

STATEMENT OF WORK

FOR

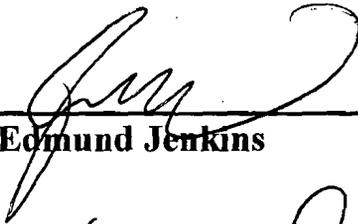
MANAGING AND OPERATING FOOD SERVICES FOR THE
PRINCETON PLASMA PHYSICS LABORATORY

MOD-2011-006

WORK PLANNING # 1731

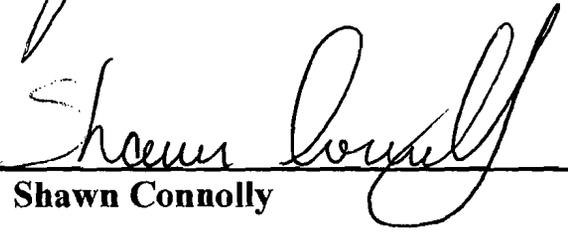
Dated March 25, 2011

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	INTRODUCTION	Page 3
1.0	<u>SCOPE</u>	Page 3
2.0	<u>SUBCONTRACTOR REQUIREMENTS</u> PERSONNEL PERSONNEL CONDUCT CATERING <u>SUSTAINABILITY:</u> GENERAL LOCAL FOOD MINIMIZE WASTE	Page 4
3.0	<u>PPPL (BUYER) REQUIREMENTS</u> EQUIPMENT, SUPPLIES AND FOOD	Page 11
4.0	<u>SUBCONTRACTOR GENERAL OPERATING REQUIREMENTS</u> CLEANING GARBAGE AND TRASH PERSONAL HYGEINE	Page 12
5.0	<u>ENVIRONMENT, SAFETY AND HEALTH</u>	Page 15
6.0	<u>SUBCONTRACT TYPE</u>	Page 17
7.0	<u>REPORTING, INVOICING AND DELIVERY REQUIREMENTS</u>	Page 18
8.0	<u>INSPECTIONS</u>	Page 20
9.0	<u>MANAGEMENT CONTROLS</u>	Page 20
10.0	<u>PROHIBITED PRACTICES</u>	Page 21
11.0	<u>PERFORMANCE EVALUATION</u>	Page 21
12.0	<u>ATTACHMENTS</u>	Page 23

INTRODUCTION

Princeton Plasma Physics Laboratory (PPPL) is an experimental laboratory engaged in the development of nuclear fusion as a safe, economical and environmentally attractive method of generating electricity. It is funded by the U.S. Department of Energy (DOE).

PPPL is located at the James Forrestal Campus three miles from Princeton University's main campus in Princeton. In support of research efforts, PPPL has a full time staff of approximately 425 employees. *Recruitment*

1.0 SCOPE

This statement of work is for managing and operating food services (cafeteria and catering) at Princeton University Plasma Physics Laboratory (PPPL) for a 3-year term commencing on 10/1/11 and continuing through 9/30/14, with PPPL having the option to unilaterally extend the Subcontract performance period for up to three additional consecutive twelve-month periods. The parties agree that each has the right to terminate this Subcontract, at no cost to the other, with 60 days advance written notice. With this notice given, the Subcontract will terminate at the close of business on the 60th calendar day following receipt of the notice by the other party.

PPPL intends to foster more sustainable food services that support the well being of the local environment and economy by promoting environmentally sustainable foods systems in the region.

It is PPPL's goal to award a Cost Subsidy Incentive Type Subcontract for the purpose of providing PPPL's staff and visitor's quality food service at reasonable prices with minimal PPPL subsidy required.

The Subcontractor will have the non-exclusive right to sell foodstuffs, candies, soft drinks, ice cream, etc., at PPPL, which is located on Princeton University's James Forrestal Campus "C" and "D" sites.

The Subcontractor shall work with PPPL's Sustainability personnel in the Environmental Services Division to integrate sustainability in daily operations and service.

The food service Subcontractor shall be attentive to customer requirements and make every effort to anticipate and resolve problems as quickly as possible.

2.0 SUBCONTRACTOR REQUIREMENTS

The Subcontractor shall:

- 2.1 Provide quality products, prepared with an emphasis on taste, freshness, presentation, customer appeal and nutrition, in sufficient quantity to meet PPPL requirements.
- 2.2 Provide products at prices competitive with current commercial prices for comparable service and food.
- 2.3 Carry out the food service program in a manner which best fulfills the following program objectives:
 - a. Deliver an appealing and nutritionally sound food program as economically as possible.
 - b. Increase customer usage of the PPPL Cafeteria by the quality and presentation of food products presented, successful menu variation, responsiveness to customer desires, better marketing techniques and by a strong emphasis on positive customer relations.
 - c. Provide a management and staff structure that focuses on improving the PPPL food service program.
 - d. Establish a formal structure to routinely and continuously gather input from food service employees to insure the most effective and efficient operation possible.
 - e. Establish and conduct management and staff training programs that insure proper supervision and consistent quality control both in food production and service as well as training employees in safety procedures. Records of all training shall be maintained on site and made available for inspection, upon PPPL request.
 - f. Provide a food service program that strives to be financially self-sufficient without subsidy.
- 2.4 Provide cafeteria services at C-Site on a five-day a week (Monday - Friday) basis, except on PPPL observed holidays (see Attachment 12.1 for holiday schedule).

The current cafeteria service schedule is listed below.

<u>Time</u>	<u>Service</u>
0700 - 1000	Full Breakfast
1001 - 1129	Snacks
1130 - 1330	Full Luncheon Services (A minimum of one entrée)
1331 - 1430	Snacks

- a. At least one hot meal choice during the breakfast period.
- b. Lunch menus shall consist of at least one hot entree with appropriate side dishes, salad bar and sandwich bar, including a variety of deli meats, cheeses, and breads. Lunch selections shall also offer low fat and vegetarian entrees and soup. The hot entree menu cycle shall not be less than four weeks (20 working days).
- c. Beverages and snacks shall be available for purchase in the cafeteria during all operating hours. Beverages include regular and decaffeinated coffee, cappuccino, hot and iced tea, soft drinks and fruit juices. Snacks include frozen yogurt, regular yogurt, fresh fruit, cookies and pastries.

- 2.5 Provide cafeteria and catering services in accordance with this proposal.
- 2.6 Make necessary arrangements and coordination, during the time period from the date of subcontract award through 23 December 2005, with PPPL and the current management of the PPPL Cafeteria to assure an orderly transition of responsibility for performance of the PPPL food service and vending machine operation requirement.

PERSONNEL

- 2.7 Develop a plan to staff the cafeteria and catering operations. Subcontractor personnel must be in place by 10 October 2011. The plan must include initial staffing and provide for fluctuating requirements and replacement personnel to handle cafeteria and catering usage variations as dictated by PPPL's operating and special event schedules.
- 2.8 Employ labor and management necessary for the efficient operation of all food services satisfactory to PPPL. Employees, working under this subcontract must be provided wages and benefits at least equal to that required by U.S. Service Contract Act of 1965, as amended (Service Contract Act Wage Decision for Middlesex County, New Jersey applies) and all other applicable Federal and State Statutes.

- 2.9 Provide a full-time cafeteria manager on site who shall be responsible for the performance of cafeteria and catering services and implementing the terms of the Subcontract. PPPL shall be notified, in advance of the absence of the Manager, of the identity of the individual who will represent him during his absence.
 - a. PPPL designates the individual assigned as cafeteria chef/manager as "Key Personnel." PPPL reserves the right of final approval of the selection and termination of those assigned to "Key Personnel" positions.
 - b. The manager, and in his absence, his alternate shall have full authority to act for the Subcontractor on all matters relating to daily operation of the subcontract.
- 2.10 Require the manager or his alternate to be present during all hours Subcontractor employees are on site performing cafeteria or catering services.
- 2.11 Furnish sufficient qualified personnel to perform cashier duties for each meal to maintain a reasonable flow rate of patrons past the cashier. Cashier stations shall not be left unattended during meal service time. Register receipts shall be provided to patrons upon request.
- 2.12 Provide PPPL in writing the name and means of contacting the vending manager and his alternate(s).
- 2.13 Develop for PPPL approval a plan for ensuring adequate staff in the event of predicted inclement weather and for notification of staff in the event of PPPL closings. Depending on the circumstances, the plan may include reduced hours and limited staffing. Subcontractor food services employees shall be considered "non-essential" personnel in the event of PPPL closings. In the event of an unexpected weather emergency, Subcontractor shall communicate immediately with the Princeton Technical Representative for the Cafeteria Subcontract and a mutually acceptable plan shall be agreed upon. The plan shall be based on good judgment in assessing risks, and be prudent with regard to employee safety. PPPL's inclement weather operations rely on work group plans and internal communications. Announcements are also made via the media (<http://labstatus.pppl.gov>, radio and television).
- 2.14 Insure that new Subcontract employees report to the PPPL Office of Human Resources, Room B173, Lyman Spitzer Building (LSB) on their first workday at PPPL to process for a Photo-ID badge.
 - a. Every person working or visiting PPPL for more than 40 work hours in a year must attend PPPL's General Employee Training (GET) safety course. This training should be accomplished immediately

upon beginning work at PPPL. It is a condition of receiving a photo badge. Retraining is required every three years.

- b. Upon termination of their assignment at PPPL, Subcontractor employees must out-process at the Office of Human Resources by returning their picture badge. It shall be the responsibility of the Subcontractor to insure that out-processing is done. PPPL reserves the right to withhold payment of Subcontract invoices until the picture badges of departed Subcontractor employees are returned to PPPL.
- c. Personnel assigned to work under the Subcontract who will not be on-site at PPPL 40 work hours during a year period will obtain a disposable badge each day from the Security Guard at the main gate.

2.15 Insure Subcontractor employees wear a PPPL Visitors or Photo-ID badge while on-site at PPPL. Subcontractor's employees will have access to food service areas, to include vending machine areas, at all reasonable times, but will be a business visitor in all other parts of PPPL.

2.16 Provide uniforms for all food service personnel. On-site food services personnel shall be clearly identifiable by means of a uniform or acceptable equivalent (e.g., smock, cover-up, etc.). Clothing shall be clean and neat in appearance, and appropriate to the occasion and duties being performed. Shoes shall be of sturdy construction and shall cover the foot to meet sanitation and safety requirements. In addition, all personnel shall wear identifying nametags.

PERSONNEL CONDUCT

2.17 Be responsible for the supervision and conduct of Subcontractor employees. Insure that Subcontractor employees at all times conduct themselves in a courteous and professional manner appropriate to all aspects of food service with an emphasis on customer service.

- a. No employee of the Subcontractor shall be admitted to the work site without providing government issued photo identification
- b. No loud, boisterous or rude behavior shall be permitted.
- c. PPPL may direct that a subcontract employee be removed from the premises for any violation of the rules and regulations as specified in this subcontract, including:
 - 1. Unauthorized use of PPPL property, theft, vandalism, or immoral conduct.
 - 2. Falsification or unlawful concealment of facts from official documents or records.
 - 3. Unethical or improper use of official authority or credentials.

4. Conduct not consistent with the requirements for providing courteous and professional services.

CATERING

- 2.18 Cater special events such as dinners, conferences, meetings, holiday parties and picnics as requested by PPPL. The Subcontractor shall prepare an estimated cost per person for each special event. This estimate must be approved by PPPL before the Subcontractor provides the services. The revenue derived from these functions shall be credited to the gross sales (sales tax excluded). The actual costs of these functions shall be included in the monthly statement of cost. Only those functions, which are specifically University (PPPL) functions, are automatically non-taxable. Any other groups holding a special function must provide a tax-exempt number or be taxed on the total cost of the function without any subsidy by PPPL whatsoever.
- 2.19 Cater PPPL sponsored or related events held off-site, at the request of PPPL and upon mutual agreement of the Subcontractor and PPPL.
 - a. Demonstrate flexibility in accommodating circumstances such as late requests, cancellations, changes and increases in the guaranteed number served. PPPL events are such that catering requests are often made with very short notice, and are frequently changed several times prior to delivery.
 - b. Provide same-day service for working lunches and dinners with minimum two hours notice for lunch and six hours notice for dinner.
 - c. When last-minute requests; additions or changes exceed the availability of requested menu items, Subcontractor shall propose reasonable alternatives to meet the requirements from other supplies on hand.
 - d. No catering services shall be provided without a Catering Request form.
 - e. If a catering function is canceled at any time, Subcontractor shall bill PPPL only for the cost of products that cannot be returned or used in the cafeteria or for other catering events.
- 2.20 Develop and submit a master list of prices for catering services and a Catering Request form.
- 2.21 Develop procedures, subject to PPPL approval, to allow PPPL hosted groups to patronize the cafeteria during regular meal hours, with the cost of meals consumed billed to the sponsoring individual or group, or to the groups visiting PPPL.

- 2.22 Work with PPPL's Sustainability personnel to develop zero waste event procedures, and cater such events under terms and conditions as set forth in this document.

SUSTAINABILITY – GENERAL

- 2.23 Subcontractor shall utilize sustainable “green” cleaning products and follow PPPL's Green Cleaning Procedure to maximum extent feasible during the performance of the contract, with an emphasis on using products that are: USDA designated biobased or BioPreferred, biodegradable, less toxic, with minimal use of unnecessary dyes and fragrances.
- 2.24 Subcontractor shall participate in future PPPL based education efforts to promote awareness and understanding of sustainable agriculture, benefits of local foods, organics, and of “green” products and systems (i.e. recycling and composting). This will be accomplished through posters, written newsletters and media in the cafeteria.
- 2.25 Subcontractor shall provide written description with their bid package regarding how their food service company addresses sustainability issues in food service for maximum environmental, social and economic impact.

SUSTAINABILITY – LOCAL FOOD

- 2.26 Subcontractor shall develop meaningful partnerships with local growers and producers whenever possible ... Local to be defined as products grown and processed in the Northeast region with an emphasis on New Jersey grown and processed products within 100 miles of PPPL.
- 2.27 When certain fruits and vegetables are in season in the State of New Jersey, as defined by the New Jersey Department of Agriculture, subcontractor is strongly encouraged to maximize purchases of products labeled “Jersey Fresh, “Jersey Grown” or other agricultural food products and commodities grown or raised in New Jersey in accordance with N.J.S.A 52:32-1.6. Information regarding the variety of that is in season in New Jersey may be found at www.state.nj.us/jerseyfresh/inseason.htm
- 2.28 Subcontractor shall provide annual and quarterly reports to PPPL documenting the actual percent of cost of sales that are local.
- 2.29 Contractor shall provide annual and quarterly reports to PPPL documenting the actual percent of costs of sales that are organic.

SUSTAINABILITY – MINIMIZED WASTE

- 2.30 The subcontractor shall assist PPPL's sustainability efforts by participating in events such as Earth week (April) and America Recycles Day (November).
- 2.31 Subcontractor shall assist PPPL in complying with Executive Order 13514 waste reduction requirements by placing a strong emphasis on waste reduction, composting and recycling.
- 2.32 Subcontractor shall assist PPPL with its pre-consumer and post-consumer food waste diversion policies and programs.
- 2.33 Subcontractor shall use plastic alternatives that are compostable for serving and "to go" food packaging (i.e. paper, BPI approved products or products that meet stringent, scientifically based specifications: **ASTM D6400** or **ASTM D6868**) – Products shall include bowls, clamshells, cups, cup lids, straws, take-out trays and utensils.
- 2.34 Subcontractor shall find opportunities to reduce overall packaging required for food (i.e. use of paper wraps rather than plastic).
- 2.35 Subcontractor shall use paper napkins made with 30-60 post consumer recovered fiber and 30-100 percent recovered fiber, bleached without chlorine and processed chlorine free. Paper towels used in rolls or sheets shall have 40-60 percent post consumer recovered fiber and 40-100 percent recovered fiber. All paper products shall maintain close to or higher recycled content as mentioned above.
- 2.36 Subcontractor shall provide bulk condiment dispensers to the maximum extent practical to eliminate the use of individual plastic condiment packages.
- 2.37 Subcontractor shall use wooden beverage stirrers only
- 2.38 Subcontractor shall participate in Environmental Review Committee meetings, which are held 2-3 times per year, to report on their program and activities regarding sustainability.

3.0 PPPL (BUYER) REQUIREMENTS

The buyer shall:

- 3.1 Furnish the Subcontractor the facilities, on a rent-free basis, including utilities, computer network connection and telephone necessary for the performance of the work requirement of this Subcontract. PPPL will not be liable to the Subcontractor for theft or other losses from the food service areas or Subcontractor owned equipment provided any such theft or loss does not result from the acts of PPPL or its agents.
- 3.2 Maintain in good mechanical condition the food service equipment provided for the operation of the cafeteria, except that Subcontractor shall provide operator care of such equipment. Attachment 12.2 lists the PPPL Cafeteria Equipment that is provided for use by the Subcontractor.
- 3.3 Furnish any equipment necessary, and make structural changes required, to comply with all laws, ordinances, regulations, and rules of Federal State and Local authorities and standards of cleanliness, safety, and health.
- 3.4 Provide necessary garbage containers and arrange for off-site disposal, as required, of garbage, trash, grease/oil, and other recyclable material.
- 3.5 Monitor the Food Service Program through periodic on-site visitations.

EQUIPMENT, SUPPLIES, FOOD AND SPACE USE

- 3.6 Acquire required capital items having an original purchase price of \$250.00 or more. PPPL is responsible to maintain (except operator maintenance is the responsibility of the Subcontractor), replace and repair all food preparation and storage equipment. PPPL will make required repairs or arrange for a third party vendor to make the repairs upon notification by the Subcontractor. Subcontractor shall maintain, repair and retain ownership of Subcontractor-furnished equipment.
- 3.7 Replace trays, silverware, chinaware, glassware, kitchen utensils, and other similar standard inventory operating items that have become lost, stolen, or worn out. These shall be purchased by PPPL based upon the recommendation of the Subcontractor. Replacement items become the property of PPPL and must be returned upon the termination of this Subcontract in the same condition as when acquired, except for reasonable fair wear and tear.
- 3.8 Retain ownership of all non-expendable supplies and capital equipment. The contractor shall take such measures as may be reasonably required by PPPL to protect against loss by pilferage or destruction.

- 3.9 Retain ownership of all food service beginning inventory including commodities, and use food and paper product inventories on hand.
- 3.10 Retain the right to, without interfering with normal food service, use the dining, production, and service areas from time to time for PPPL functions, at no cost to the Subcontractor. Facilities shall be restored by PPPL to conditions mutually satisfactory to the parties before the next regularly scheduled meal service.
- 3.11 Provide the following services:
 - a. Electricity, gas, sewer and water;
 - b. Regular building maintenance, including repair and renovation of food preparation equipment and food storage equipment, with the exception of normal clean-up;
 - c. Repair of all physical facilities;
 - d. Removal of all trash and garbage, with the exception of that in the food service serving and preparation areas;
 - e. Cleaning supplies for use in the dining area;
 - f. Cleaning and sanitation of floors and other non-food surfaces located in the dining area;
 - g. Insect and pest control;
 - h. Basic local telephone and fax service;
 - i. Computer access to the internet via PPPL's network;
 - j. Use of PPPL mail distribution service.

4.0 SUBCONTRACTOR GENERAL OPERATING REQUIREMENTS

- 4.1 Obtain and pay for food, beverages, supplies, and materials of every kind necessary, including those items that support PPPL's Sustainability goals for the successful operation of the cafeteria and catering events, to the satisfaction of PPPL, except for those items specifically cited herein as being provided by PPPL. The Subcontractor shall obtain and pass on to PPPL all discounts on purchases made for PPPL cafeteria and catering operations.
- 4.2 Be responsible, and accountable, for controlling and reasonably safeguarding PPPL and U.S. Government property assigned by PPPL and/or that comes into Subcontractor's possession at PPPL. Unless otherwise directed by PPPL, the Subcontractor is exempt from any requirement under this Subcontract to develop a Property Management System. The Subcontractor's on-site Manager will be appointed as the Subcontractor's Property Contact for this Subcontract.

- 4.3 Inspect facilities daily and notify PPPL immediately if evidence of insects or rodents is found. PPPL will provide pest and rodent control services.
- 4.4 Develop and follow procedures for food and material handling and storage to prevent contamination, minimize spoilage and maximize customer satisfaction, with particular regard to flavor, freshness, taste, visual appeal and nutrition.
- 4.5 Provide current meal and catering menus to PPPL in electronic form. Submit weekly menus at least two working days before the beginning of the week, for advance review by PPPL and for posting on the PPPL web site. Menu selection shall emphasize customer satisfaction, with the highest possible emphasis on presenting an attractive, appealing and balanced meal, including but not limited to such considerations as taste, texture, color, flavor, variety, appearance and nutrition.
- 4.6 Maintain adequate supplies of all menu items and replenish all food, beverages, tableware (utensils, napkins, plates, glassware, trays, etc.) and dining table items (sugar, salt, pepper, etc.) as necessary throughout the meal periods to insure availability to cafeteria patrons with no undue waiting. Disposable products may be used in the cafeteria and for catering but, in keeping with the sustainability provisions throughout this contract, these disposal products should be made available to the least extent possible.
- 4.7 Post and maintain a menu board. Posting of menus for all meals of the day shall be completed before the start of the breakfast meal.
- 4.8 Shall not use PPPL provided facilities as a storage area or base of operations for Subcontractor activities with third parties. The utilities and physical facilities made available shall be used for PPPL business purposes only. Subcontractor shall reimburse PPPL for any unofficial use of Laboratory telephones or other services.

CLEANING

- 4.9 Prior to assuming responsibility for operating the cafeteria; Subcontractor shall prepare for PPPL approval plans for cleaning all equipment and furniture; food service, dining, pantry closet, storage and office areas; and floors, including major semi-annual cleaning. Plans shall include standards, procedures, schedules, equipment and supplies. Any changes to the PPPL approved plan shall be submitted to PPPL for approval prior to implementation.

- 4.10 Subcontractor shall operate and maintain all cafeteria equipment, dining area furniture, food service areas (including office), and dining areas in a clean and safe condition in accordance with standards acceptable to PPPL and in compliance with all applicable Federal, State and Local laws, ordinances, regulations and rules. Maintenance of floors in the service area (front and behind serving line) and in the kitchen is the responsibility of the Subcontractor, and the maintenance of all other floor areas, including dining areas and the area surrounding installed vending machines, is the responsibility of PPPL.
- 4.11 Provide all equipment and supplies necessary to clean and maintain the food services areas and equipment.
- 4.12 Clean and sanitize all food service equipment, dining area furnishings, facilities and utensils. Daily clean the floors and walls in serving and kitchen area (including office, utility closet and pantry closet). Minimum standards for cleaning include all items to be free of food particles, other soil, grease and cleaning or sanitizing agent residue.
- 4.13 Only essential cleaning shall be accomplished in the kitchen and serving areas while meals are being prepared and in the dining area while patrons are present during cafeteria operating hours.
- 4.14 Inspect the dining area at least every 60 minutes during the breakfast and lunch meal periods, remove any empty trays from unoccupied tables, and wipe clean any soiled table tops or chairs.
- 4.15 Clean up spills and breakage in the kitchen and food service areas immediately after occurrence; and in the dining area immediately upon learning of the occurrence during operating hours.
- 4.16 Insure that the dining area is neat and tidy at the end of each meal period and at the end of cafeteria operating hours. This includes wiping tables, straightening chairs and picking up trash.

GARBAGE AND TRASH

- 4.17 Be responsible for complying with local recycling ordinances and any additional recycling and composting programs approved by PPPL. Subcontractor will remove oil/grease and other trash and garbage from food service and preparation areas to the designated disposal site for pickup/recycling by a vendor arranged for by PPPL.
- 4.18 Garbage and trash containers shall be kept covered except for containers actively being used in food preparation areas.

- 4.19 Subcontractor shall clean and sanitize garbage and trash disposal containers in food preparation and service areas each time the containers are emptied. If plastic container liners are used, containers and covers shall be cleaned when they become soiled, but not less than weekly.

PERSONAL HYGIENE

- 4.20 Subcontractor shall insure that its employees adhere to all applicable Federal, State, and Local codes and requirements for personal hygiene, and the following practices:
- a. Hands shall be washed upon reporting for work, immediately after visiting a lavatory, after smoking, after taking a break, and after handling money, raw meat, poultry, garbage, or otherwise soiling the hands.
 - b. Wristwatches, bracelets, and rings (except wedding and engagement rings) shall be removed while preparing and serving food, unless sanitary gloves are worn.
 - c. Smoking or use of tobacco in any form shall be prohibited except during break periods in designated areas.
 - d. Hair restraints (hats, caps, hair nets) shall be worn to prevent loose hair from falling into food or onto food contact surfaces. Hair shall be clean and neat in appearance.
 - e. Subcontractor shall inspect its' personnel daily for any evidence of communicable disease such as boils, infected wounds, open sores, or acute respiratory infection. Personnel with any communicable health problem shall not be permitted to work in any capacity where there is likelihood of food or food contact surface contamination with pathogenic organisms, or transmitting disease agents to others. Personnel relieved of duty due to a communicable disease must have a medical clearance to return to work.

5. ENVIRONMENT, SAFETY AND HEALTH

The Subcontractor shall:

- 5.1 Perform all tasks and operate all equipment in a safe and healthful manner, including but not limited to: conserving energy, minimizing waste and protecting personnel, facilities, equipment and the environment. All work shall be in accordance with applicable sections of the PPPL Environment, Safety and Health Directives Manual 5008 (ESHD 5008). Specifically:

Section 7.0 - Waste Management,
Section 8.0 - Industrial Hygiene,
Section 9.0 - Occupational Safety, and
Section 12.0 - Environmental Protection.

The manual is available on the Internet at the following web address:
http://www.pppl.gov/eshis/ESHD_MANUAL/sm.html.

- 5.2 Perform work in a manner conforming to OSHA, USDA, DOE, and PPPL requirements, Middlesex County Public Health Department standards, applicable specifications established by the National Sanitation Foundation and applicable Federal, State, and local laws, regulations and requirements, whether or not they are specifically listed in the Statement of Work or subcontract. The Subcontractor must maintain applicable health and sanitation certifications current. Care must be taken to protect people and surroundings.
- 5.3 Any subcontractor worker who becomes injured or ill while working at the PPPL site must report as soon as possible to the PPPL Occupational Medical Office (OMO).
- 5.4 Subcontractor workers must take and pass PPPL General Employee Training (GET) before they are authorized to be on-site for more than 40 hours during a calendar year.
- 5.5 Contact Princeton's Technical Representative for the Subcontract for any PPPL permits required for Subcontract performance. For example, no burning or open flames (e.g., barbecues, chafing dishes) will be permitted without a PPPL Flame Permit and the presence of a PPPL trained fire watch.
- 5.6 Before beginning on-site work:
 - a. Perform a "Job Hazard Analysis" to identify existing and potential workplace hazards, evaluate the risks of associated injury or illness and to develop hazard controls. PPPL Job Hazard Analysis (JHA) form [Attachment 12.3] will be used for this Analysis. PPPL assistance in preparing this form is available.
 - b. PPPL approval of the JHA must be received.
 - c. With the Princeton Technical Representative present the Subcontractor, using the completed, approved, JHA form must conduct a pre-job briefing of all Subcontractor workers. The purpose of the briefing will be to identify the job hazards to personnel, the environment and/or equipment, and to identify the requirements and controls that must be adhered to in order to preclude or limit those hazards.
- 5.7 Insure each new worker arriving at PPPL during the course of the Subcontract receives a safety briefing by the Subcontractor's Cafeteria Manager prior to commencing work.

- 5.8 Strive to maximize the acquisition and use of items composed of the highest percentage of recovered/recycled materials practicable, in accordance with government procurement policy. EPA guidelines may be found on the World Wide Web at <http://www.epa.gov/cpg/products.html>.
- 5.9 Recycle waste materials in accordance with PPPL recycling guidelines.
- 5.10 Compost organic waste materials in accordance with PPPL recycling and waste minimization guidelines

6.0 SUBCONTRACT TYPE

6.1 The subcontract awarded for Managing and Operating Food Services for Princeton Plasma Physics Laboratory (PPPL) shall be a Cost Subsidy Incentive Type. This will be executed as follows:

- a. The subcontract shall include:
 - Estimated Revenue (\$)
 - Estimated Subsidy (\$)
 - Administrative Fee (\$ or percent of revenue)
 - Management Fee (\$ or percent of revenue)

These values agreed to by the parties after negotiations, will be incorporated into the Cafeteria Subcontract.

Notes: During negotiations the parties will agree on the frequency of revising the Estimated Revenue and Subsidy.

- b. In the event the total costs for food service operations, as reflected in the Monthly Statement of Food Revenue and Operating Costs (which shall include administrative fees, management fees, advertising, promotions due to Subcontractor) exceeds the total gross sales (sales tax excluded), the resulting Deficit shall be paid to the Subcontractor by PPPL, not to exceed the total Estimated Subsidy dollar value agreed to by the parties.
- c. The Deficit exceeding the Estimated Subsidy will be the responsibility of the Subcontractor, until such costs equal the Estimated Subsidy plus the amount of the agreed to Management fee.
- d. The amount of the Deficit that exceeds the Estimated Subsidy, plus the total of the agreed to Management fee, shall be paid to the Subcontractor by PPPL.

6.2 If the cafeteria and catering sales revenue (less taxes) for the year exceed total costs for food service operations, the parties shall share the surplus amount according to a share agreement that will be negotiated into the Subcontract.

6.3 Subsidy Adjustment. In the event that cafeteria and catering sales in any FY fall by more than 1% of the projected revenue agreed to by the parties, and the decrease is deemed to be the fault of PPPL (caused by a PPPL reduction-in-force or an unplanned curtailment of PPPL operations that effect cafeteria sales revenue), the subsidy cap for that year will be adjusted upward by \$1000 for every 1% of the revenue shortfall percentage, rounded to the nearest 1%. For example, if the projected sales for the year is \$300,000 and actual revenue falls to \$294,000 due to a PPPL reduction-in-force, the subsidy cap will be increased by \$2,000. That is:

Projected sales revenue of \$300,000 minus actual sales revenue of \$294,000 equals a \$6,000 Revenue Shortfall.

\$6,000 Revenue Shortfall divided by the projected sales revenue of \$300,000 equals a Revenue Shortfall Percentage of 2%.

2% Revenue Shortfall Percentage times \$1000 per 1% = \$2,000

The subsidy would be increased by \$2,000.

6.4. Incentive Fee. If total costs for food service operations for the year exceed total net cafeteria and catering sales for the year, but the resulting Deficit is less than the adjusted Total Estimated Subsidy, the Subcontractor shall be paid an incentive fee of 50% of the reduced amount of the deficit. For example, if the deficit for the annual period is \$72,000 in lieu of an adjusted estimated Subsidy of \$78,000.00, PPPL will pay an incentive fee of \$3,000 (\$6000 X 50%).

7.0 REPORTING, INVOICING AND DELIVERY REQUIREMENTS

7.1 Subcontractor shall submit a Monthly Invoice along with a Monthly Statement of Details for Food and Vending Service Revenue and Operating Costs for the previous calendar month to PPPL by the tenth of each month, using a format agreed to by both parties.

7.2 Monthly invoices shall contain cost and revenue details and year-to-date totals and comparison with prior years. The following information must be included with all invoices:

a. **TOTAL REVENUES**

Revenues shall include all cash sales, reimbursements, commodities, and other cash receipts attributed to the program.

b. **Costs and Fees**

1. Hourly Wages (to include fringe benefit costs and any applicable payroll costs).
 2. Management Salaries (to include fringe benefits costs and any applicable payroll costs).
 3. Cost of Food Purchased or Processed
 4. General Expense (identify cost categories) .
 5. Administrative Costs
 6. Management Fee
 7. Indirect Costs
- c. **TOTAL COSTS**
 Costs shall include all expenses associated with the current operation of the food service program including on-site labor (salary and benefits) and all food costs, value of commodities used (including processing costs), general expenses, money pick-up costs, utility charges, delivery charges, administrative costs, management fees, and other direct costs of operation.
- d. **TOTAL NET GAIN or NET LOSS REQUIRING SUBSIDY BY PPPL**

7.3 Statements of Operating Details shall be submitted for cafeteria and catering operations, with backup documentation substantiating each line item and include at a minimum:

- a. Gross sales and net sales broken down by cafeteria and catering, itemized operating expenses, including labor (with names rates and hours), product cost and other expenses directly associated with producing the product (i.e., paper goods, cleaning supplies, etc.).
- b. Tableware, small wares and maintenance and repairs less than \$250 per item or incident (upon request).
- c. Equipment purchases, maintenance and repairs over \$250 per item or incident.
- d. Cafeteria Report, Including at a minimum:
 1. Number of operating days that month.
 2. Total number of customers that month.
 3. Average number of customers per day.
 4. Average amount spent per sale.
- e. Catering and Special Event Invoices or Report including at a minimum:
 1. Itemized list of catering events that month.
 2. Date and identity of each event.
 3. Itemized amounts billed for each event (food, labor, other).
 4. Itemized expenses (food, labor, other) for each event.
 5. Number of people served at each event.

f. The following information must be provided upon request (expected to be 2 times per year):

1. Breakfast Sales
2. Lunch Sales
3. Ala Carte Sales
4. Other Sales (Explain)

7.4 The Subcontractor shall submit a budget by August 1 of each contract year, earlier if requested, to be used by PPPL in its budget process. PPPL shall retain ultimate control over meal prices, and all appropriate elements of the food service program.

7.5 As a condition precedent to the start of cafeteria operations on-site at PPPL the Subcontractor will obtain and pay for all necessary permits and licenses for the conduct of the business in its name and shall comply with all laws and regulations pertaining to the licensing and operation of food establishments.

8.0 INSPECTIONS

8.1 PPPL will designate those personnel to conduct inspections as may be considered necessary to insure compliance by the Subcontractor with all provisions of this subcontract.

8.2 Subcontractor shall host and cooperate with the Middlesex County Public Health Department for the performance of kitchen and food service area inspections. Results of such inspections shall be given to PPPL within two working days of the inspection. Facility deficiencies will be corrected by PPPL; the Subcontractor will correct other deficiencies promptly.

9.0 MANAGEMENT CONTROLS

The Subcontractor is responsible for establishing effective management controls, for exercising sound management practices, for establishing internal control procedures consistent with provisions of this subcontract, and for providing complete and accurate accounting of all transactions. Failure of the Subcontractor to establish and maintain such effective controls shall constitute grounds for termination of this subcontract.

10. PROHIBITED PRACTICES

The Subcontractor and its lower tier Subcontractors, affiliates, employees, sales representatives and agents in the conduct of business are prohibited from:

- 10.1 Using any high-pressure sales or hawker-type sales tactics.
- 10.2 Procuring or attempting to procure and/or supplying roster listings for the purpose of soliciting sales.
- 10.3 Offering unfair, improper or deceptive inducements to purchase.
- 10.4 Using any manipulative, deceptive or fraudulent device, scheme or artifice, including misleading advertising and sales literature.
- 10.5 Entering into any unauthorized or restricted area without permission and required training.
- 10.6 Possessing, selling, consuming or being under the influence of intoxicants, drugs, or other substances which produce similar effects while performing duties under this subcontract.
- 10.7 Using or disclosing, directly or indirectly, information not generally available to the public that was obtained by reason of their subcontract positions. Any inquiries from news media concerning PPPL shall be referred to PPPL as soon as possible.
- 10.8 Any other unlawful or unethical practices.

11.0 PERFORMANCE EVALUATION

- 11.1 The Subcontractor cafeteria manager may be required to meet at least weekly with PPPL during the first month of the subcontract. Meetings thereafter shall be as often as PPPL determines necessary, but not less than semi-annually.
- 11.2 PPPL will evaluate Subcontractor performance on a regular basis, both to monitor progress under this subcontract and as a factor in deciding whether or not to award available options under this contract. The Subcontractor is required, at a minimum, to meet all of the requirements in this Statement of Work. However, PPPL's decision to exercise an option will depend in part on whether the Subcontractor's overall performance meets all requirements of this Statement of Work and has consistently been rated "Meets Expectations" or higher. The components of the performance evaluation will include but not be limited to:

Component	Schedule
1. Periodic progress meetings, documented by written minutes.	Semi-annually
2. Subcontractor's (oral) report of performance, issues and actions	Semi-annually
3. PPPL's review of the Subcontractor's performance since the last meeting and assessment of adherence to the subcontract requirements, including but not limited to: <ul style="list-style-type: none"> Quality of work performed Financial performance Staff qualifications and task assignments Review of monthly documentation Adequacy of deliverables, including completeness and timeliness Sustainability practices Discrepancy reports, if any Safety record Subcontractor response time and flexibility. 	Semi-annually
4. Any commendations or deficiency notices issued.	When issued
5. Other components as mutually agreed to in writing.	To be determined
6. Written analysis and overall rating by the Princeton Technical Representative, to include all of the above components. Ratings are:	Annual

	Superior Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory	
7.	Results of customer surveys conducted by the Subcontractor and/or PPPL.	When issued

11.3 PPPL will utilize a Service Notification Form (Attachment 12.4) as a way to document, monitor and resolve service issues related to the cafeteria or catering requests. The subcontractor will have an opportunity to respond in writing to any complaint made by PPPL staff. All issues will be resolved expeditiously.

ATTACHMENTS

- 12.1 PPPL Holiday Schedule
- 12.2 Cafeteria Equipment List
- 12.3 Job Hazard Analysis Form
- 12.4 Service Notification Form

ATTACHMENT 12.1

PPPL Holiday Schedule

The following dates are expected to be PPPL holidays for the next year.

Thanksgiving	Thursday, 24 November and Friday, 25 November 2011
Christmas and New Year's	PPPL will be closed Friday, 23 December 2011 through Tuesday, 2 January 2012
Memorial Day	Monday, 28 May 2012
Independence Day	Wednesday, 4 July 2012
Labor Day	Monday, 3 September 2012

ATTACHMENT 12.2**Cafeteria Equipment List**

<u>Unit</u>	<u>Manufacturer</u>	<u>Model Number</u>	<u>PPPL Tag#</u>
Chopper	Hobart Corp	84145	P23390
Dishwasher	Meiko	CRS-66	
Garbage Disposal	Wasteking	IND-011769	
Fryer	Pitco Frialator	E14B-FLTR	
Grill	Star	536TGA	
Microwave (2)	GE Profile	PEB2060DM1 WW PEB2060DM2 WW	
Mixer	Hobart Corp	A200	
Oven, Convection	Blodgett	CN903	
Oven, Convection	Blodgett	CN90-25	
Steamer Oven	Cleveland Range	42CKEM24	P26849
Range, Oven, Double-Desk High Shelf	Vulcan	VR6/VDD - flat top w/oven	
Slicer	Hobart Corp	1612E	
Toaster	Toastmaster	TC18A63	
Toaster	Savory	ST-1 RT-2VSE	
4 Slot Toaster	Savory	ST-1 14503	
Food Warmer	Thermotainer	UCPT-2	
Steam Table	American Permanent Ware Co	HFW-6 MARLO	P26983
Tilt Skillet Brazing Pan	GRODEN	FPC-2	P26966
Pizza Oven	Bakers Pride	Table top	
Panini Grill	Equipex LTD	Majestic	
2-Soup Kettles	Centaur	CSB12	
Sandwich warmer	Merco	1220-2-3P	
2-Salad Bars	Randell	RANSCA5S	P26969, P26970
Refrigerator -- air-screen	REGAL	SCRFC6078R	P28163
Walk-in Freezer	GEM Mfg	75	P28181
Personal Computer	DELL	L-SERIES/667	M44607
PRINTER, COLOR	HP Inkjet 2800	C60	M45205

ATTACHMENT 12.3

PPPL

PRINCETON PLASMA
PHYSICS LABORATORY

PROCEDURE

No. ESH-004 Rev 4
Attachment 1, Page 1 of 2

JOB HAZARD ANALYSIS

Reference: Work Order # _____ Work Permit # _____ Work Planning # _____ Procedure # _____ Other _____

Written by (Print): _____ Date: _____ Division/Branch/Org: _____

Description of job/work to be performed:

Location of job/work to be performed:

Hazard (Check-off and Describe the source of the hazard)	Control Measures (Write # of Control(s) in Box)	See Back
<input type="checkbox"/> Chemicals	<input type="checkbox"/> MSDS's Available <input type="checkbox"/> Training Provided	
<input type="checkbox"/> Ergonomic Issues (Repetitive Motion, Lifting, Physical Stresses, etc.)	<input type="checkbox"/> Contact IH for briefing	
<input type="checkbox"/> Ionizing Radiation [Health Physics-HP]	<input type="checkbox"/> Radiation Work Permit (RWP)	
<input type="checkbox"/> Non-Ionizing Radiation (Lasers, Magnetic Fields (EMF), RF, etc.)	<input type="checkbox"/> Contact IH for high power lasers/EMF/RF <input type="checkbox"/> Laser Safety Training	
<input type="checkbox"/> Environmental Impacts (Environmental Release, Hazardous Wastes, etc.) [M&ES]	<input type="checkbox"/> Contact M&ES for guidance	
<input type="checkbox"/> Noise	<input type="checkbox"/> Hearing Protection	
<input type="checkbox"/> Sharp objects/tools		
<input type="checkbox"/> Walking / Working Surfaces (Slips, Trips, Falls)		
<input type="checkbox"/> Falls / Elevated Work (6' above surface)	<input type="checkbox"/> Fall Protection Training	
<input type="checkbox"/> Ladders / scaffolds / manlifts	<input type="checkbox"/> Inspection <input type="checkbox"/> Training	
<input type="checkbox"/> Cranes / rigging / Forklifts	<input type="checkbox"/> Trained/Qualified Personnel	
<input type="checkbox"/> Welding / cutting / grinding / open flame	<input type="checkbox"/> Hot Work Permit [ESU]	
<input type="checkbox"/> Impairing a Security / Fire System [ESU]	<input type="checkbox"/> Contact Security	
<input type="checkbox"/> Hot Surfaces / Cryogenics	<input type="checkbox"/> Cryogenic Training	
<input type="checkbox"/> Heat or Cold Stress		
<input type="checkbox"/> Steam		
<input type="checkbox"/> Electrical ^h [Electrical Safety]	<input type="checkbox"/> Lockout/Tagout <input type="checkbox"/> Arc Flash Analysis ^h <input type="checkbox"/> GFCI <input type="checkbox"/> Trained Personnel	
<input type="checkbox"/> Confined Space / Oxygen Deficiency	<input type="checkbox"/> Confined Space Permit	
<input type="checkbox"/> Machinery / Machine tools	<input type="checkbox"/> Machine Guards <input type="checkbox"/> Chip Guards	
<input type="checkbox"/> Hand Tools / Power Tools	<input type="checkbox"/> GFCI	
<input type="checkbox"/> Eye Hazards	<input type="checkbox"/> Safety Glasses <input type="checkbox"/> Goggles	
<input type="checkbox"/> Falling Objects	<input type="checkbox"/> Hard Hats	
<input type="checkbox"/> Potential / Stored Energy (Springs, instability, capacitors, batteries, fans, hydraulics)		
<input type="checkbox"/> Foot Hazard	<input type="checkbox"/> Safety Shoes	
<input type="checkbox"/> Trenching / Digging	<input type="checkbox"/> Digging Permit	
<input type="checkbox"/> Wall / Floor Penetrations	<input type="checkbox"/> Penetration Permit	

For questions about these topics, contact Industrial Hygiene (IH) except where noted in [brackets].
IH = 2533, 2531, 546, 639. HP = 2311, 2315. M&ES = 3380. ESU/Security = 2536, Electrical Safety = 3740

<input type="checkbox"/> Access / Escape / Communications Concerns		
<input type="checkbox"/> Biological (Bodily fluids, Insects, Poison plants)		
<input type="checkbox"/> Vehicle Use / Fuel / Exhaust		
<input type="checkbox"/> Illumination (inadequate lighting)		
<input type="checkbox"/> Working Alone (Requires IH Approval)	<input type="checkbox"/> IH Must Review/Approve	<input type="checkbox"/> Contact Security
<input type="checkbox"/> Pressure / Vacuum (cylinders, pressure tests)	<input type="checkbox"/> Compressed Gas Training	
<input type="checkbox"/> Others:		
Comments:		

Control Measures (Write the number of the appropriate control next to the hazard to which it applies)			
Engineering Controls	Administrative Controls	Personal Protective Equipment (PPE)	
01 - Platforms, Scaffolds	12 - Procedures	23 - Hard Hats	29 - Safety Glasses/Goggles
02 - Use less hazardous chemicals	13 - Specific training for job/location	24 - Face Shields	30 - Coveralls
03 - Machine Guards, Chip Guards	14 - Worker Rotation, Rest Breaks	25 - Safety Shoes	31 - Boots / Booties
04 - Ventilation (fume hoods, elephant trunks, local exhaust systems)	15 - Permits (Confined Space, RWP, Hot Work, Digging, Penetrations, Flame)	26 - Ear Plugs/ Muffs	32 - Gloves (leather, kevlar, neoprene, nitrile, voltage rated)
05 - Fall Protection (Guardrails, toe boards)	16 - Signs & Labels, Warning alarms ("high level")	27 - Respirator / Dust Mask	33 - Full Body Harness & lanyards
06 - Engineered Equipment Design	17 - System or Job Walk down	28 - Lab Coat / Apron	34 - Flame retardant / flash resistant clothing
07 - Noise enclosure, absorption, mufflers	18 - Safety watch, Buddy System	35 - Electrically insulated Mat / Tools	
08 - Vibration dampeners	19 - Lockout/Tagout	Emergency Equipment:	
09 - Temporary lights	20 - Spill Containment	36 - Fire Extinguishers	40 - Retrieval Gear
10 - Welding Screens	21 - Barricades	37 - Telephones/Radios	41 - First Aid Equip.
11 - Mechanical lifting aids	22 - Training / Qualification / Certification	38 - Sprinkler System	42 - Alarms
		39 - Eye Washes & Safety Showers	

Human Performance Tools for an Enhanced Pre-Job Brief:
 Situational Awareness - Job Site Review - Questioning Attitude - Stop When Unsure - Effective Communication

Task Review using SAFER
 Summarize Critical Steps - Anticipate Errors - Foresee Consequences - Evaluate Controls - Review Previous Experience

Human Performance Tools During Work:
 Self-Checking - Peer Checking - Flagging - Independent Verification

Identify and eliminate or mitigate Error Precursors:			
Task Demands	Work Environment	Individual Capabilities	Human Nature
Time Pressure	Distractions/Interruptions	Unfamiliarity with Task/First Time	Stress
High Workload	Changes / Departure from Routine	Lack of Knowledge	Habit Patterns
Simultaneous, Multiple Tasks	Confusing Displays or Controls	New Technique not used before	Assumptions
Repetitive monotonous actions	Workarounds / OOS Instruments	Imprecise Communication Habits	Complacency / Overconfidence
Irrecoverable Acts	Hidden System Response	Lack of Proficiency / Inexperience	Mindset (tuned to see)
Interpretation Requirement	Unexpected Equipment Conditions	Indistinct Problem-Solving Skills	Inaccurate risk perception
Unclear Goals, Roles, Responsibilities	Lack of Alternative Indication	"Hazardous" Attitude for Critical Task	Mental Shortcuts
Lack of Unclear Standards	Personality Conflicts	Illness/Fatigue	Limited Short-Term Memory

Industrial Hygiene Review Required | IH Signature: _____ Date: _____

Other Review Required | Who? _____ Signature: _____ Date: _____

Cog. Individual or RLM Approval Required | Signature: _____ Date: _____

Personnel Briefed on this JHA (print): _____

ATTACHMENT 12.4



Princeton University
Plasma Physics
Laboratory
James Forrestal Campus
U. S. Route 1 North
P. O. Box CN-17
Princeton, NJ 08543



**SUBCONTRACT AGREEMENT
S006354-F XYZ Food Group**

SERVICE NOTIFICATION

REPORT DATE: _____
INCIDENT DATE: _____

PERSON REPORTING:

() **PPPL** Name _____

() **XYZ Food** Name _____

Service Matter:

PPPL Signature: _____ **Date:** _____

XZY Food Signature: _____ **Date:** _____

cc: E. Jenkins

CAFETERIA VENDOR SELECTION EVALUATION CRITERIA

Food Service Program

Points (%)

Cycle Menu Variations		50
1	Quality, Temperature, Appearance and Taste of Food Servings	
2	Portion Sizes	
3	Special Menus (special functions, diets, allergies, etc.)	
4	Daily Variety of Specials	
5	Food Service Equipment to be provided	

Management Plan

Points (%)

Plan for Performance of Statement of Work Requirements		20
1	Method of Insuring Compliance with Regulatory Safety, Health and Sanitation Requirements	
2	Ability to Understand and Implement a Sustainability Program	
3	Past Performance	

Personnel

Points (%)

Cafeteria Management		20
1	Background and Relevant Experience	
2	Number of Staff and Management Personnel	
3	Training Programs for Cafeteria Employees	

Responsiveness to PPPL Contingencies

Points (%)

Ability to Augment Food Staff When Required		10
1	Flexibility to Modify Cafeteria Schedule and Staff Assignments when PPPL Operating Schedule Dictates	
2	Ability to Respond to Changing/Last Minute Catering Requests	

TOTAL POSSIBLE POINTS

100

Additional Criteria

- 3-years experience operating a similar size cafeteria
- Provide three references from previous corporate employer