STATEMENT OF WORK (SOW)
FOR
CATERED MEALS SUPPORTING THE NEW YORK ARMY NATIONAL GUARD (NYARNG)

1 Scope: The New York Army National Guard (NYARNG) anticipates purchasing catered meals in accordance with this Statement of Work (SOW). The intent is to provide quality catered meals to the NYARNG, in support of personnel in attendance of various training events. The contractor will provide timely, high-quality meals cooked with commercial grade standards. The NYARNG 21 Day Menu is designed to support the Army training environment, and it is critical for the contractor to provide all identified menu components and condiments within the identified food service timeframes.

1.2 Standards: This contract shall conform to all applicable Federal, State and local laws, regulations, policies, permits and insurance pertaining to the food industry and appropriate regulating authorities. Additionally, this contract shall conform to military regulations to include Army Regulation (AR) 30-22 Army Food Program dated 17 July 2019, AR 40-25 Nutrition Standards and Education dated 03 January 2017, Technical Bulletins (TB) MED 530 Tri-Service Food Code dated 01 March 2019 and TB MED 577 Sanitary Control and Surveillance of Field Water Supplies dated 01 May 2010. The Contractor shall correct work not meeting these standards at no additional cost to the Government.

1.3. Hours of Operation: NYARNG unit mission requirements will dictate food delivery times. For general planning purpose, normal delivery times will be as follows: ***UNLESS** otherwise stated in the SAM Solicitation or supporting documents.

Breakfast:	0600
Lunch:	1100
Dinner:	1730

1.4. Service Locations: The Contractor must be able to provide meals at the location specified in the solicitation.

1.4.1 Performance Location: ORTC, Fort Drum, NY 13603

1.5. Ingredient Quality and Meal Composition Requirements.

1.5.1. All meals produced for persons with religious or other dietary restrictions shall be labeled and kept separate from all other meals.

1.5.2. Breakfast Meal Requirement: Breakfast meals will adhere to the nutritional guidelines outlined in AR 40-25 and recipes outlined on the Army Go-4-Green website with respect to the NYARNG 21-day menu selected by the customer. Each breakfast meal supported will at a **minimum** consist of the following items:

- Eggs (1 serving/ 2 eggs)
- Breakfast protein (1 serving/ 2oz)
- Fruit, whole or fruit salad (1 pc/ 5oz)
- pancakes, waffles or biscuits w/ gravy (1 serving/ 2 each + 4oz gravy if applicable)
- Hot or cold cereal (1 serving/ 6oz)
- Hot drinks: including but not limited to coffee or tea (1 serving/ 6oz)
- Cold drinks: including but not limited to fruit juice and milk. (1 serving/ 6oz)

1.5.3. Lunch, Dinner and Holiday Meal Requirement. The lunch, dinner and holiday meals will adhere to the nutritional guidelines outlined in AR 40-25 and recipes outlined on the Army Go-4-Green website with respect to the NYARNG 21-day menu selected by the customer. Each meal supported will at a **minimum** consist of the following items:

- Entrée (1 serving/ minimum 6 oz portion of protein)
- Vegetables (2 servings/ 5oz hot veg and salad w/ dressing)
- Starch: rice, pasta, or potatoes (1 serving/ 5oz)
- Bread (1 serving/ 2 slices)
- Fruit, whole or fruit salad (1 pc/ 5oz)
- Dessert (1 serving)
- Drinks shall include coffee plus a choice one of two additional drinks, such as flavor aid, iced tea, non-carbohydrate beverage.

1.5.4. Bagged Lunch Meal Requirement. Bagged lunch meals (lunch menu 18) will adhere to the nutritional guidelines outlined in AR 40-25 and recipes outlined on the Army Go-4-Green website with respect to the NYARNG 21-day menu selected by the customer. Each meal supported will at a **minimum** consist of the following items:

- 6” Sub style, round bun sandwich or wrap with 5 to 6 ounces protein with provolone cheese, Swiss or American cheese (4 options **minimum**/ poultry, beef, pork and vegetarian/vegan option)
- Condiments available on the side (lettuce, tomato, onions and pickles)
- Individually portioned Mayonnaise, Mustard, Black Pepper and Salt Packets
- 1 to 1.5 ounce Bag of Potato Chips (BBQ, plain, sour cream & onion, etc.)
- 1.5 ounce dessert
- 1 fresh fruit (banana, orange, or apple)
- 1.5 ounce Protein Bar
- 12 ounce Non-Carbohydrate Beverage (Can, bottle), or Fruit Juice

1.6. Meal Composition.

1.6.1. The contractor shall comply with the New York Army National Guard (NYARNG) menu standards and Department of Defense (DOD) procurement standards that are found in the Army Buyer’s guide and act as the minimum guidelines required for use by

military food service programs during menu planning, food procurement, food preparation, and meal service.

1.6.2. To ensure the service members receive adequate nutrition, each portion will include 115g to 225g Carbohydrate per meal per Soldier (10g of which is fiber) 23g to 45g Protein per meal per Soldier; 6g to 40g Fat per meal per Soldier to average 10% of total calorie per menu (at least 6g of which is omega fatty acid or linoleic acid; 3mg to 6mg of iron per meal per Soldier. **Meals provided should not be less than 500 calories per Soldier for breakfast meals, 1100 calories per Soldier for lunch meals and 1100 calories per Soldier for dinner meals**.

1.6.3. DoD Approved Food Sources: Contractors awarded the purchase order will be subject to an initial inspection audit. If required, the Contractor shall be listed in the Worldwide Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement, in accordance with Army Regulation (AR) 40-657.

1.6.4. General guidance for the selection or retention of subsistence items is:

a. The standards established within the North American Meat Processors Association (NAMP) “Meat Buyer’s Guide” will be used wherever possible in the selection of beef, veal, pork, lamb, or poultry items. CONUS Installation FPMs and FOSs should investigate the feasibility of utilizing fresh (never frozen) beef, pork, and poultry products where possible. Army facilities will primarily use beef products processed from USDA choice or select grades. Alternatively, facilities may use certain no roll (un-graded) items as shown in the enclosed item list. The user must determine the intended use of the product to properly determine the relative quality grade required. Utility grade (or below) is not authorized in Army dining facilities. The specific grade requirement is shown for each item on the enclosed list of item descriptions. The Army standard for ground beef (bulk) is 90% lean meat and not more than 10% fat. Beef patties 85% lean meat and not more than 15% fat. Soy protein (TVP) as binders or extenders ARE NOT permitted. The use of lean finely textured beef (LFTB) “pink slime” is also PROHIBITED. Products identified as “fritters” must be individually evaluated to determine acceptability. Breading should not exceed the following percentages for the listed items; Veal Patties NTE 30% breading, Beef Steak fritter NTE 30% breading, or chicken fritters NTE 35% breading. Items exceeding these percentages should not be cataloged for use in Army dining facilities.

b. The standards for seafood products are contained in the US Standards for Grades of Fishery Products. All seafood products must comply with legal requirements to be from US Flagged vessels and processed in US plants. These products must originate in facilities listed in the “USDC Approved List of Fish Establishments” and should carry the PUFI shield. Seafood products included in the US Standards for Grades of Fishery Products must meet requirements for Grade A or equivalent. Products such as imitation Shrimp (over 50% breading) or “fritters” exceeding 35% breading will not be used in Army dining facilities. Extenders/binders (Not to exceed 40%) are normally permitted in

limited items such as stuffed crab, crab cakes or salmon fritters or salmon patties. Fish used to fabricate imitation crab or lobster products is authorized.

c. All processed fruits and vegetables must meet the established US Standards for Grades for Processed Fruits and Vegetables. Processed fruits will meet Grade A requirements to qualify for inclusion on Army catalogs. Grade B will be accepted in lieu of Grade A when USDA and DLA- Troop Support research supports that Grade A is consistently unavailable in quantity or cost prohibitive from commercial industry. Grades less than Grade B will not be purchased for Army dining facilities. The Grade requirement for processed vegetables may be established by each installation as US Grade A or US Grade B. As catalogs are v updated all references which combine requirements as for “US Grade A or B” will be removed. Grade requirements for processed vegetables should be discussed with the subsistence prime vendor before establishing the level desired. Many vegetables classified as “Grade B” will perform better in large feeding operations and where items are placed in warmers or held on serving lines. Some “Grade A” vegetables are in fact too fragile for use in cafeteria style feeding situations. The FPM must also ensure that items established with a quality level of Grade B are priced as Grade B and not Grade A.

d. EXTREME CAUTION must be exercised in the use of products treated with chemical or protein-based tenderizers such as Ficin, Bromelin or Papain. Operational methods for Army dining facilities must be considered when developing menus and selecting products. Enzyme treated items serve well where the product is taken from refrigeration, cooked, and served in one continuous operation. These products are not well suited to holding periods (in food warmers or on serving lines) after preparation. Ficin is activated at 90 degrees F and inactivated at 145 degrees F. Bromelin is activated at 90 degrees F and inactivated at 140 degrees F. Papain is activated at 140 degrees F and inactivated at 185 degrees F. Products must be cooked to very well done to inactivate the enzymes. The practice of large dining facilities is to prepare quantities of product in advance of serving makes the use of these items questionable. Once activated these tenderizers do not stop until heat inactivated or there is nothing left to tenderize. The use of these “tenderizers” is not recommended for Army garrison facilities and should be strictly limited by FPM.

e. Food labels will comply with the Food and Drug Administration’s (FDA) Food Allergen Labeling and Consumer Protection Act (FALCPA) of 2004. Under FALCPA, food labels are required to state clearly whether the food contains a major food allergen. A major food allergen is defined as one of the following foods or food groups, or is an ingredient that contains protein derived from one of the following foods or food groups:

- Milk
- Eggs
- Peanuts
- Tree nuts such as almonds, walnuts, and pecans
- Soybeans
- Wheat
- Fish

- Shellfish such as crab, lobster, and shrimp
- Sesame (effective date 1 January 2023)

f. Monosodium Glutamate (MSG): Monosodium Glutamate as an added ingredient in any food product is **not** permitted. (Reference DODI 1338.10, DoD Menu Standards)

g. Trans Fat: All food products to include spreads, cooking, and frying oils must contain zero grams of trans fat with no partially hydrogenated oils as an ingredient. (Reference: DOD Menu Standards, DoDI 1338.10).

h. Juices: Orange juice must be 100% juice and fortified to meet the following nutrient levels at the minimum: 300 mg of calcium per cup [35% Reference Daily Intakes (RDI)] and 100 IU of Vitamin D per cup [25% RDI]. Tomato and vegetable juices must contain less than 230 mg of sodium per serving. (Reference: DoDI 1338.10, DoD Menu Standards)

i. Milk to include lactose free alternatives must be fortified to meet the following nutrient levels: 500 International Units (IU) of Vitamin A per cup and 100 IU of Vitamin D per cup. (Reference: Food and Drug Administration)

j. Milk alternatives such as soy, almond, or rice milk will be fortified to meet the following nutrient levels at the minimum: 276 mg calcium per cup, 8 g protein per cup, 500 IU vitamin A per cup, 100 IU vitamin D per cup, 24 mg magnesium per cup, 222 mg phosphorus per cup, 349 mg potassium per cup, 0.44 mg riboflavin per cup, and 1.1 mcg vitamin B12 per cup. Soy milk will be made from whole soybeans and the ingredient list should reflect this. (Reference: Food and Drug Administration)

k. Marinades, “pumps” or “rubs” such as water, broths, natural juices, and flavor enhancers are permitted and may allow products to perform better than non-marinated items under mass feeding conditions.

l. All poultry items (except those not graded, such as cooked breast or wings, or chunks) must be USDA Grade A or equivalent. While the USDA “Grade A” shielded product is preferred it is not mandatory. Any product not shielded must meet the same specification upon audit or inspection.

m. Pork products are not graded by the USDA. To establish clear requirements, the Standards for Pork provided in the Meat Buyers Guide of the North American Meat Processors (NAMP) Association will be used wherever possible.

1.6.5. For additional information and updates, consult the Army Buyer’s Guide. (see Para. 2.1)

1.6.6. All menu item substitutions must abide by the Army Buyer’s Guide and shall be communicated with the customer. Once an agreement is made based on the need of the

customer and what the vendor has available to them, the Contracting Officer (KO) will be notified via email no later than 48 hours prior to the adjusted meal.

1.6.7. The quality of the meals provided shall be equivalent to similar commercially available prepared meals. The Contractor is responsible for providing the portion sizes from the approved NYARNG menus located in Technical Exhibit 1. Purchase & Contracting office will provide the menu numbers to the Contractor at the time of solicitation.

1.6.8. The contractor shall provide all condiments (mayonnaise, mustard, ketchup, steak sauce, hot sauce, salad dressings, syrup, salt and pepper, etc.) and paper products to include, but not limited to plates, cups, napkins, etc. and shall include serving and eating utensils and other expendables items as necessary.

1.6.9. The contractor will ensure that food items are cooked/heated to the following minimum cooking temperatures:

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).
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)
Casseroles	165 °F (73.9 °C)

1.7. Standards of Conduct. The contractor shall conform to all specified professional standards and adhere to The Army Food Program standards and ServSafe sanitation standards (National Restaurant Association).

1.7.1. The Contractor shall ensure its contract employees follow food safety and sanitation standards outlined by the Army Food Program and ServSafe.

1.7.2. The Contractor will ensure that all Contractor personnel preparing catered or boxed meals are 18 years of age or older and have a ServSafe food handler's permit or American National Standards Institute (ANSI) equivalent training as required by the

County or State Health Department. The Contractor shall provide a copy of employee training documentation to the supported unit or Government Personnel upon request.

1.7.3. Food shall be prepared, transported and maintained in accordance with Army Regulation 40-657 Veterinary/Medical Food Safety, Quality Assurance, and Laboratory Service dated 01/21/2005, and TB MED 530 Tri-Service Food Code dated 03/01/2019.

1.7.4. The most recent health Inspection records will be provided at time of solicitation and additional supporting documentation shall be provided upon request. Contractors may not have received more than three (3) critical findings and must have a passing score on their most recent health inspection.

1.7.5. Out-of-state vendors must provide evidence that they are currently licensed to operate in their state and are maintaining sanitary standards at least equivalent to the regulations established by the NYS Department of Health.

1.7.6. Failure to maintain sanitary requirements and acceptable quality meals is grounds for termination under the Default Clause of the contract.

1.7.7. In accordance with U.S. Army regulation TB MED 530, prepared food items will be marked with a time 4 hours past the point in time when the food is removed from hot holding and/or refrigeration. (i.e. packaged at 10:00 a.m., four hours past equals 2:00 p.m.).

1.7.8. The food will be served within 4 hours from the point in time when the food is removed from temperature control. All food not consumed within the 4-hour limit will be discarded.

1.7.9. Based on TB MED 530, the Government estimates food preparation conducted at the contractor's establishment must occur within a 60-mile radius of the delivery location. This allows for transfer of food to the Insolated Food Containers (0.5hrs), transportation to the delivery location (1.5hrs), preparation for service (0.5hrs), and service/serving (1.5hrs).

1.7.10. Unsecured vehicles containing food supplies will not be left unattended.

1.8. Meal Changes/Cancellations.

1.8.1. The government reserves the right to make changes to this purchase order. All changes will have a MINIMUM 48-hour notice for quantity changes.

1.8.2. The government reserves the right to change quantities of meals purchased during the performance period. If this change is required, a modification will be generated by the Contracting Officer. The contractor shall not perform any work above the stated quantities unless authorized by the contracting officer in writing.

1.9. Access Control.

1.9.1 All persons requesting access to Army installations will have a legitimate purpose to access the installation under the terms of this contract, and will present a current valid Government (Federal, State, or Local) issued photographic identification card that meets or exceeds the standard for entry to any Federal installation. All persons will present identification to any acting security personnel upon request at any installation access control point or during any point of occupation.

1.9.2. All contractor employees must carry proper photo identification with them at all times. The contractor will ensure compliance with all regulations and orders of the installation which may affect performance.

1.9.3. Unscheduled gate closures by Security Personnel may occur at any time, causing all personnel entering or exiting a closed installation to experience a delay. This cannot be predicted or prevented. Contractors are not compensated for unexpected closures or delays. All vehicles are subject to search and inspection pursuant to applicable regulations.

1.9.4. The contractor's employees will become familiar with and obey all regulations of any installation where contracted performance is taking place or products are being supplied. Including but not limited to fire, traffic, safety and security regulations while on the installation.

1.9.5. Any person requesting to bring a privately or commercially owned vehicle onto an Army installation must provide current documentation to show that the vehicle is properly registered with a Department of Motor Vehicles or a private vehicle leasing agency in the Continental United States (CONUS). Failure to provide proper documentation will result in denial of vehicular access to the installation. All vehicles will be subject to inspection by Army security personnel.

1.9.6. Moving violations of any applicable motor vehicle regulation(s) during the period of performance contracted to support at a Government installation or facility may result in the termination of the contractor employee's installation driving privileges.

1.9.7. The contractor's employees shall become familiar with and obey the regulations of the installation; including fire, traffic, safety and security regulations while on the installation. These employees should be escorted at all times. The inability of contractor employees or deliveries to gain proper access to an Army installation shall not constitute an excuse for nonperformance under this contract.

1.9.8. Contractors and contractor employees will be escorted at all times in areas where they may be exposed to classified and/or sensitive materials and/or sensitive or restricted areas. The contractor will coordinate prior with the COR and/or the facility security office for access when required. All contract employees, including subcontractor employees who are not in possession of the appropriate security clearance, will be escorted at all times in areas where they may be exposed to classified and/or sensitive materials and/or sensitive or restricted areas.

1.9.9. Contractors, sub-contractors and their respective employees will not attempt to access any Soldier training or sleeping areas at any point in time.

1.9.10. Contractor, sub-contractors, vendors and all associated employees are subject to non-disclosure agreement (NDA) regarding service/serving locations, dates, and times, quantity of food prepared and number of personnel to be fed.

1.9.11. Photographing and videoing of site and personnel is prohibited.

1.9.12. Government issued keys are prohibited from personal retention; all government issued keys will be surrendered/return at the conclusion of the scheduled feeding; no keys will be removed from facility/site/installation.

1.10. Parking.

1.10.1. Army installations shall allow only one contractor vehicle for loading and unloading specialty supplies and equipment incident to this contract.

1.10.2. Contractors will not park any vehicle closer than 50 feet to any building unless loading or unloading supplies or equipment in support of this contract.

1.10.3. Contractor and contractor employees will only park vehicles in undesignated parking spaces. Contractor employees will not park overnight unless actively providing services.

2.1. Applicable Publications.

Publication (Chapter/Page)	Date of Publication	Mandatory or Advisory	Website
Federal Acquisition Regulation		Advisory	https://www.acquisition.gov/?q=browsefar
Defense Federal Acquisition Regulation Supplement		Advisory	http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html

DoDM 5200.2 Regulation 5200.02 Procedures for the DoD Personnel Security Program (PSP)	04/03/2017	Advisory	http://www.dtic.mil/whs/directives/corres/pub1.html
Army Directive 2014-05 Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors	03/07/2014	Advisory	http://www.apd.army.mil/ProductMaps/PubForm/ArmyDir.aspx
AR 190-13 The Army Physical Security Program	06/27/2019	Advisory	http://www.apd.army.mil/ProductMaps/PubForm/AR.aspx
DoD 5400.11 Department of Defense Privacy Program	1/29/2019	Advisory	http://www.dtic.mil/whs/directives/corres/dir.html#
DoD 5400.11-R Department of Defense Privacy Program	05/14/2007	Advisory	http://www.dtic.mil/whs/directives/corres/pub1.html
DoDD 8140.01 Cyberspace Workforce Management	08/11/2014 (Change 1: 07/31/2017)	Advisory	http://www.dtic.mil/whs/directives/corres/dir.html
DoD 8570.01-M Information Assurance Workforce Improvement Program	12/19/2005 (Change 4: 11/10/2015)	Advisory	http://www.dtic.mil/whs/directives/corres/pub1.html
AR 25-2 Information Assurance	04/04/2019	Advisory	http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx
AR 530-1 Operations Security	09/26/2014	Advisory	http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx
DoD 5220.22-M National Industrial Security Program Operating Manual	02/28/2006 (Change 2: 05/18/2016)	Advisory	http://www.dtic.mil/whs/directives/corres/pub1.html
AR 381-12 Threat Awareness and Reporting Program (TARP) (Section II, ¶ 2-4.b)	06/01/2016	Advisory	http://armypubs.army.mil/ProductMaps/PubForm/AR.aspx
Army Regulation 40-657 Veterinary/Medical Food Safety, Quality Assurance, and Laboratory Service	01/21/2015	Advisory	https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=19
ATTP 4-41 Army Field Feeding and Class I	12/31/2015	Advisory	https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=105894

TB MED 530 Tri-Service Food Code	3/1/2019	Advisory	https://armypubs.army.mil/ProductMaps/PubForm/ActiveInactiveRescSearch.aspx
AR 40-25 Nutrition Standards and Education	1/3/2017	Advisory	https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/AR40-25_WEB_Final.pdf
Army Food Buyers Guide	11/1/2023	Advisory	https://quartermaster.army.mil/jccoe/Operations_Directorate/CSPD/buyers-guide/ABG%20Version%20XVI%20NOV%202023.pdf
Army Go-4-Green website		Advisory	https://www.hprc-online.org/nutrition/go-green/food/recipes

2.2. Applicable Forms.

Form	Date	Website
I-9 Employment Eligibility Verification	10/21/2019	https://www.uscis.gov/sites/default/files/files/form/i-9.pdf
DD 441 Department of Defense Security Agreement	Feb 2020	http://www.dtic.mil/whs/directives/forms/dd/ddforms0001-0499.htm
DD 250 Material Inspection and Receiving Report	Aug 2000	http://dtic.mil/whs/directives/forms/dd/ddforms0001-0499.htm