



**CAREFREE CATERING & SPECIAL EVENTS**

*"Steadfast Quality in a World of Compromise"*

*November 3, 2020*

*City of Port St. Lucie  
Procurement Department  
121 SW Port St. Lucie Blvd.  
Port St. Lucie, FL 34984*

*Dear Mr. Shiver,*

*Please allow this letter to act as an introduction to South Florida Carefree Catering, Inc. located at 140 NE 1<sup>st</sup> Street, Delray Beach, FL 33444.. Our corporate telephone number is 561-703-6998. We have been in the catering, restaurant management and emergency feeding business for 30. We have a full time staff of six people and 300 part time employees.*

*South Florida Carefree Catering, Inc. understand the scope of work required and is committed to providing the best quality service possible within the allotted timeframe.*

*Sincerely,*

*Bern Ryan  
President  
South Florida Carefree Catering, Inc.*

**140 NE 1<sup>st</sup> Street , Delray Beach FL 33444 Phone 561-703-6995**

## South Florida Carefree Catering

### Transition Plan

South Florida Carefree Catering will be able to open the Saints Restaurant quickly. Carefree Catering has a seasoned management and culinary team experienced in restaurant and golf course food service management.

As soon as the contract is awarded, Carefree Catering management team will immediately begin the paperwork for the liquor license and other required licensing. We already have liquor liability, workers compensation and complete insurance coverage for the company. A certificate of insurance can be produced within 3 days.

Presently, the company has over 200 staff ready to work as soon as necessary.

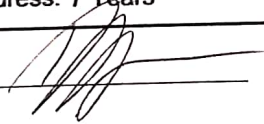
### SUPPLIER LOCATION CERTIFICATION

The undersigned, as a duly authorized representative of the Supplier listed herein, certifies to the best of their knowledge and belief, that the Supplier's location is correctly reflected based upon the below information. For purposes of this section, "Location" shall mean a business which:

- a) How far is the Supplier's fixed office or distribution point located from City Hall; and
- b) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Complete the following and upload this document and the Google Maps print out to the required sourcing platform:

Business Name: South Florida Carefree Catering, Inc.	
Current Local Address: 140 NE 1st Street, Delray Beach, FL 33444	Phone: 5617036998
Length of time at this address: 7 Years	Fax:
Please provide your prior business address if the above address has been for less than one (1) year, prior to the issuance of this solicitation.	
Length of time at this address:	
Home Office Address: 140 NE 1st Street, Delray Beach, FL 33444	Phone: 5617036998
Length of time at this address: 7 Years	Fax:

(Signed) Bern Ryan 

(Title) President

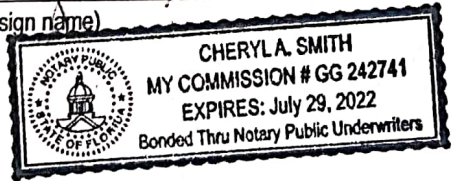
STATE OF FLORIDA }  
 COUNTY OF ST. LUCIE) SS:

The foregoing instrument was acknowledged before me this (Date) 22<sup>nd</sup> October 2020

by: Bernard Ryan who is personally known to me or who has produced  
 \_\_\_\_\_ as identification and who did (did not) take an oath.

Cheryla Smith  
 Notary (print & sign name)

Commission No. \_\_\_\_\_



**Linda J. Ruth**

518 North M Street

Lake Worth, FL 33460

Cell: (561) 389-0564

[rudisnax@bellsouth.net](mailto:rudisnax@bellsouth.net)

**Profile:** In 20 plus years in the catering/ events industry, I have learned from the ground level up. I have been blessed to have worked with many industrious and creative entrepreneurs who have entrusted me to help grow their successful and dynamic companies. My skills are diverse and I pride myself on having an upbeat and motivated attitude at work and in life. I am a team player.

**Specific Catering/Event Skills:** banquet sales, weddings, staffing, managing on site and off site events, employee training, menu planning, disaster relief, festivals, concessions, trade shows, cash handling and credit deposits. I am computer literate and able to utilize a variety of programs

**Specific Catering and Events Work History:**

2/ 11- present **Assistant Food and Beverage Manager, Ovations Catering**

- Staff and manage large trade shows, conventions, and events
- Supervise a staff of fifty
- Handle cash registers and daily deposits

2001-Present **Hugo's Gourmet Catering**

- Expanded sales and tastings
- Created and planned menus and themes for weddings and celebrations
- Recruited and trained staff
- Sold and staged off site events in a wide variety of venues

1999-2007 **Peas and Carrots Catering**

- Promoted sates and privates tastings
- Staffed on-site and off-site parties and events
- Coordinated and staffed disaster relief (Red Cross)
- Organized and staffed off site festivals such as *SunFest, Garlic Fest,* Air shows, and employee recognition parties

**Personal:** Married with three school-aged daughters. We love long road trips in our minivan seeing and exploring the sites of America.



<b>IV. Personal Hygiene</b>	<b>M</b>	<b>T</b>
A. Monitoring of proper & frequent employee handwashing		
B. Handsinks accessible, hot/cold running water, soap & single-use towels		
C. Smoking prohibited, except in approved areas		
D. Employee beverages food stored below and away food and food contact Surfaces (all beverages have a lid and a straw)		
E. Clean clothes and proper hair restraints		
F. Proper restriction of employees with infections, illnesses, poor hygiene		

For any unsatisfactory items listed above, describe the **Corrective Action:** \_\_\_\_\_

<b>V. Equipment &amp; Utensils</b>	<b>M</b>	<b>T</b>
A. Good repair		
B. Clean & sanitary		
C. Proper utensil washing and sanitizing practices: <ul style="list-style-type: none"> <li>1. Proper use of three compartment sink</li> <li>2. Wash water clean</li> <li>3. Proper temperature or chemical concentrations for sanitizing</li> </ul>		
D. Wiping cloths restricted, used properly, adequate sanitizer solution		
E. Proper storage of utensils		
F. Single service articles properly handled		

For any unsatisfactory items listed above, describe the **Corrective Action:** \_\_\_\_\_

<b>VI. Establishment</b>	<b>M</b>	<b>T</b>
A. Good repair – outside areas maintained, landscape free of vermin and trash		
B. Toilet facilities adequate, properly installed, maintained		
C. Plumbing properly installed (adequate air gapping) and maintained		
D. Floors, walls, ceilings: <ul style="list-style-type: none"> <li>1. Good repair</li> <li>2. Easily cleanable</li> <li>3. Clean</li> </ul>		
E. Lighting – adequate, properly shielded		
F. Vermin controlled		
G. Rubbish storage: <ul style="list-style-type: none"> <li>1. Approved containers (inside and outside)</li> <li>2. Disposed of frequently</li> <li>3. Area clean, no nuisance</li> </ul>		

For any unsatisfactory items listed above, describe the **Corrective Action:** \_\_\_\_\_

Inspected By \_\_\_\_\_

Date \_\_\_\_\_



# Food Service Quality Assurance Checklist

Record "Y" for Yes, "N" for No, and "NA" for Not Applicable

I. Refrigerator & Freezer Storage	M	T	W	Th	F	St	Sn
A. Refrigerator & Freezer units in good repair							
B. Proper temperatures maintained: 1. Refrigerators at 39°F or below 2. Freezer units at 0°F or below							
C. Graduated thermometers properly located and easily readable							
D. Food products stored 6" above floor in the walk-in cooler/freezer							
E. No potentially hazardous ready-to-eat foods held for more than 7 days at 41°F							
F. Foods properly labeled and dated with the discard date (prep day + 6 days)							
G. Food products properly protected: 1. Covered 2. Cross-Contamination: Raw animal foods stored according to cook-off temperatures and below and away from cooked, ready-to-eat food.							

For any unsatisfactory items listed above, describe the **Corrective Action:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

II. Preparation, Holding & Service	M	T	W	Th	F	St	Sn
A. Proper defrosting of frozen food							
B. Handling of food minimized by use of suitable utensils							
C. Verify no bare hand contact with ready-to-eat foods							
D. Fruits and vegetables washed							
E. Potentially hazardous food at 41°F or below OR 135°F or above							
F. Proper cooling procedures used: 1. Within 2 hours from 135°F to 70°F ; and 2. Within a total of 6 hours from 135°F to 41°F or less							
G. Proper holding practices used							
H. Unwrapped and potentially hazardous foods not reserved							
I. Calibrated metal-stemmed thermometer readily available (0°- 220°F)							

For any unsatisfactory items listed above, describe the **Corrective Action:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

III. Dry Storage Facilities	M	T	W	Th	F	St	Sn
A. Storage facilities in good repair							
B. Food products stored 6" above the floor							
C. Dry food products stored in approved containers							
D. Separate storage of chemicals							

For any unsatisfactory items listed above, describe the **Corrective Action:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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**YOU SHOULD REMOVE THIS TEXT BEFORE USING THE FORM IN YOUR WORKPLACE**

## Performance Improvement Plan

<b>Employee Name:</b>	
<b>Supervisor Name:</b>	
<b>Date of PIP Review:</b>	

**Subject:** *Written Notice of Performance Improvement Plan*

The purpose of this Performance Improvement Plan (PIP) is to define areas of concern as they relate to your work performance, reiterate expectations and provide the opportunity for improvement. This notice serves as a written improvement plan to help you work towards the level of performance needed to be successful in your position.

### Areas of Concern:

On [dates of all counseling sessions including verbal warnings], you were counseled about areas of concern related to your performance in your position of [position title]. To date, there has not been demonstrated improvement in line with previous discussions [Company Name] values you as an employee, and your supervisor would like to assist you in improving your performance but ultimately, the responsibility of this improvement is yours.

Accordingly, during the next [30, 60, or 90] days, [beginning date] to [ending date], your performance will be closely monitored by your supervisor. During this time, you must demonstrate improvement in the following areas:

<i>Goals and Expectations Related to Areas of Concern</i>	<i>Start Date</i>	<i>Checkpoint Date</i>	<i>Projected Completion</i>
1.			
2.			
3.			
4.			



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5.			
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**Follow-up Plan:**

Your supervisor will review your progress on each of the above items requiring improvement every [frequency of review] or as specified by the checkpoint date associated with the goal. We expect you to accomplish the goals and associated expectations outlined and make the improvements necessary to achieve success in this role by the projected completion date. As such, improvement must occur *immediately* and must then be *maintained*. Upon successful completion of the probationary period, your supervisor will schedule a follow-up evaluation to continue to monitor your success in improving performance and maintain that level of performance.

If any portion of this PIP is violated or improvements are not made during the specified probationary period, disciplinary action up to and including termination from [Company Name] may occur. As always, your supervisor is available to discuss any concerns you may have while working on this PIP.

**AT-WILL EMPLOYMENT:** *To be removed if located in a jurisdiction that does not recognize the at-will employment relationship (e.g., Montana)*: This PIP is not meant to alter the employment at-will relationship. Either you or [Company Name] may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with [Company Name] for any set period of time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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## **Performance Review: Supervisor's Checklist**

*For the Supervisor: Retain this sheet*

### **Prior to performance review meeting:**

- Advise employee that performance review is due
- Provide the employee with a copy of the performance review form
- Ask the employee to rate his or her own performance
- Provide a deadline to submit the completed review form
- Set a time, date, and place for the performance review meeting

### **During the performance review meeting:**

- Review all ratings with the employee and provide examples of specific performance
- Discuss each goal or objective established for the employee
- Clarify all areas of agreement and define areas of disagreement.
- Discuss all positive skills, traits, accomplishments
- Identify all areas where improvement is required
- Commend specific employee accomplishments
- Make and agree upon training and development recommendations
- Work with the employee to set specific goals for the next review period
- Discuss each goal or objective established for the employee
- Ask the employee if he/she has any questions or issues he/she would like to discuss.
- Reiterate expectations
- Thank the employee for his or her contributions and anticipated effort

### **After the performance review meeting:**

- Complete the final performance review form, summarize results, and sign the form
- Obtain all required signatures
- Store the completed performance review in the employee's personnel file
- Continuously monitor progress and provide resources and support as necessary to help the employee achieve their goals

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## **Performance Appraisal**

<b>Employee Name</b>	_____	<b>Supervisor Name</b>	_____
<b>Employee Title</b>	_____	<b>Supervisor Title</b>	_____
<b>Department</b>	_____		

### **Type of Appraisal:**

Annual     Bi-Annual     Interim\*    Due Date: \_\_\_\_\_

**Appraisal Period (MM/DD/YYYY):** From \_\_\_\_\_ Until \_\_\_\_\_

*\*Interim appraisals should be conducted for employees who are new to a position, those with previous unsatisfactory performance, or may be conducted when changes in supervision, position requirements, or employee performance occur. Merit increases are generally not considered during this evaluation period.*

### **Performance Ratings and Guidelines**

<b>5</b>	<b>Distinguished</b>	Consistently and significantly exceeds expectations
<b>4</b>	<b>Excellent</b>	Consistently meets expectations and frequently exceeds expectations
<b>3</b>	<b>Satisfactory</b>	Regularly meets expectations
<b>2</b>	<b>Marginal</b>	Below competency expectations; although shows progress in achieving goals
<b>1</b>	<b>Unsatisfactory</b>	Development needs identified, significantly below expectations

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## **SECTION I: ESSENTIAL FUNCTIONS AND EXAMPLES**

This Section carries a weight of 50% of the overall appraisal. It is essential that the person doing the evaluation has extensive knowledge of the employee's position and duties. When listing the essential functions and examples, attach a sheet of paper if more is needed.

Essential job functions are usually taken from the employee's job description, and/or directly from the employee. If the employee has noticed that their job should contain an essential function not listed on the appraisal form or in the job description, then the job description and appraisal form should be updated accordingly.

Essential job functions outline the major functions and duties of an employee's position. Essential functions typically outline the mental requirements (i.e. organizing and planning), physical requirements (i.e. required to lift 40 pounds), and the working conditions (i.e., exposure to the outdoors, loud noises, chemicals, etc).

### **Instructions for Completion**

- 1. Complete the essential functions column:** Essential job functions are usually taken from the employee's job description, and/or directly from the employee.
- 2. Employee and supervisor assess performance:** Both the employee and the supervisor should assess the employee's level or proficiency for each essential function and example using the provided rating scale of 5, 4,3,2,1. (See previous page for definition of each rating.)
- 3. Employee submits ratings to supervisor:** After the employee has completed his/her portion, the form should be submitted to his/her supervisor for completion.
- 4. Provide examples:** The supervisor should list specific work-related examples where appropriate and provide comments for each rating.
- 5. Tally overall performance rating:** Sum the performance ratings provided by the supervisor and then divide that number by number of essential functions. Transfer this number to Section III in the designated area.

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Essential Functions	Supervisor Comments	Employee Rating (1-5)	Supervisor Rating (1-5)
Function:			
Example:			
Function:			
Example:			
Function:			
Example:			
Function:			
Example:			

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<b>Function:</b>			
Example:			
<b>Function:</b>			
Example:			
<b>Function:</b>			
Example:			

<p><b>Section I Total (sum of ratings divided by number of functions)</b></p> <p><i>Transfer this number to Section III. Only transfer the ratings given by the Supervisor.</i></p>	
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## **SECTION II: PERFORMANCE FACTOR ASSESSMENT** *(To be completed by supervisor)*

Performance factors, also known as success factors, are competencies that are important to the company at a global level and may include skills such as planning and organizing, customer service, or teamwork.

### **Instructions for Completion**

1. Add or modify the list of performance factors below to ensure that you have accounted for all factors that are important to your company. **Note:** *Employees in similar roles should be evaluated on the same set of performance factors.*
2. Assess the employee's level of proficiency for each performance factor. Cite specific work related examples ad/or comments.
3. Add the ratings together and divide by the total number of performance factors. Put the total in the box found at the end of this section. This section carries a weight of 50% of the overall Performance Appraisal.

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PERFORMANCE FACTORS	RATING (1-5)	SUPERVISOR'S COMMENTS
<p><b>1. Planning and Organizing</b> - Ability to set goals and establish priorities; systematically implements strategies; effectively utilizes available resources; organizes own work (and work of subordinates, if appropriate); utilizes effective time management skills.</p>		
<p><b>2. Effective Communication</b> - Expresses ideas/information so that they are understood, orally and in writing; listens actively to information presented by others; clearly expresses desired outcomes; keeps all appropriate parties informed.</p>		
<p><b>3. Teamwork</b> - Works effectively as a member of a team; develops and maintains department work relationships; enhances level of mutual cooperation; contributes to the achievement of common objectives.</p>		
<p><b>4. Commitment to Quality Improvement</b> - Seeks to improve quality in all aspects of work performance; conforms to the highest professional standards in achieving results; work is complete, accurate, on time and cost effective.</p>		
<p><b>5. Initiative</b> - Actively influences events rather than passively accepting; is self-starting and self-disciplined; seeks out innovative approaches; follows up on planned actions, volunteers input, suggestions, and professional guidance as appropriate; seeks and seizes opportunities.</p>		
<p><b>6. Decision Making/Analysis/Judgment</b> - Makes sound, logical decisions; accepts responsibility for decisions, maintains flexibility in changing situations; prioritizes problems for attention; makes use of all available resources, and selects appropriate course of action to achieve desired results.</p>		

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PERFORMANCE FACTORS	RATING (1-5)	SUPERVISOR'S COMMENTS
<p><b>7. Customer Service</b> - Demonstrates concern for clients within or outside the organization, effectively responding to their needs and problems.</p>		
<p><b>8. Expense Control</b> - Demonstrates appropriate concern for budgetary constraints; optimizes return on expenditures and develops methods for cost control and reduction.</p>		
<p><b>9. Dealing with Others</b> - Conduct in keeping with terms of the company philosophy; treats others, including peers, superiors, and subordinates, with respect, fairness and sensitivity.</p>		
<p><b>10. Technical and Functional Expertise</b> – <i>(specific to the employee's role)</i></p>		
<p><b>Section II Total</b> (sum of ratings divided by number of functions) <i>Transfer this number to Section III.</i></p>		

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**SECTION III: PERFORMANCE APPRAISAL SUMMARY** *(To be completed by supervisor)*

Transfer the Totals from Sections I and II and follow the calculation procedures below.

<b>Section I</b>	Essential Functions	<input type="text"/>	X	.50	=	<input type="text"/>	Points
<b>Section II</b>	Performance Factor Assessment	<input type="text"/>	X	.50	=	<input type="text"/>	Points
<b>Section III</b>	Add Totals from Section I and Section II for overall rating					<input type="text"/>	Points

**Performance Level based on overall rating above (check one):**

- 4.5 – 5 Distinguished** **Consistently Exceeds Expectations:** Employee displays, at all times, a constantly high level of factor related skills, abilities, initiative, and productivity
- 3.5 – 4.5 Excellent** **Often Exceeds Expectations:** Employee displays high level of factor related skills, abilities, initiative, and productivity, but not consistently, or with exception.
- 2.5 – 3.4 Commendable** **Meets Expectations:** Work output regularly achieves desired or required outcomes or expectations.
- 1.5 – 2.4 Adequate** **Some Improvement Needed:** Employee displays inconsistency in the performance of their job factors, and output frequently falls below acceptable levels.
- 1 – 1.4 Poor** **Major Improvement Needed:** Work output is consistently low, regularly fails to meet required outcomes, and error rate is high requiring repetition of duty or completion by others

**Supervisor Comments:**

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### **SECTION IV: SETTING PERFORMANCE GOALS**

Use this section of the appraisal to set performance goals for the next review period. Goals should be **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime bound.

<b>Specific Goals</b>	<b>Measurable</b>	<b>Attainable/Realistic</b>	<b>Time-framed</b>
<i>Example: Conduct 12 client satisfaction surveys</i>	<i>Surveys conducted</i>	<i>Two per month</i>	<i>6 Months</i>

**Employee Comments:**

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## **Employee Signature**

**I have read this Performance Appraisal, and my immediate supervisor has reviewed the contents with me.**

\_\_\_\_\_  
*Employee signature*

\_\_\_\_\_  
*Date*

## **Appraiser(s) Signature(s)**

\_\_\_\_\_  
*Appraiser Signature*

\_\_\_\_\_  
*Date*

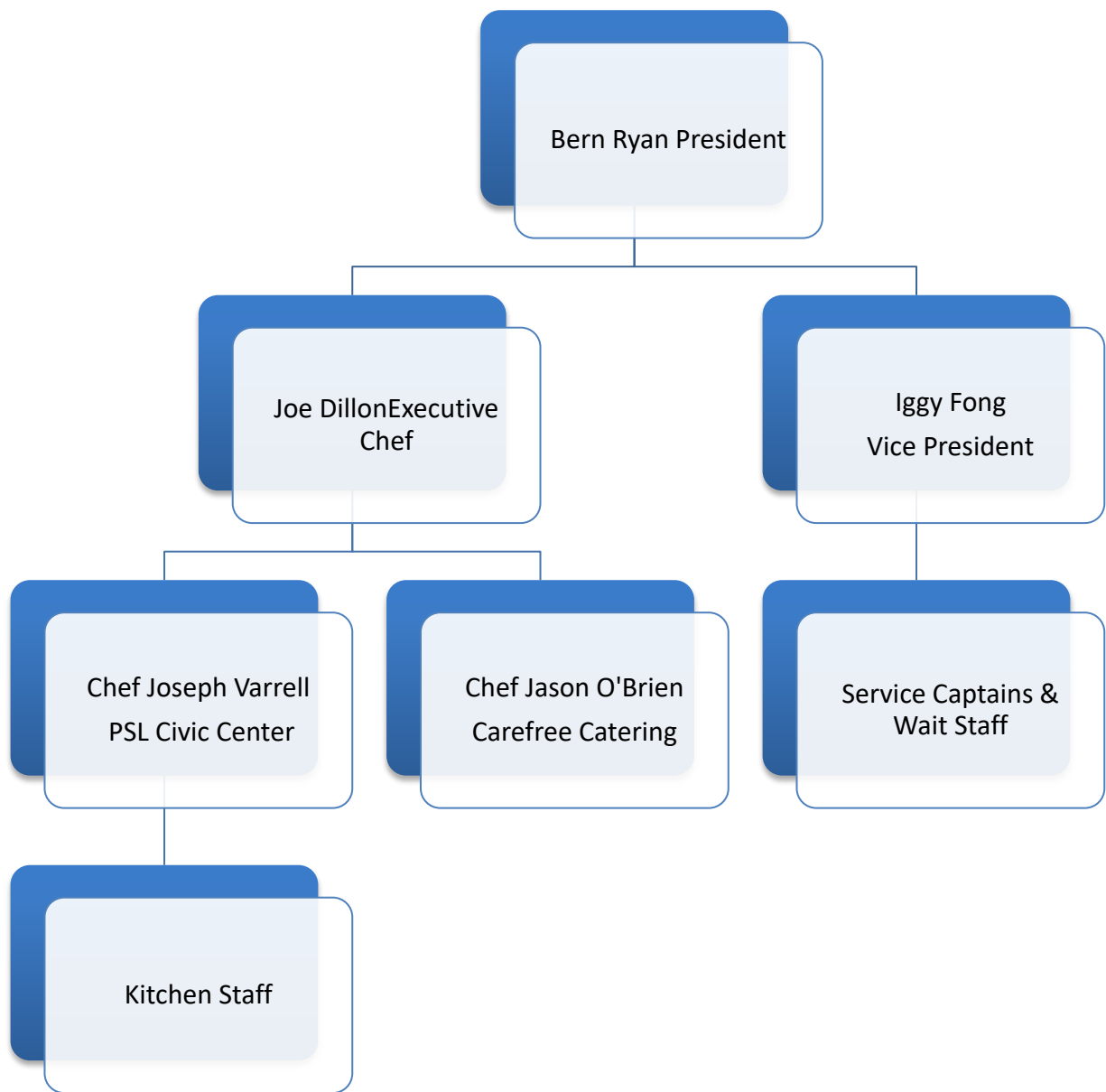
\_\_\_\_\_  
*Appraiser Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Appraiser Signature*

\_\_\_\_\_  
*Date*





**NON-COLLUSION AFFIDAVIT**  
**Solicitation# 202000102**  
**Solicitation Name: Event Catering Services**

State of FLORIDA }

County of PALM BEACH }

BERNARD RYAN, being first duly sworn, disposes and says that:  
(Name/s)

1. They are PRESIDENT of SOUTH FLORIDA CATERING the Proposer that  
(Title) (Name of Company)

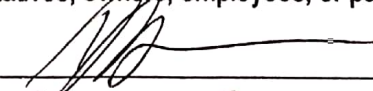
has submitted the attached PROPOSAL;

2. He is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such PROPOSAL;

3. Such Proposal is genuine and is not a collusive or sham Proposal;

4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Port St. Lucie or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) 

(Title) PRESIDENT

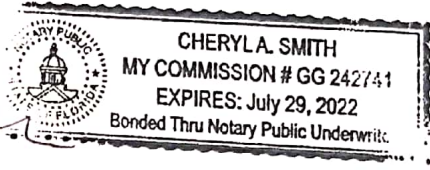
STATE OF FLORIDA }  
COUNTY OF ST. LUCIE } SS:

The foregoing instrument was acknowledged before me this (Date) 22<sup>nd</sup> October 2020  
by: Bernard Ryan who is personally known to me or who has produced  
\_\_\_\_\_ as identification and who did (did not) take an oath.

Commission No. GG 242741

Notary Print: Cheryl A Smith

Notary Signature: Cheryl A Smith



## Monthly Entertainment Calendar

### Weekly`

Monday	Burger Night
Tuesday	Taco Tuesday
Wednesday	Live Entertainment
Thursday	Live Entertainment
Friday	Italian Feast Night Live Entertainment
Saturday	Steak Night Live Entertainment
Sunday	Live Entertainment

### Monthly

January	Wine Tasting Event
February	Beer Tasting Festival Valentine's Day Party
March	St. Patrick's Day Party
April	Easter Feast
May	Cinco De Mayo/Mother's Day Celebration
June	Father's Day Celebration
July	4 <sup>th</sup> of July
August	National Golf Month

September	Labor Day BBQ
October	Octoberfest National Breast Cancer Month/Fundraiser
November	Veteran's Day Celebration Thanksgiving Day Celebration
December	Christmas Celebration New Year's Eve Celebration

0066061 11-24  
Office AU # 1210(8)

**PERSONAL MONEY ORDER**

SERIAL #: 6606102064

ACCOUNT#: 4861-509859

Remitter: BERNARD RYAN  
Purchaser: BERNARD RYAN  
Purchaser Account:  
Operator I.D.: f1007488  
Funding Source: Cash

November 4, 2020

PAY TO THE ORDER OF **\*\*\*CITY OF PORT ST LUCIE\*\*\***

**\*\*Five Hundred and 00/100 -US Dollars \*\***

**\*\*\$500.00\*\***

Payee Address:  
Memo:

WELLS FARGO BANK, N.A.  
11710 US HWY 1  
PALM BEACH GARDENS, FL 33408  
FOR INQUIRIES CALL (480) 394-3122

NOTICE TO PURCHASER-IF STOP PAYMENT IS PLACED ON THIS INSTRUMENT, WELLS FARGO BANK MAY IMPOSE A WAITING PERIOD BEFORE ISSUING A REPLACEMENT OR REFUND.

VOID IF OVER US \$ 500.00

**NON-NEGOTIABLE**

**Purchaser Copy**

FB004 M4203 80355911

PRINTED ON LINEMARK PAPER - HOLD TO LIGHT TO VIEW. FOR ADDITIONAL SECURITY FEATURES SEE BACK.

0066061 11-24  
Office AU # 1210(8)

**PERSONAL MONEY ORDER**

6606102064

Remitter: BERNARD RYAN  
Operator I.D.: f1007488

November 4, 2020

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FOR INQUIRIES CALL (480) 394-3122

VOID IF OVER US \$ 500.00

Purchaser's Signature

⑈ 6606 10 2064 ⑈ ⑆ 121000 248 ⑆ 4861 5098 59 ⑈





561-812-2961  
713 US Highway One  
North Palm Beach, FL 33408

## Small Plates

### JUMBO BAVARIAN PRETZEL

Served with beer cheese dip and spicy grained mustard...\$10

### MINGO'S FAMOUS POPPERS

Jalapeño poppers stuffed with chicken served with clam dip, celery, and carrots...\$12

### SMOKED FISH DIP

Served with flat bread and sliced jalapeños...\$12

### DRAFTHOUSE MELT

Tater tots, shredded jack and cheddar cheese, buffalo chicken tenders, lettuce, tomato, and jalapeños topped with sour cream...\$12

### QUESADILLA

Stuffed with chicken and cheese, served with sour cream and salsa...\$12

### FRIED BUFFALO SHRIMP NEW

Tossed in buffalo thai chili sauce over a bed of coleslaw...\$12

### FRIED MOZZARELLA CHEESE NEW

Served with marinara sauce...\$8



## Wings

Served with celery, carrots, and your choice of bleu cheese or ranch

### FRESH JUMBO WINGS

(10)...\$11 (20)...\$19

### BONELESS WINGS

Tossed in your choice of sauce (5)...\$8 (10)...\$15

Sauces: Mild, Medium, Hot, BBQ, Buffalo, Garlic Parmesan, Sweet Thai Chili



## Flatbreads

### MARGHERITA FLATBREAD

Fresh mozzarella cheese, sliced tomato, basil, and pesto...\$10

### PEPPERONI FLATBREAD

Fresh mozzarella cheese, homemade marinara, and pepperoni...\$11

### ITALIAN FLATBREAD NEW

Ham, capicola, salami, provolone cheese and banana peppers drizzled with Italian dressing...\$12

### PHILLY CHEESE STEAK FLATBREAD NEW

Garlic oil sauce, steak and American cheese...\$13



## Burgers

Our hand pattied burgers are made with brisket, chuck and short rib, seasoned to taste.

All Burgers served with your choice of side.



### THE BIG BBQ BURGER NEW

Smoked thick cut bacon, cheddar cheese, onion straws, BBQ sauce, topped with slaw...\$13

### BACON BLEU BURGER

Bleu cheese, bacon, lettuce, tomato, and onion...\$13

### DRAFT HOUSE BURGER

Beer glazed onions, smoked bacon, sautéed mushrooms, and cheddar cheese...\$13

### PB & J CHEESE BURGER

American cheese, thick cut bacon, creamy peanut butter, and grape jelly...\$14

### HANGOVER BURGER

Fried egg, thick cut smoked bacon, and jalapeño jack cheese...\$14

### PATTY MELT

Served on marble rye with caramelized onions and choice of cheese...\$13

### SLIDERS

Four mini sliders served with chopped onions and sliced pickle...\$13

### TURKEY BURGER

All white meat grilled with sliced avocado and a drizzle of siracha aioli spread...\$13

### VEGGIE BURGER (vegan)

Served with avocado, lettuce, tomato, and onion...\$13

### CLASSIC BURGER

Served with lettuce, tomato, and onion...\$12  
add cheese...\$1

Choice of cheese:

American, Swiss, Cheddar, Jalapeño Jack or Provolone

Add another patty to any burger for \$6

\$3 sharing charge for any item split in the kitchen.

*WE DON'T SAY WE HAVE  
THE BEST BURGERS IN TOWN,  
OUR CUSTOMERS DO!!!*



## Sandwiches

Served with your choice of side.

### BUFFALO BLEU CHICKEN SANDWICH NEW

Fried chicken topped with crumbled bleu cheese, drizzled with buffalo sauce, lettuce, and tomato...\$13

### DRAFT HOUSE REUBEN

Corned beef, sauerkraut, Thousand Island dressing, and swiss cheese served on marble rye...\$13  
Substitute Fish of the Day...\$5

### FRENCH DIP

Prime rib of beef thinly sliced, served with au jus...\$13

### TURKEY WRAP

Turkey, bacon, lettuce, tomato, mayo, and American cheese...\$12

### CUBAN SANDWICH

"The real deal" from Cuba...\$13

### THE WORKS PHILLY

White American cheese, sweet peppers, hot peppers, fried onions, and mushrooms...\$13

### ITALIAN SUB

Ham, capicola, salami, provolone cheese, lettuce, tomato, onion, banana peppers, Italian Dressing served warm...\$12

### VILLAGE CHICKEN SANDWICH

Grilled chicken breast, bacon, avocado, American cheese, lettuce, tomato, and onion...\$13

### BBQ BEEF BRISKET SANDWICH NEW

Thick cut brisket served on a brioche bun with coleslaw and BBQ sauce...\$14

## Tacos

Served with your choice of side.

### CHICKEN TACOS

Three tacos grilled, blackened, or fried served with cheese, lettuce, tomato, and cilantro...\$11

### FISH TACOS

Three tacos grilled, blackened, or fried served with cheese, lettuce, tomato, and cilantro...\$14

## Seafood

Served with fries and coleslaw.

### YOU HOOK IT, WE COOK IT NEW

Bring your chilled fresh fish and will cook it!  
Served with two sides...\$12.95

### FRIED SHRIMP NEW

Served with two sides...\$17.95

### FISH & CHIPS...\$15

### FISH SANDWICH

Fish of the day, grilled, blackened, or fried...\$15



## Soups & Salads

### AWARD-WINNING CHILI

cup \$6 bowl \$7.50

### NEW ENGLAND CLAM CHOWDER NEW

cup \$6 bowl \$7.50

### CHICKEN NOODLE SOUP

cup \$6 bowl \$7.50

### GORGONZOLA CHOPPED SALAD NEW

Mixed Greens, gorgonzola cheese, cucumbers, tomatoes, carrots, and red onion tossed in balsamic dressing...\$10  
add chicken...\$3 add steak, shrimp, or fish...\$5

### DRAFT HOUSE COBB SALAD

Chopped romaine lettuce, chicken, egg, tomatoes, cucumbers, avocado, crumbled bleu cheese, and smoked bacon...\$12

### CAESAR SALAD

Romaine lettuce, fresh parmesan cheese, and croutons...\$10  
add chicken...\$3 add shrimp or fish...\$5

### HOUSE SALAD

Mixed greens, tomato, onion, cucumber, and carrots...\$8  
add chicken...\$3 add shrimp or fish...\$5

#### Choice of Dressing:

Ranch, Bleu Cheese, Italian, Balsamic Vinaigrette, Honey Mustard, Thousand Island, Oil and Vinegar

## Sides

French Fries • Seasoned Vegetable  
Rice • Coleslaw • Fruit

### PREMIUM SIDES

Tater Tots • Onion Rings • Mac n Cheese  
...with meal add \$2

Cup Soup...\$3 • Bowl Soup...\$4

Add side salad to any meal...\$4

## Kids Menu

12 and Under.

Served with your choice of side and a drink...\$5

MAC N CHEESE  
CHICKEN TENDERS

TWO SLIDERS  
GRILLED CHEESE

*"Consuming raw or under cooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness"*



We proudly exclusively serve Cheney Brothers products.





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**YOU SHOULD REMOVE THIS TEXT BEFORE USING THE FORM IN YOUR WORKPLACE**

Job Title

## **Food Service Manager**

Department	Reports To	FLSA Status	Prepared By	Approved By	Last Modified
N/A	N/A	N/A	N/A	N/A	

## **Job Summary**

- Coordinates food service activities of hotel, restaurant, or similar establishment.

## **General Accountabilities**

- Estimates food and beverage costs and requisitions or purchases supplies.
- Confers with food preparation and other personnel to plan menus and related activities such as dining room, bar, and banquet operations.
- Inspects food and food preparation to maintain quality standards and sanitation regulations
- Investigates and resolves food quality and service complaints.
- Monitors compliance with health and fire regulations regarding food preparation and serving, and building maintenance in lodging and dining facilities.
- Coordinates assignments of cooking personnel to ensure economical use of food and timely preparation.
- Schedules and receives food and beverage deliveries, checking delivery contents to verify product quality and quantity.
- Monitors budgets and payroll records, and reviews financial transactions to ensure that expenditures are authorized and budgeted.
- Maintains food and equipment inventories, and keeps inventory records.
- Schedules staff hours and assigns duties.
- Establishes standards for personnel performance and customer service.
- \*The company reserves the right to add or change duties at any time.

## **Job Qualifications**

- Experience: 2-3 years' experience in restaurant management

## **Skills**

- Excellent verbal and written communication
- Service orientation
- Coordination
- Critical thinking
- Management of personnel resources

"A City for All Ages"

**E-Verify Form**

Supplier/Consultant acknowledges and agrees to the following:

1. Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Supplier/Consultant during the term of the contract; and
2. Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

E-Verify Company Identification Number 1595748

Date of Authorization 10/22/2020

Name of Contractor SOUTH FLORIDA CAREFREE CATERING, INC

Name of Project DIVINE EVENT CATERING SERVICES AT THE SAINTS

Solicitation Number (If Applicable) 202000125-0200/MS

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on NOVEMBER, 1, 2020 in DELDAY BEACH (city), FL (state).

  
\_\_\_\_\_  
Signature of Authorized Officer

BERNARD RYAN PRESIDENT  
\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

**DRUG-FREE WORKPLACE FORM**

RFP 202000102

Solicitation Name

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

**South Florida Carefree Catering, Inc.** \_\_\_\_\_ does:  
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 Florida Statutes or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

**Bernard Ryan** 

Contractor's Signature

**10/6/2020**

Date



NOTICE TO ALL PROPOSERS

To ensure fair consideration is given for all Proposers, it must be clearly understood that upon release of the proposal and during the proposal process, firms and their employees of related companies as well as paid or unpaid personnel acting on their behalf shall not contact or participate in any type of contact with City employees, department heads or elected officials, up to and including the Mayor and City Council. The Cone of Silence is in effect for this solicitation from the date the solicitation is advertised on DemandStar, until the time an award decision has been approved by City Council and fully executed by all parties. Information about the Cone of Silence can be found under the City of Port St. Lucie Ordinance 20-15, Section 35.13. Contact with anyone other than the Issuing Officer may result in the vendor being disqualified. All contact must be coordinated through (Matt Shiver), Issuing Officer, for the procurement of these services.

All questions regarding this Solicitation are to be submitted in writing to Matt Shiver, Director with the Procurement Management Department via [mshiver@cityofpsl.com](mailto:mshiver@cityofpsl.com), or by phone 772-871-7390. Please reference the Solicitation number on all correspondence to the City.

All questions, comments and requests for clarification must reference the Solicitation number on all correspondence to the City. Any oral communications shall be considered unofficial and non-binding.

Only written responses to written communication shall be considered official and binding upon the City. The City reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions, and requests for clarification.

**\*NOTE:** All addendums and/or any other correspondence before bid close date (general information, question and responses) to this solicitation will be made available exclusively through the DemandStar's Website for retrieval. All notice of intent to award documentation will be published on the City Clerk's Website. Proposers are solely responsible for frequently checking these websites for updates to this solicitation.

I understand and shall fully comply with all requirements of City of Port. St. Lucie Ordinance 20-15, Section 35.13.

Typed Name: Bern Ryan

Signed: Bern Ryan

Company and Job Title: South Florida Carefree Catering, Inc.

Date: 10/6/2020

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**YOU SHOULD REMOVE THIS TEXT BEFORE USING THE FORM IN YOUR WORKPLACE**

Job Title

**Executive Chef**

Department	Reports To	FLSA Status	Prepared By	Approved By	Last Modified
N/A	N/A	N/A	N/A	N/A	

## Job Summary

- Oversees all culinary activities, including the preparation and cooking of meals, planning and pricing menu items, ordering supplies, and supervising kitchen staff.

## General Accountabilities

- Check the quality of raw or cooked food to ensure that health and safety standards are met.
- Monitor sanitation practices to ensure that employees follow appropriate standards and regulations.
- Check the quantity and quality of received products.
- Order food or other supplies needed to ensure efficient operation.
- Supervise or coordinate activities of cooks or workers engaged in food preparation.
- Inspect supplies, equipment, or work areas to ensure conformance to established standards.
- Determine how food should be presented and create decorative food displays.
- Instruct cooks or other workers in the preparation, cooking, garnishing, or presentation of food.
- Estimate amounts and costs of required supplies, such as food and ingredients.
- Collaborate with other personnel to plan and develop recipes or menus, taking into account such factors as seasonal availability of ingredients or the likely number of customers.
- Analyze recipes to assign prices to menu items, based on ingredients, labor, and overhead costs.
- Prepare and cook foods of all types.
- Determine production schedules and staff requirements necessary to ensure timely delivery of services.

- Recruit and hire staff, such as cooks and other kitchen workers.
- Meet with customers to discuss menus for special occasions, such as weddings, parties, or banquets.
- Demonstrate new cooking techniques or equipment to staff.
- Arrange for equipment purchases or repairs.
- \* The company reserves the right to add or change duties at any time

## **Job Qualifications**

- Education: Associate's degree in culinary arts
- Experience: At least 6 years' experience in culinary management

## **Skills**

- Excellent verbal and written communication
- Service orientation
- Management of personnel resources
- Social perceptiveness
- Critical thinking
- Judgment and decision making
- Complex problem solving
- Time management

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Job Title

## Catering Manager

Department	Reports To	FLSA Status	Prepared By	Approved By	Last Modified
N/A	N/A	N/A	N/A	N/A	

## Job Summary

- Plans, directs, and coordinates catering activities at events.

## General Accountabilities

- Builds and maintains relationships with vendors, clients and venues.
- Negotiates contracts with clients.
- Monitors compliance with health and fire regulations regarding food preparation and serving, number of patrons, and building maintenance in dining facilities.
- Monitors food preparation methods, portion sizes, and garnishing and presentation of food to ensure that food is prepared and presented in an acceptable manner.
- Investigates and resolves complaints regarding food quality or service.
- Supervises cooking personnel to ensure economical use of food and timely preparation.
- Schedules and receives food and beverage deliveries, checking delivery contents to verify product quality and quantity.
- Monitors budgets and payroll records and reviews financial transactions to ensure that expenditures are authorized and budgeted.
- Maintains food and equipment inventories and keeps inventory records.
- Plans menus and food utilization based on anticipated number of guests, nutritional value, palatability, popularity, and costs.
- Keeps records required by government agencies regarding sanitation and food subsidies when appropriate.
- Tests cooked food to ensure palatability and flavor conformity.
- Orders and purchases equipment and supplies.
- Reviews work procedures and operational problems to determine ways to improve service, performance, or safety.
- Records the number, type, and cost of items sold to determine which items are most popular.

- Reviews menus and analyzes recipes to determine labor and overhead costs, and assigns prices to menu items.
- \*The company reserves the right to add or change duties at any time.

## **Job Qualifications**

- Education: Associate's degree
- Experience: 5 years of related experience

## **Skills**

- Excellent verbal and written communication
- Service orientation
- Negotiation
- Social perceptiveness
- Critical thinking
- Judgment and decision making
- Time management

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**Appraisal-Coaching Worksheet**

*Instructions: This form is to be filled out by supervisor and employee prior to each performance review period.*

Employee: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Date: \_\_\_\_\_ Period of Work under Consideration: From \_\_\_\_\_ to \_\_\_\_\_

1. What areas of the employee's work performance are meeting job performance standards?

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2. In what areas is improvement needed during the next six to twelve months?

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3. What factors or events that are beyond the employee's control may affect (positively or negatively) his/her ability to accomplish planned results during the next six to twelve months?

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4. What specific strengths has the employee demonstrated on this job that should be more fully used during the next six to twelve months?

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5. List two or three areas (if applicable) in which the employee needs to improve his/her performance during the next six to twelve months (gaps in knowledge or experience, skill development needs, behavior modifications that affect job performance, etc.)

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6. Based on your consideration of items 1-5 above, summarize your mutual objectives:

- A. What supervisor will do:

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- B. What employee will do:

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C. Date for next progress check or to reevaluate objectives:

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D. Data/evidence that will be used to observe and/or measure progress.

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<hr/> <i>Employee Signature</i>	<hr/> <i>Date</i>
<hr/> <i>Supervisor Signature</i>	



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WORKPLACE**

**Mandatory Questions**

These questions are Pass/Fail. To be considered responsive, responsible and eligible for award, you must answer all questions in this section.

**DO NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO THIS WORKSHEET.**

Question #	Questions per Proposal Factors/Categories	Response by Offeror. Some Answers may be Answered by a Yes or No; However, Some Questions May Require a Detailed Response	Upload Attachments with Additional Information?	Attachment File Name (Must Reference Page Number of Answer to Corresponding Question)
<b>Proposal Factors</b>				
1	The Offeror must currently own the specified business and must have owned and operated the specific business continuously a minimum of three (3) years. Please supply documentation demonstrating your business has been in operation for a minimum of three (3) years.	South Florida Carefree Catering has been in business over 20 years	Yes	
2	Offeror must be financially viable, as evidenced by sustained bottom line profitability with no current areas of significant financial risk. Offeror must provide financial information that will allow proposal evaluators to clearly ascertain the financial stability of the Offeror.	2019 Income Tax Attached	Yes	
3	Please provide information about contract cancellations or non-renewals your company has experienced over the last three years.	None	If Applicable	
4	Provide at least five (5) current professional references who may be contacted for verification of the bidder's professional qualifications to meet the requirements set forth herein. We request that the references include one long-standing customer (minimum of 3 year engagement) and one new customer (one who has been engaged with bidder for less than one year).	Attached	Yes	Use Attached Reference Form
5	Supplier will maintain adequate staff on duty at the premises at all times to ensure a quality dining service operations. Staff will be experienced and qualified for administration and supervision, menu planning and dietetics, production, purchasing, service, sanitation, marketing, and equipment use.	Yes	No	
6	Supplier must continually provide satisfactory training and development for its employees at all levels of the dining operations.	Yes	No	
7	Supplier shall comply with all applicable federal, state and local laws and regulations regarding employment, compensation, and payment of personnel. Such compliance shall include, without limitation, maintenance of unemployment insurance, worker's compensation and other taxes, health examinations, permits and licenses in amounts and type enumerated by law. Supplier shall act as an independent Supplier, and not an agent of the City in all aspects of any management and operational duties and responsibility in its delivery of food services.	Yes	No	
8	Supplier employees will be neatly attired in clean uniforms and wear visible nametag identification at all times while on duty. Management will be appropriately dressed (but not necessarily in uniform) and wear nametag identification.	Yes	No	
9	Supplier will comply with City Background Check Requirements.	Yes	No	
10	Supplier shall perform proper use and care for the equipment and facilities with which it is entrusted under this contract and/or uses in the performance of its daily duties, as specified by equipment manufacturers. Supplier must perform first level (operator) preventive maintenance on all equipment, fixtures, furnishings, and building components.	Yes	No	
11	At all times during the term of this agreement, Supplier shall maintain such minimum or par stock levels of smallwares and service ware as cost of doing business.	Yes	No	
12	Supplier at their cost will provide any office machines necessary for the management of the dining service operations, including computers (and software), printers, copy machines, calculators and other similar items.	Yes	No	
13	During each contract year, Supplier will be responsible for the first \$10,000 in repair and maintenance of all City owned equipment. Supplier shall be required to provide all PM on all City owned Dining Services equipment for the solicited location. Within the contract year and each subsequent contract year, where it has been determined by City that damages were due to Supplier negligence or an event under Supplier's direct control and responsibility, Supplier shall be responsible for the cost of repair beyond the first \$10,000.	Yes	No	

14	Supplier will provide City with an inspection report within 24 hours of receipt. Within three (3) working days, Supplier will provide City with a written report of corrective actions on all infractions contained within the report. In the event that corrective action is a joint responsibility, Supplier will notify City of its responsibility in the matter and will work with the City in the implementation of such action. City reserves the right to periodically conduct an unannounced inspection with or without the Supplier. Consultant inspectors for all state and local authorities and from the City will have complete cooperation from the Supplier.	Yes	No	
15	Supplier shall be responsible for all costs and maintenance of insect and pest control in all assigned areas for production, service and storage.	Yes	No	
16	Supplier shall immediately report fires, unsafe conditions, thefts, and security hazards to the City. Supplier shall immediately fix and report to the City any conditions cited in any inspections by local, state or federal agencies or those identified by the City for unsafe conditions on the premises. Supplier shall notify the City immediately after any fire extinguisher use or discharge.	Yes	No	
17	Supplier shall ensure that all equipment, systems, furniture, etc., directly intended for use by patrons will comply with all applicable laws and regulations regarding access by persons with disabilities. In the event of a disability complaint, the Supplier will immediately provide a legally-acceptable accessible alternative.	Yes	No	
18	Supplier will be responsible for routine daily cleaning of the hood exterior and interior surfaces and filters below the ceiling level.	Yes	No	
19	Supplier will be responsible for any loss or damage resulting from Supplier negligent failure to provide adequate security, including information security breaches of Supplier systems or by Supplier employees accessing City systems and including, but not limited to, such losses and damages due to inadequate Supplier staffing levels. The Supplier will be responsible for implementing information security measures, auditing and reporting to City officials as is required for other information technology system owners/users. Supplier's employees will be responsible for complying with the City's Standards for Safeguarding Information.	Yes	No	
20	Supplier shall be responsible for all costs (as part of doing business) for required food, paper, office, janitorial and chemical supplies for the operation the contracted facilities.	Yes	No	
21	Supplier will be responsible for providing and maintaining an inventory of disposable service-ware adequate to meet the emergency needs should the dishwashing facilities become inoperative and paper or disposable service is required.	Yes	No	
22	Upon termination or expiration of the Agreement, inventories of food and expendable supplies will remain those of the Supplier.	Yes	No	
23	Within all applicable tax codes and with sensitivity to City and City issues, Supplier will cooperate with the City to regularly develop and implement advertising and promotional efforts to increase the visibility and image of the City's operations to all patrons. All advertising and promotional materials will meet the requirements of applicable laws and City policies.	Yes	No	
24	Supplier will pay all its employees assigned a lawful wage.	Yes	No	
25	Supplier is solely responsible for training and supervising all employees with regards to safe work habits and proper use of all equipment. All safety incidents will be reported immediately to the City.	Yes	No	
26	Supplier will be responsible for the safe use of all chemicals including secured storage and separation of chemical from food storage. Supplier storage will meet all local, state, and federal requirements.	Yes	No	
27	All food purchases shall meet requirements of the United States Department of Agriculture (USDA) Food and Drug Administration (FDA) and National Sanitation Foundation (NSF).	Yes	No	
28	Hot food shall be served hot and cold foods cold in accordance with local, state, and regional mandated standards.	Yes	No	
29	HACCP (Hazardous Analysis of Critical Control Points) standards shall be used for receiving, storing, thawing, chilling, serving and thermalizing all food.	Yes	No	
30	Supplier will provide the City with a monthly point of sale financial statement to show budgeted and actual sales and operating expenses for the current period and the year to date on or before the 20th day of the month following the close of the financial period.	Yes	No	
31	Supplier must operate an electronic point of sale system during all hours of business operations.	Yes	No	
32	Supplier will provide the City with a quarterly consolidated financial statement to show budgeted and actual sales and operating expenses for the current period and the year to date. Offeror is to provide reports showing financial results and related analysis detail that the City can expect to receive and utilize as a management tool. Respondents should be candid as to the level of detail that will be provided relative to full disclosure on all costs associated with the scope of services.	Yes	No	

33	Monthly operating reports and supporting data will be prepared in accordance with a format acceptable to the City to include sufficient detail for performance tracking purposes. These reports will include, at a minimum, the following: Retail: 1) Average Check for Retail Venues (sales divided by customer count); 2) Per Capita Retail Sales (sales divided by the total number of patrons); 3) Sales per hour of operation by retail venue. Offeror is to provide reports showing financial results and related analysis detail that the City can expect to receive and utilize as a management tool. Respondents should be candid as to the level of detail that will be provided relative to full disclosure on all costs associated with the scope of services.	Yes	No	
34	Offeror must certify that it will comply with all local, state and federal laws and OSHA regulations effective during the term of the Contract and bear any and all expenses that would be reasonably associated with or considered "cost of doing business" ensuring Offeror's compliance with the terms and conditions related to Offeror's performance under the Contract.	Yes	No	
35	Offeror must agree to be audited by the City or an entity chosen by the City on a periodic schedule.	Yes	No	
36	Offeror must agree to execute within thirty (30) days of receipt of the Notice of Award, any and all contracts, and other necessary agreements with any approved sub-supplier(s) if Offeror is determined to be the apparent winning proposal.	Yes	No	
37	Offeror must assume financial responsibility for any sub-supplier error or omission.	Yes	No	
38	Offeror must agree to notify the City of all PII, PHI, and sensitive/confidential releases of information within 24 hours from when a security breach is discovered and take immediate action to rectify the situation.	Yes	No	
39	Offeror must maintain and provide all necessary licenses and permits for its operations before the contract effective date. An updated copy of all such licenses and permits must be provided to the City for its records at each renewal of the contract.	Yes	No	
40	Within the past three years has your entity received any alcohol violations? If so, please explain the violation and what was done to prevent future violations	None	If Applicable	
41	Address proposed hours and days of operation on weekdays, weekend and holidays.	7 Days a week 6:30AM to 9:00PM Daily	Yes	
42	Supplier shall be responsible for the payment of all Operating expenses even if GROSS REVENUES are insufficient.	Yes	No	
43	Commissions to the City shall be paid only to the extent that GROSS REVENUES exceed operating expenses.	Yes	No	
44	Supplier must operate all provided mobile food and beverage carts.	Yes	No	
45	Supplier must pay for all permits, licenses, Federal, State and Local taxes as chargeable to operations of a Restaurant.	Yes	No	
46	Abide by all applicable laws, ordinances, codes, and OSHA regulations.	Yes	No	
47	The City and Supplier shall co-hold a liquor license, which is strictly for consumption on the licensed premises of the City owned "The Saints" golf course and the Dining Facility referenced in this solicitation. Supplier is responsible for obtaining the required approvals from the necessary licensing authorities and paying all costs associated with license. Supplier shall maintain this license in "good standing" pursuant to the requirements of the State of Florida throughout the contractual period. The license shall at all times remain the exclusive property of the City of Port St. Lucie, and upon termination by any manner of the Contract between the City of Port St. Lucie and Supplier concerning the furnishing of food service, the license shall revert to the City of Port St. Lucie by operation of law. Supplier agrees to expediently provide any assistance necessary to reassign the license to the City.	Yes	No	
48	<a href="#">Supplier must fully comply with Florida Statutes Chapter 561.701-706.</a>	Yes	No	
49	Supplier shall be the exclusive server of alcoholic beverages at the Dining Facility reference in this solicitation and shall at all times, exercise total independent, prudent, reasonable experienced judgment in the service of alcoholic beverages. Supplier shall take extreme care to ensure that no alcoholic beverages are sold to minors. Supplier shall use only qualified, State certified and supervised personnel with training and experience in the sale of alcoholic beverages.	Yes	No	
50	At Supplier's cost, must provide cable/satellite television services and equipment.	Yes	No	
51	The Supplier shall keep a booking record of all catering functions. All food and beverage negotiations, contracts, and change order requests for all catering functions shall be provided to the Project Manager prior to each event.	Yes	No	
52	Supplier must agree that all products furnished by the Supplier and all applications of service methodology to products and the Dining Facility shall comply with all current Occupational Safety and Health Act regulations.	Yes	No	

## Mandatory Scored Questions

**Suppliers must answer all the questions in this spreadsheet in the cell provided.**

**Failure to answer these questions will result in disqualification of the proposal.**

**Suppliers must indicate whether their proposal meets the individual requirement and provide a supporting narrative in the space provided. The narrative description, along with any required supporting materials, will be evaluated in accordance with Section 6, Proposal Evaluation and Award. ONLY upload documents if there is a Yes in the "Upload Attachments with Additional Information?" column, to provide additional information about specific questions.**

**DO NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO THIS WORKSHEET.**

Question #	Questions per Proposal Factors/Categories	Response by Supplier	Upload Attachments with Additional Information?	Attachment File Name (Must Reference Page Number of Answer to Corresponding Question)
<b>Organizational Capability</b>				
1	Provide an overview of your experience in the food service industry and a brief company history.	South Florida Carefree has been in business for 25 years	If Desired	
2	Provide evidence of financial stability and ability to adequately finance the operations and capital improvements. The data should be supported by audited financial statements covering the period of 2017 to 2020.	Income Tax Returns attached.	Yes	Tax Returns
3	Please provide information about contract cancellations or non-renewals your company has experienced in over the last three years. If none, please respond with "None Received".	None Received	If Desired	
4	Provide details about the chain of command and reporting structure through the organization.	Org Chart Attached	If Desired	Org Chart
<b>Transition Plan</b>				
5	Provide a transition plan detailing the steps that the Supplier would take in chronological order if selected to assume control of the account from another Supplier. Incumbents may choose to substitute a plan detailing what it will do to implement any changes submitted in the proposal should it be successful in retaining the account.	Attached	If Desired	Transition Plan
<b>Staffing and Personnel</b>				
6	Please submit: a. Job profiles and descriptions for management and supervisory staff. b. Basic Employee policies and procedures (including employee conduct policies). c. Resumes for proposed site management team for the overall account.	Attached	Yes	Job descriptions Perormance sheet:

7	Which levels of personnel receive training and how (medium) is it delivered? Please provide copies of your training manuals. Please note the type and frequency of training programs and mandated procedures that support safety, sanitation, and security. Include a description of your company's HACCP program. Include your company policy regarding ServSafe certification for employees.	All staff receive appropriate training	Yes	
8	What is the company's philosophy toward employing individuals under the age of 21? Please go into detail on this process.	Kitchen personnel, servers and bus people under 21 are hired.	If Desired	
9	What background checks are you conducting on current and prospective staff members? How often are background checks performed? What is your hiring, disciplinary and termination process?	E-Verify Homeland Security website.	If Desired	
<b>Dining</b>				
10	How and how often do you measure customer attitudes and satisfaction? Please go into detail to how your business follows up with customer complaints.	Personal phone call or emails by the President of the company.	If Desired	
11	Please submit a plan of proposed activities that involves weekly entertainment. It is strongly suggested that proposers offer amenities such as live bands, dancing, and game nights.	Attached	Yes	
12	Explain in detail to what is your biggest competitive advantage?	Great food and customer service.	If Desired	
13	What is your approach to using the Internet and Social Media in your dining service outreach? Please provide examples.	Active website and social media presence.	If Desired	
14	Please submit a plan to provide quality assurance with respect to all aspects of Dining Services to include: a. Sample inspection/quality audit forms used internally and as part of any local/regional inspection agency visitations. Indicate frequency, follow up and reporting when these audits are completed. b. Forecasting, merchandising, production, and quality control techniques such as taste testing, temperature testing, sample recipes, utilization of leftovers, identification, and deletion of unpopular items and so forth. e. Describe the training and supervision process that will be implemented and sustained to assure the City that proper food handling, holding, transport, and service standards are in place and consistently utilized.	Attached	Yes	Quality Checklist
15	What is your philosophy toward menu development? Please provide a copy of your current and/or proposed menu for food and beverages. <b>DO NOT INCLUDE COST ON MENUS</b>	Attached	Yes	Menu
<b>Equipment</b>				



16	Supplier shall be responsible for performing the proper use and care for the facilities it is assigned and/or uses in the performance of its daily duties as specified. Kitchens, offices, storage areas, and serveries that are solely assigned to the Supplier shall be cleaned and maintained solely by the Supplier on a regular basis. Supplier must explain how they plan to maintain the Dining Facility. Supplier is responsible for maintaining security of any keys or key cards provided and agrees to pay for costs incurred by PSL should Supplier lose a key or key card.	Yes	Yes	
17	Supplier must provide regular maintenance for existing and new equipment and must provide a plan for regular maintenance. Please explain your periodic maintenance schedule that you currently implement for your current operations.	Daily, weekly and monthly maintenance programs	Yes	
<b>Sanitation and Safety</b>				
18	Supplier is responsible for grease storage and disposal. Please submit a plan to assure that your firm is in compliance with the requirement to control the storage and disposal of waste grease or cooking oil.	Contract with KKR grease removal company.	Yes	
19	Supplier is solely responsible for training and supervising all employees with regards to safe work habits and proper use of all equipment. All safety incidents will be reported immediately to the City. Provide your plan that details how you will develop a safe working environment.	Oreintation and ongoing inservice programs.	Yes	
20	Please describe in detail your policies and procedures for handling individual patrons with one of the top seven food allergy groups: Peanuts, seafood, tree nuts, eggs, cow's milk, soy and wheat (gluten)	Menu selections that allow guests with food allergies to make selections.	If Desired	
<b>Catering Operations</b>				
21	What is your strategy or strategies with regard to catering?	Social media, print ads and word of mouth	If Desired	
22	Describe the range of catering events you provide to your current clients.	Everything	If Desired	
23	Please provide us with your most recent catering guide	Attached	Yes	
24	What do you consider the most important elements of a successful catering event?	Clean plates! Smiling faces!	If Desired	
<b>Marketing Plan</b>				
25	Submit a marketing plan that addresses the dining and catering services for the City.	Attached	Yes	

