

# PERFORMANCE WORK STATEMENT (PWS)

## FOR

### The United States Marshals Service (USMS) Special Operations Group (SOG) Prepared Food Requirement

**1.0 General:** This is a service contract to provide prepared meals for multiple training classes to be held at and around the SOG facilities located on the grounds of Camp Beauregard in Pineville, LA. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the contractor who, in turn, is responsible to the Government.

**1.1 Scope:** The contractor shall provide all personnel, equipment, tools, materials, supervision and quality control necessary, except as specified in Paragraph 3.0 as Government Furnished, to provide all meals as required. The contractor will determine the number of personnel required to successfully meet the contract requirements; however, the contractor shall supply a minimum of one (1) cook, one (1) service/cook assistant and one (1) mess/cleaning attendant. Contractor is encouraged to utilize sufficient personnel depending on class size. Contractor shall perform to the standards specified in this PWS including the incorporated food specifications.

**1.1.1 Objectives:** To establish a contract for food services that provides healthy, nutrient sufficient meals to members of the USMS undergoing training at the SOG facilities in Pineville, LA. Contractor will be responsible for food preparation, service and clean-up.

**1.2 Background:** The USMS SOG is a self-supporting, specially trained tactical unit. To maintain a high-level of readiness, SOG conducts multiple training classes of various lengths per year. These training classes have variable schedules that require attendees to remain on site 24-hours-a-day for the duration of the training. To ensure that the attendees receive adequate nutrition during training, SOG has a need for on-site food services at the training facility. See Technical Exhibit 5.

**1.3 Period of Performance (PoP):** The PoP shall consist of the following:

| Period of Performance             | Number of Attendees |
|-----------------------------------|---------------------|
| 19 October 2023 – 24 October 2023 | 30                  |

\*Breakfast, Lunch and Dinner meals will be required on all days

#### 1.4 General Information:

**1.4.1 Place and Performance of Services:** The contractor shall provide services between the hours of 6:30 AM and 7:00 PM local time except for recognized U.S. Federal holidays, or when the Government facility/installation is closed due to local or national emergencies, administrative closings, or similar Government-directed facility/installation closings. The majority of breakfast and dinner meals shall be at the Special Operations Group Tactical Center (SOGTC) Dining Facility located at 1401 F. Street, Pineville, LA 71360 (Camp Beauregard). Contractor will serve the majority of lunch meals at off-site training locations (not-to-exceed a 20-mile radius from SOGTC location). All off-site locations include designated eating areas, but do not have food service equipment on-site. All off-site location meals will need to be prepared at the SOGTC and transported to the off-site locations. Contractor is responsible for safely transporting all prepared food and miscellaneous items (beverages, utensils, plates, condiments, etc...) to the off-site locations.

Contractor shall at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this PWS when the Government facility/installation is not closed for reasons specified

above. When assigning personnel to this contract, the contractor shall consider that the stability and continuity of performance are essential.

#### **1.4.2 Telework:** Not Applicable

**1.4.3 Unscheduled Gate Closures:** The SOGTC is located on a military installation. Gate closure by the Security Police may occur at any time causing all personnel entering or exiting a closed installation to experience a delay. This cannot be predicted or prevented. Contractors are not compensated for unexpected closures or delays. Vehicles operated by contractor personnel are subject to search pursuant to applicable regulations. Any moving violation of any applicable motor vehicle regulation may result in the termination of the contractor employee's installation driving privileges.

**1.4.4 Installation Regulations:** The contractor's employees shall become familiar with and obey the regulations of the installation; including fire, traffic, safety and security regulations while on the installation. Contractor employees should only enter restricted areas when required to do so and only upon prior approval. All contractor employees shall carry proper identification with them at all times and shall be subject to such checks as may be deemed necessary. The contractor shall ensure compliance with all regulations and orders of the installation, which may affect performance. The Government reserves the right to direct the removal of an employee from Government property and/or revoke access to Government systems/locations for misconduct, security reasons, or any overt evidence of communicable disease. Removal of contractor employees for reasons stated above does not relieve the Contractor from responsibility for total performance of this contract.

**1.4.5 Installation Access and Security Requirements:** The contractor shall comply with all applicable installation/facility access and local security policies and procedures, which may be obtained from the COR. The contractor and all associated subcontractor employees shall provide all information required for background checks to meet installation access requirements to be accomplished by the USMS SOG, installation Provost Marshal Office, Director of Emergency Services, Security Office or other duly appointed individual(s) or department(s). The contractor shall ensure compliance with all personal identity verification requirements as directed by the USMS, SOG, or Camp Beauregard Security Office. Should the Force Protection Condition (FPCON) change, the Government may require changes in contractor security matters or processes (FPCON level is determined by Camp Beauregard).

**1.4.6 Contractor Travel:** Any contractor travel related to this contract is considered ancillary in nature. The USMS will not reimburse contractor for any expenses related to travel including mileage or insurance. Contractor is responsible for insuring all of their employees have the appropriate licenses and insurances. Contractor is also encouraged to ban all employees from utilizing cell phones while driving.

## **2.0 Definitions and Acronyms:**

### **2.1 Definitions:**

**2.1.1 Contractor:** A supplier or vendor awarded a contract to provide specific supplies or service to the Government. The term used in this contract refers to the prime.

**2.1.2 Defective Service:** A service output that does not meet the standard of performance associated with the PWS.

**2.1.3 Deliverable:** Anything that can be physically delivered and includes non-manufactured things such as meeting minutes or reports.

**2.1.4 Key Personnel:** Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

**2.1.5 Physical Security:** Actions that prevent the loss or damage of Government property.

**2.1.6 Quality Assurance:** The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

**2.1.7 Quality Assurance Surveillance Plan (QASP):** An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

**2.1.8 Quality Control:** All necessary measures taken by the Contractor to ensure that the quality of an end product or service shall meet contract requirements.

**2.1.9 Subcontractor:** One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

**2.1.10 Contracting Officer (CO):** A person with authority to enter into, administer, and/or terminate contracts, and make related determinations and findings on behalf of the Government. Note: The only individual who can legally bind the Government.

**2.1.11 Contracting Officer's Representative (COR):** An employee of the U.S. Government designated by the KO to monitor contractor performance. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

**2.1.12 Work Day:** The number of hours per day the Contractor provides services in accordance with the contract.

**2.1.13 Work Week:** Seven days a week unless specified otherwise.

## **2.2 Acronyms:**

|           |   |
|-----------|---|
| AQL       | Acceptable Quality Level                                  |
| BBP       | Best Business Practice                                    |
| BI        | Background Investigation                                  |
| CFP/M/E   | Contractor Furnished Property/Materials/Equipment         |
| CM        | Contract Manager  |
| CO        | Contracting Officer                                       |
| COR       | Contracting Officer Representative                        |
| E-QIP     | Electronic Questionnaires for Investigation Processing    |
| FPCON     | Force Protection Condition                                |
| FAR       | Federal Acquisition Regulation                            |
| FSO       | Facility Security Officer                                 |
| FY        | Fiscal Year   |
| GFP/M/E/S | Government Furnished Property/Material/Equipment/Services |
| JTR       | Joint Travel Regulation                                   |
| OCI       | Organizational Conflict of Interest                       |
| OOP       | Office of Procurement                                     |
| OPM       | Office of Personnel Management                            |
| POC       | Point of Contact  |
| POP       | Period of Performance                                     |
| PWS       | Performance Work Statement                                |
| QA        | Quality Assurance   |
| QAP       | Quality Assurance Program                                 |
| QASP      | Quality Assurance Surveillance Plan                       |
| QC        | Quality Control   |

|       |  |
|-------|--|
| QCP   | Quality Control Program                  |
| SOG   | Special Operations Group                 |
| SOGTC | Special Operations Group Tactical Center |
| TE    | Technical Exhibit                        |
| TOD   | Tactical Operations Division             |
| USMS  | United States Marshals Service           |

**3.0 Government Furnished Property, Material, Equipment and Services (GFP/M/E/S):** The Government will provide the property, material, equipment, and/or services listed below solely for the purpose of performance under this contract:

**3.1 Property:** One (1) Administrative Office located in the kitchen area with land line telephone service.

**3.2 Materials:** Not Applicable

**3.3 Equipment: Located in the SOGTC**

- Gas/Charcoal Grill
- Walk-in Freezer
- Walk-in Refrigerator (6')
- Eight (8) Burner Stove
- Fry Skillet/Flat Grill
- Vegetable Steamer
- Convection Oven
- Dry Room Storage
- Warmer/Cooler
- Beverage Cooler (Holds Approximately 24 Cases of 16oz Beverages)
- Permanent Utensils (Plates, Cups, Cookware, Flatware, Napkins, Serving Area Cleaning Supplies)
- Dish Washer for Meal Trays and Permanent Utensils
- All Utilities

\* The USMS is responsible for maintenance to equipment owned by the Government.

**3.4 Services:** Not Applicable

**3.5 Utilities:** All utilities in the facility will be available for the contractor's use in the performance of this contract. The contractor shall instruct employees in utilities conservation practices. The contractor shall operate under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount.

**4.0 Contractor Furnished Property, Materials, and Equipment (CFP/M/E):**

**4.1 General:** Except for those items specifically stated to be Government-Furnished in Paragraph 3.0, the contractor shall furnish everything required to perform these services as indicated in Paragraph 1.1. This includes, but is not limited to the following:

- All food, drinks and condiments
- All personnel to provide services outlined in the PWS
- Vehicle(s) to transport prepared meals to off-site training locations
- Employee uniforms and any special clothing items (gloves, aprons, etc.)
- All disposable eating utensils, cups, to-go containers, plates, etc.
- Vendor is responsible for any required lodging for contractor personnel. This is not a reimbursable expense
- Any office supplies that contractor may require to include printer, paper, ink, etc.
- Any other equipment necessary in the performance of the contract

\* The USMS is not responsible for any maintenance, or liable for any equipment supplied by the contractor.

**5.0 Requirements:** See Technical Exhibit 1 for Performance and Acceptable Quality Levels

**5.1** The contractor shall establish and operate the food service facility for the USMS SOG at the SOGTC and off-site locations as required for the designated POP. The SOGTC is located on Camp Beauregard in Pineville, LA. Food services includes: the planning, purchase, delivery, preparation, service of food materials and site clean-up. All food purchased, delivered, prepared and served shall be in accordance with Section 8.0 – USMS Food Specifications. The contractor shall provide all supervision, labor, meal planning and purchasing, unloading, storage, food preparation, serving, clean-up and facility maintenance as it relates to food service.

**5.2** The contractor shall serve breakfast, lunch and dinner meals in the SOGTC. The contractor shall be required to serve lunch meals at various off-site training locations while field training is in progress. The contractor is solely responsible for the safe handling and transportation of meals to the off-site locations. All locations are within 20-miles of the SOGTC. The majority of lunch meals will be served away from the SOGTC. See Technical Exhibit 3 for off-site locations list.

**5.3** The contractor shall provide a written draft seven (7) day menu for review and approval by the COR (or the COR's designee) prior to implementation.

**5.4** The contractor shall safely store all "left-over" meals on-site at the SOGTC. These meals will be utilized to feed attendees and staff who are unable to eat during scheduled hours. The COR will inform the contractor of where to store these meals so they are accessible to attendees and staff.

**5.5** The contractor shall utilize all Government equipment in accordance with manufacturers specifications.

**5.6** The contractor shall ensure that all food service personnel have a current State of Louisiana food handler's certificate prior to commencing work of the contract. Copies of all certifications shall be provided to the COR for review.

**5.7** The contractor shall ensure all food service personnel meet all hygiene requirements in accordance with the State of Louisiana food handler's certification requirements.

**5.8** The contractor shall ensure all food service personnel maintain a clean and professional appearance while providing services on this contract. All personnel will wear a contractor furnished name tag at all times while providing services on this contract.

**5.9** The contractor shall have and maintain all necessary business license requirements for the State of Louisiana and have sufficient insurance. Copies of the contractor's business license and insurance declaration's page will be required at time of quote submittal.

**6.0 Contractor Conduct:**

**6.1** The contractor and all food service personnel shall observe and comply with all Local, State, Federal and Agency policies, regulations and procedures concerning fire, safety, sanitation, security and the possession of alcohol, drugs, firearms and/or other weapons.

**6.2** The contractor and all food service personnel shall be physically capable to perform all assigned task under this contract.

**6.3** The contractor and all food service personnel must be free from all communicable/contagious diseases or ailments. Under no circumstances should the contractor or food service personnel perform any services related to this contract should they have a communicable or contagious disease or ailment.

**6.4** The contractor and all food service personnel shall comply with all Camp Beauregard vehicle and traffic regulations. Contractor is responsible for ensuring all food service personnel are legally allowed to operate a vehicle on Federal and State Government property.

**6.5** Neither the contractor nor any food service personnel shall use any form of tobacco products, illicit drugs or vape products while engaged in food preparation or food service on this contract. There are designated "Smoking Only" areas that can be utilized by personnel when they have completed their duties.

## **7.0 Security Requirements and Operations:**

**7.1** The contractor shall provide the COR with the names and personal information of all prospective employees that will be performing services under this contract. Personal information will consist of the following information: full name, date of birth, address(es) and social security numbers. This information is required for the USMS to perform an initial background check on all prospective contractor employees. There can be no felony convictions or serious misdemeanors that involved a weapon or caused injury to others. The USMS reserves the right to adjudicate an individual's past record on a case-by-case basis and may, at the sole discretion of the COR or CO, authorize an individual with a previous record to provide services under this contract. The contract shall pre-screen all of their prospective employees in an effort to minimize submitting prospective employees with little chance of passing the initial background check.

**7.2** Contractor personnel shall not loiter in any areas of the SOGTC that are not directly related to their task performance. All interior and exterior property is considered a secured area and no contractor employees are allowed entry. Exceptions can be made for contractor employees with a food service-related assignment in a secured area. The COR will determine if an escort is needed for these assignments. Under no circumstances should contractor personnel leave the food service area without approval of the COR or SOGTC staff.

**7.3** The contractor shall immediately remove any food service personnel who are identified and determined to be a threat to the health, safety, security or general well-being of fellow contractor employees, USMS staff, class attendees, members of the Louisiana National Guard or themselves.

**7.4** Neither the contractor nor food service personnel shall have visitors on-site at SOG.

## **8.0 Food Specifications**

**8.1 General:** The recommended daily allowance for the average adult male is approximately 2,500 calories per day. This is insufficient for the training requirements of the USMS SOG. **Due to the rigorous physical requirements of the day-to-day training, it is imperative that attendees consume between 3,500 and 4,500 calories per day.** The quality of calories is as important as the quantity. Quality calories, or nutrient dense foods, are needed to maintain peak performance to adhere to the minimum standards mandated by the training parameters. To maintain homeostasis in this training environment, students must consume a variety of fresh whole foods while they are attending training. Quality and quantity of calories is the number one factor in mitigating health related injuries such as dehydration, heat exhaustion, and heat stroke.

### **8.2 Meal Counts:**

Each attendee (30 PAX) will require three (3) meals per day. This will result in 90 meals per day, and 540 meals over the course of the POP.

In order to reach the desired calorie count per meal **each attendee will require two servings per meal.** Food shall be prepared to allow for ample servings to ensure a minimum of two (2) servings are available for each meal.

The contractor will be paid in accordance with the contract. The contractor shall keep a true and accurate count of the number of meals served. The required second serving shall not be counted as an additional meal. USMS personnel will self-identify to the contractor's designated "counter" when going through the line for their second serving. Meal counts will be reconciled with the designated USMS personnel after each meal, or any other alternative method agreed to by the COR and the contractor.

Due to the dynamic training schedule and environment, there will be occasions where all students and staff are unable to attend scheduled mealtimes. Due to this, the contractor will be required to box any left-over food items at the end of each meal in an appropriate "to-go" container for on-site storage. This will allow any students and staff to eat at the conclusion of their training event. The COR will specify the storage location.

**8.3 Food Specifications and Inspections:** The State of Louisiana Food Specifications and the U.S. Public Health Service Food Code shall be used to determine the acceptability for food products used. The indicated "Grades" are the minimum standard and the contractor is encouraged to exceed these minimums whenever possible.

The Government requires that the contractor have a valid and current Health Permit for retail food preparation and service. Contractor will also be required to provide copies of the current year food inspection of their food preparation/cooking area, and all licensing and certifications related to their food preparation and service business. Contractor will be required to provide these annually after each inspection, or as their certifications change (i.e., contractor receives a new grade, new certifications requirement, etc.).

**8.4 Food Quality Standards:** The following represents the minimum food quality standards for the USMS SOG.

1. Beef, Poultry and Fish:

a. Beef: Fresh or fresh frozen whole/full muscle USDA inspected, USDA Choice or better with 1/4-inch trim, (lower grades of beef, including "no roll/select", are not acceptable). No more than 15% pump in all USDA Choice pre-cooked and/or further processed beef items with the exception of corned beef brisket which may be 20%. The term "whole muscle" in this section shall mean whole muscle or sliced from whole muscle. No soy additives shall be included in beef products.

b. Ground Beef: USDA inspected 100% ground beef or ground beef patties meeting USDA ingredient and labeling requirements, not to exceed 15% fat. Need not be from USDA choice.

c. Pork: USDA inspected, USDA Grade 1-2. Bacon, sausage and whole/full muscle pork items. Whole/full muscle cured ham and natural juices or cured ham with water added not to exceed 15% pump (ham and water product, ham with water and isolated soy protein added and turkey-ham is not allowed).

d. Cornish Game Hens: Whole/full muscle, USDA inspected.

e. Poultry: Whole raw chicken shall be obtained from USDA inspected facilities and shall be USDA Grade "A" whole/full muscle. Cut raw chicken product shall be obtained from USDA inspected facilities and shall be USDA Grade "A" or equivalent. Cooked product that does not have a USDA grade shall have been obtained from USDA inspected facilities and purchased from among the suppliers top quality labels. Acknowledgement of

a top quality (Best Label) and equivalent products does not necessarily constitute acceptance as an end product if that product is otherwise objectionable in appearance, taste or quality. Processed or precooked turkey shall not exceed 3 lobes per product of breast meat only. No more than 15% pump in all processed or precooked poultry items. (No chunked, chopped and/or formed product allowed).

f. Lamb: USDA inspected; USDA Choice or better; fresh, whole/full muscle. No more than 15% pump in all USDA Choice pre-cooked or further processed lamb items. No soy additives shall be included in lamb products.

g. Fish: Whole muscle steaks or fillets (no chunked, chopped, formed, pressed or imitations, except canned tuna fish).

2. Dairy Products: Pasteurized, USDA Grade A or Better:

a. Cheese: Natural cheese. No imitation cheese, cheese product, cheese food, or cheese spread allowed except in factory wrapped – commercially available products, as these items are made at their certified and designated cook site.

3. Fresh Shelled Eggs: USDA inspected, Grade AA.

4. Frozen or Liquid Whole Eggs: USDA inspected and pasteurized (no egg substitutes).

5. Canned Vegetables: U.S. No. 1 or equivalent, top label.

6. Canned Fruits: U.S. No. 1 or equivalent.

7. Fresh Fruits and Vegetables: When grading is available, fruit in the sack/bag lunch must be U.S. No. 1 or better. The contractor shall provide documentation that validates the quality of the product meets requirement. All containers, cases and crates shall be marked for grade.

8. Frozen Fruits and Vegetables: Shall be Grade A regardless of meal.

9. Juice: All juice must be pasteurized and meet the following:

a. 100% fruit juice

b. 100% fruit juice blend

c. 100% vegetable juice

10. Dry Cereal (Breakfast) – Must be a variety of cereals and all must be vitamin enriched.

11. Bread: Enriched or whole grain.

12. Coffee: High quality, caffeinated (and decaffeinated upon request by the COR).

13. Tea: Sweet tea and unsweet tea.

14. Oil: Any of the following oils is acceptable (no trans-fat):

a. Pure vegetable oil

b. Olive oil

c. Coconut oil

15. Prepared salad: Non-wilted, high quality.

16. Canned Tuna: Chuck light tuna, water packed (Dolphin Safe).

17. Beef Jerky: Sliced dried beef.

**9.0 Standard Menu Requirements:** As a baseline, the standard menu items and minimum quantities to be available per serving, per person, per meal are listed below. **Reference Section 8.2 Concerning Serving Requirement.**

**9.1 Breakfast: Both Hot and Cold Meal Options Shall Be Made Available.**

1. Eggs: 2 fresh eggs (3 when scrambled), or 6 oz of liquid eggs (no egg substitutes).

2. Meat: 4 oz (raw, uncooked weight).

3. Bread: 1.5 oz.

4. Hot Cakes: 3 – 4 oz (one day per week).
5. French Toast: 3 – 4 oz (one day per week).
6. Potatoes – 6 oz or equivalent starch (See PWS Section 10 for Equivalents).
7. Milk: ½ Pint White (whole, 2% or skim) and chocolate. COR may request additional options to rice, soy or almond based on dietary requirements or religious restrictions.
8. Fresh fruit: No apples or oranges.
9. Chilled juice (see Section 8.4, #19 for acceptable juice types).
10. Cooked Cereal: 6 oz.
11. Dry cereal: 2 individual servings (¾ oz. each).
12. Muffin(s) or equivalent: 3 oz. (See PWS Section 10 for Equivalents).
13. Additional items for hot and cold breakfast: In addition to the above, the items listed below shall be made available for the hot breakfast meals. All items shall be provided in approved dispensers or original bottles in the dining area. Examples of approved dispensers are individually packaged, squeeze bottles, or pump dispenser. Additional appropriate items for hot and cold breakfast will be determined by the COR.

- a) Butter
- b) Jelly or jam
- c) Peanut butter
- d) Sugar
- e) Cream (or substitute)
- f) Tea and hot chocolate
- g) Mustard
- h) Ketchup
- i) Steak sauce
- j) Salt and pepper
- k) Hot sauce
- l) Salsa
- m) Hot peppers
- n) Brown sugar (or equivalent)
- o) Raisins or other dried fruit shall be made available to compliment hot cereal. Must be in appropriate serving containers (not individually packaged).
- p) Brewed Coffee

## **9.2 Lunch: Both Hot and Cold Lunches Shall be Made Available.**

1. Whole/Full muscle meat (raw uncooked weight) any of the following:

- a) Steak: 6 oz. (boneless) or 10 oz. (bone-in)
- b) Beef: 6 oz. (boneless) or 10 oz. (bone-in)
- c) Beef and pork ribs: 6 oz. (boneless) or 14 oz. (bone-in)
- d) Pork: 6 oz. (boneless) or 10 oz. (bone-in)
- e) Lamb: 6 oz. (boneless) or 10 oz. (bone-in)
- f) Poultry: 6 oz (boneless) or 10 oz. (bone-in)
- g) Ham: 6 oz. (boneless) or 10 oz. (bone-in)
- h) Fish: 6 oz.
- i) Beef patties: 5 oz., 100% beef patty (85/15 fat ratio)

\*\* Contractor may elect to serve an entree such as lasagna or casseroles. However, these entrees must have a meat side dish which ensures the minimum meat quantity standard is met. Any meat used that is not specified above must be the equivalent quantity and meet the dinner quality standards cited in Section 3.10. The actual weight of any specific cut of meat shown above may vary in accordance with specifications covered under the USDA Institutional Meat Purchase Specifications (IMPS). The portion weight is specified on the supplier's label. Precooked meat shall meet equivalent weight of raw meat products.

2. Vegetables: 4 oz.
3. Potatoes: 6 oz. or equivalent starch (See PWS Section 10 for Equivalents).
4. Bread: 2 slices, 1 to 1.5 oz. each or equivalent starch (See PWS Section 10 for Equivalents).
5. Milk: ½ pint. Both white and chocolate shall be available (additional/substitute items may be requested by COR due to dietary or religious restrictions).
6. Juice: Chilled juice (see Section 8.4, #19 for acceptable juice types).
7. Dessert: 4 oz. portion.
8. Self-service salad bar. Salad bar shall contain:
  - a) One tossed green salad with equal amounts of three leafy vegetables (i.e., romaine lettuce, spinach, iceberg lettuce, kale, etc.)
  - b) Five salad toppings
  - c) Two prepared salads
  - d) One fruit or fruit salad
  - e) Three types of salad dressing (to include regular and low/non-fat options)
  - f) Three salad condiments

9. In addition to the items above, the items listed below shall be made available for lunch meals. All items shall be provided in approved dispensers or original bottles in the dining area. Examples of approved dispensers are individually packaged, squeeze bottles or pump dispensers. Additional appropriate items for hot and cold lunch meals will be determined by the COR.

- a) Butter
- b) Jelly or jam
- c) Peanut Butter
- d) Sugar
- e) Cream (or substitute)
- f) Tea (sweet and unsweet)
- g) Condiments to include mustard, mayonnaise and ketchup.
- h) Steak sauce
- i) Salt and pepper
- j) Hot sauce
- k) Salsa
- l) Hot peppers
- m) Raisins or other dried fruit
- n) Brewed Coffee

### **9.3 Dinner: Hot Dinners Shall Include the Items and Quantities Below:**

1. Whole/Full muscle meat (raw, uncooked weight) any of the following:
  - a) Steak: 10 oz. (boneless) or 14 oz. (bone-in)\*
  - b) Beef - 10 oz. (boneless) or 14 oz. (bone-in)
  - c) Beef and Pork Ribs - 10 oz. (boneless) or 18 oz.
  - d) Pork - 10 oz. (boneless) or 14 oz. (bone-in)
  - e) Lamb - 10 oz. (boneless) or 14 oz. (bone-in)
  - f) Poultry - 8 oz. (boneless) or 14 oz. (bone-in)
  - g) Ham - 8 oz. (boneless) or 12 oz. (bone-in)
  - h) Fish - 8 oz.
  - i) Beef Patties - 5.5 oz., 100% beef patty with an 85:15 fat ratio.

\* Steak (sirloin or better) shall be prepared for the dinner meal period at least once per every two-week period.

2. Vegetables - 4 oz.
3. Potatoes - 6 oz. or equivalent starch.

4. Bread - Two 1 to 1.5 oz. slices or equivalent starch.
5. Milk - 1/2 pint. Both white and chocolate milk shall be available. (Additional options may be requested by COR due to dietary or religious restrictions).
6. Juice: Chilled juice (see Section 8.4, #19 for acceptable juice types).
7. Dessert - 4 oz.
8. Self-service salad bar. Salad bar shall contain:

- a) One tossed green salad with equal amounts of three leafy vegetables (i.e., romaine lettuce, spinach, iceberg lettuce, kale, etc.)
- b) Five salad toppings
- c) Two prepared salads
- d) One fruit or fruit salad
- e) Three types of salad dressing (to include regular and low/non-fat options)
- f) Three salad condiments

9. In addition to the items above, the items listed below shall be made available for lunch meals. All items shall be provided in approved dispensers or original bottles in the dining area. Examples of approved dispensers are individually packaged, squeeze bottles or pump dispensers. Additional appropriate items for hot and cold lunch meals will be determined by the COR.

- a) Butter
- b) Jelly or jam
- c) Peanut Butter
- d) Sugar
- e) Cream (or substitute)
- f) Sweet and unsweet tea
- g) Condiments to include mustard, mayonnaise and ketchup.
- h) Steak sauce
- i) Salt and Pepper
- j) Hot sauce
- k) Salsa
- l) Hot peppers
- m) Raisins or other dried fruit
- n) Brewed coffee

Contractor may elect to serve an entree such as lasagna or casseroles. However, these entrees must have a meat side dish which ensures the total meat quantity standard is met.

Note: Any meat used that is not specified above must be the equivalent quantity and meet the quality standards cited in Section B.10. The actual weight of any specific cut of meat shown above may vary in accordance with specifications covered under the USDA Institutional Meat Purchase Specifications (IMPS). The portion weight is specified on the supplier's label. Precooked meat shall meet equivalent weight of raw meat products.

#### **10.0 Menu Variety:**

1. Contractor menus shall be approved by the COR in advance (See PWS Section 5.3). Menu items shall provide a variety of options on a daily basis in regard to the types of breads and meats utilized in sandwiches, other sack/bag lunch entrees, snacks, juices and other meal items served.
2. Menus shall include a wide variety of recipes. "Heat and Serve" meals must be approved by the COR.
3. If meat is an ingredient of a pre-cooked item, the meat portion per meal must meet the meat quantity standard define in the PWS. Entrees such as stew, lasagna, spaghetti, linguine, chili, chicken chop suey or casseroles may be used as approved by the COR.

4. The following types of food are considered appropriate for use:

- a) Beef
  - i. Beef
  - ii. Steak – Rib, loin, T-bone, New York, sirloin, cubed, filet and pepper steak.
  - iii. Roast – Prime rib and slice roast
  - iv. Short Ribs – Baked, broiled and barbecued.
  - v. Ground Beef – Lasagna, meat loaf, meatballs in spaghetti sauce and ground beef patties
- b) Pork
  - i. Chops – Loin cut, spare-ribs, country style ribs and barbecued.
  - ii. Roast – Sliced or tenderloin.
- c) Lamb
  - i. Chops – Grilled and barbecued.
  - ii. Roast – Sliced
- d) Poultry: Any style is acceptable
- e) Fish: Grilled, baked fillets or steaks
- f) Processed Meat Items: Pastrami, Polish/Italian sausage and corned beef
- g) Breakfast Meat: Ham, bacon, sausage, steak and pork chops
- h) Breakfast Items
  - i. Eggs: Fried, hard-boiled, poached, omelets or scrambled
  - ii. Bread and Equivalent Starches: Wheat, white enriched and/or fortified, 7-grain, rye, pumpernickel, French, garlic, biscuits, muffins, rolls, croissants, bagels, cornbread, sourdough, tortilla and pita pocket.
  - iii. Dry Cereal: Varieties of flaked, toasted or baked cold cereals and granola.
  - iv. Hot Cereal: Oatmeal, grits or Cream of Wheat ®
  - v. Fruit: Oranges, tangerines, apples, bananas, grapes, pears, peaches, plums, nectarines and grapefruit
  - vi. Dried Fruit: Apricots, cherries, dates, pears, banana chips, peaches, prunes, raisins or other dried fruit.  
\*\* Mangos and pineapple are prohibited\*\*
- i) Vegetables: Broccoli, cauliflower, asparagus, corn, peas, green beans, mixed vegetables, etc.
- j) Vegetable Protein Options: BBQ beans, vegetarian patty, vegetarian hot dog, Tofu, beans, soybean product, bean burritos, peanut butter, cheese, tempeh, quinoa and hummus.
- k) Potatoes and Equivalent Starches: Baked, mashed, fried, boiled or scalloped; rice, stuffing, pasta, sweet potatoes or yams.
- l) Juice: Orange, tomato, grape, V8® type, apple, cranberry or pineapple. All must be 100% juice.
- m) Sandwich Meat and Cheese: Ham, corned beef, roast beef, turkey, pork, beef, pastrami and chicken; cheddar, Swiss or other natural cheese EXCLUDING American processed cheese.
- n) Salad bar
  - i. Salad Toppings: Kidney, garbanzo or pinto beans, carrots, mushrooms, celery, cauliflower, green/red bell peppers, broccoli, cheese, cottage cheese, beets, peas, tomatoes, eggs, cucumbers, etc.
  - ii. Prepared Salads: Carrot and raisin, potato, pea, coleslaw, fruit, rice or pasta salad
  - iii. Tossed Salad Greens: Romaine, endive, green leaf, red leaf, butter, spinach or cabbage.
  - iv. Fruit: Melons, peaches, grapes, bananas, strawberries, pears, applesauce or seasonal fruit

- v. Salas Dressings: Regular and low/non-fat varieties including French, Italian, ranch, vinaigrette, Thousand Island, blue cheese, etc.
  - vi. Salad Condiments: Croutons, wheat nuts, sunflower seeds, cracker and taco chips, bread sticks, olives, pickles and other fresh pickled or marinated vegetables.
- o) Dessert: Cake, cookies, pies, cobblers, puddings, pastries or ice cream
  - p) Tea: Black, herbal, green and spiced. Flavored tea may be served in addition to regular tea at contractor's discretion.
  - q) Milk: White (whole, 2% or skim) and chocolate. Almond, rice and/or soy milk as requested by COR.
  - r) Snack Variety: Trail mix, granola bars, energy bars, fresh vegetables, pretzels and shelled nuts. Factory packaged meats such as dried meats, sausage, pepperoni, jerky, etc... are acceptable. **Processed cheese and cheese food products are allowed for this item only.**
  - s) Energy Bars: Major brands such as Balance ® bar, PowerBar ®, Odwalla Food Bar ®, and Cliff ® bars. Other brands meeting the same nutritional values are acceptable.

**11.0 Cooking Requirements:** All food items shall be prepared (cooked) to minimize health hazards in accordance with the requirements below AND all current FDA Food Code(s).

1. Meat Products and Eggs:

- a) Ground Meat, Pork, Poultry Lamb and Fish - All ground meat, pork, poultry, lamb and fish shall be cooked well done to the minimum internal temperature defined in the current FDA Food Code or higher with temperature tested in the product's thickest part.
- b) Whole Muscle Beef - Roast beef for sandwiches and cube steaks shall be well done. Beef roast or steaks for dinner meals may be medium rare to well done, as approved by the COR.
- c) Fresh Eggs - Fresh eggs may be cooked to order. Fresh eggs cooked to order shall be cooked to heat all parts of the egg to the minimum internal temperature defined in the current FDA Food Code or higher. Boiled eggs shall be well done.

2. Frozen and Package Items: Frozen items shall not be frozen longer than the manufacturer "use by date". Packaged items shall be used by the manufacturers "sell- by" or expiration date.

3. Serving Container Requirements:

- a) Milk - Shall be available in individual cartons, approved milk dispensers, or must be served from cartons or jugs.
- b) Juice - Shall be available in individual pop-top cans, non- crushable paper/foil-type containers and re-sealable plastic bottles. Approved dispensers may be used.
- c) Desserts - Shall be either served at the serving line, or in individually wrapped dishes, or covered for protection from contamination if served at a dessert bar.
- d) Salad Dressing and Condiments - Shall be available in individual packets, approved dispensers, or original bottles. Salsa and hot peppers shall be served in approved containers at the salad bar.
- e) Bread - Shall be either served at the serving line or covered for protection from contamination if available at a salad bar. Tongs are required for self-service.
- f) Dry Cereal - Cold cereal shall be available in individual boxes or in approved bulk dispensers.

3. Food not subject to further cooking before serving shall be covered with plastic wrap to protect against cross contamination. Ice used for cooling stored food in containers shall not be used for human consumption. Serving utensils for dispensing food shall be used by employees or provided

to patrons for self-service. Equipment, work area and utensils shall be cleaned immediately upon use. All cooking equipment shall be wiped down and excess foods removed.

**12.0 Service Areas: The contractor is responsible for providing full food service in the following areas:**

1. Main Dining Facility:

- a) The SOGTC dining facility is 3,000 square feet with a seating capacity of 84. The cafeteria is fully operational.
- b) The kitchen is a full-feature facility, and includes all food preparation equipment, refrigerators, freezers, administrative offices, dish and pan washing area, linen and utensil storage, receiving, storage areas lockers and unisex restroom.
- c) All prepared food and beverages shall be transported from the kitchen to the point of service in clean, appropriate containers. All products transported to the dining room, salad table, condiments, and deli items, shall be sealed in plastic wrap to prevent any contamination.
- d) All condiment table items such as napkin dispensers and other dining room accessories shall be filled to capacity prior to the meal period and refilled throughout the service period to ensure that items are not exhausted during the mealtime.
- e) All beverage dispensers shall be checked throughout the service period to ensure uninterrupted service. The contractor shall refill/replace immediately upon depletion.
- f) The contractor shall ensure that all personnel are trained, courteous to all diners, able to identify all items being served, and serve correct portions, unless smaller portions are requested by the diner.
- g) Tableware, utensils, salad and dessert dishes, glasses and trays shall be replenished on a timely basis to ensure their availability to all diners during the meal period without waiting. The contractor shall remove all paper products when services are concluded.
- h) Students and Instructors shall be required to remove trays, dishes, and utensils from tables to the soiled dish return window. The contractor shall provide busing service to remove any remaining soiled dishes and assure that tables and chairs are cleaned before each patron is seated.

2. Off-Site Meal Locations (See Technical Exhibit 3)

- a) The off-site training venues are located with a ten (20) mile radius of the main post. Most lunch meals will be served off-site. Most breakfast and dinner meals will be served at SOGTC. When meals are served off-site, food service is expected to serve and clean the area of food supplies when complete. The contractors shall provide delivery of meals to the off-sites and serve to the students, as kitchen facilities are not available at off-site locations. Though kitchen facilities are not available, off-site locations include areas for feeding, sitting and eating. Vendor must supply all food, drinks, plates, utensils and condiments. Transportation to the off-site locations is the responsibility of the vendor.

Off-site locations may include:

1. USMS Range #4
  2. USMS Range #8
  3. USMS Urban Village / Annex Warehouse
- b) When food is served at one of the off-site locations, you may be requested to leave a designated number of meals (same as served at the off-site locations) at the main facility for individuals that may be preparing for future training or on injured reserve. If needed, contractor will be notified prior to the scheduled serving times.

- c) When required, prepared food and beverages shall be transported from the kitchen to the off-site by clean, appropriate means. All products transported to the off-site shall be protected against contamination.
- d) The contractor shall clear the off-site of food items within ten (10) minutes of the last student and/or instructor finishing his/her meal.

### **13.0 Cleaning**

1. Cleaning may be accomplished using any method acceptable to the COR. The contractor shall be responsible for performing all services in a sanitary manner to inhibit insects and vermin. Disposable cloths which are clean and odor free can be used for cleaning food contact surfaces, tabletops and counter tops. The cloths shall be rinsed frequently in the approved sanitizing solution and used for no other purpose.

2. The contractor shall clean all kitchen, dining room floors, including the kitchen bathroom and office area, to include sweeping/dust mopping, and damp/wet mopping. SOGTC will vacuum all carpeted areas. Restroom fixtures, water closets, urinals, lavatories and sinks shall be cleaned by the contractor using disinfectant solution. The contractor shall clean areas to include, but not limited to, wiping walls, doors, door frames, interior glass and mullions.

3. All dining equipment and furniture shall be returned to its original position when meals are complete. SOGTC, COR may require additional cleaning if not completed to health and safety standards established by the State of Louisiana.

#### **4. Trash Removal:**

- a) The contractor is responsible for placing trash in the Government provided dumpster on site. Trash receptacles are provided by SOGTC. The receptacles shall be kept covered except for preparation areas. Plastic can liners shall be used at all times. When filled (not more than 4 inches from the top) receptacles shall be removed to the dumpster for pickup. Cardboard boxes shall be disassembled. Trash and garbage shall be removed immediately from any food preparation areas.
- b) Outside storage of unprotected plastic or paper bags, or baled units containing garbage or refuse, is prohibited.
- c) All grease is to be placed in leak proof containers and also placed in the proper receptacle.

**TECHNICAL EXHIBITS FOLLOW**

**TECHNICAL EXHIBIT 1**  
**Performance Requirements Summary (PRS)**

This PRS includes performance objectives the Government will use to determine contractor performance and will compare contractor performance to the Acceptable Quality Level (AQL).

| <b>Performance Objective</b>  | <b>Performance Standard</b>   | <b>Acceptable Quality Levels (AQL)</b>   | <b>Surveillance Method / By Whom</b>                                 |
|---|---|--|--|
| 5.1 Contractor Shall Establish and Operate the Food Service Facility at SOG | The Contractor Shall Ensure all Requirements of the PWS are Met   | 100% Success Rate Required<br><br>Zero Deviation from Standard Authorized.                                       | As Necessary Review Determined by the Frequency of Task Orders / COR |
| 5.2 Contractor Shall Serve Breakfast, Lunch and Dinner Meals                | Contractor Shall Prepare and Serve all Meals by the Designated Time   | 100% Success Rate Required<br><br>Zero Deviation from Standard Authorized.                                       | As Necessary Review Determined by the Frequency of Task Orders / COR |
| 5.3 Contractor Shall Provide a Draft 7 Day Menu for Review                  | Contractor Shall Provide a Draft, Written Seven (7) Day Menu to the COR for Review No-Later-Than 10-Day Prior to Implementation | 90% is the AQL for Receiving Stated Draft Prior to Implementation<br><br>Zero Deviation from Standard Authorized | As Necessary Review Determined by the Frequency of Task Orders / COR |
| 5.4 Left-Over Storage   | Contractor Shall Safely Store all Left-Over Meals On-Site at Location TBD by COR  | 100% Success Rate Required<br><br>Zero Deviation from Standard Authorized  | As Necessary Review Determined by the Frequency of Task Orders / COR |
| 5.5 Contractor Utilization of Government Equipment                          | Contractor Shall Use all Government Furnished Equipment/Property in Accordance with Manufactures Specifications                 | 100% Success Rate Required<br><br>Zero Deviation from Standard Authorized  | As Necessary Review Determined by the Frequency of Task Orders / COR |
| 5.6 Contractor Certifications   | Contractor and All Food Service Personnel Must Have a Current State of Louisiana Food Handler's Certificate                     | 100% Success Rate Required<br><br>Zero Deviation from Standard Authorized  | Prior to Commencement of Contract / COR                              |
| 5.7 Contractor Hygiene Requirements   | Contractor Shall Ensure all Food Service Personnel Meet Hygiene Requirements  | 100% Success Rate Required<br><br>Zero Deviation from Standard Authorized  | As Necessary Review Determined by the Frequency of Task Orders / COR |

|   |   |  |  |
|---|---|--|--|
| 5.8 Contractor Appearance                       | Contractor Shall Ensure all Food Service Personnel Maintain a Clean and Professional Appearance | 90% is the AQL for Receiving Stated Draft Prior to Implementation<br><br>Zero Deviation from Standard Authorized | As Necessary Review Determined by the Frequency of Task Orders / COR |
| 5.9 Business License and Insurance Requirements | Contractor Shall Have a Valid and Current Business License and Business Insurance               | 100% Success Rate Required<br><br>Zero Deviation from Standard Authorized  | Yearly / COR   |

**TECHNICAL EXHIBIT 2**  
Hours of Operation

| <b>Meal Type</b> | <b>Start Time</b> | <b>End Time</b> | <b>Primary Location</b> |
|------------------|-------------------|-----------------|-------------------------|
| Breakfast        | 6:30 AM (CST)     | 7:30 AM (CST)   | SOGTC                   |
| Lunch*           | 11:30 AM (CST)    | 12:30 PM (CST)  | Off-Site                |
| Dinner           | 5:30 PM (CST)     | 7:00 PM (CST)   | SOGTC                   |

\*The majority of lunch meals will be served at an off-site location

**TECHNICAL EXHIBIT 3**  
Off-Site Locations

| <b>LOCATION NAME</b>                    | <b>ADDRESS</b>                             |
|---|--|
| USMS Annex Facilities and Urban Village | 452 A Street<br>Pollock, LA 71467          |
| Range #4                                | 129 Mill Creek Road<br>Pineville, LA 71360 |
| Range #8                                | 250 Mayhaw Road<br>Pollock, LA 71467       |

TECHNICAL EXHIBIT 4  
Deliverables Schedule

| PWS Reference / Deliverable Title   | Frequency   | Number of Copies | Medium/Format                           | Submit To |
|---|---|------------------|---|-----------|
| PWS Draft Menu 5.3  | Shall be submitted to the COR no-later-than 10-days prior to Task Order start date. | 1                | Electronic Submission                   | COR       |
| PWS Contractor Certifications 5.6   | Shall be submitted to the COR prior to Task Order start date.                       | 1                | Electronic Submission                   | COR       |
| PWS Business License and Insurance 5.9  | <b>To be submitted with proposal</b>  | 1                | Electronic Submission or Hand Delivered | COR       |
| PWS Names of Background Information on Prospective Contractor Employees 7.1   | To be submitted within 30-days of contract award (if possible).                     | 1                | Electronic Submission                   | COR       |
| PWS 8.3 Contractor Employee Health Permits  | To be with each draft menu, per task/delivery order                                 | 1                | Electronic Submission                   | COR       |
| PWS 8.3 Copy of Recent Food Preparation Area Inspection; Copies of Licenses and Certifications Related to Food Preparation and Food Service | <b>To be submitted with proposal</b>  | 1                | Electronic Submission                   | CO        |

TECHNICAL EXHIBIT 5  
Projected Classes

| Training Dates       | ATTENDEES | Total Number of Meals | Meals Required              |
|----------------------|-----------|-----------------------|-----------------------------|
| 19 – 24 October 2023 | 30        | 540                   | Breakfast, Lunch and Dinner |