

STATEMENT OF WORK (SOW)
Defense Commissary Agency (DeCA)
Paper Bags (West and Central Area locations)
October 23, 2025

1. Background

The Defense Commissary Agency (DeCA) requires the usage of paper bags for patron use to package and transport purchased goods from the Commissary. The vendor will supply and deliver specified paper bags to locations outlined in this SOW.

2. Paper Bag Characteristics and/or Specifications

2.1 Paper Bags Specifications as approved by Operations for the new MOS/Paper Bag solicitation:
Bag, Grocery, Kraft Paper, 1/6 Barrel, Unbleached Kraft Paper Grocery Bag shall be 1/6 barrel, (1386 Cubic Inches), with the following measurements: 12" Face Width X 7" Length. Bags shall be heavy duty, self-opening, single wall, and made with a minimum 40% post-consumer or recovered fiber.

2.2 Minimum Paper Strength Shall Be as Follows:

TEAR M.D. 120 Gram (TAPPI TEST T414 or Equal)

TEAR C.D. 140 GRAM (TAPPI TEST T414 or Equal)

TENSILE M.D. 50LB.IN (TAPPI TEST T404 or Equal)

MULLEN 45 LB (TAPPI TEST T403 or Equal)

400 Bags Per Bundle / 18 Bundles Per Pallet *EPA ITEM.

3. Delivery Locations

3.1 DeCA Central Stores

Little Rock AFB, AR
Barksdale AFB, LA
Fort Polk, LA
Altus AFB, OK
Fort Sill, OK
Tinker AFB, OK
Vance AFB, OK
Memphis NSA, TN
Corpus Christi NAS, TX
Dyess AFB, TX
Fort Hood-Warrior Way, TX
Fort Hood-Clear Creek, TX
Fort Sam Houston, TX
Fort Worth, TX
Goodfellow AFB, TX

Kingsville NAS, TX
Lackland AFB, TX
Laughlin AFB, TX
Randolph AFB, TX
Sheppard AFB, TX

3.2 DeCA West Stores

Cannon AFB, NM
Holloman AFB, NM
Kirtland AFB, NM
White Sands, NM
Fort Bliss, TX

4. Vendor Responsibilities

4.1 General

4.1.1 Installation Access: The vendor shall ensure installation access procedures are completed timely. Failure to access the installation as a result of not meeting installation access requirements negatively impacts the mission requirement to delivery paper bags and is unsatisfactory performance. Vendor personnel may be subject to background security checks and clearances in order to obtain credentials for passes.

4.1.2 Some installations use programs such as RAPIDGate, which may result in a cost to the vendor, and increasing numbers of installations require REAL ID. Any costs associated with such programs or with obtaining passes will not result in additional expense to the government.

4.1.3 While on military installations or on military portions of civilian installations, vendor personnel shall comply with security regulations promulgated by the Military Installation Commander.

4.2 Expectations

4.2.1 The vendor must openly communicate any disruptions in the supply chain concerning delays with ordering, supplying, shipping and/or delivery issues.

4.2.2 It is the vendor's responsibility to access additional points of contact and information for each store at <https://corp.commissaries.com/shopping/store-locations>.

4.2.3 Bags must be supplied according to the outlined bag specifications. No substitutions will be accepted.

4.3 Paper Bag Delivery Instructions

4.3.1 Paper bags shall be delivered directly to all Store Locations outlined under "Delivery Locations".

4.3.2 Delivery of bags is required within 30 days after receipt of delivery order.

4.3.3 Deliveries to commissaries shall be made between the hours of 7:00 am and 3:00 pm local time, Monday through Friday, excluding official Government Holidays. Delivery orders will contain the delivery location and any other pertinent delivery instructions.

4.3.4 Deliveries shall be received in the “receiving area”, also known as, the back loading dock for pallet drops. The vendor will be responsible for getting a signature from the appropriate store personnel to verify delivery.

5. Ordering and Payment Instructions

5.1 The vendor is responsible for providing ordering guide method and instructions

5.2 Payment for orders will be in the form of a Government Purchase Card (GPC).