

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

1. REQUISITION NUMBER
 PAGE 1 OF 16

5. SOLICITATION NUMBER
 SP0300-00-R-4033

6. SOLICITATION ISSUE DATE
 05 September 2000

7. FOR SOLICITATION INFORMATION CALL: **James T. Smith - Contract Specialist - HFVW**

8. OFFER DUE DATE/ LOCAL TIME
 See Page # 3

CONTRACT NO.
 SP0300-01-D3005

3. AWARD/EFFECTIVE DATE
 5 MAR 01

4. ORDER NUMBER

9. ISSUED BY
 Defense Supply Center Philadelphia
 Directorate of Subsistence - Building # 6C
 700 Robbins Ave.,
 Philadelphia, PA. 19111 - 5092
 Contracting Officer: William C. Smith
 (215)737-4298

10. THIS ACQUISITION IS
 UNRESTRICTED
 SET ASIDE: %FOR
 SMALL BUSINESS
 SMALL DISADV. BUSINESS
 8(A)
 SIC.
 SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
 SEE SCHEDULE

12. DISCOUNT TERMS

13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING
 Not Applicable

14. THIS ACQUISITION IS
 RFP IFB RFP

15. DELIVER TO
 Hill AFB, Utah

16. ADMINISTERED BY
 Same as Block # 9

17a. CONTRACTOR/OFFEROR
 Sysco Intermountain Food Services
 9494 S. Prosperity
 West Jordan, UT 84088
 TELEPHONE NO. 801-563-6260

18a. PAYMENT WILL BE MADE BY
 DFAS COLUMBUS CENTER
 ATTN: ~~dfas-CO-SEP~~
 P.O. BOX 182317
 COLUMBUS, OH 43218

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
	Full-Line Food Distribution Salt Lake City, Utah Zone See "Schedule of Items"				
(Attach Additional Sheets as Necessary)					

25. ACCOUNTING AND APPROPRIATION DATA
 Estimated 25% Minimum \$253,750.00 (base year)

26. TOTAL AWARD AMOUNT (For Govt. Use Only)
 \$1,015,000.00 (base year)

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED.

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN one (1) 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 HEREIN.

29. AWARD OF CONTRACT: REFERENCE SP0300-00-R-4033 DATED 10/27/00 YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)
 TOM KESTELOOT, PRESIDENT & CEO

31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)
 William C. Smith

31c. DATE SIGNED
 March 5, 2001

32a. QUANTITY IN COLUMN 21 HAS BEEN
 RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED

33. SHIP NUMBER

34. VOUCHER NUMBER

35. AMOUNT VERIFIED CORRECT FOR

32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE

32c. DATE SIGNED

36. PAYMENT
 COMPLETE PARTIAL FINAL

37. CHECK NUMBER

38. S/R ACCOUNT NUMBER

39. S/R VOUCHER NUMBER

40. PAID BY

42a. RECEIVED BY (Print)

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

41c. DATE SIGNED

42b. RECEIVED AT (Location)

42c. DATE REC'D (YY/MM/DD)

SYSCO INTERMOUNTAIN FOOD SERVICES, INC.

The following amendments are hereby incorporated as part of this contract:

- Amendment 0001 dated Sept 11, 2000
- Amendment 0002 dated Sept 12, 2000
- Amendment 0003 dated Sept 21, 2000
- Amendment 0004 dated Oct 4, 2000

The following represents a brief summary of the contract's terms and conditions, including but not limited to the identified contractor's enhancements.

SUPPLIES OR SERVICES AND PRICES

- **ITEMS:** Total Food and Beverage Support for DOD and non-DOD customers, Not included in this contract: Fresh Fruit and Vegetables, Fresh Milk and Fresh Bread and Bakery Products and "branded" Bag in Box Soda.
- **DELIVERY:** Delivery shall occur no more than 48 hours after order placement
- **CONTRACT TERM:** One (1) year Base Term with Four (4) One year options: Base Term: April 23, 2001 through April 20, 2002
- **CONTRACT TYPE:** Indefinite Quantity Contract – Firm Fixed Price

This contract contains a guaranteed minimum of 25% of the estimated dollar value. The estimated dollar value of the base term of the contract is \$1.8 million. The maximum ceiling will be 125% of the estimated dollar value. In the event of emergency and/or mobilization, the government reserves the right to unilaterally execute an alternate maximum ceiling of 150% of the estimated dollar value.

To the extent that customers do not meet their estimated dollar purchases, the Contracting Officer reserves the right to add more than 25% of additional business equivalent to the percentage of unused business.

SYSCO INTERMOUNTAIN FOOD SERVICES, INC.**• PRICING: Firm Fixed Price**

All pricing will be firm at time of order.

All Unit Prices shall be formulated in accordance with Clause 52.212-4(t).

The Unit Price is calculated by adding the "Delivered Price" and the "Distribution Price".

Delivered Prices will be updated weekly and will be effective from Monday through Sunday.

Unit Prices may not extend beyond two (2) places after the decimal point.

If the government determines to invoke the options, the distribution prices will remain unchanged in accordance with Sysco Intermountain's offer.

DISTRIBUTION PRICE – The Distribution Price will remain unchanged for all categories of food during the base year and option years.

The following services offered by Sysco Intermountain Food Service exceed solicitation requirements and are incorporated into the contract:

- Customers are notified (the same day of the order) regarding non-availability of products and potential substitutions.
- Same day delivery for an emergency order if the order is placed prior to 10:00 AM. There will be no additional charge for an emergency order.
- Participation in Food Shows and Technical Menu Assistance designed to educate the customer on better food handling by providing information on new menus, nutritional analysis, and ways to reduce cost. Nutritionists and registered Dietitians are available to assist the customers.
- Acceptance of add-ons and cancellations prior to delivery at no additional charge. Add-ons and cancellations will be accepted by fax, phone, or email.
- No increase in the distribution fee during the four (4) option years.
- Surge and Mobilization: Sysco can support "triple" the normal contract demands within a 24 hour period.
- Rebates/Discounts: Customer will receive manufacturer rebates and Food Show discounts via STORES catalog price and invoice price.

SYSCO INTERMOUNTAIN FOOD SERVICES, INC.**DESCRIPTION/SPECIFICATIONS****• ORDERING SYSTEM:**

The government's electronic ordering system, STORES, will be utilized by the customers.

• PLACEMENT OF ORDERS:

The first order of this contract will take place April 23, 2001.

Orders will be placed with the prime vendor via STORES so that delivery can be made to accommodate a skip day delivery cycle.

• CUTOFF TIME:

Orders should be placed prior to 2:00 P.M., two (2) days prior to the required delivery date. Example: Orders placed by 2:00 P.M. on Monday will be delivered by Wednesday. This time is subject to change based on mutual consent between the customer and the prime vendor.

PACKAGING, MARKING AND LABELING

• 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 promulgated thereunder. Shipping containers shall be in compliance with the National Motor Freight Classification and Uniform Freight Classification Code.

• Semiperishable items shall be snugly packed in shipping containers that fully comply with the National Motor Freight Classification and Uniform Freight Classification Code, as applicable.

• All meats, poultry, and seafood will be vacuumed packed when practicable. In all instances the packaging will protect the product from freezer burn and contamination.

• All fresh poultry items will be packed in ice packed cartons or gasflush cartons.

• All fresh seafood items will be in ice packed cartons.

SYSCO INTERMOUNTAIN FOOD SERVICES, INC.

- Frozen product must be processed and packed to allow removal of the individual units from the container without damage to that or other units. The intent is to be able to remove only that amount of product required for current needs, without the necessity of defrosting.
- Standard commercial precautionary markings such as “Keep Frozen”, “Keep Refrigerated”, etc. shall be used on all cases when appropriate to ensure that the carrier and the receiving activity properly handle and store items.
- To the maximum extent possible, nutritional and ingredient labels shall be placed on the individual package.
- All food and beverage products shall be identified with readable dates (open code dates), or coded dates, as determined by the type of product delivered. For semiperishable, shelf stable items, open dating is preferred. But code dating is acceptable. For items other than semiperishable, shelf stable products must have readable, open code dates clearly showing the use by date, date of production, date of processing/pasteurization, sell by date, best if used by date, or similar markings.
- Products for individual customers/dining facilities shall be segregated.

INSPECTION AND ACCEPTANCE

- Inspection and acceptance of products will be performed at destination. The authorized receiving official at each delivery point is responsible for inspecting and accepting products as they are delivered.
- Inspection is limited to identity, count and condition; however, this may be expanded if deemed necessary by either the military veterinary inspector, dining facility manager, or the food service advisor.
- All deliveries are subject to military veterinary inspection including inspection of delivery vehicles for cleanliness and condition.
- Three (3) copies of the delivery ticket/invoice must accompany each shipment. All overages/shortages/returns are to be noted on the delivery ticket/invoice by the receiving official and truck driver. The delivery ticket/invoice shall be annotated to reflect the items that were rejected by adjusting the quantity and dollar value. The total dollar value of the invoice must also be adjusted.
- Two (2) copies of the signed and annotated delivery ticket/invoice will serve as the acceptance document.

SYSCO INTERMOUNTAIN FOOD SERVICES, INC.**DELIVERIES AND PERFORMANCE**

- FOB TERMS: FOB Destination
- The following is designated as the plant location for the performance of this contract:

Sysco Intermountain Food Services
 9494 S. Prosperity
 West Jordan, UT 84088

- The shipping point designated for performance of this contract is the same as the plant location identified above.
- Deliveries shall normally be made 48 hours after the order is placed with the prime vendor, or at a later date, as specified by the customer.

DELIVERY SCHEDULE:

<u>Installation</u>	<u>Time of Delivery</u>	<u>Frequency</u>
Hillcrest Dining Hall 75 th SPTG/SVMF Building # 519 Hill AFB, UT 84056 POC: Judy Kline (801) 777-3428 Ship To DODAAC: FT9114	7:00 AM – 10:00 AM	3 Deliveries per week:
Child Development Center 5708 Mitchell Lane Building # 470 Hill AFB, UT 84056 POC: Beverly Hemmert (801) 777-3158 Ship To DODAAC: FT9506	7:00 AM – 10:00 AM	3 Deliveries per week:
Youth Center 7712 6 th Street Building # 883 Hill AFB, UT 84056 POC: Jim Dicus (801) 777-3599 Ship To DODAAC: FT9451	7:00 AM – 10:00 AM	3 Deliveries per week:

SYSCO INTERMOUNTAIN FOOD SERVICES, INC.

<u>Installation</u>	<u>Time of Delivery</u>	<u>Frequency</u>
419 MSS SVS 5713 Lahm Lane Hill AFB, UT 84056 (801) 777-9663 Ship To DODAAC: FT6659	7:00 AM – 10:00 AM	1 Delivery per month:
729 AVS CSF 6475 Lemon Lane Building # 1910 Hill AFB, UT 84056 Sgt. Edward Kearns (801) 777-0659 Ship To DODAAC: FT9168	7:00 AM – 10:00 AM	1 Delivery per month
Utah Air National Guard 765 North 2200 West Building # 820 Salt Lake City, UT 84116 POC: Rick Carbuhn (801) 595-2314 Ship To DODAAC: FT6441	7:00 AM – 10:00 AM	1 Delivery per week

CONTRACT ADMINISTRATION DATA**ADMINISTRATION:**

- Administration of the contract will be performed by DSCP Philadelphia. The customer will perform administration of the delivery orders.
- The Small Business and Small Disadvantaged Business Subcontracting Plan submitted by Sysco Intermountain Food Service is accepted. The plan is incorporated into this contract. DCMC Denver is assigned all administrative duties associated with the Small Business and Small Disadvantaged Business Subcontracting Plan as provided under Clause 52.219-9 "Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan".
- Socioeconomic Considerations: Sysco's goal for subcontracting to Small Business – 32% , to Small Disadvantaged Business – 6%, to Women Owned Small Business – 2%, and to HUB Zone Small Business – 1%.

The approved subcontracting plan is listed in attachment 1.

Attachment 1

IV. SOCIOECONOMIC CONSIDERATIONS

SMALL, SMALL DISADVANTAGED, WOMEN-OWNED AND HUB ZONE SMALL BUSINESS SUBCONTRACTING PLAN

DATE: October 27, 2000

CONTRACTOR: SYSCO Intermountain Food Services, Inc.
ADDRESS: P.O.Box 27638
Salt Lake City, Utah 84127-0638

SOLICITATION OR CONTRACT NUMBER: SP0300-00-R-4033

ITEM / SERVICE: **Full Line Food Distributor – Salt Lake City Zone**

The following is hereby submitted as a Subcontracting Plan to satisfy the applicable requirements of the solicitation:

- The following percentage goals expressed in terms of a percentage of total planned subcontracting (supplier) dollars are applicable to the contract awarded under the solicitation cited above:

Small business concerns: 32 % of total planned subcontracting (supplier) dollars under this contract will go to subcontractors (suppliers) who are small business concerns, subject, however, to the limitation set forth in paragraph 1(a) below.

This goal should equate to approximately the following dollar amounts:

	BASE 32%	OPTION 1 32%	OPTION 2 32%	OPTION 3 32%	OPTION 4 32%
Total estimated to be Subcontracted	\$ 862,750	\$ 862,750	\$ 862,750	\$ 862,750	\$ 862,750
Small Business Goal (32)	\$ 276,080	\$ 276,080	\$ 276,080	\$ 276,080	\$ 276,080

Small disadvantaged business concerns: 6 % of total planned small business subcontracting dollars under this contract will go to subcontractors (suppliers) who are small business concerns owned and controlled by socially and economically disadvantaged individuals, subject, however, to the limitation set forth in paragraph 1(a) below.

This goal should equate to approximately the following dollar amounts:

	BASE 6%	OPTION 1 6%	OPTION 2 6%	OPTION 3 6%	OPTION 4 6%
Total estimated to be Subcontracted	\$ 862,750	\$ 862,750	\$ 862,750	\$ 862,750	\$ 862,750
Small Disadvantaged Business (6)	\$ 51,765	\$ 51,765	\$ 51,765	\$ 51,765	\$ 51,765

Women-owned small business concerns: 2 % of total planned small business subcontracting (supplier) dollars under this contract will go to subcontractors (suppliers) who are small business concerns owned and controlled by women, subject, however, to the limitation set forth in paragraph 1(a) below.

This goal should equate to approximately the following dollar amounts:

	BASE 2%	OPTION 1 2%	OPTION 2 2%	OPTION 3 2%	OPTION 4 2%
Total estimated to be Subcontracted	\$ 862,750	\$ 862,750	\$ 862,750	\$ 862,750	\$ 862,750
Women-Owned Small Business (2)	\$ 17,255	\$ 17,255	\$ 17,255	\$ 17,255	\$ 17,255

HUBZone business concerns: 1 % of our total planned small business subcontracting (supplier) dollars under this contract will go to subcontractors (suppliers) who are small business concerns located in HUBZone, subject, however, to the limitation set forth in paragraph 1(a) below.

Attachment 1

This goal should equate to approximately the following dollar amounts:

	BASE 1% -	OPTION 1 1%	OPTION 2 1%	OPTION 3 1%	OPTION 4 1%
Total estimated to be Subcontracted	\$ 862,750	\$ 862,750	\$ 862,750	\$ 862,750	\$ 862,750
HUBZone Business Concerns (1)	\$ 8,628	\$ 8,628	\$ 8,628	\$ 8,628	\$ 8,628

Total subcontracting goals should equate to the following:

	BASE	OPTION 1	OPTION 2	OPTION 3	OPTION 4
Total estimated to be Subcontracted	\$ 862,750	\$ 862,750	\$ 862,750	\$ 862,750	\$ 862,750
Small Business Goal (32)	\$ 276,080	\$ 276,080	\$ 276,080	\$ 276,080	\$ 276,080
Large Business (68)	\$ 586,670	\$ 586,670	\$ 586,670	\$ 586,670	\$ 586,670
Regular Small Business (23)	\$ 198,433	\$ 198,433	\$ 198,433	\$ 198,433	\$ 198,433
Small Disadvantaged Business (6)	\$ 51,765	\$ 51,765	\$ 51,765	\$ 51,765	\$ 51,765
Women-Owned Small Business (2)	\$ 17,255	\$ 17,255	\$ 17,255	\$ 17,255	\$ 17,255
HUBZone Business Concerns (1)	\$ 8,628	\$ 8,628	\$ 8,628	\$ 8,628	\$ 8,628

(a) The following principal product categories will be subcontracted (supplied) under this contract. For each product category listed below we have listed next to each product category the source availability from small, small disadvantaged, small women-owned and large concerns as follows:

1. Fresh and Frozen Meat Items: Large Business, Small Business, Small Disadvantaged Business, and Small Women-Owned Business.
2. Frozen Fish Items: Large Business, Small Business, Small Disadvantaged Business, and Small Women-Owned Business.

3. Frozen Fruit and Vegetables: Large Business and Small Business, Small Disadvantaged Business, and Small Women-Owned Business.
4. Frozen Specialty Items: Large Business, Small Business, Small Disadvantaged Business and Small Women-Owned Business.
5. Canned Fruits, Vegetables, Cereals and Specialty Items: Large Business, Limited Number of Small Business.
6. Dry Goods, Food service Products: Large Business, Small Business, Small Disadvantaged Business, and Small Women-Owned Business.

Because purchasing of food service products is the only area available for subcontracting under this contract, the above goals were established with respect to companies from which SYSCO Intermountain will purchase products for sale to the Salt Lake City Zone. SYSCO Intermountain currently purchases thousands of different products from hundreds of manufacturers that are large, small, small and disadvantaged, and small and women-owned. Such purchases, for the most part, are made without any formal bidding procedures and without written agreements.

SYSCO Intermountain will use reasonable and good faith efforts to meet its goals for subcontracting (from suppliers) as set forth above. This is to be accomplished through identifying, documenting and utilizing small business concerns, small disadvantaged business concerns, women-owned small business concerns, and HUBZone small business concerns to supply all the types of products to be distributed by SYSCO Intermountain to government customers. In large part, however, the vendors that SYSCO Intermountain uses will be dictated by the ordering choices of such government customers, especially with their continuing movement towards brand name products, which are produced for the most part by large business.

SYSCO Intermountain has identified some of the products that it may purchase from small business concerns, small disadvantaged business concerns, small women-owned business concerns and HUBZone small business concerns. The final determination will be made by the military personnel at the cataloging session following the award of the contract. Since we are unable at this time to identify all the types and the total volume of the products to be purchased, a system, as outlined in this plan, has been developed to assist us in achieving our documentation and goals.

Method of Identifying Small Business Sources

In the formulation of our goals, a great deal of thought was given to how we might meet and exceed the goals proposed. We already have significant experience garnered from our current DSCP contracts. Additionally, we have contacted the National Small Business Administration for a current listing of small, small disadvantaged, women-owned, and HUBZone small business firms that manufacture institutional food service products.

We continue to talk with brokers who represent small, small disadvantaged, small women-owned, and HUBZone food service manufacturers.

Outreach efforts will include the following:

- Contacts with minority and small business trade associations.
- Contacts with business development organizations.
- Attendance at small and minority or women-owned business procurement conferences and trade fairs.

SYSCO Intermountain will also utilize the following sources to enhance its ability to source the small businesses needed to meet its goals:

- The new Government SBA Pro-Net web site.
- George Washington University P.T.A.P., Entrepreneurship Center. Mentor-Protégé Program Office
- The National Minority Purchasing Council Vendor Information Service.
- The Research and Information Division of the Minority Business Development Agency in the Department of Commerce.
- Other small and small disadvantaged business concerns and trade associations.

SYSCO Intermountain, as part of its DSCP reporting requirements, will designate for each product, the type of supplier by business code letter: L= Large, S= Small, SDB= Small Disadvantaged, WO= Women-Owned, HZ= HUBZone, depicting the dollar value of items purchased in descending order. These internal reports will inform us of the high volume items that facilities are purchasing, so that we might try to source small, small disadvantaged, women-owned and/or HUBZone firms to supply those items to our company.

The difficulty we have experienced is in sourcing small disadvantaged, small women-owned and HUBZone firms that manufacture foodservice products that are competitive in quality and price with larger firms. This fact influenced our lower goals for those classifications.

SYSCO Intermountain is aware of the requirement that SDB and HZSB concerns must be certified by the SBA and listed in the PRO-Net in order for us to take credit for these dollars. SYSCO Intermountain will provide due diligence to utilize manufacturers that it knows or believes are small, small disadvantaged, small women-owned, and small HUBZone, to provide the products we believe the Salt Lake City Zone will purchase.

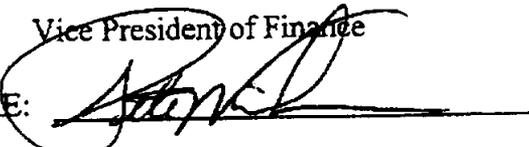
We intend to continue to use the attached sample sign-off form to confirm each manufacturer's size, and will attempt to source small disadvantaged, small women-owned, and small HUBZone businesses for some of the higher volume items.

SYSCO Intermountain's plan does not include counting indirect costs as part of its small business goal.

SYSCO Intermountain's plan does not include counting indirect costs as part of its small business goal.

See Attachment 5, Sample Manufacturer Sign-Off Form.

2. The following individual will administer SYSCO Intermountain's subcontracting plan:

NAME: Peter Winder
 ADDRESS: SYSCO Intermountain Food Services, Inc.
 P.O.Box 27638
 Salt Lake City, Utah 84127-0638
 PHONE:
 TITLE: Vice President of Finance
 SIGNATURE: 

The Vice President of Finance's specific duties, as they relate to SYSCO Intermountain's subcontracting program, are as follows:

General overall responsibility for this Small, Small Disadvantaged, Women-Owned and HUB Zone Small Business Subcontracting Plan and for monitoring performance relative to the contractual subcontracting requirements contained in this plan, including, but not limited to:

- a. Developing and maintaining lists of potential small, small disadvantaged, woman owned and HUB zone small business concerns from which products may be purchased.
- b. Developing business with small, small disadvantaged, women-owned and HUB zone small business concerns for products or services that they are capable of providing.
- c. Ensuring the establishment and maintenance of records of subcontract activity.
- d. Attending or arranging for attendance of Contractor representatives at business opportunity workshops, minority business enterprise seminars, trade fairs, etc.
- e. Monitoring attainment of proposed goals.
- f. Preparing and submitting periodic subcontracting reports required.
- g. Coordinating Contractor's activities during any compliance reviews by federal agencies.
- h. Coordinating our Procurement Department's activities involving its small, small disadvantaged, woman-owned, and HUB zone small business subcontracting plan.

3. The following efforts will be taken to assure that small, small disadvantaged, small women-owned, and small HUB zone business concerns will have an equitable opportunity to compete for subcontracts. The following internal efforts will be made to guide and encourage SYSCO Intermountain merchandisers.
 - a. SYSCO Intermountain will continue to seek small, small disadvantaged, women-owned and HUB zone small business firms to mentor on how to do business by demonstrating how to pack, size, develop and ship the product required.
 - b. SYSCO Intermountain will provide additional help to those subcontractors, where required, in assisting them in competing for available subcontracts.
4. SYSCO Intermountain agrees to include the clause in the contract entitled "Utilization of SB Concerns" in all subcontracts that offer further subcontracting opportunities and will require all subcontractors (except SB concerns) who receive subcontracts in excess of \$ 500,000 to adopt a plan similar to the plan agreed by our company.
5. SYSCO Intermountain agrees to: (i) Cooperate in any studies or surveys as may be required; (ii) Submit periodic reports in order to allow the Government to determine the extent of compliance with the subcontracting plan; (iii) Submit SF294 and SF295 reports twice yearly; (iv) Require where applicable, its subcontractors to complete forms SF294 and SF295.
6. SYSCO Intermountain agrees that it will maintain at least the following types of records to document compliance with this subcontracting plan (these records may be maintained on a company-wide basis unless otherwise indicated):
 - a. Source lists, guides, and other data that identify small, small disadvantaged, small women-owned, and small HUB zone business concerns.
 - b. Organizations contacted in an attempt to locate sources that are small, small disadvantaged, small women-owned, and small HUB zone business concerns.
 - c. Records of any outreach efforts to contact (a) trade associations, (b) business development organizations, and (c) conferences and trade fairs to locate small, small disadvantaged, small women-owned, and small HUB zone business concerns.
 - d. Records will be maintained, where applicable, of any subcontract solicitation resulting in an award of more than \$100,000 indicating:
 - (1) Whether small business concerns were solicited and if not, why not.
 - (2) Whether small disadvantaged business concerns were solicited and if not, why not.
 - (3) Whether small women-owned business concerns were solicited and if not, why not.

- (4) Whether small HUB zone business concerns were solicited and if not, why not.
 - (5) If applicable, the reason award was not made to a small business concern.
- e. Records of internal guidance and encouragement provided to buyers through:
- (1) Workshops, seminars, training, etc,
 - (2) Monitoring performance to evaluate compliance with the program requirements.
- f. On a contract by contract basis, records to support award data submitted to the Government, including the name, address, and business size of each subcontractor.

The effective period of this subcontracting plan is from the date of the award of the contract to this Contractor under the solicitation cited above through the termination date of such contract.

SYSCO INTERMOUNTAIN FOOD SERVICES, INC.**INVOICING:**

- Each shipment shall be accompanied by three (3) copies of the invoice (an original plus two (2) copies). The receiving official should retain a copy of the invoice at the customer's location. The original invoice shall be returned to the prime vendor.
- The contractor must submit two (2) copies of the invoice, the original signed invoice and a copy to the Defense Finance and Account Service (DFAS) in Columbus, Ohio for payment. The address is noted on Page 1, Block 18a, of the contract.
- 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-CO-SEP
P. O. Box 182317
Columbus, OH 43218

- 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 numerical sequence;
 4. Item nomenclature;
 5. Clearly identified and annotated changes on all copies; and
 6. Total dollar value on each invoice (reflecting changes to the shipment, if applicable)