

## **SCOPE OF WORK**

“3-197<sup>th</sup> FAR, CEATS Training Event Catered Meal Request”

Location: Camp Ethan Allen, Jericho, VT 05465

The 3-197th FAR is training at Camp Ethan Allen, VT from 26 OCT 2017 through 29 OCT 2017. The New Hampshire Army National Guard is requesting catered meals for dinner on 26, 27, 28 OCT 2017 for 289 Soldiers and breakfast on 27, 28, 29 OCT 2017 for 289 Soldiers at the Camp Ethan Allen, VT, CRAM DFAC.

### **1. SCOPE OF WORK:**

- A. The awarded contractor shall provide all personnel, supervision, subsistence, and other items and services necessary to prepare and deliver meals as defined in this Statement of Work (SOW). Meals will be in support of training being conducted at Camp Ethan Allen located at 113 Ethan Allen RD, Jericho, VT for a period of three days between 26 October 2017 and 29 October 2017.
- B. The contractor shall perform to the standards set forth in this contract. Contractor tasks include but are not limited to the following: 1) Office-site preparation of breakfast, lunch, and dinner meals as outlined in the “Requested Meals” contained in this SOW; 2) delivery of prepared meals and verification of proper temperature at time of delivery; and 3) execute limited cleanup of the dining facility and other requirements in this SOW.

### **2. GENERAL INFORMATION:**

- A. The contractor shall furnish all supervisory and labor staff required to accomplish all work associated with this contract during the period of performance as outlined in the subject contract.
- B. The contractor shall provide on-site personnel to assist in the delivery and setup of the meals. Contractor staff personnel shall be neat in appearance, courteous, and present a helpful attitude towards the patrons dining.
- C. The contractor shall ensure that all food service operations are conducted in accordance with all US Army, Federal, State (VT) and local food regulations, laws and codes.
- D. All contractor personnel operating a motor vehicle shall have a valid state driver’s license and shall comply with AR 190-51 regarding the use of such vehicle.
- E. The use of alcoholic beverages, drugs, and tobacco products is prohibited.

3. Quality Control: The contractor shall maintain a quality control program to ensure the requirements of the contract and the meal preparations are in accordance with the terms and conditions of this contract and applicable food service regulations (AR 30-22, DA PAM 30-22, TN 412, and TB-MED 530).

4. Delivery Times: The normal serving times each day are as follows: Breakfast 6:30-7:30am, and Dinner 6:00-7:00 pm. Based on the training schedule, the Government may adjust the time schedule for serving of meal. The Government shall give the contractor at least a 72 hour notice of meal times get changed.

5. Quantity of Meals: These numbers are subject to change. The contractor will be given at least a 72 hour notice if a revision of meals ordered is required by the COR.

6. Location of Service Delivery Destination: A Government representative will be present to meet with catering staff to assist with arriving at serving area on time. A government representative will escort the Contractor to the serving area. There are no security requirements to enter this location. Location is 113 Ethan Allen Road, Jericho VT 05465.

7. Dining Area:

- A. The Government will furnish an area to set up so the contractor can carry out the requirements of this SOW. There will not be a kitchen to prepare or store food in. The contractor will set up their own serving area and bring their own tables. The serving area will be indoors and electricity will be available. The contractor will need to bring their own extension cords if power is needed. The Government will be responsible for supporting the dining facility.
- B. The contractor will ensure the area used is restored to the condition in which it was received at the completion of each meal served. The Contractor shall use the dining facility in the performance of this contract only.

8. Maintenance of Dining Facility:

- A. The contractor shall remove any serving items provided each day.
- B. All debris that is accrued after each meal served will be bagged and removed to outside receptacles provided for this purpose.
- C. The contractor shall notify the government representative of any maintenance requirements other than those identified in this SOW that prevents the contractor from carrying out the requirements of this SOW.

9. Sanitation: The contractor shall ensure that all employees used in performance of this SOW practice personal hygiene procedures. Food preparation, handling, transporting, and storage must meet the federal, state, and local sanitation requirements outlined in the references listed in paragraph 3 “Quality Control” of this SOW.

- A. The Contractor shall at all times conduct the requirements of this SOW in a sanitary manner to prevent the attraction of insects, vermin, and rodents. If an infestation of vermin occurs at the dining facility, the contractor shall immediately notify the COR. Pest control treatments of the dining facility will be required by the government as necessary.

10. Storage of Supplies and Related Items: No on-site storage of supplies is permitted while performing this contract.

11. Progressive Replenishment: The contractor shall progressively prepare items to ensure freshness and optimum flavor, color, texture, and nutritive value. The contractor shall replenish menu items throughout scheduled serving hours so that each patron is provided a minimum of one food selection from each food group. Empty serving food containers shall be removed and replaced with filled containers of garnished foods. Replacement food shall not be added to a serving line food container while the food container is on the serving line.

12. Leftovers: The contractor shall offer for service, as menu enhancements, leftover foods that have been prepared and stored in accordance with standard food handling procedures. The contract shall not use leftovers as a substitute for menu items without prior approval of the COR. Items kept at unsafe temperatures or exposed to contamination shall not be retained for use.

13. Beverages Service: The contractor shall at a minimum provide at least 3 beverages per meal (milk, coffee and a cold drink). Coffee, will also have cream, milk and sugar available for use.

14. Serving Line: The contractor shall set up food serving lines and open for patron service no later than the scheduled start time of each meal serving period. Serving lines shall not be broken down until fifteen (15) minutes after end of posted meal hours. Serving of all delivered meals is the contractor's responsibility.

15. Condiment Service: The contractor shall have available throughout scheduled serving hours, table or counter service condiments, seasonings, and dressings. Ketchup, mustard, steak sauce and other sauces may be served in original container or in a contractor furnished dispenser. Sugar and sugar substitutes shall be available in individual packages or in pour type containers.

16. Tableware: The contractor shall maintain tableware (utensils, dishes, cups, trays, etc.) and table appointments (napkins, sugar, salt, pepper, etc.) so they are available to all patrons without waiting. Eating utensils cups, dishes, plates, trays, etc. will be of good quality paper or plastic.

**17. REQUESTED MEALS:** The following represents the “by day” requested Army National Guard “Meal Plan”:

**DAY 1: Thursday 26 OCT 2017**  
**113 Ethan Allen RD, Jericho VT 05465**

<b>Dinner for 289 Soldiers</b>
Shepherd's Pie
Bread
Tossed Garden Salad
Dessert
Assorted Dressings
Milk
Soda
Fruit Drink

**DAY 2: 27 OCT 2017**  
**113 Ethan Allen RD, Jericho VT 05465**

<b>Breakfast for 289 Soldiers</b>
Juice: Orange, Apple, or Grape
Eggs
a meat (bacon, sausage or ham)
Yogurt
Bread
butter, peanut butter, jelly
Fruits: Banana, Apples, Oranges
Milk, Coffee

**DAY 2: 27 OCT 2017**  
**113 Ethan Allen RD, Jericho VT 05465**

<b>Dinner for 289 Soldiers</b>
Roast Pork
mashed potatoes w/gravy
Seasonal vegetable
Tossed Garden Salad
Dessert
Assorted Dressings
Rolls
Milk
Cold Drink
Fruit Drink

**DAY 3: Saturday 28 OCT 2017**  
113 Ethan Allen RD, Jericho VT 05465

<b>Breakfast for 289 Soldiers</b>
Eggs
a meat (bacon, sausage or ham)
Yogurt
Bread
butter, peanut butter, jelly
Fruits: Banana, Apples, Oranges
Milk, Coffee
English Muffin / Danish
Fruits: Banana, Apples, Oranges

**DAY 3: Saturday 28 OCT 2017**  
113 Ethan Allen RD, Jericho VT 05465

<b>Dinner for 289 Soldiers</b>
Spaghetti and Meat Sauce
Garlic Bread
Seasonal vegetable
Tossed Garden Salad
Dessert
Assorted Dressings
Rolls
Milk
Cold Drink
Fruit Drink

**DAY 4: Sunday 29 OCT 2017**  
113 Ethan Allen RD, Jericho VT 05465

<b>Breakfast for 289 Soldiers</b>
Bag Breakfast
Hard Boiled Eggs
Cheddar Cheese
Milk, Coffee
Baked Good
Fruits: Banana, Apples, Oranges
Juice: Orange, Apple, Grape