

**Georgia Department of Education  
Food Distribution Program  
Commercial Delivery System Information**

Attachment C

**Contract Period:** July 1, 2020 through June 30, 2021

**Recipient Agency (RA) Notification of USDA Foods Available for Order:** Distributor notifies RA weekly, at a minimum, either in writing or by telephone. RA must monitor reports on the online Entering Data for Georgia Effectively system (EDGE) against the weekly distributor notification periodically (preferably daily or twice weekly). You will not receive confirmation from the Food Distribution Unit (FDU).

**Order Submission:** RA submits to distributor in writing via method or forms designated by distributor. No verbal orders unless expressly allowed by distributor. System submits all orders for individual school deliveries. Orders must include USDA food material name and number of cases by delivery point and must be received by distributor two working days (48 hours) prior to scheduled delivery dates. FDU requires a 20 case per drop minimum. The Contractor may establish a lesser per case minimum. RAs may negotiate for lower minimums.

**Delivery Requirements:** Between 7:00 a.m. and 2:30 p.m. unless special arrangements are made in advance Mondays through Fridays, except school or institutional holidays or emergency closing days. Delivery after 2:30 p.m. may be negotiable in hardship cases such as inclement weather or truck breakdown.

**RA Receiving Responsibility:** Authorized school receiver on duty when USDA foods are delivered should verify accuracy of items, quantities of each item, total quantity, and condition of items and to sign delivery invoice. Receiver should check USDA foods as soon as the driver has unloaded. Delivery invoice or ticket must be receipted (signed) by authorized school receiver. Variations such as shortages or damages in items delivered must be noted on delivery invoice or ticket by school receiver and initialed by both the driver and the school receiver.

**Storage and Delivery Costs:** The commercial delivery system is based on a “push” system of delivering all USDA foods to RAs within 60 calendar days of arrival. Orders should be placed as soon as RA is notified of allocation. This is especially important with fresh fruits and vegetables. Distributor may assess a charge per month for each case of USDA foods remaining in storage beyond the 60 days. Additional charge is not to exceed 25 percent of weekly charge for delivery to recipient kitchens, may be assessed for a full month on the first day following the anniversary arrival date, and may only be assessed on the base charge--not on a compounded basis. Payment for delivery should be made to contract distributor within 30 days after receipt of foods. *Any USDA foods left over 60 days are subject to reallocation, that includes both Direct Delivery and Processing Diversion.*

**Reprocessed or Further Processed Commodity Costs:** Price E will be charged for storage and delivery for each case of reprocessed or further processed USDA foods that are received into the distributor as a result of an RA sending raw USDA foods into a processor’s plant for conversion into approved end products under a fee-for-service arrangement.

**Delivery Frequency:** Weekly to RAs that receive weekly delivery of commercially purchased foods from the distributor; skip-a-week basis for RAs that do not purchase commercial foods from the distributor; monthly deliveries for small RAs. Warehouse pickup (one day per month designated by distributor) is available for small RAs that are unable to meet the minimum delivery quantity requirement.

**Requirements for One-Stop Delivery:** One-stop delivery provisions are for those school systems that require delivery to only one location-either a school-operated warehouse or a redistribution location-within the system and can take lump-sum delivery of USDA foods within 10 working days of its arrival at the distributor’s warehouse. Deliveries are made on exchangeable pallets (for warehouse deliveries) or driver unloads (for redistribution locations).

**Questions concerning the commercial delivery system should be directed to your assigned Food Distribution Spec**