

## CONTRACT ADMINISTRATION

7531

(Revised 1996)

When a catering service is used to provide incident food services, the Logistics Section chief will administer the contract on the incident. To ensure that all contract provisions are met, the Food Unit leader will:

1. Serve as inspector and work with the catering service to ensure that the food service operation complies with the specifications of the current CDF Catering Contract.
2. Arrange for agency-furnished property and services as required in the current contract.
3. Upon arrival of the catering service, review food unit layout and plans with the contractor's representative.
4. Review suggested menus with catering service representative to determine if changes may be needed in content, variety or serving size.
5. Obtain feedback from incident personnel on the adequacy of food services.
6. Designate a member of the food unit staff to make counts of the actual number of meals served at each meal sitting.
7. Coordinate with catering service representative on the meal count, number of meals ordered, meal scheduling and handling requirements. Give adequate lead time on meals to be furnished in insulated containers.
8. Coordinate with the catering service representative on daily meal orders, mileage, relocation fees and/or any charges by CDF for fuel and maintenance. Complete, with catering service representative, the Daily Meal Order - Catering Service. After the catering service representative and the Food Unit leader sign the Daily Meal Order -Catering Service turn it in to the Finance Section for processing.
9. At the end of each 24-hour period complete the daily Catering Service Evaluation form and review it with the catering service representative.
10. Determine from the Demobilization Plan when to release the catering service and advise the Logistics chief and the catering service representative at least 24 hours in advance.
11. Coordinate the release of the catering service with the Facilities Unit leader.

12. Prior to the release of the catering service, complete a "final" evaluation and review with the catering service representative. Forward the "final" evaluation and the daily evaluations to the Logistics chief, who will then forward the forms to the region section chiefs for Management Services and Operations.

## **PAYMENT**

**7531.1**

(Revised 1996)

Payment for all meals, mileage and relocation fees will be in accordance with the current catering services contract.

## **MISCELLANEOUS CHARGES AND CREDITS**

**7531.2**

(Revised 1996)

The catering service is hired "wet" the same as any other equipment and any costs for fuel, maintenance, lost or damaged equipment will be deducted from the amount owed to the catering service at the time the pay documents are processed.

## **SUPPLEMENTAL FOOD AND BEVERAGES**

**7531.3**

(Revised 1996)

Any supplemental foods and beverages ordered by the Food Unit leader shall be paid at the rates offered on the "term bid" secured on the incident or through the unit service center. See Supplemental Foods and Beverage Bid Sheet (Optional) ([see exhibit](#))

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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