# SCOPE OF SERVICES

Contractor shall provide catering services before, during, and after events on an as-needed basis to Lake County in accordance with its emergency event management plan, applicable regulations of the Federal Emergency Management Agency (FEMA), and in conjunction with the County’s needs. This is an indefinite quantity contract with no expenditure guarantee.

Purchases may be supported in whole or in part by Federal and State funding. Contracts must meet rules for all Federal grants, including but not limited to as provided for in Title 2 Code of Federal Regulations (CFR) Part 200 or most current version in order to be eligible for reimbursement under the Public Assistance Program. All such clauses must be considered and treated as “flow-down” clauses that must be considered applicable to any prime contract and any subcontract associated with performance under the Contract.

Catering service is defined as providing meals, plates, utensils, napkins, needed serving utensils, and other supplies necessary to feed workers and shelter occupants during events.

# CONTRACTOR’S RESPONSIBILITIES

Contractor shall:

* 1. Provide catering services before, during, and after events and emergency events, as required.
	2. Due to the complexity of the event, different staffing levels should be taken into consideration. Feeding will be dependent upon event:
		1. Small Event: 25 to 75 people
		2. Medium Event: 76 to 125 people
		3. Large Event: 126 to 226 people
		4. Extra-large Event: 226+
	3. Be required to feed the Lake County Emergency Operations Center, which could include:
		1. Emergency Operations Center (Tavares, FL)
		2. Dispatch Center (Tavares, FL)
		3. Other emergency support facilities (Various Locations)
	4. Provide meals as needed: breakfast, lunch, dinner, and a second lunch for night operations. Meals may consist of:
		1. Breakfast 0600 – 0900: Scrambled eggs, biscuits, potatoes, pancakes, bacon/sausage, yogurt, bread/toast, muffins, cereal, and coffee and juice drinks (After 0900, snacks may contain remaining muffins, fruit, and yogurt from breakfast).
		2. Box Lunch 1200 – 1400: Sandwiches, burgers, veggie burgers, hotdogs, chops, salads, dessert, and assorted drinks.
		3. Dinner 1800 – 2000: Hot main dish, vegetables, salad, bread/rolls, dessert, and assorted drinks.
		4. Night Operations 2300 – 0100: Lunch repeat, assorted drinks. (After 0100, assorted snacks, fruit. etc.).
	5. Provide meals containing high quality foods that are ample in serving size, visually appealing, appetizing, and nutritionally sound.
	6. Provide meals that include, but are not limited to, the minimum USDA portion recommended servings of protein, grains, fruits, and vegetables.
	7. Provide an assortment of beverages including water, juice, and soda.
	8. Provide for special dietary needs such as vegetarian, diabetic. and religious considerations (upon request).
	9. Be self-sustainable.
	10. Have capabilities to provide services, may utilize mobile kitchen and refrigeration.
	11. Meet, at a minimum, federal, state, and local food preparation standard and governing codes.
	12. Employ staff that shall be clean, neat, and presentable using appropriate sanitary food preparation standards.
	13. Develop a coordinated menu with County Project Manager.
	14. Provide any necessary food storage at proper storage temperatures.
	15. Provide all fresh foods (no leftovers).
	16. Adhere to the current Centers for Disease Control and Prevention guidelines.
	17. Train and supervise all its employees, ensuring high standards of cleanliness, courtesy, safety, and services required.
	18. Provide on-site food distribution at designated areas.
	19. Prepare food prior to arrival at the event.
	20. Provide warming stations and serving equipment.
	21. Provide plates, eating utensils and napkins.
	22. Provide box meals for delivery if asked.
	23. Provide a tally of meals service.
	24. Provide an invoice for daily services.
		1. Invoice will contain a minimum of the numbers of meals service and schedule cost associated with each meal.
	25. Ensure all equipment has been collected and trash has been disposed of.
	26. Maintain any required licenses, permits, etc.

# COUNTY RESPONSIBILITIES

* 1. County reserves the right to add or remove services in conjunction with the County’s needs.
	2. County reserves the right to award to more than one vendor.
	3. County Project Manager will make every effort to notify Contractor at least 48 hours prior to an impending event. The County reserves the right to cancel meals, without penalty, by notification to the Contractor twenty-four (24) hours in advance of the next scheduled serving.
	4. County Project Manager will notify Contractor if box meals are required when order is placed.

# DELIVERY REQUIREMENTS AND ACCEPTANCE

# Delivery as directed by County Project Manager within the agreed upon timeframe.

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