

ATTACHMENT H

SPECIFICATIONS

ALL PRODUCTS MUST MEET ALL CURRENT FOOD AND DRUG ADMINISTRATION (FDA) STANDARDS. ENVIRONMENTAL PROTECTION AGENCY (EPA) STANDARDS CALLED FOR IN THE MOST RECENT EPA RULING THAT WILL BECOME EFFECTIVE ON THE DATE OF THE INVITATION TO BID. U. S. DEPARTMENT OF AGRICULTURE AND U.S. DEPARTMENT OF COMMERCE PROCESSING REGULATIONS, AND INDIANA STATE BOARD OF HEALTH REGULATIONS.

NO MINIMUM MEAL COUNT CAN BE GUARANTEED OR WILL BE PAID FOR. Only meals served will be paid for. Meals required will depend on the agency's determination of course demands, space and funds available. Food serving line shall remain open whenever students are in attendance at agency.

The Agency Registrar's Office will supply the Vendor advance written notice (Facilities Requests) for the purpose of determining estimated meals required. **THESE NOTICES ARE NOT TO BE CONSTRUED AS EXACT FIGURES BUT ONLY AS ESTIMATES TO AID VENDOR IN ORDERING AND PREPARATION OF FOOD.** In addition, a daily meal count will be submitted to vendor for lunch and the following day's breakfast by 9:30 AM each day.

Meal planning periods will be on a six week or less rotation basis and rotated during quarterly period (3 months). If necessary, the Academy Food Committee will make menu suggestions to Food Service Vendor. Complete menus must be turned in to the Food Committee Chairman for approval at least two weeks prior to the new rotation period.

Agency will furnish a fully equipped kitchen and dining room, and be responsible for equipment maintenance. Agency will also furnish utilities such as electricity, gas, and water. Vendor will have a private phone line to be utilized as modem/fax/direct line, billed to them each month.

Vendor and his/her employees must meet all Board of Health standards, pass all Board of Health inspections, and abide by all rules and regulations as set forth by the Indiana State Board of Health. A copy of all Board of Health inspections shall be submitted to the Business Office. Agency requires food service employees to wear hairnets and practice good personal hygiene. Also, employees shall maintain a friendly, cooperative, respectful attitude at all times and appear neat and clean at all times. Agency reserves the right to have any employee removed from the cafeteria areas, permanently or temporarily, for any reasonable stated cause.

Vendor shall have a full time Food Service Manager or his/her designee on staff during normal business hours.

Vendor shall keep all refuse containers clean, including the surrounding areas at all times. Also, vendor will transport said refuse to specified areas and promptly pick up emptied containers. Agency will provide the necessary service for the removal of refuse from a specified area near the loading dock. **RECYCLING REGULATIONS SHALL BE RECOGNIZED WHENEVER POSSIBLE.**

Vendor will allow Agency access to kitchen, and/or cafeteria area at all reasonable hours for the purpose of inspection, maintenance, special testing and cleaning. Inspections will be conducted at least once every 2 weeks or more often, if needed.

Vendor assumes all cost of loss due to temporary suspension of operations regardless of cause. Such suspension may be due to, but not limited to, the following: mechanical failures of equipment, power failures, or weather conditions.

In the event the Vendor deems it necessary to replace any of the equipment furnished by the State of Indiana, he shall do so at his own expense, upon written approval of the State of Indiana.

The Vendor shall not, without written approval of the Executive Director of the Indiana Law Enforcement Academy, rearrange any facility provided herein.

Vendor shall be responsible for all sanitation measures necessary, including pest control.

Within first month of new contract, vendor will conduct an initial inventory (Basic Inventory level) of dishware, serving and cooking utensils and equipment. Thereafter, once each year (December) or sooner if required by Agency, the Vendor and Agency will conduct an inventory to determine loss or breakage of said items. Vendor will be responsible for replacing these items based upon inventory results. **Both Vendor and Executive Director or Designee, of Agency must sign a completed inventory list.** Agency will retain original and give a copy to Vendor. Any increases in the Basic Inventory Level, not approved by the Executive Director, may be purchased at the Vendor's expense. Increases approved by the Executive Director will be paid for by the Agency. Items needing replacement due to general wear and tear will be replaced by the Agency. (THIS DOES NOT INCLUDE DISHWARE AND SILVERWARE).

Vendor will sell meals, or portions thereof, to Agency employees, and their guests or visitors. Vendor will use existing cash system for these meals. Individual prices for each item (e.g. entrée, vegetable, dessert) shall be based on meal ticket prices established at time of bid award. Prices must be clearly posted on or near serving line.

Meal tickets will be sold by Agency Quartermaster Section ONLY for special events, such as Visitors Day, Graduation, special seminars and meetings. Meal tickets will be turned over to Vendor for reimbursement purposes

Vendor is responsible for cleaning of grease dumpster on a regular basis.

Parking will be available for employees of the vendor at no charge.

MEAL PLANS

Bids will be on the following suggested meal plans (per minimum requirements in Exhibits A & B, Food Service General Requirements).

- A. **BREAKFAST** – One (1) choice from two (2) juices, eggs, meats, potatoes, grits or cold cereal, donuts, sweet rolls, or bagels, toast, fresh fruit, butter or margarine, jelly, jam or marmalade, coffee, tea or milk. Biscuits and gravy with meat (chipped beef, sausage or ham) may be substituted for eggs and meat once per week.

Option Choices:

Juice, meat, eggs, potatoes or grits, biscuits or toast, beverage

OR Juice, Cold or Hot Cereal, donut or sweet roll or muffin or bagel or toast, beverage

OR Juice, hot cakes, meat, biscuits or toast, beverage.

Please refer to Exhibit C for detailed option choices.

- B. **LUNCH** – Meat (6 oz. raw weight if without bone or 8 oz. with bone), salad bar (1 trip), potatoes and, two (2) other vegetables, bread or roll, butter or margarine, beverage, and dessert.

OR: Bowl of soup, sandwich, salad bar (1 trip), dessert, and beverage

OR: Chef's salad (includes 1 trip to salad bar and 6 oz. chopped or shaved meat), dessert and beverage.

Please refer to Exhibit C for detailed option choices.

NOTE: Basic Class Officers and Indiana State Police Recruits are encouraged to practice a strict physical education/personal fitness program. Therefore, for lunch and dinner meals, students must be offered choice of meals with 30% maximum calories from fat. Posting of nutritional values (calories, fat grams) for entrees required.

- C. **SALAD BAR** – Must include a minimum of the following:

- 1) Fresh lettuce with at least three (3) additional fresh vegetables (e.g. tomatoes, broccoli, cauliflower, carrots);
- 2) Choice of four (4) dressings, including at least one low fat diet dressing. Dressings must be clearly marked.
- 3) Choice of two (2) FRESH salads, (e.g. bean salad, cole slaw, potato salad, cottage cheese) with one being low fat, and one (1) fruit (e.g. canned peaches, fruit cocktail, fresh fruit in season)
- 4) Toppings (at least 4) – bacon bits, cheese, raisins, croutons, etc.

THE SALAD BAR MUST BE ATTRACTIVE, CLEAN AND NEAT AT ALL TIMES.

SALAD BAR MUST HAVE A DAILY VARIATION OF FRESH SALADS.

ALL SERVINGS OF DESSERTS, SALADS AND VEGETABLES MUST BE A MINIMUM OF ¾ CUP OR 4 TO 8 OZ. **SERVING QUANTITIES WILL BE STRICTLY ENFORCED AND MONITORED.**

**BEVERAGE SIZES: Juice, Milk, and Soft Drinks – 12 oz.
Coffee Cup – 7 ½ oz.**

One (1) refill per meal of coffee or hot tea.

Seconds on a meal are at the discretion of food service vendor.

FOOD MUST BE HOT AT TIME OF SERVING.

EXAMPLES OF DESSERTS: Brownies, cake, cookies, fresh fruit pie, cream pie, fresh fruit (in season) special Jello (e.g. parfaits, mixed with fruit) cobblers, variety of ice cream bars or low fat yogurt.

BOX MEALS: Occasionally, special arrangements for “box meals” may be requested. Box meals shall be placed in individual boxes or sacks and shall consist of the following: Sandwich, bag of snacks (potato chips, etc.), packaged dessert (cookies, Twinkies, etc.) piece of seasonal fruit and a beverage. Box meals will not be offered as “optional” meals for students attending courses at agency.

FOOD AND DRINKS FOR SPECIAL OCCASIONS SUCH AS CONFERENCES, SEMINARS AND INSERVICE SCHOOLS:

All items listed below shall meet the minimum specified requirements of Exhibits A. B & C.

1. Coffee/Iced Tea, per gallon charge
2. Fountain drinks, per gallon charge
3. Bottled Water, per 16 oz./ bottle charge
4. Cookies (2 oz.) per each price
5. Sweet rolls, bagels, per each price
6. Donuts, per each price

SANDWICH CHARGES:

1. Ham, per each charge
2. Ham and Cheese, per each charge
3. Hamburger/Cheeseburger, per each charge
4. Roast Beef, per each charge
5. Turkey, per each charge

OPERATION OF KITCHEN/CAFETERIA:

Serving hours will conform to the following schedule and **must remain open during the hours listed below:**

Breakfast	6:00 a.m. – 8:00 a.m.
Lunch	11:30 a.m. – 1:00 p.m.

SERVING HOURS AND DAYS MAY NEED TO BE ALTERED TEMPORARILY OR PERMANENTLY AT THE CONVENIENCE OF THE AGENCY. VENDOR WILL BE GIVEN AS MUCH ADVANCE NOTICE AS POSSIBLE AND SHALL CONFORM AS NECESSARY.

Vendor will be given a schedule of holidays and closings in advance. This closing schedule may vary depending on Agency needs. Vendor shall conform to academy schedule. There may be two to four weeks during the year when food service may not be needed. These weeks are referred to as “shut-down” weeks.

The Agency will not be responsible for payment of any purchases made by Vendor.

Purchase, preparation and serving of meals other than noted previously may be negotiated with the Vendor and Executive Director.

Vendor is responsible for cleanliness and cleaning of serving line, kitchen and dining areas to include all equipment, dining furniture, floors and storage areas. A Cleaning schedule showing weekly, monthly, and quarterly cleaning must be provided to the Business Office. Refer to special floor care schedule (Exhibit C) for minimum cleaning requirements.

SPECIAL CAFETERIA AND KITCHEN AREA CLEANING IN JUNE AND DECEMBER

All equipment in the cafeteria and kitchen areas must be thoroughly cleaned. This includes the kitchen area, adjoining rooms, floors, ceilings, etc.

The Vendor is responsible for keeping cafeteria (dining area) walls clean. Special care should be taken on walls near conveyer belt.

The agency is responsible for cleaning all blinds, windows and lights in dining room.

ADDITIONAL SPECIFICATIONS

Upon approval of Executive Director, vendor may be permitted (and is encouraged) to sell miscellaneous snack items to employees and students (e.g. ice cream bars, bottled water, sports drinks, fruit drinks, donuts, bagels, sweet rolls, breakfast sandwiches, etc.) **PRICES MUST BE CLEARLY POSTED.**

Alternative meals (on an occasional basis) may be negotiated between vendor and agency (e.g. Theme/Specialty meals, such as Chinese, Italian, Mexican, and cook-outs).

“Specialty” Bars (e.g. taco, baked potato, etc.) will be offered at least once a week. **NOTE:** Toppings for sandwiches offered on serving line do NOT qualify as a “specialty” bar. Separate price for employees is permitted.

Due to nature and location of agency, vendor shall have a minimum of 3 days stock in case of weather emergencies (e.g. canned soups, stews, and pasta).

ALL EXTRA CATERING EVENTS REQUESTED BY AGENCIES CONDUCTING CLASSES AT THE INDIANA LAW ENFORCEMENT ACADEMY MUST GO THROUGH THE BUSINESS OFFICE. THE BUSINESS OFFICE WILL CONTACT FOOD SERVICE VENDOR.

NO PRIVATE CATERING BETWEEN OUTSIDE ORGANIZATIONS AND FOOD SERVICE VENDOR WILL BE ALLOWED USING ACADEMY FACILITIES OR EQUIPMENT.

Vendors are required to attend a Pre-bid site inspection so as to acquire an understanding of the full scope and magnitude of the requirements of this request.

Failure to conduct pre-bid site inspection or furnish references shall render bid non-responsive.

2% and Skim milk choices must be available at all times.

When “special” or “unusual” items are served (e.g. extra spicy, seafood, etc.) information must be clearly posted.

Choices of food must be consistent from beginning of serving line to end of serving line.

Vendors are encouraged to use variation and creativity in preparation of meals.

Recipes should be consistent in taste (seasonings, flavoring).

Casseroles, soups, desserts and salads made from “scratch” are encouraged.

Leftovers may be served one time within 24 hours as an “extra” choice.

Billing shall be done on a bi-weekly or monthly basis in arrears. Food Service Vendor and Business Office shall verify billing prior to invoice being submitted.

Food Service Manager or his/her designee shall be on staff during normal food service business hours.

Food Service Manager or his/her designee shall meet with Food Service Committee when necessary to discuss any issues or concerns with food service.

NO ADDITIONAL “FEES” WILL BE AGREED UPON OR APPROVED. PRICES FOR MEALS AND/OR EXTRA CATERING ITEMS INCLUDED IN CONTRACT AND/OR SPECIFICATIONS ONLY WILL BE CONSIDERED.

CONTRACT/SPECIFICATIONS WILL BE STRICTLY ENFORCED.

EXHIBIT A
FOOD SERVICE GENERAL REQUIREMENTS

1. Products must be manufactured or originate from animals slaughtered or processed in establishments operated:
 - A. Under the Meat, Poultry Inspection Program or Consumer Marketing Service (Poultry);
 - B. Under U.S. Dept. of Interior (Fish);
 - C. Under U.S. Dept. of Agriculture (approved facilities).

2. All items will be inspected upon delivery to insure they are:
 - A. Prepared from fresh, well trimmed, sound carcasses, and handled in good commercial practices;
 - B. Of good color & texture – normal to the grade;
 - C. Free of clots, bruises, blemishes or ragged edges.

3. Chilled Products – Promptly after slaughtered, be chilled to internal temperature of 38 degrees F or lower, held there consistently, and delivered within 4 days.

4. Frozen Products – Uniformly held at minus 10 degrees and fresh-frozen no more than 60 days prior to delivery.

5. Breaded Products – May not exceed the following percent of total weights:
 - A. 15% for meat and poultry,
 - B. 15% for breaded fish items, and
 - C. 20% for batter-coated fish

6. General Meal Items – Free of cartilage, bone slivers, tendons, and ligaments.

Ground Beef – maximum of 20% fat by chemical analysis.

7. Ground Beef – maximum of 20% fat content. Less fat preferred.

8. Turkey Breast or Turkey Roll (98% fat free) – Oven roasted/not raw. Well trimmed with the weight of skin not to exceed 5% of total weight.

9. Pork Items - Grades 1, 2, and 3 only
Bacon - 20/24 slices per pound
Cut from #1 belly;
Pork Sausages - Maximum fat content 25%
14/16 per pound

Ham - Smoked, deli, and baked less than 20% drain weight
Fat trimmed to less than ¼

Pork Items – Grades 1, 2, and 3 only – continued

Hot Dogs - 20% - 25% Maximum fat content
Example – Turkey Franks (80% Fat Free).

Processed Meats – Must be purchased from plants under continuous federal inspection.

FAT LIMITATION FOR CUT AND PORTION MEATS

Roast	$\frac{3}{4}$ inch; 1 inch maximum at any point
Steak	$\frac{1}{2}$ inch; $\frac{3}{4}$ inch maximum at any point
Chops-Cutlets-Filets	$\frac{1}{4}$ inch; $\frac{3}{8}$ inch maximum at any point.

EXHIBIT B

EXAMPLES OF ENTREES TO BE SERVED

Minimum of 6 oz. Serving

BEEF

Beef Barbecue
Pot Roast
Hamburger/Cheeseburger
Meat Loaf
Roast Beef

FISH

Cod (baked, fried or broiled)
Tuna Salad
Perch (baked, fried or broiled)
Shrimp (fried, cocktail)
Salmon (patties)

PORK

Pork Barbecue
Ham (baked, fried)
Polish Sausage
Pork Chop
Pork Roast
Tenderloin

POULTRY

Chicken Breasts or quarters,
Fingers, tenders
Turkey

CASSEROLES

Lasagna
Spaghetti w/meat sauce
Chicken Tetrazinni
Chili Mac
Chicken Ala King

EXAMPLES OF ITEMS FOR BOX LUNCHES

Sandwiches

Ham Sandwich
Cold Cut Sandwich/Sub
Turkey Sandwich
Ham or Tuna Salad

Desserts

Packaged Puddings, Jell-O
Brownies
Cookies
Packaged Snacks (Twinkies, snack cakes)

Chips

Potato Chips
Corn Chips
Popcorn
Cheese Curls

Beverages

Power Aide (in warm months)
Gatorade (in warm months)
Hot Chocolate (in winter months)
Bottled Water

EXAMPLES OF DESSERTS TO BE SERVED

Cakes: Angel Food, sponge, layer, sheet, brownies, cupcakes, shortcake (6-8 oz.)

Pies: Fruit, cream, turnovers, cobblers, fruit crisps (6-8 oz.)

Cookies: Oatmeal, sugar, raisin, chocolate chip, peanut butter (4 oz.)

Fruit: (In season) Apples, bananas, cantaloupe, oranges, watermelon, fresh fruit salad

Ice Cream Bars or Sandwiches: Variety

Puddings: Chocolate, vanilla, tapioca, bread, parfaits (6 oz. serving).

EXHIBIT C
EXAMPLES OF MEALS

BREAKFAST

- Option #1 Juice (8 oz.)
 Meat (One of the following: 3 strips bacon, 3 sausage links, 2 sausage patties, 3 oz. ham)
 Eggs – Minimum of 2 or 4 oz. serving
 Potatoes or Grits (5 oz.)
 Biscuits (2) or Toast (2 slices)
 Beverage
- Option #2 Juice (8 oz.)
 Cold Cereal (2 ½ oz.) or Hot Cereal (6 oz.)
 Donut, Sweet Roll, Muffin, Bagel or Toast
 Beverage
- Option #3 Juice (8 oz.)
 Hot Cakes (2)
 Meat (minimum of 3 oz.)
 Biscuits or Toast
 Beverage

LUNCH

- Option #1 Entrée (6 oz. minimum)
 Potatoes (5 oz.)
 Green Beans (5 oz.)
 Corn (5 oz.)
 Salad Bar (1 trip)
 Dessert (4-8 oz.)
 Bread or Rolls
 Beverage
- Option #2 Bowl of Soup (10 oz.)
 Sandwich (6 oz. of meat)
 Salad Bar (1 trip)
 Dessert (4-8 oz.)
 Beverage
- Option #3 Chef's Salad (includes 6 oz. of meat-chopped or shaved)
 Dessert (4-8 oz.)
 Bread or Rolls
 Beverage

Soup Servings (Minimum of 10 oz.)

Chili Serving (Minimum of 10 oz.) – May replace entrée

Beverages to include: Coffee, Iced Tea, Hot Tea, Soft Drinks, Milk (2% and Skim)

SAMPLE SANDWICH LIST

Minimum of 6 oz. of Meat

Roast Beef	Hamburger/Cheeseburger	Reuben
Turkey	Ham	Ham Salad
Tuna Salad	BLT's	Coney
Biscuit (Bacon & Egg, etc)	Chicken	Grilled Cheese (2)
Chicken	Grilled Cheese and Bacon	Submarine
Polish Sausage	Club (bacon, turkey, ham)	Barbeque

NOTE: EXAMPLES LISTED ARE GUIDELINES ONLY.

EXHIBIT D
INDIANA LAW ENFORCEMENT ACADEMY
CRITERIA FOR PROPER MAINTENANCE OF CAFETERIA AND KITCHEN
FLOORS

CAFETERIA

All foreign particles must be removed from floor. This includes all areas (including underneath the dish conveyer belt, the serving line area, sinks, tables, trash cans, etc.). The floor area must be thoroughly cleaned prior to any wet mopping and spray buffing. No wax should be applied if heavy scuff marks exist.

CAFETERIA FLOOR (DINING AREA)

Must be swept and mopped (with clean mop) daily, with some type of disinfectant. Mop must be “rung out” and only damp.

Must be spray-buffed a minimum of once per week, with mopping before and after buffing to remove any excess dust (wax).

At least every quarter (3 months) the floor should be well scrubbed and a coat of wax applies; to be followed by spray buffing to harden the new wax.

KITCHEN

All foreign materials and particles removed from floor (including around and under dish machine, other equipment, restroom, tables, sinks, washer and dryer area. Etc.).

KITCHEN FLOOR

Must be mopped daily (with hot water, degreaser, soap, and a disinfectant). This should also be rinsed thoroughly with hot water.

At least once per month, the scrub machine should be used to remove all foreign materials that daily mopping doesn't get up.

No sealer or wax can be applied to the floor.