

1. Definition of “Supply”. Supply in this case is prepared food requiring a caterer to individually package meals into a “to-go/boxed” container and then delivered to the requested location for consumption.

2. Scope of Work. The caterer shall provide personnel, supervision, and all items for the boxed catered meals in accordance with state and local sanitation law requirements. Installation access for catering service vehicles and personnel is coordinated with the unit point of contact (POC) prior to delivery.

3. Contract Tasks Performed by the Caterer

a. Prepare food listed on the menu provided in response to the Request for Proposal (Contract Supply), according to commercially acceptable standards for the menu item. The caterer shall adhere to the meals identified on the LAARNG menu or equally equivalent.

b. Shall provide all single use plates, napkins, bowls, cups, cutting utensils, serving utensils, and condiments to compliment the meal served. Additionally, no “same menu” for any meal should occur in a (5) five-day period.

c. Standard beverage choices are a variety of carbonated beverages, juice blends, noncarbonated flavored drinks, coffee, tea (hot and iced), milk, and water (with individual beverage powder). Chilled and closed individual beverage servings shall be provided with each meal to mitigate the spread of airborne pathogens, i.e., COVID-19 virus. Meal plans shall not include alcoholic beverages

d. Caterer shall provide all condiments (i.e., mayonnaise, mustard, ketchup, steak sauce, hot sauce, pickles, salad dressing, syrup, salt and pepper, etc.) to compliment the meal served.

e. Shall contact the unit POC if meal substitutions are necessary.

4. Sanitation Requirements. Caterer shall comply with state and local food service sanitation requirements, which meet with a rating of satisfactory or better from a health inspection. Prepare and serve meals on the same day. Prepare, transport, and maintain all menu items at USDA recommended temperature. Handle food in strict adherence to food safety precautions recommended by the State of Louisiana and the U.S. Department of Agriculture (USDA) – [USDA Food Safety](#)

5. Caterer Responsibility.

a. Deliver time as stated in the award document. The government reserves the right to require the caterer to remove personnel deemed careless or otherwise objectionable.

b. The caterer is responsible for preparing, packaging and delivered each menu item into the to-go/ container to ensure adequate food all personnel are provided.

c. The caterer is responsible for maintaining and deliver all food at temperatures outlined in Louisiana Health and Safety Code.

Product	Minimum Internal Temperature & Rest Time
Beef, Pork, Veal & Lamb Steaks, chops, roasts	145 °F (62.8 °C) and allow to rest for at least 3 minutes
Ground Meats	160 °F (71.1 °C)
Ground Poultry	165 °F
Ham , fresh or smoked (uncooked)	145 °F (62.8 °C) and allow to rest for at least 3 minutes
Fully Cooked Ham (to reheat)	Reheat cooked hams packaged in USDA-inspected plants to 140 °F (60 °C) and all others to 165 °F (73.9 °C).
Product	Minimum Internal Temperature
All Poultry (breasts, whole bird, legs, thighs, wings, ground poultry, giblets, and stuffing)	165 °F (73.9 °C)
Eggs	160 °F (71.1 °C)
Fish & Shellfish	145 °F (62.8 °C)
Leftovers	165 °F (73.9 °C)
Casseroles	165 °F (73.9 °C)

6.1 Transportation Consideration. To maintain the proper handling of food during transportation. Contractor must comply with the consideration on vehicles to be use and length of time involved. During the transportation of meals, the Contractor should have the follow consideration:

6.1.2 Container of cool food should be placed in the coolest part of the vehicle.

6.1.3 Vehicles should be clean. The food carrying area should be thoroughly cleaned or lined to

6.1.4 Prevent any contamination. The journey should be properly planned and be kept short as possible.

6. Security. The caterer ensures delivery personnel have proper picture identification for entry onto government installations or facilities. The caterer shall coordinate with the unit point of contact (POC) in order to avoid delays related to installation/facility entry access.

7. **Meal Plan.** Menu plan outlines meal details and is attached as EXHIBIT 1 of this contract.

Unit/requestor selects desired menu plan from Army Food Management Information System (AFMIS) and attaches to this contract. See EXHIBIT 1 for the “21 Day Menu” meal request.

8. Meal Quantity/Heads/Serve Time.

a. Meal Quantity- Quantities will differ depending on the number of Soldiers per unit. Order quantities will be determined at call/order level.

b. General Meal hours for the LAARNG are attached as **Exhibit 1**:

9. Delivery Instructions: Location will differ depending on unit drill or annual training schedules. Delivery locations will be determined at the order level.

10. See Attached Delivery Addresses on Exhibit 1.

Special Instructions: Vendor will deliver meals 30 minutes prior to mealtime.

11. Unit Point of Contact. **SFC ALICIA C. POE, 832-887-4727 – alicia.c.poe.mil@army.mil**. Call Unit POC prior to arriving at location.

12. Pricing. Meal pricing must be inclusive of all costs. Gratuity is prohibited.

13. Operational Security Considerations for Caterer. Work performed under this statement of work is unclassified, but for official use only. Delivery locations, dates, number of personnel, names of POCs, training, etc., shall not be disseminated to anyone without a need to know. The Caterer shall comply with all applicable Department of Defense (DoD) security regulations and procedures and shall coordinate all issues dealing with access to Government buildings, facilities, or property with the COR.

14. Food Portion Requirement Summary. Same meal will not be served within a 72-hour period. Each meal must contain at a minimum the 5 primary food groups (vegetables 2 to 3 cups, fruits 1 ½ cups, grains 5 to 8 ounces, dairy 3 cups (fat free or low-fat) protein foods 5 to 6 ½ ounces, Oils 5 to 7 teaspoons). See state menu for example.

15. Cancellation/Adjustment of number of boxed meals. The Government reserves the right to make partial changes to the requirements or cancel in full up to 72 hours before the event or within 72 hours of the affected date. Decrease or increase of meals shall be issued at a no cost increase of contracted price if given within a 72-hour notice.

Deliverable	Spec Reference	Acceptable Quality Level (AQL)	Method Used/ Frequency
Prepare food according to commercially acceptable standards for the particular menu item	3.1	95% of menu items per meal period meet the standard	Participant Observation
Deliver timely and courteous employees	3.4	95% of meal prepared meet the standard	Participant Observation
Comply with sanitation requirements of the food code and state and local laws resulting in a satisfactory or better rating in health inspections	3.3	100% of the time (no deviations)	Participant observations during meals and random inspections
Provide food supplies (i.e., utensils, condiments, etc.)	3.1	95% of meals prepared meet the standard	Participant Observation
Provide food supplies (i.e., utensils, condiments, etc.)	3.1	95% of meals prepared meet the standard	Participant Observation

EXHIBIT 1:

UNIT : HHC, A Co, B Co, C Co, H Co 199TH BSB

Serve Date	Breakfast 0630-0730	Lunch 1130-1230	Dinner 1630-1730
16APR23	0	0	290
17APR23	290	0	290
18APR23	290	0	290
19APR23	290	0	290
20APR23	290	0	290
21APR23	290	0	290
22APR23	290	0	0
23APR23	290	290	0
24APR23	290	0	0
25APR23	290	0	0
26APR23	290	0	0
27APR23	290	0	290
28APR23	290	0	290

REQUESTED MENU:

Attached 21-day menu for request over 4 days.

NOTE: 04/28/23 – (Early Dinner – Deliver Sack Dinner at 1500)

Bagged Sub Sandwiches
Pickle
Fresh Fruit
Chips
Cookie
Assorted Condiments
Assorted beverages

Delivery Instructions: Location will differ depending on unit drill or annual training schedules.
Delivery locations will be determined at the order level.

Delivery Address: Care of 199th BSB, Bldg. 1385, 7105 NW 70th Ave. Johnston, IA 50131

- a. Breakfast Meals: 290 PAX * 12 MEALS = 3,480 MEALS
- b. Lunch Meals: 290 PAX * 1 MEAL = 290 MEALS
- c. Dinner Meals: 290 PAX * 8 MEALS = 2,320 MEALS

1. Special Instructions: Vendor will deliver meals 30 minutes prior to mealtime.
2. Invoice is to be sent to unit upon award acceptance.

Point of Contact: SFC Alicia C. Poe, 832-887-4727 – Cell, 318-782-2141 – Office, alicia.c.poe.mil@army.mil

BN S4 SIGNATURE: _____ **Date:** 23MAR23

BDE FSA SIGNATURE: _____ **Date:** 24MAR23