PERFORMANCE WORK STATEMENT (PWS) FOR MESS ATTENDANT SERVICES AT U.S. COAST GUARD BASE LOS ANGELES/LONG BEACH (LA/LB) DINING FACILITY

1.0 GENERAL

1.1 BACKGROUND

U.S. Coast Guard Base Los Angeles/Long Beach (LA/LB) provides field-level mission support to fourteen tenant commands and is committed to excellence in professionalism and customer service. Base LA/LB consists of one dining hall, named Charles Walter David Jr. Dining Facility, that provides meal service for breakfast and lunch, meeting the nutritional needs of Coast Guard and civilian personnel.

1.2 SCOPE

The contractor shall provide all necessary, non-personal, Mess Attendant services, to include, but not limited to: management, supervision, administration personnel, labor, transportation, uniform, and incidental supplies and services. Services shall be performed in accordance with subject Performance Work Statement (PWS) and other term and conditions specified elsewhere in the contract for breakfast and lunch. Mess Attendant services shall be performed at U.S. Coast Guard Los Angeles/Long Beach in San Pedro, CA.

As defined in this Performance Work Statement (PWS), mess attendants shall assist Government dining facility cooks by preparing food for cooking. Mess attendants shall also prepare, organize, and stow all food for display on the salad bar(s). Mess attendants must assist in the accumulation of items used for cooking for cleaning/stowage; and cleaning all dishes, cutlery, pot/pans, preparation/serving areas, and dining room areas. Contractor personnel shall not work as food line servers.

1.3 APPLICABLE DOCUMENTS

Documents and publications applicable to this PWS are listed below. The Government will provide all publications listed. Supplements or amendments to listed publications may be issued during the life of the contract. The Contractor shall immediately implement those changes in publications which result in a decrease or no change in the contract price with notification to the Contracting Officer. Changes requiring an increase in the contract price shall be brought to the attention of the Contracting Officer and shall not be implemented until the Contracting Officer approves the change. The Government will also provide any form listed and needed for daily operations. Upon completion of the contract, the Contractor shall return to the Government all issued publications and unused forms.

1.3.1 Compliance Documents

The Contractor shall obtain, without additional cost to the government, all appointments, licenses, and permits required for the performance of the work and for complying with all applicable Federal, State and local laws. Copies of permits and licenses shall be provided to the Contracting Officer at least ten (10) days prior to the contract start date or before work requiring a permit commences.

1.3.2 Reference Documents

The following documents may be helpful to the Contractor in performing the work described in this document:

Publication	Title
COMDTINST 5100.47B	Safety and Environmental Health Manual
CGTTP 4.11-12	Safety and Sanitation Program, Tactics, Techniques, and Procedures
COMDTPUB 4061.4	Food Service Practical Handbook
BASELALBINST 4061.1	Base Los Angeles Long Beach Galley Services
BASELALBINST 5530.2	Physical Security Plan
BASELALBINST 5100.47	Base LA/LB Safety and Environment Health Instruction

2.0 SPECIFIC REQUIREMENTS/TASKS

The Contractor shall ensure all employees follow the requirements set forth in Safety and Sanitation Program, Tactics, Techniques, and Procedures (CGTTP 4.11-12). Contract Office shall provide a copy of CGTTP 4.11-12 upon request. The Contractor shall accomplish the following:

2.1 TASK ONE. FOOD PREPARATION

Preliminary preparation of raw fruits and vegetables including washing, cleaning, peeling, coring, slicing or otherwise preparing for further use by cooks or for salad bars.

2.2 TASK TWO. FOOD SERVICING

Includes pre-service setup and throughout the meal period replenish all foods, beverages and condiments to ensure availability to all patrons without waiting and remove leftover food from the serving lines.

2.3 TASK THREE. BREAKFAST DUTIES

2.3.1 Breakfast Pre-Service Setup

These duties shall be completed 15 minutes prior to the day's scheduled Breakfast meal.

a. Transport all food from production or storage areas to serving lines. Trays shall be placed for service. All chairs shall be removed from tabletops. All tables shall be cleaned, reset, and tablecloths changed as needed. The dishwasher shall be set up and filled, ready for use.

b. Load beverage dispensers and the ice dispenser on the soda machine. Fill coffee hopper as needed and brew coffee as levels get low. Throughout the meal period replenish all foods, beverages and condiments to ensure availability to all patrons without waiting.

c. The serving line shall be set as follows: The Contractor shall set out the following items: white and whole wheat bread, bagels, and English muffins, butter, peanut butter, jelly, and cream cheese.

2.3.2 Breakfast Post-Service

These duties shall be completed 1 hour after the day's scheduled Breakfast meal.

a. Seal and store bread products.
b. Dishwasher/sanitizer shall be drained, rinsed, and refilled.
c. Place remaining whole fruit in refrigerator.
d. Empty coffeepots and rinse out.
e. Wipe clean all chairs and place them on tables.
f. Remove all drain grates and clean drain channels.

2.4 TASK FOUR. LUNCH DUTIES

2.4.1 Lunch Pre-Service Setup

These duties shall be completed 30 minutes prior to the day's scheduled Lunch meal.

a. Fill dessert case with desserts. All tables shall be cleaned, reset, and tablecloths changed as needed.
b. Ensure salad bar is chilled. Position all salad bar crocks for service. Place out salads and all varieties of salad dressings. Place out all serving utensils.

2.4.2 Lunch Post-Service

These duties shall be completed 2 hours after the day's scheduled Lunch meal.

a. Empty coffeepots, clean, rinse and store.
b. Empty dessert case and place desserts in galley reefer.
c. Remove items from the salad bar, have the duty cook inspect items to assess which ones must be discarded. Remove ice from salad bar. Completely clean all surfaces.
d. Secure scullery after washing all plates, utensils, and glassware. This includes cleaning all stainless steel counters and flashing. Sweep and mop clean the scullery deck.

2.5 TASK FIVE. GENERAL MEAL SERVICE

2.5.1 Daily Duties During Meal Service

a. Re-supply serving lines including refilling beverage dispensers and replenishing salad bars.
b. Keep serving line areas clean and free of spilled foods.
c. Immediately clean away accidental spillage of trash or food, including tabletops, chairs, and floors.

2.5.2 Daily Duties After Meal Service

a. Assist the cooks in properly covering, dating, and returning all items to be refrigerated to the refrigerator storage areas.
b. Check chairs for food particles or spillage and damp wipe if required. Reposition chairs if moved after cleaning floors. Place all chairs on tables, sweep, scrub, damp mop and dry floor, or vacuum if carpeted. All furniture shall be replaced in proper position.
c. Clean exteriors of salt and pepper, sugar and condiment containers (bottles containing ketchup, meat sauce, or chili sauce) and refill as required. Clean tableware dispensers/holders and refill when one-third (1/3) full.
d. Damp wipe exterior surface of coffee urn(s) and polish with dry cloth. Damp wipe exterior surfaces of ice cream cabinets, and other refrigerated appliances.
e. Milk and other cold beverage dispensers, including shelves, stands and drip pans shall be thoroughly washed and cleaned. Care and cleaning of special equipment shall be in accordance with manufacturer's instruction and standards provided.
f. Food serving and preparation surfaces and the serving line shall be wiped clean with a clean damp cloth, leaving the surface free of dust, finger marks and smears.
g. All roasting pans, baking pans, steam table inserts and cooking utensils used in preparation and service of food shall be thoroughly washed and sanitized after each use

2.6 TASK SIX. CLEANING DUTIES

2.6.1 Daily Cleaning Requirements

a. Walls and baseboards shall be cleaned as required but not less frequently than once each week.
b. The service (back) entrance to the dining facility shall be swept and washed.
c. Entrance door windows shall be cleaned and left free of streaks and smudges.
d. All four galley restrooms shall be thoroughly cleaned including:
e. Sweep and mop floors
f. Scrub, wash and disinfect basins, urinals, toilet seats and bowls.
g. Wash and polish mirrors and bright work.
h. Empty trash receptacles, clean soap dispensers and replenish soap and paper supplies.
i. Grease traps shall be skimmed daily before water is flushed through the sinks.
j. At the end of each working day all linens such as rags, tablecloths, and aprons shall be sorted, washed, dried, folded, and properly stowed in the linen cage in the galley.

2.6.2 Trash and Garbage Disposal

a. Remove all trash and empty boxes from dining facility to the trash bins provided in the parking lot. Cardboard and clean paper goes to the recycling bin as per Base LA/LB recycling program. Cardboard must be flattened prior to placing in recycling bin.
b. Garbage containers and covers shall be thoroughly scrubbed clean each time they are emptied before returning to point of use.
c. Trash and garbage area of the dining facility shall always be maintained in sanitary orderly condition, and the deck area shall be scrubbed, rinsed with clean water, and mopped.
d. All garbage containers after being emptied and cleaned shall be re-fitted with new can liners and placed back in the galley/scullery areas.

2.6.3 Scullery Duties

a. As soiled equipment arrives in the dishwashing room, it is to be pre-washed and sorted. Pre-washing consists of removing solid material from soiled dishes by scraping, wiping, pre-flushing, washing pots and pans, etc., and loading/unloading of the dishwasher.
b. Dishwashing Room Area (Scullery): Operate, clean and maintain dishwashing machine(s) in accordance with manufacturer's instruction. If machinery is found to not operate properly all attempts shall be made to notify the COR so that the manufacturer can be contacted to fix the discrepancy.
c. The entire dish washing operation must be completed no later than one half hour prior to the beginning of the next scheduled meal serving time, and not later than one hour after the last meal of the day.
d. All counters in scullery shall be cleaned daily.

2.6.4 Kitchen Cleaning Duties

a. Exterior of "walk-in" refrigerators and freezers shall be wiped clean daily,
b. Contractor shall be responsible for thorough cleaning of the ovens interiors including shelves and racks monthly.
c. All grease filters shall be removed and cleaned daily by scrubbing, soaking, and final washing in the dish washing machine. After washing, they shall be dried and replaced.

2.6.5 Weekly Cleanups

a. The ice machine shall have the power secured and shall be thoroughly cleaned inside and out.
b. The ice bin on the soda dispenser shall be emptied and thoroughly cleaned out.
c. The dishwasher/sanitizer shall be de-scaled.
d. The dairy, produce, and break-out refrigerators shall be cleaned by sweeping and swabbing the deck. The shelves shall be wiped clean.
e. The windows shall be cleaned and left free of streaks and smudges. The mini-blinds shall be wiped clean.
f. Exterior of "walk-in" refrigerators and freezers shall be emptied and the interiors shall be thoroughly cleaned weekly and defrosted as necessary to prevent excess ice accumulation

2.6.6 Quarterly Duties

a. The mess deck, surrounding salad bar area, and the cash register area deck shall be stripped of old wax and cleaned prior to adding a new coat of wax before being buffed.
b. The Gaylord Ventilator Hoods shall be wiped clean of dust and any built up grease then polished with stainless steel polish.

2.6.7 Miscellaneous

a. The Contractor shall maintain a clean and orderly condition in all employee lockers and working areas, cleaning equipment and spaces assigned for his/her special use. Standards of cleanliness and sanitation of special use areas shall be consistent with those established elsewhere herein.
b. It is solely up to the Contractor to provide the mess attendants and mess attendant supervisor with means of record keeping and file storage.
c. The contractor shall provide mess attendants for Federal Holidays and normal Holidays where the galley shall be serving prepared food in support of the Coast Guard mission.

3.0 CONTRACTOR PERSONNEL

3.1 Qualified Personnel

The Contractor shall provide qualified personnel to perform all requirements specified in this PWS.

3.2 Key Personnel

The Contractor shall not replace any individual designated as Key Personnel without the prior written approval of the Contracting Officer (KO).

For planned replacements, the Contractor shall provide the KO with written notification at least 15 business days in advance. For unplanned replacements due to sudden departure, incapacitation, or other circumstances beyond the Contractor's control, the Contractor shall notify the KO within two business days. Following any notification, the Contractor must submit a written justification for the replacement and the qualifications of the proposed substitute. Any proposed substitute shall possess qualifications equal to or superior to those of the person being replaced.

3.3 Supervisor

The Contractor shall provide an on-site Supervisor who shall be responsible for all Contractor work performed under this PWS and manage tasks under PWS 2.0. This individual shall be the single point of contact for the Contracting Officer and the COR. The name of the Supervisor, and

the name(s) of any alternate(s) who shall act for the Contractor in their absence, shall be provided to the Government as part of the Contractor's proposal. The Supervisor is designated as Key by the Government.

During any absence of the Supervisor, only one alternate shall have full authority to act for the Contractor on all matters relating to work performed under this contract. The Supervisor and all designated alternates must be able to read, write, speak, and understand English. Additionally, the Contractor shall not replace the Project Manager/Supervisor without prior approval from the Contracting Officer.

3.3.1 Availability

The Supervisor shall be available to the COR via telephone between the hours of 0800 and 1600 EST, Monday through Friday, and shall respond to a request for discussion or resolution of technical problems within 24 hours of notification.

3.4 Qualifications

The Supervisor shall hold a current ServSafe Food Protection Manager certification and be familiar with sanitation procedures in accordance with PWS 1.4.2, Safety and Sanitation Program Tactics, Techniques, and Procedures (CGTTP 4.11-12).

3.5 Employees

All Contractor personnel must be able to read, write, speak and understand English sufficiently to carry out all duties assigned to them. The Contractor shall be responsible for furnishing personnel who meet the standards established herein and who can be relied upon to perform in strict accordance with the provisions of this contract. All equipment operators must be fully trained and capable of using the equipment in the performance of the contract.

The Contractor shall ensure that all Mess Attendants are adequately trained in their duties and meet all hygiene and sanitary requirements.

The Contractor shall provide the minimum amount of employees necessary to complete the assigned scope of work underlined in the Performance Work Statement (PWS). The Contractor shall be solely responsible to find temporary or permanent replacements for employees that cannot report to work due to sickness, personal matters, and/or any reason such that hinders the individual. The Contractor shall also provide two part time employees to remain on call when necessary to fill in the absences.

All contractor personnel must either be U.S. citizens or have a valid U.S. Immigration form I-151, Alien Registration Card, or be able to produce evidence of eligibility to work in the United States.

3.6 Employee Conduct

All personnel employed by the Contractor in the performance of this Contract, or any representative of the Contractor entering Base LA/LB, shall abide by all security regulations of the installation which may be in effect during the contract period and shall be subject to such checks as may be deemed necessary to insure no violations occur. The Contractor shall only utilize personnel who have been granted access to the installation by the Government. A favorable background check is a condition for access. Any individual deemed a risk to base security or mission accomplishment by the Government will be denied access and shall not perform work under this contract or the accomplishment of the work. Contractor employees are restricted to the areas of their responsibility and are not to wander the installation.

3.7 Removing Employees for Misconduct or Security Reasons

The Commanding Officer of a Coast Guard facility may remove a contract employee for misconduct or security reasons, following barment procedures in federal law, regulation and Coast Guard policy. The Contracting Officer may request removal of a contract employee for performance reasons. The KO will provide the Contractor with a written explanation to support any request to remove an employee for performance-related issues. Regardless of the reason removal does not relieve the contractor of responsibility to provide service under the contract.

3.8 Employee Uniform and Appearance

Contractor personnel shall present a neat appearance and be easily recognized. Uniforms shall be worn while performing work under the contract. Uniforms shall be pressed, not stained, well fitting, and serviceable with nametag. The type and color of all uniforms, as well as the standards of dress for supervisors shall be approved by the Contracting Officer's Representative (COR) prior to the contract start date. Watches, earrings, broaches, and other jewelry (except wedding rings, which are thoroughly cleaned,) shall not be worn while performing duties under this contract. The wearing of headphones, Bluetooth earpieces, and in-ear headphones (earbuds) are not authorized.

3.9 Employee Health Standards

The contractor shall ensure that all personnel prior to commencing employment meet the minimum requirements of Safety and Sanitation Program Tactics, Techniques, and Procedures (CGTTP 4.11-12), as well as any applicable Federal, State, and local health regulations for food service employees. Any costs associated with medical examinations should be included in the contract price as well as a specific date set forth once a year for those screenings to take place that the contractor shall designate.

3.10 Cashier

The Contractor shall provide a cashier at Base LA/LB to perform cashier duties for the breakfast and lunch meal on weekdays (Monday thru Friday). There is no cashier required on the weekends, or government holidays. The cashier shall be on the cashier’s station 10 minutes before the start of the meal to collect funds from the early, permanent detail (PD) personnel. 10 minutes are allowed for the cashiers to set up and be ready to accept the payments for the meals

sold; 20 minutes are allowed for the cashier to count the meal sales and prepare all paperwork as required. The cashier station shall not be left unattended during meal service times. Cashier shall be responsible for all Government monies collected until turned over to the Coast Guard representative.

A copy of the current cashier instructions shall be maintained at each cashier station. These instructions shall indicate specific meal charges for each category of customer that are authorized to eat in the dining facility. The Contractor shall ensure that correct meal charges are collected. Amounts to be charged for meals and classes of authorized patrons will be established and provided by the Government. Any disputes concerning meal rates, authorized patrons, and dress codes shall be directed to the Coast Guard dining facility Food Service Officer. The Contractor shall be responsible for all funds collected for the sale of meals and cash register until such funds are turned over to the Government after the meal.

- Breakfast: 0630–0800
- Lunch: 1100–1230

4.0 OTHER APPLICABLE CONDITIONS

4.1 Security

A background check is required for access onto Base LA/LB. Contractor employees convicted of felonies or with a serious criminal history could be denied access by the Command Security Officer. A contract employee denied access to Base LA/LB by the Command Security Office may appeal denial of access to the Base LA/LB Commanding Officer by requesting a waiver. All Contractor employees shall provide the following information to the COR within seventy-two (72) hours:

- State Issued Driver's License
- First, Last Name with Middle Initial
- Date of Birth

Contractor employees working on-site at Base LA/LB shall have an employer-issued identification badge. All Contractor employees shall identify themselves as Contractors when their status is not readily apparent (in meetings, when answering Government telephones, in e-mail messages, etc.) and display the Government issued badge in plain view above the waist at all times.

4.2 Period of Performance

The period of performance for this contract is a one-year base period with four one-year option periods as follows:

Base Period / Option	Dates
Base Period	September 1, 2026 – August 31, 2027

Base Period / Option	Dates
Option Period One	September 1, 2027 – August 31, 2028
Option Period Two	September 1, 2028 – August 31, 2029
Option Period Three	September 1, 2029 – August 31, 2030
Option Period Four	September 1, 2030 – August 31, 2031

4.3 Place of Performance

The primary place of performance will be: **U.S. Coast Guard Base Los Angeles/Long Beach, 1001 S. Seaside Ave., Building 24, Galley, San Pedro, CA 90731.**

4.4 Hours of Operation

Contractor employees shall generally perform all work between the hours of 0600 and 1400 PST, Monday through Friday (except Federal holidays). However, there may be occasions when Contractor employees shall be required to work other than normal business hours due to special events or circumstances, including weekends and holidays, to fulfill requirements under PWS

4.4.1 Change of Hours

On occasion, the COR may change the meal times only (e.g., change 0600–0800 to 0615–0815), but not the total number of hours, because of mission, training, schedules, operational contingency, command events, etc., without additional cost to the Government by giving the Contractor 24 hours advance notice of such change. Special and emergency situations (i.e., accident, civil disturbances, weather warnings, alerts, etc.) may necessitate that the dining facility operate on an extended basis of up to 24 hours per day. The Contractor shall provide these services when authorized by the Contracting Officer. The Contractor's firm-fixed-price (FFP) shall be considered full compensation for all requirements outlined in this Performance Work Statement (PWS), including any fluctuations in effort occasioned by special and emergency situations. The Contractor shall not be entitled to an equitable adjustment for changes to the overall number of mealtime hours arising from such situations. No verbal authorization shall constitute a change to the terms, conditions, or compensation of this contract, and any work performed based on verbal direction shall be at the Contractor's own risk and expense

4.5 Special Events, Reservist Weekends, Official Functions

The Contractor shall provide Mess Attendant services for special events, such as Reservist Weekends and Official Functions, on an as-needed basis under this Reserved Contract Line-Item Number (CLIN). These reserved services shall only be furnished upon receipt of a written request from the COR. All work will be compensated based on the all-inclusive, pre-priced rates specified for this CLIN in the contract schedule. The Contractor shall not perform any work under this section based on verbal direction or without a formally request. The Events covered shall include: Change of Command, Coast Guard Day, Dignitary Visits, Special Training or Meetings requiring coffee mess, and Wardroom Meetings.

Reservist/Sea Cadets program shall be scheduled on a monthly basis, at the request of the Command. Notification to the Contractor shall be in accordance with PWS 4.5.1, with the required dates/hours of service, the meals or meals to be served, and an estimated number of personnel expected to participate in the Reservists/Sea Cadet Weekend.

4.5.1 Special Events Schedule

These events can be scheduled on holidays or other days as designated by the Commanding Officer. These special events may require work after normal working hours or an increase in personnel during normal working hours. If special event hours are required, notification shall be given to Contractor as soon as possible but at least twenty-four (24) hours in advance by the COR. All services for special events ordered under this Reserved CLIN shall be compensated on a firmly fixed price (FFP) basis per request. The FFP for each task will be calculated using the all-inclusive, pre-priced rates for the specific services required, as established in this contract's Schedule of Services. No other compensation or hourly rate will be used Official Government Special Events, Reservist Weekends, and Official Functions are estimated at 288 labor-hours annually. The estimated service requirement is two (2) days each month, for a total of twenty-four (24) days annually.

4.6 Safety Program

The Contractor shall develop and submit a Safety Program for review and approval in accordance with PWS 9.0. The Contractor's Safety Program shall comply with federal and state laws, including OSHA and regulations set forth in 29 CFR 1910 and 29 CFR 1926 and in accordance with Safety and Environmental Health Manual, COMDTINST M5100.47B.

The Contractor shall conduct a safety orientation for all employees immediately following their employment and at least monthly thereafter. The Contractor shall provide a safety plan to the government within five (5) calendar days after award. The Plan shall include a requirement to submit an accident report within twenty-four (24) hours of occurrence to the COR. The plan shall also include a mandate to notify the COR of any damage to government property immediately.

Results of Safety Noncompliance: If the contractor fails or refuses to promptly comply with safety requirements, the Contracting Officer may issue an order stopping all or part of the work until the contractor takes satisfactory corrective action. No part of the time lost due to any such stop order shall be made the subject of a claim for extension of time or for excess costs or damages to the contractor. Fines levied on the Contractor by federal or state OSHA offices due to safety/health violations shall be paid promptly by the Contractor.

4.7 Post Award Conference

At least ten (10) days before contract start date, the Contractor shall meet in conference with the Contracting Officer, Administrative Contracting Officer, COR, and other authorized representatives(s) of the Government at Base LA/LB, to discuss and develop mutual understandings relative to scheduling and administration of work performed under this contract.

4.8 Project Plan

The contractor shall prepare a housekeeping and cleaning plan to accomplish the work requirements in this PWS Section 2.0. After contract award, the contractor shall submit an annual cleaning schedule in accordance with PWS Section 9.0. The Contractor shall follow the schedule listing the days and times each requirement shall be performed in the facility. The schedule shall recognize that only essential cleaning shall be accomplished in kitchens while meals are being prepared and in dining areas while patrons are present.

4.9 Business Continuity Plan

The Coast Guard must plan in advance how it will meet mission requirements in the event of national emergencies, natural disasters, heightened security, or terrorist threats. The Coast Guard must be able to react to such events without undue delay. Sudden or unusual events may result in a substantial impact on the Contractor's performance and contract requirements.

4.9.1 Contractor Performance During Contingencies

In the event that contingencies such as those specified below develop, the Contractor shall continue to perform contract work. A contingency that results in a change of work directed by the Contracting Officer shall be subject to the contract clause of this contract entitled "Changes". Contract modification will be a bi-lateral agreement. Some examples of contingencies are as follows:

- National emergencies entailing sudden build up of military forces that increase contract requirements.
- Natural disasters (e.g., snowstorm, hurricane, flooding) impacting the Contractor's ability to perform this contract and the Coast Guard's ability to perform its mission.
- Labor strikes impacting upon the Contractor's ability to perform.

4.9.2 Contingency Plan

The Contractor shall submit a comprehensive Quality Control Plan (in accordance with PWS Sections 8.0 and 9.0) and, as a separate deliverable, a comprehensive Contingency Plan outlining the methods to ensure continuity of operations during unforeseen events In case of a life-threatening emergency, the COR shall immediately make contact with the Contractor Project Manager to ascertain the status of any Contractor personnel who were located in Government controlled space affected by the emergency. When any disruption of normal, daily operations occur, the Contractor Project Manager and the COR shall promptly open an effective means of communication and verify:

- Key points of contact (Government and contractor)
- Temporary work locations (alternate office spaces, telework, virtual offices, etc.)
- Means of communication available under the circumstances (e.g., email, webmail, telephone, FAX, courier, etc.)
- Essential Contractor work products expected to be continued, by priority

The Government and Contractor Project Manager shall make use of the resources and tools available to continue contracted functions to the maximum extent possible under emergency circumstances. Contractors shall obtain approval from the Contracting Officer prior to incurring costs over and above those allowed for under the terms of this contract. Regardless of contract type, and of work location, Contractors performing work in support of authorized tasks within the scope of their contract shall charge those hours accurately in accordance with the terms of this contract.

4.10 Progress Reports

The Project Manager shall provide a biannual progress report to the Contracting Officer and COR via electronic mail. This report shall include a summary of all Contractor work performed, including a breakdown of labor hours by labor category, technical training provided to staff, and any Contractor concerns or recommendations for the reporting period.

4.11 Progress Meetings

The Project Manager shall be available to meet with the COR upon request to present deliverables, discuss progress, exchange information and resolve emergent technical problems and issues. These meetings shall take place onsite at the Dining Facility or via teleconference.

4.12 General Report Requirements

The Contractor shall provide all written reports in electronic format with read/write capability using applications that are compatible with government workstations with Microsoft Office Applications.

5.0 Government Furnished Resources

5.1 Equipment such as slicers, corers, knives, cutting boards, peelers, mandolins, storage containers, scissors, rolling racks, and other equipment that is needed to prepare fruits and vegetables for the salad bar shall be provided by the Government.

5.2 All utility services required in the performance of this contract including normal amounts of electricity, water, and heat for spaces assigned by the Government for use by the Contractor. Electrical power is provided at existing outlets for the Contractor to operate equipment necessary in the performance of work. Hot and cold water is provided at existing sinks and outlets limited to the normal water capacity of the building; no special heating or cooling of water shall be provided. Government services shall not be used in any manner for any personal advantage, business gain, or other personal endeavor by the Contractor or the Contractor's employees and

shall not be used for any reason other than matters related to the performance of the contract. Contractor personnel shall not enter any spaces not specifically identified in the PWS; shall not disturb papers or other objects on desks; shall not open drawers or cabinets; shall not use telephone or office equipment; shall not remove any Government equipment or supplies from the premises of any facilities; and shall not use any government equipment other than that specified in this contract. The Contractor shall prohibit his employees from using Government telephones except in matters related to the performance of this contract.

6.0 Contractor Furnished Property

The Contractor shall furnish all janitorial equipment and supplies (i.e., brooms, toilet paper, paper towels). The Contractor shall furnish all chemical solutions for manual and mechanical dishwashing, and general cleaning purposes. Furnished chemical solutions cannot be diluted or manipulated unless stated on the manufacturer's instructions. All equipment and supplies shall be stored in a proper storage area/HAZMAT (Hazardous Materials) facility that shall be provided by the Government in accordance with U.S. Coast Guard regulations. The Contractor shall be solely responsible in delegating in writing a custodian to maintain stock levels, ordering, proper handling, and storage of HAZMAT. A complete SDS (Safety Data Sheet) Guide shall be maintained for supplies.

7.0 Government Acceptance Period

The COR will review deliverables prior to acceptance and provide the contractor with an e-mail that provides documented reasons for non-acceptance. If the deliverable is acceptable, the COR will send an e-mail to the Contractor notifying it that the deliverable has been accepted.

7.1 The COR will have the right to reject or require correction of any deficiencies found in the deliverables that are contrary to the information contained in the Contractor's accepted proposal. In the event of a rejected deliverable, the Contractor will be notified in writing by the COR of the specific reasons for rejection. The Contractor may have an opportunity to correct the rejected deliverable and return it per delivery instructions.

7.2 The COR will have five (5) business days to review deliverables and make comments. The Contractor shall have five (5) business days to make corrections and redeliver.

7.3 All other review times and schedules for deliverables shall be agreed upon by the parties based on the final approved Project Plan. The Contractor shall be responsible for timely delivery to Government personnel in the agreed upon review chain, at each stage of the review. The Contractor shall work with personnel reviewing the deliverables to assure that the established schedule is maintained.

8.0 Deliverables

The Contractor shall consider items in **BOLD** as having mandatory due dates. Items in *italics* are deliverables or events that must be reviewed and/or approved by the COR prior to proceeding to next deliverable or event in this PWS.

PWS Reference	Deliverable/Event	Due By	Distribution
1	4.7 Final Contractor Project Plan	Within Ten (5) Days Award	COR, Contracting Officer
2	4.8 Business Continuity Plan	Within Ten (5) Days Award	COR, Contracting Officer
3	4.8 Quality Control Plan	Within Ten (5) Days Award	COR, Contracting Officer
4	4.9 Progress Reports	Bi-Annual	COR, Contracting Officer
5	4.6, 4.7 Staffing Plan	Due with Contractor's Proposal	COR, Contracting Officer
6	4.6 Safety Plan	Five (5) Calendar Days after Award	COR, Contracting Officer
7	4.1 Employee Roster	Five (5) Calendar Days after Award	COR, Contracting Officer
8	6.0 Supplies, Materials, and Equipment	Five (5) Calendar Days after Award	COR, Contracting Officer
9	Insurance Certificate Clause Section, HSAR 3052.228-70 and FAR Clause 52.228-5 Page 29 of 112	Five (5) Calendar Days after Award	COR, Contracting Officer
10	4.6 Accident Report	Within Twenty-Four (24) hours of occurrence	COR, Contracting Officer
11	4.6 Damage Report	Within Twenty-Four (24) hours of occurrence	COR, Contracting Officer
12	2.6 Buffing and Waxing Schedule	After Award, provide schedule Five (5) days prior to the start scheduled work	COR