



United States
Department of
Agriculture

Forest
Service

National Interagency
Fire Center

3833 S. Development Ave.
Boise, ID 83705

File 6320
Code:

Date: February 10, 2010

Subject: Designation of Administrative Contracting Officer (ACO)
National Mobile Food Services (see attached list)

To: Kellen Logan
Contracting Officer
3833 S Development Ave
Boise, ID 83706

You are delegated full authority for the day to day contract management and administrative duties up to your delegated warrant of \$500,000.00. The following is a list of major duties and responsibilities, however the list may not be all inclusive.

1. Approve/Negotiate Change Orders and Modifications.
2. Take action to terminate the contract for default or Government convenience.
3. Secure compliance with all contract provisions and specifications. Issue written Work Orders or Notices of Non-Compliance as needed.
4. Approve Assignments of Claims.
5. Make final decisions under the Disputes Clause.
6. Make final acceptance under the contract.
7. Make final decisions under the Suspension of Work clause.
8. Make equitable adjustments.
9. Approve subcontractors.
10. Approve payments.
11. Designate in writing COTRs to assist you.
12. Approve personnel and equipment substitutions or removal.
13. Initiate and sign correspondence and other contract administrative documents with the title of "Administrative Contracting Officer".
14. Conduct Pre-Work meetings and Safety Briefings as needed.
15. Coordinate with the COTR's to prepare & finalize the Contractor Performance Report at the end of each annual performance period.

Any contract actions exceeding your warrant authority shall be provided to me as the Contracting Officer.

Melinda Draper

MELINDA G. DRAPER
Contracting Officer, AQM ISB

cc: Contractors, ASC, Lothar Kososik, NICC

Attachment -List of Contracts



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2010-2014
NATIONAL MOBILE FOOD CONTRACTORS

CONTRACTOR	CONTRACT NUMBER
BIG SKY MOBILE CATERING	AG-024B-C-10-9005
BISHOP SERVICES, INC.	AG-024B-C-10-9006
BLAGG'S FOOD SERVICE, INC.	AG-024B-C-10-9007
CATTLEMEN'S MEAT COMPANY	AG-024B-C-10-9008
D.F. ZEE'S FIREFIGHTER CATERING	AG-024B-C-10-9009
FOR STARS EXPRESS, INC.	AG-024B-C-10-9010
HOUSTON'S CATERING, INC.	AG-024B-C-10-9011
HOUSTON'S TOO, LC	AG-024B-C-10-9012
INCIDENT CATERING SERVICES	AG-024B-C-10-9013
MORMON LAKE LODGE	AG-024B-C-10-9014
NU-WAY, INC.	AG-024B-C-10-9015
PORT-A-PIT CATERING SERVICES	AG-024B-C-10-9016
PRESTIGE FOODS CORPORATION	AG-024B-C-10-9017
SCOFIELD CATERING & MANAGEMENT	AG-024B-C-10-9018
STEWART'S FIREFIGHTER FOOD CATERING, INC.	AG-024B-C-10-9019
THE LAKE, INC.	AG-024B-C-10-9020
THUNDER MOUNTAIN CATERING, INC.	AG-024B-C-10-9021
YELLOWSTONE KELLY'S CATERING CO.	AG-024B-C-10-9022