

STATEMENT OF WORK

1. The Contractor shall provide all supplies, labor, supervision, and subsistence necessary to provide cafeteria type meals for approximately:
2. Headcount:
3. Meals to be served
4. Unit and Reason:
5. The first meal will be:
6. The last meal will be:
7. All meals shall be cooked _____ if cooked off-site they will be delivered, in a clean covered vehicle , the contractor will set up the serving line and serve the food at the end of the serving time the contractor will remove all trash and clean the serving area.
8. Serving will be in building: _____ located on _____
9. Breakfast serving times:
10. Lunch serving time:
11. Dinner serving times:
12. Comments:

The Contractor shall provide all food and condiments to include the flatware, and cups, trash bags for each meal.

1.1 Manpower Reporting: The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract. The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk at help desk at: <http://www.ecmra.mil/>.

2. The Contractor shall perform to the standards set in this Statement of Work (SOW) and shall follow all applicable instructions and directives as identified by this SOW including Army Regulation 30-22 (The Army Food Program, Department of the Army Pamphlet 30-22 (Operating procedures for the Army Food Program), Technical Bulletin Medical 530 (Occupational and Environmental health Food Sanitation), and Technical Bulletin Medical 577 (Sanitary Control and Surveillance of Field Water Supplies). Food shall be delivered in covered containers and in a clean covered truck or van. Hot food shall be at 145° F or above and cold food shall be at 40° F or below.

3. The Contractor shall contact the Contracting Officer's Representative (COR) 5 days before the start of the contract. The COR will be assigned at the time of contract award.

3.1 BACKGROUND CHECK: The Contractor shall contact the public safety provide records of background checks on all personnel before they start working on the military installation. The background check shall be completed before they start working. A list of all employees shall be given to the public safety office on the military installation one week prior to the start date. Camp Robinson (501)-212-5130

Ft Chaffee Post Security/Safety (479)-484-2666

3.2 Installation access request: The Contractor shall fill out an access request on each of their personnel. The access request shall be turned in at least 5 days prior to the start of work.

3.3 HAIR AND HAIR RESTRAINTS: All Contractor personnel entering and/or working in food preparation or service area shall wear hairnets or other effective hair restraints. Personnel with facial hair that cannot be adequately restrained shall be prohibited from food service operations. All hair restraints shall be kept clean.

3.4 PERSONAL HYGIENE: All Contractor employees shall wash their hands upon reporting for work, immediately after visiting the lavatory, after using tobacco products, and after handling raw meat, poultry, garbage or soiled items. All Contractor personnel shall maintain and keep fingernails clean, cut short and devoid of nail polish (food handlers and attendants).

3.5 SEPARATION OF DUTIES: All Contractor personnel who handle or serve food shall not be used to clean latrines, garbage cans, sewers, drains, grease traps or perform similar custodial duties during periods of food preparation and service.

3.6 LOITERING: All Contractor employees shall not loiter in any working or patron areas. Upon completion of their assigned shift, employees shall depart the facility. The Contractor shall allow only authorized personnel to be present in kitchen, storage, serving, or washing areas.

3.7 JEWELRY: With the exception of plain wedding bands, all food service personnel shall not wear jewelry, wristwatches, bracelets, or facial body piercing objects while preparing and/or serving food. The wearing of medical alert bracelet or medical alert necklace is authorized.

3.8 USE OF TOBACCO PRODUCTS: No use of tobacco products in any form shall be allowed except during break periods in designated areas outside of the building.

3.9 USE OF ALCOHOLIC BEVERAGES/DRUGS: The use of alcoholic beverages or illegal drugs by Contractor personnel, while on duty, is strictly prohibited. The Contractor shall immediately remove and replace employees who are under the influence of alcohol and/or drugs.

3.10 THEFT: If a Contractor employee is observed and verified of stealing any Government property, the proper authorities will be contacted and the Contractor shall immediately remove the employee.

3.11 REMOVAL OF CONTRACTOR EMPLOYEES: All personnel employed by the Contractor in the performance of this contract or any representative of the Contractor entering the Government installation, shall abide by all security regulations of the installation and shall be subject to such checks as may be deemed necessary. The Government reserves the right to direct the removal of an employee 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.

3.12 VEHICLE OPERATORS: Contractor personnel operating privately owned vehicles on the installation shall have a valid state license to operate a motor vehicle and insurance and shall comply with the current installation Standard Operating Procedures. At any time the installation police can inspect their vehicles. The Contractor is responsible for ensuring that all of their

employees have a current and valid driver's license and current vehicle insurance while operating a motor vehicle on any military installation.

3.13 CERTIFICATIONS AND QUALIFICATIONS: All Contracting personnel shall have a working knowledge of food preparation methods; standardized recipes; the metric system of weights and measures; food chemistry; and terminology relating to food preparation; operating service equipment; sanitation and aseptic techniques and standards. Training in Army food service sanitation and safety training would be preferable; but is not a requirement.

3.14 SERVING FOOD IN DINING FACILITY: The Government will open and close the building before and after each meal. The contractor shall be set up and be ready to serve meals 15 minutes prior to the serving times. The contractor is required to only set up one serving line but in the event the contractor can't meet the serving time for the headcount the government will require more lines to be set up. The Contractor shall apply food protection, and sanitation measures. The contractor shall break down food lines and clean them and ensure all trash is removed and the kitchen is clean after each meal. The government will clean the dining room and kitchen floors after each meal.

4. ROUTINE CLEANING

Contractor personnel shall use a "clean as you go" method when preparing foods. Sweep and clean in and around entrances, and exits as required, maintaining a neat and clean kitchen appearance at all times. Cleaning includes removing all paper and trash from the kitchen area.

5. BEVERAGE AND UTENSILS

5.1 BEVERAGE PREPARATION: The Contractor shall furnish all beverages and containers for all meals. The Contractor shall provide a minimum of two different beverages in addition to milk (e.g., punch, tea, soda, coffee) when authorized by the master menu.

5.2 DINING UTENSILS: The Contractor shall provide three compartment plates, flatware (Medium to Heavy weight), 10 ounce foam cups, and To-Go Trays.

7. GARBAGE AND TRASH

The contractor shall provide garbage bags to be utilized in the dining facility. The Government will provide garbage dumpsters outside the facility. Garbage cans shall be kept covered except for cans actively being used in food preparation areas. When filled, the cans shall be removed to the proper storage area for pickup.

9. POINTS OF CONTACT

9.1 The Contracting Officer's Representative (COR) for this effort will be the Point of Contact for reporting any problems during the performance of the contract.

9.2 The COR will assure that a proper inventory of raw subsistence is maintained at the Dining facility.

9.3 The COR will be responsible for accounting for the dining facilities and Government Furnished Property. The COR will make the determination as to the necessity for, and requisition of, additional Government equipment and the furnishing thereof to the Contractor.

10. QUALITY CONTROL

10.1 MINIMUM STAFFING LEVELS: The Contractor shall staff the operation with the optimum number of employees for efficient operation at all times. The Contractor shall place emphasis on quality of service. Contractor shall provide the COR with work daily work schedule on a weekly basis. Government may require the Contractor to hire additional employees to correct performance deficiencies.

10.2 HEALTH EXAMINATIONS: The Contractor shall inspect contractor personnel for any evidence of communicable diseases such as boils, infectious wounds, open sores or acute respiratory infection. Personnel with any health problems shall not be permitted to work any capacity where there is likelihood of food or food contact surface contamination with pathogenic organisms, or transmitting disease agents to others. Personnel relieved of duty due to physician diagnosed illness must have a medical clearance before returning to work.

10.3 FOOD BORNE DISEASES: The Contractor shall cooperate in making employees, facilities and equipment available for all ginger plate culture, rinse test, swab tests, contact plate tests and other microbiological test required by the Government. During actual or suspected food borne disease outbreaks, the Contractor shall make facilities, equipment and employees available for testing and questioning by medical and other investigative personnel. When a food borne outbreak is suspected, food shall not be discarded until directed by the Government.

10.4 PHYSICAL SECURITY: The Contractor shall be responsible for safeguarding all Government property provided for contractor use. The Contractor shall, secure the facility, equipment, and supplies, any time during the duty day when personnel are off between meals, out of the building, and also at the close of the facility. No food preparation equipment will be left running while the facility is unattended.

11. MEAL SERVICE HOURS

11.1 NORMAL HOURS:

Breakfast:

Lunch:

Dinner:

12. MENU REQUIREMENTS

12.1 MENU: The Contractor shall follow the menu listed below:

MENU REQUIREMENTS

11.2. MENUS. Then contractor SHALL follow the below Menu guide and 12 Day menu.

MENU GUIDE LINE

Traditional Breakfast:

Eggs

Hash Browns

Pancakes or French toast

Breakfast meat 1 type

Bread	wheat, white
Milk	1% milk 60% white 40% Chocolate
Condiments	Salt, Pepper, Creamer, Sugar, ind. Butter, art. Sweetener, jelly
Fresh fruit	1 type
Chilled juice	2 Flavors
Dry cereal	assorted sweetened and unsweetened
Coffee	

Dinner:

Meat entrée	1 type
Vegetable	1 varieties
Starch	1 varieties
Gravy	
Salad	Lettice, Tomatoes, cucumbers
Salad Dressing	3 types

Deserts:

Baked goods	1 Type (cake, fruit and cream pies, pudding, 1 low calorie)
Bread, rolls and crackers	assorted varieties
Beverages	Tea sweet and un sweet and cool-aid and 1% milk
Condiments	Salt, Pepper, Creamer, Sugar, ind. Butter, art. Sweetener