PERFORMANCE WORK STATEMENT (PWS)
PROVIDE NOON (LUNCH) MEALS FOR
ARMED FORCES APPLICANTS
AT THE SEATTLE
MILITARY ENTRANCE PROCESSING STATION (MEPS)

Part 1

GENERAL

1.1. The contractor shall provide boxed meals, as specified herein, for the Armed Forces applicants processing at the Seattle Military Entrance Processing Station (MEPS) located at 4735 East Marginal Way South, Seattle, Washington 98134.

1.2. Contractor is responsible for securing their parking.

1.1.1. The performance standards are specified in this PWS and shall be for preparing meals in a state/local licensed facility or restaurant, transporting and serving boxed meals to the MEPS applicants, when called for by the contracting officer (KO), or his/her authorized representative. If the contractor needs to change the state/local licensed facility or restaurant they must present a current health inspection to the contracting officer 30 days prior to any change.

1.1.2. In accordance with Federal Acquisition Regulation (FAR) 52.219-14 the contractor may subcontract performance of this contract. See PWS 5.4 for minimum requirements for sources of food and food establishments. If performance of this contract is subcontracted, the contractor shall provide notification of the subcontractor (name and address of the subcontractor) at proposal submission and after contract award. After contract award the contractor shall provide written notification of subcontractor changes within 10 days to the Contracting Officer's Representative (COR)/KO.

1.2. All contractor employees, to include subcontractor employees, requiring access to government installations, facilities and/or controlled access areas shall complete the training listed in paragraphs 1.2.1 through 1.2.3 below. Upon completion of training, the contractor shall submit to the COR a certificate (where a certificate is provided) or the name of each affected employee who has completed training. All training will be made available at the following website:
https://www.mepcom.army.mil/Home/Contractors/.

1.2.1. AT Level I Training. All contractor employees, to include subcontractor employees, requiring access to Army installations, facilities and controlled access areas, and support United States Military Entrance Processing Command (USMEPCOM) mission on-site or remotely shall complete AT Level I awareness training within 30 calendar days after the contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable and annually thereafter. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the COR or to the contracting officer, if a COR is not assigned, within 30 calendar days after completion of training by all employees and subcontractor personnel. AT level I awareness training is available at the following website: http://jko.jten.mil.

1.2.2. IWATCH training. The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity antiterrorism officer. This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employees commencing performance with the results reported to the COR NLT
30 calendar days after contract award.

1.2.3. Operation Security (OPSEC) Training. Per Army Regulation (AR) 530-1 Operations Security, the contractor employees must complete Level I OPSEC Awareness training. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employees commencing performance with the results reported to the COR NLT 30 calendar days after contract award and annually thereafter.

1.3. Access and general protection/security policy and procedures. Contractor and all associated sub-contractor's employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by Department of Defense (DOD), Headquarters, Department of the Army and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

1.3.1 For contractors that do not require Command Access Card (CAC), but require access to a DoD facility or installation. Contractor and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (TSDB) (Army Directive 2014-05/AR 190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative), or, at Outside Continental United States (OCONUS) locations, in accordance with status of forces agreements and other theater regulations.

Part 2
DEFINITIONS

2.1. Acceptance. The act of an authorized representative of the government by which the government approves specific services as partial or complete performance of the contract.

2.2. Armed Forces Applicant. An individual voluntarily applying for entrance into the Armed Forces, Coast Guard or any other Government Agency.

2.3. Contracting Officer (KO). A person duly appointed with authority to enter into and administer contracts on behalf of the government.

2.4. Legal Public Holidays as established pursuant to 5 U.S.C. 6103(a):

New Year's Day	1 January
Martin Luther King, Jr.'s Birthday	3rd Monday in January
Presidents Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth National Independence Day	19 June
Independence Day	4 July
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	11 November
Thanksgiving Day	4th Thursday in November
Christmas Day	25 December

If a holiday falls on a Saturday, the preceding Friday is the observed day. If a holiday falls on a Sunday, the next Monday is the observed day. The MEPS will normally be closed on holidays, but applicants will normally require meals and lodging on holidays to process at the MEPS on the following day. There are approximately five training days per year. The contractor will be notified in advance of the specific dates as no meals will be required on those dates.

2.5. Boxed Meal. A meal served during the time period stated in PWS section 5.16.

2.6. Military Entrance Processing Station (MEPS). Military activity responsible for administering aptitude tests, medical examinations, and administrative processing of Armed Forces applicants.

2.7. Mission Day Meal. A second meal for applicants processing late into early evening or night at the MEPS on an Extended Hours Processing Day commonly referred to as mission day.

2.8. Quality Assurance. Those actions taken by the government to check goods or services to determine that they meet the requirements of the contract.

2.9. Quality Control. Actions taken by a contractor to control the production of goods or services so that they will meet the requirements of the contract.

2.10. United States Military Entrance Processing Command (USMEPCOM). Major command responsible for administering the operation of MEPS.

2.11. Contracting Officer’s Representative (COR). The duly appointed authorized representative of the contracting officer, acting within his/her written authority.

Part 3

GOVERNMENT-FURNISHED PROPERTY

3.1. The government will make available the following: dining area, tables, chairs, recyclable when applicable and waste receptacles. The government will provide no additional equipment for use by the contractor in performance of this contract.

3.2. The government will make no alterations to the existing facilities. Any alterations required by the contractor shall be made at the contractor's expense. Written approval must be obtained from the KO, the MEPS Commander, and the building manager prior to altering government facilities. The contractor shall restore altered government facilities to their original appearance and condition at the completion of the contract.

Part 4

CONTRACTOR-FURNISHED PROPERTY

4.1. The contractor shall furnish all food, facilities, furniture, equipment, supplies, management, supervision and labor required for the performance of this contract, except that specifically identified as government-furnished property in Section 3.

Part 5

FOOD SPECIFICATIONS AND SPECIFIC TASKS

5.1. The contractor shall provide services every Monday through Friday, excluding legal holidays and training days scheduled by the MEPS, as well as a maximum of 28 Saturdays annually, for a total estimated 264 days per year. Extra meals (i.e. mission day meals) may also be required on as many as two of the processing days per month for applicants processing late into the afternoon or evening. The government will provide the contractor with the annual operations schedule prior to contract start and upon change. The government will notify the contractor in advance when services are not required on a scheduled Saturday.

5.1.1. Extended Hours Processing Days. On these days, commonly referred to as mission days, the MEPS require additional meals for applicants processing into the late evening hours at the MEPS location. MEPS will determine the number of meals they will require for applicants processing late and add them to the regular boxed meal order. See paragraph 5.19.

5.1.2. The number of meals provided during a previous 12-month period is provided for information only at technical exhibit 2.

5.2. The COR, MEPS Commander, MEPS medical officer, designated representatives, or any other person designated in writing by the KO will inspect the facilities where meals are prepared to ensure that state and local health, sanitation, and fire prevention standards are being maintained and that meals are being furnished IAW contract specifications. Such inspections will be conducted at unannounced times. The contractor shall ensure facilities are available for inspections.

5.3. The contractor shall maintain a program of self-inspection, acceptable to the government, to ensure compliance with this contract. Records of inspections shall be maintained and made available to the KO or his/her designated representative when requested.

5.4. Sources for Food and Food Establishment minimum requirements. The contractor's food establishment service facilities and operations, including food preparation area, shall comply with state and local health department rules on food service sanitation. Current and appropriate federal, state and local licenses and inspections shall be posted or on hand for inspection. Prohibition of private homes and living or sleeping quarters for food establishment operations: a private home, a room used as living or sleeping quarters, or an area directly opening into a room used as living or sleeping quarters may not be used for conducting FOOD ESTABLISHMENT operations. Military quarters or private residences will not be approved as sources of food for purchase. However, a food-processing establishment adjacent or attached to a private residence must be completely separated by a wall or floor for approval as an acceptable source. The food-processing establishment must not be an integral part of the residence.

5.5. The food shall be prepared at the contractor's facility and transport a complete boxed meal to serve at the MEPS.

5.6. The contractor shall meet the following minimum requirements:

5.6.1. Clean the serving and dining site daily upon completion of serving meals.

5.6.2. Remove all garbage and trash from the MEPS dining area accumulated from applicants during the serving of the boxed meal, at the end of lunch.

5.6.3. Ensure the dining area is in the same condition as prior to serving the boxed meal. The contractor shall notify the designated MEPS representative when finished cleaning the dining area, prior to departure from the MEPS.

5.6.4. The MEPS shall retain such items as cans, bottles, etc. that can be recycled to use in their recycling program.

5.7. During transportation, food and food utensils shall be kept in covered containers or completely wrapped or packaged so as to be protected from contamination and spoilage.

5.8. Enclosed and clean vehicles shall be used for transportation of food.

5.9. Vehicles used to transport food shall meet all federal, state and local health, safety, licensing and insurance requirements.

5.10. If required by federal, state or local laws or regulations, the contractor shall require all food handlers to have a limited medical examination. Upon request, the contractor shall show results of the medical examinations to the KO and/or his designated representative.

5.11. Reserved

5.12. Food handlers shall wear clean, food handler's gloves. All sandwiches shall be prepared/assembled at the contractor's facility; sandwich assembly at the MEPS by the contractor is not permitted.

5.13. The contractor shall prepare and deliver to the MEPS box meals. Each box meal shall consist of a sandwich, lettuce, tomato, bag of chips, cookie, apple, straw, and napkin. See paragraphs 5.13.1 through 5.13.7 below for specifications on box lunch content.

5.13.1. The contractor shall provide on a daily basis a variety of three different types of meat submarine style sandwiches and a veggie submarine sandwich, meeting portions and specifications below. Applicant selection is first come, first serve.

5.13.1.1 Bread (Submarine Buns).

White, submarine style - 6 inch in length, weighing 2.5 oz. minimum, fresh.
Whole Wheat, submarine style - 6 inch length, weighing 2.5 oz. minimum, fresh.

5.13.1.2 Meat, 4 oz minimum

Ham, baked or boiled, sliced
Turkey, sliced
Roast Beef, sliced

5.13.1.3 Cheese, 2 slices (minimum total of 1 oz.) (Except on veggie subs)

Swiss
Provolone
American

5.13.2. Veggie submarine sandwiches shall be pre-prepared when requested and shall consist of lettuce, onions, pickles, green peppers, tomatoes, and cucumbers, as a minimum, and shall contain at least 4 slices (minimum of 2 oz.) of cheese in lieu of any meat product. Veggies sandwiches shall be ordered in accordance with paragraph 3.7.

5.13.3. Lettuce and Tomato shall be wrapped individually, separate from each other, separate from the sandwich, to include those box meals with veggie sandwiches.

5.13.4. Chips, plain, one bag, one ounce or larger.

5.13.5. Dessert, minimum one large (5”) or two medium (2.5”) cookies, commercial packaging.

5.13.6. Fresh Apple or Banana, one medium – minimum 1/3 pound.

5.13.7. One straw and one paper napkin, per boxed meal.

5.14. The contractor shall provide and make available the following on a daily basis:

5.14.1. Beverages. While all of the following types of beverages are required on a daily basis, the majority furnished daily shall be carbonated soft drinks. Beverages shall consist of the following:

5.14.1.1. A variety (i.e. cola type, root beer, lemon/lime such as carbonated soft drinks, both diet and regular, in cans or bottles, minimum of 12 oz serving;

5.14.1.2. Cold water, bottled, 500 ml or 20 oz serving;

5.14.1.3. Ice tea, can or bottle, minimum 12 oz serving;

5.14.1.4. Whole milk, 1/2 pint container, when requested.

5.14.2. Condiments. The contractor shall include in each box lunch one individual serving package of the following: yellow mustard, mayonnaise, salt, pepper, and vinegarette.

5.15. All food items, other than drinks and condiments specified in paragraph 5.13.1.1. and 5.13.2. above, shall be delivered to the MEPS prepackaged in a box, bag, or container large enough to hold all items without crushing.

5.16. Waxed paper, saran/plastic wrap, or glassine bags shall be used for wrapping non pre-packaged items.

5.17. Mealtimes. Meals shall be served at the MEPS from 10:00 a.m. – 1:30 pm.

5.18. The government estimates that an average of 34 served noon meals shall be required daily with a maximum of 100. The MEPS will notify the contractor by 8:00 a.m. daily with the number of lunches required for that day.

5.19. Mission Day Meal. Mission day meals shall follow the specifications outlined in paragraph 5.12. However, on mission day, the contractor may provide additional selections, such as hot sandwiches, from which the applicants may choose.

5.20. Additional Requirements:

5.20.1. All boxed meals shall be delivered in serving containers sturdy enough to protect contents. Containers shall be clearly marked (i.e., ham, turkey, veggie, roast beef) and be arranged to allow applicant to view selections.

5.20.2. No items shall be provided or otherwise made available for sale or choice to non-applicants.

5.20.3. Meal Vouchers. The contractor shall perform administrative functions to account for meal services provided to MEPS applicants. Necessary forms and instructions will be made available to the contractor by the contracting officer’s representative (COR). By 8:00 a.m. daily, the MEPS will notify the contractor via facsimile or electronic copy the number of lunches needed that day for each service. The contractor will be provided copies of USMEPCOM Form 727-E, Copy 5 Dinner (Lunch) Meal Authorization and Receipt Voucher and shall be responsible for obtaining a signature from each applicant provided a lunch meal. The contractor shall return all signed copies to the MEPS COR after lunch day.

TECHNICAL EXHIBIT 1
DELIVERABLES

Section	Title	Format	Date	Required Frequency	Copies	Distribution
1.1.1	State/Local Establishment	Certificate	Within 30 days of change	Upon Change	1	KO (1)
1.2.1	AT Level I Awareness Training	Certificate	Within 30 days of contract award	Initially, Annually, and Upon Change	2	COR (1) LOCAL MEPS (1)
1.2.2	IWATCH Training	Written Confirmation	Within 30 days of contract award	Initially and Upon Change	2	COR (1) LOCAL MEPS(1)
1.2.3	OPSEC Training	Certificate	Within 30 days of contract award	Initially, Annually, and upon change	2	COR (1) LOCAL MEPS(1)

TECHNICAL EXHIBIT 2
HISTORICAL DATA SUMMARY
SEATTLE MEPS

MONTH	LUNCH QUANTITY
January 2026	681
December 2025	573
November 2025	596
October 2025	776
September 2025	639
August 2025	745
July 2025	848
June 2025	701
May 2025	772
April 2025	857
March 2025	870
February 2025	833
Total	8,891
Daily Average	34

NOTE: The above historical data, reflecting the actual number of lunches provided during the period shown, is provided for information only. This does not guarantee future performance.