

Exhibit 8 - Checklist for Creating Blanket Purchase Agreement (BPA) for Meals

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**CHECKLIST FOR CREATING BLANKET PURCHASE AGREEMENT (BPA) FOR MEALS**

Prior to notifying Procurement that a Blanket Purchase Agreement needs to be created, the Finance Section and/or Incident Management Team (IMT) representative will do the following:

1.	Provide vendor with a copy of the firefighter meal standard.
2.	Coordinate with vendor on which meals will be served.
3.	Method of serving (buffet style versus sit-down). Buffets must be served by the vendor. IMT will provide vendor with a sign-in sheet for meals and provide the vendor with a sign-in sheet.
4.	Does the vendor have adequate staffing to prepare meals and served the firefighters?
5.	Coordinate with vendor on location to feed personnel. Firefighters will be very dirty and the vendor may want to feed the firefighters in a specified area.
6.	Does vendor have commercial banquet rates? If not, review vendor menus for average pricing for corresponding meal requirements.
7.	Will vendor be serving regular customers at the same time as firefighters?
8.	Coordinate the serving times to ensure that crews traveling off the fire line have enough time to eat. Times must be staggered due to the different times crews return from the fire line.
9.	How much notification does vendor need to prepare sack lunches?
10.	IMT representative will coordinate and provide a Logistics Meal Order Sheet to the vendor indicating number of meals required (re-adjust meal quantities as necessary) on a daily basis. Name of incident team personnel authorized to place orders will be identified at time of incident. Discuss how much notification the vendor will need to prepare and serve the meals.
11.	A Food Unit Leader or IMT representative will monitor the vendor to ensure that the required meal standard is being met and only authorized incident personnel are being fed.
12.	Will vendor require addition cleaning to establishment after incident is completed?
13.	Are there any areas that will be restricted to the firefighters (bathrooms, etc) and how will the areas be identified? Will there be bathrooms or wash stations available for fire personnel?

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14.	Vendor will provide a copy of the commercial vendor's invoice to the incident Finance Section. Finance Section will verify the vendor's invoice with the Logistics Meal Order Sheet. Finance Section will forward the Logistics Meal Order Sheet, sign-in sheet, and invoice to Procurement for payment.
15.	How often will vendor provide an invoice? Payment will be made electronically within 7 days By the Denver National Business Center after Procurement receives the required documentation from Finance Section and vendor.
16.	Vendor must be registered in the internet based Central Contractor's Registration (CCR) at: <a href="http://www.ccr.gov">http://www.ccr.gov</a>
17.	Contact Procurement for negotiation of prices.

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**MEAL REQUIREMENTS**

Standard menu items and minimum quantities to be available per person are listed below:

Hot Breakfast includes all:

Eggs - 2 fresh eggs (3 when scrambled) or 6 oz. of liquid eggs. Fried, hard boiled, poached, omelets, or scrambled.

Meat - 4 oz. (raw weight)

Bread or Hot cakes or French Toast or Waffles - or equivalent starch (equal to 3 (1 and 1/2 oz.) slices of bread).

Potatoes - 6 oz. or equivalent starch.

Milk - 1 pint

Fresh Fruit or Canned Fruit or Chilled Juice - 5 and 1/2 oz.

Cold Breakfast

Cereal - 2 individual serving boxes, 3/4 oz each.

Burritos - 2 six oz or equivalent substitute.

Milk - 2 pints

Muffin(s) or equivalent (equal to 3 (1 to 1 and 1/2 oz.) slices of bread).

Fresh Fruit or Canned Fruit - 5 and 1/2 oz. For variety 2 oz. of dried apricots, cherries, dates, mango, pineapple, pears, banana chips, peaches, prunes, raisins, or other dried fruit may be substituted (not used on a daily basis).

Juice - 5 and 1/2 oz. Orange, tomato, grape, V8, apple, grapefruit, cranberry, or pineapple.

Additional Items for Hot and Cold Breakfast:

Butter or margarine, instant hot cereal, jelly, or jam, peanut butter, salsa, salt, pepper, sugar, cream (or substitute), coffee, tea, and hot chocolate.

Sack Lunches (Regular and Vegetarian)

Vegetarian will consist of a non-meat protein substitute in lieu of meat, fish or poultry.

Meat - 3 and 1/2 oz sliced whole muscle meat or combination of muscle meat and cheese

Bread - 2 1 to 1 1/2 oz slices

Sack lunches may also consist of one of the following:

2 1 and 1/2 oz slices of bread, peanut butter and jelly. Individually wrapped string cheese  
Bagel w/cream cheese, 1 and 1/2 oz package of jerky

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Croissant with jelly, cream cheese, and 1 and 1/2 oz package of salted peanuts

2 1 and 1/2 oz slices of bread, packet of snack carrots, cream cheese, 1 and 1/2 oz package of walnuts

2-3 oz pita bread, 3 and 1/4 oz of canned tuna and one 1/4 oz of protein (peanuts, cheese stick, etc) and a packet of celery/carrots/dill pickles

1 7oz can of corned beef hash, bread, jerky

1 4 oz can of chili/barbecued beans/beanie weanies, 1 and 1/2 oz package of salted crackers, and 1 and 1/2 oz crunchy breadsticks

2 5 oz pre-wrapped, unfrozen burritos or chimis.

Fresh fruit or dried fruit - apple, sweet orange, 2 oz dried apricots, cherries, dates, mango, pineapple, pears, banana chips, peaches, prunes, or raisins

Cookies - cookie(s), brownie(s), or granola

Fruit Juice - 2 canned 100% pasteurized fruit juices with "pop top" cans (minimum 11 oz) or non-crushable paper containers.

Pre-wrapped Snack - candy bar(s), bagged candy and/or trail mix, fresh vegetables, pretzels, jerky, shelled nuts, or dried/cured meats and cheeses.

Hot Dinners

Hot dinner menus shall include the times and minimum quantities identified below:

Whole/Full Muscle Meat (Raw Weight):

Steak - 10 oz (boneless) or 14 oz (bone-in) or

Beef - 10 oz (boneless) or 12 oz (bone-in) or

Beef and Pork Ribs - 10 oz (boneless) or 18 oz (bone-in), or

Pork - 10 oz (boneless) or 12 oz (bone-in) or

Lamb - 10 oz (boneless) or 12 oz (bone-in) or

Poultry - 8 oz (boneless) or 16 oz (bone-in) or

Ham - 8 oz (boneless) or 10 oz (bone-in) or

Fish - 8 oz

Non-Meat Protein Dish

4 oz of non-meat substitute (protein), such as BBQ beans, veggie patty, Vegetarian hot dog, Tofu, beans, soybean products, cottage cheese, eggs, or equivalent

Vegetables - 4 oz broccoli, cauliflower, asparagus, corn, peas, green beans, mixed vegetables

Potatoes - 6 oz or equivalent starch. Baked, mashed, fried, boiled, scalloped, rice, stuffing, pasta, beans, sweet potatoes, grits, or yams

Bread - 2 1 to 1 1/2 oz slices of or equivalent starch

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Milk - 1 pint

Dessert - 4 oz

Self-Service Salad Bar or Green Dinner Salad (6 oz) will consist of the minimum: salad toppings, prepared salad (ex. Macaroni), tossed green salad, one fruit or fruit salad and three types of salad dressings (regular and/or low/non-fat)

Additional Items for Hot Dinners - Butter or margarine, peanut butter, jam or jelly, salsa, mustard, catsup, steak sauce, salt, pepper, sugar and cream (or substitutes), hot peppers, and cold drinks (i.e., ice tea, juice, etc). NO SODA

Menu Variety

a. Beef

- (1) Steaks - rib, loin, T-bone, New York, sirloin, cubed, filet, and pepper steak
- (2) Roast - Prime rib and sliced roast
- (3) Short Ribs - baked, broiled, and barbecued
- (4) Ground Beef - lasagna, meat loaf, meat balls in spaghetti sauce, and ground beef patties

b. Pork

- (1) Chops - loin cut, spare-ribs, country style ribs, and barbecued
- (2) Roast - sliced and tenderloin
- (3) Ham - sliced

c. Lamb

- (1) Chops - grilled and barbecued
- (2) Roast - sliced

d. Poultry - sliced, whole pieces or parts (such as breast, thigh, or leg), stew meat, strips, and baked or grilled Cornish game hens

e. Fish - grilled or baked fillets or steaks

f. Processed Meat Items - pastrami, polish/Italian sausage, and corned beef

g. Breakfast Meat - ham, bacon, sausage, steak, and pork chops