

DEPARTMENT OF DEFENSE  
HEADQUARTERS UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
2500 GREEN BAY ROAD  
NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation  
No. 715-3

1 October 1985

**Procurement**  
**CONTRACTING FOR MEALS AND LODGING**

This is a complete revision of the USMEPCOM meals and lodging program regulation. Significant changes include the requirement for a statement of work to prescribe contract requirements and specifications and a proposed quality assurance surveillance plan to monitor contractor performance. This regulation may not be supplemented by subordinate activities without prior approval from HQ USMEPCOM, ATTN: MEPCRM-L. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are being developed and will be published at a later date..

	Paragraph	Page
Purpose	1	1
Scope	2	2
Policies	3	2
Responsibilities	4	5
Requesting Contracting Support	5	7
Distribution of Contract Documents	6	8
Monthly Delivery Orders	7	8
Contractor Notification of Daily Requirements	8	8
Statement of Work and Quality Assurance Surveillance Plan	9	9
Guidelines for Specifications for Meals and Lodging Contracts	10	10
Preparation and Disposition of Quality Assurance Inspection Forms	11	12
Meals/Lodging Contracting Files	12	25
References	13	25
Appendix A. SAMPLE OF PURCHASE BEQUEST, PERFORMANCE WORK STATEMENT AND QUALITY ASSURANCE SURVEILLANCE PLAN FOR LODGING AND MEALS CONTRACTS		A-1
B. SAMPLE OF PURCHASE REQUEST, PERFORMANCE WORK STATEMENT AND QUALITY ASSURANCE SURVEILLANCE PLAN FOR NOON MEALS CONTRACTS.		B-1

1. PURPOSE. This regulation prescribes command policy, procedures, guidelines and specifications concerning the applicant/enlistee lodging and meals contracting effort, and establishes responsibilities related to this program.

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\*This regulation supersedes USMEPCOM Reg 715-3, 22 Apr 81.

2. SCOPE. This regulation is applicable to USMEPCOM activities/individuals whose functions include management of, or are related to, the administration of the applicant/enlistee lodging and meals contracting program.

3. POLICIES:

a. Lodging and meals requirements. All applicant/enlistee lodging and meal service will be obtained by contract. Maid/janitorial service and operations of messing facilities, for MEPS with in-house billeting and messing facilities, will also be obtained by contract.

b. Contracting support. Contracting support for lodging and meals service shall be obtained from the military installation providing support IAN applicable Intra/Interservice Support Agreements.

c. Accommodations for officer applicants. When requesting contracting of lodging service, MEPS commanders must ensure that special arrangements are made to provide single room accommodations for officer candidate applicants.

d. Statement of work. The statements of work contained in appendix A and B will be used when requesting contracting of lodging or meals services. Prior to submission to the contracting officer, nonapplicable items should be deleted. The supporting contracting officer may change the format of these documents as deemed appropriate.

e. Deviation from prescribed specifications. Requests for waivers to the prescribed specifications will be submitted to HQ USMEPCOM, ATTN: MEPCRM-L.

f. Quality assurance surveillance plan (QAP).

(1) A proposed QAP is included in each statement of work (appendix A and B). This plan was developed based on guidance provided by Office of Federal Procurement Policy (OFPP) Pamphlet Number 4. The QAP must be submitted with the HIPS procurement package. However, the final decision as to whether the proposed QAP should be accepted as is, changed, or not used at all to monitor contractor performance, rests with the supporting contracting officer.

(2) To perform the functions called for by the QAP, the following publications must be available at each MM.

(a) Office of Federal Procurement Policy (OFPP) Pamphlet Number 4, supplement number 2 to Office of Management and Budget (OMB) Circular A-76. This publication may be obtained through publications supply channels or through procurement from The Office of Management and Budget, Federal Procurement Policy, 726 Jackson Place NW, Washington, DC 20503.

(b) MIL-STD-105D, Military Standard Sampling Procedures and Tables for Inspection.

g. Type of contract to be requested. MEPS will submit requests for procurement of requirements type contract.

h. Annual requirements. A realistic estimate of the annual meals and lodging requirements, to be cited on contract solicitations, will be stated on requests for contracting support. These requirements will be determined from past experience, i.e., the actual number of meals and lodgings recorded during the latest 12 month period, plus or minus the projected increase/decrease.

i. Monthly requirements. The projected monthly contract utilization will be provided the contracting activity IAW paragraph 7 below.

j. Transportation requirements. MEPS commanders in coordination with the recruiting services may include transportation of applicants from the bus/train depots or local airport to the contract facility or to the MEPS in the requirements for the lodging contract. Transportation to and from the lodging facility while undergoing processing at MEPS may also be included in the requirements of the lodging contract. All transportation costs should be included as part of the lodging cost.

k. Contacting prospective bidder. Prior to contacting any prospective contract bidder, MEPS commanders will seek guidance from the supporting contracting officer. In addition, the standards of conduct prescribed by AR 600-50 and DOD Directive 5500.7 will be observed.

l. Inspections of contractor facilities.

(1) Quality Assurance Evaluator (QAE) Inspections. In those cases where the contract contains a quality assurance surveillance plan (QAP), the inspections conducted by the QAE as called for by paragraph 8 of the QAP, technical exhibit 3 of the statement of work, will satisfy the monthly inspection requirement.

(2) Contracting Officer Representative (COR) Inspections. In those cases where the contract does not contain a QAP, the COR must conduct the required monthly inspection. In this case the inspection checklists, provided with the QAP, technical exhibit 3 of the statement of work shall be used to document the inspections.

(3) Inspection findings. The results of the required inspections will be documented and kept in the contract file. Unsatisfactory findings disclosed during these inspections will be reported in writing to the contracting officer.

1 October 1985

(4) Corrective Action. In those cases where the inspection findings reveal deficiencies which in the judgement of the MEPS commander or the COR require corrective action, a letter requesting the contractor be served with cure notice will be submitted to the contracting officer. This action may be taken in addition to a contractor pay deduction action resulting from the random sample inspections conducted by the QAE IAW the contract quality assurance surveillance plan (QAP).

(5) Contract termination for default. At the discretion of the MEPS commander, failure to provide the required services or repeated unsatisfactory performance on the part of the contractor may be basis for pursuing contract termination for default. Requests for contract termination must be submitted by letter to the contracting officer. Such requests must fully state the reasons and must contain supportive documentation, i.e., copies of monthly inspection reports, contract discrepancy reports, applicant complaint records, etc.

m. Subcontracting. The contracting officer will be advised that any contractor's request for approval to subcontract for services provided to MEPS, requires the written concurrence of the MEPS commander. MEPS commanders, in coordination with the contracting officer, will inspect subcontracting facilities to ensure that applicable specifications are met.

n. Contract preaward survey. MEPS commanders will make arrangements with the supporting contracting officer for their participation in meals/lodging contract preaward surveys.

o. Compliance with the Randolph Sheppard Act. In those cases where the MEPS commander deems it advantageous to have the noon meals brought in-and served at the MEPS facility, the request for contracting support should state that a copy of solicitation will be provided to the state licensing agency for the blind. In accordance with the Randolph Sheppard Act, the blind have a priority right to operate cafeterias on DOD controlled property.

p. Noon meals.

(1) Preparation and serving. MEPS with designated messing areas will make arrangements to have noon meals served in the MEPS messing area. Meals should be prepared outside the MEPS and brought in for serving.

(2) Sale of food to nonapplicant. Only applicants or enlistees will be fed at Government expense. However, if mutually agreeable between contractor and MEPS commander, and provided the Randolph Sheppard Act is not violated (see AR 210--25), food may be provided to others on a cash-sale basis. However, food will not be sold to other personnel until all applicants and enlistees are fed. In this case the contractor will be paid for the actual number of meals consumed by applicants.

(3) Noon meals in General Services Administration (GSA) facilities. MEPS located in Federal buildings where GSA cafeterias are available, may obtain noon meals from these facilities. Contracts should include the terms and conditions of the GSA agreement and applicable specifications of this regulation.

(4) Box-lunches. Whenever the MEPS commander determines that the serving of hot catered meals is impractical, at his/her discretion, box lunches may be served.

(5) Serving of noon meal at the contract facility. When considered operationally feasible, noon meals may be served at the contract facility.

q. Receipt vouchers. Meal/Lodging Receipt Vouchers will be prepared and processed in accordance with policies and procedures prescribed by USMEPCOM Reg 601-1, Applicant/Enlistee Processing List - Authorization, Control and Accounting for Meals and Lodging Services.

r. Briefing of applicants. AR 601-270, paragraph 2-2, charges the recruiting services with responsibility for briefing applicants on the procedures that must be followed to receive meals and lodging and the standards of conduct set forth by USMEPCOM Reg 601-9 and expected of applicants while at the contract facility. MEPS will inform the recruiting services as to the contracted meals and lodging facilities; type of service, and requirements to be fulfilled in order to obtain meals and/or lodging for applicants/enlistees. Handouts describing the authorized lodging and transportation services, menus, etc., may be provided the recruiting services.

s. Applicant feeding at Mobile Examining Teas (MET) sites. The sponsoring service must provide meals for applicants at MET sites. USMEPCOM has no responsibility for this program.

t. Contract renewal options. In order to preclude the administrative burden associated with the preparation of the procurement package, USMEPCOM activities, when requesting contracting of lodging/meals services, should request multiyear renewal options.

#### 4. RESPONSIBILITIES

a. Logistics Division, Resource Management Directorate, HQ USMEPCOM, has been assigned staff responsibility for the overall monitoring of the entire meals and lodging contracting effort. Responsibility includes:

(1) Development of command policies, procedures, guidelines and contract specifications.

(2) Providing commandwide technical assistance and guidance on all matters concerning meals and lodging contracting.

1 October 1985

(3) Reviewing selected contracts to ensure compliance with DOD and command policies.

(4) Maintenance of files containing current copies of meals and lodging contracts.

b. Logistics Branch of USMEPCOM Sectors is responsible for monitoring the sector meals and lodging contracting effort to ensure compliance with established policies. Responsibilities include:

(1) Ensuring the MEPS initiate requests for contracting in accordance with policies and guidelines contained in this regulation and applicable DA and DOD directives.

(2) Providing technical assistance to MEPS commanders on all matters pertaining to meals and lodging contracts.

(3) Maintenance of files containing complete copies of current contracts.

(4) Ensuring contract distribution is requested in accordance with paragraph 6.

(5) Bulk requisition or purchase of publications identified by paragraph 3f(2)(a) and (b) for distribution to the MEPS.

c. MEPS commanders are responsible for ensuring compliance with command policies prescribed in this regulation and applicable policies and procedures prescribed by DOD and DA procurement directives. These responsibilities include:

(1) Deleting nonapplicable items from the work statement and quality assurance surveillance plan (QAP) to conform with the particular requirements of the MEPS.

(2) Timely preparation and submission of the procurement package to request contracting of services.

(3) Selecting suitable meals and lodging sources to be recommended as possible bidders. Guidelines under paragraph 10 should be used in selecting the most suitable facilities.

(4) Ensuring the requirements for distribution of contract solicitations and awarded contracts called for by paragraph 6 below are clearly stated in the procurement package.

1 October 1985

USMEPCOM Reg 715-3

(5) Ensuring the estimated yearly requirements stated on the initial purchase request and commitment are realistic and are based on previous year's consumption.

(6) Ensuring the requests for monthly delivery orders, DA Forms 3953 (Purchase Request and Commitment); or comparable service unique forms, are prepared and submitted to the contracting officer. These documents state anticipated monthly requirements and provide funds certification.

(7) Appointing an officer or senior NCO as quality assurance evaluator (QAE) to monitor contractor performance, in those cases where the contract contains a QAP. If acceptable by the contracting officer, the contracting officer representative (COR) and QAE functions may be performed by the same person. The commander may personally perform either or both of these functions.

(8) Ensuring the appointed QAE monitors contractor performance IAW the QAP.

(9) Ensuring the monthly inspections of lodging/meals facilities are conducted and documented and that all discrepancies are reported in writing to the contracting officer for corrective action.

(10) Ensuring the contractor's invoices are reviewed for accuracy, and are processed for payment in a timely basis IM the Prompt Payment Act (31 US Code Section 1801 et seq.).

(11) Maintenance of contract files and associated correspondence and pertinent military publications.

5. REQUESTING CONTRACTING SUPPORT. When requesting contracting for lodging and meals contracts, the following procedures will be observed:

a. Procurement package. Requests for contract support (procurement package) must be submitted to the contracting officer at least 120 days prior to the effective date of the new contract or termination date of the current contract.

b. Renewal options. Requests to exercise renewal option of ongoing contracts must be submitted to the contracting officer at least 90 days prior to expiration of the period of performance, or as required by the supporting contracting officer.

c. Documentation required.

1 October 1985

(1) USMEPCOM activities will use DA Form 3953 (Purchase Request and Commitment) and DA Form 3953a (Purchase Request and Commitment continuation sheet) or comparable service unique forms to document requests for lodging and meals contracting services. The procurement package should contain the following:

(a) DA Form 3953, Purchase Request and Commitment, and DA Form 3953a continuation sheet (when applicable) or service unique form.

(b) Applicable statement of work including specifications.

(c) Applicable quality assurance surveillance plan (QAP).

(2) USMEPCOM activities will use a letter or DA Form 3953 to notify the contracting officer of the MEPS intention to exercise contract renewal options.

6. DISTRIBUTION OF CONTRACT DOCUMENTATION FOR LODGING AND MEALS SERVICES. When requesting contract renewal, contract modifications or monthly delivery orders for lodging and meals services, MBPS commanders will specifically request the following distribution:

a. Copy of contract solicitation, and copy of awarded contract and any modifications to:

(1) HQ USMEPCOM, ATTN: MEPCRM-L, 2500 Green Bay Road, North Chicago, IL 60064-3094.

(2) Respective USMEPCOM Sector.

b. Copy of awarded contracts, contract modifications, and monthly delivery orders to the Finance and Accounting Office (FAO) that is to make payments. In those isolated cases where the FAO that in to make payment is different from the one providing accounting support, copies must be provided to both.

7. MONTHLY DELIVERY ORDERS. DA Forms 3953/3953a or comparable service unique forms will be used to request or to modify monthly delivery orders and to certify funds. The estimated monthly contract utilization, expressed in number of projections for each armed service and for each type of service required (i.e., meals, lodging, etc.) will be provided the contracting officer, prior to the beginning of each month, or as required by the contracting officer.

8. CONTRACTOR NOTIFICATION OF DAILY REQUIREMENTS.

a. The designated COR will notify the contractor daily of number of lodgings, supper and breakfast meals required. These figures will be confirmed or modified at a later time, as mutually agreed between the contract and the contracting officer.

b. Noon meal requirements.

(1) Box lunch requirement to be served at the MEPS will be based on actual head count of applicants present for processing each morning. The number of box lunches ordered for applicant consumption will not exceed the actual applicant head count.

(2) Hot catered meals requirement to be served at the MEPS will also be based on actual head count. However, in this case, if the provisions of paragraph 3p(2) apply, the contractor may bring additional food for sale to nonapplicants.

c. Information as to the time for contractor notification and confirmation of daily contract utilization requirements will be included as part of the statement of work in each meals/lodging contract.

9. STATEMENT OF WORK (SOW) AND QUALITY ASSURANCE SURVEILLANCE PLAN (QAP).

a. Performance Statement of Work.

(1) The purpose of a SOW is to clearly state the type of service the contractor is required to provide; to define the specific tasks the contractor is required to perform and to prescribe the required specifications for the supplies/services the contractor must provide.

(2) The specific tasks and specifications are an important part of the SOW and must be clearly stated. Applicable regulations and directives must also be identified, including the dates and whether each directive/regulation is mandatory or advisory to the contractor.

(3) A performance requirements summary, as part of the SOW, prescribes performance standards, acceptable quality levels, methods of contract surveillance and percentage factors to be used for computing contractor's pay deductions. The performance requirements summary should be attached to the SOW as a technical exhibit.

b. Quality Assurance Surveillance Plan.

(1) The purpose, of the QAP is to establish a method to monitor contractor performance and to measure the quality of contractor provided services against the standards and acceptable quality levels prescribed by the SOW Performance Requirements Summary.

(2) The QAP provides for monitoring of contractual requirements through the random sample inspections method. The objective of this plan is to evaluate contractor's performance in areas which are considered critical.

(3) The QAP provides sampling guides, tally sheets, tables and other necessary forms for the performance of random sample inspections and for the computation of contractor's pay deductions.

(4) In those cases where the contracting officer elects to use the proposed QAP to monitor contractor performance, the prescribed forms will be completed according to instructions provided by paragraph 11. The required forms will be reproduced locally from prototypes included as the last pages of this regulation.

10. GUIDELINES FOR SPECIFICATIONS FOR MEALS AND LODGING CONTRACTS. Guidelines prescribed by this paragraph are to be used when requesting contracting support. However, MEPS commanders must be aware that these guidelines are not, in any way, binding, and a certain degree of flexibility must be exercised to accommodate the requirement of each MEPS under the respective environment and condition.

a. Area restrictions and source recommendations. In order to obtain an acceptable facility, the area of consideration may require tailoring, i.e., extending or restricting the boundaries. Tailoring must be based on knowledge of local conditions and the desire to include suitable facilities in contract solicitation, without unduly restricting competition. Since by law, a contract must be awarded to the lowest qualified bidder, any requirement which serves to exclude a particular area or facility, must be justified. Therefore, MEPS commanders are advised that provisions such as this which limit competition may be scrutinized by the General Accounting Office in connection with bid protests. It is essential that the radius suggested be as large as possible to maximize competition and yet meet the station mission. essential requirements. Commanders should be careful to document the reason for establishing the radius. We cannot establish a radius to exclude establishments which we do not like or with whom we have had bad relationships in the past. The reason must be one that relates to our mission. For example, we can show that only motels within 5 miles of the MEPS can get applicants awake by 0500 and have them fed and transported to the MEPS by 0630 to ensure all processing is completed by the normal close of business; i.e., one day processing of all prospective enlistees, This may demonstrate that the restriction is mission essential and reasonable.

(1) The area of consideration may be expressed in terms of distance or time. Generally,, applicants should not be required to walk more than five blocks (one way) to or from the MEPS. In extremely severe climates, a lesser distance may be justifiable.

(2) When a wide area of consideration is desired, facilities located outside the walking distance may be rewired to provide transportation. Distance between the facility, local transportation terminals, and MEPS must be considered.

(3) Exclusion of certain areas or facilities from consideration must be done with care and based on documented evidence, such as crime statistics from the police department. Close coordination with the contracting officer is essential.

b. Area of consideration. The area of consideration must be included with the request for contracting support (DA Form 3953). However, if the area is restrictive, the contracting officer may require justification. Therefore, in order to expedite processing, justification should be submitted with the DA Form 3953.

c. Lodging and meals contracts.

(1) Lodging contract should include morning, noon, and evening meals, and transportation (where applicable).

(2) Morning and evening meals should be served within 300 feet of the lodging facility. However, when considered advantageous by the MEPS commander, to increase the number of bidders or to increase competition, the 300 foot distance may be increased.

(3) Transportation requirements between transportation terminals and the MEPS and to and from the lodging facility while undergoing processing at the MEN should be included in the cost of lodging. No separate contract line item is required.

(4) Whenever possible, males and females should be housed on separate floors or separate wings of a single floor facility.

(5) When deemed necessary to encourage prospective bidders, contract solicitations may include guaranteed payment for a minimum number of rooms. Seasonal rates are also authorized if customary in a particular area.

d. Noon meals. MEPS are encouraged to consider providing "fast food/short order" type noon meals. Army CTA 50-909 authorizes hot food tables and microwave ovens for MEPS.

e. Specifications. Meals/lodging specifications are included in statements of work, appendixes A and B.

f. Test room requirements. When a test room is required as part of the lodging/meals contract, it will be included as a separate contract line item, specifications regarding size, furniture, lighting, days and time frame requirements, etc., should be stated. Cost for this service will be funded by the MEPS.

11. PREPARATION AND DISPOSITION OF QUALITY ASSURANCE INSPECTION FORMS.

a. Tally sheets for lodging and meals service monitoring, USMEPCOM Forms 715-3-1-R and 715-3-2-R (figures 1 and 2).

(1) Completion instructions by block and column:

(a) CONTRACT NO. Self-explanatory.

(b) CONTRACTOR. Enter name of meals/lodging facility, i.e., name of hotel or motel.

(c) QUALITY ASSURANCE EVALUATOR. Enter name of MEPS representative appointed as quality assurance evaluator.

(d) DATE. Enter the actual date on which inspection is performed.

(e) Blocks/columns identifying critical areas of the contracted services, i.e., ROOM ASSIGNMENT, FURNISHINGS/EQUIPMENT, DAILY MENU COMPLIANCE, TRANSPORTATION, etc. will be completed as follows:

Enter a check mark (X) under the SAT column of the particular area found satisfactory.

Enter a check mark (X) under the UNSAT column of the particular area found unsatisfactory.

(f) SPECIFICATION NUMBER. Enter the applicable specification number(s) for the services found unsatisfactory, otherwise leave blank.

(g) TOTAL. Self-explanatory.

(h) REMARKS. Briefly describe the discrepancies and/or enter pertinent comments.

(i) DATE AND SIGNATURE OF CONTRACTOR. Self-explanatory.

(2) Completed tally sheets will be disposed of as follows:

(a) Tally sheets reflecting discrepancies in excess to the acceptable quality level (AQL) will be attached to contract discrepancy report (CDR) with applicable information in blocks 1, 2, 3, 4 (Date Prepared only) and 5 and submitted to the contracting officer for further action. A copy of the tally sheet will be retained in the contract file.

(b) Tally sheets reflecting discrepancies within the AQL or no discrepancies at all will be retained in the contract file and disposed of with the contract upon termination.

b. Applicant Complaint Record, USMEPCOM Form 715-3-3-R (figure 3).

(1) Completion instructions.

(a) DATE AND TIME OF COMPLAINT. Self-explanatory.

(b) SOURCE OF COMPLAINT. Self-explanatory.

(c) NATURE OF COMPLAINT. Enter a clear and concise statement explaining the complaint. State date and time.

(d) CONTRACT REFERENCE. Enter the applicable contract and specification number.

(e) VALIDATION. If valid complaint, enter the date a response from the contractor is expected; otherwise discard the form.

(f) DATE AND TIME THE CONTRACTOR WAS INFORMED OF COMPLAINT. If valid complaint, enter the date and time the contractor was informed; otherwise leave blank.

(g) CONTRACTOR'S RESPONSE. To be completed by the contractor (for valid complaints only).

(h) RECEIVED AND VALIDATED BY. Enter name and signature of QAE/COR or authorized MEPS representative processing the complaint.

(2) Completed applicant complaint records will be disposed of as follows:

(a) Completed valid complaint forms will be retained in the applicable contract file. These forms may be used as basis for requesting cure notice to the contractor.

(b) Complaint records found to be invalid by the QAE/COR should be discarded.

c. Contract Discrepancy Report, USMEPCOM Form 715-3-4-8 (figure 4).

(1) Completion instructions.

(a) CONTRACT NUMBER. Enter applicable contract number.

(b) TO: (Contractor). Enter name of contracting facility, i.e., name of hotel, motel or restaurant.

(c) FROM: (Name of QAE/COR). Self-explanatory.

(d) DATES. Self-explanatory.

(e) DISCREPANCY OR PROBLEM. Self-explanatory.

(f) SIGNATURE OF CONTRACTING OFFICER. Self-explanatory.

(g) TO: (Contracting Officer). Self-explanatory.

(h) FROM: (Contractor). Self-explanatory.

(i) CONTRACTOR'S RESPONSE AS TO CAUSE, CORRECTIVE ACTION AND ACTIONS TO PREVENT RECURRENCE. Self-explanatory. This block is completed by the contractor.

(j) SIGNATURE OF CONTRACTOR OR REPRESENTATIVE AND DATE. Self-explanatory.

(k) GOVERNMENT EVALUATION. The contracting officer's evaluation of contractor's response. This block is completed by the contracting officer.

(l) GOVERNMENT ACTIONS. The contracting officer's statement reflecting proper action. This block is completed by the contracting officer.

(m) CLOSE OUT. Self-explanatory. This block is completed by the contracting officer.

(2) Contract discrepancy reports will be disposed of as followsa:

(a) A partially completed form with the applicable information in blocks, 1, 2, 3, 4 (Date Prepared, only) and 5 will be submitted with supportive documents, i.e., copies of tally sheets and/or applicant complaint records, to the contracting officer for further action as deemed appropriate. These documents will be forwarded by transmittal letter to the contracting officer.

(b) Copies of completed (close out) contract discrepancy report furnished by the contracting officer will be retained in the applicable contract file.

(c)

d. Inspection Checklists, USMEPCOM Forms 715-3-5-R and 715-3-6-R (figures 5 and 6).

(1) Completion instructions.

(a) CONTRACT NO. Self-explanatory.

1 October 1985

USMEPCOM Reg 715-3

(b) CONTRACTOR. Enter name of contracted facility, i.e., name of hotel, motel or restaurant.

(c) QAE/CDR. Self-explanatory.

(d) DATE. Self-explanatory.

(e) PAGE NO. Self-explanatory.

(f) CONTRACT SPECIFICATION NUMBER. Enter the applicable specification number for unsatisfactory items.

(g) SAT/UNSAT columns. Enter a check mark (r) under the applicable column.

(h) REMARKS. Briefly explain the discrepancy.

(2) Completed inspection checklists will be retained in the contract file. Copies of these checklists will be attached as supportive documentation to MEPS request for cure notice or contract termination for default.





1 October 1985

<b>APPLICANT COMPLAINT RECORD</b>	
<b>DATE &amp; TIME OF COMPLAINT:</b>	19 Jul 85 0700
<b>SOURCE OF COMPLAINT:</b>	<b>NAME OF APPLICANT:</b> <u>James L. Smith</u> <b>MEPS</b> <u>Kansas City MEPS</u>
<b>NATURE OF COMPLAINT:</b>	Applicant was assigned to a room with two other individuals. He slept on a roll-a-way bed.
<b>CONTRACT REFERENCE:</b>	Contract No. DAKF26-85-D-1105, Spec No. 5.1.1.4
<b>VALIDATION:</b>	Valid complaint. It is requested that the contractor provide a reply by <u>23 Jul 85</u> .
<b>DATE &amp; TIME THE CONTRACTOR WAS INFORMED OF COMPLAINT:</b>	20 Jul 85 1200
<b>CONTRACTOR'S RESPONSE:</b>	Due to an oversight, the front desk clerk overbooked reservations. We were compelled to put Mr. Smith with two other applicants in order to accommodate a couple. We apologize for the inconvenience caused to Mr. Smith and we assure you the incident will not recur.
<b>RECEIVED &amp; VALIDATED BY:</b>	CPT JONES, QAE, Kansas City MEPS

USMEPCOM FORM 715-3-3-R, 1 AUG 85 Figure 3

1 October 1985

USMEPCOM Reg 715-3

CONTRACT DISCREPANCY REPORT			
1. CONTRACT NUMBER DAKF36-85-D-0011			
2. TO: (Contractor) Econo Lodge		3. FROM: (Name of GAE/COR) 1LT J. Brown, Chicago MEPS	
4. DATES			
PREPARED 27 Jul 85	RETURNED BY CONTR 30 Jul 85	ACTION COMPLETED 2 Aug 85	
5. DISCREPANCY OR PROBLEM (Describe in detail. Include reference in SOW. Attach additional sheets if necessary.) On 11 Jul 85 an officer applicant was assigned to a double room vs single room as required by Spec 5.1.1.4. On 26 Jul 85 three applicants were assigned to a double room vs two applicants to a double room as required by spec 5.1.1.5. The AQL for room assignment was exceeded (see attached tally sheet).			
6. SIGNATURE OF CONTRACTING OFFICER <i>Dan Babarik</i>		DATE 27 Jul 85	
7. TO: (Contracting Officer) Dan Babarik		8. FROM: (Contractor) Econo Lodge, Robert C. Anderson, Manager	
9. CONTRACTOR'S RESPONSE AS TO CAUSE, CORRECTIVE ACTION, AND ACTIONS TO PREVENT RECURRENCE. During the month of July we hired a new front desk clerk. Due to lack of training, our new clerk malassigned the officer applicant to a double room and also overbooked reservations on 26 Jul, causing the assignment of three applicants to a double room. The new clerk has been trained and I can assure you applicants will be assigned rooms according to our contract.			
10. SIGNATURE OF CONTRACTOR OR REPRESENTATIVE <i>Robert C. Anderson</i>		DATE 30 Jul 85	
11. GOVERNMENT EVALUATION (ACCEPTANCE OR REJECTION) The above corrective action and explanation are acceptable.			
12. GOVERNMENT ACTIONS (PAYMENT, DEDUCTION, CURE NOTICE, ETC.) Corrective action should prevent recurrence. However, a deduction of \$594 will be made from August invoice computed as indicated in the attached sheet.			
13. CLOSE OUT			
	NAME & TITLE	SIGNATURE	DATE
CONTRACTOR NOTIFIED	ROBERT ANDERSON, Mgr		
AQE	J. BROWN, 1LT		
ACO	D. McCoy		

USMEPCOM FORM 715-3-4-R, 1 AUG 1985

Figure 4

## PAY DEDUCTION COMPUTATION

Contract price for lodging service - July invoice - \$18,000.

Deduction from contractor's price for exceeding the AQL is 5 percent as PRS, exhibit 1.

Sample size is 5 based on a lot size of 21. Sample size reduced to 3 as per MIL-STD-105D.

Number of defects found during inspection is 2 (reject number is 1 as per acceptance rejection table for normal inspections, MIL-STD-105D).

Deduction computation:

Contract price =	\$18,000.
x percentage deduction	<u>.05</u>
	\$ 900.
x percent of sample defective (2 divided by 3)	<u>.66</u>
Pair deduction	\$ 594.

1 October 1985

USMEPCOM Reg 715-3

INSPECTION CHECKLIST  
LODGING FACILITIES

CONTRACT NO	CONTRACTOR	QAE/COR	DATE	
DAAF36-85-D-0011	Evans Lodge	J. Brown, 1LT	30 Jul 85	
ITEM	CONTRACT SPEC NO	SAT	UNSAT	REMARKS
<b>Guest Rooms:</b>				
<b>Furnishings/Equipment</b>				
Beds		✓		
Chairs		✓		
Lamps		✓		
Dressers/Desks		✓		
Mirrors		✓		
Bed Side Tables		✓		
Draperies/Blinds		✓		
TV Sets	5.1.3.10.1		✓	TV in Room 201 inoperative
Telephones		✓		
Waste Baskets		✓		
Sterilized Glasses		✓		
Ashtrays		✓		
Cloth Hangers	5.1.3.10.1		✓	No hangers in Room 314
Linen Service		✓		
Heating Cooling Devices		✓		
<b>Bathrooms:</b>				
Lavatories		✓		
Commodes		✓		
Mirrors		✓		
Bathtub & Showers		✓		
Shower Curtain or Glass Doors		✓		
Tub Mat or Safety Strips		✓		

INSPECTION CHECKLIST  
 LODGING FACILITIES  
 CONT'D

CONTRACT NO		CONTRACTOR	QAE/COR		DATE
UAKF36-85-D-0011		Econo Lodge	J. Brown, 1LT		30 Jul 85
ITEM	CONTRACT SPEC NO	SAT	UNSAT	REMARKS	
<b>Bathrooms Cont'd:</b>					
Towels		✓			
Waste Baskets		✓			
Paper Supplies		✓			
Hot Running Water		✓			
<b>Custodial/Sanitation:</b>					
Guest Rooms		✓			
Bathrooms		✓			
Common Areas	5.1.1.16		✓	Trash in Hallways	
<b>Fire &amp; Safety:</b>					
Fire extinguisher		✓			
Smoke Alarms		✓			
Electrical Wiring/Outlets Fire Hazard		✓			

1 October 1985

USMEPCOM Reg 715-3

**INSPECTION CHECKLIST  
FOOD SERVICE FACILITY**

CONTRACT NO	CONTRACTOR	QAE/COR	DATE	
DAKF36-85-D- 0011	Econo Lodge	J. Brown, 1LT	26 Jul 85	
ITEM	CONTRACT SPEC NO	SAT	UNSAT	REMARKS
<b>General:</b>				
Screens		✓		
Floors		✓		
Work Areas		✓		
<b>Serving Areas:</b>				
Steam Tables		✓		
Proper Utensils		✓		
Food Recepticles		✓		
Dishes		✓		
Tableware		✓		
<b>Food Preparation Area:</b>				
Refrigerators		✓		
Freezers		✓		
Dry Storage Rooms		✓		
Floors		✓		
Tables Sink & Racks		✓		
Meat Blocks		✓		
Hand Washing Facilities		✓		
Toilet Supplies		✓		
Toilet Doors		✓		
<b>Dining Areas:</b>				
Tables		✓		
Chairs		✓		
Plate/Trays		✓		
Food/Drink Recepticles		✓		
Tableware		✓		

USMEPCOM FORM 715-3-6-R, 1 AUG 1985

Page 1 of 2 Pages

Figure 6

**INSPECTION CHECKLIST  
FOOD SERVICE FACILITY  
CONT'D**

CONTRACT NO	CONTRACTOR	QAE/COR	DATE	
DAKF36-85-D-0011	Econor Ldg 2	J. Brown, 145	26 Jul 85	
ITEM	CONTRACT SPEC NO	SAT	UNSAT	REMARKS
Dining Areas Cont'd:				
Napkins		✓		
Dispensers		✓		
Equipment:				
Dishwashing Equipment		✓		
Milk Dispensers	5.1.1.7.2.1		✓	Inoperative thermostat
Stoves/Ovens		✓		
Food Containers		✓		
Deep Fryers		✓		
Grills		✓		
Garbage Containers		✓		
Grease Traps (if applicable)		✓		
Food Transportation Equipment (if applicable)				N/A
Employees:				
Clothing		✓		
Hairnets		✓		
Preemployment Medical Exam	5.1.1.5.1.4		✓	No record of pre-employment medical exams.
Fire and Safety:				
Fire Extinguishers		✓		
Smoke Alarms		✓		
Electrical Wiring/Outlets Fire Hazards		✓		

12. MEALS/LODGING CONTRACTING FILES.

a. Meals/lodging contracting files will consist of:

- (1) Copies of purchase request and commitment.
- (2) Copies of solicitations. These documents should be discarded upon receipt of copies of the awarded contract.
- (3) Copies of awarded contract.
- (4) Copies of monthly delivery orders and contract modifications.
- (5) Copies of contract discrepancy reports and supportive documents, tally sheets and valid applicant complaint records.
- (6) Letters of appointment of QAE/COR.
- (7) Other pertinent correspondence.

b. Meals/Lodging contracting files will be returned to the contracting officer upon termination of applicable contract or disposed of as directed by the contracting officer.

13. REFERENCES.

- a. AR 210-25, Vending Facility Program for the Blind on Federal Property.
- b. AR 600-50, Standards of Conduct for Department of Army Personnel.
- c. AR 601-270, Military Entrance Processing Station (MEPS).
- d. USMEPCOM Reg 601-1, Applicant/Enlistee Processing List - Authorization, Control and Accounting for Meals and Lodging Services.
- e. USMEPCOM Reg 601-9, Conduct of Applicants at Lodging Facilities.
- f. MIL-STD-105D, Military Standard, Sampling Procedures and Tables for Inspection by Attributes.
- g. OFPP Pamphlet Number 4, A Guide for Writing and Administering Performance Statements of Work for Service Contracts.
- h. DODD 5500.7, Standards of Conduct.

USMEPCOM Reg 715-3

1 October 1985

(MEPCRM-L)

FOR THE COMMANDER:

OFFICIAL:

OLLIE L. LANGFORD  
Colonel, USA  
Deputy Commander/Chief of Staff



**GEORGE R. IVERSON**  
Colonel, GS  
Director, Personnel, Administration,  
and Training

DISTRIBUTION:

A

A P P E N D I X   A

For use of this form, see AR 37.106; the proponent agency is USAFAC. TO: Purchasing and Contracting Officer THRU: FROM:

PURCHASED FOR: It is requested that the supplies and services enumerated below or on attached list be: DELIVERED TO N/A NOT LATER THAN (Date)

MEPS The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: (Check appropriate box and complete item.)

LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY AR 601-270 REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY

EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM

ITEM	DESCRIPTION OF SUPPLY OR SERVICES	QUANTITY	UNIT	ESTIMATED		SEE REMARKS	DATE	TYPED NAME AND TITLE OF CERTIFYING OFFICER	SIGNATURE	AMOUNT
				Unit Price	Total Cost					
1	Request procurement action for a Request for a Requirements Type Contract to provide lodging and meals to Armed Forces applicants of the Military Entrance Processing Station (MEPS) for the period of _____ to _____ basic year and first and second year renewal option. All services shall be provided in accordance with the attached statement of work.									
	ESTIMATED YEARLY REQUIREMENTS:									
	Single Room									
	Double Room									
	Breakfast									
	Dinner									
	Supper									

THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE: Processing of Armed Forces Applicants

Approved by commanding officer or his designee

DATE	TYPED NAME AND GRADE OF INITIATING OFFICER	SIGNATURE	DATE	TYPED NAME AND GRADE OF COMMANDING OFFICER OR DESIGNEE	SIGNATURE
	TELEPHONE NO.				
	TYPED NAME AND GRADE OF SUPPLY OFFICER	SIGNATURE			

**PURCHASE REQUEST AND COMMITMENT (Continuation Sheet)**

For use of this form, see Air 37-108; the proponent agency is USAFAC.

UNIFORM NUMBER  
W52CCZ 5083-0002

PAGES  
2

ITEM	DESCRIPTION OF SUPPLIES OR SERVICES	QUANTITY	UNIT	ESTIMATED		DISCOUNT	DELIVERY SCHEDULE	PURCHASE ORDER NUMBER
				UNIT PRICE	TOTAL COST			
	<p>REQUEST THAT ONE COPY OF CONTRACT SOLICITATION AND ONE COPY OF AWARDED CONTRACT BE MAILED TO THE FOLLOWING ADDRESSES:</p> <p>1. Commander U.S. Military Entrance Processing Command ATTN: MEPCM-L 2500 Green Bay Road North Chicago, IL 60064</p> <p>2. Commander (Sector) U.S. Military Entrance Processing Command ATTN: _____</p>							
REMARKS								
ACCOUNTING CLASSIFICATION TO BE PROVIDED ON MONTHLY DELIVERY ORDER REQUESTS.								

DA FORM 3953a  
1 Sep 77

REPLACES DA FORM 3953a, 1 JUN 73, WHICH IS OBSOLETE.

U.S. GOVERNMENT PRINTING OFFICE: 1962-388-418

S T A T E M E N T O F   W O R K

T O

PROVIDE MEALS AND LODGINGS TO ARMED FORCES  
APPLICANTS OF THE MILITARY ENTRANCE PROCESSING STATION  
LOCATED AT \_\_\_\_\_

## TABLE OF CONTENTS

### STATEMENT OF WORK

- Section 1 - General
- Section 2 - Definitions
- Section 3 - Government Furnished Property
- Section 4 - Contractor Furnished Property
- Section 5 - Lodging Meals Specifications/Tasks
- Section 6 - References

### TECHNICAL EXHIBITS

1. Performance Requirements Summary.
2. Appendix L of USMEPCOM Reg 601-1 (Instructions for the Accountability of Meals/Lodging Vouchers).
3. Quality Assurance Evaluator (QAE) Surveillance Plan.

SECTION 1

GENERAL

1.1 SCOPE OF WORK. The contractor shall furnish facilities, furniture, equipment and supplies, management, supervision and labor to provide lodging accommodations, meal services and transportation as specified herein for Armed Forces applicants of the Military Entrance Processing Station (MEPS), \_\_\_\_\_. Such services shall be provided in accordance with the terms conditions and specifications set forth elsewhere in this statement of work and generally include:

1.1.1 Providing single and double occupancy motel/hotel rooms when called for by the Contracting Officer.

1.1.2 Providing the following meals when called for by the Contracting Officer.

1.1.2.1 Supper evening meal.

1.1.2.2 Breakfast meal.

1.1.2.3 Lunch/Box lunch (if not applicable delete all sections pertaining to this service).

1.1.2.4 Short order meal (if not applicable delete all sections pertaining to this service).

1.1.3 Providing transportation (bus, limousine or taxi) service to and from the contractor's establishment and the Military Entrance Processing Station, and from the commercial bus terminals to the contractor's establishment (see paragraph 1.9). (If not applicable delete all sections pertaining to this service.)

1.2 Area of considerations: For the purpose of this contract, the contractor's lodging/meal establishment shall not be located beyond a \_\_\_\_\_ radius of the MEPS located at \_\_\_\_\_.

1.3 Subcontracting: The contractor shall furnish meals and lodgings from his/her establishment or at the location specified in the contract. Subcontracting to any other establishment or any other location shall be permitted only with the prior written consent of the contracting officer.

1.4 Meals: Meals shall be served within the same complex of the lodging facility or within 300 feet of the lodging facility.

1.4.1 Cost of Meals. Meals shall be paid at the unit cost. However, if the individual elects to order less than a complete meal, the contractor shall be paid only for the actual cost of food consumed up to the unit cost of the meal. Should any one eligible to be served meals under the contract order

food items in excess to the unit cost of the meal, the excess cost shall be collected from the individual. The government shall not be liable for such additional charges. Box lunches shall be paid at the unit cost.

1.5 The contractor shall provide services under this contract as specified in orders issued by the contracting officer. General operational requirements, (meals; transportation and lodgings) shall normally be required from \_\_\_\_\_ through \_\_\_\_\_. Additionally, these requirements may be required for up to maximum of \_\_\_\_\_ Saturday operations annually. Orders will normally be issued by the contracting officer approximately 30 days in advance. Failure by the government to provide such advance notice or to modify the order once issued without providing additional notice will not be grounds for a claim for additional compensation by the contractor.

1.6 The Government estimates that an average of \_\_\_\_\_ lodgings will be required nightly and a maximum of \_\_\_\_\_ lodgings is contemplated. The contractor shall be notified each day by time contracting officer or his/her designated representative of the estimated number of lodgings that shall be required for the coming night. This number shall be an estimate only based on the best information available to the Government at the time of notification. The contractor shall reserve requested rooms until \_\_\_\_\_ M each evening. No payment shall be made for rooms held until \_\_\_\_\_ M and not utilized by the Government due to cancellation or no shows. However, the contracting officer or his/her designated representative shall make final notification by \_\_\_\_\_ M of the number and type of rooms that shall be held after \_\_\_\_\_ M. Payment for this number of rooms shall be made whether occupied or not.

1.7 Illegal Acts: The contractor shall not knowingly condone gambling, drug sales or other illegal acts within his/her establishment.

1.8 The contractor shall provide a security guard or an electronic surveillance system during the time and in the area where applicants are lodged.

1.9 Liability: The government assumes no liability for damage caused by the applicants.

1.10 Transportation requirements:

1.10.1 If the contractor's facility is located beyond \_\_\_\_\_ mile from the commercial bus terminal(s) located at \_\_\_\_\_ the contractor shall provide transportation to incoming applicants who shall be lodged at the contractor's facility the evening prior to processing. The contractor shall pick up applicants within 30 minutes from the time the applicant calls.

1.10.2 If the contractor's facility is located beyond \_\_\_\_\_ mile from the MEPS' the contractor shall provide transportation to move applicants to and from the contractor's facility and to and from the MBPS. The contractor shall

transport all applicants from his/her lodging facility to the MEPS each morning so as to arrive at the MEPS site no later than \_\_\_\_\_ AM. The contractor is cautioned that he is responsible for transporting the applicants on time; however, as stipulated in paragraph 5.1.1.13, applicants shall not be awakened any earlier than \_\_\_\_\_.

1.11 QUALITY ASSURANCE: The government shall monitor the contractor's performance under this contract by the following methods.

1.11.1 The MEPS commander, the MEPS medical officer, and USMEPCOM Inspector General or their designated representative or any other person designated in writing by the contracting officer shall inspect the contractor's facilities to ensure that state and local health, sanitation, fire prevention standards are being maintained and that accommodations and meals are being furnished in accordance with contract specifications. Such inspections shall be conducted during normal business hours at unannounced times.

1.11.2 The quality assurance evaluator (QAE) shall monitor the contractor's performance in accordance with the government's quality assurance surveillance plan (QAP) (Technical Exhibit 3) and the contract performance requirement summary (Technical Exhibit 1). Under this plan the QAE shall visit the contractor's facilities on a monthly basis at random times to conduct random sampling inspections of the lodging and meal services called for by this contract. In addition, validated complaints shall be utilized to monitor contractor's performance.

1.11.3 Deduction for unsatisfactory performance. The contractor shall not be paid for services not rendered in accordance with the standards set forth in the performance requirement summary (Technical Exhibit 1 of this statement of work).

## SECTION 2

### DEFINITIONS

2.1 Acceptable Quality Level (AQL). The maximum percent defective or the number of defects in a lot that can be considered satisfactory on the average. The allowable leeway of variance from a standard before the government shall reject a specified service or take the deduction.

2.2 Armed Forces Applicant. An individual voluntarily applying for entrance into the armed services or Coast Guard.

2.3 Contracting Officer. A person with the authority to enter into, administer or terminate contracts and make related determinations and findings.

2.4 Contracting Officer Representative (COR). A person appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations.

2.5 Foot-Candle. Unit of illuminance or illumination equivalent to the illumination produced by a source of one candle at a distance of one foot and equal to one lumen incident per square foot.

2.6 Mileage Computation. Mileage distance shall be measured as a radius from the public entrance of the Military Entrance Processing Station/bus terminal to the public entrance of the lodging facility.

2.7 United States Military Entrance Processing Command (USMEPCOM). Major command responsible for administering the operation of Military Entrance-Processing Stations.

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

2.9 Quality Assurance. Those actions taken by the government to check services to determine that they meet the requirements of this statement of work.

2.10 Quality Assurance Evaluator (QAE). A representative of the contracting officer who performs surveillance of the contract.

2.11 Quality Assurance Surveillance Plan (QAP). A plan used by the government to determine whether or not the contractor is performing at an acceptable level.

2.12 Random Sampling. A method of looking at a few individual items in a lot to determine the quality of that lot against a standard.

2.13 Supper Meal. A meal served in the evening hours.

2.14 Lunch/Dinner. A meal served during the noon hour.

SECTION 3

GOVERNMENT FURNISHED PROPERTY

3.1 The Government shall provide the contractor the necessary daily authorization and receipt vouchers.

SECTION 4

CONTRACTOR FURNISHED PROPERTY

4.1 The contractor shall furnish all materials, facilities, and services to comply with the requirements of this contract and not specifically identified as Government-furnished property in Section 3.

## SECTION 5

### LODGING/MEALS SPECIFICATIONS AND SPECIFIC TASKS

#### 5.1 LODGING SPECIFICATIONS.

##### 5.1.1 General:

5.1.1.1 The sleeping facilities furnished shall be solely on the basis of one individual to a bed with no more than two individuals to a room for double occupancy.

5.1.1.2 Privileges normally extended to other guests by the establishment shall be given to the individuals billeted at government expense.

5.1.1.3 Furniture and fixtures in guest rooms, including bathrooms and foyers, shall be free of dirt, dust and noticeable cigarette burns, cuts, or tears. No item of furniture shall be considered satisfactory if it is broken or damaged.

5.1.1.4 All applicants identified as officer applicants shall be provided a single room. A double room may be assigned to an officer applicant only if no single rooms are available. In such event, no more than one officer applicant shall be assigned to a double room..

5.1.1.5 Unless the government specifically requests a single room for an individual, the contractor shall provide double rooms to all applicants with no more than two individuals in a double room.

5.1.1.6 Illumination shall be provided at each bed, easy chair, desk or writing surface and mirror. The combination of the fixture, shade design and the bulb wattage shall provide a minimum of 30 foot-candles.

5.1.1.7 All piping and wiring shall be enclosed.

5.1.1.8 All finishes (walls and ceilings) shall be free from damage, scars, marks, dirt and dust.

5.1.1.9 Ceilings and walls shall be finished in paint or wall covering such as: Cloth; paper, vinyl or wood paneling.

5.1.1.10 All floors in common areas such as lounges, corridors, and hallways shall have carpeting or tile. Floors *shall* be free of dirt, dust, excessive cigarette burns, stains, cuts, tears, smudges and marks.

5.1.1.11 Heating, air conditioning and ventilation: Living quarters shall be provided with heating and air conditioning (in season) and otherwise provided ventilation necessary to maintain comfort for guests. If utilities fail for more than *four* hours, other than an area-wide failure, the contractor

shall relocate all occupants to another part of the hotel/motel which still has utilities available or to another motel/hotel/inn of equal or better quality at no additional expense to the government or occupants.

5.1.1.12 Safeguarding valuables: The contractor shall provide a means of storing and safeguarding (safe or vault) high value personal property of the occupants. Receipts shall be furnished to the guests.

5.1.1.13 Wake-up service shall be provided; however, applicants shall not be awakened any earlier than .

5.1.1.14 Custodial/sanitation services. Custodial and sanitation services shall be provided for lodging facilities as indicated below:

5.1.1.14.1 Daily services shall include, but shall not be limited to:

5.1.1.14.1.1 Bed making.

5.1.1.14.1.2 Linen change.

5.1.1.14.1.3 Clean towels, wash cloths and bath mat replacement.

5.1.1.14.1.4 Replacement of drinking glasses.

5.1.1.14.1.5 Soap replenishment.

5.1.1.14.1.6 Facial and toilet tissue replenishment.

5.1.1.14.1.7 Cleaning bathroom and fixtures.

5.1.1.14.1.8 Trash removal.

5.1.1.14.1.9 Emptying ash trays.

5.1.1.14.1.10 Vacuuming and dusting as necessary.

5.1.1.14.2 Weekly services shall include, but shall not be limited to dusting and cleaning of:

5.1.1.14.2.1 Furniture.

5.1.1.14.2.2 Walls.

5.1.1.14.2.3 Woodwork.

5.1.1.14.2.4 Screens.

5.1.1.14.2.5 Blinds.

5.1.1.14.2.6 Shades.

5.1.1.14.2.7 Windows.

5.1.1.14.2.8 Radiators.

5.1.1.14.2.9 Grills.

5.1.1.14.2.10 Fixtures.

5.1.1.14.2.11 Rugs and Carpets.

5.1.1.14.2.12 Stairways.

5.1.1.14.2.13 Walks.

5.1.1.14.2.14 Floors.

5.1.1.15 Linen Service. Linen service shall be provided once per day or when occupancy changes, whichever occurs first. Blankets shall be provided and additional blankets shall be made available if requested by occupant. All linen and blankets shall be freshly laundered, without any odors, free from tears, rips, holes, stains and extensive wear. Pillows shall be at least six inches thick to provide proper support.

5.1.1.16 Common use areas. The contractor shall keep all hallways, closets, stairways, entrances, exits, corridors, grounds, and other adjacent areas under the contractor's control free from dirt, obstacles and fire hazards.

5.1.1.17 Miscellaneous services. Desk clerks shall be able to explain to applicants miscellaneous charges not covered by this contract; for example, personal telephone charges. The contractor shall provide information of schedules for meals and transportation.

#### 5.1.2 Fire and Safety.

5.1.2.1 The contractor's facility shall comply with National Fire Protection (NFPA) Life Safety Code 101, \_\_\_\_\_.  
(date)

5.1.2.2 The number of fire extinguishers required by the local fire marshal or state fire marshal's office shall be available and in operating condition. The contractor shall notify the contracting officer's representative of the required number of extinguishers and shall have certifications to support their operating condition.

5.1.2.3 Smoke and fire protection alarm systems shall be installed and shall meet federal, state and local fire codes.

5.1.2.4 Electrical outlets shall be installed for lamps and other appliances. All electrical cords, bulbs, lights and switches shall be free from defects.

5.1.2.5 Electric wiring shall be properly installed and defective wiring shall be replaced or repaired to prevent fire and injury. Extension cords shall not be used. Only wall switches shall be used in bathroom.

5.1.2.6 Rooms or closets where heating equipment is located shall be kept free of dust, lint and flammable materials.

5.1.2.7 The central equipment room and all rooms used for the storage of tools and equipment shall be maintained to prevent safety and fire hazards.

5.1.2.8 Swimming pools (if available at the facility) shall be operated in accordance with state and local ordinances.

5.1.2.9 The contractor shall have signs indicating the locations of emergency exits prominently displayed on all floors utilized by the individuals lodged under this contract. The building shall be free of fire hazards.

5.1.2.10 A plan approved by the contracting officer or his/her designated representative to provide emergency medical treatment to seriously ill or injured persons lodged under this contract shall be established and emergency telephone numbers shall be posted in each room.

5.1.2.11 A first aid kit shall be kept filled and readily accessible for emergency use.

### 5.1.3 Guest Rooms.

5.1.3.1 Each room shall be free of peeling paint; stained walls; soiled, scratched, cigarette burned, torn or deteriorated furniture, and, appliances. Rooms shall be free of mildew or other odors. Each room shall include bathing and toilet facilities.

5.1.3.2 If one individual is billeted, room shall contain a minimum of 140 square feet of floor space exclusive of bath and foyer-closet area. If two individuals are billeted in one room, the room shall contain a minimum of 200 square feet of floor space exclusive of bath and foyer-closet area.

5.1.3.3 Floor covering shall be carpet and shall be free from dirt, burns, holes or stains. The carpet shall cover the floor except that the space next to the walls (not to exceed 12 inches wide) need not be covered nor the bath or foyer.

5.1.3.4 Doors to the outside of the room shall be provided with a night latch which shall prevent opening of doors from the outside when locked by the guest from the inside.

5.1.3.5 Rooms shall be equipped with heating and cooling devices to maintain a temperature of not less than 68 degrees F, or not more than 78 degrees F. Individual room temperature controls shall be used so that heating and/or cooling is available as guest desires.

5.1.3.6 Each guest room used shall provide direct access to outside fresh air.

5.1.3.7 All rooms shall be free of fly, mosquito and cockroach infestation.

5.1.3.8 All rooms shall have at least one window. Rooms opening on a narrow airshaft shall not be acceptable.

5.1.3.9 All windows shall be provided with drapes, shades, or venetian blinds. If only drapes are provided, they shall screen out light.

5.1.3.10 Guest rooms provided for one individual shall contain the following minimum furnishings and supplies:

5.1.3.10.1 One bed with high quality mattress a minimum of 39 inches wide by 75 inches long.

5.1.3.10.2 One lounge chair.

5.1.3.10.3 Two lamps including one reading light for bed.

5.1.3.10.4 Combination desk-dresser or both.

5.1.3.10.5 Desk chair.

5.1.3.10.6 Dresser mirror.

5.1.3.10.7 Bedside table.

5.1.3.10.8 Draw-type draperies (not transparent). Window shades or venetian blinds.

5.1.3.10.9 Television, 18-inch minimum.

5.1.3.10.10 Telephone.

5.1.3.10.11 Two sterilized glasses, tray and ice container.

5.1.3.10.12 Wastebasket and ash tray.

5.1.3.10.13 Four hangers and space for hanging clothes.

5.1.3.11 Guest rooms provided for two individuals under this contract shall contain the following furnishings and/or supplies in addition to those furnishings and supplies specified in paragraph 5.1.3.10 above.

5.1.3.11.1 One bed with high quality mattress a minimum of 39 inches wide by 75 inches long.

5.1.3.11.2 Lounge chair.

5.1.3.11.3 Reading light for bed.

5.1.3.11.4 Bedside table.

5.1.3.11.5 Two sterilized glasses.

5.1.3.11.6 Four hangers and space for hanging clothes.

#### 5.1.4 Bathrooms.

5.1.4.1 Bathrooms shall be located in a room separate from the sleeping area with a solid, opaque door with a locking latch. The sink may be located outside the enclosed bathroom space (tub, shower, and commode), such as in a small ante-room to the bathroom which is separate from the sleeping area; however, sinks located so that they are a part of the sleeping area shall be unacceptable. The general construction of the bathroom area shall be such that normal sounds, light, odor, or moisture cannot readily enter the sleeping area when the bathroom door is closed. Windows located in the bathroom shall be opaque (or covered with appropriate blinds or drapes) to provide complete privacy for the bathroom occupant.

5.1.4.2 Bathrooms shall meet the following minimum construction standards:

5.1.4.2.1 Hot water for bathing and shaving shall be available within 30 seconds after the hot water tap is turned on.

5.1.4.2.2 Lighting with an individual switch for the bathroom.

5.1.4.2.3 All surfaces shall be of non-porous, cleanable material.

5.1.4.2.4 Each fixture shall have stops.

5.1.4.2.5 Loose, missing, or badly worn/damaged wall or floor tiles, fixtures or accessories shall be unacceptable.

5.1.4.3 Bathrooms shall contain the following minimum furnishings and supplies:

5.1.4.3.1 One bath towel, hand towel, wash cloth, bath mat and packet of soap for each individual.

5.1.4.3.2 Lavatory.

5.1.4.3.3 Commode.

5.1.4.3.4 Lighted mirror over vanity or lavatory.

- 5.1.4.3.5 Bathtub with shower.
- 5.1.4.3.6 Shower curtain or glass-enclosed shower area.
- 5.1.4.3.7 Tub mat, safety strips, or built-in slip resistant tubs.
- 5.1.4.3.8 Toilet tissue.
- 5.1.4.3.9 Electric outlet convenient to the mirror.
- 5.1.4.3.10 Towel bars.
- 5.1.4.3.11 Wastebasket.

## 5.2 FOOD SERVICE SPECIFICATION.

5.2.1 Food service facilities and operations, including food preparation or serving area, and dining area shall meet the following minimum standards:

### 5.2.1.1 General.

- 5.2.1.1.1 Screens shall cover all windows which open.
- 5.2.1.1.2 Areas shall be free of vermin.
- 5.2.1.1.3 Floors shall be mopped daily and whenever spillage occurs.
- 5.2.1.1.4 All work tables and areas shall be washed daily and upon completion of each task.

5.2.1.2 Serving Areas. The serving and eating areas shall meet the following minimum standards:

5.2.1.2.1 Hot foods shall be kept hot (140-150 degrees F) and cold food kept cold (35-45 degrees F) until served.

5.2.1.2.2 Food shall be served utilizing proper utensils.

5.2.1.2.3 All food receptacles, dishes, and tableware shall be protected from dust and insects.

5.2.1.2.4 Steam tables shall be free of water stains and free from food particles. Steam table water shall be maintained at a temperature to keep foods at 140-150 degrees F.

5.2.1.3 Food Preparation Area. The food preparation area shall meet the following minimum requirements:

5.2.1.3.1 The interior of all refrigerators and freezers shall be free of all odors, dirt and frost.

5.2.1.3.2 Refrigerators and freezers shall have readable thermometers accurate to +/- 3 degrees F located in the warmest part of each compartment. Interior temperature of equipment shall be proper to ensure preservation of stored items and shall not be more than 45 degrees F.

5.2.1.3.3 Food shall be kept covered when not being prepared or served.

5.2.1.3.4 Foods not requiring refrigeration shall be stored in a clean, dry storeroom.

5.2.1.3.5 Sweeping of the floor shall not be done while food is being prepared or is uncovered for serving.

5.2.1.3.6 Metal wall guards, tables, sinks and racks shall be washed after each meal.

5.2.1.3.7 Meat blocks shall be scraped, brushed and cared for daily.

5.2.1.3.8 All raw fruit and vegetables shall be washed before being cooked or served.

5.2.1.3.9 All pork products shall be cooked to a minimum internal temperature of 150 degrees F.

5.2.1.4 Except for seeing-eye dogs, no animal shall be kept or allowed in any room of a restaurant or other food establishment in which food or drink is prepared, stored or served.

5.2.1.5 Dining areas shall accommodate at least persons at one sitting and shall meet the following minimum requirements:

5.2.1.5.1 Tables, chairs and other furniture used in dining room or dining room waiting area shall be free from dirt and defects-such as cigarette burns, scratches, marks and tears.

5.2.1.5.2 Tables, chairs, condiment receptacles, and other table furnishings shall be washed after each serving. Use of community bowls is prohibited.

5.2.1.5.3 Plates and trays shall be free of dirt, grease and water stains.

5.2.1.5.4 Food and drink receptacles, dishes and tableware shall be washed after each use and protected against dust.

5.2.1.5.5 All napkins shall be discarded or laundered after each usage.

5.2.1.5.6 Dining areas shall be ventilated and lighted. Overhead lights shall be free from dust and grime.

5.2.1.6 Handwashing facilities shall meet the following minimum requirements:

5.2.1.6.1 Signs shall be posted in the toilet rooms requiring food handlers to wash their hands after using toilet facilities.

5.2.1.6.2 Handwashing facilities shall be provided in all toilet rooms and kitchens.

5.2.1.6.3 Individual towel dispenser, i.e., paper towels shall be used rather than a common towel.

5.2.1.6.4 Toilet tissue, soap, and a mirror shall be provided in restrooms.

5.2.1.6.5 The doors of all toilet rooms and vestibules thereof shall be self-closing.

5.2.1.7 Equipment:

5.2.1.7.1 Dishwashing equipment and operations shall meet the following minimum requirements: '

5.2.1.7.1.1 Dishwashing machines shall be cleaned between use periods.

5.2.1.7.1.2 Dishwashing machines shall have thermometers accurate to +/- 3 degrees F or recording thermocouples provided to maintain proper temperature.

5.2.1.7.1.3 Prior to mechanical washing, all equipment and utensils shall be preflushed and/or prescraped and when necessary, presoaked to remove soil.

5.2.1.7.1.4 During the wash cycle, a temperature of not less than 150 degrees F shall be maintained, except in those cases where machines use chemicals for sanitization (see 5.2.1.7.1.8 below).

5.2.1.7.1.5 During the rinse cycle, the temperature shall remain between 180 -195 degrees F at the manifold entrance.

5.2.1.7.1.6 Rinse nozzles shall be free of scale so as not to impede the spraying of water onto items being rinsed.

5.2.1.7.1.7 Following preflushing, prescraping or presoaking, equipment and utensils shall be placed in racks, trays, baskets, or on conveyors in such a manner that all food contact surfaces are subject to unobstructed application of wash water.

5.2.1.7.1.8 Machines using chemicals for sanitization may be used provided that they meet the requirements of the National Sanitation Foundation (NSF) Standard 3 for chemical sanitization.

5.2.1.7.2 Milk machines and operations shall meet the following minimum requirements:

5.2.1.7.2.1 Milk dispenser shall have a thermometer accurate to +/- 3 degrees F to indicate temperature of the inside of the box.

5.2.1.7.2.2 Milk shall be maintained at a temperature of 35-45 degrees F.

5.2.1.7.2.3 Milk that has exceeded the expiration date shall not be served.

5.2.1.7.2.4 No other items shall be stored in milk machines.

5.2.1.7.3 Other equipment and utensils shall meet the following requirements:

5.2.1.7.3.1 After each-usage, equipment such as can openers, meat or vegetable slicers, mixers, grinders, pressure cookers, boilers, dippers, meat forks, basting spoons, and other utensils shall be washed to remove all food particles and dirt. No food particles and dirt shall remain in spaces where food collects, such as between fork prongs and junctions/handles of blades.

5.2.1.7.3.2 Stoves, ovens and grills shall be free of dirt and grease. Ventilating fans, operating with canopies, with updraft ventilation, fitted with adequate metal grease filters and vented to outside air, shall be provided over all ranges, stoves, ovens, broilers, and griddles,

5.2.1.7.3.3 Galvanized containers shall not be used for preparing fruit or vegetable salads or acid drinks, such as fruit juice, lemonade, tea or coffee.

5.2.1.7.3.4 Food containers and cooking utensils plated with cadmium surfaces which are in contact with food shall not be used.

5.2.1.7.3.5 Deep fryers shall be free of burnt grease and residue.

5.2.1.7.3.6 All soiled utensils, dishes, glassware, chinaware, tableware, trays and other equipment shall be washed after each meal and shall be stored to permit air drying or dry by dishwasher heat drying element.

5.2.1.7.3.7 No article, polish, or other substance containing any cyanide preparation or poisonous material shall be used for the cleaning or polishing of eating or cooking utensils.

5.2.1.7.4 Garbage and disposal operations shall meet the following minimum standards:

5.2.1.7.4.1 Garbage cans shall be washed each time they are emptied.

5.2.1.7.4.2 Garbage and waste containers shall be kept covered at all times.

5.2.1.7.4.3 Grease traps shall be cleaned daily (if applicable).

5.2.1.7.4.4 Liquid wastes shall be discharged into a functioning sanitary sewer system.

5.2.1.7.5 Food Transportation Equipment. In those cases where the contract calls for the preparation of food at the contractor's facility and the serving of food at the MEPS site, the following equipment shall be used when transporting food. (NOTE: Applicable only when noon meal requirements are included in the solicitation.)

5.2.1.7.5.1 Insulated and hermetically sealed food containers shall be used to transport hot food items and perishable food items.

5.2.1.7.5.2 All other food items shall be transported in closed containers to protect food from contamination.

5.2.1.7.5.3 Enclosed and clean vehicles shall be used for the transportation of food.

5.2.1.8 Employees.

5.2.1.8.1 The following minimum standards apply to food handlers, cooks, dishwashers, and waitresses:

5.2.1.8.1.1 Clothing shall be worn so as not to expose the armpits.

5.2.1.8.1.2 Hairnets or other elective hair restraints shall be used by all personnel engaged in the preparation and serving of food.

5.2.1.8.1.3\_ Tobacco in any form shall not be used where food is prepared or served.

5.1.8.1.4 All food handlers shall be required to have a limited preemployment medical examination prior to assignment. The examination shall include a chest x-ray and be conducted to determine freedom from: an acute and chronic inflammatory condition of the respiratory system, and acute and chronic skin disease, a carrier state of an intestinal infection, or clinical evidence of any other communicable disease. In addition to the preemployment examination, all food handlers shall be required to have a chest x-ray or tuberculin test at least annually. Upon request, the contractor shall show the results to the contracting officer's representative (CDR).

5.2.1.8.1.5 Hands of food handlers shall be free of cuts, sores, and other skin lesions.

5.2.1.8.1.6 Any person handling food who shows signs of an infectious disease or who is known to be a carrier shall be immediately relieved of his/her duties and reported to medical authorities.

5.2.1.8.1.7 Food handlers shall wash their hands before starting to work.

### 5.3 MEALS SPECIFICATION:

5.3.1 Breakfast menu shall consist of the items listed below. The menu in its entirety shall be made available to each applicant. However, the applicant may select less than the menu.

Fruit or fruit juice - 4 ounces

Cold cereal with milk (1 individual packet)

Two eggs (US Department of Agriculture Grade A Large)

Bacon, ham, or sausage - 3 ounces

Toast (two slices)

Two pats butter (72 pats per pound)

Jelly or jam

Coffee, tea, or milk (milk shall be US Public Health Service Grade A or equivalent) - 8 ounces. Beverages shall be applicant's choice

#### 5.3.2 Dinner meal (lunch)/supper meals:

5.3.2.1 Applicant shall be provided a choice of one entree from at least two entrees furnished per meal by the contractor with a minimum served quantity of cooked edible portion as specified below. Entrees shall vary, from day-to-day with each of the meat items being served not more than twice a week.

Grilled Steak (US Choice Beef) - 6 ounce top round, sirloin butt

Swiss Steak (US Choice Beef) - 6 ounce bottom round

Roast beef (US Choice Beef) - 6 ounce top round of rib

Pot roast (US Choice Beef) - 6 ounce chuck or bottom round

Baked ham (14 inches and down, or 14 to 16 inch average) - 6 ounce slice

Grilled pork chop (8 to 12 pound average) - 8 ounce serving

Veal cutlet (US Choice Veal) - 6 ounce leg or shoulder

Chicken, fried (2 - 1/2 to 3 pound eviscerated fryer) - 1/4 serving

Fish - 5 ounce fillet

5.3.2.2 Potato. Applicants may select one of the following types (3 ounce serving). At least two types shall be provided per meal:

Mashed	Sweet, baked
Baked	Sweet, candied
Parsley Buttered	Sweet, mashed
French Fried	

5.3.2.3 Applicant may select one vegetable serving of types listed below (2 - 1/2 ounce serving). At least two types shall be provided per meal:

Green beans	Lima beans
Green peas	Whole grain corn
Greens, leafy	Creamed corn
Asparagus	Broccoli

5.3.2.4 Contractor shall provide one salad (2 - 1/2 ounce serving) from the list below with dressing as appropriate:

Mix green	Waldorf
Lettuce and tomato	Cole slaw
Tomato and cottage cheese	Pineapple and cheese
Lettuce wedge	

5.3.2.5 Applicant may select one type of bread as listed below. At least three types shall be provided per meal:

White - 2 slices	Corn muffins - 2 each
Whole Wheat - 2 slices	Biscuits - 2 each
Hot Rolls - 2 each	

5.3.2.6 Butter - 2 pats (72 pats per pound).

5.3.2.7 Applicant may select one of the desserts as listed below. A total of three desserts from at least two dessert categories shall be provided per meal:

Pie - apple, cherry, peach, or berry - 1/6 of 9 inch pie

Ice Cream - 3 ounces (choice of flavor)

Cake, layer with icing - 2 ounce cut

5.3.2.8 Applicant may select one of the beverages as listed below. All of the following shall be provided per meal:

Coffee - 2 cups

Tea, hot or cold (in season) - 2 cups or glasses

Milk - 1 pint

Soft drinks (carbonated) - ounce serving (shall include cola, root beer, or lemon-lime; regular or diet)

5.3.3 Short Order.

5.3.3.1 Applicant may substitute the following short order menu for dinner or supper meal. Applicant may select two of the following. At least three of the following choices of food shall be available for each dinner meal:

Soup with crackers - one 8-ounce bowl with two packages of crackers

Hamburger with 1/4 pound of meat

Cheeseburger with 1/4 pound of meat

Frankfurter (1.6 ounce) on hot dog bun with chili

Bacon, lettuce, and tomato sandwich on toast. Sandwich to contain three slices of bacon as a minimum

5.3.3.2. Applicant may select either french fries or potato chips. Both selections shall be made available to applicant.

5.3.3.3 Catsup, mustard, mayonnaise, butter or margarine, pickle relish, and onions as desired by the applicant shall be made available.

5.3.3.4 Soft drinks - 8 ounce serving as specified in paragraph 5.3.2.8.

5.3.4 Box Lunch. The box lunches shall consist of (NOTE: Applicable only when noon meal requirements are included in the solicitation):

5.3.4.1 Two sandwiches separately wrapped, each containing one of the items from each group listed below:

5.3.4.1.1 Filling.

Sliced, baked, or boiled ham - 2-ounce serving

Sliced chicken or turkey - 2-ounce serving

Sliced roast beef - 2-ounce serving

5.3.4.1.2 Bread - Total of four slices per lunch.

White (36 slices per 2-pound pullman)

Cracked wheat (18 slices per pound)

Whole wheat (18 slices per pound)

Rye (17 slices per pound)

5.3.4.1.3 Spread.

Butter - one pat (72 pats per pound)

Mayonnaise or mustard - one teaspoon serving

5.3.4.2 Fresh Fruit (in season). One of the following per lunch:

Apple - one medium (three each per pound)

Banana - one medium (three each per pound)

Orange - one medium (three each per pound)

Peach - one medium (three each per pound)

Pear - one medium (three each per pound)

5.3.4.3 Desserts. One of the following per lunch:

Cake, layer or sheet, with icing - 2 to 3-ounce cut

Cupcakes - two each (medium)

5.3.4.4 Contractor shall provide some lunches in each order with milk and some with soft drinks.

Milk - 1/2 pint or one 8-ounce glass

Soft drink as specified in paragraph 5.3.2.8

5.3.4.5 Paper supplies to be used as follows:

Waxed/saran paper or glassine bags shall be used for wrapping all items except fruit or beverage

Straw - one each

Napkins, paper - one each (13 inches by 13 inches)

Lunch boxes, cardboard - one each

5.3.4.6 All lunches shall be packed in cardboard lunch boxes large enough to hold all items without crushing.

5.3.4.7 Box lunch meals shall be prepared not longer than 5 hours prior to time of consumption and shall be kept under refrigeration until served

5.3.5 Meals furnished shall consist only of food (non-greasy) and non-alcoholic beverages commonly served with meals.

5.3.6 The government estimated consumption on meals is as follows:

5.3.6.1 An average of \_\_\_\_\_ supper meals shall be required daily with a maximum of \_\_\_\_\_.

5.3.6.2 An average of \_\_\_\_\_ breakfast meals shall be required daily with a maximum of \_\_\_\_\_.

5.3.6.3 An average of \_\_\_\_\_ served noon meals shall be required daily with a maximum of \_\_\_\_\_.

5.3.6.4 An average of \_\_\_\_\_ box lunches shall be required daily with a maximum of \_\_\_\_\_.

5.3.6.5 Meals shall be served at the times indicated below:

5.3.6.5.1 Supper meals from \_\_\_\_\_ to \_\_\_\_\_.

5.3.6.5.2 Noon meal (lunch) from \_\_\_\_\_ to \_\_\_\_\_.

5.3.6.5.3 Breakfast from \_\_\_\_\_ to \_\_\_\_\_.

5.3.6.5.4 Box lunches shall be delivered to \_\_\_\_\_ not later than \_\_\_\_\_.

5.3.6.5.5 The contractor shall serve meals to applicants within \_\_\_\_\_ minutes from time of arrival at contractor's dining facility.

5.3.7 Meals/Lodging Vouchers. The contractor shall perform administrative functions to account for meals/lodgings services provided to MEPS applicants. Instructions are provided in APPENDIX L of USMEPCOM Reg 601-1 (attached as Technical Exhibit 2). Necessary forms shall be provided to the contractor by the contracting officer's representative. The contractor shall return completed forms on a daily basis to the MEPS by \_\_\_\_\_.

SECTION 6

REFERENCES

6.1 Documents applicable to this Statement of Work are listed below and are coded as either mandatory or advisory. The contractor shall be obligated to follow those coded as mandatory. These references with any subsequent changes shall be furnished to the contractor. The contractor shall post and update changes to the applicable publication. If any change becomes effective during the contract period which effects the requirements of this contract, these changes shall be negotiated with the contractor.

	<u>MANDATORY</u>	<u>ADVISORY</u>
USMEPCOM Reg 601-1 entitled "Applicant/Enlistee Processing List - Authorization, Control and Accounting for Meals and Lodging Services" dated _____ _____.	X	
Military Standard (MIL STD) 105D entitled "Sampling Procedures and Tables for Inspection by Attributes" dated _____ _____.		X
National Fire Protection Association (NFPA) dated _____ _____.	X	
Life Safety Code 101, adopted _____.	X	

TECHNICAL EXHIBITS

1. Performance Requirements Summary
2. Appendix L of USMEPCOM Regulation 601-1
3. Quality Assurance Evaluator Surveillance Plan

TECHNICAL EXHIBIT NUMBER 1

PERFORMANCE REQUIREMENTS SUMMARY EXPLANATION

1. The purpose of this exhibit is to:

a. List the contract requirements considered most critical to acceptable contract performance.

b. Show the maximum allowable degree of deviation from perfect performance (AQL) that shall be allowed by the government before contract performance is considered unsatisfactory.

c. Show the percentage of the alternate cost of services that will be deducted from the contractor's pay for failure to provide the service and actions that can be taken by the contracting officer in cases where contractor's performance exceeds the AQL.

d. Explain the quality assurance methods the government shall use to evaluate the contractor's performance in meeting the contract requirements.

e. Define the procedure the government shall use in reducing the contractor's monthly payment if the services called for by the contract are not rendered by the contractor.

2. The rights of the government and remedies described in this section are in addition to all other rights and remedies set forth in the solicitation. Specifically, the government reserves its rights under the Inspection of Services and Termination for Default Clauses. Any deductions pursuant to PRS shall reflect the reduced value of services performed under the contract. The contractor shall not be relieved of full performance of the services hereunder and may be terminated for default based upon inadequate performance. The government may modify the type and frequency of inspection of items not surveilled by random sampling.

3. The criteria for acceptable and unacceptable performance is as follows: For areas surveilled by sampling, criteria are derived based on the lot size, sample size, and AQL for each contract requirement listed in the contract performance requirements summary. When the number of defects in the contractor's performance discovered by the QAE exceeds the acceptable level, as determined by using the sample size table and the acceptance/rejection tables of MIL-STD-105D, the contractor shall be required to complete a Contract Discrepancy Report (CDR). The CDR requires the contractor to explain in writing why performance was unacceptable, how performance shall be returned to acceptable levels, and how recurrence of the problem shall be prevented in the future. In accordance with the Inspection of Service Clause, the contractor shall not be paid for services not rendered in accordance with the standards set forth in the contract.

4. Monthly payments to the contractor shall be reduced for failure to provide the required service.

a. Each month, contractor performance shall be compared to contract standards and the acceptable quality levels stated in the attached performance requirements summary matrix. For this purpose, the normal sample size table and acceptance/rejection table of MIL-STD-105D shall be used.

b. If the contractor fails to provide the required service, and the failure is clearly the fault of the contractor, an amount of money equal to the monthly billing times the percentage cost as stated in column 5 of the performance requirements summary matrix shall be deducted.

c. The amount of money to be deducted for unsatisfactory performance will be computed as indicated in the following formula.

RANDOM SAMPLING INSPECTION METHOD  
PAY DEDUCTION COMPUTATION EXAMPLE

IF: Quality of completed work is unsatisfactory (AQL of 4 percent exceed).

AND: Contract price for lodging service (i.e., lodging cost only) for the month is \$18,000.

AND: Deduction from contractor's price for exceeding the AQL is 5 percent as per PRS.

AND: The sample size is 5 based on a lot size of 21 as per sample size table and reduced to 3 as per acceptance rejection table MIL-STD-105D (figure 4-3, OFPP Pamphlet Number 4).

AND: The number of defects found during the inspections is 2 (reject number is 1 as determined by the table at figure 4-4, OFPP Pamphlet Number 4).

THEN: Deduction from current month's invoice is:

Contract price for lodging service for the month	=	\$18,000
X percentage deduction as per PRS	=	<u>      .05</u>
		\$      900
X percent of sample defective (2 divided by 3)		<u>      .66</u>
Deduction	=	\$      594

CONTRACT PERFORMANCE REQUIREMENTS SUMMARY MATRIX (TECHNICAL EXHIBIT #1A)

REQUIRED SERVICE (1)	STANDARDS (2)	MAXIMUM ALLOWED DEGREE OF DEVIATION FROM REQUIREMENT (AQL) (3)	METHOD OF SURVEILLANCE (4)	DEDUCTION FROM CONTRACTOR'S PRICE FOR EXCEEDING THE AQL (5)
<b>PROVIDE LODGING</b>				
<b>a. Room Assignment</b>				
(1) Single room	Officer applicant must be assigned to a single room or one individual to a double room.	4 percent	Monthly random sample inspections	5 percent
(2) Double room	Enlisted applicants must be assigned two individuals to a double room or one individual to a single room.	4 percent	Monthly random sample inspections	5 percent
<b>b. Furniture and equipment</b>				
	Each room must contain the items of furniture and equipment prescribed in paragraphs _____ of the specifications. Furniture must be serviceable and equipment must be operational.	4 percent	Monthly random sample inspections	5 percent
<b>c. Fixtures</b>				
	The electrical, plumbing and other bathroom fixtures prescribed by paragraph _____ of the specifications must be operational.	4 percent	Monthly random sample inspections	5 percent

CONTRACT PERFORMANCE REQUIREMENTS SUMMARY MATRIX (TECHNICAL EXHIBIT #1A)

REQUIRED SERVICE (1)	STANDARDS (2)	MAXIMUM ALLOWED DEGREE OF DEVIATION FROM REQUIREMENT (AQL) (3)	METHOD OF SURVEILLANCE (4)	DEDUCTION FROM CONTRACTOR'S PRICE FOR EXCEEDING THE AQL (5)
d. Custodial/Sanitation	Room must be clean and serviced on a daily basis as required by paragraph _____ of the specifications.	4 percent	Monthly random sample inspections	5 percent
(1) Supplies	Sleeping rooms and bath-rooms must be provided with supplies identified by paragraphs _____ and _____ of the specifications.	4 percent	Monthly random sample inspections	5 percent
(2) Linen Service	Clean linen including towels must be provided once per day or when occupancy changes, whichever occurs first.	4 percent	Monthly random sample inspections	5 percent
f. Transportation	Transport applicants from bus/train depot to MEPS/Lodging facility within _____ minutes from notification.	4 percent	Monthly random sample inspections	5 percent
<u>PROVIDE MEALS</u>				
a. Daily menu compliance	Food and beverage for each meal must be available, for applicants, in the type and portions specified by paragraph _____ of the specifications.	4 percent	Monthly random sample inspections	10 percent

CONTRACT PERFORMANCE REQUIREMENTS SUMMARY MATRIX (TECHNICAL EXHIBIT #1A)

REQUIRED SERVICE (1)	STANDARDS (2)	MAXIMUM ALLOWED DEGREE OF DEVIATION FROM REQUIREMENT (AQL) (3)	METHOD OF SURVEILLANCE (4)	DEDUCTION FROM CONTRACTOR'S PRICE FOR EXCEEDING THE AQL (5)
b. Dining areas and furnishings	Must accommodate at least _____ applicants at one sitting and must contain sufficient furniture and must conform to the sanitary requirements prescribed by paragraph _____ of the specifications.	4 percent	Monthly random sample inspections	5 percent
c. Food preparation areas	Must meet the minimum sanitary requirements specified by paragraph _____ of the specifications.	4 percent	Monthly random sample inspections	5 percent
d. Food service & equipment & utensils	Equipment must meet the operational and sanitary requirements specified by paragraph _____ and _____ of the specifications. Utensils and other food preparation equipment must be cleaned after each use and required by paragraph _____ of the specifications.	4 percent	Monthly random sample inspections	5 percent

TECHNICAL EXHIBIT 2

(EXTRACTED FROM USMEPCOM REG 601-1, . APPENDIX L)

INSTRUCTIONS FOR VENDORS (CONTRACTORS) FOR  
THE MEAL AND LODGING VOUCHER SYSTEM

1. VOUCHER SYSTEM. The Meal of Lodging Voucher System requires a minimum of administration and provides improved security and control features as well as a clear trail for audit purposes.

2. FORMS USED.

a. The individually numbered tickets (USAREC Form 248 series) are replaced with daily authorization and receipt vouchers (USMEPCOM Forms 727-1 through 727-4) prepared by each of the Armed Forces Service Counselors and other forwarding agencies. USAREC Form 248 series will not be honored after implementation of this system with the exception of a MEPS which has received an approved waiver in writing from HQ USMEPCOM. Instructions concerning completion of authorization vouchers are contained in paragraph 8, this appendix. Vouchers used are listed below:

<u>FORM NUMBER</u>	<u>TITLE</u>
USMEPCOM Form 727-1 (Light Blue)	Applicant-Enlistee Lodging Authorization and receipt Voucher
USMEPCOM Form 727-2 (Green)	Applicant-Enlistee Supper Meal Authorization and Receipt Voucher
USMEPCOM Form 727-3 (Pink)	Applicant-Enlistee Breakfast Meal Authorization and Receipt Voucher
USMEPCOM Form 727-4 (Light Yellow)	Applicant-Enlistee Dinner (Lunch) Meal Authorization and Receipt Voucher

b. USMEPCOM Form 728 (Applicant Meal/Lodging Authorization and Receipt Voucher for Late Arrival: Add-Ons) (figure C-1). A supply of this voucher will be provided contract establishments. After compliance with identification and verification process listed in paragraph 1, this appendix, this form will be used to furnish meals/lodgings to late arrival applicants whose names are not identified on the appropriate authorization voucher.

c. USMEPCOM Form 724 (Daily Invoice Lodging/Meal Services). A supply of this form will be provided to contract establishments for convenience in billing MEPS for services rendered. It is a carbon interleaved set of two forms. Upon completion, the original will be collected by the MEPS. The second copy will be maintained by the contract establishment. Instructions for completion are contained in paragraph 1, this appendix.

3. DELIVERY OF AUTHORIZATION VOUCHERS. USMEPCOM Forms 727-1 through 727-4 will be furnished contract establishments daily, Mondays through Fridays, excluding holidays. Vouchers will list the names of individuals for the military service that are entitled to the service covered by the voucher. Only individuals with the authorization entry described in paragraph 6 will be authorized the service. Some of the individuals authorized the service will not claim the service. In this case, only those actually receiving the service or the guaranteed number specified in accordance with the contract, whichever is the greatest, will be included in the claim for reimbursement.

4. DELIVERY OF DAILY INVOICE FOR SERVICES RENDERED (WITH SUPPORTING VOUCHERS) TO MEPS. Meals and lodging authorization and receipt documents will be collected by the MEPS on the next work day following the date on which the services were rendered.

5. ACTUAL COST OF MEALS. Vendors who furnish meals under a contract which calls for the Government to pay for only the ACTUAL COST of item taken by the applicant/procsee/enlistee (up to the specified meals cost ceiling) will have the applicant/procsee/enlistee enter the ACTUAL COST of item taken in column 9 of USMEPCOM Forms 727-2 through 727-4, as appropriate. The applicant will enter the amount after receipting for the service (by his signature) in column 8 of USMEPCOM Form 727-2 through 727-4 as appropriate.

6. AUTHORIZATION OF SERVICES. The Service Counselors initials entered in either the "applicant" or "enlistee" subcolumn of the authorization column of the voucher, in line with the individual's name will serve as authorization for the vendor to supply the service.\* The identification and verification process described in paragraph 7 will be complied with prior to furnishing the service. On occasions, individuals whose names are listed on vouchers will report to contract establishments requesting service, and through error or otherwise, the individual was not authorized the service. In this case, the identification procedure described below will be followed. If the individual can be provided and a checkmark will be entered in the authorization subcolumn entitled "applicant," the hour the individual was furnished the service will be entered in the "hour of arrival" column of the voucher.

7. IDENTIFICATION (ID) AND VERIFICATION PROCESS. This process is important and will be complied with prior to furnishing the service. Each individual must properly identify him/herself by producing identification document(s) in the preference order listed below. Upon presentation of the ID document, data

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\* Individuals with an asterisk preceding their name will not be provided with lodgings or meals. (See Explanation of Terms, paragraph 3, page 3, this regulation.)

contained thereon will be verified against the ID entries listed on voucher. (Note: Lodging or supper or breakfast meals will not be furnished individual's with an asterisk preceding his/her name).

ID documents, listed in order of preference are:

(1) Social Security Card.

(2) Drivers License.

(3) Applicant Records.

(4) Telephone or personal contact with recruiting officials (names or individuals to be contacted will be furnished contract establishments by the contracting MEPS).

(5) USMEPCOM Form 704 (See Figure R-4).

NOTE: The identification process in (1), (2), and (3) above applies only to applicants/enlistees whose names have been entered on the voucher by the military recruiting service or the HIPS. Identification required for applicants/enlistees whose names are not included on completed vouchers will be by telephone or personal contact with recruiting officials (names of individuals to be contacted will be furnished contract establishments by the contracting MEPS).

8. COMPLETION OF LODGING/MEAL AUTHORIZATION VOUCHERS (USMEPCOM Forms 727-1 through 727-4). Upon completion of the identification process prescribed by paragraph 7, the following entries will be made:

a. Type Accommodations (applicable only to lodging contractors) USMEPCOM Form 727-4. An "B" entered in either the "single" or "double" room column denotes type of accommodation to be furnished the individual. The room number assigned may be entered in space provided on the form (lodgings will not be supplied individuals identified with an asterisk (\*) preceding their name).

b. Signature of Applicant/Enlistee. Each page of the vouchers provides a line number identification (1 through 15) for each individual that is listed on the voucher. The signature block is identified with the same number to aid in obtaining the signature of the individual.

c. Actual Cost of Meals. For those vendors who furnish meals under a contract which calls for reimbursement for the ACTUAL COST of the meal ONLY, the applicant/procuresee/enlistee will enter the actual cost of item taken (up to the dollar ceiling of the contracted meal) in column 9.

9. USMEPCOM FORM 728 (APPLICANT MEAL/LODGING AUTHORIZATION AND RECEIPT VOUCHER FOR LATE ARRIVAL ADD-ONS) (figure C-1). The following entries will be made:

<u>COLUMN</u>	<u>ENTRY</u>
a. Date	Enter date the form is prepared.
b. Vendor	Enter the name of contract establishment.
c. Name	Print (or type) the name (last, first, MI) of the individual receiving the service. A separate line will be used for each service supplied an individual.
d. SSN	Enter the Social Security Number assigned to the applicant. Occasionally, an applicant may not have an assigned SSN. If this is the case, enter "None."
e. Sex	Enter "M" for male, "F" for female.
f. Arrival Information:	
(1) Date	Enter the date (day and month) applicant arrived at contract establishment. Example: "1 June 75."
(2) Hour	Show time of day the applicant arrived at contract establishment requesting the service. Example: "7:00 PM."
g. Military Service	Enter appropriate military service, (i.e., "Army," "Navy," "Air Force," "Marine Corps") for which the applicant is to be processed.
h. Kind of Service	Show the type of service being provided: Lodgings: "LS" for single, "LD" for double; "S" for supper; and "B" for breakfast meal. Each service furnishing an individual will require a separate line entry.
i. Approval Received from (Name and Title of MEPS/Recruiting Official or Applicant Records).	List information as appropriate. Example:  (1)   JOHN SMITH MEPS Bus Driver

- (2) Name of Authorizing Recruiting Official.
- (3) APPLICANT RECORDS  
DD Form 4, and Social Security Card

- j. Signature of Applicant Receiving Service Obtain the signature of the individual receiving the service.
- k. Price of the Meal For those vendors who furnish meals under contracts that call for reimbursement of the actual cost of food and beverage (non-alcoholic) taken, the applicant will enter the actual cost of items taken, up to the contractual dollar ceiling of the meal, after his signature.

10. SIGNATURE AND TITLE (VENDOR OR REPRESENTATIVE, AGENT). Each page of USMEPCOM Forms 727-1 through 727-4 will be signed and dated by the vendor or authorized representative (agent). This serves as certification that services were provided as authorized and in accordance with contractual agreement.

11. USMEPCOM Form 729 (DAILY INVOICE LODGING/MEAL SERVICES). This form is a carbon-interleaved set of two forms. Upon completion, the original with applicable supporting authorization vouchers attached, will be collected by the contracting MEPS. The second copy will be maintained by contract establishments. The following entries will be made:

a. Vendor. Enter (stamp) the name of contract establishment.

b. Contract Number. Enter the number assigned to contract with the MEPS to furnish the services included on the invoice.

c. Authorization Dates. Enter the date(s) the services were rendered.

d. Sections I and II.

(1) RATE. Enter the contract rate for each type of service for which reimbursement it being claimed.

(2) NUMBER FURNISHED. Enter the number of each type lodging (single and double) and each type of meal furnished, by military service, and the total for all military services.

(3) AMOUNT \$. Enter the total dollar amount being claimed.

(a) This entry is optional since dollar amounts (number furnished multiplied by the rate) can easily be determined by both the contractor and

MEPS. Also, dollar amount (based on some contractual agreements) is based on volume of services supplied, and can only be determined at end of month.

(b) If vendor is to be paid for the actual cost of the meal only, enter the total amount due as tabulated from the appropriate voucher.

e. Section III, Honored Vouchers (Attached). Enter the total pages of vouchers, by military service and kind of service furnished, which will be attached to the daily invoice.

f. Section IV, Certification.

(1) Date. Enter the date the invoice is prepared.

(2) Signature and Title (Vendor or Agent). USMEPCOM Form 729 will be signed by the vendor or authorized agent certifying that bill is correct and that payment for services has not been received.

TECHNICAL EXHIBIT 3

QUALITY ASSURANCE EVALUATOR (QAE)  
SURVEILLANCE PLAN

"FOR INFORMATION PURPOSES ONLY. This quality assurance surveillance plan is not part of the request for proposal or invitation for bid nor shall it be made part of any resulting contract."

1. This quality assurance surveillance plan has been developed to implement the minimum requirements of supplement number 2 of Office of Management and Budget Circular A-76. It is designed to aid the government QAE in providing effective and systematic surveillance for the contract services being provided. This plan provides for monitoring of contractual requirements through the random sample inspections (monthly) method.

2. The objective of this surveillance plan is to evaluate how the contractor is performing in areas which are considered critical.

3. Random Sample Inspections. On a monthly basis and at random times, the QAE shall conduct a random sample inspection of the contractor's lodging and food service facilities. These inspections shall be conducted at unannounced times and during operating hours and at times when applicants have been assigned rooms, meals are being served or transportation is being provided to applicants. In conducting these inspections, the QAE shall follow instructions provided by Sampling Guides 1 and 2.

4. Selecting the rejection level.

a. The table at figure 4-4, Single Sampling Plan for Normal Acceptance Rejection Levels for Normal Inspection, OFPP Pamphlet Number 4, shall be used in conjunction with the random sampling inspection and the established quality acceptance level (AQL) stated in performance requirements summary (Technical Exhibit 1A) to determine whether or not any of the services provided meet the AQL. Instructions on the use of acceptance rejection table are contained in OFPP Pamphlet Number 4.

b. if the number of defects noted by the inspector are within the AQL, no further action is required.

5. Valid complaints. Valid complaints shall not be utilized to support deduction from contractor's pay. However, these complaints can be used as further evidence of unsatisfactory performance if the random sampling shows that the specific service is unsatisfactory.

a. The QAE shall document and investigate complaints concerning lodging, meal services and/or transportation service. Suggested format provided by Figure Q-4 shall be utilized.

b. Upon receipt of complaint, the QAE shall take immediate action to document, investigate, and forward complaints to contractor for validation.

c. The contractor shall respond, by the next working day, as to the validity of the complaint and shall provide reasons for the discrepancy and proposed corrective action.

6. Contract Discrepancy Report (CDR). In those cases where the number of defects exceeds the AQL, the QAE shall partially prepare a Contract Discrepancy Report in accordance with suggested format at Figure Q-4. The Contract Discrepancy Report (complete items 1, 2, 3, 4 (date prepared only) and 5) shall make reference to the Performance Requirement Summary and state how the AQL was exceeded. In addition, the QAE shall compute the dollar amount to be deducted from contractor's monthly invoice (if applicable). Computation data must be attached to the CDR.

7. Contract Discrepancy Reports, together with copies of supporting documentation, (tally sheets and pay deduction computation if applicable) shall be provided the COR for submission to the contracting officer.

8. Inspection of contractor's facility for compliance with contract specifications:

a. In conjunction with the random sample inspections called for by paragraph 3 above, the QAE must inspect the contractor's lodging and/or food service facility to ensure that the services called for by the contract are being provided or performed in accordance with contract specifications and that the fire, safety, health and sanitation requirements as called for by the contract are being maintained. For this purpose, the contract facility shall be inspected not less than once per month. Checklists illustrated at figures Q-5 and Q-6 shall be used to conduct and document these inspections.

b. Completed checklists revealing the inspection results shall be provided the COR. In those cases where in the Judgment of the COR, corrective action is required, the inspection checklists shall be submitted to the contracting officer by letter requesting corrective action.

SAMPLING GUIDE #1  
LODGING SERVICES MONITORING

1. Acceptable Quality Levels (AQL) are as follows:
  - a. Room assignment single vs double accommodations - 4 percent.
  - b. Furniture and equipment - 4 percent.
  - c. Fixtures (electrical and plumbing) - 4 percent.
  - d. Custodial/sanitation service - 4 percent. Includes:
    - (1) Supplies.
    - (2) Linen service.
  - e. Transportation - 4 percent.
2. Lot size: Number of days the contractor provided lodging accommodations during the month.
3. Sample size: Number of times the contractor facility shall be inspected to determine whether lodging accommodations and transportation service (if applicable) are being provided in conformance with contract requirements. This number is determined by using the normal size sample column of the sample size table, figure 4-3, OFPP Pamphlet Number 4. The minimum number of rooms to be inspected each time will be 10 rooms, or the actual number of rooms assigned to applicants; if less than 10.
4. Rejection level: To select the rejection level use table at figure 4-4, OFPP Pamphlet Number 4. To use this table begin with the known values for the AQL and sample size. Find the selected sample size (in the sample size column) and read across to the column for the applicable AQL. In some cases this table directs a change in sample size, in this case the QAE should inspect accordingly.
5. Sampling procedures: On a monthly basis the QAE shall determine the number of times the hotel should be inspected (sample size). This number shall be based on the actual number of times the contractor provided lodging accommodations during the preceding month (lot size). The figures under the normal size column of the sample size table, figure 4-3 OFPP Pamphlet Number 4 shall be used. The actual dates on which the hotel should be inspected and room numbers to be inspection should be randomly selected. Tables at attachment 1 of OFPP Pamphlet Number 4 may be used to do the random selection.

a. Proper room assignment. Room assignment (double and single accommodations) should be checked by verifying the USMEPCOM Form 727-1 with the hotel guest registers and visual inspection of assigned rooms. To determine whether or not the contractor is complying with room assignment requirements, the QAE must conduct the inspection after the applicants are checked in.

b. Furniture and equipment. Furniture and equipment should be checked for proper operation and serviceability, and to ensure the requirements of specifications \_\_\_\_\_, as to type and quantity, are being met.

c. Fixtures. All electrical and plumbing fixtures should be checked for proper operation and serviceability and to ensure the requirements of specification \_\_\_\_\_ are being met.

d. Custodial sanitation. The lodging facility should be checked to ensure that custodial services are being provided and sanitation requirements called for by specifications \_\_\_\_\_ are being met.

(1) Supplies. Rooms assigned to applicants should be checked to ensure the required supplies as identified by specifications are being provided.

(2) Linen service. Linen including towels must be exchanged once per day or when occupancy changes; whichever occurs first.

e. Transportation service. When the contract calls for applicant pick up service as part of the lodging service, the QAE must ensure that this service is provided on a timely manner as called for by specifications \_\_\_\_\_.

#### 6. Inspection procedures:

a. The QAE shall use the tally sheet provided at Figure Q-1 to inspect the selected guest rooms.

b. During the course of the actual inspection, the QAE should request that the contractor or his/her representative be present.

c. The QAE shall indicate on each tally sheet whether specific critical areas were found satisfactory or unsatisfactory. The reason for unsatisfactory condition, and the contract specification paragraph number, shall be stated to the remarks column of the tally sheet. In addition, the contractor or his/her representative shall be made aware of the discrepancy and asked to acknowledge this fact by signing the tally sheet. If all items within each critical area comply with the specifications of the contract, a check mark (X) will be placed in the satisfactory column of that particular area. If one item within any critical area does not comply with the specification of the contract, a check mark (X) will be placed in the unsatisfactory column of that critical area and the entire lot in that particular critical area on that particular date is considered unsatisfactory.

d. The tally sheets shall indicate the actual total number of services which were found satisfactory or unsatisfactory and shall be used to determine whether the contractor is providing services within the applicable AQL.

7. Performance Criteria:

a. Performance is acceptable when the number of defects/discrepancies discovered during the random sampling inspection is equal or less than the number of defects called for by the applicable AQL stipulated in the performance requirements summary. To determine whether or not performance is acceptable, the normal sample sized acceptance/rejection table of MIL-STD-105 (figure 4-4, OFPP Pamphlet Number 4) shall be used.

b. Performance is not acceptable when the number of defects/discrepancies discovered during the random sampling inspection exceeds the number of defects allowed by the applicable AQL stipulated in the performance requirements summary of the SOW.

c. Recommended pay deduction for unsatisfactory service should be computed as illustrated in the following formula.

RANDOM SAMPLING INSPECTION METHOD  
PAY DEDUCTION COMPUTATION EXAMPLE

IF: Quality of completed work is unsatisfactory (AQL of 4 percent exceed).

AND: Contract price for lodging service for the month is \$18,000.

AND: Deduction from contractor's price for exceeding the AQL is 5 percent as per PRS.

AND: The sample size is 5 based on a lot size of 21 as per sample size table (figure 4-3, OFPP Pamphlet Number 4), and reduced to 3 as per acceptance rejection table, MIL-STD-105D (figure 4-4, OFPP Pamphlet Number 4).

AND: The number of defects found during the inspections is 2 (reject number is 4 as determined by the table at figure 4-4, OFPP Pamphlet Number 4).

THEN: Deduction from current month's invoice is:

Contract price for lodging service for the month	=	\$18,000
X percent deduction as per PRS	=	<u>.05</u>
		\$ 900
X percent of sample defective (2 divided by 3)		<u>.66</u>
Deduction	=	\$ 594

SAMPLING GUIDE #2  
MEAL/FOOD SERVICE MONITORING

1. Acceptable Quality Levels (AQL) are as follows:

- a. Daily menu compliance - 4 percent.
- b. Dining areas sanitation and furnishings - 4 percent.
- c. Food preparation areas - 4 percent.
- d. Food service equipment and utensils - 4 percent.

2. Lot size: Number of times the contractor served each type of meal called for by the contract during the month.

3. Sample size: Number of times for each type meal the contractor's food service facility shall be inspected to determine whether each type meal called for by the contract is being provided in conformance with contract requirements. For example: If the contract calls for breakfast and supper meals, the QAE will have to inspect the contractor's facility a number of times during the breakfast meal period and a number of times during the supper meal period. The QAE shall use the normal size sample column of the sample size table, figure 4-3, OFPP Pamphlet Number 4 to determine the sample size.

4. Rejection level:: To select the rejection level use table at figure 4-4, OFPP Pamphlet Number 4. To use this table begin with the known values for the AQL and sample size. Find the selected sample size (in the sample size column) and read across to the column for the applicable AQL. In some cases this table directs a change in sample size, in this case the QAE should inspect accordingly.

5. Sampling procedure:

a. On a monthly basis the QAE shall determine the number of times the contractor's dining facility should be inspected (sample size). This number shall be based on the actual number of times the contractor provided each type of meal called for by the contract during the preceding month (lot size). The figures under the normal sample size column of the sample size table, figure 4-3, OFPP Pamphlet Number 4 shall be used. The actual dates on which the contractor dining facility shall be inspected must be randomly selected.

b. In those cases where the contract schedule calls for more than one type meal, i.e., the contractor is serving breakfast and supper or breakfast, lunch and supper, the QAE shall inspect each type of meal being served. i.e., each type of meal must be inspected on separate dates. A separate tally sheet will be used for each type meal. The actual dates the QAE shall visit the contractor's dining facility to inspect a type of meal shall be randomly selected. Tables at attachment 1 of OFPP Pamphlet Number 4 may be used for this purpose.

c. Daily menu compliance. Compliance with the daily menu can be checked by comparing food items being served to applicants with those food items identified in the applicable menu specifications of the contract. Specification number \_\_\_\_\_.

d. Dining areas. The area should accommodate the minimum number of applicants at one sitting as specified in the contract. Furniture and sanitation must conform to the requirements prescribed by specification number \_\_\_\_\_.

e. Food preparation areas. Food preparation areas and food service equipment within these areas must meet the sanitary requirements prescribed by specification number \_\_\_\_\_.

f. Food service equipment and utensils. Equipment and utensils must meet the operational and sanitary requirements prescribed by specification number \_\_\_\_\_.

#### 6. Inspection procedures:

a. The QAE shall use the tally sheet provided at figure Q-2 to record the dates and type of service being inspected, i.e., breakfast or lunch or supper.

b. During the course of the actual inspection, the QAE should request the contractor or his/her representative be present.

c. The QAE shall indicate on each tally sheet whether specific critical areas were found satisfactory or unsatisfactory. The reason for unsatisfactory condition, and the contract specification paragraph number shall be stated in the remarks column of the tally sheet. In addition, the contractor or his/her representative shall be made aware of the discrepancy and asked to acknowledge this fact by signing each tally sheet. If all items within each critical area comply with the specifications of the contract, a check mark (V) will be placed in the satisfactory column of that particular area. If one item within any critical area does not comply with the specifications of the contract, a check mark (V) will be placed in the unsatisfactory column of that critical area and the entire lot in that particular critical area on that particular date is considered unsatisfactory.

d. These tally sheets shall indicate the actual total number of service which were found satisfactory or unsatisfactory and shall be used to determine whether the contractor is providing services within the acceptable AQL.

#### 7. Performance criteria:

a. Performance is acceptable when the number of defects/discrepancies discovered during the random-sampling inspection is equal or less than the number of defects called for by the applicable AQL stipulated in the performance requirements summary. To determine whether or not performance is acceptable, the normal sample size acceptance/rejection table of MIL-STD-105 (Figure 4-4, OFPP Pamphlet Number 4) shall be used.

b. Performance is not acceptable when the number of defects/discrepancies discovered during the random sampling inspection exceeds the number of defects allowed by the applicable AQL stipulated in the performance requirements summary of the SOW.

c. Recommended pay deduction for unsatisfactory service should be computed as illustrated in the following formula:

RANDOM SAMPLING INSPECTION METHOD  
PAY DEDUCTION COMPUTATION EXAMPLE

IF: Quality of completed work is unsatisfactory (AQL of 4 percent exceed).

AND: Contract price for meals service for the month is \$8,000.

AND: Deduction from contractor's price for exceeding the AQL is 10 percent as per PRS.

AND: The sample size is 5 based on a lot size of 21 as per sample size table (figure 4-3, OFPP Pamphlet Number 4) and reduced to 3 as per acceptance rejection table, MIL-STD-105D (figure 4-4; OFPP Pamphlet number 4).

AND: The number of defects found during the inspections is 2 (reject number is 1 as determined by the table at figure 4-4, OFPP Pamphlet Number 4).

THEN: Deduction from current month's invoice is:

Contract price for meals served for the month	=	\$8,000
X percentage deduction as per PRS	=	<u>.10</u>
		\$ 800
X percent of sample defective (2 divided by 3)		<u>.66</u>
Deduction	=	\$ 528





<b>APPLICANT COMPLAINT RECORD</b>	
<b>DATE &amp; TIME OF COMPLAINT:</b>	
<b>SOURCE OF COMPLAINT:</b>	
NAME OF APPLICANT: _____ MEPS _____	
<b>NATURE OF COMPLAINT:</b>	
<b>CONTRACT REFERENCE:</b>	
<b>VALIDATION:</b> Valid complaint. It is requested that the contractor provide a reply by _____.	
<b>DATE &amp; TIME THE CONTRACTOR WAS INFORMED OF COMPLAINT:</b>	
<b>CONTRACTOR'S RESPONSE:</b>	
<b>RECEIVED &amp; VALIDATED BY:</b>	

USMEPCOM FORM 715-3-3-R, 1 AUG 85

FIGURE Q-3

A-51

CONTRACT DISCREPANCY REPORT			
1. CONTRACT NUMBER			
2. TO: (Contractor)		3. FROM: (Name of OAE/COR)	
4. DATES			
PREPARED	RETURNED BY CONTR	ACTION COMPLETED	
5. DISCREPANCY OR PROBLEM (Describe in detail. Include reference in SOW. Attach additional sheets if necessary.)			
6. SIGNATURE OF CONTRACTING OFFICER		DATE	
7. TO: (Contracting Officer)		8. FROM: (Contractor)	
9. CONTRACTOR'S RESPONSE AS TO CAUSE, CORRECTIVE ACTION, AND ACTIONS TO PREVENT RECURRENCE.			
10. SIGNATURE OF CONTRACTOR OR REPRESENTATIVE		DATE	
11. GOVERNMENT EVALUATION (ACCEPTANCE OR REJECTION)			
12. GOVERNMENT ACTIONS (PAYMENT, DEDUCTION, CURE NOTICE, ETC.)			
13. CLOSE OUT			
	NAME & TITLE	SIGNATURE	DATE
CONTRACTOR NOTIFIED			
OAE			
ACO			

USMEPCOM FORM 715-3-4-R, 1 AUG 1985

Figure Q-4

**INSPECTION CHECKLIST  
LODGING FACILITIES**

CONTRACT NO	CONTRACTOR	QAE/COR			DATE
ITEM	CONTRACT SPEC NO	SAT	UNSAT	REMARKS	
<b>Guest Rooms:</b>					
<b>Furnishings/Equipment</b>					
<b>Beds</b>					
<b>Chairs</b>					
<b>Lamps</b>					
<b>Dressers/Desks</b>					
<b>Mirrors</b>					
<b>Bed Side Tables</b>					
<b>Draperies/Blinds</b>					
<b>TV Sets</b>					
<b>Telephones</b>					
<b>Waste Baskets</b>					
<b>Sterilized Glasses</b>					
<b>Ashtrays</b>					
<b>Cloth Hangers</b>					
<b>Linen Service</b>					
<b>Heating Cooling Devices</b>					
<b>Bathrooms:</b>					
<b>Lavatories</b>					
<b>Commodos</b>					
<b>Mirrors</b>					
<b>Bathtub &amp; Showers</b>					
<b>Shower Curtain or Glass Doors</b>					
<b>Tub Mat or Safety Strips</b>					

**INSPECTION CHECKLIST  
LODGING FACILITIES  
CONT'D**

CONTRACT NO	CONTRACTOR	QAE/COR			DATE
ITEM	CONTRACT SPEC NO	SAT	UNSAT	REMARKS	
<b>Bathrooms Cont'd:</b>					
<b>Towels</b>					
<b>Waste Baskets</b>					
<b>Paper Supplies</b>					
<b>Hot Running Water</b>					
<b>Custodial/Sanitation:</b>					
<b>Guest Rooms</b>					
<b>Bathrooms</b>					
<b>Common Areas</b>					
<b>Fire &amp; Safety:</b>					
<b>Fire extinguisher</b>					
<b>Smoke Alarms</b>					
<b>Electrical Wiring/Out-lets Fire Hazzard</b>					

FIGURE Q-5

**INSPECTION CHECKLIST  
FOOD SERVICE FACILITY**

CONTRACT NO	CONTRACTOR	QAE/COR			DATE
ITEM	CONTRACT SPEC NO	SAT	UNSAT	REMARKS	
<b>General:</b>					
Screens					
Floors					
Work Areas					
<b>Serving Areas:</b>					
Steam Tables					
Proper Utensils					
Food Recepticles					
Dishes					
Tableware					
<b>Food Preparation Area:</b>					
Refrigerators					
Freezers					
Dry Storage Rooms					
Floors					
Tables Sink & Racks					
Meat Blocks					
Hand Washing Facilities					
Toilet Supplies					
Toilet Doors					
<b>Dining Areas:</b>					
Tables					
Chairs					
Plate/Trays					
Food/Drink Recepticles					
Tableware					

**FIGURE Q-6**

**INSPECTION CHECKLIST  
FOOD SERVICE FACILITY  
CONT'D**

CONTRACT NO	CONTRACTOR	QAE/COR			DATE
ITEM	CONTRACT SPEC NO	SAT	UNSAT	REMARKS	
<b>Dining Areas Cont'd:</b>					
<b>Napkins</b>					
<b>Dispensers</b>					
<b>Equipment:</b>					
<b>Dishwashing Equipment</b>					
<b>Milk Dispensers</b>					
<b>Stoves/Ovens</b>					
<b>Food Containers</b>					
<b>Deep Fryers</b>					
<b>Grills</b>					
<b>Garbage Containers</b>					
<b>Grease Traps (if applicable)</b>					
<b>Food Transportation Equipment (if applicable)</b>					
<b>Employees:</b>					
<b>Clothing</b>					
<b>Hairnets</b>					
<b>Preemployment Medical Exam</b>					
<b>Fire and Safety:</b>					
<b>Fire Extinguishers</b>					
<b>Smoke Alarms</b>					
<b>Electrical Wiring/Outlets Fire Hazards</b>					

A P P E N D I X   B

TO: Purchasing and Contracting Officer      THRU:      FROM:      DATE      PAGE 1 OF 2 PAGES

It is requested that the supplies and services enumerated below or on attached list be:  
 DELIVERED TO: N/A      NOT LATER THAN (Date)

MEPS      PURCHASED FOR:      The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: (Check appropriate box and complete item.)

LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY: AR 601-270      REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY

EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM      The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.

ITEM	DESCRIPTION OF SUPPLY OR SERVICES	QUANTITY	UNIT	ESTIMATED		SEE REMARKS	DATE	TYPED NAME AND TITLE OF IDENTIFYING OFFICER	SIGNATURE	AMOUNT
				Unit Price	Total Cost					
1.	Request procurement action for a requirements type contract to provide noon meals to Armed Forces applicants of the Military Entrance Processing Station (MEPS) for the period of _____ to _____ basic year and first and second year renewal option. All services shall be provided in accordance with the attached statement of work.									
	ESTIMATED YEARLY REQUIREMENTS: Noon Meal (Lunch) Box Lunch									

THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE: Processing of Armed Forces Applicants

Approved by commanding officer or his designee

DATE	TYPED NAME AND GRADE OF INITIATING OFFICER	SIGNATURE	DATE	TYPED NAME AND GRADE OF COMMANDING OFFICER OR DESIGNEE	SIGNATURE
DATE	TELEPHONE NO.	SIGNATURE			
	TYPED NAME AND GRADE OF SUPPLY OFFICER				

**PURCHASE REQUEST AND COMMITMENT (Continuation Sheet)**

For use of this form, see AR 37-108; the proponent agency is USAFAC.

REQUISITION NUMBER  
W52CG2 5083-0100

DATE

PAGE 2 OF 2 PAGES

ITEM	DESCRIPTION OF SUPPLIES OR SERVICES	QUANTITY	UNIT	ESTIMATED		DISCOUNT	DELIVERY SCHEDULE	PURCHASE ORDER NUMBER
				UNIT PRICE	TOTAL COST			
	<p>REQUEST THAT ONE COPY OF CONTRACT SOLICITATION AND ONE COPY OF AWARDED CONTRACT BE MAILED TO THE FOLLOWING ADDRESSES:</p> <p>1. Commander US Military Entrance Processing Command ATTN: MEPCRM-L 2500 Green Bay Road North Chicago, IL 60064</p> <p>2. Commander (Sector) US Military Entrance Processing Command ATTN: _____</p>							
REMARKS								
ACCOUNTING CLASSIFICATION TO BE PROVIDED ON MONTHLY DELIVERY ORDER REQUESTS.								

DA FORM 3953a  
1 Sep 77

REPLACES DA FORM 3953a, 1 JUN 73, WHICH IS OBSOLETE.

\* U.S. GOVERNMENT PRINTING OFFICE: 1982-389-419

S T A T E M E N T   O F   W O R K

T O

PROVIDE NOON/SUPPER MEALS TO ARMED FORCES APPLICANTS

OF THE MILITARY ENTRANCE PROCESSING STATIONS

LOCATED AT \_\_\_\_\_

## TABLE OF CONTENTS

### STATEMENT OF WORK FOR NOON MEALS

- Section 1 - General
- Section 2 - Definitions
- Section 3 - Government Furnished Property
- Section 4 - Contractor Furnished Property
- Section 5 - Food Specifications and Specific Tasks
- Section 6 - References

### TECHNICAL EXHIBITS

1. Performance Requirements Summary
2. Appendix L to USMEPCOM Reg 601-1 (Instructions for the Accountability of Meals/Lodging Voucher)
3. Quality Assurance Evaluator (QAE) Quality Surveillance Plan

SECTION 1

GENERAL

1.1 SCOPE OF WORK. The contractor shall furnish facilities, furniture, equipment and supplies, management, supervision, and labor to provide meal services as specified herein for Armed Forces applicants of the \_\_\_\_\_ Military Entrance Processing Station (MEPS). Such services shall be provided in accordance with the terms, conditions, and specifications set forth elsewhere in this Statement of Work.

1.1.1 The performance standards are specified in this Statement of Work and shall be for providing the noon meals when called for by the contracting officer.

1.1.2 Subcontracting. The contractor shall furnish meals from his/her establishment at the location specified in the contract. Subcontracting to any other establishment or any other location shall be permitted only with the prior written consent of the contracting officer.

1.1.3 The contractor shall provide these services on days as requested by the contracting officer. General operating requirements shall normally be from \_\_\_\_\_ through \_\_\_\_\_. Additionally, these requirements may be needed for up to a maximum of Saturday operations annually at the MEPS. Order will normally be issued by the contracting officer approximately 30 days in advance. Failure by the government to provide such advance notice or to modify the order once issued without providing additional notice will not be grounds for a claim for additional compensation by the contractor.

1.1.4 Liability. The government assumes no liability for any damage caused by applicants.

1.1.5 Illegal Acts. The contractor shall not knowingly condone gambling, drug sales, or other illegal acts within his/her establishment.

1.1.6 Cost of Meals. Meals shall be paid at the unit cost. However, if the individual elects to order less than a complete meal, the contractor shall be paid only for the actual cost of food consumed up to the unit cost of the meal. Should any one eligible to be served meals under the contract order food items in excess to the unit cost of the meal, the excess cost shall be collected from the individual. The government shall not be liable for such additional charges.

1.2 QUALITY ASSURANCE. The government shall monitor the contractor's performance under this contract by the following methods:

1.2.1 The MEPS commander, the MEPS medical officer; and the USMEPCOM Inspector General or their designated representative or any other person designated in writing by the contracting officer shall inspect the contractor's facilities to ensure that State and local health, sanitation and fire prevention standards are being maintained and that meals are being furnished in accordance with contract specifications. Such inspections shall be conducted during normal business hours at unannounced times.

1.2.2 The quality assurance evaluator (QAE) shall monitor the contractor's performance in accordance with the government quality assurance surveillance plan (QAP) (Technical Exhibit 3) and the contract performance requirement summary (Technical Exhibit 1): Under this plan the QAE shall visit the contractor's facilities on a monthly basis at random times to conduct random sampling inspections of the meal services called for by this contract. In addition, validated applicant complaints shall be utilized to monitor contractor's performance.

1.2.3 Deduction for unsatisfactory performance: The contractor shall not be paid for services not rendered in accordance with the standards set forth in the performance requirement summary (Technical Exhibit 1 of this Statement of Work).

## SECTION 2

### DEFINITIONS

2.1 Acceptable Quality Level (AQL). The maximum percent defective or the number of defects in a lot that can be considered satisfactory on the average. The allowable leeway of variance from a standard before the government shall reject a specified service or take the deduction.

2.2 Armed Forces Applicant. An individual voluntarily applying for entrance into the armed services or Coast Guard.

2.3 Contracting Officer. A person with the authority to enter into, administer or terminate contracts and make related determinations and findings.

2.4 Contracting Officer Representative (COR). A person appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations.

2.5 Lunch/Dinner. A meal served during the noon hour.

2.6 US Military Entrance Processing Command (USMEPCOM). Major command responsible for administering the operation of Military Entrance Processing Station.

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

2.8 Quality Assurance. Those actions taken by the government to check services to determine that they meet the requirements of this Statement of Work.

2.9 Quality Assurance Evaluator (QAE). A representative of the contracting officer who performs surveillance of the contract.

2.10 Quality Assurance Surveillance Plan (QAP). A plan used by the government to determine whether or not the contractor is performing at an acceptable level.

2.11 Random Sampling. A method of looking at a few individual items in a lot to determine the quality of that lot against a standard.

SECTION 3

GOVERNMENT FURNISHED PROPERTY

3.1 The government shall provide the contractor the necessary daily authorization and receipt vouchers.

SECTION 4

CONTRACTOR FURNISHED ITEMS

4.1 The contractor shall furnish all materials, facilities, and services necessary to comply with the requirements of this contract and not specifically identified as government furnished property in section 3.

SECTION 5

FOOD SPECIFICATIONS AND SPECIFIC

TASKS

5.1 FOOD SERVICE SPECIFICATION.

5.1.1 Food service facilities and operations, including food preparation or serving area, and dining area shall meet the following minimum standards:

5.1.1.1 General.

5.1.1.1.1 Screens shall cover all windows which open.

5.1.1.1.2 Areas shall be free of vermin.

5.1.1.1.3 Floors shall be mopped daily and whenever spillage occurs.

5.1.1.1.4 All work tables and areas shall be washed daily and upon completion of each task.

5.1.1.2 Serving Areas. The serving and eating areas shall meet the following minimum standards:

5.1.1.2.1 Hot foods shall be kept hot (140-150 degrees F) and cold food kept cold (35-45 degrees F) until served.

5.1.1.2.2 Food shall be served utilizing proper utensils.

5.1.1.2.3 All food receptacles, dishes, and tableware shall be protected from dust and insects.

5.1.1.2.4 Steam tables shall be free of water stains and free from food particles. Steam table water shall be maintained at a temperature to keep foods at 140-150 degrees F.

5.1.1.3 Food Preparation Area. The food preparation area shall meet the following minimum requirements:

5.1.1.3.1 The interior of all refrigerators and freezers shall be free of all odors, dirt and frost.

5.1.1.3.2 Refrigerators and freezers shall have readable thermometers accurate to +/- 3 degrees F located in the warmest part of each compartment. Interior temperature of equipment shall be proper to insure preservation of stored items and shall not be more than 45 degrees F.

5.1.1.3.3 Food shall be kept covered when not being prepared or served.

5.1.1.3.4 Foods not requiring refrigeration shall be stored in a clean, dry storeroom.

5.1.1.3.5 Sweeping of the floor shall not be done while food is being prepared or is uncovered for serving.

5.1.1.3.6 Metal wall guards, tables, sinks and racks shall be washed after each meal.

5.1.1.3.7 Meat blocks shall be scraped, brushed and cared for daily.

5.1.1.3.8 All raw fruit and vegetables shall be washed before being cooked or served.

5.1.1.3.9 All pork products shall be cooked to a minimum internal temperature of 150 degrees F.

5.1.1.4 Except for seeing-eye dogs, no animal shall be kept or allowed in any room of a restaurant or other food establishment in which food or drink is prepared, stored or served.

5.1.1.5 Dining areas shall accommodate at least persons at one sitting and shall meet the following minimum requirements:

5.1.1.5.1 Tables, chairs and other furniture used in dining room or dining room waiting area shall be free from dirt and defects such as cigarette burns, scratches, marks and tears.

5.1.1.5.2 Tables, chairs, condiment receptacles, and other table furnishings shall be washed after each serving. Use of community bowls is prohibited.

5.1.1.5.3 Plates and trays shall be free of dirt, grease, and water stains.

5.1.1.5.4 Food and drink receptacles, dishes and tableware shall be washed after each use and protected against dust.

5.1.1.5.5 All napkins shall be discarded or laundered after each usage.

5.1.1.5.6 Dining areas shall be ventilated and lighted. Overhead lights shall be free from dust and grime.

5.1.1.6 Handwashing facilities shall meet the following minimum requirements:

5.1.1.6.1 Signs shall be posted in the toilet rooms requiring food handlers to wash their hands after using toilet facilities.

5.1.1.6.2 Handwashing facilities shall be provided in all toilet rooms and kitchens.

5.1.1.6.3 Individual towel dispenser, i.e., paper towels shall be used rather than a common towel.

5.1.1.6.4 Toilet tissue, soap, and a mirror shall be provided in restrooms.

5.1.1.6.5 The doors of all toilet rooms and vestibules thereof shall be self-closing.

5.1.1.7 Equipment:

5.1.1.7.1 Dishwashing equipment and operations shall meet the following minimum requirements:

5.1.1.7.1.1 Dishwashing machines shall be cleaned between use periods.

5.1.1.7.1.2 Dishwashing machines shall have thermometers accurate to +/- 3 degrees F or recording thermocouples provided to maintain proper temperature.

5.1.1.7.1.3 Prior to mechanical washing, all equipment and utensils shall be preflushed and/or prescraped and when necessary, presoaked to remove soil.

5.1.1.7.1.4 During the wash cycle, a temperature of not less than 150 degrees F shall be maintained, except in those cases where machines use chemicals for sanitation (see paragraph 5.1.1.7.1.8 below).

5.1.1.7.1.5 During the rinse cycle, the temperature shall remain between 180-195 degrees F at the manifold entrance.

5.1.1.7.1.6 Rinse nozzles shall be free of scale so as not to impede the spraying of water onto items being rinsed.

5.1.1.7.1.7 Following preflushing, prescraping or presoaking, equipment and utensils shall be placed in racks, trays, baskets, or on conveyors in such a manner that all food contact surfaces are subject to unobstructed application of wash water.

5.1.1.7.1.8 Machines using chemicals for sanitation may be used provided that they meet the requirements of the National Sanitation Foundation (NSF) Standard 3 for chemical sanitization.

5.1.1.7.2 Milk machines and operations shall meet the following minimum requirements:

5.1.1.7.2.1 Milk dispenser shall have a thermometer accurate to +/- 3 degrees F to indicate temperature of the inside of the box.

5.1.1.7.2.2 Milk shall be maintained at a temperature of 35-45 degrees F.

5.1.1.7.2.3 Milk that has exceeded the expiration date shall not be served.

5.1.1.7.2.4 No other items shall be stored in milk machines.

5.1.1.7.3 Other equipment and utensils shall meet the following requirements:

5.1.1.7.3.1 After each usage, equipment such as can openers, meat or vegetable slicers, mixers, grinders, pressure cookers, boilers, dippers, meat forks, basting spoons, and other utensils shall be washed to remove all food particles and dirt. No food particles and dirt shall remain in spaces where food collects, such as between fork prongs and junctions/handles of blades.

5.1.1.7.3.2 Stoves, ovens and grills shall be free of dirt and grease. Ventilating fans; operating with canopies, with updraft ventilation, fitted with adequate metal grease filters and vented to outside air, shall be provided over all ranges, stoves, ovens, broilers, and griddles.

5.1.1.7.3.3 Galvanized containers shall not be used for preparing fruit or vegetable salads or acid drinks, such as fruit juice, lemonade, tea or coffee.

5.1.1.7.3.4 Food containers and cooking utensils plated with cadmium surfaces which are in contact with food shall not be used.

5.1.1.7.3.5 Deep fryers shall be free of burnt grease and residue.

5.1.1.7.3.6 All soiled utensils, dishes, glassware, chinaware, tableware, trays and other equipment shall be washed after each meal and stored to permit air drying or dry by dishwasher drying element.

5.1.1.7.3.7 No article, polish, or other substance containing any cyanide preparation or poisonous material shall be used for the cleaning or polishing of eating or cooking utensils.

5.1.1.7.4 Garbage and disposal operations shall meet the following minimum standards:

5.1.1.7.4.1 Garbage cans shall be washed each time they are emptied.

5.1.1.7.4.2 Garbage and waste containers shall be kept covered at all times.

5.1.1.7.4.3 Grease traps shall be cleaned daily (if applicable).

5.1.1.7.4.4 Liquid wastes shall be discharged into a functioning sanitary sewer system.

5.1.1.7.5 Food Transportation Equipment. In those cases where the contract calls for the preparation of food at the contractor's facility and the serving of food at the MEPS site, the following equipment shall be used when transporting food.

5.1.1.7.5.1 Insulated and hermetically sealed food containers shall be used to transport hot food items and perishable food items.

5.1.1.7.5.2 All other food items shall be transported in closed containers to protect food from contamination.

5.1.1.7.5.3 Enclosed and clean vehicles shall be used for the transportation of food.

5.1.1.8 Employees.

5.1.1.8.1 The following minimum standards apply to food handlers; cooks, dishwashers, and waitresses:

5.1.1.8.1.1 Clothing shall be worn so as not to expose the armpits.

5.1.1.8.1.2 Hairnets or other elective hair restraints shall be used by all personnel engaged in the preparation and serving of food.

5.1.1.8.1.3 Tobacco in any form shall not be used where food is prepared or served.

5.1.1.8.1.4 All food handlers shall be required to have a limited preemployment medical examination prior to assignment. The examination shall include a chest X-ray and be conducted to determine freedom from: an acute and chronic inflammatory condition of the respiratory system; and acute and chronic skin disease, a carrier state of an intestinal infection; or clinical evidence of any other communicable disease. In addition to the preemployment examination, all food handlers shall be required to have a chest X-ray or tuberculin test at least annually. Upon request, the contractor shall show the results to the contracting officer's representative (COR).

5.1.1.8.1.5 Hands of food handlers shall be free of cuts; sores; and other skin lesions.

5.1.1.8.1.6 Any person handling food who shows signs of an infectious disease or who is known to be a carrier shall be immediately relieved of his/her duties and reported to medical authorities.



Green beans	Lima beans
Green peas	Whole grain corn
Greens, leafy	Creamed corn
Asparagus	Broccoli

5.2.1.4 Contractor shall provide one salad (2 - 1/2 ounce serving) from the list below with dressing as appropriate:

Mix green	Waldorf
Lettuce and tomato	Cole slaw
Tomato and cottage cheese	Pineapple and cheese
Lettuce wedge	

5.2.1.5 Applicant may select one type of bread as listed below. At least three types shall be provided per meal:

White - 2 slices	Corn muffins - 2 each
Whole Wheat - 2 slices	Biscuits - 2 each
Hot Rolls - 2 each	

5.2.1.6 Butter - 2 pats (72 pats per pound).

5.2.1.7 Applicant may select one of the desserts as listed below. A total of three desserts from at least two dessert categories shall be provided per meal:

Pie - apple, cherry, peach, or berry - 1/6 of 9 inch pie
Ice Cream - 3 ounces (choice of flavor)
Cake, layer with icing - 2 ounce cut

5.2.1.8 Applicant may select one of the beverages as listed below. All of the following shall be provided per meal:

Coffee - 2 cups
Tea, hot or cold (in season) - 2 cups or glasses
Milk - 1 pint
Soft drinks (carbonated) - 8 ounce serving (shall include cola, root beer, or lemon-lime, regular or diet)

5.2.2 Short Order Menu. Applicants may substitute the following short order menu for the dinner meal:

5.2.2.1 Applicant may select two of the following. At least three of the following choices of food shall be available for each dinner meal:

Soup with crackers - one 8-ounce bowl with two packages of crackers

Hamburger with 1/4 pound of meat

Cheeseburger with 1/4 pound of meat

Frankfurter (1.6 ounce) on hot dog bun with chili

Bacon, lettuce, and tomato sandwich on toast. Sandwich to contain three slices of bacon as a minimum

5.2.2.2 Applicant may select either french fries or potato chips. Both selections shall be made available to the applicant.

5.2.2.3 Catsup, mustard, mayonnaise, butter or margarine, pickle relish, and onions as desired by the applicant shall be made available.

5.2.2.4 Soft drinks 8 ounce serving as specified in paragraph 5.2.1.8.

5.2.3 Box Lunch. The box lunches shall consist of:

5.2.3.1 Two sandwiches separately wrapped, each containing one of the items from each group listed below:

5.2.3.1.1 Filling.

Sliced, baked, or boiled ham - 2-ounce serving

Sliced chicken or turkey - 2-ounce serving

Sliced roast beef - 2-ounce serving

5.2.3.1.2 Bread - Total of four slices per lunch.

White (36 slices per 2-pound Pullman)

Cracked wheat (18 slices per pound)

Whole wheat (18 slices per pound)

Rye (17 slices per pound)

5.2.3.1.3 Spread.

Butter - one pat (72 pats per pound)

Mayonnaise or mustard - one teaspoon serving

5.2.3.2 Fresh Fruit (in season). One of the following per lunch:

Apple - one medium (three each per pound)

Banana - one medium (three each per pound)

Orange - one medium (three each per pound)

Peach - one medium (three each per pound)

Pear - one medium (three each per pound)

5.2.3.3 Desserts. One of the following per lunch:

Cake, layer or sheet, with icing - 2 to 3-ounce cut

Cupcakes - two each (medium)

5.2.3.4 Beverages. Contractor shall provide one of the beverages listed below with each box lunch. Contractor shall make reasonable efforts to provide some lunches with milk and some with a soft drink in each order.

Milk - 1/2 pint or one 8-ounce glass

Soft drink (carbonated) - as specified in paragraph 5.2.1.8

5.2.3.5 Paper supplies to be used as follows:

Waxed/saran paper or glassine bags shall be used for wrapping all items except fruit or beverage

Straw - one each

Napkins, paper - one each (13 inches by 13 inches)

Lunchboxes, cardboard - one each

5.2.3.6 All lunches shall be packed in cardboard lunch boxes large enough to hold all items without crushing.

5.2.3.7 Box lunch meals shall be prepared not longer than 5 hours prior to time of consumption and shall be kept under refrigeration until served.

5.2.4 Meals furnished shall consist only of food (non-greasy) and non-alcoholic beverages commonly served with meals.

5.2.5 The government estimated consumption on meals is as follows:

5.2.5.1 An average of \_\_\_\_\_ served noon meals shall be required daily with a maximum of \_\_\_\_\_.

5.2.5.2 An average of \_\_\_\_\_ box lunches shall be required daily with a maximum of \_\_\_\_\_.

5.2.5.3 Meals shall be served at the times indicated below:

5.2.5.3.1 Hot lunch served at the MEPS site from \_\_\_\_\_ to \_\_\_\_\_.

5.2.5.3.2 Hot lunch served at the contractor's site shall be to applicants within 10 minutes from time of arrival at the contractor's dining facility.

5.2.5.3.3 Box lunches shall be delivered to \_\_\_\_\_ no later than \_\_\_\_\_.

5.2.6 Meals/Lodging Vouchers. The contractor shall perform the administrative functions to account for meals provided to applicants. Instructions are provided in appendix L of USMEPCOM Reg 601-1 (attached at Technical Exhibit 2). Necessary forms shall be provided to the contractor by the contracting officer's representative. The contractor shall return completed forms on a daily basis to the MEPS by \_\_\_\_\_.

5.2.7 When meals are served at the MEPS site, the contractor shall maintain the MEPS dining area clean during the time the meals are being served.

SECTION 6

REFERENCES

6.1 Documents applicable to this Statement of Work are listed below and are coded as either mandatory or advisory. The contractor shall be obligated to follow those coded as mandatory. These references with any subsequent changes shall be furnished to the contractor. The contractor shall post and update changes to the applicable publication. If any change becomes effective during the contract period which effects the requirements of this contract, these changes shall be negotiated with the contractor.

	<u>MANDATORY</u>	<u>ADVISORY</u>
USMEPCOM Reg 601-1 entitled "Applicant/Enlistee Processing List - Authorization, Control and Accounting for Meals and Lodging Services" dated _____.	X	
Military Standard (MIL STD) 105D entitled "Sampling Procedures and Tables for Inspection by Attributes" dated 29 April 1963 with Change Notice 2 dated _____.		X
National Fire Protection Association (NFPA) dated _____.	X	
Life Safety Code 101, adopted _____.	X	

TECHNICAL EXHIBITS

1. Performance Requirements Summary
2. Appendix L of USMEPCOM Regulation 601-1
3. Quality Assurance Evaluator Surveillance Plan

TECHNICAL EXHIBIT #1

PERFORMANCE REQUIREMENTS SUMMARY

1. The purpose of this exhibit is to:

a. List the contract requirements considered most critical to acceptable contract performance.

b. Show the maximum allowable degree of deviation from perfect performance (AQL) that shall be allowed by the government before contract performance is considered unsatisfactory.

c. Show the percentage of the alternate cost of services that shall be deducted from the contractor's pay for failure to provide the service and the actions that can be taken by the contracting officer in cases where contractor performance exceeds the AQL.

d. Explain the quality assurance methods the government shall use to evaluate the contractor's performance in meeting the contract requirements.

e. Define the procedure the government shall use in reducing the contractor's monthly payment if the services called for by the contract are not rendered by the contractor.

2. The rights of the government and remedies described in this section are in addition to all other rights and remedies set forth in this solicitation. Specifically, the government reserves its rights under the Inspection of Services and Termination of Default clauses. Any deductions pursuant to PRS shall reflect the reduced value of services performed under the contract. The contractor shall not be relieved of full performance of the services hereunder and may be terminated for default based upon inadequate performance. The government may modify the type and frequency of inspection of items not surveilled by random sampling.

3. The criteria for acceptable and unacceptable performance is as follows: For areas surveilled by sampling, criteria are derived based on the lot size, sample size, and AQL for each contract requirement. When the number of defects in the contractor's performance discovered by the QAE exceeds the acceptable level, as determined by using the sample size table and the acceptance/rejection table of MIL-STD-105D, the contractor shall be required to complete a Contract Discrepancy Report (CDR). The CDR requires the contractor to explain in Writing why performance was unacceptable, how performance shall be returned to acceptable levels, and how recurrence of the problem shall be prevented in the future. In accordance with the Inspection of Service Clause, the contractor shall not be paid for services not rendered in accordance with the standards set forth in this contract.

4. Monthly payments to the contractor shall be reduced for failure to provide the required service:

a. Each month, contractor performance shall be compared to contract standards and the acceptable quality levels stated in the performance requirements summary matrix. For this purpose, the normal sample size table and acceptance/rejection table of MIL-STD-105D shall be used.

b. If the contractor fails to provide the required service and the failure is clearly the fault of the contractor, an amount of money equal to the monthly billings times the percentage cost as stated in column 5 of the performance requirements summary matrix shall be deducted.

c. The amount of money to be deducted for unsatisfactory performance shall be computed as indicated in the following formula:

RANDOM SAMPLING INSPECTION METHOD  
PAY DEDUCTION COMPUTATION EXAMPLE

IF: Quality of completed work is unsatisfactory (AQL of 4 percent exceed).

AND: Contract price for meals service for the month is \$8,000.

AND: Deduction from contractor's price for exceeding the AQL is 10 percent as per PRS.

AND: The sample size is 5 based on a lot size of 21 as per sample size table (figure 4-3, OFPP Pamphlet Number 4); and reduced to 3 as per acceptance rejection table MIL-STD-105D (figure 4-4; OFPP Pamphlet Number 4).

AND: The number of defects found during the inspections is 2 (reject number is 1 as determined by the table at figure 4-4; OFPP Pamphlet Number 4).

THEN: Deduction from current month's invoice is:

Contract price for meals served for the month	=	\$8,000
X percentage deduction as per PRS	=	<u>.10</u>
		\$ 800
X percent of sample defective (2 divided by 3)		<u>.66</u>
Deduction	=	\$ 528

REQUIRED SERVICE (1)	STANDARDS (2)	MAXIMUM ALLOWED DEGREE OF DEVIATION FROM REQUIREMENT (AQL) (3)	METHOD OF SURVEILLANCE (4)	DEDUCTION FROM CONTRACTOR'S PRICE FOR EXCEEDING THE AQL (5)
<b>PROVIDE MEALS</b>				
a. Daily menu compliance	Food and beverage for each meal must be available, for applicants, in the type and portions specified by paragraph _____ of the specifications.	4 percent	Monthly random sample inspections	10 percent
b. Dining areas and furnishings	Must accommodate at least _____ applicants at one sitting and must contain sufficient furniture and must conform to the sanitary requirements prescribed by paragraph _____ of the specifications.	4 percent	Monthly random sample inspections	5 percent
c. Food preparation areas	Must meet the minimum sanitary requirements specified by paragraphs _____ of the specifications.	4 percent	Monthly random sample inspections	5 percent
d. Food service & equipment & utensils	Equipment must meet the operational and sanitary requirements specified by paragraph _____ and _____ of the specifications. Utensils and other food preparation equipment must be cleaned after each use and required by paragraph _____ of the specifications.	4 percent	Monthly random sample inspections	5 percent

TECHNICAL EXHIBIT 2

(EXTRACT FROM USMEPCOM REG 601-1, APPENDIX L)

INSTRUCTIONS FOR VENDORS (CONTRACTORS) FOR  
THE MEAL AND LODGING VOUCHER SYSTEM

1. VOUCHER SYSTEM. The Meal or Lodging Voucher System requires a minimum of administration and provides improved security and control features as well as a clear trail for audit purposes.

2. FORMS USED.

a. The individually numbered tickets (USAREC Form 248 series) are replaced with daily authorization and receipt vouchers (USMEPCOM Forms 727-1 through 727-4) prepared by each of the Armed Forces Service Counselors and other forwarding agencies. USAREC Form 248 series will not be honored after implementation of this system with the exception of a MEPS which has received an approved waiver in writing from HQ USMEPCOM. Instructions concerning completion of authorization vouchers are contained in paragraph 8, this appendix. Vouchers used are listed below:

<u>FORM NUMBER</u>	<u>TITLE</u>
USMEPCOM Form 727-1 (Light Blue)	Applicant-Enlistee Lodging Authorization and receipt Voucher
USMEPCOM Form 727-2 (Green)	Applicant-Enlistee Supper Meal Authorization and Receipt Voucher
USMEPCOM Form 727-3 (Pink)	Applicant-Enlistee Breakfast Meal Authorization and Receipt Voucher
USMEPCOM Form 727-4  (Light Yellow)	Applicant-Enlistee Dinner (Lunch) Meal Authorization and Receipt Voucher

b. USMEPCOM Form 728 (Applicant Meal/Lodging Authorization and Receipt Voucher for Late Arrival Add-Ons) (figure C-1). A supply of this voucher will be provided contract establishments. After compliance with identification and verification process listed in paragraph 7, this appendix, this form will be used to furnish meals/lodgings to late arrival applicants whose names are not included on the appropriate authorization voucher.

c. USMEPCOM Form 729 (Daily Invoice Lodging/Meal Services). A supply of this form will be provided to contract establishments for convenience in billing MEPS for services rendered. It is a carbon interleaved set of two forms. Upon completion, the original will be collected by the MEPS. The second copy will be maintained by the contract establishment. Instructions for completion are contained in paragraph 1, this appendix.

3. DELIVERY OF AUTHORIZATION VOUCHERS. USMEPCOM Forms 727-1 through 727-4 will be furnished contract establishments daily, Mondays through Fridays, excluding holidays. Vouchers will list the names of individuals for the military service that are entitled to the service covered by the voucher. Only individuals with the authorization entry described in paragraph 6 will be authorized the service. Some of the individuals authorized the service will not claim the service. In this case, only those actually receiving the service or the guaranteed number specified in accordance with the contract, whichever is the greatest, will be included in the claim for reimbursement.

4. DELIVERY OF DAILY INVOICE FOR SERVICES RENDERED (WITH SUPPORTING VOUCHERS) TO MEPS. Meals and lodging authorization and receipt documents will be collected by the MEPS on the next work day following the date on which the services were rendered.

5. ACTUAL COST OF MEALS. Vendors who furnish meals under a contract which calls for the Government to pay for only the ACTUAL COST of item taken by the applicant/procsee/enlistee (up to the specified meals cost ceiling) will have the applicant/procsee/enlistee enter the ACTUAL COST of item taken in column 9 of USMEPCOM Forms 727-2 through 727-4, as appropriate. The applicant will enter the amount after receipting for the service (by his signature) in column 8 of USMEPCOM Form 727-2 through 727-4 as appropriate.

6. AUTHORIZATION OF SERVICES. The Service Counselors initials entered in either the "applicant" or "enlistee" subcolumn of the authorization column of the voucher, in line with the individual's name will serve as authorization for the vendor to supply the service.\* The identification and verification process described in paragraph 7 will be complied with prior to furnishing the service. On occasions, individuals whose names are listed on vouchers will report to contract establishments requesting service, and through error or otherwise, the individual was not authorized the service. In this case, the identification procedure described below will be followed. If the individual can be provided and a checkmark will be entered in the authorization subcolumn entitled "applicant," the hour the individual was furnished the service will be entered in the "hour of arrival" column of the voucher.

7. IDENTIFICATION (ID) AND VERIFICATION PROCESS. This process is important and will be complied with prior to furnishing the service. Each individual must properly identify him/herself by producing identification document(s) in the preference order listed below. Upon presentation of th ID document, data

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\* Individuals with an asterisk preceding their name will not be provided with lodgings or meals. (See Explanation of Terms, paragraph 3, page 3, this regulation.

contained thereon will be verified against the ID entries listed on voucher. (Note: Lodging or supper or breakfast meals will not be furnished individual's with an asterisk preceding his/her name).

ID documents, listed in order of preference are:

(1) Social Security Card.

(2) Drivers License.

(3) Applicant Records.

(4) Telephone or personal contact with recruiting officials (names or individuals to be contacted will be furnished contract establishments by the contracting MEPS).

(5) USMEPCOM Form 704 (See Figure K-4).

NOTE: The identification process in (1), (2), and (3) above applies only to applicants/enlistees whose names have been entered on the voucher by the military recruiting service or the MEPS. Identification required for applicants/enlistees whose names are not included on completed vouchers will be by telephone or personal contact with recruiting officials names of individuals to be contacted will be furnished contract establishments by the contracting MEPS).

8. COMPLETION OF LODGING/MEAL AUTHORIZATION VOUCHERS (USMEPCOM Forms 727-1 through 727-4). Upon completion of the identification process prescribed by paragraph 7, the following entries will be made:

a. Type Accomodations (applicable only to lodging contractors)- USMEPCOM Form 727-4. An "X" entered in either the "single" or "double" room column denotes type of accomodation to be furnished the individual. The room number assigned may be entered in space provided on the form (lodgings will not be supplied individuals identified with an asterisk (\*) preceding their name).

b. Signature of Applicant/Enlistee. Each page of the vouchers provides a line number identification (1 through 15) for each individual that is listed on the voucher. The signature block is identified with the same number to aid in obtaining the signature of the individual.

c. Actual Cost of Meals. For those vendors who furnish meals under a contract which calls for reimbursement for the ACTUAL COST of the meal ONLY, the applicant/processee/enlistee will enter the actual cost of item taken (up to the dollar ceiling of the contracted meal) in column 9.

9. USMEPCOM FORM 728 (APPLICANT MEAL/LODGING AUTHORIZATION AND RECEIPT VOUCHER FOR LATE ARRIVAL ADD-ONS) (figure C-1). The following entries will be made:

<u>COLUMN</u>	<u>ENTRY</u>
a. Date	Enter date the form is prepared.
b. Vendor	Enter the name of contract establishment.
c. Name	Print (or type) the name (last, first, MI) of the individual receiving the service. A separate line will be used for each service supplied an individual.
d. SSN	Enter the Social Security Number assigned to the applicant. Occasionally, an applicant may not have an assigned SSN. If this is the case, enter "None."
e. Sex	Enter "M" for male, "F" for female.
f. Arrival Information:	
(1) Date	Enter the date (day and month) applicant arrived at contract establishment. Example: "1 June 75."
(2) Hour	Show time of day the applicant arrived at contract establishment requesting the service. Example: "7:00 PM."
g. Military Service	Enter appropriate military service, (i.e., "Army," "Navy," "Air Force," "Marine Corps") for which the applicant is to be processed.
h. Kind of Service	Show the type of service being provided: Lodgings: "LS", for single, "LD" for double; "S" for supper; and "B", for breakfast meal. Each service furnishing an individual will require a separate line entry.
i. Approval Received from (Name and Title of MEPS/Recruiting Official or Applicant Records).	List information as appropriate. Example:  (1) JOHN SMITH MEPS Bus Driver

(2) Name of Authorizing Recruiting Official.

(3) APPLICANT RECORDS

DD Form 4, and Social Security Card

- j. Signature of Applicant Receiving Service Obtain the signature of the individual receiving the service.
- k. Price of the Meal For those vendors who furnish meals under contracts that call for reimbursement of the actual cost of food and beverage (non-alcoholic) taken, the applicant will enter the actual cost of items taken, up to the contractual dollar ceiling of the meal, after his signature.

10. SIGNATURE AND TITLE (VENDOR OR REPRESENTATIVE, AGENT). Each page of USMEPCOM Forms 727-1 through 727-4 will be signed and dated by the vendor or authorized representative (agent). This serves as certification that services were provided as authorized and in accordance with contractual agreement.

11. USMEPCOM Form 729 (DAILY INVOICE LODGING/MEAL SERVICES). This form is a carbon-interleaved set of two forms. Upon completion, the original with applicable supporting authorization vouchers attached, will be collected by the contracting MEPS. The second copy will be maintained by contract establishments. The following entries will be made:

a. Vendor. Enter (stamp) the name of contract establishment.

b. Contract Number. Enter the number assigned to contract with the MEPS to furnish the services included on the invoice.

c. Authorization Dates. Enter the date(s) the services were rendered.

d. Sections I and II.

(1) RATE. Enter the contract rate for each type of service for which reimbursement is being claimed.

(2) NUMBER FURNISHED. Enter the number of each type lodging (single and double) and each type of meal furnished, by military service, and the total for all military services.

(3) AMOUNT \$. Enter the total dollar amount being claimed.

(a) This entry is optional since dollar amounts (number furnished multiplied by the rate) can easily be determined by both the contractor and

MEPS. Also, dollar amount (based on some contractual agreements) is based on volume of services supplied, and can only be determined at end of month.

(b) If vendor is to be paid for the actual cost of the meal only, enter the total amount due as tabulated from the appropriate voucher.

e. Section III, Honored Vouchers (Attached). Enter the total pages of vouchers, by military service and kind of service furnished, which will be attached to the daily invoice.

f. Section IV, Certification.

(1) Date. Enter the date the invoice is prepared.

(2) Signature and Title (Vendor or Agent). USMEPCOM Form 729 will be signed by the vendor or authorized agent certifying that bill is correct and that payment for services has not been received.

TECHNICAL EXHIBIT 3

QUALITY ASSURANCE EVALUATOR (QAE)  
SURVEILLANCE PLAN

"FOR INFORMATION PURPOSES ONLY. This quality assurance surveillance plan is not part of the request for proposal or invitation for bids nor shall it be made part of any resulting contract."

1. This quality assurance surveillance plan has been developed to implement the minimum requirements of supplement #2 of Office of Management and Budget Circular A-76. It is designed to aid the government QAE in providing effective and systematic surveillance for the contract services being provided. This plan provides for monitoring of contractual requirements through the random sample inspections (monthly) method.

2. The objective of this surveillance plan is to evaluate how the contractor is performing in areas which are considered critical.

3. Random Sample Inspections. On a monthly basis and at random times, the QAE shall conduct a random sample inspection of the contractor's food service facilities. These inspections shall be conducted at unannounced times and during normal working hours or at times when meals are being served to applicants. In conducting these inspections, the QAE shall follow instructions provided by Sampling Guide 1.

4. Selecting the Rejection Level.

a. Table at figure 4-4, Single Sampling Plan for Normal Acceptance Rejection Levels for Normal Inspection, OFPP Pamphlet Number 4, shall be used in conjunction with the random sampling inspection and the established quality acceptance level (AQL) stated in the performance requirements summary (technical exhibit 1) to determine whether or not any of the services provided meet the AQL. Instructions on the use of acceptance rejection table are contained in OFPP Pamphlet Number 4.

b. If the number of defects noted by the inspector are within the AQL, no further action is required.

5. Valid complaints. Valid complaints shall not be utilized to support deduction from contractor's pay. However, these complaints can be used as further evidence of unsatisfactory performance if the random sampling shows that the specific service is unsatisfactory.

a. The QAE shall document and investigate complaints concerning meal services. Suggested format provided by Figure Q-3 shall be utilized.

b. Upon receipt of complaint, the QAE shall take immediate action to document, investigate, and forward complaints to contractor for validation.

c. The contractor shall respond by the next working day as to the validity of the complaint and shall provide reasons for the discrepancy and proposed corrective action.

6. Contract Discrepancy Report (CDR). In those cases where the number of defects exceeds the AQL, the QAE shall partially prepare a Contract Discrepancy Report in accordance with the suggested format at figure Q-2. The Contract Discrepancy Report shall make reference to the Performance Requirement Summary and state how the AQL was exceeded. In addition, the QAE shall compute the dollar amount to be deducted from contractor's monthly invoice (if applicable). Computation data must be attached to the CDR.

7. Contract Discrepancy Reports, together with copies of supporting documentation, (tally sheets and pay deduction computation if applicable) shall be provided the COR for submission to the contracting officer.

8. Inspection of contractor's facility for compliance with contract specifications

a. In conjunction with the random sample inspections called for by paragraph 3 above, the QAE must inspect the contractor's food service facility to ensure the services called for by the contract are being performed in accordance with contract specifications and that the fire, safety, health and sanitation requirements called for by the contract are being maintained. For this purpose, the contractor's facility shall be inspected not less than once per month. The checklist illustrated at figure Q-4 shall be used to conduct and document these inspections.

b. Completed checklists revealing the inspection results shall be provided the CDR. In those cases where in the judgement of the COR, correction action is required, the inspection checklists shall be submitted to the contracting officer by letter requesting corrective action.

SAMPLING GUIDE #1

MEAL/FOOD SERVICE MONITORING

1. Acceptable Quality Levels (AQL) are as follows:
  - a. Daily menu compliance - 4 percent.
  - b. Dining areas sanitation and furnishings - 4 percent.
  - c. Food preparation areas - 4 percent.
  - d. Food service equipment and utensils - 4 percent.
2. Lot size: Number of times that the contractor served meals to applicants per delivered box lunches during the month.
3. Sample size: Number of times for each type meal the contractor's food service facility shall be inspected to determine whether each type meal called for by the contract is being provided in conformance with contract requirements. For example: If the contract calls for lunch and supper meals; the QAE will have to inspect the contractor's facility a number of times during the noon meal period and a number of times during the supper meal period. The QAE shall use the normal size sample column of the sample size table figure 4-3 OFPP Pamphlet Number 4 to determine the sample size.
4. Rejection Level. To select the rejection level use table at figure 4-4; OFPP Pamphlet Number 4. To use this table begin with the known values for the AQL and sample size. Find the selected sample size (in the sample size column) and read across to the column for the applicable AQL. In some cases this table directs a change in sample size; in this case the QAE should inspect accordingly.
5. Sampling procedure:
  - a. On a monthly basis the QAE shall determine the number of times the contractor's dining facility should be inspected (sample size). This number shall be based on the actual number of times the contractor provided each type of meal called for by the contract during the preceding month (lot size). The figures under the normal sample size column of the sample size table, figure 4-3, OFPP Pamphlet Number 4 shall be used. The actual dates of which the contractor dining facility shall be inspected must be randomly selected.
  - b. In those cases where the contract schedule calls for more than one type meal; i.e.; the contractor is serving lunch and supper, the QAE shall inspect each type of meal being served, i.e., each type of meal must be inspected on separate dates: A separate-tally sheet will be used for each type meal. The actual dates the QAE shall visit the contractor's dining facility to inspect a type of meal shall be randomly selected. Tables at attachment 1 of OFPP Pamphlet Number 4 may be used for this purpose.

c. Daily menu compliance. Compliance with the daily menu can be checked by comparing food items being served to applicants with those food items identified in the applicable menu specifications of the contract. Specification number \_\_\_\_\_.

d. Dining areas. The area should accommodate the minimum number of applicants at one sitting as specified in the contract. Furniture and sanitation must conform to the requirements prescribed by specification number \_\_\_\_\_.

e. Food preparation areas. Food preparation areas and food service equipment within the areas must meet the sanitary requirements prescribed by specification number \_\_\_\_\_.

f. Food service equipment and utensils. Equipment and utensils must meet the operational and sanitary requirements prescribed by specification numbers \_\_\_\_\_.

6. Inspection procedures:

a. The QAE shall use the tally sheet provided at figure Q-1 to record the dates and type of service being inspected, i.e., hot lunch or box lunches.

b. During the course of the actual inspection, the QAE should request that the contractor or his/her representative be present.

c. The QAE shall indicate on each tally sheet whether specific critical areas were found satisfactory or unsatisfactory. The reason for unsatisfactory condition shall be stated, and the contract specification paragraph number shall be entered in the remarks column of the tally sheet. In addition, the contractor or his/her representative shall be made aware of the discrepancy and asked to acknowledge this fact by signing each tally sheet. If all items within each critical area comply with the specifications of the contract, a check mark (X) will be placed in the satisfactory column of that particular area. If one item within any critical area does not comply with the specification of the contract, a check mark (X) will be placed in the unsatisfactory column of that critical area and the entire lot in that particular critical area and on that particular date is considered unsatisfactory.

d. These tally sheets shall indicate the actual total number of service which were found satisfactory or unsatisfactory and shall be used to determine whether the contractor is providing services within the acceptable AQL.

6. Performance criteria:

a. Performance is acceptable when the number of defects/discrepancies discovered during the random sampling inspection is equal or less than the number of defects called for by the applicable AQL stipulated in the performance requirements summary. To determine whether or not performance is acceptable, the normal size acceptance/rejection table MIL-STD-105D (figure 4-4, OFPP Pamphlet Number 4) shall be used.

b. Performance is not acceptable when the number of defects/discrepancies discovered during the random sampling inspection exceeds the number of defects allowed by the applicable AQL stipulated in the performance requirements summary of the SOW.

c. Recommended pay deductions for unsatisfactory service should be computed as illustrated in the following formula:

RANDOM SAMPLING INSPECTION METHOD  
PAY DEDUCTION COMPUTATION EXAMPLE

IF: Quality of completed work is unsatisfactory (AQL of 4 percent exceed).

AND: Contract price for meals service for the month is \$8,000.

AND: Deduction from contractor's price for exceeding the AQL is 10 percent as per PRS.

AND: The sample size is 5 based on a lot size of 21 as per sample size table (figure 4-3, OFPP Pamphlet Number 4) and reduced to 3 as per acceptance rejection table, MIL-STD-105D (figure 4-4, OFPP Pamphlet number 4).

AND: The number of defects found during the inspections is 2 (reject number is 1 as determined by the table at figure 4-4, OFPP Pamphlet Number 4).

THEN: Deduction from current month's invoice is:

Contract price for meals served for the month	=	\$8,000
X percentage deduction as per PRS	=	<u>.10</u>
		\$ 800
X percent of sample defective (2 divided by 3)		<u>.66</u>
Deduction	=	\$ 528



CONTRACT DISCREPANCY REPORT			
1. CONTRACT NUMBER			
2. TO: (Contractor)		3. FROM: (Name of QAE/COR)	
4. DATES			
PREPARED	RETURNED BY CONTR	ACTION COMPLETED	
5. DISCREPANCY OR PROBLEM (Describe in detail. Include reference in SOW. Attach additional sheets if necessary.)			
6. SIGNATURE OF CONTRACTING OFFICER		DATE	
7. TO: (Contracting Officer)		8. FROM: (Contractor)	
9. CONTRACTOR'S RESPONSE AS TO CAUSE, CORRECTIVE ACTION, AND ACTIONS TO PREVENT RECURRENCE.			
10. SIGNATURE OF CONTRACTOR OR REPRESENTATIVE		DATE	
11. GOVERNMENT EVALUATION (ACCEPTANCE OR REJECTION)			
12. GOVERNMENT ACTIONS (PAYMENT, DEDUCTION, CURE NOTICE, ETC.)			
13. CLOSE OUT			
	NAME & TITLE	SIGNATURE	DATE
CONTRACTOR NOTIFIED			
QAE			
ACO			

USMEPCOM FORM 715-3-4-R, 1 AUG 1985      FIGURE Q-2

<b>APPLICANT COMPLAINT RECORD</b>	
<b>DATE &amp; TIME OF COMPLAINT:</b>	
<b>SOURCE OF COMPLAINT:</b>	
NAME OF APPLICANT: _____	
MEPS _____	
<b>NATURE OF COMPLAINT:</b>	
<b>CONTRACT REFERENCE:</b>	
<b>VALIDATION:</b> Valid complaint. It is requested that the contractor provide a reply by _____.	
<b>DATE &amp; TIME THE CONTRACTOR WAS INFORMED OF COMPLAINT:</b>	
<b>CONTRACTOR'S RESPONSE:</b>	
<b>RECEIVED &amp; VALIDATED BY:</b>	

USMEPCOM FORM 715-3-3-R, 1 AUG 85

FIGURE Q-3

B-38

**INSPECTION CHECKLIST  
FOOD SERVICE FACILITY**

CONTRACT NO	CONTRACTOR	QAE/COR			DATE
ITEM	CONTRACT SPEC NO	SAT	UNSAT	REMARKS	
<b>General:</b>					
Screens					
Floors					
Work Areas					
<b>Serving Areas:</b>					
Steam Tables					
Proper Utensils					
Food Recepticles					
Dishes					
Tableware					
<b>Food Preparation Area:</b>					
Refrigerators					
Freezers					
Dry Storage Rooms					
Floors					
Tables Sink & Racks					
Meat Blocks					
Hand Washing Facilities					
Toilet Supplies					
Toilet Doors					
<b>Dining Areas:</b>					
Tables					
Chairs					
Plate/Trays					
Food/Drink Recepticles					
Tableware					

INSPECTION CHECKLIST  
 FOOD SERVICE FACILITY  
 CONT'D

CONTRACT NO	CONTRACTOR	QAE/COR			DATE
ITEM	CONTRACT SPEC NO	SAT	UNSAT	REMARKS	
Dining Areas Cont'd: Napkins					
Dispensers					
Equipment: Dishwashing Equipment					
Milk Dispensers					
Stoves/Ovens					
Food Containers					
Deep Fryers					
Grills					
Garbage Containers					
Grease Traps (if applicable)					
Food Transportation Equipment (if applicable)					
Employees: Clothing					
Hairnets					
Preemployment Medical Exam					
Fire and Safety: Fire Extinguishers					
Smoke Alarms					
Electrical Wiring/Outlets Fire Hazards					

Figure Q-4





**APPLICANT COMPLAINT RECORD**

**DATE & TIME OF COMPLAINT:**

**SOURCE OF COMPLAINT:**

**NAME OF APPLICANT:** \_\_\_\_\_

**MEPS** \_\_\_\_\_

**NATURE OF COMPLAINT:**

**CONTRACT REFERENCE:**

**VALIDATION:** Valid complaint. It is requested that the contractor provide a reply by \_\_\_\_\_.

**DATE & TIME THE CONTRACTOR WAS INFORMED OF COMPLAINT:**

**CONTRACTOR'S RESPONSE:**

**RECEIVED & VALIDATED BY:**

## CONTRACT DISCREPANCY REPORT

<b>1. CONTRACT NUMBER</b>			
<b>2. TO: (Contractor)</b>		<b>3. FROM: (Name of QAE/COR)</b>	
<b>4. DATES</b>			
<b>PREPARED</b>	<b>RETURNED BY CONTR</b>	<b>ACTION COMPLETED</b>	
<b>5. DISCREPANCY OR PROBLEM (Describe in detail. Include reference in SOH. Attach additional sheets if necessary.)</b>			
<b>6. SIGNATURE OF CONTRACTING OFFICER</b>		<b>DATE</b>	
<b>7. TO: (Contracting Officer)</b>		<b>8. FROM: (Contractor)</b>	
<b>9. CONTRACTOR'S RESPONSE AS TO CAUSE, CORRECTIVE ACTION, AND ACTIONS TO PREVENT RECURRENCE.</b>			
<b>10. SIGNATURE OF CONTRACTOR OR REPRESENTATIVE</b>		<b>DATE</b>	
<b>11. GOVERNMENT EVALUATION (ACCEPTANCE OR REJECTION)</b>			
<b>12. GOVERNMENT ACTIONS (PAYMENT, DEDUCTION, CURE NOTICE, ETC.)</b>			
<b>13. CLOSE OUT</b>			
	<b>NAME &amp; TITLE</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>CONTRACTOR NOTIFIED</b>			
<b>QAE</b>			
<b>ACO</b>			

**INSPECTION CHECKLIST  
LODGING FACILITIES**

CONTRACT NO	CONTRACTOR	QAE/COR			DATE
ITEM	CONTRACT SPEC NO	SAT	UNSAT	REMARKS	
<b>Guest Rooms:</b>					
<b>Furnishings/Equipment</b>					
Beds					
Chairs					
Lamps					
Dressers/Desks					
Mirrors					
Bed Side Tables					
Draperies/Blinds					
TV Sets					
Telephones					
Waste Baskets					
Sterilized Glasses					
Ashtrays					
Cloth Hangers					
Linen Service					
Heating Cooling Devices					
<b>Bathrooms:</b>					
<b>Lavatories</b>					
Commodes					
Mirrors					
Bathtub & Showers					
Shower Curtain or Glass Doors					
Tub Mat or Safety Strips					

INSPECTION CHECKLIST  
 LODGING FACILITIES  
 CONT'D

CONTRACT NO	CONTRACTOR	QAE/COR			DATE
ITEM	CONTRACT SPEC NO	SAT	UNSAT	REMARKS	
<b>Bathrooms Cont'd:</b>					
Towels					
Waste Baskets					
Paper Supplies					
Hot Running Water					
<b>Custodial/Sanitation:</b>					
Guest Rooms					
Bathrooms					
Common Areas					
<b>Fire &amp; Safety:</b>					
Fire extinguisher					
Smoke Alarms					
Electrical Wiring/Out-lets Fire Hazzard					

**INSPECTION CHECKLIST  
FOOD SERVICE FACILITY**

CONTRACT NO	CONTRACTOR	QAE/COR	DATE	
ITEM	CONTRACT SPEC NO	SAT	UNSAT	REMARKS
<b>General:</b>				
Screens				
Floors				
Work Areas				
<b>Serving Areas:</b>				
Steam Tables				
Proper Utensils				
Food Recepticles				
Dishes				
Tableware				
<b>Food Preparation Area:</b>				
Refrigerators				
Freezers				
Dry Storage Rooms				
Floors				
Tables Sink & Racks				
Meat Blocks				
Hand Washing Facilities				
Toilet Supplies				
Toilet Doors				
<b>Dining Areas:</b>				
Tables				
Chairs				
Plate/Trays				
Food/Drink Recepticles				
Tableware				

INSPECTION CHECKLIST  
FOOD SERVICE FACILITY  
CONT'D

CONTRACT NO	CONTRACTOR	QAE/COR			DATE
ITEM	CONTRACT SPEC NO	SAT	UNSAT	REMARKS	
Dining Areas Cont'd: Napkins					
Dispensers					
Equipment: Dishwashing Equipment					
Milk Dispensers					
Stoves/Ovens					
Food Containers					
Deep Fryers					
Grills					
Garbage Containers					
Grease Traps (if applicable)					
Food Transportation Equipment (if applicable)					
Employees: Clothing					
Hairnets					
Preemployment Medical Exam					
Fire and Safety: Fire Extinguishers					
Smoke Alarms					
Electrical Wiring/Outlets Fire Hazards					