PRODUCT AND DELIVERY SPECIFICATION DETAIL

Pittsburgh Military Entrance Processing Stations (MEPS)

PART 1

1.1. The contractor shall provide noon meals, as specified herein, for the Armed Forces applicants processing at the Pittsburgh MEPS. The Pittsburgh MEPS is located at 1000 Liberty Avenue, Suite 1917, Pittsburgh, Pennsylvania 15222-4019.

**MEPS is located inside the William S. Moorhead Federal Building, and the contractor will be responsible to secure their own parking while delivering the noon meals daily.

1.1.2 See Product and Delivery Specifications 3.2 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 (KO).

1.1.3 The contractor shall furnish meals from the establishment at the location specified in the contract. Subcontracting to any other establishment or furnishing meals from any other location shall be permitted only with prior written consent of the KO.

1.1.4. 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.

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 KO 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 KO, 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 KO. 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 KO 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 KO 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-contractors 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-contractor's 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 accepts delivery of products ordered.

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

2.6 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.

2.7 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.

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

PART 3

FOOD SPECIFICATIONS

3.1 The contractor shall provide noon meals 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.

3.1.1 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 required for applicants processing late and add them to the regular noon meal order. See paragraph 3.7.

3.1.2 The number of meals provided during a previous 12-month period is provided for information only at Technical Exhibit 1.

3.2 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.

3.3 The food shall be delivered in boxed meals. Each individual noon meal shall consist of a sub-type sandwich, lettuce tomato, bag of chips, cookie, apple, straw, and napkin. See paragraphs 3.4.1 through 3.4.7 below for specifications on noon meal content. Meals shall be delivered to the address specified in paragraph 1.1 above and shall arrive no later than 10:30 a.m. daily.

3.4 The contractor shall deliver noon meals in a cooler or similar type container that will protect the contents and maintain a proper temperature to guard against spoilage. The contractor shall deliver meals to the MEPS Operations Control Desk located inside the MEPS. The government will transfer meals from contractor-owned coolers/containers to a government owned refrigerator prior to the contractor's departure.

3.4.1 The contractor shall provide the following on a daily basis:

3.4.1.1 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.

3.4.1.2 Meat, 4.0 oz. minimum

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

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

Swiss
Provolone
American

3.4.2 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.

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

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

3.4.5 Dessert, one large (5") or two medium (2.5") chocolate chip cookies, pre-packaged.

3.4.6 Fresh Apple, one medium – minimum 1/3 pound.

3.4.7 One straw and one paper napkin.

3.4.8 Cold 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:

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

3.4.9.1 Water, bottled, 500 ml or 20 oz. serving;

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

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

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

3.5 All food items, other than drinks specified in paragraph 3.4.8, shall be delivered to the MEPS prepackaged in a box, bag, or container large enough to hold all items without crushing.

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

3.7 The government estimates that an average of 14 served noon meals shall be required daily with a maximum of 75. The MEPS will notify the contractor by 8:00 a.m. daily with the number of meals required for that day.

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

3.9 Additional Requirements:

3.9.1 Each noon meal shall be packaged in serving containers sturdy enough to protect contents. Each container shall be clearly marked (i.e., ham, turkey, veggie, roast beef).

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

3.10 Meal Vouchers. The contractor shall perform administrative functions to account for meals provided to MEPS applicants. Necessary forms and instructions will be made available to the contractor by the government Point of Contact (POC). By 8:00 a m. daily, the MEPS will notify the contractor via facsimile or electronic copy the number of meals needed that day for each service. The contractor will be provided copies of USMEPCOM Form 727-E, Copy 5 Diner (Lunch) Meal Authorization and Receipt Voucher. The contractor shall return all signed copies to the MEPS government POC after the delivery is made.

3.11 Invoices: On a monthly basis, the contractor shall submit a detailed invoice to the MEPS no later than the third workday of the month following the month in which meals were delivered. Monthly invoices shall be generated from the Form 727-E and noon meal worksheet which is provided to the contractor daily. The contractor's monthly invoice shall indicate the total number of lunches provided for each daily delivery.

3.12 Payment: The government will use the Government Purchase Card (GPC) to pay for supplies received under this contract in lieu of issuing orders on a Standard Form (SF) 1449. The contractor shall have the capability to accept the GPC at the time of contract award and shall maintain such capability during the life of the contract. Failure to maintain credit card acceptance capability may constitute contractual default pursuant to FAR 52.212-4(m), titled "Termination for Cause". NOTE: For information purposes only; a maximum of 17 credit cards may be used each month to process payment against this contract.

3.13 The government POC will be added at contract award.

TECHNICAL EXHIBIT 1
DELIVERABLES

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

TECHNICAL EXHIBIT 1

HISTORICAL DATA SUMMARY

PITTSBURGH MEPS

MONTH	LUNCH QUANTITY
January 2026	315
December 2025	285
November 2025	282
October 2025	341
September 2025	321
August 2025	273
July 2025	349
June 2025	315
May 2025	278
April 2025	302
March 2025	356
February 2025	319
TOTAL	3,736

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.