PERFORMANCE WORK STATEMENT (PWS)
PROVIDE NOON (LUNCH) MEALS FOR
ARMED FORCES APPLICANTS
AT THE SAN JUAN
MILITARY ENTRANCE PROCESSING STATION (MEPS)

Part 1

GENERAL

1. The contractor shall provide noon (boxed lunch) meals, as specified herein, for the Armed Forces applicants processing at the San Juan Military Entrance Processing Station (MEPS) located at 15 Calle 2, Suite 310, Guaynabo, Puerto Rico 00968-1741.

1.1. Contractor is responsible for securing their parking.

1.1.1. The performance standards are specified in this PWS and shall be for preparing meals in a state/local licensed facility or restaurant, transporting and serving noon meals to the MEPS applicants, when called for by the contracting officer (KO), or his/her authorized representative. If the contractor needs to change the state/local licensed facility or restaurant they must present a current health inspection to the contracting officer 30 days prior to any change.

1.1.2. In accordance with Federal Acquisition Regulation (FAR) 52.219-14 the contractor may subcontract performance of this contract. See PWS 5.4 for minimum requirements for sources of food and food establishments. If performance of this contract is subcontracted, the contractor shall provide notification of the subcontractor (name and address of the subcontractor) at proposal submission and after contract award. After contract award the contractor shall provide written notification of subcontractor changes within 10 days to the Contracting Officer's Representative (COR)/KO.

1.2. All contractor employees, to include subcontractor employees, requiring access to government installations, facilities and/or controlled access areas shall complete the training listed in paragraphs 1.2.1 through 1.2.3 below. Upon completion of training, the contractor shall submit to the COR a certificate (where a certificate is provided) or the name of each affected employee who has completed training. All training will be made available at the following website: https://www.mepcom.army.mil/Home/Contractors/.

1.2.1. AT Level I Training. All contractor employees, to include subcontractor employees, requiring access to Army installations, facilities and controlled access areas, and support United States Military Entrance Processing Command (USMEPCOM) mission on-site or remotely shall complete AT Level I awareness training within 30 calendar days after the contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable and annually thereafter. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the COR or to the contracting officer, if a COR is not assigned, within 30 calendar days after completion of training by all employees and subcontractor personnel. AT level I awareness training is available at the following website: http://jko.jten.mil.

1.2.2. IWATCH training. The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity antiterrorism officer. This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employees commencing performance with the results reported to the COR NLT 30 calendar days after contract award.

1.2.3. Operation Security (OPSEC) Training. Per Army Regulation (AR) 530-1 Operations Security, the contractor employees must complete Level I OPSEC Awareness training. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employees commencing performance with the results reported to the COR NLT 30 calendar days after contract award and annually thereafter.

1.3. Access and general protection/security policy and procedures. Contractor and all associated sub-contractor's employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by Department of Defense (DOD), Headquarters, Department of the Army and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

1.3.1 For contractors that do not require Command Access Card (CAC), but require access to a DoD facility or installation. Contractor and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (TSDB) (Army Directive 2014-05/AR 190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative), or, at Outside Continental United States (OCONUS) locations, in accordance with status of forces agreements and other theater regulations.

Part 2
DEFINITIONS

2.1. Acceptance. The act of an authorized representative of the government by which the government approves specific services as partial or complete performance of the contract.

2.2. Armed Forces Applicant. An individual voluntarily applying for entrance into the Armed Forces, Coast Guard or any other Government Agency.

2.3. Contracting Officer (KO). A person duly appointed with authority to enter into and administer contracts on behalf of the government.

2.4. Legal Public Holidays as established pursuant to 5 U.S.C. 6103(a):

New Year's Day	1 January
Martin Luther King, Jr.'s Birthday	3rd Monday in January
Presidents Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth National Independence Day	19 June
Independence Day	4 July
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	11 November
Thanksgiving Day	4th Thursday in November
Christmas Day	25 December

If a holiday falls on a Saturday, the preceding Friday is the observed day. If a holiday falls on a Sunday, the next Monday is the observed day. The MEPS will normally be closed on holidays, but applicants will normally require meals and lodging on holidays to process at the MEPS on the following day. There are approximately five training days per year. The contractor will be notified in advance of the specific dates as no meals will be required on those dates.

2.5. Hot Noon Meal. A meal served during the time period stated in PWS section 5.17.2.6. Military Entrance Processing Station (MEPS). Military activity responsible for administering aptitude tests, medical examinations, and administrative processing of Armed Forces applicants.

2.7. Mission Day Meal. A second meal for applicants processing late into early evening or night at the MEPS on an Extended Hours Processing Day commonly referred to as mission day.

2.8. Quality Assurance. Those actions taken by the government to check goods or services to determine that they meet the requirements of the contract.

2.9. Quality Control. Actions taken by a contractor to control the production of goods or services so that they will meet the requirements of the contract.

2.10. United States Military Entrance Processing Command (USMEPCOM). Major command responsible for administering the operation of MEPS.

2.11. Contracting Officer’s Representative (COR). The duly appointed authorized representative of the contracting officer, acting within his/her written authority.

Part 3

GOVERNMENT-FURNISHED PROPERTY

3.1. The government will make available the following: dining area, tables, chairs, recyclable when applicable and waste receptacles. The government will provide no additional equipment for use by the contractor in performance of this contract.

3.2. The government will make no alterations to the existing facilities. Any alterations required by the contractor shall be made at the contractor's expense. Written approval must be obtained from the KO, the MEPS Commander, and the building manager prior to altering government facilities. The contractor shall restore altered government facilities to their original appearance and condition at the completion of the contract.

Part 4

CONTRACTOR-FURNISHED PROPERTY

4.1. The contractor shall furnish all food, facilities, furniture, equipment, supplies, management, supervision and labor required for the performance of this contract, except that specifically identified as government-furnished property in Section 3.

Part 5

FOOD SPECIFICATIONS AND SPECIFIC TASKS

5.1. The contractor shall provide services every Monday through Friday, excluding legal holidays and training days scheduled by the MEPS, as well as a maximum of 28 Saturdays annually, for a total estimated 264 days per year. Extra meals (i.e. mission day meals) may also be required on as many as two of the processing days per month for applicants processing late into the afternoon or evening. The government will provide the contractor with the annual operations schedule prior to contract start and upon change. The government will notify the contractor in advance when services are not required on a scheduled Saturday.

5.1.1. Extended Hours Processing Days. On these days, commonly referred to as mission days, the MEPS require additional meals for applicants processing into the late evening hours at the MEPS location. MEPS will determine the number of meals they will require for applicants processing late and add them to the regular noon meal order. See paragraph 5.15.

5.1.2. The number of meals provided during a previous 12-month period is provided for information only at technical exhibit 2.

5.2. Reserved.

5.3. The contractor shall maintain a program of self-inspection, acceptable to the government, to ensure compliance with this contract. Records of inspections shall be maintained and made available to the KO or his/her designated representative when requested.

5.4. Sources for Food and Food Establishment minimum requirements. The contractor's food establishment service facilities and operations, including food preparation area, shall comply with state and local health department rules on food service sanitation. Current and appropriate federal, state and local licenses and inspections shall be posted or on hand for inspection. Prohibition of private homes and living or sleeping quarters for food establishment operations: a private home, a room used as living or sleeping quarters, or an area directly opening into a room used as living or sleeping quarters may not be used for conducting FOOD ESTABLISHMENT operations. Military quarters or private residences will not be approved as sources of food for purchase. However, a food-processing establishment adjacent or attached to a private residence must be completely separated by a wall or floor for approval as an acceptable source. The food-processing establishment must not be an integral part of the residence.

5.5. The food shall be prepared at the contractor's facility and transport a complete noon meal to serve at the MEPS.

5.6. The contractor shall meet the following minimum requirements:

5.6.1. Clean the serving and dining site daily upon completion of serving meals.

5.6.2. Remove all garbage and trash from the MEPS dining area accumulated from applicants during the serving of the noon meals, at the end specified meal times (see paragraph 5.17).

5.6.3. Ensure the dining area is in the same condition as prior to serving the hot noon meals. The contractor shall notify the designated MEPS representative when finished cleaning the dining area, prior to departure from the MEPS.

5.6.4. The MEPS shall retain such items as cans, bottles, etc. that can be recycled to use in their recycling program.

5.7. During transportation, food and food utensils shall be kept in covered containers or completely wrapped or packaged so as to be protected from contamination and spoilage.

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

5.9. Vehicles used to transport food shall meet all federal, state and local health, safety, licensing and insurance requirements.

5.10. If required by federal, state or local laws or regulations, the contractor shall require all food handlers to have a limited medical examination. Upon request, the contractor shall show results of the medical examinations to the KO and/or his designated representative.

5.11. Reserved

5.12. Food handlers shall wear clean, food handler's gloves. All sandwiches shall be prepared/assembled at the contractor's facility; sandwich assembly at the MEPS by the contractor is not permitted.

5.13 The contractor shall provide the applicant a hot lunch meal offering local cuisine. Lunch shall consist of an entrée, starch, vegetable, salad, bread, desert, beverage and condiments. The lunch meal may be provided as a buffet or as an ala carte meal; however, if provided as a buffet, the applicant must have the same choice as from the specifications. Selection, preparation and portions of food served shall be consistent with those served regular customers of the contractor's facility.

5.13.1 Applicant shall be provided a choice of one entrée from at least two meat selections. Entrees shall vary from day to day, with each of the entrees being served not more than twice in one week at the same meal time.

5.13.2 Applicant may select one serving of potato, rice or noodles. At least two choices shall be made available to the applicant.

5.13.3 Applicant may select one vegetable serving from at least two choices provided per meal.

5.13.4 Applicant may select one salad from a choice of two salads per meal.

5.13.5 Applicant may select one type of bread/rolls from a choice of three. Two slices of bread or two rolls shall be provided per meal. A minimum of two pats of butter (72 pats per pound) shall be provided with the bread/rolls.

5.13.6 Dessert. Applicant may select one dessert from a choice of three desserts available at each meal. Dessert choices shall be pie, cake or fruit.

Pie, apple, cheese, peach, berry or cream

Cake, layer w/icing, 2 oz cut
Fruit cup, 3 oz
Fruit, apple, banana or orange

5.13.7 Beverage. Applicant may select one of the beverages list below. All of the following shall be available at each meal.

Coffee – with free refills
Tea – hot or cold (in season) – 2 cups or glasses
Milk – 1 Pint
Soft Drinks (carbonated) – 12 ounce can or serving (shall include cola, root beer, or lemon/lime, regular or diet)
Ice (As needed)

5.13.8. Condiments consisting of at least catsup, mustard, butter or margarine, pickle relish, and onions as desired by the applicant shall be made available.

5.14 Mealtimes. Meals shall be served at the San Juan MEPS from 10:00 A.M. to 1:00 P.M.

5.15. The government estimates that an average of 44 served noon meals shall be required daily with a maximum of 100. The MEPS will notify the contractor by 8:00 a.m. daily with the number of lunches required for that day.

5.16. Mission Day Meal. Mission day meals shall follow the specifications outlined in paragraph 5.18. However, on mission day, the contractor may provide additional selections, such as hot sandwiches, from which the applicants may choose.

5.17. Additional Requirements:

5.18 Mission Day Meal. Mission day meals (lunches) shall be packed and delivered in serving containers sturdy enough to protect contents. Containers shall be clearly marked (i.e., ham, turkey, roast beef) and be arranged in view to allow applicant selections. Mission day meals shall consist of the following:

5.18.1 Two sandwiches, wrapped separately, with one of the following fillings:

5.18.1.1 Filling. Two different kinds provided in each box lunch.

Ham, baked or boiled, sliced – 2 oz minimum
Chicken or Turkey, sliced – 2 oz minimum
Roast Beef or Corned Beef, sliced – 2 oz minimum
Chicken or tuna salad – 2 oz minimum

5.18.1.2 Bread. Total of four slices, two different types per box lunch.

White (36 slices per pound minimum)
Cracked Wheat (18 slices per pound minimum)
Whole Wheat (18 slices per pound minimum)
Rye (17 slices per pound minimum)

5.18.1.3 Condiments. Low fat mayonnaise, mustard, ketchup provided in individual (.38 oz minimum) serving packets.

5.18.1.4 Lettuce, tomato, pickles for two sandwiches provided as a side dish.

5.18.2 One individual size package (.75 to 2 oz) of potato chips, pretzels, corn chips, salsa chips.

5.18.3 Fresh Fruit (in season). One (medium size, 3 per pound) of the following per meal: apple, peach, pear, or banana

5.18.4 One of the following beverages:

Milk, 8 ounces
Water, bottled, 12 ounces
Soft drink, 12 ounce container of a nationally known brand, i.e., cola type, lemon/lime type, or root beer, regular and diet.

5.19. All meals shall be delivered in serving containers sturdy enough to protect contents. Containers shall be clearly marked (i.e., ham, turkey, veggie, roast beef) and be arranged in view to allow applicant selections.

5.20. Meal Vouchers. The contractor shall perform administrative functions to account for meal services provided to MEPS applicants. Necessary forms and instructions will be made available to the contractor by the contracting officer's representative (COR). By 8:00 a.m. daily, the MEPS will notify the contractor via facsimile or electronic copy the number of lunches needed that day for each service. The contractor will be provided copies of USMEPCOM Form 727-E, Copy 5 Dinner (Lunch) Meal Authorization and Receipt Voucher and shall be responsible for obtaining a signature from each applicant provided a lunch meal. The contractor shall return all signed copies to the MEPS COR after lunch day.

TECHNICAL EXHIBIT 1
DELIVERABLES

Section	Title	Format	Date	Required Frequency	Copies	Distribution
1.1.1	Current Health Inspection	Report	Within 30 days of change	Upon Change	1	KO (1)
1.2.1	AT Level I Awareness Training	Certificate	Within 30 days of contract award	Initially, Annually, and Upon Change	2	COR (1) LOCAL MEPS (1)
1.2.2	IWATCH Training	Written Confirmation	Within 30 days of contract award	Initially and Upon Change	2	COR (1) LOCAL MEPS (1)
1.2.3	OPSEC Training	Certificate	Within 30 days of contract award	Initially, Annually, and upon change	2	COR (1) LOCAL MEPS (1)

TECHNICAL EXHIBIT 2
HISTORICAL DATA SUMMARY
SAN JUAN MEPS

MONTH	LUNCH QUANTITY
February 2026	890
January 2026	965
December 2025	907
November 2025	955
October 2025	1,010
September 2025	846
August 2025	956
July 2025	1,036
June 2025	910
May 2025	1,025
April 2025	1,033
March 2025	1,170
Total	11,703
Daily Average	44

NOTE: The above historical data, reflecting the actual number of lunches provided during the period shown, is provided for information only. This does not guarantee future performance.