

ATTACHMENT I

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 RFP. 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, dinner 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). 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 (2) 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 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 designees 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, may be purchased at the Vendor's expense. Increases 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 contract 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.

