

**Customer Service**

Phone: 916.358.2733  
Fax: 916.358.2660

**Sales**

Phone: 916.323.2419  
Fax: 916.322.1184

**Website Orders**

calpia.ca.gov

DO NOT send a confirming copy of your purchase order if it is faxed/sent on the website.

**TERMS OF SALE**

Net 45 days or by Controller Transfer. Orders from California State agencies are exempt from State Account tax and federal excise tax. All other agencies must add current State Account tax to orders.

Prices shown cover standard products only. Prices and specifications are subject to change without prior notice.

CALPIA unit prices include delivery within California strictly to dockside locations excluding major projects. Applicable prices are those prices in effect at the time of receipt of purchase order or those established by awarded contract or bid. Prices are domestic prices only for shipment within the continental United States.

**MINIMUM ORDER**

No minimum order requirements.

**ACKNOWLEDGMENTS**

Upon receipt of a completed purchase order, CALPIA will issue an Order Acknowledgment to **both the bill-to and ship-to addresses**. Orders will be manufactured and invoiced based upon the information on the acknowledgment. **IF THERE IS ANY DISCREPANCY, PLEASE NOTIFY CALPIA IMMEDIATELY.**

After the date of acknowledgment, orders may not be changed or cancelled in whole or in part without the written agreement of all parties concerned.

**ORDER INFORMATION**

Purchase orders are to be sent to:  
**CALPIA**

Attn: Customer Service  
560 East Natoma Street  
Folsom, CA 95630-2200

**All orders must include:**

- ship-to and bill-to addresses
- authorized signature to encumber funds
- agency funding source: fund, agency, fiscal year, reference (State agencies only)
- agency contact person and public telephone number including area code
- bid number if applicable
- complete 10-digit item number
- specific colors, finishes and options

Please, do not FAX orders or any documents which may include credit card information— this is a "phone-in" process only. For billing questions, you may call 916.358.2684. To cancel, call Customer Service.

**CREDIT CARD ORDERS**

Customers may use one of several major credit cards accepted by CALPIA, Visa, Mastercard or Discover. Order may be placed via our online store or by contacting Customer Service at 916.358.2733.

**BID ORDERS**

Purchase orders based on successfully awarded bids must have the applicable bid number written **noticeably** on the order.

**EXEMPTION POLICY**

State agencies may be granted exemptions by CALPIA to procure products from other sources. Agencies seeking exemptions will be directed to their assigned CALPIA account representative. If the product involved is not made by CALPIA, or for economic or technical reasons cannot be made, an exemption may be granted for outside procurement. Additionally, exemptions may be granted to accommodate individual medical requirements (see below). The assigned CALPIA Account Representative will review all exemption requests. For all such requests the CALPIA Exemption Request Form must be completed and submitted to CALPIA. All approved requests must be maintained in the requesting department's procurement transaction file as proof of approval. It is the customer's responsibility to cancel any existing purchase orders for item(s) no longer required as a result of the exemption per the cancellation policy below.

**Medical Exemptions**

CALPIA will grant exemptions based upon medical reasons to agencies who are required to purchase from CALPIA under Penal Code 2807. Purchase orders for medical exemptions must be accompanied by an authorization from the agency's Americans With Disabilities Act coordinator or designee. Documents should **NOT** include the name of the affected employee.

**WARRANTY POLICY**

CALPIA warrants to the original purchaser that products are free from defects in materials and workmanship found through normal usage during the specified warranty period. The warranty applies for products delivered/ installed at the shipping destination only.

The customer agrees to use CALPIA products properly: not to remove or alter safety devices, warnings or operating instructions placed on products, and to instruct employees as to the proper care and use of products according to the information provided by CALPIA.

**DELIVERY AND TIMING**

CALPIA products are made to order rather than being pre-made and warehoused. Each item has its own unique production time line. Additionally, CALPIA uses several delivery options (CALPIA Truck, Common Carrier, or GSO) determined by the product ordered and geographic area of the purchaser. You will be provided a sales order acknowledgement by CALPIA's Customer Service team with your estimated ship date. If you made the purchase with a credit card, your credit card will not be charged prior to shipment of your order.

CALPIA will make every attempt to meet scheduled delivery dates. If CALPIA cannot deliver product as scheduled due to causes beyond its control, i.e., casual labor disputes or accident, inability to obtain necessary labor, material or transportation, or changes requested by the customer, the delivery date will be examined by CALPIA and a new date will be established.

**Out-of-State Deliveries**

Out-of-state delivery will be F.O.B. shipping point. CALPIA will ship prepaid and the freight charges will be added to the invoice. Estimated freight charges must be included as an additional line item on the purchase order. Prior to submitting a purchase order to CALPIA, please contact the CALPIA Sales Department for estimating freight charges. Sales Contact information: 916.323.2419 or [salesinfo@calpia.ca.gov](mailto:salesinfo@calpia.ca.gov).

**Prior Notification**

If you would like to be notified prior to delivery, the request must be made on the purchase order with a contact name and telephone number.

**Redelivery of Freight**

When redelivery of merchandise is required because the customer is not ready to accept merchandise and no notification of this fact is given to CALPIA at least one week prior to the scheduled ship date, the actual costs for freight, restocking and rehandling will be billed to the customer.

**CHANGES & CANCELLATIONS**

Changes and cancellations are subject to approval by CALPIA. Requests must be submitted in writing and refer back to the original order. A Change Order Acknowledgment will be forwarded if approved.

Change orders and cancellations are subject to additional charges for reimbursement of costs incurred. If the order has already been shipped at the time of cancellation, shipping costs are the responsibility of the customer.

Orders for nonstandard and custom products are not subject to cancellation.

**SHIPMENT DAMAGE/SHORTAGES**

All shipments should be carefully inspected by the customer before acceptance. If damage or shortage has occurred and the delivery is accepted, the damage or shortage must be noted on the Bill of Lading at the time of delivery. The Bill of Lading must be signed and include the printed name of both the receiver and driver. All types of product damage or shortage must be reported to CALPIA Customer Service at [customerservice@calpia.ca.gov](mailto:customerservice@calpia.ca.gov) or 916.358.2733 or via the Green Check Mark at [calpia.ca.gov](http://calpia.ca.gov) within the greater of fifteen (15) days of the product delivery date or sixty (60) days from the invoice date.

**RETURN POLICY**

CALPIA reserves the right to refuse the return of standard, non-standard (custom), or altered products.

To return unused, undamaged products, customers must request a **Returned Merchandise Authorization (RMA)** through the CALPIA Customer Services Branch. Credit cannot be issued for stock returned without prior authorization.

All requests must be made within **30 days** after receipt of item(s) with the following exceptions: Apparel, miscellaneous textiles, flags, gloves, boots and shoes, mesh signs and binders must be made within **90 days after receipt**. Warranty returns are not accepted for these products.

If a return is authorized, CALPIA will make arrangements for pickup and bill the customer for round-trip freight charges. Customers should not make their own arrangements for return of items. CALPIA is not responsible for items lost or damaged in transit if the customer has made their own shipping arrangements and/or the items are shipped freight prepaid. Damaged items will be refused.

Returns are subject to a 25% restocking charge.

If CALPIA determines that a returned item has been used, modified or altered in any way, the item will be returned at the customer's expense and a credit will not be issued.

Refer to the Shipment Damages/Shortages and Warranty Policy sections of Terms and Conditions for additional information on returns.

**RETURN POLICY AND CONDITIONS OF USE**

View CALPIA's Privacy Policy, and Conditions of Use.

## FURNISHINGS

### WARRANTY

It is the customer's responsibility to inspect items at the time of delivery to the extent practical. Damaged merchandise must be reported within ten days of delivery.

If any defect is discovered within the warranty period, CALPIA must be notified in writing within 15 days of discovery of the defect. Warranty returns must be accompanied by proof of purchase. If identified within 90 days of purchase, transportation costs for warranty returns will be paid by CALPIA.

- Furniture, including seating, is warranted for 5 years.
- Residential Hall Furniture is warranted for 10 years.

If possible CALPIA will replace the damaged item covered by warranty with the exact same item. If that item has been discontinued and is no longer available, CALPIA will at its discretion, substitute a similar or like item which may be priced higher or lower than the cost of the original item.

Refer to the Return Policy section of the *General Terms and Conditions* for the procedure to obtain return authorization.

### COMPONENT PARTS

Replacement parts may be purchased for current CALPIA products. Replacement parts for discontinued products may be available for a limited time. Contact Sales for price and part number.

### CUSTOMER'S OWN MATERIAL (COM) CUSTOM PRODUCTS

COM and custom requests must be approved by CALPIA prior to acceptance. A sample of COM or custom product drawing must be submitted for approval prior to acceptance of order. CALPIA will determine if material/custom product is suitable to manufacturing processes, determine if additional testing is required to meet specifications, and establish a price. If CALPIA agrees to use the material and manufacture a custom product, CALPIA will not be responsible for the condition, quality, value, performance, physical properties, or any other aspect of the product and CALPIA shall have no liability for any damages, injuries, or losses to the customer or to any third party that shall be caused by the use of the COM or custom ordered product and the customer shall hold CALPIA harmless for such liability. Custom products and use of COM materials will extend standard delivery dates to accommodate ordering raw materials.

### CALIFORNIA TB 133 FIRE SAFETY CODE

CALPIA offers many chairs/lounges, which can be manufactured to the standards set forth in California Technical Bulletin 133. The Bureau of Home Furnishings outlines requirements for fire safe seating that is used in public spaces. Such facilities might include, but are not limited to jails, prisons, nursing care homes, health facilities and public auditoriums. Full interpretation of what constitutes public occupancy is left to the local fire authority. It is the responsibility of the customer to check with the local fire authority.

Manufacturing criteria for TB-133 compliance are based upon testing of representative styles. Some chairs are available in only fabric or vinyl and are subject to testing results.

When considering COM for use on a chair that must meet TB-133, please contact the CALPIA Account Department for assistance. Testing fees may be the responsibility of the customer.

### PRODUCT RECYCLE INFORMATION

Pursuant to **California Public Contract Code (PCC) § 12200-12217**, CALPIA meets minimum requirements for Recycled Materials, Goods, Supplies and is compliant with the reporting component for the State Agency Buy Recycled Campaign (SABRC) as administered by CalRecycle. Only specific products are required to be SABRC compliant.

For specific product recycled content information "[click here](#)" and search by "style/product number".

### FREIGHT CHARGES

Prices quoted includes freight prepaid to destination within California via carrier of CALPIA's choice, excluding (1) Specialty Orders and Projects, (2) Residential Hall Furniture and Mattresses, (3) New Building Installation, (4) Large quantity orders and (5) Options & Accessories. Contact your CALPIA Account Representative for freight and Set-in-Place charges for orders with special requirements.

### Out-of-State Deliveries

Out-of-state delivery will be F.O.B. shipping point and does not include set-in-place, assembly or installation. CALPIA will ship prepaid and the freight charges will be added to the invoice. Estimated freight charges must be included as an additional line item on the purchase order.

### SET-IN-PLACE CHARGES

To determine the type of delivery required for your order and the appropriate charge, refer to the delivery information below. Rates for set-in-place and/or assembly charges are listed.

There are three delivery types available: dockside, set-in-place, or set-in-place/assembly. Dockside delivery is included in the list price. The type of delivery requested **MUST** be indicated on **ALL** furniture orders. If set-in-place or assembly is requested, appropriate charges must be authorized. CALPIA cannot provide set-in-place and/or assembly for items previously received.

1. **Dockside Delivery** is delivery to either the building loading dock or to any accessible first floor entrance location 50 feet from the point

of unloading carrier truck. The unit price listed in the schedule includes delivery strictly to dockside locations. This does **not** include unboxing, un-wrapping or assembly. Any delivery not meeting either definition for dockside delivery will require additional set-in-place charges.

2. **Set-In-Place Delivery** is delivery to your office location with furniture items placed at point of use or a delivery over 50 feet from point of unloading carrier truck. This service includes unboxing and removal of packaging material: it does not include assembly. Please notify Customer Services in advance of delivery of any possible delivery obstacles, e.g., no available freight elevator, narrow stairs, and/or stair wells or other obstacles.

**NOTE: Moving existing furniture prior to set-in-place of new furniture is the responsibility of the customer. The customer will be charged \$50.00 per hour, 1 hour minimum, if the delivery person is engaged in moving existing furniture.**

3. **Set-In-Place/Assembly** service includes set-in-place delivery and connecting or assembling furniture pieces at point of use.

**For actual set-in-place charges, please refer to inset page 4.**

### INSTALLATION INSTRUCTIONS

Purchase orders must specify item and placement (right, left or center when appropriate) on items requiring factory installation, i.e., pedestals, storage, keyboards and center drawers.

### SPECIAL HANDLING

Please contact your Account Representative at 916.323.2419 regarding freight and set-in-place charges on freight and

- (1) Coordinated Major Projects,
- (2) Residential Hall Furniture,
- (3) New Building Installation,
- (4) Large Quantity Orders.

### STORAGE FEES

Storage fees may apply when the scheduled delivery date is delayed at the customer's request. Storage fees will be charged based on duration and poundage involved. The customer must notify CALPIA immediately when the new delivery date is known so delivery can be rescheduled.

**CALPIA CUSTOMER SERVICE**  
916.358.2733  
Website : [calpia.ca.gov](http://calpia.ca.gov)

**CALPIA SALES**  
916.323.2419



## BEDDING PRODUCTS

### WARRANTY

Innerspring mattresses have a **5-year limited warranty** on material and workmanship as follows (**NOTE:** Stains, soil, and damaged border wire negate any warranty): **Two years** from the date of delivery, CALPIA at its option and expense, will repair or replace any innerspring mattress which, under normal usage, fails to meet specifications. If the product has been discontinued, a comparable mattress will be provided. Three to five years from date of delivery, CALPIA, at its option, will credit the customer at a prorated amount based on the original selling price of the product. For example, mattresses returned after 36 months from delivery could receive a 24-month credit of the original price, i.e., a credit of 40% of the sale price.

Cotton core mattresses (new and refurbished), foam mattresses and pillows, at CALPIA's discretion will be replaced or repaired free of charge if the product is judged to be defective. It is the customer's responsibility to inspect items at time of delivery to the extent practical. Damaged merchandise must be reported within 10 days of delivery (see Shipment Damage/Shortages section under General Terms).

If any defect is discovered within the warranty period, notification must be made, in writing, promptly to CALPIA. Proof of purchase must be provided for repair or replacement within the warranty period. CALPIA reserves the right to examine mattresses/pillows on-site, prior to their return if reported as defective or damaged.

### FREIGHT CHARGES

Prices quoted for bedding products, excluding innerspring mattresses (see below), include freight prepaid to dockside destinations within California only via a carrier of CALPIA's choice.

Set-in-Place delivery charges on all bedding products are assessed on a case-by-case basis. Call your Account Representative for a quote for set-in-place delivery or freight to destinations outside California.

#### Innerspring Mattresses:

All freight charges quoted below for innerspring mattresses are for dockside destinations within California only. Freight charges specific to innerspring mattresses are as follows:

\$10.00 per mattress.

Charges for pick-up and disposal of used innerspring mattresses are determined on a case-by-case basis due to the wide range of disposal fees throughout California.

### STORAGE FEES

Storage fees for mattresses may apply when the scheduled delivery date is changed to a later date by the customer or delivery is refused and it is necessary for CALPIA or the carrier to store manufactured mattresses. CALPIA is to be notified immediately by the customer when it is known the scheduled delivery date is to be changed.

### FLAMMABILITY TESTING

CALPIA manufactures mattresses to meet or exceed the applicable flammability testing requirements set forth by the California Bureau of Home Furnishings in California Technical Bulletins 117 and 129, depending on the mattress use. All mattresses manufactured on or after July 1, 2007 meet the Federal flammability requirements of 16CFR 1633. Refer to the "Bedding" section of the online catalog for specific information on flammability tests.

There are no State or Federal flammability requirements or testing for pillows at this printing.

## SET-IN-PLACE AND DELIVERY

Furniture/Cabinets/Files	Industrial Shelving
<p style="text-align: center;"><b>DESCRIPTION</b></p> <ul style="list-style-type: none"> <li>Large bulky items such as standard desks, 8' tables and sofas. <b>\$50.00 per Unit*</b></li> <li>Medium sized items such as credenzas, 5' and 6' office tables, executive chairs, lounge chairs, 78" high wardrobe cabinets and 5', 6' and 7' vertical files. <b>\$30.00 per Unit*</b></li> <li>Small items such as small utility tables, office chairs, 48" high wardrobe cabinets and 2', 3' and 4' vertical files. <b>\$10.00 per Unit*</b></li> </ul>	<p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Dockside delivery included in unit pricing. Set-in-place not available.</p> <p>Shelving is shipped palletized. Customers are required to have a receiving dock and a forklift or pallet jack.</p>

## SET-IN-PLACE & ASSEMBLY CHARGES

Furniture/Cabinets/Files	Industrial Shelving
<p style="text-align: center;"><b>DESCRIPTION</b></p> <ul style="list-style-type: none"> <li>Items such as secretarial and executive desks and work centers with returns, peninsulas, bridges, wedges, and the larger tables require assembly on site. If you choose to assemble items yourself, use the standard set-in-place charge applicable. <b>\$90.00 per Unit*</b></li> </ul>	<p style="text-align: center;"><b>DESCRIPTION</b></p> <p style="text-align: center;"><b>CALPIA INSTALLATION NOT AVAILABLE</b></p>

Standard Set-in-Place charges do not apply to:

- (1) Coordinated Major Projects
- (2) Residential Hall Furniture
- (3) New Building Installation
- (4) Large Quantity Orders

Contact your CALPIA Account Representative for a quote for orders that have special requirements.

Set-in-Place charge per unit is included in the item description in the CALPIA online catalog [calpia.ca.gov](http://calpia.ca.gov) or contact Sales or Customer Services for applicable charges.

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916.358.2733  
Website : [calpia.ca.gov](http://calpia.ca.gov)

**CALPIA SALES**  
916.323.2419

\* Charges/Fees subject to change without notice.

## SEISMIC STANDARDS/INSTALLATION

### FURNITURE/STEEL CABINETS

Steel Cabinets (Storage and wardrobe) meet California Building Code, Title 24, Part 2, Vol. 2, Chap. 16, Section 1604 - General Design Requirements, (Earthquake safety) seismic standards, if installed per manufacturer's instructions.

**Installation is the responsibility of the purchaser.** Installation hardware is included with each unit.

In accordance with the California Building Code, Title 24, Part 2, Vol. 2, Chap. 16, Section 1604 - General Design Requirements, prior to use of the shelving system, cabinets, etc., the structure must be anchored in accordance with drawings supplied by the manufacturer.

Local agencies should check with their governing bodies to determine if compliance with UBC/CAC is required.

### INDUSTRIAL SHELVING

The industrial steel shelving components manufactured by CALPIA when assembled and anchored as prescribed by CALPIA are certified by the Division of the State Architect (DSA) to be compliant with California Building Code, Title 24, Part 2, Vol. 2, Chap. 16, Section 1604 - General Design Requirements.

Any other sizes, configurations, anchorages, etc., that the end user may wish to order shall require additional calculations, prepared and signed by a California licensed structural or civil engineer substantiating compliance of the shelving installation to the California Administrative Code. These calculations shall be the responsibility of the end user.

To access the full California Building Code see: [www.http://shop.iccsafe.org/state-and-local-codes/california.html](http://shop.iccsafe.org/state-and-local-codes/california.html)

If you have any questions, please contact your CALPIA Account Representative or call 916.323.2419.

## FOOD PRODUCTS GENERAL TERMS

### TERMS OF SALE

Net 45 days or by Controller Transfer. Orders from California State agencies are exempt from State Account tax and federal excise tax.

CALPIA unit prices include delivery within California to a single dockside location. Prices are domestic prices only for shipments within current delivery routes and schedules.

Prices are issued weekly and are listed in the Food Products section of the CALPIA online catalog. Prices are applied as of date of shipment. Prices and specifications are subject to change without prior notice.

Meat, Poultry, Egg and Juice prices are subject to market fluctuations and the market price obtained for production needs.

### MINIMUM ORDER

Minimum order of \$250.00 per delivery is required. CALPIA approval is required for smaller orders.

### ACKNOWLEDGMENTS

Upon receipt of a completed purchase order, CALPIA will issue an Order Acknowledgment to both the bill-to and ship-to addresses. Orders will be shipped based on the delivery schedule provided by the customer.

### DELIVERY

For information on delivery dates in your area, contact **Customer Service** at [food.orders@calpia.ca.gov](mailto:food.orders@calpia.ca.gov) or 916.358.2733. Please email a copy of your signed purchase order with the delivery schedule to [food.orders@calpia.ca.gov](mailto:food.orders@calpia.ca.gov) to ensure timely deliveries. **Customer Service contact information is also available on the weekly price sheet.**

CALPIA will make every attempt to meet scheduled delivery dates. If CALPIA cannot deliver product as scheduled due to causes beyond its control, i.e., casual labor disputes or accident, inability to obtain necessary labor, material or transportation, or changes requested by the customer, the delivery date will be examined and a new date will be established based on CALPIA and customer needs.

Customer's signature on CALPIA delivery receipts acknowledges acceptance of product as well as shipping baskets, crates, pallets, dollies and skids. Failure to return empty shipping containers will result in increased prices. Empty shipping containers must be assembled by the purchaser for convenient pick up at the delivery point.

### ORDER INFORMATION

Orders must be submitted 30 calendar days prior to the beginning of each quarter. Orders should include product for a minimum of one quarter.

### Purchase orders are to be sent to the Food Orders Inbox:

[food.orders@calpia.ca.gov](mailto:food.orders@calpia.ca.gov)

All orders must include:

- Ship-to and bill-to addresses
- Authorized signature to encumber funds
- Agency funding source: fund, agency, fiscal year, reference (State agencies only)
- Agency contact person and public telephone number including area code
- Bid number if applicable
- Complete 10-digit item number
- Delivery schedule

Please do not FAX orders or any documents which may include credit card information- this is a "phone-in" process only. For billing questions, you may call (916) 358-2684.

### BID ORDERS

Purchase orders based on successfully awarded bids must have the applicable bid number written **noticeably** on the order.

### EXEMPTION POLICY

State agencies may be granted exemptions by CALPIA to procure products from other sources. Agencies seeking exemptions will be directed to their assigned CALPIA Account Representative. If the product involved is not made by CALPIA, or for economic or technical reasons cannot be made, an exemption may be granted for outside procurement. The assigned CALPIA Account Representative will review all exemption requests. For all such requests the CALPIA Exemption Request Form must be completed and submitted to CALPIA. All approved requests must be maintained in the requesting department's procurement transaction file as proof of approval. It is the customer's responsibility to cancel any existing purchase orders for item(s) no longer required as a result of the exemption.

### PRIOR NOTIFICATION

If you would like to be notified prior to delivery, the request must be made on the purchase order or by contacting the factory representative.

### REDELIVERY OF FREIGHT

When redelivery of merchandise is required because the customer is not ready to accept merchandise and no notification of this fact is given

to CALPIA, the actual costs for freight, restocking, and rehandling will be billed to the customer.

### CHANGES & CANCELLATIONS

Changes and cancellations of individual deliveries can be made through the Food Orders Inbox.

Requests for cancellation must be submitted in writing, include a revised delivery schedule, and refer back to the original order. Change orders and cancellations are subject to additional charges for reimbursement of costs incurred. A change order cannot be accepted if the order has already been shipped. Orders for nonstandard and custom products are not subject to cancellation.

### SHIPMENT DAMAGE/SHORTAGES

All shipments should be carefully inspected by the customer before acceptance. If damage or shortage has occurred and the delivery is accepted, the damage or shortage must be noted on the Bill of Lading at the time of delivery. The Bill of Lading must be signed and include the printed name of both the receiver and driver. All types of product damage or shortage must be reported to CALPIA via the Green Check Mark at [calpia.ca.gov](http://calpia.ca.gov) within fifteen (15) days of the product delivery date or sixty (60) days from the invoice date.

### WARRANTY AND RETURN POLICY

CALPIA warrants to the original purchaser that products are free from defects in materials and workmanship found through normal usage.

The customer agrees to use CALPIA products properly and to instruct employees as to the proper care and use of products.

All products shall comply with all applicable Federal and State Mandatory requirements and regulations relating to preparation, packaging, labeling, storage, distribution and sales of the product within the commercial marketplace.

CALPIA will replace damaged or defective food products. Food products absent of damage or defects will not be returned.

### GENERAL CORRESPONDENCE

For all questions, please contact:

Customer Service: 916.358.2733  
 Scott Eddenfield: 916.358.1990  
 Joe Marti: 916.358.1601  
 Eric Bengtson: 916.358.0305

## FOOD PRODUCTS GENERAL TERMS

Product Type	Product Shelf Life
Milk Products	Fourteen (14) days from processing date if kept at 40 degrees or lower
Packaged Beverages	Thirty (30) days from Julian date on carton if kept at 40 degrees or lower
Poultry Products - Frozen	Ninety (90) days from delivery date
Meat Cutting Products - Frozen	Ninety (90) days from delivery date
Coffee - Ground	Six (6) months from pack date if kept at room temperature
Coffee - Instant	One (1) year from pack date if kept at room temperature
Eggs - Shell	Forty-five (45) days from graded date stamp
Eggs - Liquid Fresh	Ten (10) weeks from date of production
Eggs - Liquid - No Cholesterol, Nonfat	Eighteen (18) weeks from date of production
Egg Product - Frozen 30lb Pails	Twenty-Four (24) months from date of production
Eggs, Frozen, Homogenized, 12-2lb Carton	Twelve (12) months from date of production
Almonds	Six (6) months from pack date if kept at room temperature
Bread Products	Thirteen (13) days from Julian date on bread package if kept at room temperature
Cookies	Six (6) months from pack date if kept at room temperature
Jelly	One (1) year from pack date
Peanut Butter	One (1) year from pack date
Syrup	One (1) year from pack date
Prepackaged Meals (Box Lunches)	Thirteen (13) days from Julian date on bread package if kept at room temperature

To change food deliveries, please **email** revised delivery schedules to [food.orders@calpia.ca.gov](mailto:food.orders@calpia.ca.gov) with the following advance notice:

Product Line	Please Provide:
Bakery	Five (5) Working Days' Notice
Beverage Packaging	Ten (10) Working Days' Notice
Coffee	Ten (10) Working Days' Notice
Dairy CSP-Corcoran	Five (5) Working Days' Notice
Dairy DVI-Tracy	Five (5) Working Days' Notice
Eggs	Ten (10) Working Days' Notice
Food Packaging	Ten (10) Working Days' Notice
Meat Cutting	Ten (10) Working Days' Notice
Poultry	Ten (10) Working Days' Notice