STATEMENT OF WORK (SOW)
FOR
RAW SUBSISTENCE PROCUREMENT SUPPORTING THE NEW YORK ARMY NATIONAL GUARD

SECTION 1 (GENERAL INFORMATION)

1 SCOPE: The New York Army National Guard (NYARNG) anticipates purchasing raw subsistence products in accordance with this Statement of Work (SOW). The intent is to provide quality meals/products to the NYARNG, in support of personnel during various training events at multiple locations. The contractor will provide timely delivery, high-quality products with commercial grade standards and high-quality customer service. The NYARNG 21 Day Menu is designed to support the Army training environment, and it is critical for the contractor to provide all identified menu components and condiments no later than the identified requested delivery date.

1.1 SPECIFIC REQUIREMENTS: Contractors awarded the purchase order may be subject to an initial inspection audit. If required, the Contractor shall be listed in the Worldwide Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement, in accordance with Army Regulation (AR) 40-657.

- **Delivery Location:** FORT DRUM, WATER TOWN AND CSTS, NY
- **Delivery Window:** FORT DRUM, WATER TOWN - RDD 12JUL26 / CSTS, NY - RDD 16JUL26 AND 20JUL26 - SEE AFMIS FOR DETAILS

1.1.1 General guidance for the selection or retention of subsistence items is:

a. The standards established within the North American Meat Processors Association (NAMP) “Meat Buyer’s Guide” will be used wherever possible in the selection of beef, veal, pork, lamb, or poultry items. Continental United States (CONUS) Installation Food Program Managers (FPM) and Food Operation Sergeants (FOS) should investigate the feasibility of utilizing fresh (never frozen) beef, pork, and poultry products where possible. Army facilities will primarily use beef products processed from USDA choice or select grades. The user must determine the intended use of the product to properly determine the relative quality grade required. Utility grade (or below) is not authorized in Army dining facilities. The Army standard for ground beef (bulk) is 90% lean meat and not more than 10% fat. Beef patties 85% lean meat and not more than 15% fat. Soy protein (TVP) as binders or extenders ARE NOT permitted. The use of lean finely textured beef (LFTB) “pink slime” is also PROHIBITED. Products identified as “fritters” must be individually evaluated to determine acceptability. Breading should not exceed the following percentages for the listed items; Veal Patties NTE 30% breading, Beef Steak fritter NTE 30% breading, or chicken fritters NTE 35% breading. Items exceeding these percentages should not be cataloged for use in Army dining facilities.

b. Standards for seafood products are contained in the US Standards for Grades of Fishery Products. All seafood products must comply with legal requirements to be from US Flagged vessels and processed in US plants. These products must originate in facilities listed in the “USDC Approved List of Fish Establishments” and should carry the PUFI shield. Seafood products included in the US Standards for Grades of Fishery Products must meet requirements for Grade A or equivalent. Products such as imitation Shrimp (over 50% breading) or “fritters” exceeding 35% breading will not be used in Army dining facilities. Extenders/binders (Not to exceed 40%) are normally permitted in limited items such as stuffed crab, crab cakes or salmon fritters or salmon patties. Fish used to fabricate imitation crab or lobster products is authorized.

c. All processed fruits and vegetables must meet the established US Standards for Grades for Processed Fruits and Vegetables. Processed fruits will meet Grade A requirements to qualify for inclusion on Army catalogs. Grade B will be accepted in lieu of Grade A when USDA and DLA- Troop Support research supports that Grade A is consistently unavailable in quantity or cost prohibitive from commercial industry. Grades less than Grade B will not be purchased for Army dining facilities. The Grade requirement for processed vegetables may be established by each installation as US Grade A or US Grade B. As catalogs are v updated all references which combine requirements as for “US Grade A or B” will be removed. Grade requirements for processed vegetables should be discussed with the subsistence prime vendor before establishing the level desired. Many vegetables classified as “Grade B” will perform better in large feeding operations and where items are placed in warmers or held on serving lines. Some “Grade A” vegetables are in fact too fragile for use in cafeteria style feeding situations. The FPM must also ensure that items established with a quality level of Grade B are priced as Grade B and not Grade A.

d. EXTREME CAUTION must be exercised in the use of products treated with chemical or protein-based tenderizers such as Ficin, Bromelin or Papain. Operational methods for Army dining facilities must be considered when developing menus and selecting products. Enzyme treated items serve well where the product is taken from refrigeration, cooked, and served in one continuous operation. These products are not well suited to holding periods (in food warmers or on serving lines) after preparation. Ficin is activated at 90 degrees F and inactivated at 145 degrees F. Bromelin is activated at 90 degrees F and inactivated at 140 degrees F. Papain is activated at 140 degrees F and inactivated at 185 degrees F. Products must be cooked to very well done to inactivate the enzymes. The practice of large dining facilities is to prepare quantities of product in advance of serving makes the use of these items questionable. Once activated these tenderizers do not stop until heat inactivated or there is nothing left to tenderize. The use of these “tenderizers” is not recommended for Army garrison facilities and should be strictly limited by FPM.

e. Food labels must comply with the Food and Drug Administration’s (FDA) Food Allergen Labeling and Consumer Protection Act (FALCPA) of 2004. Under FALCPA, food labels are required to state clearly whether the food contains a major food allergen. A major food

allergen is defined as one of the following foods or food groups, or is an ingredient that contains protein derived from one of the following foods or food groups:

- Milk
- Eggs
- Peanuts
- Tree nuts such as almonds, walnuts, and pecans
- Soybeans
- Wheat
- Fish
- Shellfish such as crab, lobster, and shrimp
- Sesame (effective date 1 January 2023)

f. Monosodium Glutamate (MSG): Monosodium Glutamate as an added ingredient in any food product is not permitted. (Reference DODI 1338.10, DoD Menu Standards)

g. Trans Fat: All food products to include spreads, cooking, and frying oils must contain zero grams of trans fat with no partially hydrogenated oils as an ingredient. vi (Reference: DOD Menu Standards, DoDI 1338.10).

h. Juices: Orange juice must be 100% juice and fortified to meet the following nutrient levels at the minimum: 300 mg of calcium per cup [35% Reference Daily Intakes (RDI)] and 100 IU of Vitamin D per cup [25% RDI]. Tomato and vegetable juices must contain less than 230 mg of sodium per serving. (Reference: DoDI 1338.10, DoD Menu Standards)

i. Milk to include lactose free alternatives must be fortified to meet the following nutrient levels: 500 International Units (IU) of Vitamin A per cup and 100 IU of Vitamin D per cup. (Reference: Food and Drug Administration)

j. Milk alternatives such as soy, almond, or rice milk will be fortified to meet the following nutrient levels at the minimum: 276 mg calcium per cup, 8 g protein per cup, 500 IU vitamin A per cup, 100 IU vitamin D per cup, 24 mg magnesium per cup, 222 mg phosphorus per cup, 349 mg potassium per cup, 0.44 mg riboflavin per cup, and 1.1 mcg vitamin B12 per cup. Soy milk will be made from whole soybeans and the ingredient list should reflect this. (Reference: Food and Drug Administration)

k. Marinades, “pumps” or “rubs” such as water, broths, natural juices, and flavor enhancers are permitted and may allow products to perform better than non-marinated items under mass feeding conditions.

l. All poultry items (except those not graded, such as cooked breast or wings, or chunks) must be USDA Grade A or equivalent. While the USDA “Grade A” shielded product is preferred it is not mandatory. Any product not shielded must meet the same specification upon audit or inspection.

m. Pork products are not graded by the USDA. To establish clear requirements, the Standards for Pork provided in the Meat Buyers Guide of the North American Meat Processors (NAMP) Association will be used wherever possible.

n. For additional information and updates, consult the Army Buyer's Guide. (see Appendix "A" for link)

1.1.2 All item substitutions must abide by the Army Buyer's Guide and will be communicated to the customer prior to item replacement. Once an agreement is made based on the need of the customer and what the vendor has available, the Contracting Officer (KO) will be notified via email no later than 48 hours prior to the requested delivery date.

SECTION 2 (SAFETY & SECURITY)

2. Physical Security: The contractor shall safeguard all Government property provided for contractor use. At the close of each work period, Government facilities, equipment and materials shall be secured.

2.1 Combating Trafficking in Persons: The United States Government has adopted a zero-tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not engage in severe forms of trafficking in persons during the period of performance of the contract; procure commercial sex acts during the period of performance of the contract; or use forced labor in the performance of the contract. The Contractor shall notify its employees of the United States Government's zero tolerance policy, the actions that will be taken against employees for violations of this policy. The contractor shall take appropriate action, up to and including termination, against employees or subcontractors that violate the US Government policy as described at FAR 22.17.

2.2 Organizational Conflicts of Interest (OCI): The contractor and subcontractor personnel performing services under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications, or work statements, etc.) or perform evaluation services which may create a current or subsequent OCIs, as defined in FAR Subpart 9.5. The contractor shall notify the KO immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the KO to avoid or mitigate any such OCI. The contractor's mitigation plan will be determined to be acceptable solely at the discretion of the KO. In the event the KO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the KO may impose other remedies as he or she deems necessary, including prohibiting the contractor from participation in subsequent contracted requirements which may be affected by the OCI.

2.3 Damages: The Contractor shall exercise care not to damage any equipment, facilities, properties, grounds, or the environment located at or in the vicinity of the area of performance. Any damages determined to have been caused by the Contractor shall be repaired or recovered by the Contractor at no expense to the Government.

2.4 Access Control

2.4.1 Hours of access for delivery vehicles and shipments are 8:00 AM - 3:00 PM, Monday - Friday. Contractors will coordinate with personnel on-site to receive all deliveries incident to this contract.

2.4.2 The contractor's employees shall become familiar with and obey the regulations of the installation, including fire, traffic, safety, and security regulations while on the installation. Contractor employees may only enter restricted areas when required to do so and only upon prior approval by the COR/ Government point of contact.

2.4.3 Moving violations of any applicable motor vehicle regulation(s) during the period of performance contracted to support at a Government installation or facility may result in the termination of the contractor employee's installation driving privileges.

2.4.4 Unscheduled gate closures by Security Personnel may occur at any time, causing all personnel entering or exiting a closed installation to experience a delay. This cannot be predicted or prevented. Contractors will not be compensated for unexpected closures or delays. Vehicles operated by contractor personnel are subject to search pursuant to all applicable regulations.

2.4.5 Contractor, sub-contractors, vendors and all associated employees are subject to non-disclosure agreement (NDA) regarding service/serving locations, dates, and times, quantity of food prepared and number of personnel to be fed.

2.4.6 Photographing and videoing of site and personnel is prohibited.

2.5 Food Safety

2.5.1 No person afflicted with, or a carrier of, a communicable disease shall be permitted in any room where products are prepared, manufactured, or otherwise handled. No person who has a discharging or infected wound, sore, or lesion on hands, arms, or other exposed portion of the body shall work in any capacity resulting in contact with the processing or handling of products, containers, or equipment used in the production of meals. Where health authorities require health certificates, said certificates shall be kept on file at the Contractors place of business and reviewed by the COR/Government personnel upon request. All personnel employed or subcontracted for by the Contractor shall receive appropriate training in proper food handling techniques and food protection principles and shall be cognizant of the danger of poor personal hygiene and unsanitary practices.

2.5.2 Vehicles and preparation facilities shall be constructed and operated to protect contents from contamination or deterioration. Vehicles used for transporting food items shall be kept clean and in good repair. Transporting food items in “uncovered” vehicles is not authorized, e.g., pickup truck, etc.

2.5.3 Unsecured vehicles containing food supplies will not be left unattended.

SECTION 3 (PERFORMANCE REQUIREMENT SUMMARY & DELIVERABLES)

3.1 PERFORMANCE REQUIREMENT SUMMARY (PRS): includes objectives the Government will use to determine contractor performance and will compare contractor performance to the Acceptable Quality Level (AQL).

Performance Objective	Performance Standard	AQL	Surveillance Method
Meets Food Safety Requirements	Contractor follows requirements to label, package, and ship products	100%	Random monitoring
Product delivery	Delivery of products is within delivery window and coordinated in advance with receiving personnel	98%	Random monitoring
Separate and label all religious and dietary requirements	All religious product and dietary restricted requirements are separated from all standard products and are labeled to avoid confusion	98%	Random monitoring
Correct quantity of products is delivered.	All out of stock or short shipped items are communicated to the Government-representative or COR no later than 48 hours prior to allow for appropriate substitutions	95%	Random monitoring
Product Requirements	products adhere to the minimum requirements for each course and have the proper serving sizes for each Soldier.	95%	Random monitoring

3.2 DELIVERABLES: A list of documents or information that is required from the contractor to either the KO or the Government POC.

Deliverable Title	Frequency	Number of Copies	Medium/Format	Submit To
Contract Manager/rep and contact info	Provide within 3 days after award.	1	Electronic Submission	KO

Health Inspection Report	Provide most recent routine health inspection report when submitting bid to the KO	1	Electronic Submission	KO
Permit to operate (current)	Provide a copy of the permit to operate a food establishment when submitting bid to the KO	1	Electronic Submission	KO

APPENDIX A

References and links to external guidance

Army Regulation 30-22 -
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/ARN7458_R30_22_FINAL.pdf

Army Regulation 40-25 -
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/AR40-25_WEB_Final.pdf

TB MED 530 -
https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/ARN15052_TB_MED_530_FINAL.pdf

Army Buyers Guide -
https://quartermaster.army.mil/jccoe/Operations_Directorate/CSPD/buyers-guide/ABG%20Version%20XVII%2021%20NOV%202025.pdf

FDA Food Code –

https://www.fda.gov/media/164194/download?attachment