PERFORMANCE WORK STATEMENT (PWS)

FOR

Meal Preparation and Serving Services

1.0 General:

1.1 Scope: The contractor shall provide all personnel, equipment, tools, materials, supervision, and quality control necessary, except as specified in Paragraph 3.0 as Government Furnished, to perform Meal Preparation and Serving Services, as defined in this PWS.

1.2 Background: The 115th Fighter Wing (115 FW) in Madison, Wisconsin, requires contractor services to prepare and serve meals during five scheduled training dates in August and September 2026. The contractor will support one two-hour meal period on each of the following dates: 21, 22, and 23 August 2026, and 11 and 12 September 2026. All raw food and sustenance supplies will be procured and provided directly by the government (115 FW); the contractor's scope is limited to food preparation and service operations as stated in section 5 of this PWS.

1.3 Period of Performance (PoP): The Period of Performance shall be 5 days, from 21-23 August 2026 and 11-12 September 2026. The supported meal periods are:

Date	Day	2-Hour Meal Serving Period
8/21/2026	Friday	1000-1200
8/22/2026	Saturday	1000-1200
8/23/2026	Sunday	0800-1000
9/11/2026	Friday	1000-1200
9/12/2026	Saturday	0800-1000

The contractor shall complete all initial meal preparation prior to scheduled serving times to ensure service begins punctually. To maintain food quality and freshness, the contractor is expected to continue food preparation and progressive cooking throughout the meal period, rather than preparing all food prior to the start of service. While the 115th Fighter Wing Dining Facility operating hours are from 0630 to 1600 Central Time, continuous contractor presence is not required for the entire duration. The contractor is only required to be on-site as necessary to prepare, serve, and fulfill the specific requirements outlined in this PWS.

1.4 General Information:

1.4.1 Place and Performance of Services: Performance shall be at Wisconsin Air National Guard, 115th Fighter Wing, Building 500, Truax Field, Madison, WI. No

services will be performed on recognized US holidays or when the Government facility/installation is closed due to local or national emergencies, administrative closings, or similar Government-directed facility/installation closings. The contractor shall at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this PWS when the Government facility/installation is not closed for the above reasons. When hiring personnel, the contractor shall keep in mind that the stability and continuity of the work force are essential.

1.4.1.1 Reserved

1.4.1.2 Unscheduled gate closures by the Security Police 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. Vehicles operated by contractor personnel are subject to search pursuant to applicable regulations. Any moving violation of any applicable motor vehicle regulation may result in the termination of the contractor employee's installation driving privileges.

1.4.1.3 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. Contractor employees should only enter restricted areas when required to do so and only upon prior approval. All contractor employees shall carry proper identification with them at all times, and shall be subject to such checks as may be deemed necessary. The contractor shall ensure compliance with all regulations and orders of the installation, which may affect performance. The Government reserves the right to direct the removal of an employee from Government property or revoke access to Government systems for misconduct, security reasons, or any overt evidence of communicable disease. Removal of contractor employees for reasons stated above does not relieve the Contractor from responsibility for total performance of this contract.

1.4.2 Recognized Holidays: The following are recognized United States (US) holidays. The contractor shall not perform services on these days:

1.4.2.1 New Year's Day: January 1st
1.4.2.2 Martin Luther King, Jr.'s Birthday
1.4.2.3 President's Day
1.4.2.4 Memorial Day
1.4.2.5 Juneteenth National Independence Day: June 19th
1.4.2.6 Independence Day: July 4th
1.4.2.7 Labor Day
1.4.2.8 Columbus Day
1.4.2.9 Veteran's Day: November 11th
1.4.2.10 Thanksgiving Day
1.4.2.11 Christmas Day: December 25th

1.4.3 Quality Control (QC): The contractor shall develop and maintain an effective QC Plan (QCP) to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP is the means by which it assures itself that its work complies with the requirements of the contract. As a minimum, the contractor shall develop QC procedures that address the areas identified in Technical Exhibit 1, Performance Requirements Summary (PRS).

1.4.4 Quality Assurance (QA): The Government will evaluate the contractor's performance under this contract in accordance with the Performance Requirements Summary (PRS). This plan is primarily focused on what the Government will do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and acceptable quality level(s) or defect rate(s).

1.4.5 Access and General Protection/Security Policy and Procedures. Each contractor employee must possess an acceptable form of REAL ID for base access. The contractor shall comply with all applicable installation/facility access and local security policies and procedures, which may be obtained from the Contracting Officer. The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by the local installation's Security Forces, Director of Emergency Services or local Security Office. The contractor shall ensure compliance with all personal identity verification requirements as directed by DoD, Headquarters Air Force (HAF) and/or local policy. Should the Force Protection Condition (FPCON) change, the Government may require changes in contractor security matters or processes.

1. The contractor shall obtain base identification and vehicle passes, if required, for all contractor personnel who make frequent visits to or perform work on the Air Force installation cited in the contract. Contractor personnel are required to wear or prominently display installation identification badges or contractor-furnished, contractor identification badges while visiting or performing work on the installation.

2. The contractor shall submit a written request on company letterhead to the contracting officer listing the following: contract number, location of work site, start and stop dates, and names of employees and subcontractor employees needing access to the base. The letter will also specify the individual(s) authorized to sign for a request for base identification credentials or vehicle passes. The contracting officer will endorse the request and forward it to the issuing base pass and registration office or Security Forces for processing. When reporting to the registration office, the authorized contractor individual(s) should provide a valid driver's license, current vehicle registration, and valid vehicle insurance certificate to obtain a vehicle pass.

3. During performance of the contract, the contractor shall be responsible for obtaining required identification for newly assigned personnel and for prompt return of credentials and vehicle passes for any employee who no longer requires access to the work site.

4. Reserved

5. Upon completion or termination of the contract or expiration of the identification passes, the prime contractor shall ensure that all base identification passes issued to employees and subcontractor employees are returned to the issuing office.

6. Failure to comply with these requirements may result in withholding of final payment.

1.4.5.1 Reserved

1.4.5.2 For Contractors that do not require CAC, but require access to a DoD Facility and/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) (Air Force Instruction (AFI) 10-245, AFI 31-101 and Air Force Manual (AFMAN) 31-113), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by Government representative).

1.4.5.3 Antiterrorism Awareness Level I Training (AT Level I). All contractor employees, to include subcontractor employees, requiring access to US Government installations, facilities and controlled access areas shall complete AT Level I training within 15 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. AT Level I may be accomplished by a Level I qualified instructor; completing the Force Protection computer-based training (CBT) course on the Advanced Distributed Learning System (ADLS) or Joint Knowledge Online at http://jko.jten.mil. Tracking for each contractor or subcontractor employee is the responsibility of the COR or unit AT Representative. The contractor shall submit certificates of completion for each affected contractor and subcontractor employee to the KO within 15 calendar days after completion of training by each employee or subcontractor personnel.

1.4.5.4 Reserved

1.4.5.5 Communications Security/Information Technology (COMSEC/IT) Security. All communications with DoD organizations are subject to COMSEC review. All telephone communications networks are continually subject to intercept by unfriendly intelligence organizations. DoD has authorized the military departments to conduct COMSEC monitoring and recording of telephone calls originating from, or terminating at, DoD organizations. Therefore, the contractor is advised that any time contractor personnel place or receive a call they are subject to COMSEC procedures. The contractor shall ensure wide and frequent dissemination of the above information to all employees dealing with DoD information. The contractor shall abide by all Government regulations concerning the authorized use of the Government's computer network, including the restriction against using the network to recruit Government personnel or advertise job openings.

1.4.6 Physical Security. The contractor shall safeguard all Government property provided for contractor use. At the close of each work period, Government facilities, equipment and materials shall be secured.

1.4.7 Special Qualifications: ServSafe or equivalent certification is required for a minimum of one supervisor. The Government does not provide training to contractors. Contractors must ensure that any personnel performing under a contract are fully trained, licensed, certified, and otherwise qualified to provide services.

1.4.8 Reserved

1.4.9 Contract Manager (CM): The contactor shall designate a CM who shall ensure performance under this contract. The name of this person, and an alternate who shall act for the contractor when the CM is absent, shall be designated in writing to the KO. The CM or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The CM shall work through the KO to resolve issues, receive technical instructions, and ensure adequate performance of services. The CM shall ensure that contractor employees do not perform any services outside the scope of the contract without an official modification issued by the KO. The CM shall ensure contractor employees understand that services performed outside the scope of the contract are performed wholly at the expense of the contractor.

1.4.10 Identification of Contractor Employees: All contractor personnel attending meetings, answering Government telephones and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression that they are Government employees. The contractor shall ensure that all documents or reports produced by contractor personnel are suitably marked as contractor products or that contractor participation is appropriately disclosed. The contractor's status as a "contractor" shall be predominantly displayed in all correspondence types (to include signature blocks on e-mail) and dealings with Government or non-Government entities. Contractor personnel shall wear identification badges distinguishing themselves as such. The badges shall have the company name, employee name and the word "contractor" displayed.

1.4.10.1 The contractor shall retrieve all identification media (including vehicle passes) from its employees who depart employment for any reason. The contractor shall return all identification media (i.e., badges and vehicles passes) to the KO within 14 days of an employee's departure.

1.4.11. Combating Trafficking in Persons: The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not engage in severe forms of trafficking in persons during the period of performance of the contract; procure commercial sex acts during the period of performance of the contract; or use forced labor in the performance of the contract. The Contractor shall notify its employees of the United States Government's zero tolerance

policy, the actions that will be taken against employees for violations of this policy. The contractor shall take appropriate action, up to and including termination, against employees or subcontractors that violate the US Government policy as described at FAR 22.17.

1.4.12 Reserved

1.4.13 Reserved

1.4.14 Organizational Conflicts of Interest (OCI): The contractor and subcontractor personnel performing services under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent OCIs, as defined in FAR Subpart 9.5. The contractor shall notify the KO immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the KO to avoid or mitigate any such OCI. The contractor's mitigation plan will be determined to be acceptable solely at the discretion of the KO. In the event the KO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the KO may impose other remedies as he or she deems necessary, including prohibiting the contractor from participation in subsequent contracted requirements which may be affected by the OCI.

2.0 Definitions and Acronyms:

2.1 Definitions:

2.1.1 Contractor: A supplier or vendor awarded a contract to provide specific supplies or service to the Government. The term used in this contract refers to the prime.

2.1.2 Defective Service: A service output that does not meet the standard of performance associated with the PWS.

2.1.3 Deliverable: Anything that can be physically delivered and includes non-manufactured things such as meeting minutes or reports.

2.1.4 Key Personnel: Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.5 Physical Security: Actions that prevent the loss or damage of Government property.

2.1.6 Quality Assurance: The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.7 Quality Assurance Surveillance Plan (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.8 Quality Control: All necessary measures taken by the Contractor to ensure that the quality of an end product or service shall meet contract requirements.

2.1.9 Subcontractor: One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.2 Acronyms:

AEI	Army Enterprise Infostructure
AR	Army Regulation
AT/OPSEC	Antiterrorism/Operational Security
BI	Background Investigation
CM	Contract Manager
COR	Contracting Officer Representative
DA	Department of the Army
DD254	Department of Defense Contract Security Classification Specification
DFARS	Defense Federal Acquisition Regulation Supplement
DoD	Department of Defense
DSCA	Defense Counterintelligence and Security Agency
FAR	Federal Acquisition Regulation
GFP/M/E/S	Government Furnished Property/Material/Equipment/Services
HQDA	Headquarters, Department of the Army
HSPD	Homeland Security Presidential Directive
IA	Information Assurance
IS	Information System(s)
KO	Contracting Officer
NGB	National Guard Bureau
OCI	Organizational Conflict of Interest
PII	Personally Identifiable Information
PIPO	Phase In/Phase Out
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
SCR	Service Contract Reporting
SSN	Social Security Number

TE	Technical Exhibit
USD(I)	Under Secretary of Defense for Intelligence

3.0 Government Furnished Property, Material, Equipment and Services (GFP/M/E/S): The Government will provide the property, material, equipment, and/or services listed below solely for the purpose of performance under this contract:

3.1 Property: The Government will furnish the necessary workspace for the contractor to perform services outlined in this PWS to include desk space, telephones, and other items necessary to maintain an office environment. Incidental property available for use by the contractor includes serving utensils, pots, pans, ovens, tilt grill, combi ovens, and kettles. The Government remains accountable for these items and is responsible for maintenance and repair costs, except for those caused by contractor negligence.

3.2 Materials: All food items will be provided by the Government.

3.3 Equipment: *See incidental items under section 3.1.*

3.4 Services: *None*

3.5 Utilities: All utilities in the facility will be available for the contactor's use in the performance of this contract. The contractor shall instruct employees in utilities conservation practices. The contractor shall operate under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount.

4.0 Contractor Furnished Property, Materials, and Equipment (CFP/M/E): None

4.1 General: Except for those items specifically stated to be Government-Furnished in Paragraph 3.0, the contractor shall furnish everything required to perform these services as indicated in Paragraph 1.1.

5.0 Requirements: The contractor shall perform food service operation, and sanitation procedures in accordance with:

5.0.1 U.S. Food and Drug Administration Food Code

5.0.2 Air Force Manual, 48-147, Tri-Service Food Code

5.0.3 ServSafe or equivalent certification for a minimum of one supervisor

5.0.4 Federal, state, and Air Force mandated sanitation requirements in accordance with Department of the Air Force Instruction 48-116, Food Protection Program.

5.1 The contractor shall furnish all personnel, supervision, parts, tools, materials necessary to provide all prepared meals. Contractor must provide adequate personnel to staff the serving line and replenish condiments, food trays, and beverages in a timely manner.

5.2 The contractor will have the ability to prepare and maintain proper temperatures for all food. Contractor will provide enough personnel to serve each meal in order to ensure portion control. Government owned kitchens and equipment will be utilized by the contractor to prepare food.

5.3 Meals will be served beginning on time as noted in paragraph 1.3. The contractor must adequately account for related tasks surrounding the meal period, such as preparation and clean-up. It is estimated that 300-350 meals will be served each day. The operating hours at the 115th Fighter Wing Dining Facility are 6:30am to 4:00pm Central time.

5.4 Management. The contractor shall provide a manager/supervisor on site who shall be responsible for the performance of the work. The name of this person shall be designated in writing to the contracting officer. The manager/supervisor or alternate shall have authority to act on behalf of the contractor on matters relating to daily operation of this contract and specific questions or issues that may arise during performance. The contract manager or alternate shall be available at all times to meet with government personnel designated by the contracting officer to discuss problem areas. The contract manager and alternate or alternates must be able to read, write, speak, and understand English. The position shall at no time be vacant.

5.5 Equipment. Identify, report and track equipment operability and facility maintenance issues. Notify the Contracting Officer or designated representative when equipment is non-operational or requires maintenance as soon as it is identified. Report equipment and facility issues as soon as they are identified.

5.6 After the meal period ends, coordinate the closure of the food service line with the Contracting Officer or designated representative.

5.7 The 115th Fighter wing requires vendors to clean the areas and the equipment used by the contractor in the food service areas, to include but not limited to kitchen and serving area. Members are required to bus and remove their used dining ware.

5.8 The contractor shall ensure that the food service tables and equipment used for the meal services is periodically cleaned if needed, and at the conclusion of the food service period are clean and free of grease, food debris and spills.

5.9 The contractor shall ensure that the floor around the food service line is clean and free of food debris and spills.

5.10 The contractor shall at the conclusion of the meal services, or as necessary, remove trash and waste related to the meal service in the kitchen area only. The Government will identify and provide the waste receptacles.

5.11 Meal Composition: Contractor shall follow a Government-provided menu using Government-provided food and ingredients. Contractor shall prepare and serve the food and menu provided by COR.

5.12 Contractor shall comply with all FDA Food Code guidelines.

5.13 Reserved

5.14 Meal serving:

5.14.1 The contractor shall prepare and handle all food in strict adherence to food safety precautions.

5.14.2 The contractor shall prepare entrees to the greatest extent possible on the day it is to be served. Preparation methods will follow nutritional practices to ensure nutrient, textural and flavor characteristics of the food are maintained.

5.14.3 Ensure that foods are served at the applicable temperature, based on the industry standard. Hot food will be served above 140 degrees and cold food will be below 40 degrees.

5.14.4 Contractor will maintain a temperature log to indicate temperatures after preparation, prior to serving, and during service, prior to serving the COR may check the temperature. The COR shall have access to this log at any time upon request.

5.14.5 Ensures subsistence items are covered and labeled with item name and date when removed from the original packaging.

5.14.6 Ensure subsistence items are not stored in prohibited areas. Subsistence items shall be stored and used using the first-in, first-out, first-to-expire method. Upon expiration, subsistence items shall be removed from storage and properly disposed of. NOTE: All expired items that are to be disposed of must be coordinated with DFAC manager and Services NCOIC prior to disposal.

5.14.7 Contractor will set up and refill salad bar and dessert stations/coolers with Government-provided food items.

5.15 Contractor Employees:

5.15.1 All persons employed for the performance of work under this contract by the Contractor are not considered employees of the government. Contractor is responsible for all actions of its employees and/or subcontractors.

5.15.2 All supervisory staff shall be ServSafe qualified. Certificates must be provided to the Contracting Officer at the Contracting Officers request. All other employees involved shall have a minimum acknowledge of food sanitation to ensure compliance with safety, food handling, cleaning etc.

5.15.3 Personal Hygiene – the Contractor shall ensure its contract employees meet the following sanitation requirements:

5.15.3.1 Hands are washed upon reporting for work, immediately after visiting a lavatory, after smoking, taking a break and after handling raw meat, poultry, garbage, or soiled items.

5.15.3.2 Gloves are worn at all times when handling food.

5.15.3.3 Wristwatches, bracelets, earrings and rings are removed when preparing or serving meals. Plain wedding rings are allowed.

5.15.3.4 Fingernails are cut short so as to not extend beyond the end of the fingers and are kept clean.

5.15.3.5 No smoking, or use of tobacco in any form, except during break periods in designated areas is permissible.

5.15.3.6 No food items/beverages are consumed in any form while on the serving line or in any food prep areas.

5.15.3.7 Facial hair is trimmed to one (1) inch or less. Hair nets for beards must be worn.

5.15.3.8 Acceptable head covers (hats, caps, and hairnets) are worn to prevent loose hair from falling into food or onto food contact surfaces in accordance with prevailing health codes. The Government will provide these items.

5.15.3.9 Appropriate clothing must be well-fitted, laundered and repaired. Contractor may furnish uniform clothing (at no cost to the Government). A general neat and clean appearance is a requirement that will be enforced by the contractor.

5.15.3.10 Shoes shall be of sturdy construction and shall cover the feet to meet sanitation and safety requirements. Open-toe shoes, sleeveless blouses or shirts are not allowed.

5.15.3.11 Use of cell phones, pagers, etc., is not allowed while on the serving line.

5.15.3.12 The use of alcoholic beverages or illegal drugs by Contractor personnel while on duty is strictly forbidden. Any violation shall be cause for immediate removal of the

offender(s) by the Contractor from further work. Removal of employee(s) for such cause does not relieve the Contractor of the requirement to provide sufficient personnel to adequately perform services.

5.15.3.13 Contract personnel shall not loiter in any working or patron area. Upon satisfactory completion of their assigned shift and after being released by their shift supervisor, employees shall promptly depart from the area.

5.16 Identify, report and track equipment operability and facility maintenance issues. Notify the COR when equipment is non-operational or requires maintenance as soon as they're identified. Notify the COR to report equipment and facility issues as soon as they are identified.

5.17 Waste Management. The contractor shall assist the government by complying with the base-recycling program. This may require segregating reusable and recyclable waste materials by type. The government shall retain ownership of all reusable waste materials. Non-reusable waste materials (trash and garbage) will be removed from the facility by a government-approved method. Non-reusable waste materials will be placed in government provided dumpster and recycling bins.

6.0 Applicable Publications: Publications applicable to this PWS are listed below:

Publication (Chapter/Page)	Date of Publication	Mandatory or Advisory	Website
RFO Federal Acquisition Regulation	Current	M	https://www.acquisition.gov/far-overhaul/far-part-deviation-guide
RFO Defense Federal Acquisition Regulation Supplement	Current	M	https://www.acq.osd.mil/dpap/dars/dfars_far_overhaul_class_deviations.html or https://www.acquisition.gov/dfars

TECHNICAL EXHIBIT 1

Performance Requirements Summary (PRS)

This PRS includes performance objectives the Government will use to determine contractor performance and will compare contractor performance to the Acceptable Quality Level (AQL).

Performance Objective	Performance Standard	Acceptable Quality Levels (AQL)	Surveillance Method / By Whom
Sections 5.1 and 5.3	Meals served on time at start of and during meal period	95%	Random Monitoring by Government Representatives
Sections 5.7-5.10	Spot cleaning throughout meal period with final cleaning at end of service	95%	Periodic and final Inspection by Government Representatives
Sections 5.0.1-5.04	Food handling, meal preparation, and serving IAW with Tri-Service Food Code and all applicable regulations	100%	Periodic Inspection by Government Representatives

TECHNICAL EXHIBIT 2

Deliverables Schedule

PWS Reference / Deliverable Title	Frequency	Number of Copies	Medium/Format	Submit To
1.4.5.3 AT Level 1 Awareness Training Certificates	Provide within 15 calendar days after employee completes training.	1	Electronic Submission	KO