



**CATERED MEAL SERVICES
STATEMENT OF WORK
(SOW)**

FY 2017

**7 & 8 JANUARY 2017
3 & 4 JUNE 2017**

**185TH AIR REFUELING WING
2920 HEADQUARTERS AVE
SIOUX CITY, IA 51111-1300**

STATEMENT OF WORK

DESCRIPTION OF SERVICES. The contractor shall furnish all personnel, food items, supervision, parts, tools, materials, facilities to prepare food prior to transportation to the 185th ARW and transportation necessary to provide prepared meals at the 185th Air Refueling Wing for the periods specified within this SOW for the scheduled Unit Training Assembly (UTA) weekends IAW the following specifications and schedules. The numbers of meals requested in this SOW are tentative only. The Iowa ANG will give the official number of meals required NLT 10 days before the scheduled event.

- A. Contractor will perform a site visit of the 185th Dining Facility (if not a catering vendor within the past 6 months) and can do so by calling to schedule an appointment with MSgt Juli Smith, 712-233-0729.
- B. Contractor will furnish all food items prepared and deliver meals to the 185th Air Refueling Wing Dining Facility, building 263. The contractor shall ensure that all food delivered shall be in insulated containers to maintain proper temperatures, i.e. at least 140 degrees or above for heated items and 40 degrees or cooler for refrigerated items. If food is unable to be kept at the proper temperatures using insulated containers then multiple deliveries during the meal period will be required. All food items delivered shall meet all Federal, State, and Local Safety and Health laws, rules, and regulations. Meals will be delivered to the Dining Facility building 263 in time to have serving lines set up and ready no later than 10:30am each day.
- C. Contractor may use only the following government-owned equipment: two serving lines (one with 6 open wells and one with 5 open wells), two reach-in warmers, two reach in-coolers, and self-service salad bar. Contractor is responsible for the cleaning of any equipment used and repair/replacement of any equipment that is damaged during use. Contractor is prohibited from using all other equipment in the existing kitchen.

- D. The contractor shall provide written documentation upon arrival of minimum internal temperatures of food items. Contractor shall be willing to have a public health inspection performed by the 185th Air Refueling Wing Public Health Office prior to contract award, as well as during service periods as deemed necessary by the 185th Air Refueling Wing Public Health Office. Contractor must allow government employees the ability to check temperatures of the food at any time while on site.
- E. The 185th Air Refueling Wing Dining Facility hours of operation are typically 10:45am – 12:30pm. Contractor will have food delivered and ready to serve customers using both lines no later than 10:30am. Contractor will be required to keep both lines open for the duration of operating hours. On rare occasions, based on mission needs, the government may request extending serving hours, but these requests will be coordinated through the contractor supervisor on a case-by-case basis.
- F. Contractor will provide a meal with a choice of two entrees, 2 cooked starch, 2 cooked vegetables, variety of rolls/biscuits, dessert, salad, and beverages. Specific menus included. Contractor shall not deviate from the menu without prior written coordination with the Services POC and approval of the Contracting Officer. Services POC are as follows:

MSgt Juli Smith – 712-233-0729 or julia.e.smith10.mil@mail.mil

TSgt Tyler Gaswint – 712-233-0347 or tyler.d.gaswint.mil@mail.mil

- G. Contractor will provide all condiments (b-b-q sauce, mayonnaise, mustard, ketchup, etc.) to complement the meal being served.
- H. Contractor will furnish paper plates, cups, plastic ware (spoons, forks, and knives), napkins, and any additional disposable items needed to complete the meal.
- I. All food items brought into the facility MUST remain at the facility. The contractor will not remove food products procured and paid for by the government.
- J. Food shall be purchased from approved vendors IAW the FDA Food Code guidelines. A list of food sources must be provided upon request.
- K. Contractor will comply with all FDA Food Code guidelines.
- L. At the conclusion of the meal, contractor personnel shall remove their own equipment, serving pans, and utensils for cleaning off-site.

SPECIFICATIONS

1. Personnel:

- 1.1 The contractor shall furnish enough personnel to run two (2) buffet-style serving lines serving simultaneously for the entirety of the serving times to include maintaining food at correct serving temperatures and serving food to patrons. Contractor shall keep the self-service salad bar and beverages replenished throughout the serving period.
- 1.2 All employees of the contractor employed in the performance of work under this contract shall be employees of the contractor at all times and are not considered employees of the government.

2. The contractor will ensure that personnel have proper identification for entry on to the installation. This includes providing an Entry Authorization List (EAL) for all employees who will be permitted on base. The EAL must be submitted to MSgt Juli Smith or TSgt Tyler Gaswint no later than two weeks prior to the scheduled event. All employees are encouraged to car-pool as their vehicles are subject to be searched. All employees must have a valid driver's license, registration and proof of insurance in order to be allowed to drive onto the base. All employees must have a government issued photo ID to gain access to the base.
3. An attendant supervisor or other supervisor designated in writing to act in the contractor's behalf shall be present during all hours when contract employees are working.
4. The contractor shall ensure the contract employees meet the following sanitation requirements. Contract employees shall wear appropriate clothing that is well-fitted, laundered and repaired. Contractor may furnish uniform clothing. Shoes shall be of sturdy construction and shall cover the feet to meet sanitation and safety requirements. Open-toe shoes, sleeveless blouses/shirts, and sandals are not allowed. Low cut V-neck shirts are also not allowed. Hats are required and facial hair must be covered with hair nets or masks.
- 4.1 If contract employees are observed eating government subsistence or snacking at any time they will be required to pay for a complete meal. They may bring a sack lunch/meal from home or purchase one of the meals being served at the standard rate. At no time will they be allowed to eat in the kitchen area. If contract employees desire to eat, they will need to consume food in the dining room.
5. The use of alcoholic beverages or illegal drugs by contractor personnel while on base is strictly forbidden. Any violation shall be cause for immediate removal of the offender(s) by the contractor from further work. Removal of employees for such cause does not relieve the contractor of the requirement to provide sufficient personnel to adequately perform services.
6. The use of tobacco products by the contractor personnel while on base will be confined to those areas designated by the government as smoking areas. Contractor personnel must wash their hands before returning to work.
7. Contract personnel shall not loiter in any working or patron area. Upon satisfactory completion of their scheduled delivery and after being released, contracted employees shall promptly depart from the dining facility and from the ANG base.

Menu for 7 January 2017 UTA
Estimated Headcount for Saturday - 450

Menu Specifications:

Items	# of Servings	Serving Size
Salmon (or like fish item)	225	4-6 oz
Chicken Breast	225	4-6 oz
Cooked Carrots	225	1.2 Cup
Zucchini Squash	225	¾ Cup
Steamed Rice	200	¾ Cup
Roasted Potato	250	2/3 Cup
Rolls	450	1 Roll
Pasta Salad	400	1 Cup
Lettuce Salad	450	Self-Serve
A variety of cookies	450	2 Each
Condiments; to compliment meal	-	Self-Serve
Milk, 2%	200	8 oz
Milk, Skim	200	8 oz
Lemonade	225	8 oz
Iced Tea	225	8 oz
Water	450	8 oz

Ice and water available on site.

Food shall be provided in buffet line style containers.

Menu for 8 January 2017 UTA
Estimated Headcount for Sunday - 450

Menu Specifications:

Items	# of Servings	Serving Size
Swedish Meatballs	175	3 Meatballs/2oz gravy
Chicken Cordon Bleu	275	1 Cordon Bleu
Noodles	200	1 Cup
Brown Rice	250	¾ Cup
Asparagus	275	4 to 5 Spears
Corn	175	1.2 Cup
Rolls	450	1 Roll
Coleslaw	400	1.2 Cup
Lettuce Salad	450	Self-Serve
Assorted Cakes	450	1 Each
Condiments; to compliment meal	-	Self-Serve
Milk, 2%	200	8 oz
Milk, Skim	200	8 oz
Lemonade	225	8 oz
Iced Tea	225	8 oz
Water	450	8 oz

Ice and water available on site.

Food shall be provided in buffet line style containers.

Menu for 3 June 2017 UTA
Estimated Headcount for Saturday - 450

Menu Specifications:

Items	# of Servings	Serving Size
Chicken Breast	225	4-6 oz
Fish (i.e. Salmon)	225	4-6 oz

Cheesy Potato	275	1 Cup
Rice	175	¾ Cup
Vegetable Medley	250	¾ Cup
Squash	200	½ Cup
Rolls	450	1 Roll
Jello Salad	400	5 oz
Lettuce Salad	450	Self-Serve
Assorted Cookies	450	2 Each
Condiments; to compliment meal	-	Self-Serve
Milk, 2%	200	8 oz
Milk, Skim	200	8 oz
Lemonade	225	8 oz
Iced Tea	225	8 oz
Water	450	8 oz

Ice and water available on site.

Food shall be provided in buffet line style containers.

Menu for 4 June 2017 UTA
Estimated Headcount for Sunday - 450

Menu Specifications:

Items	# of Servings	Serving Size
BBQ Chicken	225	6 oz
BBQ Ribs	225	7 oz
Beans	200	½ Cup
Macaroni and Cheese	250	1 Cup
Corn on the Cob	225	1 Each

Peas	225	½ Cup
Rolls	450	1 Roll
Potato Salad	400	2/3 Cup
Lettuce Salad	450	Self-Serve
Assorted Pies	450	1 Slice
Condiments; to compliment meal	-	Self-Serve
Milk, 2%	200	8 oz
Milk, Skim	200	8 oz
Lemonade	225	8 oz
Iced Tea	225	8 oz
Water	450	8 oz

Ice and water available on site.

Food shall be provided in buffet line style containers.