

STATEMENT OF WORK
COFFEE & FOOD SERVICE IN RIVER RAT CAFÉ
(RRC) // GREVEN CROSSWINDS CLUB
VANCE AFB

1. DESCRIPTION OF WORK

- a. **SCOPE:** The purpose of this contract is to provide a concession within the Greven Crosswinds Club, River Rat Cafe. The Concessionaire will provide a commercially operated club or any part of the club operation, which may include annexes. Contract shall provide customer-driven breakfast and lunch food and beverage that meets the needs of members and their authorized guest. In addition, Concessionaire will have the limited ability to sell the following items in the River Rat Café:
 1. Gift Cards
 2. Company Branded T-shirts
 3. Company Branded Mugs
 4. Company Branded Travel/To-Go Mugs
 5. 12-16oz bags of coffee grounds
 6. Any other Company Branded small item that could be neatly displayed.
- b. The contractor will pay the NAFI a **guaranteed flat rate \$1,200 plus 3% of sale in excess of flat rate**, per month for the right to operate Coffee & Food Service inside the River Rat Cafe located on Vance Air Force Base Bldg. 171 Rm 125. Payments for the guarantee will be made via check, due and payable by the fifth (5th) business day of every month beginning October 2022. Payments will be made payable to: 71 FSS/FSR, 400 Young Rd Bldg. 200 Ste. 211, Vance AFB, OK 73705.

2. PERSONNEL

- a. The Contractor shall provide to the Contracting Officer and the Contract Monitor a list of names and phone numbers of the persons who will be on call for emergency services prior to commencement of work.
- b. Employ only persons who meet the health standards prescribed by law or regulations which pertain to the jobs for which they are hired.
- c. Furnish a sufficient number of trained employees for the efficient performance of this Concessionaire contract. Concession personnel must meet the health and security standards prescribed by applicable regulations, and must obtain installation passes and permits and security clearances as applicable. Concession personnel must give prompt and courteous treatment to authorized customers.

Concession personnel must be neatly dressed and meticulous in their personal grooming at all times. Concessionaire provides employees clean uniforms or, when uniforms are not required, ensures that all clothing worn by employees is clean and in good condition at all times. A nameplate must be worn.

3. QUALITY CONTROL

The contractor shall ensure that all work performed under this contract meets the quality established in paragraph 8.

4. PHYSICAL SECURITY

With the coordination of the FSV Flight Chief and Club Manager the Contractor shall obtain completed forms are processed through Security Forces.

5. HOURS OF OPERATIONS.

- a. Normal Hours: A minimum of thirty five (35) hours a week, five days a week (Mon-Fri), and will open for additional hours as long as daily traffic count justifies it.
- b. Night Flying Week: Hours will be adjusted and approved by the COR/monitor to support night flying operation as applicable.
- c. Recognized Holidays: The Contractor will not be required to work on Federal Holidays, or AETC Family Days
- d. Inclement Weather contractor will not be required to work when base personnel are released early or the base is closed.

6. CONSERVING OF UTILITIES

The Contractor shall instruct employees in utilities conservation practices. The Contractor shall be responsible for operating under conditions which preclude the waste of utilities.

7. GOVERNMENT FURNISHED UTILITIES AND SERVICES

- a. The Government shall provide without cost to the Contractor, the utilities necessary to accomplish the tasks as specified in Article I.
- b. The Government shall provide without cost to the Contractor, Security Forces and Fire Protection.

8. CONTRACTOR FURNISHED EQUIPMENT, PART MATERIALS, AND SERVICES

Except for the utilities or services specifically stated to be Government furnished in Article I, the Contractor shall furnish everything required to perform the work described in Article II. All equipment, parts, materials, and services supplied by the Contractor shall conform to applicable safety and health standards as established in the Federal Regulations Title 29, Chapter XVII, Paragraph 1910, Occupational Safety and Health Act of 1988

9. NAFI FURNISHED EQUIPMENT

The NAFI will furnish equipment specified in Article I. Any additional equipment required must be provided by the Contractor.

10. USE OF POS SYSTEM

The Contractor must furnish and use an approved Point of Sale (POS) system for all credit and cash sales and sales data collection. NAFI shall have coordinated access to all sales report for purpose of obtaining gross sales data of all purchases generated in the facility.

11. USE OF RRC SPACE

Space will be utilized by both 71 FSS Marketing Department and Contractor. All operations by the contractor and its employees must remain separate from those by 71 FSS Marketing Department. 71 FSS Marketing Department will utilize the TV to advertise 71 FSS programs and events.

12. INTERNAL CONTROLS

- a. The Contractor must develop an Internal Controls system for safeguarding cash and customer information. Cash will not be kept on premises.
- b. Contractor must develop a Temperature Checks tracking sheet to record temperature for coolers, freezers, and reach in cooler.

13. CLEANUP

Upon completion of daily operation, contractor will return work site to safe, clean and secure status for acceptance by the Contract Monitor.

14. REMOVAL/DISPOSAL

All refuse and or recyclable materials will be disposed of by contractor in the proper receptacles located in or near the facility.

ARTICLE I:

That the NAFI will:

1. Furnish space and utilities to ensure operation of the RRC.
2. Furnish the following equipment.
 - Traulsen Reach-in Refrigerator
 - Unified Brands Sandwich/Salad Prep Refrigerator
 - Under counter Refrigerator
 - Rational Combi Oven
 - Self Service Refrigerator Merchandiser
 - 3 Compartment Sink
 - Condiment/Trash Counter
 - Hatco Warming 2 Drawers
 - Bread Slides
 - Hand Sink
 - Cup Dispenser
 - Ice Machine
3. Reserve the right to approve or disapprove any machine/equipment the Concessionaire may offer to provide.
4. Create an accountability list of inventory items in the RRC that is agreed upon by both parties prior to contract start date.
5. Schedule Public Health pre inspection prior to opening business.

ARTICLE II:

The Concessionaire must:

Provide coffee and food service of a satisfactory quality and reasonable price to the Contracting Officer and their duly authorized representative. All products and services must meet current industrial & health standards.

1. Develop a menu of drinks and food typical for a coffee shop/cafe. Service will include at a minimum:
 - a. Food mix
 - i. 40% fresh food produced on site
 - ii. 60% Grab-N-Go
 - b. Hot, drip brewed coffee
 - c. Espresso drinks
 - d. Cold coffee drinks
2. All menu items must be approved by the Contracting Officer or representative.
3. Package all food and beverages to-go. Space does not allow for dining in options.
4. Purchase all food/supply items from a Government approved vendor.
5. Provide product listing for menu items both fresh and Grab N Go.
6. At the Concessionaire's expense, obtain all necessary permits, give all necessary notices, pay all license fees, and comply with all municipal, state, or federal laws, rules, ordinances, and regulations relating to the preservation of the public health, or applicable to the business carried on under this agreement, income and transactions of the concessions.
7. Employees must complete required food handler training, cash handling training, and Anti-Robbery training prior to Grand Opening date to be established by Vance AFB FSS / FSR.
8. Food Safety.
 - a. Installations and all installation employees will comply with the most current Tri-Service Food Code. In addition, food handlers must be trained using the standard AFSVC-approved food safety training and certification program Servesafe. Specifically, all managers, supervisors, cooks, food service workers, and other staff deemed necessary by FSS leadership must be trained within 30 days of employment using the standard AFSVC-approved safety training and certification

program.

- b. This training is documented in employee's official personnel file or training record. The contracting officer representative verifies food contractors maintain documentation according to the contractor's contract.
- c. Per AFI 48-116, *Food Safety Program*, the frequency of food service facility inspections is determined by the Aerospace Medicine Council, or equivalent in accordance with the Tri-Service Food Code.
- d. Public health inspections resulting in closure of RRC for health violations will result in immediate contract termination.

9. Healthy Food Options.

- a. Contractor will offer healthy food options which are highlighted on the menu boards. Highlight items that are low fat, smaller portions, contain fruits, vegetables, and whole grains.