

STATEMENT OF WORK

193d Air Operations Group

Food Delivery

14 July 2022

1. **PURPOSE.** The purpose of this requirement is to provide food delivery for midday sustainment of members assigned to the 193d Air Operations Group (AOG) during Regularly Scheduled Drills (RSD) and training events, as needed. This requirement allows a lunch hour to be provided for, thus enabling members to accomplish lunch on base and maintain mission execution, training, or equipment function.
2. **BACKGROUND.** The 193d Air Operations Group (AOG) is a Geographically Separated Unit (GSU) that has a manning of 130 members. The unit does not possess a services team to provide meals for RSD's. The mission allows for a lunch hour to be provided for membership to accomplish lunch and maintain mission execution, training, or equipment function.
3. **SCOPE OF WORK.** The contractor shall provide one lunch meal per member, per day for RSD and training events. There is one RSD per month, ranging from 2-4 calendar days, and typically includes one weekend. Training events are scheduled on an as-needed basis. One-hour flexibility in delivery times may be required dependent upon mission requirements. Unit personnel are to serve themselves for a one-hour block.
4. **DELIVERY LOCATION.** Meals shall be delivered to the State College Air National Guard located at 1776 Minuteman Lane, State College, Pennsylvania 16801-1885.
- 4.1 **FOOD PREPARATION SITE.** The location of food preparation shall be within a 50 mile radius of the 193 AOG Dining Facility (DFAC), Building 10, State College Air Guard Station located in State College, Pennsylvania to ensure food items maintain regulations/ policy/safety guidelines.
5. **DELIVERY DATE AND TIME.** The contractor shall deliver food during the serving times of 1200-1300 (Saturday) and 1100-1200 (Sunday) and will need to be in place and ready to serve no later than 15 minutes prior to serving start times. When RSD periods fall on other days of the week (i.e. Thursday or Friday) the serving times will be reported to the contractor. The contractor shall at all times maintain an adequate personnel work force for the uninterrupted performance of all tasks defined within this Statement of Work (SOW) when the Government facility/installation is open. When hiring personnel, the contractor shall keep in mind that the stability and continuity of the work force are essential.
6. **PERIOD OF PERFORMANCE.** The period of performance will consist of one base year and three (3) option periods to be exercised at the discretion of the Government
7. **FOOD COST INDEX.** The Food Cost Index (FCI) is the limitation on the maximum price per member, per meal that the Government is authorized to spend using appropriated funds. It is released on an annual basis, typically within the first quarter of the fiscal year (October to December) and shall be provided to the contractor from the Contracting Officer or Contract Specialist. Due to the fact that this is a food delivery contract and the Government is not providing food to the contractor for preparation, the Government cannot pay more than the FCI for each meal. This means, the contractor shall be subject to the limitations established by the FCI on an annual basis. The contractor shall receive payment for their contracted price per meal, or the FCI, whichever is lower.

8. QUANTITY REQUIRED. Quantities may fluctuate between RSDs or training events but should not exceed 120 meals per day. Required quantity of meals for each day and a schedule of dates will be provided to the contractor one week prior to each RSD and training event.

9. SPECIFICATIONS REQUIRED. Menu plans for six training days and food samples will be required as part of the contract vetting/application process. The contractor shall maintain availability of the following meal, beverage, and supply options:

- 9.1 One meat entrée (cannot repeat within a three-month period)
- 9.2 Vegetarian entrée option (non-meat), quantity will be provided one week prior to RSD
- 9.3 Gluten-free entrée option, quantity will be provided one week prior to RSD
- 9.4 One starch (i.e., rice, pasta, potato)
- 9.5 One cooked vegetable (non-starch, i.e., potato side dish doesn't count as vegetable)
- 9.6 Salad (combination mixed greens, iceberg lettuce, tomatoes, cucumber, croutons, etc.)
- 9.7 Salad dressing (bottles or packets of Balsamic Vinaigrette, Ranch, Italian and French)
- 9.8 Bread rolls and individual serving Butter packets
- 9.9 Dessert items (cookies or cake/pie or dessert bars (i.e., brownies) rotated to not repeat within 3months)
- 9.10 Drinks (shall provide variation of ice tea, lemonade, and punch, etc.)
- 9.11 A holiday-style meal for November and December unit training events will be required
- 9.12 Supply requirements:
 - 9.12.1 Disposable silverware
 - 9.12.2 Disposable plates/trays and bowls
 - 9.12.3 Napkins
 - 9.12.4 Cups
 - 9.12.5 Chafing platforms and/or trays
 - 9.12.6 Refrigerated platforms and/or trays
 - 9.12.7 Serving utensils

10. ADDITIONAL QUALIFICATIONS. The contractor shall ensure all employees possess all required licenses for food handling in the performance of this contract. The contractor shall be required to submit to the Government POC a copy of current ServSafe Food Handler Certificates for each employee. This does not include education or other qualifications for the position in which the contractor employee is performing, or other information.

11. GOVERNMENT-FURNISHED PROPERTY (GFP). The unit has a lunch room (maximum occupancy of 60) with two microwaves, an industrial-sized refrigerator, a freezer, full-size double sink with disposal, and 17 feet of counter space (an additional twelve (12) feet on opposite side of room available if needed). It is not constructed as a cafeteria or formal dining facility. It lacks serving islands (heated or refrigerated), ovens, dishwashers, a three-bay wash/rinse/sanitize station, or an ice machine. All food must be prepared in advance and transported to the facility.

12. SECURITY. The contractor will not require special passes or escorts. The vender will need to be authorized to enter the facility and must remain within unclassified zones.

13. SPECIAL MATERIAL REQUIREMENTS. The contractor shall set up the facility for meals and is responsible for all post-meal clean-up to include a wipe down of counters and tables, floor sweeping, and trash removal. Any leftover food items will remain at the facility and stowed in the refrigerators.

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