, oily and greasy food.

Table – Group C (Food Trays & Hinged Containers)

Line #	Nomenclature	Size	Descriptions
23	Food Tray	5 compartment	8" x 10" (7.5"-8.5"W x 9.5"-10.5"L), hot or cold (190°F min), microwavable, oil and water resistant, durable, sturdy
24	Food Tray	6 compartment	9" x 12" (8.5"-9.5" x 11.5"-12.5"), hot or cold (190°F min), microwavable, oil and water resistant, durable, sturdy
25	Hinged Containers	3 compartment clamshell	9"W x 9"L x 3"D nominal (8.5-9.5"W x 8.5-9.5"L x 2.75-3.5"D), hot or cold (190°F min), microwavable, oil and water resistant, durable, sturdy, closing tab(s)

4.3.4 Group D (Spoons, Forks, Knives & Straws)

4.3.4.1 The utensils (spoons, forks, knives) sizes shall commensurate with commercially available sizes specific to the designated duty type.

4.3.4.2 The utensils' durability and sturdiness shall commensurate with the specific designated duty type.

4.3.4.3 The utensils duty types are minimum requirements and utensils designated at higher duty are acceptable for lower duty types (i.e. a utensil designated "medium duty" is acceptable for "light duty" type).

Table – Group D (Spoons, Forks, Knives & Straws)

Line #	Nomenclature	Size	Descriptions
26	Spoon	light weight duty	heat resistant (190°F min), impermeable, shatter proof (not splinter), 1-year shelf life (min) dry storage
27	Fork	light weight duty	heat resistant (190°F min), impermeable, shatter proof (not splinter), 1-year shelf life (min) dry storage
28	Knife	light weight duty	heat resistant (190°F min), impermeable, shatter proof (not splinter), 1-year shelf life (min) dry storage
29	Spoon	medium duty	heat resistant (190°F min), impermeable, shatter proof (not splinter), 1-year shelf life (min) dry storage
30	Fork	medium duty	heat resistant (190°F min), impermeable, shatter proof (not splinter), 1-year shelf life (min) dry storage
31	Knife	medium duty	heat resistant (190°F min), impermeable, shatter proof (not splinter), 1-year shelf life (min) dry storage
32	Spoon (Soup)	medium duty	heat resistant (190°F min), impermeable, shatter proof (not splinter), 1-year shelf life (min) dry storage
33	Straw	jumbo	individually wrapped, jumbo 7-3/4", diameter (.22 inches).

4.3.5 Group E (Napkins)

- 4.3.5.1 All napkin products shall contain a minimum of 30% post-consumer recycled content.
- 4.3.5.2 All napkin products shall be manufactured entirely with chlorine-free processing. No chlorine or chlorine compounds shall be used in the manufacture of any napkin products.
- 4.3.5.3 All inks for printing and graphics shall be vegetable-based.

Table – Group E (Napkins)

Line #	Nomenclature	Size	Descriptions
34	Napkin	dispenser, fixture tall fold	7" x 13-1/2" (6.5 -7.5" x 13 -13.5"), 1-Ply
35	Napkin	dispenser, fixture low fold	10" x 12" (8.5 -10" x 12-13"), 1-Ply
36	Napkin	luncheon, 1/4 fold	12-1/8" x 13-1/2" (11.5-12.25" x 12.5-13.5"), 1-Ply
37	Napkin	dinner, 1/8 fold	15" x 17" (15"-17" x 17"), 3-Ply

4.3.6 Group F (Lunch Box)

- 4.3.6.1 The lunch box shall be made of a 100% recycled material (with minimum 50% post consumer) such as, but not limited to, natural plain full bending chipboard.
- 4.3.6.2 The lunch box material must be US FDA approved for food contact.
- 4.3.6.3 The lunch box shall be resistant to water absorption.
- 4.3.6.4 The lunch box shall support, as a minimum, the weight of a typical lunch consisting of a sandwich, drink, fruit, and cookies.
- 4.3.6.5 The lunch boxes shall be delivered folded flat.

Table – Group F (Lunch Box)

Line #	Nomenclature	Size	Descriptions
38	Lunch Box	9" x 5" x 4.5"	Lunch Box – 9" x 5" x 4.5" (8.75 – 10.25" x 4.75 – 6.25" x 4.375 – 4.625"), automatic self-locking bottom, fold tab-locking top or locking side tabs.

4.3.7 Group G (Food Wrapping Paper, Bags, & Aluminum Foil)

- 4.3.7.1 Where feasible, the EPP requirements defined in Section 4.2 above are recommended.
- 4.3.7.2 Where applicable, these products shall be made in full compliance with US FDA guidelines.
- 4.3.7.3 All packaging materials shall be recyclable. No foil or mylar packaging. Excessive inner packing materials are not acceptable. All paper based packaging shall contain 30 percent by fiber weight postconsumer fiber.

Table – Group G (Food Wrapping Paper, Bags & Aluminum foil)

Line #	Nomenclature	Size	Descriptions
39	Liner	bakery pan	release treated 2-sides, greaseproof, 16-3/8" x 24-3/8",
40	Cover	bun rack	52" x 80", 15 Mic./0.60 Gauge, use on 80" rack, 50/roll
41	Wrap	butcher meat paper	50-LB basis weight, 18" x (800' – 1100') range
42	Wrap	butcher meat paper	50-LB basis weight, 24" x (800' – 1100') range
43	Wrap	butcher meat paper	50-LB basis weight, 36" x (800' - 1100') range
44	Sandwich Bag	paper	plain white, dry wax, 6" x 6-1/2"
45	Sandwich Bag	paper	plain white, dry wax, 6-1/2" x 1" x 8"
46	Sandwich Bag	plastic	6-1/2" x 7" (flip lock top), 0.6 mil min. thick
47	Sandwich Bag	plastic	6-1/2" x 7-1/2" (flip lock top), 0.6 mil min. thick
48	Paper	sandwich sheet	12" x 12" sheet, white dry waxed, with excellent wet strength and microwavable, 18 to 28 lb paper

49	Wrap	clear	food film, 12" x (5000' – 5280') range
50	Wrap	clear	food film, 12" x 1000'
51	Wrap	clear	food film, 18" x 1000'
52	Wrap	clear	food film, perforated, 12" x 12"
53	Film	stretch	18" x 1500', Handwrap 17.8 Micron/.70 Gauge. (min.)
54	Foil	aluminum heavy duty	Institutional, 0.00078" thick , 12" x 500' roll
55	Foil	aluminum standard	Institutional, 0.00055" thick , 18" x 500' roll
56	Foil	aluminum heavy duty	Institutional, 0.00078" thick , 18" x 1000' roll
57	Cup	3 oz, graduated	medicine, cold cup, rolled/rounded rim.
58	Container	1 oz, graduated	medicine, hot or cold (190°F min), wet or dry, acid or high fat applications, impermeable, rolled/rounded rim

4.3.8 Group H (Miscellaneous Cooking Apparel)

- 4.3.8.1 Where feasible, the EPP requirements defined in Section 4.2 above are recommended.
- 4.3.8.2 Where applicable, these products shall be made in full compliance with US FDA guidelines.
- 4.3.8.3 All packaging materials shall be recyclable. No foil or mylar packaging. Excessive inner packing materials are not acceptable. All paper based packaging shall contain 30 percent by fiber weight postconsumer fiber.

Table – Group H (Miscellaneous Cooking Apparel)

Line #	Nomenclature	Type/Size	Descriptions
59	Glove	plastic medium	disposable, food, ambidextrous
60	Glove	plastic, large	disposable, food, ambidextrous
61	Apron	plastic	disposable 28" x 46"
62	Cap	bouffant	disposable, plastic
63	Brick	grill cleaning	reusable, food grade, for cleaning hot grills, will not scratch grill nor lift surface cure.
64	Hat	food handler	low profile tissue paper crown with adjustable headband.
65	Net	beard cover	plastic, white

STATE OF CALIFORNIA SPECIFICATION PALLETS, WOODEN

1 SCOPE

This specification covers pallets intended for use with low lift pallet trucks or forklift trucks.

2 SPECIFICATION AND STANDARDS

Specifications and standards referenced in this document in effect on the opening of the Invitation for Bid form a part of this specification where referenced.

3 REQUIREMENTS

3.1 Material

The pallets shall be constructed from nominal size standard or better (West Coast Lumber Inspection Bureau, Standard Grading Rules for West Coast Lumber) grade Douglas Fir, Hemlock, Larch or Hem-Fir. The stringers shall be S4S and the decking S4S or S1S2E (re-

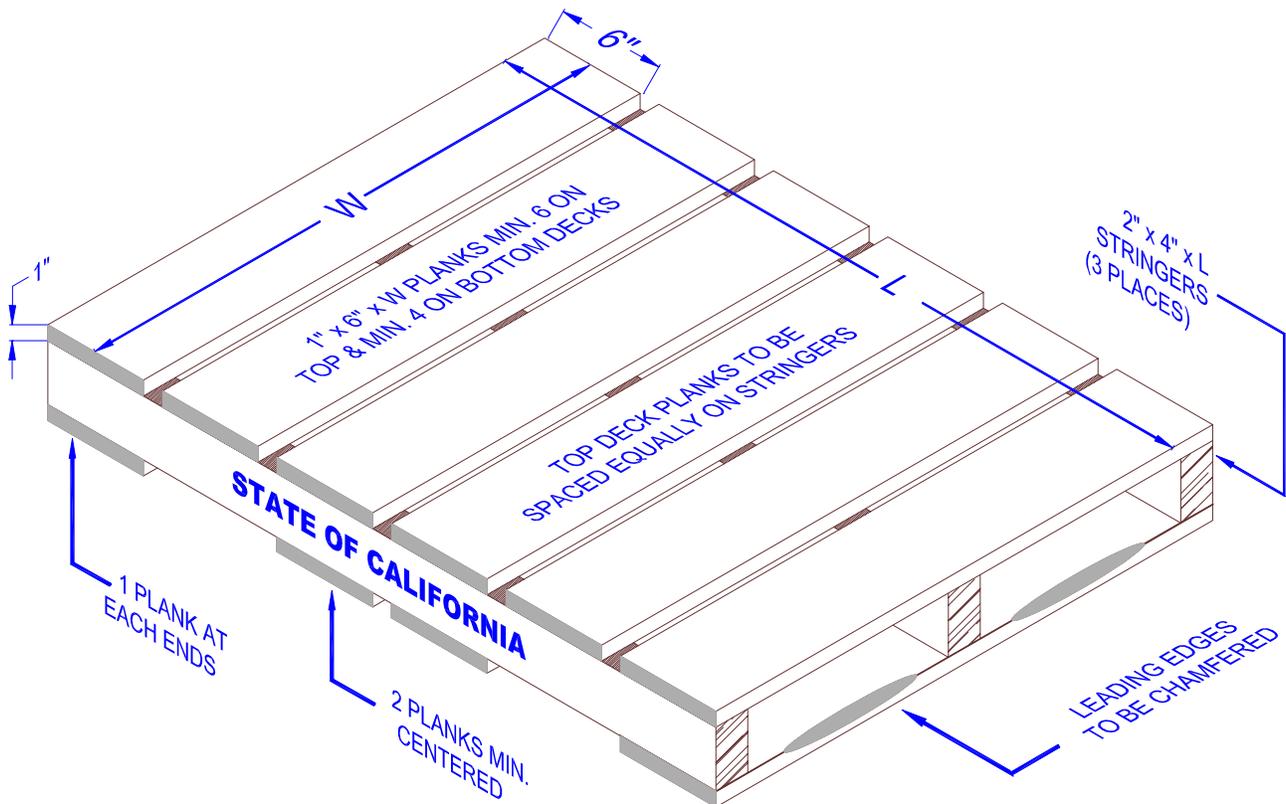


FIG. 1 - TYPE 2
WOODEN PALLET

sawed) with no edge knots. Sawed side is to be assembled to the inside of the pallets. Fastening shall be accomplished with 2¼ inch (+1/16 inch) 7 penny flat head drive screws (helical threaded nail) or 2¼ (+1/16 inch) #10 wire gauge annular ring nails as recommended in Specifications and Grades for Warehouse. Permanent or Returnable Pallets of West Coast Woods as published by the National Wooden Pallet and Container Association (Specifications and Grades, NWPCA).

3.2 Non-Standard Duty-Cycle Pallets

When specifically requested by the user, pallets may be manufactured using pine, oak or ash woods.

3.3 Construction

Pallet type and construction shall comply with Specifications and Grades, NWPCA. The pallets shall be Grade "Quality" (QAL).

The decking shall be secured with 3 nails or screws at each surface of contact with the stringer. Nails shall not be within ½ inch of deck-board edges or another nails.

All leading and outside edges of the bottom deck shall be chamfered. The chamfers shall be at least 12 inches long and shall be cut on an approximate 35 degree angle to the face so as to leave an edge adjacent to the chamfer not less than ¼ inch nor more than ½ inch from the outer

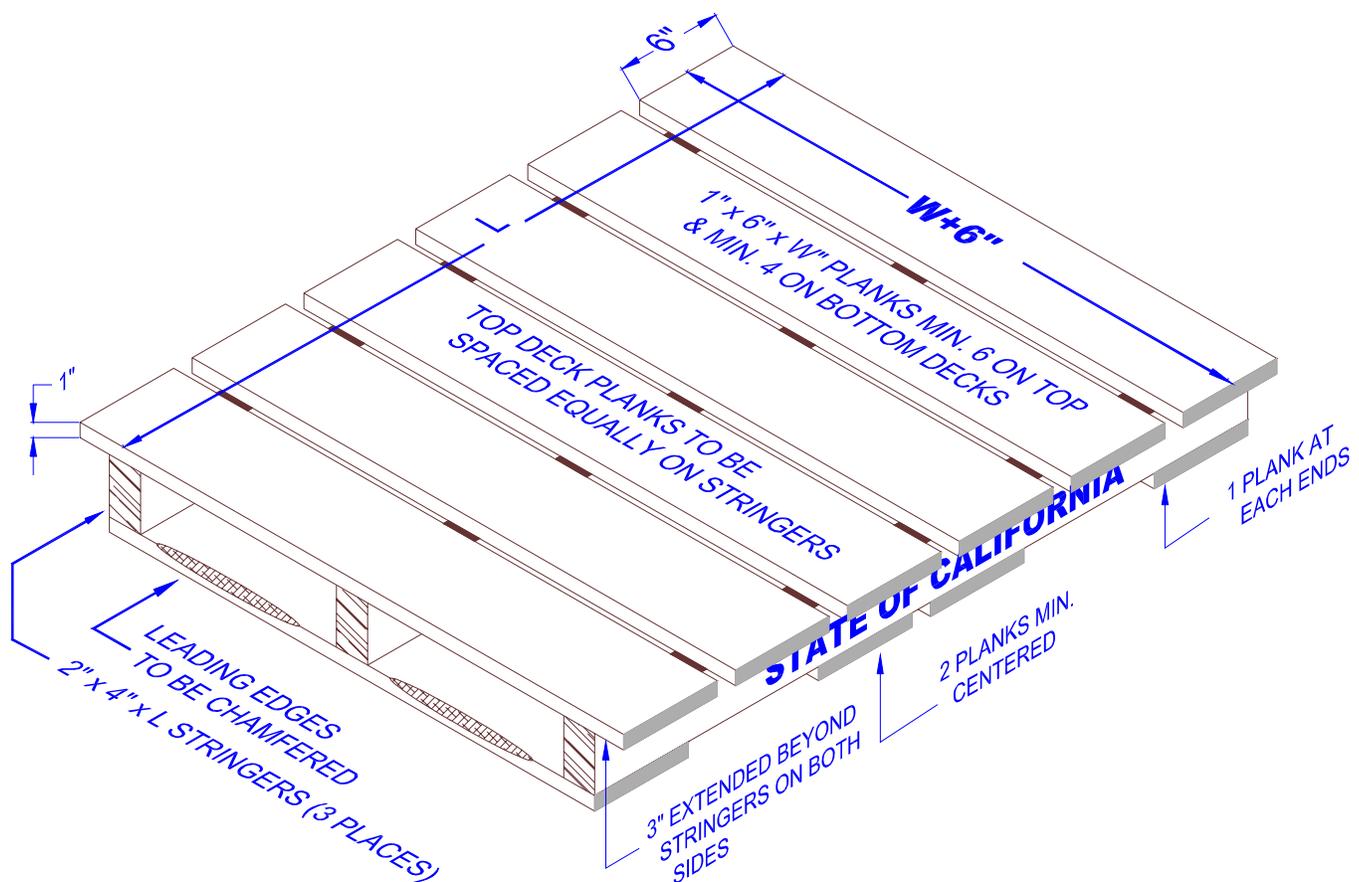


FIG. 2 - TYPE 4
SINGLE WING WOODEN PALLET

edge of the deck-board. The chamfer shall extend to within 3 inches of the stringers. Pallet configuration shall comply with illustration A.

COMMONLY USED PALLET TYPES & SIZE			
SIZE	TYPE	TOP DECK	BOTTOM DECK
1	2 (Fig. 1)	42"L x 36"W Six 1" x 6" x 36" deck-boards, spaced evenly along the pallet width	42"L x 36"W Min. Four 1" x 6" x 36" boards. One placed each end of the stringers Two at center of the stringers
2	2 (Fig. 1)	42"L x 42"W Six 1" x 6" x 42" deck-boards, spaced evenly along the pallet width	42"L x 42"W Min. Four 1" x 6" x 42" boards. One placed each end of the stringers Two at center of the stringers
3	2 (Fig. 1)	44"L x 44"W Six 1" x 6" x 44" deck-boards, spaced evenly along the pallet width	44"L x 44"W Min. Four 1" x 6" x 44" boards. One placed each end of the stringers Two at center of the stringers(Fig. 1)
4	2 (Fig. 1)	45"L x 36"W Six 1" x 6" x 36" deck-boards, spaced evenly along the pallet width	45"L x 36"W Min. Four 1" x 6" x 36" boards. One placed each end of the stringers Two at center of the stringers
5	2 (Fig. 1)	46"L x 44"W Six 1" x 6" x 44" deck-boards, spaced evenly along the pallet width	46"L x 44"W Min. Four 1" x 6" x 44" boards. One placed each end of the stringers Two at center of the stringers
6	2 (Fig. 1)	48"L x 48"W Six 1" x 6" x 48" deck-boards, spaced evenly along the pallet width	48"L x 48"W Min. Four 1" x 6" x 48" boards. One placed each end of the stringers Two at center of the stringers
Note: SIZE 1, TYPE 4 - has a single wing applied to top deck.			
1	4 (Fig. 2)	42"L x 36"W Six 1" x 6" x 36" deck-boards, spaced evenly along the pallet width with 3" wings extending beyond the stringers outboard faces	42"L x 30"W Min. Four 1" x 6" x 36" boards. One placed each end of the stringers, Two at center of the stringers

4 SAMPLING AND INSPECTION

This commodity will be sampled and inspected for compliance to this specification as deemed necessary. Sampling and inspection by attributes will be in accordance with ANSI/ASQ Z1.4 1993, Sampling Procedures and Tables for Inspection by Attributes. An inspection lot is defined as one delivery to one agency at one time.

4.1 Workmanship

The pallets shall be free from defects as outlined under Grade "Quality" (QAL) in the "Specifications and Grades", NWPCA.

5 MARKING

Each pallet shall be marked (two places), "STATE OF CALIFORNIA". Marking shall be easily readable, in black letters and on outboard faces of stringers.

