Performance Work Statement (PWS)

Catered Meals for MEANG DFT to Massachusetts

1.0 Introduction & Scope

This Performance Work Statement (PWS) outlines the requirement for a contractor to provide, prepare, and deliver catered meals for 300 personnel from the 101st Civil Engineer Squadron (CES). The contractor shall provide all necessary food, beverages, serving equipment, plates, utensils, napkins, and personnel to deliver and serve hot breakfast and hot dinner meals in accordance with the terms and conditions of this contract. Contractor will serve the food to the airmen, and the government will be responsible for the trash, seating and tables.

2.0 Period and Place of Performance

- **Period of Performance:** Monday, August 10, 2026, at 1700 (5pm), to Saturday, August 15, 2026, at 0700 (7am).
- **Place of Performance:**
  Fort Devens Base Dining Facility
  31 Quebec Street
  Devens, MA 01434

Caterer will be escorted through the main gate to 31 Quebec St, Devens, MA 01434 Base Dining Facility.

2.1 Base Access and Security Requirements

2.2 Local Base Access Policy: The Contractor and all associated delivery personnel shall strictly comply with all local installation security policies and procedures for base access at Fort Devens, MA.

2.3 Access Credentials and Verification: All delivery drivers must possess a valid, unexpired State-issued driver's license, current vehicle registration, and proof of valid vehicle insurance to present to Security Forces at the visitor center or entry control point. All delivery personnel must be prepared to present a valid government-issued photo ID (e.g., driver's license or passport) upon request.

2.4 Vehicle Inspections: The Contractor agrees that all delivery vehicles are subject to search and inspection by Security Forces personnel at any time while entering, exiting, or present on the military installation.

2.5 Responsibility for Clearance: The Contractor is solely responsible for ensuring that all employees assigned to make deliveries are legally eligible to enter a federal military installation. The Government will not be held responsible for delivery delays or missed meal services resulting from contractor personnel being denied entry due to failure to meet installation security clearance standards.

3.0 Specific Requirements

The contractor shall provide meals for 300 personnel as detailed below. All meals must be hot and ready to serve at the specified delivery times. Meals shall be served buffet-style by contractor personnel (caterer staff must serve the food directly to each Airman to control portions and ensure hygiene), and the menu must rotate daily to provide variety.

Meal Service	Dates	Setup Time	Ready to Serve by	Total Daily Meals
Hot Dinner	Aug.**10-14**, 2026	1630 (4:30 PM)	1700 (5 PM)	300
Hot Breakfast	Aug.**11-15**, 2026	0630 (6:30 AM)	0700 (7 AM)	300

The 1st **hot dinner** meal will be ready to start feeding the airmen on Monday, August 10, 2026, by 1700 (5pm) and the last hot dinner being provided on Friday August 14th by 1700 (5pm). The first **hot breakfast** meal will be ready to start feeding the airmen on Tuesday, August 11th, 2026, by 0700 (7am) and continue 4 more days until the last hot breakfast meal is provided on Saturday August 15th, 2026, at 0700 (7am). The vendor will be able to arrive up to 30 minutes early before each hot mealtime to set up and be ready to serve at the scheduled time. At the conclusion of each meal, the contractor is responsible for breaking down their serving line and removing all contractor-owned equipment. The Government will be responsible for all trash disposal and dining area cleanup.

3.1 Dietary and Religious Accommodations

AFI 44-141, Nutrition and Menu Standards for Human Performance Optimization (Attached in Sam.gov)

The contractor must have the capability to provide meal alternatives to accommodate documented dietary restrictions, including food allergies and religious requirements (e.g., Kosher, Halal). Specific needs will be communicated to the contractor by the on-site authorized representative for this requirement upon contract award. If no such restrictions are identified for the group, this requirement will be waived.

4.0 Quality and Safety Standards

- All food must be procured from sources that comply with federal food safety regulations.

- The contractor shall adhere to all food safety, preparation, and handling standards as outlined in the AFMAN 48-147, Tri-Service Food Code.
- Government representatives reserve the right to inspect food, preparation facilities, and delivery vehicles to ensure compliance with all contractual and regulatory standards.

5.0 Deliverables

The contractor is responsible for the timely delivery of all meals specified in Section 3.0. The primary deliverables are the hot meal services, fully compliant with the quantities and standards outlined herein.