# IDAHO DEPARTMENT OF LANDS
# PRESEASON CONTRACT

1. IDL AREA OR FPD a. Name and address:
Idaho Department of Lands
Southwest Fire Protection District
8355 W. State St.
Boise, Idaho 83714
b. Phone Number: 208.334.3488
c. FAX Number: 208.853.6372
d. Email: tlofing@idl.idaho.gov

2. AGREEMENT NUMBER (Must appear on all documents relating to this agreement): IDL-610-21-078

3. EFFECTIVE DATES OF AGREEMENT:
a. beginning April 01, 2021 b. ending May 31, 2023

4. CONTRACTOR a. Name and address:
Aaron's Food Services, LLC dba: Black Pearl
2158 4th Ave E, Ste 3
Twin Falls, ID 83301
b. ☑ ATTACH W-9:
c. Email: a.robert.moore@gmail.com
d. Phone Number: 208.358.5273
FAX Number:
Cell Phone Number:

5. POINT OF HIRE (Location when hired if different than Block 4):

6. ORDERING DISPATCH CENTER
BDC

7. THE WORK RATE IS BASED ON ALL OPERATING SUPPLIES BEING FURNISHED BY:
☑ CONTRACTOR (wet) ☐ GOVERNMENT (dry)

8. OPERATOR FURNISHED BY:
☑ CONTRACTOR ☐ GOVERNMENT

9. Contractor Authorized Commissary:
☐ Yes ☑ No

| 10. ITEM DESCRIPTION: equipment (include VIN, make, model, year, serial no., accessories or other identifying features). | 11. NO. OF OPERATORS PER SHIFT | 12. HRLY/DAILY/MILEAGE/ SHIFT BASIS (ss/ds; ref. Cl.6) Rate | Unit | 13. SPECIAL | 14. GUARANTEE (8 HOURS) |
|---|---|---|---|---|---|
| Breakfast | | $15.00 | EA | | |
| Sack Lunch or Buffet (advanced notice for Buffet) | | $17.75 | EA | | |
| Dinner | | $32.00 | EA | | |
| Catering Service 1-50 people | | $1380.00 | Daily | | |
| Mileage paid for travel to and from incident. | | $3.30 | per mile | | |
| Catering Service 51-75 people | | $1695.00 | Daily | | |
| Mileage paid for travel to and from incident. | | $3.30 | per mile | | |
| Catering Service 76-100 people | | $1795.00 | Daily | | |
| Mileage paid for travel to and from incident. | | $3.30 | per mile | | |

15. Will work in the following areas:
☐ FPD
☐ FPD
☐ FPD
☐ Dispatch Zone
☑ All State Protection

16. SPECIAL PROVISIONS:
1. See attached for service breakdown and what is included in each option.
2. See Attachment 9 for Type 3 Catering Specifications. Which includes: Appendix 1, Mobile Food Service unit checklist; Appendix 2, Sample Contractor Menus; Appendix 3, Type 3 Caterer Evaluation.
3. See Attachment 3 for Sack Lunch Specifications.

| 17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE | 18. DATE | 21. IDL REPRESENTATIVE | 22. DATE |
|---|---|---|---|
| [signature] | 5/3/21 | Casper C. Urbanek III | 3 May 2021 |
| **19. PRINT NAME AND TITLE** | **20. DATE** | **23. a. PRINT NAME AND TITLE** | |
| AARON MOORE OWNER | 5/3/21 | Casper Urbanek, Fire Warden | |

# IDL PRESEASON CONTRACT (CONTINUED)

24. AGREEMENT NUMBER (Must appear on all documents relating to this agreement): IDL-610-21-078

| 25. ITEM DESCRIPTION: equipment or animals (include VIN, make, model, year, serial no., accessories or other identifying features). | 26. NO. OF OPERATORS PER SHIFT | 27. HRLY/DAILY/MILEAGE/ SHIFT BASIS (ss/ds; ref. Cl.6) | | 28. SPECIAL | 29. GUARANTEE (8 HOURS) |
|---|---|---|---|---|---|
| | | Rate | Unit | | |
| Catering Service 101-150 people<br>Mileage paid for travel to and from incident. | | $2550.00<br>$4.95 | Daily<br>per mile | | |
| Catering Service 150-200 people<br>Mileage paid for travel to and from incident. | | $2895.00<br>$4.95 | Daily<br>per mile | | |
| Catering Service 200 Plus people<br>Mileage paid for travel to and from incident. | | $2895 00<br>$4.95 | Daily<br>per mile | | |
| Additional Items (beyond what is provided in the catering service):<br>Tables<br>Chairs<br>20x20 Tents | | $10.00 ea<br>$2.00 ea<br>$150.00 ea | Daily | | |
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| 30. CONTRACTOR'S INITIALS: | 31. IDL REPRESENTATIVE'S INITIALS: |
|---|---|
| AR M | |

## BLACK PEARL SERVICE BREAKDOWN IDL-610-21-078

| ITEM DESCRIPTION | PRICE | UNIT | COMMENTS |
|---|---|---|---|

**Meals:**

Breakfast buffet: $15.00 EA
Sack Lunch: $17.25 EA
Dinner buffet: $32.00 EA

**Daily rates:**

Ford 550 Diesel $250 daily + $0.65 per mile
GMC 2500HD $200 daily + $0.65 per mile
24' Food Trailer $200 daily + $1.00 per mile
16' flat bed trailer $100 daily + $1.00 per mile
extra vehicle (1997 suburban) $150 daily + $0.65 per mile
extra trailer (10' utility trailer) $100 daily + $1.00 per mile
20' x 20' tent $150 daily
10' x 10' tent $50 daily
tables $10 daily
chairs $2 daily
buffet line $50 daily
FF hand sinks $25 daily
small generator (2800-4500 watts) $100 daily (includes generator and fuel to run 24hrs)
large generator (6000-12000 watts) $150 daily (includes generator and fuel to run 24hrs)
tear down/reset during same fire (will take approximately 6 hours plus driving) $400

| Upto 50 FF: | Rate $ | MLG Rate |
|---|---|---|
| ford f550 | $250.00 | $0.65 |
| gmc 2500 | $200.00 | $0.65 |
| food trailer | $200.00 | $1.00 |
| flat bed trailer | $100.00 | $1.00 |
| 1 buffet line | $50.00 | |
| 1 20 x 20 tent | $150.00 | |
| 8 table | $80.00 | |
| 50 chairs | $100.00 | |
| 2 hand sinks | $50.00 | |
| 2 small generators | $200.00 | |
| Daily+Mileage Rate: | $1,380.00 | $3.30 |

| 51- 75 FF: | Rate $ | MLG Rate |
|---|---|---|
| ford f550 | $250.00 | $0.65 |
| gmc 2500 | $200.00 | $0.65 |
| food trailer | $200.00 | $1.00 |
| flat bed trailer | $100.00 | $1.00 |
| 1 buffet line | $50.00 | |
| 2 20 x 20 tent | $300.00 | |

| | | |
|---|---|---|
| 12 tables | $120.00 | |
| 75 chairs | $150.00 | |
| 3 hand sinks | $75.00 | |
| 1 small generator | $100.00 | |
| 1 large generator | $150.00 | |
| Daily+Mileage Rate: | $1,695.00 | $3.30 |

| 76-100 FF: | Rate $ | MLG Rate |
|---|---|---|
| ford f550 | $250.00 | $0.65 |
| gmc 2500 | $200.00 | $0.65 |
| food trailer | $200.00 | $1.00 |
| flat bed trailer | $100.00 | $1.00 |
| 1 buffet line | $50.00 | |
| 2 20 x 20 tent | $300.00 | |
| 17 tables | $170.00 | |
| 100 chairs | $200.00 | |
| 3 hand sinks | $75.00 | |
| 1 small generator | $100.00 | |
| 1 large generator | $150.00 | |
| Daily+Mileage Rate: | $1,795.00 | $3.30 |

| 101-150 FF: | Rate $ | MLG Rate |
|---|---|---|
| ford f550 | $250.00 | $0.65 |
| gmc 2500 | $200.00 | $0.65 |
| extra truck | $150.00 | $0.65 |
| extra trailer | $100.00 | $1.00 |
| food trailer | $200.00 | $1.00 |
| flat bed trailer | $100.00 | $1.00 |
| 2 buffet lines | $100.00 | |
| 3 20 x 20 tent | $450.00 | |
| 25 tables | $250.00 | |
| 150 chairs | $300.00 | |
| 4 hand sinks | $100.00 | |
| 2 small generators | $200.00 | |
| 1 large generator | $150.00 | |
| Daily+Mileage Rate: | $2,550.00 | $4.95 |

| 150-200 FF: | Rate $ | MLG Rate |
|---|---|---|
| ford f550 | $250.00 | $0.65 |
| gmc 2500 | $200.00 | $0.65 |
| extra truck | $150.00 | $0.65 |
| extra trailer | $100.00 | $1.00 |
| food trailer | $200.00 | $1.00 |
| flat bed trailer | $100.00 | $1.00 |
| 2 buffet lines | $100.00 | |
| 4 20 x 20 tent | $600.00 | |
| 32 tables | $320.00 | |

| | | |
|---|---|---|
| 200 chairs | $400.00 | |
| 5 hand sinks | $125.00 | |
| 2 small generators | $200.00 | |
| 1 large generator | $150.00 | |
| Daily+Mileage Rate: | $2,895.00 | $4.95 |

| 200 Plus FF: Daily+Mileage+Additions | | |
|---|---|---|
| | Rate $ | MLG Rate |
| ford f550 | $250.00 | $0.65 |
| gmc 2500 | $200.00 | $0.65 |
| extra truck | $150.00 | $0.65 |
| extra trailer | $100.00 | $1.00 |
| food trailer | $200.00 | $1.00 |
| flat bed trailer | $100.00 | $1.00 |
| 2 buffet lines | $100.00 | |
| 4 20 x 20 tent | $600.00 | |
| 32 tables | $320.00 | |
| 200 chairs | $400.00 | |
| 5 hand sinks | $125.00 | |
| 2 small generators | $200.00 | |
| 1 large generator | $150.00 | |
| Daily+Mileage Rate: | $2,895.00 | $4.95 |

Daily Additions:

Tables - $10.00 EA

Chairs - $2.00 EA

Tents - $150.00 EA

# IDAHO DEPARTMENT OF LANDS
# PRESEASON CONTRACT
# PROVISIONS

Since the equipment needs of the Government and availability of Contractor's equipment during an emergency cannot be determined in advance, it is mutually agreed that, upon request of the Government, the Contractor shall furnish the equipment listed herein to the extent the Contractor is willing and able at the time of order. The following personnel are authorized to place orders against this Agreement/Contract, Dispatchers, Buying Team Members, Finance Section Chiefs, Procurement Unit Leaders, and Contracting Officers. At time of dispatch, a resource order number will be assigned. The Contractor shall furnish the resource order number upon arrival and check in at the incident. The Incident Commander, or designee, is authorized to administer the technical aspects of this Agreement/Contract. Equipment furnished under this Agreement/Contract may be operated and subjected to extreme environmental and/or strenuous operating conditions which could include, but is not limited to, unimproved roads, steep, rocky, hilly terrain, dust, heat, and smoky conditions. As a result, by entering into this Agreement/Contract, the Contractor agrees that what is considered wear and tear under this Agreement/Contract is in excess of what the equipment is subjected to under normal operations and is reflected in the rates paid for the equipment. When such equipment is furnished to the Government, the following clauses shall apply:

**CLAUSE 1**. Condition of Equipment: All equipment furnished under this Agreement/Contract shall be in acceptable condition. The Government reserves the right to reject equipment that is not in safe and operable condition. The Government may allow the Contractor to correct deficiencies within 24 hours. No payment for travel to an Incident, point of inspection or return to the Point of Hire, will be made for equipment that does not pass inspection. No payment will be made for time that the equipment was not available.

**CLAUSE 2**. Time Under Hire: The time under hire shall start at the time the equipment begins traveling to the incident after being ordered by the Government, and end at the estimated time of arrival back to the Point of Hire after being released, except as provided in Clause 7 of these General Clauses.

**CLAUSE 3.** Operating Supplies: As identified in Block 7, operating supplies include fuel, oil, filters, lube/oil changes. Even though Block 7 may specify that all operating supplies are to be furnished by the Contractor *(wet)*, the Government may, at its option, elect to furnish such supplies when necessary to keep the equipment operating. The cost of such supplies will be determined by the Government and deducted from payment to the Contractor.

**CLAUSE 4.** Repairs: Repairs to equipment shall be made and paid for by the Contractor. The Government may, at its option, elect to make such repairs when necessary to keep the equipment operating. The cost of such repairs will be determined by the Government and deducted from payment to the Contractor.

**CLAUSE 5.** Timekeeping: Time will be verified and approved by the Government Agent responsible for ordering and/or directing use of each piece of equipment. Time will be recorded to the nearest half hour worked for daily/hourly rate, or whole mile for mileage.

**CLAUSE 6.** Payments

Rates of Payments - Rates for equipment hired with Contractor-Furnished Operator(s) shall include all operator(s) expenses. Payment will be at rates specified and, except as provided in Clause 7, shall be in accordance with the following:

1. **Work Rates** *(Column 12)* (hourly/daily/mileage/shift basis) shall apply when equipment is under hire as ordered by the Government and on shift, including relocation of equipment under its own power.

   **ON-SHIFT: Includes time worked, time that equipment is held or directed to be in a state of readiness, and compensable travel (equipment traveling under its own power) that has a specific start and ending time.**

2. **Special Rate** *(Column 13)*- shall apply when specified.

3. **Guarantee-** For each calendar day that equipment is under hire for at least 8 hours, the Government will pay not less than the amount shown in Column 14. If equipment is under hire for less than 8 hours during a calendar day, the amount earned for that day will be not less than one-half the amount specified in Column 14. The guarantee is not applicable to equipment hired under the daily rate. Equipment under transport is time under hire and compensated through the guarantee. If equipment is transported under its own power, it is compensated under the work rate.

4. **Daily Rate** *(Column 12)* - Payment will be made on basis of calendar days (0001 – 2400). For fractional days at the beginning and ending of time under hire, payment will be based on 50 percent of the daily rate for periods less than 8 hours. Under the daily rate equipment may be staffed with or without operator.

   ***Shift Basis (Portion of Calendar Day)***

   1) ***Single Shift*** - (SS) is staffed with one operator or one crew.

   2) ***Double Shift*** - (DS) is staffed with two operators or two crews (one per shift). The DS rate will apply any calendar day the DS was under hire, including travel. There will be no compensation for a double shift unless a separate operator(s) and or crew(s) is/are ordered in writing for the second shift.

3) Agency personnel at the Section Chief level may, by resource order, authorize a second operator or crew (Double Shift), if needed during the assignment.

Method of Payment. Lump-sum payment will normally be processed at the end of the emergency assignment. However, partial payment may be authorized as approved by the incident agency. Payment for each calendar day will be made for:

1. Actual units ordered and performed under work or daily, shift basis and/or special rates, or

2. The guarantee earned, whichever is the greater amount.

**CLAUSE 7.** Exceptions

Daily Rate or Guarantee: No further payment under Clause 6 will accrue during any period that equipment under hire is not in a safe or operable condition or when Contractor-Furnished Operator(s) is not available for the assigned shift or portions of the assigned shift. Payment will be based on the hours the equipment was operational during the assigned shift, as documented on the shift ticket versus the designated shift shown on the Incident Action Plan (IAP). If the equipment was not operational for the full shift, the deduction from the daily rate is calculated by converting the length of shift from the IAP to determine the hourly rate and pay the Contractor for the total hours worked before equipment became nonoperational.

1. If the Contractor withdraws equipment and/or operator(s) prior to being released by the Government, no further payment under Clause 6 shall accrue and the Contractor shall bear all costs of returning equipment and/or operator(s) to the Point of Hire.

2. After inspection and acceptance for use, equipment and/or furnished operator(s), that cannot be replaced or equipment that cannot be repaired at the site of work by the Contractor, or by the Government in accordance with Clause 4, within 24 hours, may be considered as being withdrawn by the Contractor in accordance with Paragraph B above, except that the Government will bear all costs of returning equipment and/or operator(s) to the Point of Hire as promptly as emergency conditions will allow.

3. No payment will accrue under Clause 6 when the Contractor is off shift in compliance with the mandatory "Work/Rest" and "Length of Commitment" provisions. As an option to rotating personnel, or taking a mandatory day off, without pay, the Contractor may be released from the incident.

**CLAUSE 8.** Subsistence: When Government subsistence incident camps are available, meals and bedding for Contractor's will be furnished without charge. Government will furnish meals and lodging without cost if hotel/restaurant subsistence is the approved camp for incident personnel. Double occupancy of hotel rooms may be required. Contractors are not paid per diem or lodging expenses to and from incidents.

**CLAUSE 9.** Loss, Damage, or Destruction:

1. For equipment furnished under this Agreement/Contract without operator, the Government will assume liability for any loss, damage or destruction of such equipment, except that no reimbursement will be made for loss, damage or destruction due to (1) ordinary wear or tear, (2) mechanical failure, or (3) the fault or negligence of the Contractor or Contractor's employees.

2. For equipment furnished under this Agreement/Contract with operator, the Government shall not be liable for any loss, damage or destruction of such equipment, except for loss, damage or destruction resulting from the negligence, or wrongful act(s) of Government employee(s) while acting within the scope of their employment. The operator is responsible for operating the equipment within its operating limits and responsible for safety of the equipment.

**CLAUSE 10.** Contractor's Responsibility for Property and Personal Damages: Except as provided in Clause 9, the Contractor will be responsible for all damages to property and to persons, including third parties, that occur as a result of Contractor or designee or employee fault or negligence. The term "third parties" is construed to include employees of the Government.

**Insurance Requirements:**

1. The Contractor shall obtain and retain in force for the duration of this contract, the following forms of insurance written by an insurance company licensed and admitted in Idaho. The Contractor shall furnish the Idaho Department of Lands with an Acord Form or Certificate of Insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below. All certificates shall provide for ten (10) days' written notice to the Idaho Department of Lands prior to cancellation or material change of any insurance referred to therein. All policies required shall be written such that the insurance of the Contractor is primary, and any insurance carried by the state of Idaho, its departments, agents, officials, and employees shall be excess and not contributory to the insurance provided by the Contractor.

   All policies shall be endorsed to include the "state of Idaho, its departments, agents, officials, and employees as additional insureds" and shall protect the Contractor and IDL from claims for damages for bodily injury, including accidental death, as well as for claims for property damages, which may arise from operations under this contract whether such operations be by the Contractor, his employees, subcontractors, agents, or guests.

   All policies shall contain waiver of subrogation coverage or endorsements. Failure of the Idaho Department of Lands to demand such certificate(s) or other evidence of full compliance with these insurance requirements, or failure of the Idaho Department of Lands to identify a deficiency from evidence that is provided, shall not be construed as a waiver of Contractor's obligation to maintain such insurance. Failure to maintain the required insurance may result in termination of this contract. The Contractor shall provide certified copies of all insurance policies required within ten (10) days if requested by the Idaho Department of Lands.

2. By requiring insurance herein, the Idaho Department of Lands does not represent that coverage and limits will necessarily be adequate to protect Contractor and such coverage and limits shall not be deemed as a limitation on Contractor's liability under the indemnities granted to IDL in this contract.

3. The Contractor shall require all subcontractors utilized in performance of this contract to provide Certificates of Insurance to the Idaho Department of Lands evidencing insurance coverage with the required additional insured endorsements as set forth in the preceding paragraphs.

**Dozers, Excavators, Feller/Buncher, Skidders, Heavy Equipment, Transport Vehicles/Lowboys**

1. Commercial General and Umbrella Liability Insurance

   Contractor shall maintain Commercial General Liability (CGL) and, if necessary, commercial umbrella insurance with a combined single limit of not less than $1,000,000 each occurrence. The CGL shall be written on standard ISO occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury, advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract.

2. Automobile Insurance

   The Contractor shall maintain automobile liability insurance which shall provide a minimum $500,000 combined single limit per occurrence and shall include coverage for owned, non-owned, and hired automobiles.

3. Workers' Compensation Insurance

   The Contractor shall maintain Workers' Compensation insurance including employer's liability in the amount required by statute covering employees of Contractor and any uninsured subcontractors. Contractor shall furnish the Idaho Department of Lands with a Certificate of Insurance evidencing such coverage.

**Fully Operated Transportation, Privately-owned Vehicles (Automobiles, Pick-ups, 2x4 and 4x4, Sport Utility Vehicles, Trucks (stake side/stock)**

1. Commercial General and Umbrella Liability Insurance

   Contractor shall maintain Commercial General Liability (CGL) and, if necessary, commercial umbrella insurance with a combined single limit of not less than $1,000,000 each occurrence. The CGL shall be written on standard ISO occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury, advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract.

2. Automobile Insurance

   The Contractor shall maintain automobile liability insurance which shall provide a minimum $500,000 combined single limit per occurrence and shall include coverage for owned, non-owned, and hired automobiles.

3. Workers' Compensation Insurance

   The Contractor shall maintain Workers' Compensation insurance including employer's liability in the amount required by statute covering employees of Contractor and any uninsured subcontractors. Contractor shall furnish the Idaho Department of Lands with a Certificate of Insurance evidencing such coverage.

**All-Terrain Vehicles (ATV) and Utility Terrain Vehicles (UTV)**

1. General Liability Insurance

   Contractor shall maintain Commercial General Liability (CGL) and, if necessary, commercial umbrella insurance with a combined single limit of not less than $500,000 each occurrence. The CGL shall be written on standard ISO occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury, advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract.

**CLAUSE 11.** Deductions: Unless specifically stated elsewhere in this Agreement/Contract the cost of any supplies, materials, or services, including commissary, provided for the Contractor by the Government will be deducted from the payment to the Contractor.

**CLAUSE 12.** Personal Protective Clothing and Equipment: The Government considers operators as fireline personnel who will use and wear specified articles of personal protective equipment.

The following mandatory items will be issued by the Government, when not required to be furnished by the Contractor, to operators performing within the scope of this Agreement/Contract:

1. Clothing: Boots, minimum 8 inches high, lace-type leather work boot with Vibram-type soles (boots are provided by the Contractor); hard hat with chin strap; fire resistant long sleeve shirt and trousers, or fire resistant jumpsuit; leather or leather/flame resistant combination gloves; goggles/safety glasses; and ear plugs/hearing protection. When using a chainsaw, saw chaps will be required for leg protection.

2. Equipment: fire shelter; headlamp; individual first-aid kit.

3. Other items may be issued by the Government.

Operators shall wear the items of clothing issued and maintain the issued equipment in a usable and readily available condition. Upon completion of the assignment, all issued items of clothing or equipment shall be returned to the Government. Deductions will be made for all Government-furnished protective clothing and equipment not returned by the Contractor.

**CLAUSE 13.** Commercial Motor Vehicles: All commercial motor vehicles must meet Department of Transportation (DOT) requirements. The regulations can be found at the following website: www.fmcsa.dot.gov.

**CLAUSE 14.** Claims Settlement Authority: Claims against the state of Idaho for incidents under IDL jurisdiction, will be submitted in accordance with the IDL Incident Business Operating Guide.

**CLAUSE 15.** Changes: Changes to this Agreement/Contract, may only be made by the original signing procurement official. If the original signing procurement official is not available and adjustments are deemed appropriate, a new Agreement/Contract shall be executed at the incident and shall be applicable **only** for the duration of that incident. The Agreement/Contract will include name and location of the incident.

**CLAUSE 16.** Firearm – Weapon Prohibition: The possession of firearms, or other dangerous weapons, are prohibited at all times while on government property and during performance of services, under this Agreement/Contract. The term dangerous weapon does not include a pocketknife with a blade less than 2 ½ inches in length or multipurpose tools such as a Leatherman.

**CLAUSE 17.** Work/Rest and Length of Assignment: The Contractor is required to follow the work/rest guidelines as established by the NWCG. Refer to website for the guidelines: www.nwcg.gov.

**CLAUSE 18.** Harassment Free Workplace: The contracting agency will not tolerate harassment based on race, national origin, religion, age, mental or physical disability, color, sex, or any other non-merit factors.

The contracting agencies strive for a harassment-free work environment where people treat one another with respect. Managers, supervisors, and all employees, as well as Contractors, cooperators and volunteers have the primary responsibility for creating and sustaining this harassment-free environment (by example, by jo supervision, by coaching, by training, by contract enforcement, and by other means). All employees, Contractor personnel, and visitors must take personal responsibility for maintaining conduct that is professional and supportive of this environment.

# Type 3 Catering Contract Specifications
# Idaho Department of Lands

## MINIMUM MOBILE FOOD UNIT EQUIPMENT REQUIREMENTS:

1. All vehicles/trailers shall be inspected through the appropriate State Health Department prior to entering into contract with the Government.
2. Valid/Current Health Inspection certificates shall be provided and submitted during the initial contract set up.

## Mobile Food Service Unit:

1. A Mobile Food Service Unit (MFSU) meeting all standards cited in **Equipment Requirements**, shall consist of a trailer(s) (where the cooking is done) and all peripheral pieces of equipment and trailers necessary to support the MFSU (such as dry goods, refrigeration, etc.).
2. Each MFSU shall be capable of feeding a minimum of **50 and up to 149** persons for an unspecified number of meals. **(Unless otherwise requested or specified).**
3. The meals provided shall include breakfast, dinner, and sack lunches.
4. All cooking, serving equipment, utensils eating dishes and cups. Utensils shall be heavy weight and factory wrapped. All drinking cups shall be a minimum of 12 ounces. All disposable products shall comply with bio-preferred requirements (www.biopreferred.gov) or shall be made of bio-based materials capable of withstanding a minimum temperature of 160° F.
5. Minimum equipment requirements will be evaluated in accordance with **Appendix 1, Mobile Food Service Unit Checklist for Type 3 Caterer.**
6. The MFSU must meet all state or local health department regulations and have a current license issued by said department.

## EQUIPMENT REQUIREMENTS:

1. All food preparation and serving units shall be fully enclosed except when serving. A fully enclosed unit shall use one or a combination of the following methods to enclose the unit: 1) screens, 2) air curtains or 3) other effective means for insect and dust control. Units that do not have screens or effective air curtains must keep all windows and doors closed.
2. Equipment shall be sealed to the floor to prevent moisture under equipment. Alternately, equipment can be raised at least 6" off the floor to prevent moisture under equipment.
3. Equipment, including the interior of cabinets or compartments, walls, corners, ceilings, and floors shall be easily accessible and have easily cleanable surfaces. Equipment surfaces shall be free from channels, crevices, flanges, ledges, sharp or jagged edges, and other cleaning obstructions.
4. Unfinished wood surfaces are not permitted. This requirement does not apply to pallets being used in distributors' delivery vehicles. Wood pallets are permitted in dry goods storage areas and lunch assembly tents only.
5. Food contact surfaces shall be constructed of stainless steel or high-pressure laminated plastics, these surfaces must be kept free of cracks, cuts, and other obstructions that would interfere with proper cleaning. Hard maple or an equivalent hard closed grain wood may be used for cutting boards.
6. Utility and service lines shall not obstruct or prevent cleaning of floors, walls and ceilings. Service lines shall not be exposed unnecessarily.
7. All junctures where floors and walls meet shall be coved. All seams, cracks, and

junctures where walls and ceiling meet shall be sealed. Walls and ceilings shall have a smooth finish to allow easy cleaning.

8. All plumbing equipment shall preserve potable water quality throughout the kitchen unit and peripheral equipment where potable water is stored and used. No galvanized pipe, fittings, or fixtures are allowed in the food zone, or food splash zone per National Sanitation Foundation (NSF) standards. Space around pipes, conduits, or hoses that extend through cabinets, floors, or outer walls shall be sealed.
9. Light fixtures, light bulbs and light tubes, etc., shall be covered with completely enclosed plastic safety shields, approved shatterproof type bulbs or the equivalent meeting UL specifications. All non-dedicated electrical receptacles will beground fault protected.

**Steam Table (Electric or Gas):**

1. Steam tables or hot holding equipment shall be able to maintain hot food ata minimum of 135° F. Steam tables shall be used for serving only (not food preparation or reheating foods).

**One (1) Three-Compartment Sink:**

1. One (1) three-compartment stainless steel sink for washing, rinsing and sanitizing. Sink shall be located in a manner that prevents the materials being washed from being exposed to outside elements (dirt, flies, etc.).
2. The sink shall be equipped with continuous gravity flow or pressurized hot(120°F) and cold running water.
3. The sink dimensions must accommodate all of the cooking pans being utilized.
4. The sink shall be equipped with a mixing faucet capable of servicing any sink compartment.
5. The sink shall have smooth sanitary drain boards or equivalent drying area shall be available.

**Hand Washing Sinks for Contractor Personnel:**

1. Hand washing sinks shall be provided within all food preparation, cooking, serving, and ware washing area(s). Hand washing sinks are to be used for hand washing only and shall be labeled as such (for example, "Hand Washing Sink").
2. Each individual mobile hand washing station shall have thefollowing:
   a. Minimum of two (2) sinks per unit.
   b. Shall have potable water and gray water holding capacity (separate tanks or plumbed in to kitchen). Potable water tank shall be constructed of food grade safe, non-corrosive and nonabsorbent material. Tank shall have smooth easily cleanable surfaces and shall be designed with an access port for inspection and cleaning. The access port opening shall be flanged upward at least 13mm (1/2 inch) and be equipped with a cover to overlap the opening. The entire inside of the tank shall be visible for an ocular inspection. The tank shall be sloped to drain completely. Each tank shall have the size and description stenciled on it in letters no less than 4 inches high (for example: "100 GAL - POTABLE WATER" or "100 GAL GRAY WATER").
   c. Each wash basin shall provide hot and cold water through a mixing faucet that allows for the washing of both hands while the water is running and have continuous hot water heating capable of maintaining 101°F.
   d. The Contractor shall provide one paper towel dispenser and one phosphate-free liquid soap dispenser for every two sinks. Contractor shall provide garbagecan.

e. Mirrors are optional.
f. Adequate self-contained outside lighting for use of the hand washing station in darkness.

**Ventilation Equipment:**

1. An electrically powered exhaust hood ventilation system with grease filters or screens shall be provided over all cooking equipment to adequately remove cooking odors, smoke, steam, grease and vapors. The use of galvanized hoods, filters, or screens is prohibited.
2. Grease filters shall be constructed from stainless steel, aluminum or other (NSF approved material), and be readily accessible for cleaning.
3. All exhaust hood ventilation systems shall be equipped with NFPA approved automatic fire extinguisher systems.

**Waste Receptacles:**

1. Waste receptacles shall be readily accessible, smooth, non-absorbent, and easy to clean.

**Storage of Cleaning Supplies, Insecticides and Clothing:**

1. These storage areas shall be completely separate from food storage and food preparation areas.

**Sneeze Guards:**

1. Sneeze guards shall be provided for all self-service food serving lines.

**Refrigeration/Freezer Storage Unit(s):**

1. Food in refrigeration and freezer storage units shall be stored a minimum of 6 inches off the floor; 4-inch plastic pallets may be used. Adequate access must be provided; walking on pallets is not an acceptable access.
2. A minimum of 512 cubic feet of refrigeration storage space shall be capable of maintaining stored food at a temperature of 41° F, or lower and 336 cubic feet of freezer storage space shall be capable of maintaining frozen food at 0°F.
3. Refrigeration and freezer storage units shall be equipped with a thermometer that is equivalent to a "minimum/maximum" type or a "continuous graphing" type. The thermometer shall be placed within 8 feet from the entrance.
4. Refrigeration and freezer storage units shall have shelving that is non-absorbent, non-corrodible, and easily cleanable. Wood is not acceptable.

**Potable Water Storage Tank:**

1. Equipment necessary to store potable water (for kitchen use only) is required.
2. Tank material shall be constructed of food grade safe, non-corrosive, and non-absorbent material.
3. Tank shall have smooth easily cleanable surfaces and shall be designed with an access port for inspection and cleaning. The access port opening shall be flanged upward at least 13mm (1/2 inch) and be equipped with a cover to overlap the opening. The entire inside of the tank shall be visible for an ocular inspection. Tanks shall not be constructed of fiberglass regardless of the coating.
4. Tank shall be sloped to drain completely. Each tank shall have the size and description stenciled on it in letters no less than 4 inches high (for example,"100 GAL - POTABLE WATER").
5. All hoses shall be labeled for the intended use.

**Pumps:**

1. The potable water/food-grade pump shall have the capacity to transfer the potable water a minimum of twenty (20) feet vertical. Only water transfer pumps, which can be readily disassembled to demonstrate the condition of the impeller and impeller chamber, shall be used. Internal pump water contact surfaces, including seals, bearing, and lubricants must be constructed from food grade materials and must be smooth, non-porous, and corrosion resistant and use acceptable food grade lubricants.
2. The Contractor shall have available at all times the manufactures product data sheet that Demonstrates the materials in the pump housing are made of food grade material or states the pump is suitable for domestic or potable water use. Include manufactures product data sheet that demonstrates the materials in the pump housing are made of food grade material or states the pump is suitable for domestic or potable water use. Provide color photos of the impellers on the water pump. Ensure all photos are clearly labeled describing what is in each photo for the Evaluation Team's consideration. The Contractor shall have available at all times the manufactures product data sheet that demonstrates the materials in the pump housing are made of food grade material or states the pump is suitable for domestic or potable water use.

**Kitchen Unit Gray Water Storage:**

1. Storage capacity for gray water storage shall be provided. The storage container(s) shall have the size and description stenciled on the container in letters no less than 4 inches high (for example, "100 GAL - GRAY WATER"). All hoses shall be labeled for the intended use.

**Sandwich Preparation Area:**

1. Preparation of sandwiches or other perishable items on site must be done inside the enclosed kitchen unit(s).

**Food Service and Sack Lunch Assembly Area:**

1. Tents or trailers with insect and dust protection shall be used for food service and sack lunch assembly.

**Salad Bar Area:**

1. The salad bar shall be located in enclosed trailers or tents with sides and doors capable of providing effective protection from insect and dust.

**Additional Safety Equipment:**

1. Any steps or platforms shall have solid handrails, not chain linked, in addition to other current OSHA standards for handrails and stairs.
2. All Stationary equipment shall have oil spill containment kits consisting of both pads and pans, under the fuel tank, engine, and any other petroleum containers, except miscellaneous "fuel containers" under 5 gallons. Stationary equipment is defined as that remaining in one position for 24 hours or more, or that is parked in the same location for over 24 hours.
3. A fire extinguisher rated meeting requirements for kitchens shall be installed in an easily visible and accessible location.

**MINIMUM MOBILE FOOD MEAL REQUIREMENTS:**

1. The intent is for the Contractor to provide high quality meals while providing for variety. Additionally, provisions must be made for special meals to accommodate personal needs, which may vary from the standard menu.
2. Special meals shall have the same quality and equivalent quantity as the standard menu meals.
3. Frozen items shall not be frozen longer than the manufacturer "use by date".
4. Packaged items shall be used by the manufacturer's "sell-by or expiration date."
5. The Government is responsible for notifying the Contractor of the number of meals required 16 hours in advance for the initial dispatch.
6. The Government does not anticipate ordering hot or cold can meals under this contract. If hot or cold can meals are ordered, additional notification time will be given. The hot and cold can meals shall meet the same meal requirements as meals served on site.
7. Menus for 2 to 4 days shall be submitted within 24 hours of arrival at an incident by the Contractor for approval by the Government. **See Appendix 2, Type 3 Caterer Sample Contractor Menus.**
8. Subsequent menus shall be submitted prior to the current menu expiring, continuing for the duration of the incident.
9. The Government shall ensure that the variety and content proposed is in accordance with the contract specifications. The daily menus with portion sizes shall be posted at the dining area.

**STANDARD MENU REQUIREMENTS:**

Standard menu items and quantities to be available per person are listed below for each type of meal.

**Hot Breakfast:**

1. Eggs - 2 fresh eggs (3 when scrambled) or 6 oz. of liquid eggs (no egg product)
2. Meat - 4 oz. (raw uncooked weight)
3. Bread or Hot cakes or French toast or Waffles - or equivalent starch (equal to 3 (1 to 1½ oz.) slices of bread overall total of 3-4 oz.
4. Potatoes - 6 oz. or equivalent starch (see Menu Variety).
5. Milk - 1/2 pint
6. Fresh Fruit or Canned Fruit - (no apples or oranges)
7. Chilled 100% Fruit Juice - 5½ oz.
8. Cooked Cereal - 6 oz. (see Menu Variety)
9. Additional Items for Hot Breakfast and Hot and Cold Can Breakfast:

In addition to the above, the items listed below shall be made available for the hot breakfast meals:

a. Brewed coffee, tea, hot chocolate, sugar, cream (or substitute), butter and margarine, instant hot cereal, jelly or jam, peanut butter, salt, pepper, salsa and hot peppers.
b. Mustard, ketchup, steak sauce, salt, and pepper shall be provided in approved dispensers or original bottles in the dining tent area.

**Sack Lunches:**

See Attachment 3, from the Idaho Department of Lands Fire Management Handbook, Fire Suppression Procurement policy 840, on Sack Lunch Specifications.

**Hot Dinners:**

Hot dinners shall include the items and quantities identified below.

1. Whole/Full Muscle Meat (Raw Weight):
   a. Steak -10 oz. (boneless) or 14 oz. (bone-in), or
   b. Beef - 10 oz. (boneless) or 14 oz. (bone-in), or
   c. Beef and Pork Ribs - 10 oz. (boneless) or 18 oz. (bone-in), or
   d. Pork - 10 oz. (boneless) or 14 oz. (bone-in), or
   e. Lamb - 10 oz. (boneless) or 14 oz. (bone-in), or
   f. Poultry - 10 oz. (boneless) or 14 oz. (bone-in), or
   g. Ham – 8 oz. (boneless) or 12 oz. (bone-in), or
   h. Fish – 8 oz.

Contractors may elect to serve an entree such as lasagna or casseroles. However, these entrees must have a meat side dish, which ensures the total meat quantity standard is met.

**NOTE:** Any meat used that is not specified above must be the equivalent quantity. The actual weight of any specific cut of meat shown above may vary in accordance with specifications covered under the USDA Institutional Meat Purchase Specifications (IMPS). The portion weight is specified on the supplier's label. Precooked meat shall meet equivalent weight of raw meat products.

2. Second Entrée (Non Meat) – Shall contain 4 oz. or more of non-meat protein:
   a. Non-Meat Protein for Dinner – BBQ Beans, vegetarian patty, vegetarian hot dog, Tofu, soybean product, tempeh, quinoa, hummus, and assorted beans.
3. Vegetables - 4 oz.
4. Potatoes - 6 oz. or equivalent starch
5. Bread - Two 1 to 1½ oz. slices or equivalent starch
6. Milk - 1/2 pint
7. Dessert - 4 oz.
8. Self-Service Salad Bar shall contain:
   a. Five salad toppings,
   b. One tossed green salad with equal amounts of three types of leafy vegetables,
   c. Two prepared salads,
   d. One fruit or fruit salad,
   e. Three types of salad dressings (regular and/or low/non-fat),
   f. Three salad condiments
9. Additional Items for Hot Dinners:
   In addition to the above, the items listed below, shall be made available for the hot dinner meals:
   a. Butter and margarine, jelly or jam, peanut butter, mustard, ketchup, steak sauce, salt, pepper, brewed coffee, sugar, cream (or substitute), tea and hot chocolate. Mustard, ketchup, steak sauce, salt, and pepper shall be provided in approved dispensers or original bottles in the dining tent area.
   b. Salsa and hot peppers shall also be made available, in appropriate serving containers.

**Menu Variety:**

1. Menu items shall provide variety on a daily basis as to the types of meat and bread used in sandwiches, other sack lunch entrees, snacks, juices and other meal items served.
2. Menus may include a wide variety of recipes.

3. Pre-cooked items after the fourth meal must be approved by the Government and shall be approved on a limited basis only. If meat is an ingredient of a pre-cooked item, the meat portions per meal must meet the meat quality standard defined in Quality Standards.
4. Entrees such as stew, lasagna, spaghetti, linguine, chili, chicken chop-suey, or casseroles may be used as approved by the Government.

**The following are examples of variety options:**

1. Beef/Bison:
   - Steaks - rib, loin, T-bone, New York, sirloin, cubed, and filet.
   - Roast - Prime rib and sliced roast
   - Short Ribs - baked, broiled and barbecued.
   - Ground Beef - lasagna, meat loaf, meatballs in spaghetti sauce and ground beef patties.
2. Pork:
   - Chops - loin cut
   - Spare-ribs
   - Country style ribs
   - Barbecued
3. Roast - sliced and tenderloin.
4. Ham - sliced.
5. Sausage
6. Lamb:
   - Chops
   - Grilled
   - Barbecued
7. Poultry:
   - Sliced or whole pieces or parts (such as breast, wing, thigh, or leg)
8. Fish:
   - Grilled
   - Baked
   - Fillets
   - Steaks
9. Processed Meat Items:
   - Pastrami
   - Polish/Italian sausage
   - Corned-beef
10. Breakfast Meat:
    - Ham
    - Bacon
    - Sausage
    - Steak
    - Pork chops
11. Eggs - Fried, Hard-boiled, Poached, Omelets, and Scrambled.
12. Bread and Equivalent Starches - wheat, white, 7-grain, rye, pumpernickel, French, garlic, biscuits, muffins, rolls, croissants, bagels, cornbread, donuts, sourdough, tortilla, and pita pocket
13. Dry Cereal - Varieties of flaked, toasted, or baked cold cereals and granola.
14. Hot Cereal - Oatmeal or grits, Cream of Wheat®, etc.
15. Fruit - oranges, tangerines, apples, bananas, grapes, pears, peaches, plums, nectarines, grapefruit, or melons
16. Dried Fruit - apricots, cherries, dates, mango, pineapple, pears, banana chips,

peaches, prunes, raisins or other dried fruit

17. Vegetables - broccoli, cauliflower, asparagus, corn, peas, green beans, mixed vegetables, etc.
18. Non-Meat Protein - BBQ beans, vegetarian patty, vegetarian hot dog, Tofu, beans, soybean product, bean burritos, peanut butter, cheese, tempeh, quinoa, and hummus.
19. Potatoes and Equivalent Starches - baked, mashed, fried, boiled, scalloped, rice, stuffing, pasta, sweet potatoes, or yams
20. Juice - orange, tomato, grape, V8® type, apple, cranberry, or pineapple
21. Sandwich Meat and/or Cheese - ham, corned beef, roast beef, turkey, pork, beef pastrami, chicken, cheddar, Swiss, or other natural cheese, excluding American processed cheese.
22. Salad Bar
    - Salad Toppings - kidney, garbanzo or pinto beans; carrots, mushrooms, celery, cauliflower, green/red bell peppers, broccoli, cheese, cottage cheese, beets, peas, tomatoes, eggs, cucumbers.
    - Prepared Salads - macaroni, carrot and raisin, potato, pea, gelatin, coleslaw, fruit, rice or pasta salads
    - Tossed Salad Greens - romaine, endive, iceberg, green leaf, red leaf, butter, spinach, or cabbage
    - Fruit - melons, peaches, grapes, bananas, strawberries, pears, applesauce or seasonal fruit.
23. Salad Dressings
    - Regular and low/non-fat French, Ranch, Italian, vinaigrette, Thousand Island, Blue Cheese, etc.
24. Salad Condiments
    - Croutons, wheat nuts, sunflower seeds, crackers, taco chips, bread sticks, olives, pickles, or other fresh pickled or marinated vegetables
25. Dessert
    - Cakes, cookies, pies, cobblers, puddings, pastries or ice cream
26. Tea
    - Black, herbal, green, and spiced flavored tea may be served in addition to regular tea at the Contractor's option
27. Milk
    - White, (Whole, 2%, or Skim), and Chocolate
28. Snack Varieties
    - Candy bars bagged candy, trail mix, cookies, and brownies.
    - Granola bars, energy bars, fresh vegetables, pretzels, shelled nuts.
    - Factory packaged meats such as dried meats, sausage, pepperoni, jerky, etc., are acceptable.
    - Processed cheese and cheese food products are allowed for this item only.
    - The Government retains its full right to reject any product offered under this paragraph if the quality of the product is rejected by users.
    - For variety, two different products shall be used each day.

**Cooking Requirements:**

All foods shall be cooked to minimize health hazards in accordance with the requirements below and the current FDA Food Code.

1. Ground Meat, Pork, Poultry Lamb and Fish - All ground meat, pork, poultry, lamb and fish shall be cooked well done to the minimum internal temperature defined in the current FDA Food Code or higher with temperature tested in the product's thickest part.
2. Whole Muscle Beef - Roast beef for sandwiches and cube steaks shall be well done. Beef roast or steaks for dinner meals may be medium rare to well done, as approved by

the FDUL.

3. Fresh Eggs - Fresh eggs may be cooked to order. Fresh eggs cooked to order shall be cooked to heat all parts of the egg to the minimum internal temperature defined in the current FDA Food Code or higher. Boiled eggs shall be well done.

**Serving Container Requirements:**

1. Milk - Shall be available in individual cartons, approved milk dispensers, or must be served from cartons or jugs
2. Juice - Shall be available in individual pop-top cans, non-crushable paper/foil-type containers, and re-sealable plastic bottles. Approved dispensers may be used.
3. Desserts - Shall be either served at the serving line, or in individually wrapped dishes, or covered for protection from contamination if served at a dessert bar.
4. Salad Dressing and Condiments - Shall be available in individual packets, approved dispensers, or original bottles. Salsa and hot peppers shall be served in approved containers at the salad bar.
5. Bread - Shall be either served at the serving line, or covered for protection from contamination if available at a salad bar. Tongs are required for self-service.
6. Dry Cereal - Cold cereal shall be available in individual boxes or in approved bulk dispensers.

**Food Quality Standards:**

1. Beef - Fresh or fresh frozen whole/full muscle USDA inspected, USDA Choice or better, with 1/4 inch trim.
   - No more than 15% pump in all pre-cooked and/or further processed beef items with the exception of corned beef brisket, which may be 20%.
   - The term "whole muscle" in this section shall mean whole muscle or sliced from whole muscle. No soy additives shall be included in beef products.
2. Ground Beef - USDA inspected 100 % ground beef or ground beef patties meeting USDA ingredient and labeling requirements, not to exceed 20% fat.
3. Pork - USDA inspected, USDA Grades 1-4. Bacon, sausage, and whole/full muscle pork items. Whole/full muscle cured ham and natural juices or cured ham with water added not to exceed 15% pump (ham and water product, ham with water and isolated soy protein added and turkey ham is not allowed).
4. Cornish Game Hens - Whole/full muscle, USDA inspected, need not be USDA Grade A.
5. Poultry - Whole raw chicken shall be obtained from USDA inspected facilities and shall be USDA Grade "A" whole/full muscle.
   - Cut raw chicken product shall be obtained from USDA inspected facilities and may be USDA Grade "A" or equivalent.
   - Cooked product that does not have a USDA grade shall have been obtained from USDA inspected facilities and purchased from among the suppliers top quality labels.
   - Acknowledgement of a top-quality (Best Label) and equivalent products does not necessarily constitute acceptance as a product if that product is otherwise objectionable in appearance, taste, or quality.
   - Processed or precooked turkey shall not exceed three lobes per product of breast meat only.
   - No more than 15% pump in all processed or precooked poultry items. (No chunked, chopped, and/or formed product allowed).
6. Lamb - USDA inspected; USDA Choice or better; fresh, whole/full muscle. No more

than 15% pump in all USDA Choice pre-cooked or further processed lamb items. No soy additives shall be included in lamb products.

7. Fish - Whole muscle steaks or fillets (no chunked, chopped, formed, pressed or imitations).
8. Dairy Products - Pasteurized, USDA Grade A or better
9. Cheese - Natural cheese. No imitation cheese, cheese product, cheese food, or cheese spread allowed except in factory wrapped - commercially available products as burritos, Hot Pockets®, chimichangas, etc., needed for sack lunches. The Contractor shall use natural cheese if these items are made at the incident.
10. Fresh Shelled Eggs - USDA inspected, Grade A.
11. Frozen or Liquid Whole Egg(s) - USDA inspected and pasteurized. No egg product
12. Canned Vegetables - US No. 1 or equivalent (top label)
13. Canned Fruits - US No. 1 or equivalent (top label)
14. Fresh Fruits and Vegetables - First Quality. When grading is available, fruit in the sack lunches must be U.S. No. 1 or better.

- The Contractor shall provide documentation that validates that the quality of the product is equal to U.S. No. 1 or better. Containers, cases, and crates shall be marked for grade.

15. Frozen Fruits and Vegetables (All Meals) - Grade A.
16. Juice – Shall contain 100% fruit juice, 100% fruit juice blend, or 100% vegetable juice. All juice must be pasteurized.
17. Dry Cereal (Breakfast) - Vitamin enriched.
18. Canned Goods and Prepared Items for Sack Lunch (Second Entree Only) - Top label or equivalent. All burritos or similar product containing meat shall be USDA inspected.
19. Bread - Enriched or whole grain
20. Coffee - High quality, Columbian or better
21. Tea - High quality
22. Oil - Pure vegetable oil and/or olive oil, no Trans fats.
23. Prepared Salads - High quality
24. Canned Tuna Fish - Chunk Light Tuna, Dolphin-safe, and water packed.
25. Beef Jerky - Sliced dried beef

**ENGLISH SPEAKING REQUIREMENT:**

1. Communications between Contractor crew personnel and Government incident personnel is mandatory for safe and effective performance. Contractor's representative shall be able to proficiently communicate in English, in the language of the crew, and read and communicate the Incident Action Plan, Safety Alerts, etc.
2. All radio communication on Government-assigned frequencies shall be in English.

**VEHICLE & EQUIPMENT REQUIREMENTS:**
**Chock Blocks (2 Required):**

1. Equipment will be equipped with a pair of wheel chocks constructed of a height of 8 inches or more and a width of 7 inches or more.
2. Wheel Chocks shall be constructed of non-sparking material (aluminum)
3. Wheel Chocks must have a solid bottom of ribbing to prevent sinking in soft soil.
4. Wheel Chocks must have a face beveled at a 30-50 degree bevel.
5. Wheel Chocks base must be 1.4 times the height.

**GVWR/GAWR:**

1. No Catering Truck/Trailer shall exceed the manufacturer's GVWR or Gross Axle Weight Rating (GAWR) per axle when the vehicle is fully loaded and equipped.
2. The vehicle GVWR plate should be on the driver's side doorpost, driver's door, or in the glove compartment.
3. If missing or illegible, the Contractor shall provide a GVWR certificate from manufacturer stating front, rear, and total GVWR at the pre-season and incident inspections.
4. Only a written verifiable GVWR from the manufacturer or final stage manufacturer will be accepted.
5. Vehicles without GVWR and GAWR ratings will be rejected at the pre-use inspection.

**Tires:**

1. Tires shall have loading rating in accordance with the vehicle Gross Vehicle Weight Ratings (GVWR).

**AVAILABILITY:**

1. The Contractor is responsible for maintaining their current status by informing their host dispatch center of their availability, or if available, self-status in the Resource Ordering Status System (ROSS). When contract resources are unavailable, the resources will not be eligible for dispatch under the contract.

**INFORMATION REQUIRED WHEN PLACING ORDERS:**
**Authorized personnel to place orders:**

1. Dispatchers, Buying Team Members, Finance Section Chiefs, Procurement Unit Leaders, Contracting Officers, and Purchasing Agents are authorized to place orders against this contract. Orders must be placed in accordance with established ordering procedures as specified in National and Regional mobilization guides.

**Acceptance:**

At the time of acceptance of the assignment, the following information will be given to the Contractor:

1. Resource Order Number
2. Incident Order Number and Name of Incident
3. Amount of people being fed once on site
4. Date and time to report to incident
5. Descriptive location of the designated site where the Contractor shall meet a Government representative. A map, if available, will be provided to the Contractor at time of hire.
6. Incident contact phone number for further information

7. Fire Code/Funding Code:
   a. Prior to departing for the incident, the Contractor shall provide to dispatch the complete name of each person dispatched with the resource, and theEstimated Time of Delivery (ETD) and Estimated Time of Arrival (ETA) from point of dispatch.
   b. Dispatch offices may use a FAX or email to provide a hard copy of theresource order to the Contractor.

**DISPATCHING PROCEDURES:**

**Dispatch:**

1. When receiving a dispatch call, the Contractor shall confirm their availability and ability to meet specified timeframes. If the Contractor cannot be reached or is not able to meet the time and date needed, the dispatcher may proceed with contacting the next resource on the resource list.
2. At time of dispatch, a resource order number will be assigned. The Contractor shall furnish the assigned resource order number upon arrival and check in at the assignment.
3. Contractor shall check in at the assignment at the time agreed upon when dispatched.

**Travel Time:**

1. The Government shall estimate the travel time to and from theincident.
2. Travel time via ground transportation shall be calculated by dividing distance (from point of hire to incident, or incident to incident or incident to point of hire) by average travel speed of 45 mph, plus applicable rest time.

**Information to be provided by contractor at check-in:**

1. The Contractor shall carry a minimum of one full, printed, and legible copies of the complete contract at all times. The Contractor shall furnish a copy of the complete contract to the Finance Unit.

**Campsite:**

1. A campsite may be provided.
2. The Contractor shall provide sleeping equipment such as tents or shelters, sleeping bags, etc. If the Government cannot provide a campsite, an overnight allowance may be authorized. (Remain Overnight Allowance (RON)).

**Contractor's representative:**

1. Unless otherwise designated, the operator(s) shall be considered the Contractor's Representative for this contract.

**Emergency Incident Driving:**

1. The Contractor shall follow the driving regulations and work/rest guidelines listed in the **NWCG Standards for Interagency Incident Business Management (SIIBM).** The SIIBM can be found on the National Wildfire Coordinating Group's website using the following link: https://www.nwcg.gov/sites/default/files/publications/pms902.pdf
2. The Contractor is responsible for complying with all other current Federal, State, and Local driving regulations.

**Demobilization:**

1. The IC will determine the priority of demobilization.

## PROPERTY:

### Accountable, Durable, and Consumable Goods:

1. Accountable and durable property will not be loaned or exchanged at the incident.
2. The Contractor shall arrive at the incident fully outfitted and prepared to perform under the terms of the contract. If the resource, upon arrival at the incident or during the course of the incident does not have the required equipment or personal protective equipment, it will be considered noncompliant.
3. The Contractor may be given 24 hours or a timeframe designated by a Government representative to bring the resource into compliance.
4. Contractor shall be charged for Consumable Goods supplied by the Government and used by the resource while under hire.
   a. The cost of all Consumable Goods, with the exception of those specifically listed below, shall be deducted from payment to the Contractor.
   b. At the Government's discretion, the Government may provide the following incidental consumable goods at no cost, if available:
      i. One-quart plastic canteens
      ii. Plastic sheeting
      iii. Replacement radio batteries

## FIRST AID, MEDICAL COVERAGE, AND EMERGENCY EVACUATIONS:

### Medical Expenses:

1. The contractor is financially responsible for employee medical expenses and coverage.
2. The Government may provide first aid at the incident at no charge to the contractor. Any other medical expenses incurred will be the responsibility of the contractor.
3. If contractor personnel become ill or are otherwise injured and incident transportation is not available, the Government may evacuate or transport the injured/ill person(s) to a medical facility/hospital utilizing a commercial source (e.g. ambulance or air transport such as Life flight).
4. Commercial transport costs will be the responsibility of the Contractor.

### Medical Documentation:

1. Contractor shall provide the operator(s) with an adequate supply of appropriate insurance forms, insurance ID card(s), and other necessary documents. Such documents shall accompany the injured/ill person(s) when the medical need arises.

## VEHICLE CLEANING FOR NOXIOUS WEED CONTROL:

1. The resource shall arrive at the incident or designated inspection point washed and free of noxious weed seeds. While at the incident, the Government will normally provide cleaning facilities. If the Government requires use of commercial facilities, the Government will reimburse the Contractor for these costs based on written receipts.

**INCIDENT PRE-USE INSPECTION:**

1. All resources furnished under this contract shall be in acceptable condition. The Government reserves the right to reject resources that are not in safe and operable condition. Prior to incident use or anytime the resource is under hire, the Government will perform inspections utilizing form OF-296 "Vehicle/Heavy Equipment Safety Inspection Checklist" to insure compliance with the contract requirements.
2. The Contractor shall have available proof of insurance, current vehicle registration, and state/county/tribal food service inspection certificate.
3. If the resource does not pass inspection at the incident or designated inspection station, it is considered noncompliant. The Contractor may be given 24 hours or time frame designated by Government representatives to bring the resource into compliance. If the resource does not pass inspection, no payment will be made for travel to the incident or point of inspection or return to the point of hire, or for the time that the resource was not available.
4. Upon rejection, resource will be removed from the resource list until such time that the resource is brought into compliance and re-inspected at the Government's convenience.
5. Repeated failures at the pre-use incident inspection may be grounds for cancellation of the contract.
6. Government reserves the right to inspect at any time to include equipment, food, sanitation practices, quantities, and quality.

**Inspection Reports:**

1. Copies of the incident inspection reports and related documentation shall be distributed as follows:
   a. See MFSU Inspection Form/Description & OF-296 (if applicable) – Needs to match
   b. The original shall remain with the fire documents on the Host Unit.
   c. A duplicate copy will be given to the Contractor regardless of compliance/non-compliance

**PERFORMANCE EVALUATIONS:**

1. Contractor performance evaluations shall be submitted to the host agency at the end of incident. **See Appendix 3; Type 3 Caterer Performance Evaluation.**
2. The evaluator's signature shall be legible or printed on the form.

**REMAIN OVERNIGHT ALLOWANCE (RON):**

1. This is not applicable to travel to and from the incident Contractors are not paid per diem or lodging expenses to and from incidents.
2. When the Government cannot provide a campsite or meals, and if pre-approved by the **host unit** and properly **receipted and invoiced,** actual lodging expenses incurred by Contractors providing services under a contract whether for severity or incident responses are reimbursable.
3. Any associated lodging taxes are reimbursable as documented on the lodging invoice. If the resource is allowed to return to its dispatch location during off-shift time, RON allowance is not authorized.
4. The maximum RON that shall be allowed is based on the number of crewmembers shown on the shift ticket. Payment shall be included as an addition on the OF-286 Emergency Equipment Use Invoice. Documentation of authorization shall be included.

**Food & Drink:**

1. Contractors are required to provide sufficient food and drink to support the crew while in travel status and the first shift of the incident. This is not reimbursed by the Government.
2. After that time, when Government subsistence at incident camps are available, meals for Contractor's operator(s) will be furnished without charge. Government will furnish meals without cost if restaurant subsidence is approved for the camp for incident personnel.
3. The Government, during demobilization and/or reassignment, may provide sack lunches to the Contractor personnel without charging the Contractor.

**Order Cancellation:**

1. Order cancellation/enroute. If the order is cancelled after the resource order has been confirmed, and the resource is enroute, the resource is considered mobilized. Payment will be made based on meal ordered and mileage. (Refer to Payments).
2. In the event an order is cancelled before mobilization occurs, the Contractor shall be paid for the number of meals that were ordered for the first meal (Example: If the Contractor is told prior to mobilization to serve 100 meals, and before they mobilize, the order is cancelled, Contractor is paid for the 100 meals).
3. If the Contractor confirms acceptance of a resource order, and then cancels, no payment will be made for that cancellation.

**Payments:**

1. Each incident host agency is responsible for their incident payments, regardless of the contracting agency. The payment office will be designated in block 9 on the Emergency Equipment - Use Invoice, Form OF-286.

**Rates of Payments:**

1. Rates for equipment hired with Contractor furnished operator(s) shall include all operator(s) expenses. Payment will be at rates specified and, shall be in accordance with the following:
   a. **Meals:**
      - One hundred percent ordered or meal count, whichever is greater shall be paid to the contractor. Meal count shall be documented on the shift ticket and signed by both the contractor and the government.
      - Government shall provide the onsite meal counter.
   b. **Mileage:**
      - Contractor will be paid for travel to and from the incident from the equipment city and state designated in their offer. Contractor must meet the date and time needed for the first meal.
   c. **Options:**
      - Optional items must be ordered through dispatch and documented on the resource order and the shift ticket.
      - Payment will be made on the basis of calendar days (0001-2400). For fractional days at the beginning and ending of the time of hire, payment will be based on 50% of the per meal rate for periods less than 8 hours.

**Method of Payment:**

1. Lump-sum payment will normally be processed at the end of the emergency assignment. However, partial payment may be authorized as approved by the host agency.
2. Payment for each calendar day will be made for actual units (Meals and Optional Items) ordered and mileage.

**INVOICING PROCESS:**

1. The resource shall have one full, printed, and legible copies of the contract with the resource order information for the assigned incident.
2. After each operational period worked, meal count and any optional equipment used will be verified and approved by the Government Agent responsible for ordering and/or directing use of the resource.
3. The Government will verify the paid terms on an Emergency Equipment Shift Ticket (OF-297). The Government and the Contractor representatives will sign the OF-297 verifying the paid items.
4. The Finance Unit or designated representative will post the paid items to an Emergency Equipment Use Invoice, Optional Form 286 (OF-286)
5. When the resource is released to return to the Designated Dispatch Point (DDP), the Finance Unit will close out the Invoice including estimated mileage for return travel.
6. The incident will submit a payment package including all signed originals of the OF-286, copies of the contract, and the resource order, to the host unit. The Contractor will be given a copy of all payment documents at the incident.
7. The Agency that requested the resource under this contract will be the responsible Agency for Contractor payment. Contractor will be paid according to the terms of this contract. This will occur at the time the incident is demobilized, Contractor is released, or sooner as determined by the Finance Unit.

**Idaho Department of Lands**
**Mobile Food Service Unit Checklist for Type 3 Caterer**

**Contractor:**_____ **Resource Order #:**_____

**Government Inspector:**_____ **Date Inspected:**_____

Clearly describe the condition, type, size, or other descriptive narrative to demonstrate your unit meets the minimum equipment requirements listed below. (See Equipment Requirements within the Type 3 Catering Specifications for complete details regarding minimum equipment requirements). Photographs are optional, if taken photographs shall be in color and clearly labeled describing what is in each photo.

| MOBILE FOOD SERVICE UNIT EQUIPMENT | |
|---|---|
| **REQUIREMENTS** | **COMMENTS** |
| Fully enclosed. All doors and windows have screens, air curtains, or other means in accordance with current FDA Food Code. | |
| All equipment is sealed to the floor or raised at least 6" inches off the floor by means of an easily cleanable metal leg or foot. | |
| All equipment including the interior of cabinets or compartments, walls, corners, ceilings, floors shall have smooth, easily cleanable surfaces. Equipment surfaces shall be free from channels, crevices, flanges, ledges, sharp or jagged edges or other cleaning obstructions. | |
| Unfinished wood surfaces are not permitted. This requirement does not apply to pallets being used in distributors' delivery vehicles. Wood pallets are permitted in dry goods storage areas and lunch assembly tents only. | |
| Food contact surfaces shall be constructed of stainless steel, high pressure laminated plastics, wooden cutting boards, or laminated hardwood. | |

| REQUIREMENTS | COMMENTS |
|---|---|
| Utility and service lines shall be installed so they do not obstruct or prevent cleaning of floors, walls, and ceilings. Service lines may not be unnecessarily exposed. | |
| All junctures where floors and walls meet shall be coved. All seams, cracks, and junctures where walls and ceilings meet shall be sealed. | |
| All pipes, fittings, and hoses shall comply with the appropriate codes. No galvanized material is allowed throughout the plumbing system where potable water is stored and used, or in the food splash zone. | |
| Space around pipes, conduits, or hoses that extend through cabinets, floors, or outer walls shall be sealed and the seal shall be smooth and easily cleanable. | |
| Light fixtures, light bulbs, and light tubes shall be shielded, coated, or otherwise shatter resistant. | |
| All non-dedicated electrical receptacles shall be ground fault protected. | |
| Steam table shall be capable of maintaining a minimum temperature of 135° F. | |
| One, 3-compartment stainless steel sink. | |
| Sink shall be equipped with continuous gravity flow or pressurized hot (120° F.) and cold water. Sink shall be equipped with a mixing faucet capable of servicing any sink compartment. | |

| REQUIREMENTS | COMMENTS |
|---|---|
| Sinks shall have smooth and sanitary drain boards or equivalent drying area. | |
| Food preparation sink. | |
| Hand washing facilities for Contractor's employees shall be provided within the kitchen unit and in close proximity to all food preparation areas. | |
| The hand-washing sink shall be labeled as such (i.e. "Hand Washing Sink") and be provided with hot and cold water, paper towels, and antibacterial and phosphate free soap. | |
| Electric exhaust system with filters or screens over all cooking equipment (no galvanized material). | |
| Grease filter constructed of National Sanitation Foundation (NSF) approved material. | |
| Exhaust system and filters accessible for cleaning. | |
| All exhaust hood ventilation systems shall be equipped with NFPA approved automatic fire extinguisher systems. | |
| Waste receptacles, smooth, nonabsorbent, and easily cleanable. | |

| REQUIREMENTS | COMMENTS |
|---|---|
| Separate enclosed storage for cleaning supplies, clothing, and insecticide. | |
| Sneeze guards on all self-service food serving lines. | |
| Refrigeration storage, capable of maintaining 41° F with a min/max thermometer placed within 8 feet of the entrance. | |
| Freezer storage, minimum, capable of maintaining 0° F with a min/max thermometer placed within 8 feet of the entrance. | |
| Potable water storage, labeled. All hoses labeled. | |
| Gray water storage, labeled. All hoses labeled. | |
| Tent for Food Service and Sack Lunch Assembly | |
| Steps and platforms have solid handrails and meet current OSHA standards for handrails and stairs. | |
| Oil spill containment pads or containment units for all stationary equipment with fuel tanks, engines, or any other petroleum container. | |
| Approved fire extinguisher. | |

# IDAHO DEPARTMENT OF LANDS
## TYPE 3 CATERER SAMPLE CONTRACTOR MENUS

(For Advance Approval by FDUL)

**SERVING DATES**_____ **CONTRACTOR**_____ **INCIDENT #**_____

| HOT AND HOT CONTAINER BREAKFASTS | DATE: | DATE: | DATE: | DATE: | DATE: | DATE: | DATE: | APPROVED YES | APPROVED NO | SERVED YES | SERVED NO |
|---|---|---|---|---|---|---|---|---|---|---|---|
| EGGS, fresh (2 or 3) ;or liquid (6oz) | | | | | | | | | | | |
| MEAT, Four (4) oz. Raw Weight Type: Fresh **OR** Frozen **OR** Precooked | | | | | | | | | | | |
| BREAD, 1 – 1 1/2 oz. Pancakes, French Toast or Waffles; 3 to 4 oz, **AND** Potatoes, 6 oz. | | | | | | | | | | | |
| MILK, ½ Pint Whole, 2%, Skim, Rice, Soy White and Chocolate | | | | | | | | | | | |
| FRUIT, Fresh **OR** Canned **AND** 100% Juice, 5 ½ oz. | | | | | | | | | | | |
| CEREAL, Cooked, 6 oz. | | | | | | | | | | | |

**PROPOSED BY**_____ **DATE**_____ **APPROVED BY**_____ **DATE**_____
*Kitchen Manager* *Food Unit Leader*

--All changes to a previously approved menu **MUST** be reviewed and approved in advance by the Food Unit Leader.

--This form does not constitute an order for meals. It verifies **ONLY advance agreement on,** and **approval of** the Contractor's menu items.

# IDAHO DEPARTMENT OF LANDS
## TYPE 3 CATERER SAMPLE CONTRACTOR MENUS, Continued

(For Advance Approval by FDUL)

**SERVING DATES**_____ **CONTRACTOR**_____ **INCIDENT #**_____

| COLD CONTAINER BREAKFASTS | DATE: | DATE: | DATE: | DATE: | DATE: | DATE: | DATE: | APPROVED YES | APPROVED NO | SERVED YES | SERVED NO |
|---|---|---|---|---|---|---|---|---|---|---|---|
| CEREAL, Dry-Cold, Two (2), ¾ oz. | | | | | | | | | | | |
| BREAKFAST PROTEIN ITEM, Minimum 8 oz | | | | | | | | | | | |
| 100% JUICE, One (1), 5 ½ oz. | | | | | | | | | | | |
| MUFFINS **OR** Equivalent Equal - 5 oz. | | | | | | | | | | | |
| MILK, ½ Pint Whole, 2%, Skim, Rice, Soy White and Chocolate | | | | | | | | | | | |
| FRUIT, Fresh **OR** Canned 5 ½ oz. **OR** Dried, 4 oz. | | | | | | | | | | | |

**PROPOSED BY**_____ **DATE**_____ **APPROVED BY**_____ **DATE**_____
*Kitchen Manager* *Food Unit Leader*

--All changes to a previously approved menu **MUST** be reviewed and approved in advance by the Food Unit Leader.

--This form does not constitute an order for meals. It verifies **ONLY advance agreement on,** and **approval of** the Contractor's menu items.

# IDAHO DEPARTMENT OF LANDS
## TYPE 3 CATERER SAMPLE CONTRACTOR
## MENUS, Continued

(For Advance Approval by FDUL)

**SERVING DATES**_____**CONTRACTOR**_____**INCIDENT #**_____

| HOT AND HOT CONTAINER DINNERS | DATE: | DATE: | DATE: | DATE: | DATE: | DATE: | DATE: | APPROVED YES | APPROVED NO | SERVED YES | SERVED NO |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ENTREE 1-Meat<br>Type: | | | | | | | | | | | |
| ENTRÉE 2-Non Meat, 4 oz. | | | | | | | | | | | |
| VEGETABLES, 4 oz. | | | | | | | | | | | |
| POTATOES **OR** Substitute, 6 oz. | | | | | | | | | | | |
| BREAD, Two (2) slices, 1 to 1 ½ oz. | | | | | | | | | | | |
| MILK, ½ Pint<br>Whole, 2%, Skim, Rice, Soy<br>White and Chocolate | | | | | | | | | | | |
| DESSERT, 4 oz. | | | | | | | | | | | |
| SALAD FOR HOT CONTAINER,<br>Two (2) types<br>One (1) tossed green **AND**<br>One (1) prepared. | | | | | | | | | | | |
| SALAD BAR, Five (5) Toppings **AND**<br>One (1) Tossed Green Salad **AND**<br>Two (2) Prepared Salads **AND**<br>One (1) Fruit Salad | | | | | | | | | | | |

**PROPOSED BY**_____ **DATE**_____ **APPROVED BY**_____ **DATE**_____
*Kitchen Manager* *Food Unit Leader*

--All changes to a previously approved menu **MUST** be reviewed and approved in advance by the Food Unit Leader.
--This form does not constitute an order for meals. It verifies **ONLY advance agreement on,** and **approval of** the Contractor's menu items.

# IDAHO DEPARTMENT OF LANDS

## TYPE 3 CATERER PERFORMANCE EVALUATION

| | |
|---|---|
| Contractor: _____ | Resource Order No: _____ |
| Contract No: _____ | Incident Name: _____ |
| | Inclusive Dates: _____ |

**Ratings**: Summarize Contractor performance and circle in the column on the right the number that corresponds to the performance rating for each rating category. The rating official must provide comments supporting each numerical rating assigned.

| | | |
|---|---|---|
| Quality of Services | Comments: | |
| | | |
| | | 1 |
| | | 2 |
| | | 3 |
| | | 4 |
| | | 5 |
| Equipment | Comments: | |
| | | |
| | | 1 |
| | | 2 |
| | | 3 |
| | | 4 |
| | | 5 |
| Schedule: Timeliness of Performance | Comments: | |
| | | |
| | | 1 |
| | | 2 |
| | | 3 |
| | | 4 |
| | | 5 |
| Business Relations: Working With Government and Other Contractors | Comments: | |
| | | |
| | | 1 |
| | | 2 |
| | | 3 |
| | | 4 |
| | | 5 |

**ORIGINAL – HOST UNIT; COPY 1 –CONTRACTOR; COPY 2 – BUREAU**

# IDAHO DEPARTMENT OF LANDS

## TYPE 3 CATERER PERFORMANCE EVALUATION (CONTINUATION SHEET)

| | |
|---|---|
| Contractor:_____<br>Contract No: _____ | Resource Order No: _____<br>Incident Name: _____<br>Inclusive Dates: _____ |

| | | |
|---|---|---|
| Management of Key Personnel | Comments: | |
| | | 1 |
| | | 2 |
| | | 3 |
| | | 4 |
| | | 5 |

| | |
|---|---|
| Key Personnel Performance:<br>Name: | Comments: |
| Name: | Comments: |
| Name: | Comments: |

Given the choice, would you select this Contractor again? ☐ Yes ☐ No Explain.

Rating Official Name/Title:_____

Signature:_____ Phone Number:_____

Date:_____ E-Mail Address:_____

Contractor Representative Name/Title:_____

Signature:_____ Phone Number:_____

Date:_____

**Any Contractor comments regarding this performance evaluation must be submitted, in writing, to the Contracting Officer within 30 days of receipt by the Contractor's Representative.**

**ORIGINAL – HOST UNIT; COPY 1 –CONTRACTOR; COPY 2 – BUREAU**

# IDAHO DEPARTMENT OF LANDS
# TYPE 3 CATERER PERFORMANCE EVALUATION
# RATING FACTORS

## Quality of Services and Equipment

- 4 – Very Good: Meets all contract requirements and exceeds some requirements to the Government's benefit. Non- conformance's regarding equipment and/or personnel are none or few and minor and do not impact achievement of successful performance. Contractor's corrective actions are effective.
- 3 – Satisfactory: Meets all contract requirements. Non-conformance's with equipment and/or personnel require minor corrective action to ensure achievement of successful performance. Contractor's corrective actions are satisfactory.
- 2 – Marginal: Does not meet some contract requirements. Non-conformance's with equipment and/or personnel require major corrective action and/or Agency resources to ensure satisfactory performance. Contractor's corrective actions are only marginally effective and/or not fully implemented.
- 1 – Unsatisfactory: Does not meet most contract requirements. Non-conformance's with equipment and/or personnel are serious and are compromising the achievement of successful performance, despite Contractor's corrective actions and/or the use of Agency resources. Recovery and achievement of satisfactory performance is unlikely. Contractor's corrective actions are ineffective.

## Schedule: Timeliness of Performance

- 4 – Very Good: Meets all schedules and timeframes. There are no delays or only minor delays that do not impact achievement of successful performance. Contractor's corrective actions are effective.
- 3 – Satisfactory: Meets all schedules and timeframes. There are some delays that require minor corrective action to ensure continued successful performance. Contractor's corrective actions are satisfactory.
- 2 – Marginal: Some schedules and timeframes are not met. Delays require major corrective action and/or Agency resources to ensure satisfactory performance. Contractor's corrective actions are only marginally effective and/or not fully implemented.
- 1 – Unsatisfactory: Does not meet most contract requirements and most schedules and timeframes are not met. Delays are serious and are compromising the achievement of satisfactory performance, despite Contractor's corrective actions and/or the use of Agency resources. Recovery and achievement of satisfactory performance is unlikely. Contractor's corrective actions are ineffective.

## Business Relations and Management of Key Personnel

- 4 – Very Good: Responses to inquiries, technical, service, administrative issues are effective and responsive. There are no issues in working with the Government and/or other Contractors. If any, problems are few and minor and do not impact successful performance.
- 3 – Satisfactory: Meets all contract requirements. Responses to inquiries, technical, service, administrative issues are usually effective and responsive. There are some minor issues that require minor corrective action. Contractor's corrective actions are satisfactory.
- 2 – Marginal: Does not meet some contract requirements. Responses to inquiries, technical, service, administrative issues are only marginally effective and responsive. Inability to work with Government and/or other Contractors requires major Agency resources to resolve. Contractor's corrective actions are only marginally effective and/or not fully implemented.
- 1 – Unsatisfactory: Responses to inquiries, technical, service, administrative issues are not effective or responsive. Unable to work with Government or other Contractors. Recovery is unlikely and Contractor's corrective actions are ineffective.

**IDAHO DEPARTMENT OF LANDS**
**PRESEASON CONTRACT PROVISIONS AND SACK LUNCH SPECIFICATIONS**

Since the needs of the Government and availability of Contractor during an emergency cannot be determined in advance, it is mutually agreed that, upon request of the Government, the Contractor shall furnish the service listed herein to the extent the Contractor is willing and able at the time of order.

# Sack Lunch Options

**Note:** Small deviations from the minimum amount for the commercially packaged products may be allowed with prior approval from the IC.

| MENU ITEM | MINIMUM AMOUNT | SPECIFICATIONS AND COMMENTS |
|---|---|---|
| **PRIMARY AND SECONDARY MEAL** | | **LUNCHES WILL INCLUDE 2 DIFFERENT ITEMS FROM THIS CATEGORY** |
| Sandwich with choice of meat : | | Regular and Vegetarian Primary Meal shall be a sandwich or a wrap. Sandwiches may be all meat or a combination of meat and cheese. |
| Turkey | 4 oz | |
| Ham | 4 oz | |
| Chicken | 4 oz | |
| Roast Beef | 4 oz | |
| Multi-meat (hoagie style) | | |
| Burrito/Chimichanga: | 1 ea | Must be factory wrapped. |
| Beef | | |
| Chicken | | |
| Pork | | |
| Bean | | |
| Rice and Cheese | | |
| Hard Salami or Summer Sausage | 4 oz | Salami Sticks/Jerky are not acceptable as Primary or Secondary Meal |
| Hard Boiled Eggs | 2 eggs | In addition to the Primary and Secondary Meal |
| Peanut Butter and Jelly Sandwich | 6 oz each | Per sandwich |
| Spam | Single packet | With FDUL approval. Include foil |
| Tuna | One packet | |
| Cobb Salad | 8 oz | 4 oz. protein Freshly Made with FDUL Approval |
| Ground beef patties | 4 oz | With FDUL approval |
| Meatloaf | 4 oz | With FDUL approval |

***Items with oz & Cal are either/or. *Items listed as each are standard serving size.**

| MENU ITEM | MINIMUM AMOUNT | SPECIFICATIONS AND COMMENTS |
|---|---|---|
| **VEGETARIAN MEAL OPTIONS** | | **VEGETARIAN LUNCHES WILL INCLUDE 2 DIFFERENT ITEMS FROM THIS** |
| Burrito/Chimichanga: | 1 ea/5 oz. | Primary Vegetarian Meal shall be a sandwich or wrap containing 4 oz. of a non-meat protein. Cream cheese is not considered a protein for this requirement. |
| Bean | | |
| Rice and Cheese | | |
| Hard Boiled Eggs | 2 eggs | In addition to the Primary and Secondary Meal |
| Veggie Burger | | Bean, Tofu, Tempeh, Rice, Quinoa, or equivalent |
| Peanut Butter and Jelly Sandwich | 6 oz each | Per sandwich |
| Veggie Wrap with Hummus | Equivalent to Sandwich | In tortilla wrap or pita bread |
| Salads: | 8 oz | All salads will have vegetables, spices and variety. |
| Quinoa | 8 oz | All salads will be made with a non-mayonnaise base (i.e. Italian dressing or olive oil) |
| Pasta | 8 oz | When served as a main meal salads will be 8 oz servings |
| Couscous | 8 oz | |
| Bean | 8 oz | |
| Other | | At the discretion of the FDUL |
| **SALADS, WHOLE FRUITS, AND VEGETABLES** | | **LUNCHES WILL INCLUDE 2 DIFFERENT ITEMS FROM THIS CATEGORY** |
| **SALADS** | | **Shall be Freshly Made With FDUL Approval** |
| Quinoa | 4 oz | All salads will have vegetables, spices and variety. |
| Pasta | 4 oz | All salads will be made with a non-mayonnaise base (i.e. Italian dressing or olive oil) |
| Couscous | 4 oz | When served as a side, salads will be 4 oz servings |
| Bean | 4 oz | Whole grains when possible |
| **WHOLE FRUIT** | | |
| Apples | 100 Count | All chopped or cut fruits will be non-compacted 1 cup portions |
| Oranges | 88 Count | |
| Pears | Equivalent to Apples | |
| Strawberries | 1 Cup | |
| Pineapple | 1 Cup | |
| Nectarines | Equivalent to Apples | |
| Other | | Approved by FDUL |
| ***Items with oz & Cal are either/or.** | | ***Items listed as each are standard serving size.** |

| MENU ITEM | MINIMUM AMOUNT | SPECIFICATIONS AND COMMENTS |
|---|---|---|
| **WHOLE VEGETABLES** | | |
| Carrots | 1 Cup | All chopped or cut vegetables will be 1 cup non compacted portions |
| Sugar Snap Peas | 1 Cup | |
| Celery | 1 Cup | |
| Cucumber | 1 Cup | |
| Baby Bell Peppers | 1 Cup | |
| Avocado | 1 Cup | |
| Other | | Approved by FDUL |
| **ENERGY SNACKS** | | **LUNCHES WILL CONTAIN 6 DIFFERENT ITEMS FROM THIS CATEGORY** |
| Granola bar | 1 ea | Nature Valley® or equal quality |
| Energy bar | 1 ea | ProBar™, LUNA®, LARABAR®, odwalla®, Tigers Milk®, CLIF®, or equal quality |
| Trail mix | 3 oz | |
| Candy bar | 1 ea | Snickers®, Milky Way®, Butterfinger®, or equal quality |
| Beef or Turkey Jerky | 2 oz | |
| Bagel | 1 full or 2 minis | |
| Cheese | 2 ea | Babybels®, or cheese stick |
| Crackers | 1oz/130 Cal | Goldfish® or another non-crushable type |
| Nuts | 1 oz | Almonds, Pistachios, or mixed variety |
| Sandwich Crackers | 1oz/150 Cal | Peanut butter, cheddar, or other varieties |
| Muffin | 3 oz | |
| Baked potato chips | 1oz/160 Cal | Baked potato chips, tortilla chips, or similar variety |
| Fruit or vegetable squeeze pouch | 3oz | Applesauce, or mixed varieties |
| Non-sugared dried fruit | 200 Cal | Apple rings, bananas, apricot, pear, cranberry, raisin, plum |
| Granola | 4 oz | Loose-not in bar form |
| Dill pickle pack | | Mt. Olive on the go picklePAKs, or equivalent |
| Fruit straps | 2 ea | |
| Fruit bar | 1 ea | |
| Single serving peanut butter pouch | 1oz/200 Cal | |
| Pretzels | 110 Cal | Plain or peanut butter flavored |
| Seeds | 1 oz | Sunflower, pumpkin, or other varieties |
| Graham crackers | | |
| Fig cookies | | |

***Items with oz & Cal are either/or. *Items listed as each are standard serving size.**