Attachment B – Specifications

The Louisiana Department of Wildlife and Fisheries (LDWF) Law Enforcement Division is soliciting bids for catering services for upcoming LDWF Enforcement Academies and In-Service Trainings. Before submitting a bid, please ensure that the meals will be provided in accordance with the meal specifications below.

LDWF Enforcement In-Service Training Classes are scheduled to begin in January 2025 and continue throughout the calendar year, likely concluding in November. The Cadet Academy Class 37 is expected to begin between March 1st and April 1st, running for approximately 14 weeks. The agency plans to hire 20-30 cadets. Meal needs will vary, as no meals will be required when cadets are traveling; however, up to 60 meals may be needed if Cadet training coincides with In-Service training. Additionally, another Academy class (Class 38) may begin after July 1st. If this class starts within 2025, it will run for 26 weeks, potentially into 2026. Pricing must be provided per individual meal as specified in Attachment C – Price Sheet.

**Meal Specifications**

-Vendor should provide a list of all possible menu items available with their bid, or within five business days upon request by OSP.

-Breakfast, lunch and dinner must be served Monday through Thursday.  Friday only breakfast and lunch will be required.

-All meals shall be delivered to the LDWF facility located at 4142 North Flannery Road, Baton Rouge, LA. 70814. Breakfast shall be delivered by 6am, lunch for 11am and dinner for 6pm (Central Time).

-Vendor must submit a weekly menu to LDWF for review and approval. The menu should include all items for the following week and should be emailed to LDWF every Wednesday by 5:00 PM CT.

-All meals will be ordered the preceding week via email.  The Contractor will receive an email requesting meals for the number of Cadets along with any other special instructions for the week. The minimum number of meals to be delivered on any given day will not be less than 10, unless no meals are needed.

-All invoices shall be sent via email monthly to Julie.Campbell@wlf.la.gov .

-All meals shall be served buffet style on warming trays, provided by the Contractor, for a self-serve table line.

-All meals must comply with nutritional requirements prescribed by the USDA for meals between 2500 and 3000 calories,as follows“Active men and athletes may require about 3,000 calories a day to maintain a healthy weight. If you eat 3,000 calories a day, the USDA recommends aiming for 2.5 cups of fruits, 4 cups of vegetables, 10 ounces of grains, 7 ounces of protein foods, 3 cups of dairy foods, 10 teaspoons of oils and 459 extra calories each day.” [**http://healthyeating.sfgate.com/usda-daily-food-requirements-7898.html**](http://healthyeating.sfgate.com/usda-daily-food-requirements-7898.html)

-Breakfast shall include at least one serving of eggs, meat, and either potatoes or grits and a bread selection that meets USDA daily guidelines.  Pancakes, French toast, etc. are also acceptable substitutes for the bread.

Additionally, LDWF requires cereal and fresh fruit on hand with milk, juice and coffee.

-Lunch and dinner shall include at least one serving of protein, starch and vegetables with bread and dessert, iced tea or lemonade that meets USDA daily guidelines.

-LDWF is open to a bidder’s menu, but LDWF does not want boxed or packaged meals such as frozen dinners or plastic wrapped sandwiches.

-There must be enough variety in the menu so that no entree is served more than once a week.

-There must be enough variety in the vegetables so that no single vegetable is served more than twice a week.

-There must be enough variety in desserts so that no dessert is served more than once a week.

-Sandwiches are acceptable at times; LDWF desires that bag lunches be delivered with breakfast when lunch is to be consumed off site. (The Contractor will be notified the week prior).

-Plates, cups and utensils shall be provided  (No paper products).  Used or dirty items will be placed in a bus container, which is to be picked up when meals are delivered.  The cleaned items are to be replaced upon the next delivery.