

STATEMENT OF WORK (SOW)
183 SVF Regularly Scheduled Drill (RSD) Meals
September 26, 2026

PART I: GENERAL INFORMATION.

1.1 Scope. The Illinois Air National Guard requires a contractor to provide prepared meals for drop-off at one location. The location is at the 183d Wing (183 WG), Illinois Air National Guard, Springfield, Illinois Air base. The contractor shall provide all supplies, tools, equipment, and food items to furnish meals for the Regularly Scheduled Drill (RSD) dates provided in paragraph 1.3 Delivery Dates.

1.2 Objectives. The 183d Services Flight (183 SVF) projects a requirement of approximately 150 cold meals for Friday lunch for members for the dates provided and approximately 200 hot meals for Saturday and Sunday's lunch for the dates provided and 300 Holiday hot meals for the date provided. The Contractor shall drop off food prior to the lunch serving period listed in paragraph 1.5 Hours of Operation.

1.3 Delivery Dates. 200 meals are required for the HOT MEALS and 150 meals are required for the COLD MEALS, with the exception of the Holiday meal in December on the Sunday of RSD. This meal will be 300 HOT MEALS. These are for the following dates:

06 November 2026 (Friday) Cold Meal

07 November 2026 (Saturday) Hot Meal

08 November 2026 (Sunday) Hot Meal

04 December 2026 (Friday) Cold Meal

06 December 2026 (Sunday) **Holiday Hot Meal**

05 February 2027 (Friday) Cold Meal

06 February 2027 (Saturday) Hot Meal

07 February 2027 (Sunday) Hot Meal

05 March 2027 (Friday) Cold Meal

06 March 2027 (Saturday) Hot Meal

07 March 2027 (Sunday) Hot Meal

01 May 2027 (Saturday) Hot Meal

02 May 2027 (Sunday) Hot Meal

1.4 Points of Contact (POCs). The POCs for this event will be MSgt Minda Abeln and TSgt Sydney Pappas. The POCs monitor all technical aspects of the contract and assist in contract administration but have no authority to alter the contract terms and conditions.

1.5 Feeding Hours of Operation. 10:45AM-12:30PM

1.6 Place of Performance. 183 WG, 3101 J David Jones Pkwy, Springfield, IL 62707.

1.7 Type of Contract. This will be a Firm Fixed Price contract.

1.8 Security Requirements. Contractor employees that are dropping off food and supplies at the 183 WG location will have to submit to a background check via a Security Form (SF) 1705 and required substantiating documentation prior to being allowed to enter the installation.

1.9 Special Qualifications and Certifications. The contractor is responsible for ensuring all food preparations are conducted by employees who possess a current food handling certification. Contractor shall be compliant with the American Disabilities Act as defined by law.

PART II

DEFINITIONS AND ACRONYMS

2. Definitions & Acronyms.

2.1. Definitions.

2.2. Acronyms.

DoW	Department of War
ILANG	Illinois Air National Guard
POC	Point of Contact
RSD	Regularly Scheduled Drill
SOW	Statement of Work
SF	Security Form
WG	Wing

PART III

GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. Government Furnished Items & Support

3.1 Support. Not applicable.

3.2 Facilities. Dining Facility

3.3 Equipment. Warmers and steam table for storing hot food upon drop off.

3.4 Materials. Not applicable

PART IV

CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES.

4. Contractor Furnished Items and Responsibilities.

4.1 General. The Contractor shall furnish all supplies, equipment, materials, and services required to perform work under this contract that are not listed under PART III of this SOW.

4.2 Secret Facility Clearance. Not applicable.

4.3 Materials. The Contractor shall furnish all supplies, equipment, and services required to perform work under this contract as listed in Part V of this SOW.

4.4 Equipment. The Contractor shall furnish all supplies, equipment, and services required to perform work under this contract as listed in Part V of this SOW.

PART V

SPECIFIC TASKS

5. Specific Tasks and Work Requirements.

5.1 MEALS

5.1.1 Contractor shall provide lunch to accommodate **approximately 200 or 150 people (except for the Holiday Meal) on each day of the requested delivery dates shown in paragraph 1.3.**

5.1.2 HOT Meal Items Required (per day)

- Protein (6-8oz)-100 servings
- Protein (6-8oz)-100 servings
- Starch (1/2c)
- Vegetable (1/2c)
- Vegetable (1/2c)
- Tossed Lettuce Salad (6oz)
- 3 Assorted Dressing/ 1 Low Calorie Dressing
- Two Beverages (i.e. tea, lemonade, etc.)
- Dessert item (1 Each)
- Any necessary condiments for each meal (i.e. ketchup, mustard, mayonnaise) MUST be individually portioned packets.
- Casserole type menu items cannot be counted as both Starch and Protein (i.e. if Spaghetti is **used as a protein**, then chicken (2nd protein), rice (Starch), must be supplied as well to fulfill meal requirements.
- If mashed potatoes are supplied as a starch, they must have a gravy to pair with.
- Beverages may be individual containers or bulk. If bulk (i.e. gallon) are provided, disposable cups are required.

5.1.3 COLD Meal Items Required (per day)

- Cold Cut Deli Sandwich (Min: 6 oz meat/1 slice cheese) -75 servings
(Example: 75 Turkey Sandwiches)
- Cold Cut Deli Sandwich (6 oz meat, min 1 slice cheese) -75 servings
(Example: 75 Ham Sandwiches)
- Assorted Chips – 150
- Fresh Fruit – 150 Servings
(Example: Banana, apple, pear)
- Additional side item – 150
(Example: Yogurt Cup, Granola Bar, Apple sauce cups, Nutri grain bar)
- Dessert item – 150 Servings
- Two Beverages (i.e. tea, lemonade, etc.)
- All necessary condiments (i.e. mustard and mayo individual pkgs)
- All Cold Meal items can be delivered in bulk. They do not have to be packaged into individual ‘sack or boxed’ lunch containers.
- Deli sandwiches need to be individual prepared, assembled and wrapped (i.e. paper or plastic wrap) and marked to be easily identified for what type of sandwich (i.e. Turkey sub or Ham sub).

5.1.4 Holiday HOT Meal

- Protein (6-8oz)-150 servings
Example: Prime Rib
- Protein (6-8 oz)-150 servings
Example: Turkey w/Gravy or Ham

- Starch (1/2 c)
Example: Mashed Potatoes
- Starch (1/2 c)
Example: Dressing or Stuffing
- Vegetable (1/2 c)
Example: Green Beans w/Bacon or Green Bean Casserole
- Vegetable (1/2 c)
Example: Carrots
- Tossed Lettuce Salad (6 oz)
- 3 Assorted Dressing/ 1 Low Calorie Dressing
- Two Beverages (i.e. tea and lemonade)
- Dessert item (2 Each)
Example: Pecan Pie and Pumpkin Pie
- Any necessary condiments for each meal (i.e. ketchup, mustard, mayonnaise) MUST be individually portioned packets.
- If mashed potatoes are supplied as a starch, they must have a gravy to pair with.
- Beverages may be individual containers or bulk. If bulk (i.e. gallon) are provided, disposable cups are required.

5.1.5 Meals shall be dropped off not later than (NLT) 10:15 AM each day of required meals.

5.2 Materials

- 5.2.1 Contractor shall furnish any applicable supplies required for the meal including but not limited to:
- Individually wrapped heavy duty utensils
 - Heavy duty disposable cups/lids
 - Napkins
 - Heavy duty disposable plates for dine in
 - Hinged 3 compartment coverable containers for carry out.
 - NOTE: When providing dine-in and carry out disposable plates/containers, furnished supplies must be at a 4:1 ratio totaling the 200 meals served (i.e. 150 dine-in and 50 carry-out).

5.3 Cancellation Policy

5.3.1 If an RSD weekend is cancelled, the contractor will be notified within 24 hours, and the Government will incur no additional costs.

5.3.2 If there is a short notice cancellation that causes the vendor to incur otherwise non-billable costs for the perishable food, the vendor may be reimbursed for those food costs provided the food has no alternative business use, is itemized, and approved by the Contracting Officer for reimbursement.

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