

J.3 Operating Responsibility Matrix U.S. House of Representatives

Abbreviations

AOC - Architect of the Capitol

CAO - Chief Administrative Officer

CO – Contracting Officer

COR – Contracting Officer's Representative

HIR – House Information Resources

L+D – Logistics and Distribution

OAP – Office of the Attending Physician

ITEM	CONTRACTOR	HOUSE
FOOD & BEVERAGE OPERATIONS		
Purchase and ownership of food, alcoholic beverages, disposable service ware, soap, chemicals	X	
Food product specification	X	
Menu testing and planning	X	
Menus, price lists, nutritional information for posting on Contractors' web site	X	
VENDING OPERATIONS		
Machine ownership, installation, replenishment, repair and maintenance	X	
Installation of data lines	X	
Wireless connections	X	
Set-up and maintenance of refund program	X	
Clean floor under and behind machines quarterly	X	
EQUIPMENT		
China/silverware/glassware, serving ware, utensils, pots, pans etc. - original purchase and replacement	X	
Replacement of dining room furniture and fixtures including carpet & drapes		X
Initial and annual physical inventory mutually taken of all House and Contractor owned equipment	X	COR
Installation and maintenance of soap dispensers on hand sinks, service ware and laundry washing machines	X	
Laundry equipment – initial equipment, repair and replacement		AOC
Marketing displays, menu boards	X	
New concept equipment (for new service/marketing) purchase, maintenance and repair	X	
Rental of foodservice and catering equipment	X	
Repair of dining room fixtures and furnishings		CAO/AOC
Repair of House owned food service equipment		AOC
Repair/replacement of House provided office furniture (repair of normal wear + tear items)		L+D
Utilities (Power, DWV, HVAC)		AOC
OFFICE & ADMINISTRATION		
Price & Portion Guide	X	
House ID Badge Requests	X	
Bank services	X	
Catering Surveys – ongoing	X	
Change in hours or days of foodservice, request mandatory	X	
Customer Surveys – annual	X	X
Maintaining operating records	X	
Merchandising & Marketing materials	X	
Office supplies	X	
Parking spaces - issuance		X
Postage and shipping	X	

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Product & Liability Insurance	X	
Prox Card access requests	X	
Quality assurance reviews & inspections	X	X
Taxes/licenses/permits	X	
Approval of subcontractors		CO
Food service manager and food handler certifications	X	
Food service permits and licenses	X	
Review and approval of menus, price lists, days and hours of operation		COR
TECHNOLOGY		
Computers (contractor owned) repair, replacement, troubleshooting	X	
Computers (House owned) repair, replacement, troubleshooting-3 units		HIR
Copier/Fax machines	X	
MDR Reservation System (House system) – R+M hardware and software		X
MDR Reservation System (House system) – daily operation	X	
MDR Reservation System (vendor owned)– daily operation, R+M hardware and software	X	
Point of sales system (POS) – ownership and maintenance	X	
POS – networking	X	
Software purchasing and update	X	
Telephone equipment	X	
Telephone service	X	
SUPPLIES		
Uniform/linen purchase and cleaning	X	
Specification, purchase and inventory of disposable service ware and cleaning supplies	X	
CLEANING		
Carpets – Dining room shampoo periodically		L+D
Chairs	X	
Chairs MDR - shampooing		L+D
Cleaning of Grease Traps		AOC
Equipment – kitchen, serving equipment and outside & exposed inside area of hoods (daily wipe down)	X	
Floors under/behind the service counters (all buildings)	X	
Floors in public areas Capitol (daytime + evenings)	X	
Hard surface floors in public areas Longworth/Rayburn/Ford/Cannon (Operator – daytime; House – evenings)	Daytime	Nights-AOC
Kitchen ceilings-Capitol	X	
Kitchen ceilings-HOB's		AOC
Kitchen Floors (all buildings)	X	
Light fixtures		AOC
Sanitation Inspections - Third Party Sanitarian Services	X	
Sanitation Inspections – House		OAP
Sanitation per most recent Food and Drug Administration Food code	X	
Tables	X	
Vacuum carpeted floors in MDR (Operator - daytime + evenings)	X	
Vacuum carpeted floors in public areas Capitol Market (Operator – daytime + evenings)	X	
Vacuum carpeted floors in public areas Longworth/Rayburn/Ford/Cannon	Daytime	Nights-AOC

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Kitchen hood exhaust ducts to outside building		AOC
Walls in Dining Room	X(as needed)	AOC (major cleaning)
Walls in Kitchen/Servery	X	
Windows Interior to 6'	X	
Windows Exterior and Interior above 6'		AOC
FACILITIES SERVICES & SYSTEMS		
Fire Safety systems		AOC
Kitchen (knife sharpening)	X	
Meeting/Conference Room furniture set-up services (Capitol, Cannon 345, and Ford House Office Building)		X
Meeting/Conference Room furniture set-up services (Rayburn, Longworth, and Cannon House Office Buildings aside from Cannon 345)	X	
Pest control Program		OAP
Removal of trash and recyclables from kitchen, serving area and dining rooms to designated areas	X	
Removal of trash and garbage from Capitol grounds		AOC
LABOR		
Staffing - Hiring, managing and labor relations	X	
Conduct regularly scheduled training (customer service, safety, sanitation)	X	
Employment Staff Advertising	X	
House-specific safety training (as needed)		X
Payment of regular full-time wages	X	
Payroll Taxes, Fringe Benefits & Employee Insurances	X	
Verification of employment eligibility	X	