



Request for Proposal
Operate Hammer Cafeteria

Request for Proposal

Solicitation #: CR264218
Date Issued: February 6, 2014
Amendment #1 Issued: February 12, 2014

This Request for Proposal (RFP) is issued under the authority of the Department of Energy Prime Contract DE-AC06-09RL14728.

This RFP is issued by:

Mission Support Alliance, LLC
P.O. Box 650
Richland, WA 99352

Contracting Officer:
Robert Joshlin
H7-10
509-376-5215
robert_j_joshlin@rl.gov

Proposals are to be prepared in accordance with the instructions and conditions set forth herein. Proposals are to be received by the close of business (2:00 P.M., PST) on March 10, 2014 to the address shown above, attention to the Contract Specialist identified above.

All proposals are subject to the terms and conditions set forth herein. Any exceptions, deviations or omissions may be grounds for rejection of proposals submitted. All proposals are subject to the terms and conditions set forth herein. Any exceptions, deviations, or omissions may be grounds for rejection of proposals submitted.

MSA Contact - All questions are to be directed to the Contracting Officer identified above. *“Hanford procedures prohibit all contact with Hanford Employees where issues of this Request for Proposal are concerned.”* All correspondence and communication concerning this RFP is limited to the Contracting Officer or those individuals listed in Section “G” Contract Administration, G.2 Authorized Personnel.

All interested vendors Contact the Contracting Officer listed above via email or phone to schedule a facility walkthrough. All walk throughs will be completed not later than February 19, 2014.



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REQUEST FOR PROPOSAL AMENDMENTS

Amendment #1 Posted February 12, 2014

The purpose of the RFP amendment is to make the following changes

1. Amend Technical Evaluation Criteria, Past performance:

- **Page 9, Edit paragraph to read: Health Inspection Reports:** - The Benton-Franklin Health District will be consulted to see if the Subcontractor has had any complaints filed against them or high risk factor code violations documented on food inspections completed over the last two calendar years. If a Subcontractor has had a complaint filed against them or high risk factor code violations documented on recent food inspections, it will not be grounds for automatically ruling out a Subcontractor's proposal. However, if a subcontractor has a continuing pattern of code violations documented it will indicate a concern.

2. Amend Technical Evaluation Criteria, Qualifications and Experience of Personnel:

- **Page 10, Remove paragraph: Staff** - Resumes, qualifications, experience, and certifications of key personnel who will perform hands on food service. Offeror shall submit information on proposed Food Service Workers using the KEY PERSONNEL RESUME FORM (Section J.2 Attachment 2) provided in the RFP package.

3. Amend Technical Evaluation Criteria

- **Page 11, Edit paragraph to read: Healthy Choice Item** - The Hanford Site has been found to be one of most obese sites across the Department of Energy complex. HAMMER wants to have healthy options available for HAMMER Cafeteria patrons. Patrons have different health conditions they may be trying to manage so as a result, they may have different nutritional elements they are trying to track. By the Subcontractor providing the recipe for whatever items are proposed as Healthy Options, HAMMER Cafeteria patrons will be able to make informed decisions on their menu choices to enhance their health. Evaluation of "Healthy Choice" items to determine if they meet the following criteria.



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4. **Amend Statement of Work, 4.0 Requirements, Technical:**

- **Page 15, Edit paragraph #2 to read:** The HAMMER Cafeteria shall be open for service between the hours of 6:00am and 2:00pm daily during the normal workweek. Any offered lunch specials (i.e., Taco Tuesday) would be available until 1:00pm, the grill would be available until 1:30pm, and the HAMMER Cafeteria would close at 2:00pm. Occasionally, due to training customer requests, additional hours of operation may be necessary.

5. **Statement of Work, Menu & Pricing Requirements:**

- **Page 16, Edit paragraph #3 to read:** At their discretion, the Subcontractor can also schedule special ethnic and holiday meals. If the Subcontractor were to choose to schedule special ethnic or holiday meals that are outside the normal breakfast and lunch menu offerings, the Benton Franklin Health Department POC just wants to be notified at Erin Tebay, at (509) 460-4326 or erint@bfhd.wa.gov.
- **Page 18, Edit paragraph #1 to read:** HAMMER is a training facility with students/patrons in classrooms/meeting rooms all across the HAMMER campus. Hammer student/patrons have a limited amount of time allowed to order, purchase, eat their lunches, and return to the classroom/meeting rooms. The Subcontractor is strongly encouraged to have a core lunch menu that the HAMMER Cafeteria patrons/students can pre-order meals. The vendor would have ready pre-ordered lunches ready for pickup. However, since lunch specials change each day the vendor may or may not provide the early order option to Hammer student/patrons for the lunch specials.

The vendor is free to offer whatever lunch specials they prefer. The main thrust of the HAMMER Cafeteria is to provide breakfast and lunch menu offerings to HAMMER Cafeteria patrons.

6. **RFP Cover Page**

- **Amend paragraph #2 to read:** Proposals are to be prepared in accordance with the instructions and conditions set forth herein. Proposals are to be received by the close of business (2:00 P.M., PST) on March 13, 2014 to the address shown above, attention to the Contract Specialist identified above.
- **Edit paragraph last paragraph to read:** All interested vendors Contact the Contracting Officer listed above via email or phone to schedule a facility walkthrough. The vendor walk through will be completed not later than February 21, 2014.



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A.0 Solicitation

A.1 North American Industry Classification System (NAICS) Code and Size Standard

(A01) Rev 002 3/1/2011

The Buyer has determined that North American Industry Classification System (NAICS) Code 722310 – Food Service Contractors applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is \$35.5M.

If this solicitation is designated as a small business set-aside, the Offeror certifies that they are a small business by submitting a proposal or an offer to this solicitation.

A.2 Information Required for Technical Evaluation

(A33) Rev. 0 01/27/2010

For evaluation purposes concerning the Offeror's technical capabilities, the following data must be furnished with the proposal:

A.3 Proposal Submittal

(A37) Rev. 0 03/14/2011

1. Proposals are to be received by the close of business (2:00 P.M., PST) on the date specified in the Solicitation.

2. Other Proposal Methods

Proposals, upon approval by Contract Specialist, must be submitted mail, or hand delivered. No e-mailed or faxed proposals will be accepted. When requested as confirmation, the original Proposal form and certifications must be sent only to the Contract Specialist.

Mail proposals to:

Robert Joshlin, MSA Contracting Officer
H7-10, Mission Support Alliance, LLC
2355 Stevens Drive
Richland, WA 99354

To Coordinate hand delivery contact 509-376-5215 or robert_j_joshlin@rl.gov



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3. Late Proposals

A Proposal is considered late if it is received at the office designated in the solicitation after the exact time and date specified for receipt and will not be considered unless:

- a. It was sent by registered or certified mail not later than the fifth calendar day prior to the date specified for receipt of offers (e.g., an offer submitted in response to a Solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th or earlier); or
- b. It was sent by mail authorized by the Contract Specialist and it is determined that the late receipt was due solely to mishandling upon receipt; or
- c. It is the only Proposal received.

4. Proposal Changes

Any modification of a Proposal, including the Contract Specialist's request for "Best and Final" Offer, is subject to the same conditions as in the "Late Proposals" section above.

5. Withdrawal of Proposals

Proposals may be withdrawn by written or electronic notice received at any time prior to award. A Subcontractor, or its authorized representative, may withdraw proposals in person, provided their identity is made known and he signs a receipt for the Proposal.

A.4 Financial Capability Determination

(A39) Rev. 0 03/14/2011

Prior to Award, the Buyer reserves the right to request any or all Offerors to submit data which will be used to make a determination of financial capability to perform on any resultant Subcontract. Such data may include, however not be limited to, current annual reports, lines of credit with financial institutions and suppliers, and/or any other such data as may be required to make a determination of the Subcontractor's financial capabilities.

A.5 Basis of Award – Best Value

(A86) Rev. 0 1/28/2010

Award shall be made to the Offeror submitting the best proposal in which both cost/price and other specifically defined EVALUATION FACTORS will be the basis of award. See A.8 Technical Proposal Evaluation below. MSA, LLC reserves the right to award a contract at higher price to a technically superior proposal.



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A.6 Proposal Preparation

(A94) Rev. 0 4/19/2010

Organize the proposal as outlined in the following paragraph entitled “Proposal Content.” Prepare the proposal simply and economically and provide a straightforward and concise presentation of the information requested in the RFP. Emphasize completeness and clarity. For additional instruction please see Special Provisions (SP-17) – Instructions for the Preparation of Proposals attached to this RFP.

A.7 Proposal Content

Proposals shall include the following elements and be organized in the manner listed below. Each volume of the proposal should be separate and complete.

- 1. Volume 1 - Technical Proposal** - The technical proposal shall include all necessary technical elements from the Statement of Work that successfully address the Technical Evaluation criteria and EVALUATION FACTORS below.
- 2. Volume 2 - Price Proposal** - On this requirement the vendor is receiving payment directly from restaurant patrons in exchange for food items. The vendor shall prepare a menu with food items that are priced to cover all vendor costs. These prices shall be fair to the patron and provide a reasonable profit margin to the vendor. Sales resulting from the vendor’s menu shall be the sole form of compensation for services performed. A price proposal to MSA for this requirement is not required. However, a price evaluation will be conducted by MSA on the food menu pricing to determine if prices are fair to the patron and reasonable to the vendor.

A.8 Technical Proposal Evaluation

MSA will evaluate each Offeror’s technical proposal and how effectively it addresses the following TECHNICAL EVALUATION FACTORS and KEY ELEMENTS. Vendor’s Technical Proposal must address all TECHNICAL EVALUATION FACTORS and KEY ELEMENTS. Offerors must submit all relevant plans, procedures, processes, forms, detailed levels of effort, schedules, resumes, past performance evaluations, etc. necessary to convince technical evaluators evaluating the proposal that the Offeror is technically qualified and can successfully perform the scope. This technical proposal must be in writing and explain all TECHNICAL EVALUATION FACTORS and KEY ELEMENTS of the Offeror’s proposal. In addition, the proposal may contain visual aids, not limited to charts, flow charts, diagrams, forms, graphics, and photographs. If a proposal contains visual aids they must be clearly supported in the written plan. This technical proposal submission must be included in Volume 1 of the Offeror’s proposal. The submitted technical proposal that most completely describes how the solicitation requirements will be met while addressing the TECHNICAL EVALUATION FACTORS and KEY ELEMENTS below will receive the highest score for this technical evaluation. These TECHNICAL EVALUATION FACTORS and KEY ELEMENTS are:



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TECHNICAL EVALUATION FACTORS and SUBFACTORS

1. Past Performance

- Health District Inspection Reports
- Past Performance on Similar Requirements

2. Qualifications and Experience of Personnel

- Manager
- Staff

3. Food Menu

- Pricing
- Portion Size
- Variety

4. Healthy Choice Item

- Quantity of items
- Criteria of items
- Nutritional Data - Recipe

Technical Evaluation Criteria

1. **Past Performance** - MSA will evaluate each Offeror's Past Performance as it applies to the technical requirements listed in this Request for Proposal. Offeror's Past Performance will be evaluated to the extent their plan most completely addresses the EVALUATION FACTOR and SUBFACTORS.

- **Health Inspection Reports** - The Benton-Franklin Health District will be consulted to see if the Subcontractor has had any complaints filed against them or high risk factor code violations documented on food inspections completed over the last two calendar years.



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- **Past Performance on Similar Requirements** – For evaluation purposes the Offeror shall provide all recent and relevant past performance using the PAST PERFORMANCE SURVEY FORM (Section J.1 Attachment 1) provided in the RFP.

Note: Recent meaning past performance within 2 years of the issue date of this solicitation. Relevant meaning work similar in nature, magnitude, and complexity to the work listed in this solicitation. These PAST PERFORMANCE SURVEY submissions must be included in VOLUME 1 of the Offeror's proposal and may include all past recent and relevant past performance from Offeror's former and current customers, business associates, Federal, State, and local agencies, previous and current MSA projects and electronic databases. MSA reserves the right to consider all aspects of an Offeror's performance history. MSA understands that not all offeror's in the food service industry may have performed on contracts with Federal, State, or Local agencies in which case an Offeror with no past performance history will not be penalized.

2. **Qualifications and Experience of Personnel** - This criterion evaluates the expertise and experience of the company and personnel proposed to perform the SOW. The evaluation will consider:

- **Manager** - Resumes, qualifications, experience, and certifications of key personnel who will manage the staff performing the SOW. Also Indicate the percentage of time that manager will be dedicating to this effort. Offeror shall submit information on the proposed Manager using the KEY PERSONNEL RESUME FORM (Section J.2 Attachment 2) provided in the RFP package.
- **Staff** - Resumes, qualifications, experience, and certifications of key personnel who will perform hands on food service. Offeror shall submit information on proposed Food Service Workers using the KEY PERSONNEL RESUME FORM (Section J.2 Attachment 2) provided in the RFP package.

Note: The Key Personnel Resume Forms are to be completed and submitted with the vendor's proposal package. Each attachment submitted will be reviewed and evaluated to determine individual personnel experience and qualifications within the food service industry.

3. **Food Menu** - All food items on the menu will be review and evaluated. Evaluation criteria will include:

- **Pricing** – Evaluated to determine if menu items are priced reasonably within the Tri-Cities market.
- **Portion size** - Evaluated to determine if menu items portions are sized reasonably within the Tri-Cities market.



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- **Variety** - Evaluated to determine if adequate menu variety is provided to patrons.
4. **Healthy Choice Item** - Evaluation of “Healthy Choice” items to determine if they meet the following criteria.
- **Quantity of Items** - Evaluate to determine if the proposed menu contains a minimum of two (2) breakfast and three (3) lunch “Healthy Choice” options. Note - If the proposed menu includes more than the minimum “Healthy Choice” options, the vendor’s proposal may receive additional consideration on their evaluation.
 - **Criteria of Items** - Evaluate to determine if the “Healthy Choice” meal or food item meets at least two of the following four nutritional criteria:
 - Low calorie: ≤ 667 calories for the entire meal
 - Low fat: ≤ 10 grams total fat for the entire meal
 - High fiber: ≥ 8.3 grams of fiber for the entire meal
 - Low sodium: ≤ 500 mg of sodium for the entire meal
 - **Nutritional Data** - Evaluate to determine if the “Healthy Choice” meal or food item nutritional data is provided to patrons enhancing ordering decisions at time of purchase.
 - Provide a recipe for each “healthy option” menu offering, identifying the ingredients (and their quantities) and how many servings the recipe makes. This data will be used to enter the information into a recipe calculator software tool to identify such nutritional elements as calories, fat, cholesterol, sodium, fiber, sugar, and protein in the “healthy option” menu offering.

A.9 Price Evaluation

A price proposal to MSA for this requirement is not required. However, a price evaluation will be conducted by MSA on the food menu pricing to determine if prices are fair to the patron and reasonable to the vendor.

A.10 Local Business Preference

(A62) Rev. 0 3/14/2011

This is a local business preference solicitation. For award evaluation purposes only, the Buyer will increase all proposals submitted by Subcontractors not considered local by 6%. To be considered local, Subcontractors must be operating in the local vicinity of the Hanford Site, Washington for the duration of any resulting Subcontract. Local vicinity is defined as the



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Washington counties of Benton, Franklin, Adams, Grant, Klickitat, Walla Walla, Yakima, as well as Umatilla County, Oregon.

Subcontractors not presently operating in one or more of these counties but plan to respond to this solicitation, must provide with their proposal sufficient details showing such planning so as to be fully operational at the time of Subcontract award. The resultant Subcontract will require the Subcontractor to perform the actual scope of work within the local vicinity as defined herein.

A.11 Basis of Award – Best Value

(A86) Rev.1 2/28/2013

Award may be made to the Offeror submitting the best proposal in which both cost/price and other specifically defined factors will be the basis of award. See evaluation criteria under (Section A.8 Technical Proposal Evaluation and A9 Price Evaluation.)

A.12 Past Performance Information

(A97) Rev. 0 1/27/2011

Offeror's must have a minimum of 12 month's business experience for the work being contemplated with US Federal government agencies or their prime contractors. If any Offeror is partnering with another firm in the response to this solicitation, the Offeror must have a minimum of at least the same time period of experience with the partnership relationship.

As part of the solicitation response, the Offeror shall furnish at least two (2) references for previous and/or current projects that reflect the criteria noted above. References shall include the current and up-to-date information listed below for each specific reference. Note: Information gained elsewhere by the Buyer can also be used as part of the evaluation.

Complete J.1 Attachment 1 PAST PERFORMANCE SURVEY FORM

B.0 Award - This section is reserved for awardee only and will remain blank on the Request for Proposal.

C.0 QA / Inspection Requirements – N/A



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D.0 Description/Statement of Work

Statement of Work

Title: OPERATE HAMMER CAFETERIA
Revision Number: 0
Date: January 28, 2014

Statement of Work for
OPERATE HAMMER CAFETERIA

Revision 0
January 28, 2014
Prepared by: Debbie Mensinger

<i>APPROVALS</i>	<i>PRINT NAME</i>	<i>SIGNATURE</i>
<i>Technical Authority</i>	<i>Debbie Mensinger</i>	

* Approval for Technical Content



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1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance (MSA), in support of its prime contract with the U. S. Department of Energy (DOE), Richland Operations Office (RL), and HAMMER/Hanford Training are responsible for providing Hanford Site training. The Volpentest HAMMER Federal Training Center (HAMMER) is a U.S. Department of Energy training facility specializing in hands-on training for the Hanford Site and the nation's Homeland Security mission. In addition, Weapons of Mass Destruction (WMD), Federal Response Teams, and HAZMAT Responders from multiple states receive training at the HAMMER facility managed by the Mission Support Alliance (MSA) Contractor.

The Volpentest HAMMER Federal Training Center is internationally known and provides training services to organizations across the globe. Strong customer service is a key element in HAMMER's success and that extends to the HAMMER Cafeteria staff.

Approximately 100 employees work at the Volpentest HAMMER Federal Training Center and an average of 150 individuals participate in training each work day at the facility. The number of individuals participating in training fluctuates on a daily basis, depending on the training schedule. The duration of the training ranges from a few hours to all day with breaks for lunch, etc.

In FY11, HAMMER implemented a healthy eating initiative – where some healthy food choices were added to the menu at the HAMMER Cafeteria. It is the intent of HAMMER to continue to offer healthy food choices at the HAMMER Cafeteria.

This Statement of Work establishes the requirements and tasks to be performed by the Subcontractor in operating the HAMMER Cafeteria for the Mission Support Alliance (MSA) Volpentest HAMMER Federal Training Center (HAMMER) at Hanford. The Subcontractor shall provide all necessary management, administration, operational personnel, materials, and logistical efforts required during the term of the contract to accomplish the requirements identified herein.

2.0 OBJECTIVE

The Subcontractor shall operate the HAMMER Cafeteria located at the Volpentest HAMMER Federal Training Center. The facility is situated at the south end of the Hanford Site at 2890 Horn Rapids Road, Richland, Washington. The Subcontractor shall conscientiously strive to ascertain the clientele's desires in respect to taste, appearance, preference, and variety of food. Subcontractor shall exercise reasonable imagination, ingenuity, and good taste in the preparation of the food, planning diverse menus and developing new recipes. The Subcontractor is expected to provide a healthy selection of foods that are low in fat, high in fiber and contain less sodium or sugar as a part of their menu offerings.



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3.0 DESCRIPTION OF WORK – SPECIFIC

The customer base for the HAMMER Cafeteria service will primarily be trainers, students, visitors, and employees at HAMMER.

In addition to the HAMMER Cafeteria, the Subcontractor shall provide catering services, on request, for HAMMER and/or HAMMER customers, which could include full service catering as well as refreshments and lunches. Catering events may occur during and after normal working hours, weekends, and holidays. This catering would occur on the HAMMER campus.

The Subcontractor shall operate and administer its own business, furnishing labor, food, expendable items, facilitation and coordination of equipment maintenance, insurance, office furnishings and equipment, computers, telephones, telecommunication equipment (telephone lines have been installed to the HAMMER Cafeteria area, but it is the responsibility of the Subcontractor to connect for service) to ensure compliance with the contract. The Subcontractor shall bear all responsibility for the success or failure of the HAMMER Cafeteria and catering services in all respects.

4.0 REQUIREMENTS

Technical

The Subcontractor shall have available as a minimum the service and supplies necessary for breakfast and lunch at the HAMMER Cafeteria in accordance with the normal work schedule at the facility.

The HAMMER Cafeteria shall be open for service between the hours of 6:30am and 2:00pm daily during the normal workweek. Any offered lunch specials (i.e., Taco Tuesday) would be available until 1:00pm, the grill would be available until 1:30pm, and the HAMMER Cafeteria would close at 2:00pm. Occasionally, due to training customer requests, additional hours of operation may be necessary.

The HAMMER Cafeteria shall be operating year round with the exception of holidays and facility closure days, which will be provided to the Subcontractor by the BTR. The HAMMER facility is open Monday through Friday from 6:30 a.m. to 4:30 p.m. in accordance with the standard Hanford Site 8 x 9 work schedule with alternating Fridays observed as facility closures unless otherwise approved by HAMMER Operations and directed by the Buyer.

In the event of adverse weather conditions, the Subcontractor is to adhere to Hanford Site work delays, early release and site closures as announced by the facility management. The Subcontractor can call (509) 376-9999 or Toll Free 1 (800) 664-0771 to hear the Hanford Emergency Hotline work schedule recording or listen to KONA (610 AM), the primary radio station designated to broadcast this information for Hanford Site employees.



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In the event of a significantly reduced number of students attending training classes, especially during holidays, reduced hours or closure may be negotiated with the Buyer's Technical Representative (BTR) identified in Section 9.0 of this statement of work on those days if necessary to reduce operating costs.

In the case of scenarios where there are a projected low number of students taking training at the HAMMER facility and/or low level of use of the HAMMER facility by outside organizations, the Subcontractor HAMMER Cafeteria supervisor shall communicate with the BTR to obtain approval for adjustments to work schedule, such as:

- Limiting the menu
- Not running a special
- Shorter hours of operation

These scenarios and any resulting adjustments to the HAMMER Cafeteria work schedule shall be resolved at least 48 hours ahead of time (when possible) to allow the BTR time to adequately communicate to HAMMER staff and instructors of any changes to HAMMER Cafeteria work schedule.

Menu and Pricing Requirements

The Subcontractor shall furnish attractive, nutritious, wholesome, and healthful foods that provide a variety of well-balanced meals.

The Subcontractor is encouraged to offer alternate food choices to meet special dietary needs, such as low caloric, vegetarian, low fat, low cholesterol, low-salt. The Subcontractor is encouraged to provide diet margarine, diet mayonnaise, salt substitutes, and artificial sweeteners to the HAMMER Cafeteria patrons.

At their discretion, the Subcontractor can also schedule special ethnic and holiday meals. If this occurs, the Subcontractor shall contact the Benton Franklin Health Department Point of Contact, Erin Tebay, at (509) 460-4326 or erint@bfhd.wa.gov to advise of the change.

The Subcontractor shall post menus and prices in an appropriate location at the HAMMER Cafeteria and shall identify "healthy choice" items on the menu. The Subcontractor shall adhere to the minimum menu requirements (Attachment 1).

Menus/signage shall include symbols (i.e., an apple symbol) to designate food as a "healthy choice". In order to earn the "healthy choice" symbol, the meal or food item must meet at least two of the following four criteria:

1. Low calorie: ≤ 667 calories for the entire meal
2. Low fat: ≤ 10 grams total fat for the entire meal
3. High fiber: ≥ 8.3 grams of fiber for the entire meal
4. Low sodium: ≤ 500 mg of sodium for the entire meal



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Subcontractor shall provide a minimum of **two breakfast** menu choices **and three lunch** menu choices that meet at least 2 of the 4 nutritional criteria above. The Subcontractor is strongly encouraged to offer more than the minimum (listed above) in their breakfast and lunch menu choices.

At a minimum, menus shall include the total estimated calories for all **“healthy choice”** items listed on the menu. The Subcontractor is strongly encouraged to communicate (i.e., the menus or signage) how the “healthy choice” menu items listed on the menu meet at least two of the four criteria listed above.

In the past, the Subcontractor operating the HAMMER Cafeteria has provided the BTR a recipe for each “healthy option” menu offering, identifying the ingredients (and their quantities) and how many servings the recipe makes. By providing this information to the BTR, she could enter the information into a recipe calculator software tool in case HAMMER Cafeteria patrons want more detailed nutritional information on the “healthy options”. The Subcontractor for this work scope is encouraged to do the same.

Menus located at the HAMMER Cafeteria shall include the pricing for ala carte/”grab and go” menu items.

Menus (both the menus available for pre-ordering from the classrooms and the menus available at the HAMMER Cafeteria) shall also include a notation as to the date (month/day/year) that they are effective.



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As a large percentage of the training occurs in buildings all across the HAMMER Campus, the Subcontractor shall prepare a menu/order form that can be distributed throughout the classrooms that the students, instructors, & staff can use to pre-order their lunch selections. Subcontractor shall provide an electronic version of the menu available for pre-ordering from the classrooms (including any updates) or a hard copy to the BTR so a .pdf can be created and posted on the internal and external HAMMER websites.

Menu pricing shall be reasonable and comparable with the immediate surrounding metropolitan area for items of similar service, selection, and quantity. The Subcontractor is not expected to compete with the pricing policies of the major fast food chains due to quantity of food served, however pricing shall be reasonable for other food establishments in the area that provide similar services.

All price increases and/or changes to the menu shall be discussed with the BTR prior to implementation. New menus (both the menus available for pre-ordering from the classrooms and the menus available at the HAMMER Cafeteria) reflecting any price increases and/or changes shall be provided to the BTR a minimum of 5 working days prior to the changes becoming effective. The BTR will notify the HAMMER Cafeteria patrons a minimum of 5 working days prior to changes becoming effective.

Catering, Refreshments, and Special Events

HAMMER may host special events, meetings, award luncheons, and receptions at HAMMER requiring catering service. Such service varies from refreshments to complete breakfasts, luncheons, and dinners. HAMMER reserves the right to use outside catering services, however the Subcontractor will receive consideration. The Subcontractor shall be provided 72 hour advance notice for weekend or special catering. The type of events and requirements are as follows:

- A. Refreshments: Includes canned soft drinks, coffee, punch, pastries, fruit trays, etc.
- B. Working Meals: Includes breakfast items, onsite buffets, sandwich or salad plates, and boxed or sacked meals which may be delivered on the HAMMER campus by the Subcontractor or picked up by the host.
- C. Receptions: Includes chips and dips, hors d'oeuvres, etc. These events are setup, staffed, served, and the area cleaned up by the Subcontractor.
- D. Special Events: The Subcontractor shall provide food service for special events or unique situations as requested by HAMMER.

Catering may or may not require the Subcontractor to provide servers, waitpersons, busing or cleanup. Companies or organizations using classrooms or props at HAMMER for their training purposes, and who require catering services, are not required to give the Subcontractor first consideration. It will be the decision of the Subcontractor to propose or solicit that scope of work providing it does not impact the normal HAMMER Cafeteria operations.



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General

For any work performed on the Hanford Site or any MSA controlled facility, Special Provisions – On Site Services, [SP-5](#), will apply to Subcontractor personnel.

4.1 ENGINEERING REQUIREMENTS

No engineering requirements identified.

4.2 ENVIRONMENT, SAFETY, & HEALTH (ES&H) REQUIREMENTS

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, public, and the environment, and shall be accountable for the safe performance of work. All work performed on the Hanford Site shall be accomplished safely in accordance with Environmental, Safety and Health Requirements (reference [SP-5, "Special Provisions - On-Site Services"](#)).

At all times, assigned Subcontractor employees are required to work safely, follow all safety requirements including Section J.5 Attachment 5 HM-FP-01, "HAMMER/Hanford Training Emergency Response Plan" and work in an environmentally responsible manner.

The Subcontractor will be required to complete a hazard analysis of the cooking/prep areas within 45 calendar days of contract award or renewal. MSA will provide the required format and assistance from the Occupational Safety & Health representative for HAMMER in completing the analysis and it is the Subcontractor's responsibility to coordinate with the safety representative for the assistance and review. The hazard analysis will better allow Subcontractor employees to identify and control hazards in the work place.

At Section J.3 Attachment 3 Barrier Analysis – Kitchen (Example) is an example of a kitchen barrier analysis tool that could be utilized to document Subcontractor workplace hazards and control methods.

This analysis may be updated yearly if new equipment is installed for regular use in the kitchen area, a new process is implemented necessitating an update and review, or as directed by the BTR. A copy of the completed hazard analysis will be provided to the BTR upon completion and approval of the designated HAMMER safety representative.

4.2.1 ENVIRONMENTAL REQUIREMENTS

The Subcontractor shall make their employees aware that HAMMER operates under the MSA Environmental Management System. A poster of the MSA Environmental Policy shall be displayed within the HAMMER Cafeteria. The main tenants of the policy include protection of the environment, compliance with environmental requirements, improving environmental performance. The Subcontractor may be requested to participate in internal or external audits of its environmental management system and will be notified by the BTR a minimum of 5 calendar days (if possible) prior to an audit.



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The Subcontractor shall implement a conservation program to conserve utility usage and water usage. This program shall include turning off lights and water faucets when not in use and scheduling the most efficient use of food preparation and service equipment. Energy Star electronic equipment shall be purchased if available at a reasonable cost. Computers rated EPEAT-silver or better at the time of purchase shall be used.

The Subcontractor shall implement a recycling program to recycle waste from operating the HAMMER Cafeteria. This would include such waste streams as glass, paper, cardboard, plastic, etc.

The Subcontractor and its vendors shall utilize vehicles in good working order and do not leak fluids. The Subcontractor shall report vehicle leaks from its employees or its vendor vehicles to the HAMMER Facility Operations Manager or Hanford Security immediately upon discovery.

The Subcontractor shall manage hazardous chemicals in accordance with State and Federal laws. The Subcontractor shall utilize "Green" cleaning products unless determined that they are ineffective.

The Subcontractor shall keep a current list of chemicals being used, including product name, product manufacturer, quantity, number of containers, and type of container.

The Subcontractor shall maintain current hard copies of the MSDSs and confirm with the HAMMER Operations Specialist listed in Section 9.0 that the MSDSs are in the Hanford MSDS Database. If the MSDSs are not in the Hanford MSDS database, the Subcontractor shall request that the MSDSs be added and assigned a Hanford MSDS number.

The Subcontractor shall notify the HAMMER Operations Specialist of the intent to bring a new chemical onsite, and shall receive approval **prior to** chemical being used. The Subcontractor shall maintain and update chemical information on a regular basis, or until this contract is closed. The HAMMER Operations Specialist is identified in Section 9.0.

4.2.2 QUALITY REQUIREMENTS

The Subcontractor shall develop a customer survey comment card to measure customer satisfaction with the HAMMER Cafeteria food service operations. The Subcontractor should encourage customers to complete the survey comment card. A receptacle for HAMMER Cafeteria patrons to deposit their completed customer survey comment cards should be provided by the Subcontractor and the results furnished to the BTR. If necessary, a plan shall be developed by the Subcontractor, and reviewed by the BTR and Buyer, to address customer issues and concerns.



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4.2.3 SAFETY REQUIREMENTS

Safety is the first priority at HAMMER and all Subcontractors are required to strictly adhere to the policies and procedures for the Hanford Site and the HAMMER facility. Subcontractors are not allowed to bring any prohibited articles or substances onto the Site. The prohibited articles include, but are not limited to, all hazardous materials, illegal drugs, alcohol, explosives or incendiary devices, and firearms. Reference [SP-5, "Special Provisions - On-Site Services"](#).

The Subcontractor shall take appropriate action, up to and including stopping work, and immediately notify the BTR if an unplanned risk or hazard is discovered that is not covered by directions provided by Buyer. For emergencies while on the HAMMER campus, Subcontractor shall contact HAMMER Work Control at (509) 376-5353.

When the assigned Subcontractor personnel has to unload boxes of supplies, the assigned Subcontractor personnel shall take care to remove boxes and shipping supplies to minimize any slipping, tripping, and falling hazards in the kitchen and food preparation areas.

During the work day, the assigned Subcontractor personnel shall take care to remove any debris from the floor in the kitchen and food preparation areas to minimize any slipping, tripping, and falling hazards.

4.2.4 FOOD SAFETY REQUIREMENTS

The Subcontractor shall contact the Benton Franklin Health Department Point of Contact, Erin Tebay, at (509) 460-4326 or erint@bfhd.wa.gov, prior to operation to discuss permitting, operations, and conduct a modified Hazard Analysis Critical Control Points (HACCP) Review.

The Subcontractor shall have a written illness policy and treat cases of worker illness in accordance with the standards set forth in Chapter 246-215 WAC (Washington Administrative Code), - <http://apps.leg.wa.gov/wac/default.aspx?cite=246-215> Food Service. This includes the requirement that the person in charge report the following illnesses to the Benton Franklin Health Department Point of Contact, Erin Tebay, at (509) 460-4326 or erint@bfhd.wa.gov, immediately should a worker be diagnosed:

- *Salmonella* Typhi
- *E. Coli*
- Hepatitis A
- *Shigella*

The assigned Subcontractor staff shall take special care to ensure proper hand washing is done and frequent changing of gloves is performed as the duties for the assigned Subcontractor's staff change throughout each day of operation. This includes non-food related activities such as cleaning, emptying bins, handling money, etc.



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4.2.5 FOOD QUALITY STANDARDS

Subcontractor shall serve quality foods, under clean and sanitary conditions as set forth in:

U.S. Food and Drug Administration (FDA), 2013 Food Code - <http://www.fda.gov/food/guidanceregulation/retailfoodprotection/foodcode/ucm374275.htm>

and

Chapter 246-215 WAC (Washington Administrative Code), Food Service - <http://apps.leg.wa.gov/wac/default.aspx?cite=246-215>

All food served shall be wholesome and free from spoilage and decay and comparable in quality to the best obtainable in local markets. All food shall be at the proper temperature in accordance with state and local food services regulations.

4.2.6 EMERGENCY PREPAREDNESS, SAFETY, AND SECURITY AT HAMMER

The MSA BTR will supply a copy of sections from the HAMMER/Hanford Training Employee Handbook to the Subcontractor. The pertinent sections cover Emergency Preparedness and Security, plus Safety and Environmental at HAMMER.

This information shall be kept available in the Subcontractor office in the HAMMER Cafeteria kitchen area and **it is mandatory** that every assigned Subcontractor employee read this information **prior to** starting work at the HAMMER Cafeteria. Any Subcontractor employee questions about the contents should be directed to the BTR.

4.2.7 FOOD SERVICE EQUIPMENT OPERATING INSTRUCTIONS

The Subcontractor shall clearly post any special operating instructions for food service equipment. A required checklist of procedures for the daily opening and closing processes for the HAMMER Cafeteria shall be posted in the food preparation and handling areas, including the shutdown and safety review for all equipment and food storage.

The Subcontractor shall provide documented evidence to the assigned Contract Specialist and BTR that they have trained their staff to the manufacturer's safe operating instructions and/or other checklists/procedures used to safely operate the food service equipment.



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4.2.8 COMMUNICATIONS WITH BENTON-FRANKLIN HEALTH DEPARTMENT POINT OF CONTACT

The Subcontractor's person in charge shall contact the Benton Franklin Health Department Point of Contact, Erin Tebay, at (509) 460-4326 or erint@bfhd.wa.gov, anytime there is:

- A proposed change in menu
- An imminent health hazard, like no power, no water, a sewage backup or fire
- A complaint of illness.

4.3 QUALITY ASSURANCE (QA) REQUIREMENTS

No quality assurance requirements identified.

4.4 GOVERNMENT PROPERTY

The Subcontractor will be responsible for managing the Government-owned property as required in the Subcontract General Provisions. (Also see Section I.3 Special Provisions - Government Furnished Property.)

4.5 SUBCONTRACTOR FURNISHED MATERIAL, SERVICES, AND PERSONNEL

4.5.1 SUBCONTRACTOR RESPONSIBILITIES

The Subcontractor shall be responsible for collecting all revenue, acquiring and maintaining sufficient food supplies, disposable and consumable food prep and serving products, and providing adequate and trained staff to operate and administer the HAMMER Cafeteria in a safe and professional manner. Subcontractor shall communicate with assigned HAMMER Cafeteria staff to ensure they are aware of the terms and conditions of this contract and the requirements identified herein.

4.5.2 SUBCONTRACTOR SUPERVISION

A Subcontractor HAMMER Cafeteria supervisor shall be present during all work hours. In addition, a manager or supervisor is required to be present during catered events.

The HAMMER Cafeteria supervisor will provide the daily direction to the HAMMER Cafeteria work force and is responsible for their health and safety in accordance with Chapter 246-215 WAC (Washington Administrative Code), Food Service, <http://apps.leg.wa.gov/wac/default.aspx?cite=246-215> Sections:

- 02100 Responsibility—Assignment
- 02105 Demonstration of knowledge
- 02120 Food worker cards
- 02200 Employee health—Reporting policy



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4.5.3 UNIFORMS

The Subcontractor need not provide standard uniforms to employees, however assigned Subcontractor employee attire shall be business-like, appropriate, clean, neat, and meet standard food service requirements including hair protection and sanitary gloves as required.

4.5.4 SUBCONTRACTOR PERSONNEL

The Subcontractor shall have a point of contact (POC) identified and available 24 hours a day in cases of emergencies. The name and contact information for that POC shall be provided to the assigned Contract Specialist, BTR, and HAMMER Operations POC identified in Section 9.0. If there is a change out of the identified Subcontractor POC, prior notification shall be provided to the staff identified above.

The Subcontractor shall keep current, for HAMMER inspection, a list of the names of personnel employed under this contract.

During normal business hours, a minimum of two personnel are required for safety and health reasons. However, the Subcontractor may have only one staff person working at the HAMMER Cafeteria at the very beginning of the work day for startup operations and at the very end of the work day for closedown operations. Other circumstances that require an exception to the two-person minimum must be discussed and pre-arranged with the BTR.

4.5.5 TELECOMMUNICATIONS

The Subcontractor shall be provided an analog phone by the Buyer that will be connected to the HAMMER phone service. This phone will not have long-distance phone service. If the Subcontractor requires long distance service, they will need to provide that service on their own at the Subcontractor's expense. The Subcontractor will be able to utilize the FAX machine at the front desk where the HAMMER receptionist resides (Administration Building - 6091 Bldg., Room 4).



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4.5.6 LICENSES, PERMITS AND INSURANCE

The Subcontractor shall be responsible for obtaining all licenses and permits required by law to operate a cafeteria service. Insurance will be acquired in accordance with [SP-5, "Special Provisions - On-Site Services"](#).

4.6 FURNISHED FACILITIES

HAMMER will furnish the Subcontractor the kitchen, food preparation, serving, and dining areas for the HAMMER Cafeteria.

The Subcontractor shall not use the HAMMER Cafeteria facilities or government furnished equipment for any purpose beyond those required by this contract. HAMMER may elect to use the HAMMER Cafeteria facilities for special occasions and meetings and will notify the Subcontractor prior to use if the intended use could interfere with HAMMER Cafeteria operations.

4.6.1 UTILITIES

HAMMER will provide all utilities under this contract.

4.6.2 COMMUNICATIONS

The Subcontractor may use the internal mail system to forward and receive all official mail. Mail will be picked up daily at the front desk where the HAMMER receptionist resides.

4.6.3 DAMAGE TO FACILITIES

The Subcontractor shall replace or repair, at their own expense, any damage done to HAMMER Cafeteria facilities including eating areas, furniture, fixtures, plumbing, drains, and electrical that is the result of the Subcontractor's negligence or lack of cleaning. The Subcontractor shall be responsible for the prudent management and stewardship of Government-owned equipment, property, and facilities entrusted to the Subcontractor under the performance of this contract. Any repairs affected by the Subcontractor will be done with BTR concurrence, in accordance with building code and standards and with proper safety and health evaluation. Any repairs shall be coordinated with the HAMMER Operations POC.

4.6.4 CLEANING OF GREASE EXTRACTORS

- At least once a day, the Subcontractor shall empty the grease collection receptacle and clean with a strong detergent.
- At least once a week, the Subcontractor should remove and clean the modular grease extractors with a brush and a strong detergent or run through the dishwasher.
- At least once a week, the Subcontractor should check the grease trough for grease



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buildup and clean with strong detergent if necessary.

After these tasks are completed, the Subcontractor should clean the floor to prevent the tracking of grease throughout the facility.

4.6.5 DRAIN AND GREASE TRAP MAINTENANCE

A minimum of twice yearly, HAMMER will arrange for maintenance service on the HAMMER Cafeteria kitchen drain and grease trap lines. This service will include pumping out the external grease trap at least yearly, however it is the responsibility of the Subcontractor to minimize the disposal of kitchen grease into the drain lines/grease trap whenever necessary. Misuse or negligence in disposing of garbage and grease will result in the Subcontractor being required to pay for the necessary maintenance and cleanup service. Waste cooking oil will be stored under sanitary conditions and the Subcontractor will provide pick-up/removal/recycling.

4.6.6 EXHAUST HOOD CLEANING

A minimum of twice yearly, HAMMER will arrange for cleaning service on the HAMMER Cafeteria exhaust hood and ductwork. This requires the HAMMER Cafeteria kitchen equipment to be disconnected and moved out from beneath the hood. In preparation of cleaning, the Subcontractor will be required to clean the floor to prevent the tracking of grease throughout the facility.

4.7 GOVERNMENT FURNISHED EQUIPMENT INVENTORY

Prior to the commencement date, the Subcontractor and a HAMMER representative shall conduct a joint inventory of all government furnished equipment and supplies. The inventory shall become an integral part of the Subcontractor's file documentation. The Subcontractor and HAMMER representative shall jointly determine and record the condition of all equipment and supplies. See Section J.4 Attachment 4 for listing of HAMMER furnished equipment and related items and a listing of the items to be provided by the Subcontractor.

4.8 CLEANING AND REPAIR OF HAMMER CAFETERIA EQUIPMENT

The Subcontractor shall be responsible for all the routine cleaning, daily or weekly depending on equipment use, of the HAMMER Cafeteria equipment supplied by the government. This includes cleaning of the floor in the kitchen/food preparation areas. Hanford site maintenance personnel, if applicable, will perform repairs to the equipment supplied by the government. The Subcontractor shall reimburse HAMMER for repair charges due to misuse or negligence on their part.

4.9 MAINTENANCE AND JANITORIAL SERVICES

4.9.1 CONTRACTOR PROVIDED JANITORIAL SERVICES



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On a daily basis, the Subcontractor shall perform and be responsible for washing and cleaning of dishes, glasses, table ware, trays, all kitchen and service equipment; and for washing, cleaning, and arranging of tables and chairs in the dining area. The Subcontractor shall perform daily cleanup in the kitchen, food preparation, HAMMER Cafeteria service areas and dining area.

HAMMER will supply the janitorial services for nightly cleaning of the dining area floor surface and emptying of garbage containers in the dining area. During dining room operational hours, if spills in the dining area are sufficiently large or messy as to present a safety hazard, the Subcontractor shall notify HAMMER Work Control at (509) 376-5353 who will arrange for janitorial clean-up. Smaller spills shall be cleaned up by the Subcontractor.

4.9.2 CLEANING SUPPLIES

Subcontractor shall furnish and safely store all cleaning supplies. The Subcontractor shall maintain Material Safety Data Sheets (MSDS) on all cleaning supplies of a hazardous nature.

4.9.3 HAMMER PROVIDED JANITORIAL SERVICES

The Hanford Site Janitorial Services (SJS) will provide all external refuse collection. The SJS shall clean windows and shampoo carpets in the HAMMER Cafeteria areas. Insect and rodent control will be provided by the SJS on an on-call basis.

4.9.4 HAMMER TRAINING SCHEDULE

An upcoming schedule of classes and estimated students will be provided to the Subcontractor on a weekly basis. The estimated number of students scheduled for a given day should only be interpreted as the potential HAMMER Cafeteria customers. Subcontractor supervisor shall consult with the BTR as needed to assess volume of potential HAMMER Cafeteria patrons, based on 1) schedule of classes, 2) estimated number of students enrolled, and 3) other reservations of HAMMER facilities by outside organizations that are not reflected in course enrollments.

4.10 RECORDS AND AUDIT CONTROLS

The Subcontractor shall keep accurate and complete records of all revenues and expenses in connection with food service operations. This information shall be available for three (3) years subsequent to the Subcontractor's fiscal year for inspection by HAMMER during regular working hours and shall be subject to audit by HAMMER, its agents, or other Government agencies at any reasonable time.

The Subcontractor shall be subject to periodic, unannounced audits of the food service facilities by HAMMER, its representatives, or other Government agencies. These audits shall include a comprehensive review of:



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1. Service, quality, attentiveness, courteousness, etc.
2. Food quality, presentation, and storage.
3. Sanitation practices and conditions.
4. Facilities and equipment appearance and maintenance.
5. Training program techniques, schedules, and records.
6. Safety conditions.
7. Scheduled maintenance and repair of HAMMER Cafeteria equipment.
8. Other related operational conditions and/or practices as deemed necessary by HAMMER personnel.

MSA will furnish the Subcontractor the results of any audit, and will provide notification of any conditions that require correction or improvement.

4.11 SIGNS AND ADVERTISING

The Subcontractor can place well designed and attractive signs advertising the name of the HAMMER Cafeteria, menu choices, or other services in the immediate HAMMER Cafeteria area upon pre-approval by the BTR. Solicitations or advertising by other vendors is prohibited.

4.12 FACILITY KEYS

Facility keys will be issued and controlled by the HAMMER key security personnel and the Subcontractor shall be responsible for strictly following all procedures. Failure to do so may result in contract dismissal for contractual non-performance. The Subcontractor may come into the HAMMER facility on weekends and Site Fridays off as needed to perform such duties as receipt of inventory shipments, putting away inventory, and cleaning. The HAMMER key security point of contact is identified in Section 9.0.

4.13 HANGING SIGNS, MOVING EQUIPMENT and CLEANING GRILL HOODS

There are different tasks that may come up would need to be done, such as:

- Hanging signs in the HAMMER Cafeteria
- Disconnecting the grill so it can be moved to clean around and behind it
- Cleaning the hoods above the grill

HANGING SIGNS- If the Subcontractor needs to hang any signs in the HAMMER Cafeteria which may require drilling holes into the walls, putting in nails or screws, etc., they will need to submit a request to the BTR. The BTR will work through HAMMER Work Control to get the necessary arrangements made to get the appropriate bargaining unit craft to come in and complete the work. The Subcontractor shall not hang any signage unless it can be done with tape or stick pins.

MOVING EQUIPMENT and CLEANING GRILL HOODS - If there are any tasks that require movement, disconnection, or maintenance of MSA-owned equipment, the Subcontractor is to notify the



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BTR and work directly with the HAMMER Operations POC to get the tasks completed. The HAMMER Operations POC will make the necessary arrangements to get the appropriate bargaining unit craft to come in and complete the work. The Subcontractor **is not to** move, disconnect, and/or perform any maintenance on any **MSA-owned** equipment. The Subcontractor **can** move, disconnect, and/or perform maintenance on any **Subcontractor-owned** equipment that the Subcontractor brings into the HAMMER Cafeteria for use in performing the work identified in the SOW.

5.0 PERSONNEL REQUIREMENTS

5.1 TRAINING AND QUALIFICATIONS

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualification and certification requirements. The following types of training qualifications are required:

Required Qualifications:

The Subcontractor shall provide adequate numbers of personnel trained in the food service industry and who possess a valid State of Washington Food Worker Card (also called a Food Handler permit) to provide the services required in accordance with Chapter 246-215 WAC (Washington Administrative Code), Food Service, <http://apps.leg.wa.gov/wac/default.aspx?cite=246-215> Section 02120 Food worker cards.

The Subcontractor shall recruit, train, supervise, direct, discipline, and if necessary, discharge any and all personnel working in the HAMMER Cafeteria food service facilities. In addition, the Subcontractor shall require its employees to comply with all instructions and regulations as specified by HAMMER.

5.2 SECURITY AND BADGING REQUIREMENTS

For any on site work, see Special Provisions – On Site Services, [SP-5](#), for details.

Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

The Subcontractor shall abide by all Hanford Site security procedures. The HAMMER facility does not require personnel to wear a Hanford Site security badge. However pertinent guidelines for operating and controlling site assets will be applicable for all Subcontractor personnel.

All assigned Subcontractor personnel shall wear a name tag furnished by the Subcontractor with the employee's name and the name of the Subcontractor.



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5.3 WORK LOCATION / POTENTIAL ACCESS REQUIREMENTS

This work scope shall be completed at the HAMMER Facility at the HAMMER Cafeteria.

5.4 SITE ACCESS AND WORK HOURS

HAMMER operates on the Site standard 8x9's schedule. The MSA standard work day for an 8x9's schedule shall consist of nine (9) hours of work between 7:00 AM and 4:30 PM with one-half hour designated as an unpaid period for lunch. An eight (8) hour work day is substituted on alternate MSA working Fridays.

Any site requirements are to be coordinated with the HAMMER Operations POC identified in Section 9.0.

6.0 MEETINGS / SUBMITTAL

6.1 MEETINGS

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR) or the HAMMER Operations POC.

6.1.1 HAMMER/HANFORD SITE SAFETY AND/OR EMERGENCY PREPAREDNESS MEETING OR DRILLS

Unless specifically exempted by the HAMMER Operations Manager or the BTR, Subcontractor personnel shall be required to participate in HAMMER or Hanford Site safety and/or emergency preparedness meetings or drills.

6.1.2 OTHER MEETINGS

Additional meetings shall be requested as necessary by the BTR or HAMMER Operations.

6.2 SUBMITTALS

There are no submittals required.

7.0 DELIVERABLES AND PERFORMANCE SCHEDULE REQUIREMENTS

7.1 DELIVERABLES

As noted in Section 3.0.



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Successful completion of the requested service described in this statement of work is the acceptance criteria that MSA will use to determine that the Subcontractor's work is considered acceptable.

7.2 SCHEDULE

See clause: H.6 Subcontract Options (H54) Rev.0 3/14/2011

8.0 SPECIAL REQUIREMENTS

In accordance with the HAMMER Weapons Policy, non-law enforcement/U.S. Military personnel or law enforcement/U.S. Military personnel who are not representing their agency/branch in an official capacity may not possess weapons or ammunition within HAMMER, i.e., all areas within the HAMMER perimeter fence – including the HAMMER Cafeteria. If a situation occurs and assigned Subcontractor staff have any questions, they are to call HAMMER Work Control.

8.1 MINIMUM MENU REQUIREMENTS

1. The HAMMER Cafeteria Subcontractor shall concentrate on the minimum menu choices with optional daily specials at their discretion. **The primary student customer base has a limited amount of time between training classes for lunch or snacks therefore the availability, quality, and quantity of HAMMER Cafeteria food selections shall be consistent.**
2. **BREAKFAST** (minimum availability 6:45am to 9:30am)

Grill:

A variety of items that can be offered, such as eggs, meats (i.e., ham, bacon, sausage), hash browns, pancakes, toast, biscuits, gravy.

Continental:

A variety of items can be offered, such as cold cereal, oatmeal, pastries, and fruit.

Beverages: Available during business hours, 6:30am to 2:00pm)

Coffee:	Regular and decaffeinated
Tea:	Choice of four (in packets) including an herbal choice
Milk:	Choice of three
Juice:	Choice of three
Hot Drink Packets:	Hot Chocolate and Apple Cider
Espresso:	Lattes, espresso, multiple flavors (iced or hot) (During high customer volume times, the Subcontractor may use discretion about the availability of espresso drinks.)
Fountain Drinks:	Variety, must include one diet and one caffeine-free diet



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3. LUNCH (minimum availability 10:45am)

Grill:

A variety of items that can be offered, such as:

- Hot sandwiches (i.e., hamburgers, cheeseburgers, chicken or turkey burgers, garden burgers, grilled tuna, grilled cheese)
- Hot dogs/sausages
- Skinless Chicken Breasts
- Potatoes (i.e., French fries or baked potato with a variety of toppings)

Sandwiches:

A variety of sandwiches can be offered, using a variety of sandwich meats, cheeses, breads (including possible use of sandwich thins), toppings (i.e., lettuce, tomato, onions, pickles, etc.), and chips (regular, BBQ, etc.)

Vegetables (up to the discretion of the Subcontractor):

Choice of steamed, oven roasted, or stir-fried vegetables is desirable

Condiments:

Mayonnaise, lite mayonnaise, ketchup, mustard, salt/pepper, dressings, low-fat dressings, hot pepper sauce, etc.

Soups:

Homemade soups:	Choice of one daily (bowl and/or cup)
Chili:	Choice of bowl and/or cup
Crackers:	Assorted

a

Salads:

A variety of salads can be offered, such as:

Prepared Salads:	Choice of two (e.g., green garden salad, potato, pasta)
Special Salads:	Caesar with grilled chicken, Chef Salad
	Low-calorie tuna salad plate
	Fruit plates depending on seasonal availability
Dressings:	Assortment, including fat-free and low calorie options

Salads shall be prepared daily to ensure freshness quality and freshness. If any salads are left unsold at the end of a work day, they shall be inspected the following morning by Subcontractor staff before being made available for possible sale – to ensure freshness.

A sticker shall be placed on all locally prepared food products (i.e., salads, fruit cups, vegetable cups, pasta salads, potato salads, etc.) that are put in the chiller refrigerator located by the pop dispenser, identifying the date when the food products were prepared. Manufacturer packaging dates on other items put in the chiller refrigerator that are not locally prepared do not need to be updated (i.e., fresh until xx/xx/xx).



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The Subcontractor may offer a salad bar as an alternative to prepared and special salads.

Desserts:

Cakes and/or Pies:	Determined by the Subcontractor
Cookies/Snacks:	A variety (i.e., chocolate chip, oatmeal raisin, sugar, gingersnaps, brownies, rice crispy treats, bar cookies)

1. Ready-Made:

Some prepared grab-n-go items are to be available in the refrigerated case, i.e., low-fat or non-fat yogurt, fresh fruit, hard-boiled eggs, vegetable cups, string cheese, cottage cheese, hummus with crackers/pretzels, sandwiches, potato salad, pasta salad, green salad.



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E.0 Transportation Instructions – N/A

F.0 Delivery/Performance

F.1 Term of Subcontract

(F08) Rev. 0 3/14/2011

The term of this Subcontract shall commence on the date of award and shall end on September 30, 2014 unless extended by the parties or terminated by other provisions of this Subcontract.

G.0 Subcontract Administration

G.1 Document Transmittals

(G01) Rev. 0 3/14/2011

The Subcontractor shall utilize a document transmittal system for the exchange of data and information during the performance of work under this Subcontract. The transmittal shall contain (1) a unique identification number, (2) a brief identification of the document(s) including revisions, (3) the date of the transmittal, (4) purpose of the transmittal, including required action (if any) (5) signature of Subcontractor representative, and (6) means or provisions for receipt acknowledgement by the Buyer.

G.2 Authorized Personnel

(G03) Rev. 0 1/28/2010

Only the following named individuals are authorized to make changes to this Subcontract or Purchase Order:

Contract Specialist, Robert Joshlin, 509-376-5215, Robert_j_joshlin@rl.gov

Contracts Manager, Rich Meyer, 509-376-2759, Richard_j_meyer@rl.gov



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G.3 Subcontractor Submittals

(G05) Rev. 0 3/14/2011

The Subcontractor shall use the [Subcontractor Document Submittal Form \(SDSF\)](#) A-6003-061 (available at <http://www.hanford.gov/pmm/page.cfm/ContractorForms>) for the submittals identified on the Submittal Register herein. Instructions for completion of the SDSF are included with the form. The quantity, frequency, and type of submittal shall agree with the requirements set forth on the Submittal Register. A Submittal Number, entered on the SDSF by the Subcontractor in accordance with the submittal register, shall be used to identify each submittal. Engineering controlled Vendor Information (VI) content shall be identified on the SDSF when indicated on the Submittal Register. SDSF forms may be copied for submittals with different submittal dates. When any submission is returned to the Subcontractor with a request for resubmission (i.e., marked as: “B” “Minor Comments – Approved With Exceptions as Corrected Re-submittal Required”; or “C” “Not Approved Revise and Resubmit”) the Subcontractor shall resubmit all corrected documents within the time specified on the resubmission notice, or if no time is specified, within ten (10) working days from the disposition date. The Subcontractor shall contact the Buyer if additional Submittal Numbers are required for new Submittals. If MSA does not accept changes as complete to a Subcontractor deliverable, the Subcontractor shall re-submit using the SDSF form and in accordance with the Subcontractor’s MSA-approved Quality Assurance and/or Engineering Program.

G.4 Electronic Mail Capability

(G11) Rev. 0 3/14/2011

The Subcontractor shall have internet access and maintain electronic mail capability for the duration of the Subcontract. The Subcontractor email account shall be able to send and receive attached documents of up to 1/2 megabyte in size. Correspondence concerning this Subcontract will be conducted via email in current versions of Microsoft Office applications, ASCII text, RTF, PDF, ZIP, and other commonly used file formats.

G.5 Closeout Certification

(G19) Rev. 1 5/23/2013

Subcontractor shall properly execute and mail to the Buyer a final release, in a format acceptable to the Buyer, within sixty working days from the last date services are provided hereunder and/or the date of the last shipment made hereunder. Final payment will not be made until a final release is signed and received by the Buyer.

Final Release is located at http://www.hanford.gov/pmm/files.cfm/Final_Release_MSA.pdf.



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G.6 Formal Requests for Clarification or Information

(G32) Rev. 0 3/14/2011

The Subcontractor may submit a formal request for clarification or information by completing a *Request for Clarification or Information (RCI) form*, if necessary. The form and instructions are available at <http://www.hanford.gov/pmm/page.cfm/ContractorForms>. The inquiry portion of the RCI Form shall be completed by the Subcontractor, including a determination of priority and an identification of schedule delay with the issue, if applicable. RCI form numbering shall be left blank and assigned by MSA upon receipt. MSA will complete an evaluation, provide a disposition, and/or determine additional actions required after the form is reviewed.

H.0 Special Requirements

H.1 Facility Closure Notice - Holiday and Work Schedules

(H22) Rev. 0 3/14/2011

NOTICE: Daily work schedules and facility operations are **NOT** consistent on the Hanford Site. Many organizations and facilities **observe alternate Friday closures**.

Accordingly, BEFORE scheduling deliveries or site work, the Subcontractor shall make specific schedule arrangements with the Contract Specialist, BTR, Facility Manager, Delivery Warehouse Manager, Building Manager, or other cognizant Mission Support Alliance organization.

The Buyer will not be liable for the cost of any delays, demurrage, layovers, extra travel days, etc., which result from Subcontractor's failure to obtain a specific delivery or work schedule in advance.

H.2 Key Personnel

(H23) Rev. 0 3/14/2011

Subcontractor agrees those individuals determined to be key individuals will not be reassigned without the written agreement of the Buyer. If any of these individuals are unavailable for assignment for work under this Subcontract, the Subcontractor, with written approval from the Buyer, shall replace such individual with an individual equal in abilities and qualifications.

The following named individuals have been determined to be key personnel assigned to the performance of this Subcontract:



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H.3 Service Contract Act of 1965

(H27) Rev. 3 1/30/2013

This Subcontract is subject to the McNamara-O'Hara Service Contract Act of 1965 (SCA) as specified in [FAR 22.10](#). The Subcontractor will ensure that their employees are properly classified in accordance with the SCA for the work assigned and for the entire duration of this Subcontract. The Subcontractor shall pay service employees employed in the performance of this Subcontract no less than the minimum wage, and furnish fringe benefits in accordance with the appropriate job classification per the applicable Wage Determination.

The Buyer may unilaterally modify this Subcontract to incorporate revised Wage Determinations during the term of this Subcontract. If a Wage Determination (or revision) is incorporated after award and the Subcontractor has to adjust rates payable to employees covered by the SCA in order to comply with the revised minimum wages and fringe benefits, the Subcontractor may request an equitable adjustment in accordance with the SCA and other provisions of this Subcontract.

Blanket Wage Determination (BWD) 05-2569, Rev. 14, dated June 13, 2012, is applicable to work performed under this Subcontract on the Hanford Site and adjacent areas by service occupations identified in the BWD. Service occupations that will be used in performance of this Subcontract at another location or that are not listed in the BWD must be specifically identified herein along with an applicable wage determination.

A copy of the Blanket Wage Determination is available at: <http://www.hanford.gov/pmm/page.cfm/Other>.

A Directory of Occupations and more information about the Service Contract Act can be found on the Department of Labor web site at <http://www.dol.gov/compliance/laws/comp-sca.htm>.

H.4 Inspection of Services – Fixed Price

(H37) Rev. 0 3/14/2011

1. Definitions. "Services," as used in this clause, includes services performed and when applicable, materials furnished or utilized in the performance of services.
2. Subcontractor shall provide and maintain an internal quality control/inspection system covering the services performed under this Subcontract that is acceptable to the Buyer. However, Buyer acceptance does not relieve the Subcontractor in any way for full performance responsibility.
3. Complete records of all inspections performed by Subcontractor on work related to the requirements of this Subcontract shall be maintained and made available to the Buyer during



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Subcontract performance, and for as long afterwards as is required by the DEAR clause 970.5204-9 (modified) of the General Provisions of this Subcontract.

4. The Buyer reserves the right to inspect and test all services called for by the Subcontract, to the extent practicable, at all times and places during the term of the Subcontract. This right shall extend to any of Subcontractor's sub-tier subcontractors whose work applies directly to this Subcontract. Subcontractor shall make such provisions as necessary in its contracts and sub-tier subcontracts to ensure the preservation of this right. The Buyer shall perform inspections and tests in a manner that will not unduly delay the work.

5. If the Buyer performs inspections or tests on Subcontractor's premises or those of Subcontractor's sub-tier subcontractor(s), Subcontractor shall furnish, and shall require its sub-tier subcontractors and suppliers to furnish without additional charge, all reasonable facilities and assistance for the safe and convenient performance of such inspections or tests.

6. If any of the services provided by Subcontractor do not conform to Subcontract requirements, the Buyer may require Subcontractor to perform the services again in conformity with Subcontract requirements with no increase in Subcontract price. When defects in services cannot be corrected by re-performance, the Buyer may: (1) require Subcontractor to take necessary action to ensure that future performance conforms to contractual requirements and (2) reduce the Subcontract price to reflect the reduced value of the services performed.

7. If Subcontractor again fails to promptly perform the services or to take necessary action to ensure that future performance is in conformity with contractual requirements, the Buyer may: (1) by Subcontract or otherwise, perform the services and charge Subcontractor any cost incurred by the Buyer that is directly related to the performance of such service or (2) terminate this Subcontract for default in accordance with the clause entitled "Termination for Default" of the General Provisions of this Subcontract.

H.5 Designation of Technical Representative

(H38) Rev. 0 3/14/2011

The Contract Specialist hereby designates the following as the Buyer's Technical Representative, (BTR) for this Subcontract: Name/phone/mail stop/email: **BTR designation will be identified on award document.**

The BTR is responsible for monitoring and providing technical guidance for this Subcontract and should be contacted regarding questions or problems of a technical nature. The BTR is also responsible for appropriate surveillance of the Subcontractor's representative while on site. However, in no event will an understanding, agreement, modification, change order, or any deviation from the terms of this Subcontract be effective or binding upon the Buyer unless formalized by proper contractual documents executed by the Contract Specialist prior to completion of this Subcontract.



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On all matters that pertain to Subcontract terms, the Subcontractor shall contact the Contract Specialist specified within this Subcontract. When in the opinion of the Subcontractor, the BTR requests or directs efforts outside the existing scope of the Subcontract; the Subcontractor shall promptly notify the Contract Specialist in writing. **The BTR does not possess any explicit, apparent or implied authority to modify the Subcontract.** No action should be taken until the Contract Specialist makes a determination and modifies the Subcontract in writing.

H.6 Subcontract Options

(H54) Rev. 0 3/14/2011

The Buyer retains the sole right to exercise the option(s) included in this Subcontract. The inclusion of the option(s) does not represent a commitment, financial or otherwise, on the part of the Buyer to exercise any or all of the option(s) nor extend the Subcontract beyond the end date specified by the Subcontract or most current Subcontract amendment. Buyer may exercise one or more options by providing written notice to the Subcontractor prior to the most current Subcontract end date. Lacking written notice by the Buyer, the option(s) will expire with the Subcontract.

H.7 Integrated Safety and Health Management (ISMS)

(H101) Rev 0 3/14/2011

All work performed on the Hanford site shall be accomplished safely in accordance with all applicable Environmental, Safety and Health Requirements. See Special Provision SP-5, section 3.

Based on a review of the work scope for this Subcontract, the Buyer has determined that this Subcontract merits increased attention to safety performance. Accordingly, Subcontractor is required to apply the guiding principles and core function of ISMS as referred to in the Special Provisions.

The Subcontractor shall submit the safety documentation, submittals, and/or safety plan specified by the Buyer in the Subcontract, Statement of Work, Section 6.0 before performing any work on site (unless specifically waived by Buyer).



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H.8 On Site Work Restriction

(H102) Rev. 0 3/14/2011

Subcontract work scope activities are not authorized to be performed on the Hanford Site unless authorized by the Contract Specialist for specific Subcontractor personnel for a specific time, location, and purpose or otherwise incorporated into the Subcontract by a modification.

I.0 Terms and Conditions

The terms and conditions set forth or referenced in the body of this document by the Buyer shall apply and the Buyer objects to and shall not be bound by any additional or different terms and conditions.

I.1 General Provisions

(Revision 14, October 29, 2013)

<http://www.hanford.gov/pmm/page.cfm/Provisions>

I.2 General Provisions for Commercial Items

(Revision 007, October 21, 2013)

The Buyer has designated this action as meeting the requirements for “commercial items” as defined in FAR Part 2.101 (Commercial Item (1)) and FAR Part 12.500.

<http://www.hanford.gov/pmm/page.cfm/Provisions>



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I.3 Special Provisions - Government Furnished Property

SPECIAL PROVISIONS - GOVERNMENT PROPERTY
SP-12 Rev. 2 March 14, 2011

1.0 PREAMBLE.....2
2.0 FAR CLAUSE FLOWDOWN2
3.0 FAR 52.245-1 GOVERNMENT PROPERTY (AUG 2010)2

1.0 PREAMBLE

(1) These Special Provisions are requirements of any Subcontract in which this Special Provision document is incorporated. These Special Provisions are applicable in their entirety unless specifically deleted or amended in the Subcontract and are in addition to the General Provisions and other Special Provisions that apply to this Subcontract. In the event of a conflict between these Special Provisions and the General Provisions, these Special Provisions shall take precedence.

2.0 FAR CLAUSE FLOWDOWN

(2) The subsequent FAR clause has been flowed down verbatim. For this clause only:

(1) Wherever necessary to make the context of the clauses set forth below applicable to this Subcontract, the term "disputes" shall mean "claims"; "Contractor" shall mean "Subcontractor"; "Government," and "Contracting Officer," and equivalent phrases shall mean "Buyer," except the terms "Government," and "Contracting Officer" do not change: (1) in the phrases "Government Property," "Government-Owned Equipment," (2) when a right, act, authorization, or obligation can be granted or performed only by the Government or the Prime Contract Contracting Officer or duly authorized representative, (3) when access to proprietary financial information or other proprietary data is required, (4) when title to property is to be transferred directly to the Government, and (5) as otherwise noted below.

3.0 FAR 52.245-1 GOVERNMENT PROPERTY (AUG 2010)

A. *Definitions.* As used in this clause—

“Contractor inventory” means—

1. Any property acquired by and in the possession of a Contractor or subcontractor under a contract for which title is vested in the Government and which exceeds the amounts needed to complete full performance under the entire contract;
2. Any property that the Government is obligated or has the option to take over under any type of contract, *e.g.*, as a result either of any changes in the specifications or plans thereunder or of the termination of the contract (or



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subcontract thereunder), before completion of the work, for the convenience or at the option of the Government; and

3. Government-furnished property that exceeds the amounts needed to complete full performance under the entire contract.

(3) “*Equipment*” means a tangible item that is functionally complete for its intended purpose, durable, nonexpendable, and needed for the performance of a contract. Equipment is not intended for sale, and does not ordinarily lose its identity or become a component part of another article when put into use. Equipment does not include material, real property, special test equipment or special tooling.

(4) “*Government-furnished property*” means property in the possession of, or directly acquired by, the Government and subsequently furnished to the Contractor for performance of a contract. Government-furnished property includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul, or modification. Government-furnished property also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract.

(5) “*Government property*” means all property owned or leased by the Government. Government property includes both Government-furnished and Contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.

(6) “*Material*” means property that may be consumed or expended during the performance of a contract, component parts of a higher assembly, or items that lose their individual identity through incorporation into an end item. Material does not include equipment, special tooling, special test equipment or real property.

(7) “*Nonseverable*” means property that cannot be removed after construction or installation without substantial loss of value or damage to the installed property or to the premises where installed.

(8) “*Property*” means all tangible property, both real and personal.

(9) “*Property Administrator/Buyer’s Technical Representative (BTR)*” means an authorized representative of the Contracting Officer appointed in accordance with agency procedures, responsible for administering the contract requirements and



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obligations relating to Government property in the possession of a Contractor.

(10) “Provide” means to furnish, as in Government-furnished property, or to acquire, as in contractor-acquired property.

B. *Use of Government property.*

1. The Contractor shall use Government property, either furnished or acquired under this contract, only for performing this contract, unless otherwise provided for in this contract or approved by the Contracting Officer.
2. Modifications or alterations of Government property are prohibited, unless they are—
 - (1) Reasonable and necessary due to the scope of work under this contract or its terms and conditions;
 - (2) Required for normal maintenance; or
 - (3) Otherwise authorized by the Contracting Officer.
 - (4) The Contractor shall not cannibalize Government property unless otherwise provided for in this contract or approved by the Contracting Officer.

C. *Government-furnished property.*

1. The Government shall deliver to the Contractor the Government-furnished property described in this contract. The Government shall furnish related data and information needed for the intended use of the property.
2. The delivery and/or performance dates specified in this contract are based upon the expectation that the Government-furnished property will be suitable for contract performance and will be delivered to the Contractor by the dates stated in the contract.
 - (1) If the property is not delivered to the Contractor by the dates stated in the contract, the Contracting Officer shall, upon the Contractor’s timely written request, consider an equitable adjustment to the contract.



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- (2) In the event property is received by the Contractor, or for Government-furnished property after receipt and installation, in a condition not suitable for its intended use, the Contracting Officer shall, upon the Contractor's timely written request, advise the Contractor on a course of action to remedy the problem. Such action may include repairing, replacing, modifying, returning, or otherwise disposing of the property at the Government's expense. Upon completion of the required action(s), the Contracting Officer shall consider an equitable adjustment to the contract (see also paragraph (F)(1)(ii)(A) of this clause).
 - (3) The Government may, at its option, furnish property in an "as-is" condition. The Contractor will be given the opportunity to inspect such property prior to the property being provided. In such cases, the Government makes no warranty with respect to the serviceability and/or suitability of the property for contract performance. Any repairs, replacement, and/or refurbishment shall be at the Contractor's expense.
3. The Contracting Officer may by written notice, at any time—
- (1) Increase or decrease the amount of Government-furnished property under this contract;
 - (2) Substitute other Government-furnished property for the property previously furnished, to be furnished, or to be acquired by the Contractor for the Government under this contract; or
 - (3) Withdraw authority to use property.
 - (4) Upon completion of any action(s) under paragraph (D)(3)(a) of this clause, and the Contractor's timely written request, the Contracting Officer shall consider an equitable adjustment to the contract.

D. Title to Government Property

1. The Government shall retain title to all Government-furnished property.
 - (1) *Government-furnished property.* The Contractor shall furnish a written statement to the Property Administrator/BTR containing all relevant facts, such as cause or condition and a recommended course(s) of action, if overages, shortages, or damages and/or other discrepancies



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are discovered upon receipt of Government-furnished property.

(2) *Physical inventory.* The Contractor shall periodically perform, record, and disclose physical inventory results. A final physical inventory shall be performed upon contract completion or termination. The Property Administrator/BTR may waive this final inventory requirement, depending on the circumstances (*e.g.*, overall reliability of the Contractor's system or the property is to be transferred to a follow-on contract).

(3) *Utilizing Government property.*

(a) The Contractor shall utilize, consume, move, and store Government Property only as authorized under this contract. The Contractor shall

(11) promptly disclose and report Government property in its possession that is excess to contract performance.

(b) Unless otherwise authorized in this contract or by the Property Administrator/BTR the Contractor shall not commingle Government material with material not owned by the Government.

(4) *Maintenance.* The Contractor shall disclose and report to the Property Administrator/BTR the need for maintenance, replacement and/or capital rehabilitation.

(5) *Property closeout.* The Contractor shall promptly perform and report to the Property Administrator/BTR contract property closeout, to include reporting, investigating and securing closure of all loss, theft, damage or destruction cases; physically inventorying all property upon termination or completion of this contract; and disposing of items at the time they are determined to be excess to contractual needs.

E. *Contractor Liability for Government Property.*

1. The Contractor shall take all reasonable actions necessary to protect the Government property from further loss, theft, damage or destruction. The



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Contractor shall separate the damaged and undamaged Government property, place all the affected Government property in the best possible order, and take such other action as the Property Administrator/BTR directs.

- F. *Equitable adjustment.* Equitable adjustments under this clause shall be made in accordance with the procedures of the Changes clause. However, the Government shall not be liable for breach of contract for the following:
1. Any delay in delivery of Government-furnished property.
 2. Delivery of Government-furnished property in a condition not suitable for its intended use.
 3. An increase, decrease, or substitution of Government-furnished property.
 4. Failure to repair or replace Government property for which the Government is responsible.

I.4 Special Provisions - Instructions for the Preparation of Proposals

(SP-17 Revision 005, March 03, 2013)

<http://www.hanford.gov/pmm/page.cfm/Provisions>

J.0 Request for Proposal Attachments

The following RFP attachments are either provided to the offerors in this RFP document or posted as a separate file in the MSA Solicitation Page under this announcement.

J.1 Attachment 1 PAST PERFORMANCE SURVEY FORM

J.2 Attachment 2 KEY PERSONNEL RESUME FORM

J.3 Attachment 3 PREVENTATIVE BARRIER ANALYSIS

J.4 Attachment 4 GOVERNMENT FURNISHED PROPERTY

J.5 Attachment 5 EMERGENCY RESPONSE PLAN (See MSA Solicitation Page)



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Attachment 1 - Past Performance Survey Form

Fill out all applicable parts.

Mission Support Alliance, LLC is interested in your assessment of the named company's "Past Performance." Past performance refers to the company's record of conforming to contract requirements and to standards of good workmanship; the company's record of forecasting and controlling costs; the company's adherence to contract schedules including the administrative aspects of performance; the company's history of reasonable and cooperative behavior and commitment to customer satisfaction; and the company's general business-like concern for the interest of the customer.

The following questions relate to the past work performed by _____
(Name of Offeror)

1. _____
(Name of Contract)
2. _____
(Contract Number)
3. _____
(Location of Contract)
4. _____
(Name and Title of Contract POC)
5. _____
(Telephone of Contract POC)
6. _____
(E-mail address of Contract POC)
7. _____
(Brief Description of Work Scope)
8. _____
(Contract Type)
9. _____
(Period of Performance)
10. _____
(Original Contract Value \$)
11. _____
(Final Contract Value \$)

Note: If these latter two amounts are different, provide a brief explanation for the difference.



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1. How would you rate the performance of this Contractor on the subject project:

1. Conformance to contract requirements and standards of Quality.

Outstanding Above Average Satisfactory Marginal Unsatisfactory

b. Effectiveness of Management considering the elements cooperation and responsiveness, management of resources/personnel, coordination and control of subcontractors, effectiveness of personnel supervision, compliance with laws and regulations, professional conduct, and review/resolution of subcontractor's issues.

Outstanding Above Average Satisfactory Marginal Unsatisfactory

c. Timely Performance considering the elements resolution of delays, submission of required documentation, conformance to scheduled.

Outstanding Above Average Satisfactory Marginal Unsatisfactory

d. Compliance with Labor considering the elements correction of noted deficiencies, payrolls properly completed and submitted, compliance with labor laws and regulations, and EEO requirements.

Outstanding Above Average Satisfactory Marginal Unsatisfactory



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e. Compliance with Safety considering the elements adequacy of safety and correction of noted deficiencies.

Outstanding Above Average Satisfactory Marginal Unsatisfactory

2. Remarks/Comments: _____

1. _____
(Name of Offeror POC providing above past performance info)

1. _____
(Title)

2. _____
(Fax)

3. _____
(E-Mail Address)

4. _____
(Date)



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Attachment 2 - Key Personnel Resume Form

KEY PERSONNEL RESUME FORM

OFFEROR KEY PERSONNEL:

Title: _____

Name of Individual: _____

Employed by: _____

Number of years with firm: _____

Number of years as practicing professional in your current field _____

Education:(degree(s)/year/specialization/certifications):

Experience: (most recent to earliest)

Project: _____ **Company** _____

Dates: From _____ **to** _____

Title: _____

Duties & Responsibilities:

Project: _____ **Company** _____

Dates: From _____ **to** _____

Title: _____

Duties & Responsibilities:



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Project: _____ **Company** _____

Dates: From _____ to _____

Title: _____

Duties & Responsibilities:

Project: _____ **Company** _____

Dates: From _____ to _____

Title: _____

Duties & Responsibilities:

Additional Info:



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Attachment 3 – Sample Preventative Barrier Analysis

Task		Hazard		Barrier		
		Expected	Unexpected	Type	Use / Controls	Presence
Ergonomics						
1.	Reaching and lifting		Overexertion	Knowledge, engineered design	Adjustable workspaces, avoid awkward postures, use mechanical aids, limit container weights, use multiple people.	
			Struck-by	Practice / Procedure	Orderly storage and work area.	
			Struck against	Practice / Procedure	Orderly storage and work area.	
2.	Repetitive Motions		Overexertion	Practice / Procedure	Rotate staff, limit rapid hand/wrist movements, maintain neutral wrist position, reduce forceful hand exertions or prolonged bending.	
3.	Walking		Slip / Trip / Fall	Practice / Procedure	Timely housekeeping / Aware of changed conditions / Aisles kept clear.	
Kitchen Equipment						
1.	Food storage – Pantry, Freezer, Refrigerators, Display/Sales		Overexertion			
			Struck-by			
			Struck against			
		Cold	Entrapment		Walk-in freezer w/panic bar	
2.	Food Prep – Gas powered	Hot surfaces	Burns and Scalds	Procedure / Practice	Oven mitts,	
			Gas Leak			



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	Task	Hazard		Barrier		
		Expected	Unexpected	Type	Use / Controls	Presence
3.	Food Prep – Electrically powered (microwave, dishwasher, mixer, etc)	Hot surfaces	Burns and Scalds	Practice / Procedure	Oven mitts,	
		Moving parts	Struck-by	Engineered design	Machine guarding	
			Electrical Shock	Engineered design	Equipment maintained free of recognized hazards	
4.	Food Prep – Utensils (knives, etc)		Struck-by	Practice / Procedure	Cutlery kept sharp, Knife stokes away from body, Utensils turned away from front of stove or food prep area.	
Fire Safety						
1.		Stored material	Poor housekeeping of combustibles	Practice / Procedure		
2.	Stove tops, hoods & ducts	Hot material	Grease/Oil fire	Practice / Procedure	Routinely empty grease traps, and clean hoods/ducts.	
3.				Engineered design	Fixed fire suppression system	
4.				Engineered design	Portable fire Extinguishers	
Chemicals						
1.		Cleaners (Oven, Grill, etc)	Caustic solution on body	Knowledge / On person	Hazard Communication program, including MSDS's & PPE	
2.		Disinfectants	Skin / breathing	Knowledge / On	Hazard Communication	



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Task		Hazard		Barrier		
		Expected	Unexpected	Type	Use / Controls	Presence
			irritant	person	program, including MSDS's & PPE	
3.		Food additives				
Equipment Use (Major)						
1.	Oven			Knowledge, Practice / Procedure	Use per Operation Manual	
2.	Range			“	“	
3.				“	“	
4.						
5.						provided
6.						
7.						
8.						
9.						
10.						
Food Borne Disease						
				Knowledge, Practice / Procedure	Utilize Benton/Franklin County Health Department standards	
Facility Services						
1.	Electrical		Outage	Engineered design	Call Operations	
2.	Water		Leak or performance problem	Engineered design	Call Operations	



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Task		Hazard		Barrier		
		Expected	Unexpected	Type	Use / Controls	Presence
3.	Gas		Leak or performance problem	Engineered design	Call Operations and/or implement emergency procedures	
4.	HVAC & Cooking System Ventilation		Outage or performance problem	Engineered design	Call Operations	
5.	Building Alarms			Engineered design	Implement emergency procedures	



Barrier Analysis Basics

Barrier Analysis is an analysis technique that is part of the Management Oversight risk Tree (MORT) process. Reference: *Barrier Analysis* DOE-76-45/29 (SSDC-29) Page 22-24.

Barriers (SC2)

On Energy Source (a1)	Were there barriers on the energy source?
Between (a2)	Were there barriers between the energy source and the injured person?
On Persons Objects (a3)	Were there barriers on persons and/or objects?
Separate Time Space (a4)	Were there barriers of separation of time and space?
None Possible (b1)	Has risk been assumed?
Barrier Failed (b2)	Did barriers function as intended?
D/N Use (b3)	Were barriers routinely used?
D/N Provide (c1)	Were barriers provided where possible?
Task Performance Error (c2)	Were the provided barriers used properly?



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Barrier Analysis

(Changed from post event investigation [SSDC-29] to preventative analysis)

<u>Barrier Type</u>	<u>Inquiry</u>
On Energy Source	Are there barriers on the energy source?
Between	Are there barriers between the energy source and the injured person?
On Persons Objects	Are there barriers on persons and/or objects?
Separate Time Space	Are there barriers of separation of time and space?

Use of Barrier (Controls)

No Barrier	Has risk been assumed?
Barrier in place	Do barriers function as intended?
Barrier not used	Are barriers routinely used?

Presence of Barrier

Provided	Are barriers provided where possible?
Task Performance Error	Are the provided barriers used properly?

Barrier Examples

Physical barriers [on the source between the source and the worker, on the worker, separation through time and space], Equipment design, Warning device, Procedures/work processes, Knowledge and skill, Supervision, training, PPE, and emergency procedures.



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Attachment 4 – Government Furnished Property

MSA owns the following:

- Counters and cabinets
- Coolers (includes counter cooler with food top trays/covers)
- Dishwasher –CHAMPION, Model D-HB-70
- Disposal – 2 each, SALVAJOR
- Refrigerators – 5 each.
 - VICTORY, Model RFA-1D-87-HD
 - DELFIELD, Model SSR1-SH
 - VICTORY, Model RA-30-87-HD
 - DELFIELD, Model SSR1-SH
 - MASTER-BILT, Model DMS-48L
- Freezer – DELFIELD, Model SMF3-SH
- Grill – WOLF, Model AGT60C
- Oven - US RANGE, Model Summit
- Hood – AVTEC
- Deep fryer & fryer baskets – PITCO, Model SG14LP
- Portable A/C units – MOVENCOOL, Model Classic Plus 14
- Dishwasher racks
- Desk in office
- 2 burner stove - US RANGE
- Microwave - AMANA, Model RFS11B
- Ice Machine - MANITOWOC
- Sandwich Prep Refer – UTILITY, Model 32-CHR-2S-EM-78

The Subcontractor will need to provide:

- Food
- Rolling racks
- Cooking utensils
- Food storage containers
- Food serving stuff (plates, cups, coffee equipment, etc.)
- Register
- Toasters
- Microwave(s)
- Pop dispenser and associated equipment
- Ice cream cooler (if ice cream bars, etc., will be available for purchase)
- Cleaning supplies (dish washing soap, cleaners, mops, brooms, rags, etc.)



HAMMER CAFETERIA REQUEST FOR PROPOSAL

- Rolling salad bar with sneeze guard
- Boxes
- Bins
- Office supplies

K.0 Signatures

L.0 Representations and Certifications

L.1 Subcontractor Acknowledgement of Federal Online Representations and Certifications

(L16) Rev. 2 9/07/2012

Mission Support Alliance, LLC (“MSA”), relies upon Subcontractor’s current representations and certifications within a Federal web-based system that centralizes and standardizes the collection, storage and viewing of many of the representations and certifications required by the Federal Acquisition Regulations. Effective August 2012, that Federal system is now System for Award Management (SAM) at www.sam.gov.

By submitting a proposal to MSA in response to this solicitation, the Subcontractor is certifying that:

1. The representation and certification information within SAM is still current;
2. All statements and explanatory documentation submitted is current and accurate;
3. Signer is authorized to represent the Subcontractor in all matters related to pricing, terms and conditions, and conduct of business;
4. Subcontractor complies with all requirements of State of Washington statutes, ordinances, rules and regulations, codes, and orders related to equal employment opportunity and operation of non-segregated facilities;
5. All Subcontractor employees who may work on MSA’s premises or on the Hanford Site are not under the influence of controlled substances, drugs or alcohol. Subcontractor agrees to testing of assigned employees under the MSA’s program for controlled substances;
6. Subcontractor’s information in the MSA’s registration system is current (no more than 12 months old); and
7. Subcontractor will update SAM on an annual basis.