

STATEMENT OF WORK
FOOD CONCESSIONAIRE FOR FARMERS MARKET
YOKOTA AIR BASE, JAPAN

1. DESCRIPTION OF SERVICES: The Contractor must provide management, tools, equipment, transportation, and labor necessary to set-up, operate, tear down, and remove a temporary food concession booth for the event of FARMERS MARKET (FM) in accordance with this statement of work (SOW) and Concessionaire Contract.

2. GENERAL INFORMATION:

2.1 The Contractor must have the ability to comply with installation security and access requirements. If the Contractor assigns personnel who are not US citizens or Japanese citizens, to perform services under this contract, their country(ies) of citizenship must be included in the proposal solicitation to ensure that base access will not be an issue. Any contractor representative (CR) and contractor's employees (CE) with excluded nationality may not be able to enter Yokota Air Base (AB) to run concession booth. The Contractor is not compensated for any losses caused due to installation security and access requirements.

2.2 The NAFI will provide booth space(s) and basic equipment necessary for operations (to include tables, counters, lights, and tents as needed), the Contractor will provide labor, and supplies necessary unless specifically outlined in the paragraphs below. A single booth space will be 10 feet (w) by 10 feet (d) in the size.

2.3 The NAFI will coordinate electrical support. The Contractor is responsible for providing accurate information by filling out the Electrical Request Form (Appendix B) with required voltage, amperage and wattage of all equipment needed for operations. The Appendix C must be submitted with the bid when the Contractor requests electricity or generator use.

2.4 The Contractor will provide price boards made of durable materials able to withstand rain and wind, with the prices for all items clearly indicated in both yen and legible from a minimum of 10 feet from booth.

2.5 The Contractor is authorized to sell the only items listed and approved in the Menu (Price) List (Appendix B).

2.6. The Contractor is not authorized to sell or serve alcoholic beverages, non-alcoholic beverages (temperance drink), tobacco products, fireworks, helium balloons, or hazardous materials.

2.7 The Contractor is not authorized to cook or prepare food for sale in the booth unless the Contractor has obtained prior written approval from the Public Health (PH) office by submitting the Application for Temporary Food Establishment Approval (Appendix E) as outlined in paragraph 9.1.7.

3. PERFORMANCE AND INSPECTION:

3.1 The Contractor will ensure all operations are in compliance with this SOW and associated contract, as well as applicable regulations to include Yokota AB Instruction 32-2001 Fire Protection and Prevention Program, and DAFMAN 91-203 DAF Occupational Safety, Fire, and Health Standards. Prior to the start of the FM event, booths must pass inspections conducted by the Fire Department and Wing Safety. Booths will not be allowed to operate until they have passed authority inspections and found in compliance of above AFIs.

3.2 The Contractor is responsible for ensuring that operations be conducted in a manner which does not reflect negatively on Yokota AB or the US Air Force.

3.3 When the CR is not on-site, the Contractor must appoint a shift leader out of other CEs. The shift leader will act as the primary liaison between the NAFI and the Contractor. The shift leader must be familiar with the contractual requirements and booth operations prior to the event.

3.4 Use of Government Vehicles and equipment in the execution of this contract is prohibited per DAFI 24-301 Ground Transportation. NAF OV's registered specifically as rental vehicles for private use may be used.

3.5 The Contractor will only report to the Government Representatives (GR) identified as Contracting Officers (CO) or appointed Contracting Officer Representative (COR) on the Farmers Market concessionaire operations. The assigned GRs for administration of this contract will be provided for the Contractor in memorandum format at the time of award.

4. SET UP:

4.1 The Contractor may begin setting up their booth after 07:00 on the event day, unless otherwise specified by the NAFI.

4.1.1 Prior to erecting any structures on the assigned booth location, the Contractor will need to verify the space location on site with the GR. The booth must be ready for operation no later than 30 minutes prior to the start of concession sales, unless otherwise specified by the NAFI.

4.2 All booths shall be protected against the entry of insects and rodents by ensuring:

- a) All food items must be stored at least 6 inches off the ground.
- b) Processed food must be stored covered in sealed containers and be refrigerated when not in use.

4.3 Transport food items in a clean vehicle and in a manner that will not subject the food to contamination. Tasting sales is prohibited.

4.4 All booths will display a disclaimer sign stating food sources and food preparation is not regulated by military health authorities. (Signs will be provided)

4.5 Cooking Booth Requirements. When cooking or food preparation for sale in the booth is approved by the Public Health (PH) office, the Contractor must have at least one twenty (20) pound ABC fire extinguisher on site.

4.5.1 Open flame cooking under a canopy is prohibited.

4.5.2 Daisy chaining of electrical extension cords is prohibited. The Contractor may not connect two or more extension cords together to a power source.

5. DURING THE MARKET:

5.1 Concession sales may be conducted between the hours of 09:00 – 14:00 on the event day, unless otherwise specified by the NAFI. Contractors must cease sales within forty-five (45) minutes after the event closes.

5.2 In the event of a real world incident (i.e. lightning within 10 miles, TCCOR issue, etc.), early closure and evacuation of the market area may result in a temporary halt of sales until it is safe to resume. The NAFI is not liable for reimbursement of lost sales or supplies.

5.3 Each Contractor's staff (CR/CE) will be issued passes that authorize entry to the base for registered vehicles and passengers and also allows passage beyond the traffic control points to drop off goods and parking at the authorized parking lot. The Base Pass Request Form must be submitted with the bid for individuals who do not have a base identification card. The vehicle passes must be displayed on the dashboard of the vehicle at all times while on Yokota AB.

5.3.1 The only area authorized for Contractor parking is the parking lot that has been designated as Vendor parking. If the Vendor parking lot is full, The Contractors will be required to park outside of the traffic control points in authorized parking areas available to the general public.

5.3.2 Vehicles used to transport food items must be clean and food must be transported in a manner that will not subject it to contamination.

5.4 The Contractor will ensure staff working in the booths do not consume alcoholic beverages or use tobacco products while working inside the booth.

5.5 All sales must be made inside the booth set up in the authorized location for each Contractor. Roving sales around the grounds is prohibited. Barkers may only work in the space of up to 30 ft. immediately to the front of the booth. No Contractor staff (including CR/CE) will operate in front of other vendor booths, pull customers from other booth lines, or engage in activities that would hinder the normal business operation of the other vendors.

5.6 If the Contractors are using a stereo to play music or having performances in or around their booth to attract customers, it is the responsibility of the Contractor to ensure that:

5.6.1 All equipment is set up in the purchased booth space area with no parts protruding beyond.

5.6.2 The volume of material (music, spoken word, etc.) through the sound system or other means of amplification used does not exceed 85dbA, slow, measured at 1 meter from the source.

5.6.3 The crowd that gathers does not impede the operation of or customer flow to adjacent booths. In the event that the crowd expands and starts to block adjacent booths, it is the responsibility of the Contractor to control the crowd to ensure no negative impact is caused by the crowd increasing in size.

5.6.4 In the event that the Contractor is unable to control the crowd that gathers, they must cease the performance(s) immediately.

5.7 The Contractor may not display public business advertisements at the vendor booth.

5.7.1 QR codes or links for payment applications are authorized. QR codes or links to social media, commercial websites, or other business advertisement pages are prohibited.

6. REFUSE AND COLLECTION:

6.1 During operations, the Contractor will deliver trash to the locations identified as dumpster collection points. The Contractor may not use the general collection cans in the event visitor area.

6.2 The Contractor is responsible for delivering any trash following tear-down (i.e. pallets, tent weight materials, etc.) to the dumpster if no longer needed.

7. TEAR-DOWN:

7.1 Concession booth and equipment must be removed from the FM area immediately following the close of the Market at 14:00 or immediately following the close of the event as specified by the NAFI.

7.2 The Contractor must ensure that when removing nails, bolts, screws, and washers that they are all collected and no debris is left on the ground.

7.3 When emptying coolers or other containers containing large quantities of liquids, take them to a nearby drain to dump them, do not dump them in the middle of the booth area.

8. POSTPONEMENT/CANCELLATION: The NAFI reserves the right to postpone or cancel the FM partially or in its entirety. In case of cancellation, the NAFI will not cover any Concessionaire costs.

9. REQUIRED SUBMISSIONS:

9.1. The following must be submitted to the Contracting Office by midnight on the bidding end day:

9.1.1 Concession Plan to include spaces requested, booth layout, menu, and main and alternate contact email and phone numbers.

9.1.2 Farmers Market Vendor Application (Appendix A).

9.1.3 Menu / Price List (Appendix B) detailing the menu items planned for sale and the intended sell price in Yen / US dollar.

9.1.4 Food and Beverage Supplier List (Appendix B), if applicable. The Food and Beverage Supplier List is required only for Contractors selling food or beverages.

9.1.5 Electrical Request Form (Appendix C), if applicable. The Electrical Request Form is required only for Contractors requesting electricity or generator use.

9.1.6 Base Pass Request Form (Appendix D), if applicable. The Base Pass Request Form is required only for individuals who do not have a base identification card.

9.1.7 Application for Temporary Food Establishment Approval (Appendix E), if applicable. The Application is required only for Contractors selling food prepared on-site within the booth.

9.2 The booth fee must be paid to the NAFI before the start time of the event on the day of the event. The booth fee, once paid, is non-refundable under any circumstances.

9.3 The following are due to the Contracting Office within 14 calendar days after the award of the contract:

9.3.1 Proof of Purchase of Liability Insurance. The Contractor is informed that obtaining liability insurance covering bodily injuries and property damage is optional. However, even if opting not to secure such insurance, the Contractor will exempt and relieve the NAFI from any liability or responsibility for expenses resulting from the Contractor's conduct and activities, including but not limited to theft, loss, damage, or destruction by any force of nature or other causes. This clause is supplementary to paragraph 3.j. of the Concessionaire Contract.

10. POST-SUBMISSION CHANGES:

10.1 Menu Changes. The Contractor may not make menu changes, substitutions, additions, deletions, or price changes after bid submission.

10.1.1 Exceptions to paragraph 10.1 are limited to the following circumstances:

- a) A menu item is not approved by Public Health and must be removed from the menu.
- b) A menu item becomes unavailable due to unforeseen circumstances beyond the Contractor's control.

10.2 EAL / Base Pass Request Form Changes. The Contractor may not add, change, correct, or substitute personnel, vehicle, or passenger information less than fourteen (14) calendar days prior to the event.

11. LIST OF APPENDICES

Appendix A_Farmers Market Vendor Application

Appendix B_Menu (Price) List (Food and Beverage Supplier List)

Appendix C_Electrical Request Form

Appendix D_Base Pass Request Form

Appendix E_Application for Temporary Food Establishment Approval